



AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON
REGULAR MEETING

June 22, 2021– 6:00 P.M.

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

Public Meetings will be conducted in the Commission Chambers with a limited seating arrangement. To adhere to social distancing recommendations, meetings will 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 Meeting Minutes – 6.08.21
- B. Police Department Monthly Statistics – May 2021
- C. Monthly Finance Report – May 2021
- D. Warrenton Rural Fire District Contract Renewal

Items on the Consent Calendar have previously been discussed and/or are considered routine. Approval of the Consent Calendar requires a motion, a second, and no discussion, unless requested by a member of the City Commission.

4. **COMMISSIONER REPORTS**

Employee Recognition – Larry Neahring

5. **PUBLIC COMMENT**

At this time, anyone wishing to address the City Commission concerning items of interest may do so. The person addressing the Commission must complete a Public Comment Card and submit it to the City Recorder prior to the meeting. All remarks will be addressed to the whole City Commission and limited to 3 minutes per person. Public Comments may also be submitted by email to the City Recorder, at 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. Street Vacation No. 156; Ordinance No. 1253
- B. State Revenue Sharing; Resolution No. 2607
- C. City of Warrenton FY 2021-2022 Budget Adoption; Resolution No. 2606

7. BUSINESS ITEMS

- A. Consideration of Adoption of Capital Improvement Program
- B. Consideration of Request to Declare Surplus Fire Department Equipment; Tender 2731 and Command Vehicle 2761
- C. Consideration of Second Reading of Resolution No. 2596; Marina Rates and Fees
- D. Consideration of Second Reading of Ordinance No. 1252; Street Vacation Petition No. 155
- E. Consideration of 2021-2022 Police Dispatch Services Agreement
- F. Consideration of Surplus – Police K9
- G. Consideration of Proposal for Professional Engineering Services – Iredale Culvert
- H. Consideration of Proposal for Professional Engineering Services – SW Alder – 2nd Street to 1st Street

8. DISCUSSION ITEMS – None

9. GOOD OF THE ORDER

10. EXECUTIVE SESSION

Under the authority of ORS 192.660(2)(b); to consider the dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent who does not request an open hearing.

11. ADJOURNMENT

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

MINUTES
 Warrenton City Commission
 June 8, 2021
 6:00 p.m.
 Warrenton City Hall - Commission Chambers
 225 S. Main
 Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 6:02 p.m. and led the public in the Pledge of Allegiance.

Commissioners Present: Mayor Henry Balensifer, Tom Dyer, Gerald Poe, Mark Baldwin, and Rick Newton

Staff Present: City Manager Linda Engbretson, City Recorder Dawne Shaw, Police Chief Mathew Workman, Fire Chief Brian Alsbury, Harbormaster Jane Sweet, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, and Finance Director April Clark

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 5.25.21
- B. Community Center Advisory Board Meeting Minutes – April 2021
- C. Marina Advisory Board Meeting Minutes – April 2021
- D. Liquor License Application – My Place

Commissioner Newton noted the funds raised at the Community Center Easter breakfast. He also clarified discussion from the last meeting that the Commission has not approved the LCTC (Lower Columbia Tourism Committee) funds to be transferred to the Marina yet.

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

Newton – aye; Dyer – aye; Poe – aye; Baldwin – aye; Balensifer – aye

COMMISSIONER REPORTS

Commissioner Newton noted updates and events from Spruce Up Warrenton and the Fire Department. He also noted concerns on the Governor's Friday conference call and updates from the PSCC (Public Safety Coordinating Council).

City Recorder Dawne Shaw noted a prepared letter regarding concerns on proposed House Bill 2485. Mayor Balensifer asked to add it to the agenda as item 7G. There were no objections.

PUBLIC COMMENT

Mr. Tony Faletti noted his support for the Marina Advisory Committee and the proposed increased camping fees. He asked the Commission to reconsider the camping boundaries discussed at the last meeting with the addition of clearly marked camping spaces and temporary fencing to restrict camping in Seafarer's Park.

PUBLIC HEARING

Mayor Balensifer opened the Public Hearing on Street Vacation Petition No. 155. Formalities followed. Commissioner Poe recused himself from discussion and voting on this item as he is a co-applicant but would like to comment. No other conflicts of interest or ex parte contacts were reported. Ms. Shaw reviewed the staff report. The applicant, Mr. Gerald Poe, spoke in favor of the street vacation and noted he is not developing. He is merely at the end of the dead end of the proposed vacated portion. Mr. Poe wished to clear up any misunderstanding. Mr. Jordan Winters, representative of Jetty Street, LLC., owned by Mr. Mark Hanson, spoke in favor of the street vacation. He described development plans. No one spoke in opposition. There was brief discussion about road width standards. There being no further discussion, Mayor Balensifer closed the public hearing.

Commissioner Newton made the motion to conduct the first reading, by title only, of Ordinance No. 1252; an ordinance vacating a portion of 4th Avenue, an undeveloped street rights-of-way in the plats of first addition to Kindred Park to Warrenton, in the City of Warrenton, Oregon. Motion was seconded and passed unanimously.

Newton – aye; Dyer – aye; Poe – abstained; Baldwin – aye; Balensifer – aye

Mayor Balensifer conducted the first reading of Ordinance No. 1252; an ordinance vacating a portion of 4th Avenue, an undeveloped street rights-of-way in the plats of first addition to Kindred Park to Warrenton, in the City of Warrenton, Oregon.

BUSINESS ITEMS

Mr. Mike Moha asked for permission to hold the 4th of July parade. He noted no other planned activities will take place. If approved, the application forms will be available on Facebook. Spruce Up Warrenton will manage the event. City Manager Linda Engbretson noted the application is ready to be approved and the liability certificate has been approved by the City's insurance. Mayor Balensifer noted his appreciation for Mr. Moha's efforts on such short notice.

Mayor Balensifer made the motion to approve the event application for the 4th of July parade. Motion was seconded and passed unanimously.

Newton – aye; Dyer – aye; Poe – aye; Baldwin – aye; Balensifer – aye

Public Works Director Collin Stelzig discussed a grant application with Business Oregon for a Special Public Works Fund to assist in moving forward with ongoing issues related to levee

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certification. He reviewed the details. The geotechnical study would be the first step in the certification. It is estimated at over \$1 million. Business Oregon has reached out with an offer of \$200,000 for levee work. One thing that can be done with these funds is the interior drainage study. The study will produce maps similar to FEMA maps. Discussion followed. Discussion followed on flood insurance. Ms. Engbretson noted this is an affordable opportunity to keep chipping away at levee certification.

Commissioner Dyer made the motion to authorize the Mayor's signature on the Business Oregon SPWF Grant Application. Motion was seconded and passed unanimously.

Newton – aye; Dyer – aye; Poe – aye; Baldwin – aye; Balensifer – aye

Harbormaster Jane Sweet discussed Resolution No. 2596, adopting and setting moorage rental rates and fees in the Warrenton and Hammond Municipal Basins. Mayor Balensifer noted several fees should be increased. Discussion followed. Mayor Balensifer noted concerns about ensuring the hoist pays for itself. Discussion followed. Commissioner Baldwin suggested \$150 or \$250 minimum per hour for the hoist. Discussion continued. Commissioner Poe recommended increasing the liveaboard fee and clarifying commercial liveaboards. Discussion followed. Commissioner Newton noted state restrictions on increasing tenant rates. Mayor Balensifer noted for clarification that there are commercial liveaboards with stays of under 30 days, but over 10 and then there are tenancies using boats as houses. Commissioner Newton discussed the camping fees that are being overlooked. Mayor Balensifer noted with the suggested amendments they should remand this back to the Marina Advisory Committee. Ms. Engbretson noted the Marinas Advisory Committee has reviewed these rates with staff over the past several months. Mayor Balensifer asked Committee Chair, Pam Ackley (on Zoom), to speak to the fee increases. Ms. Ackley noted remanding it back would delay the implementation of the fees. Discussion continued. Mayor Balensifer suggested approval as is, remand back to the Marinas Advisory Committee, and recommend the rates come back by the end of the year. Ms. Ackley suggested approval with amendments. Discussion followed on amendments. Mayor Balensifer summarized changes: 1F increase to \$300, 1G increase to \$75, 4A increase to \$150 per hour minimum one, and remand liveaboard fees to come back at the end of the year. Ms. Sweet noted an error on 1B “these above rates will be raises” should say “these above rates will be raised”.

Commissioner Dyer made the motion to amend Resolution No. 2596, to incorporate a scrivener's error change on 1B, a price increase to \$300 on 1F, and increase on 1G to \$75. Motion was seconded and passed unanimously.

Newton – aye; Dyer – aye; Poe – aye; Baldwin – aye; Balensifer – aye

Commissioner Newton made the motion to conduct the first reading, by title only, as amended of Resolution No. 2596. Motion was seconded and passed unanimously.

Newton – aye; Dyer – aye; Poe – aye; Baldwin – aye; Balensifer – aye

Mayor Balensifer conducted the first reading of Resolution No. 2596 adopting and setting moorage rental rates and fees in the Warrenton and Hammond Municipal Basins, and repeal and other resolutions in conflict, as amended.

Commissioner Poe made the motion to ask the advisory committee to provide a recommendation on raising rates and ensuring our costs are covered related to the services that we provide. Motion was seconded and passed unanimously.

Newton – aye; Dyer – aye; Poe – aye; Baldwin – aye; Balensifer – aye

Commissioner Newton noted the waiting list for the commercial dock.

Finance Director April Clark discussed Resolution No. 2604, approving and adopting increases to appropriations for unanticipated revenues from specific purpose grant for fiscal year ending June 30, 2021. This is because of the three conflagration fires that Warrenton Fire Department went on this year. She noted the reimbursements received from the state and the budget adjustment figures.

Commissioner Dyer made the motion to approve Resolution No. 2604. Motion was seconded and passed unanimously.

Newton – aye; Dyer – aye; Poe – aye; Baldwin – aye; Balensifer – aye

Finance Director April Clark discussed Resolution No. 2605, approving and adopting increases to appropriations for unanticipated revenues from specific purpose grant for fiscal year ending June 30, 2021 for coronavirus relief funds. Ms. Clark noted the figures of the reimbursement and the budget adjustment.

Commissioner Newton made the motion to approve Resolution No. 2605. Motion was seconded and passed unanimously.

Newton – aye; Dyer – aye; Poe – aye; Baldwin – aye; Balensifer – aye

Ms. Engbretson reviewed the General Unit Collective Bargaining Agreement and outlined the significant changes. It was noted how quickly and smoothly the negotiations were conducted. Mayor Balensifer commended both sides on the swift and amicable process.

Commissioner Poe made the motion to adopt the Collective Bargaining Agreement.

Ms. Engbretson noted a correction to the motion to be effective July 1, 2021. Commissioner Poe withdrew the previously stated motion. There were no objections.

Commissioner Poe made the motion to adopt the Collective Bargaining Agreement between the City of Warrenton and Local 2746-5 and Council 75 of AFSCME, AFL-CIO, upon July 1, 2021 to June 30, 2024. Motion was seconded and passed unanimously.

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Balensifer – aye; Dyer – aye; Poe – aye; Baldwin – aye; Newton – aye

Ms. Shaw noted the letter to Oregon State Representatives regarding HB2485. A correction to the letter was discussed. Discussion followed about the bill's impact on responding to public records requests. Mayor Balensifer noted his support for the letter.

Commissioner Baldwin made the motion to approve the Mayor's signature on the amended letter opposing HB2485. Motion was seconded and passed unanimously.

Newton – aye; Dyer – aye; Poe – aye; Baldwin – aye; Balensifer – aye

DISCUSSION ITEMS

Ms. Engbretson noted discussion that took place at the Budget Committee meeting regarding funding from transient room tax. She noted it was not her original intent to zero out the LCTC account, but this was an opportunity to fund money into the Hammond Marina. The Budget Committee approved zeroing out the LCTC fund. She noted the budget figures. Astoria-Warrenton Chamber of Commerce Executive Director, David Reid (via Zoom) recapped an email he sent regarding the benefits and services LCTC provides. He noted it is Warrenton's management and marketing organization. Mr. Reid noted the 30 years of effort to build a combined brand with Warrenton and Astoria. He asked the Commission to reconsider their decision to withdraw from LCTC. Commissioner Newton asked what percentage of the LCTC budget Warrenton contributes. Mr. Reid noted about 20%. Discussion followed on marketing impact. Commissioner Newton asked if future LCTC membership can be denied if Warrenton ceases all funding to LCTC. Mr. Reid confirmed. Commissioner Newton noted his concerns on leaving LCTC. Mr. Reid continued on the difference between LCTC and the Astoria-Warrenton Chamber of Commerce. He noted the goal to create a county-wide effort to attract visitors. Discussion followed on marketing data. Commissioner Newton noted if Warrenton were to continue with LCTC he would like to see a digital coupon to collect data. Mayor Balensifer noted his concerns, and noted the City wants to remain part of the Chamber of Commerce but would like to renegotiate the terms of its relationship with the Chamber and LCTC. Discussion continued. There was discussion about the disconnect between LCTC and the City of Warrenton. Mayor Balensifer noted difficulty keeping Warrenton business owners on LCTC. He further noted if there were to be a continued relationship with LCTC, there would be a need for direct input from the whole Commission on setting the annual direction for LCTC. Mr. Reid noted LCTC would like as much input from Warrenton as possible. Discussion continued. Mr. Reid noted that any structural changes would have to be voted on by LCTC. Ms. Engbretson noted the current resolution in place still designates funds to LCTC and noted the specific language. There was brief discussion about Warrenton trail maps.

GOOD OF THE ORDER

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Commissioner Newton discussed the Governor’s phone call. He noted the recent CERT training. He noted a wildfire resiliency training and a packet from RDI (Rural Development Initiative). He noted recent scholarship awards.

Mayor Balensifer noted he and the City Manager had a meeting with the county related to the ARP (American Rescue Plan) funds.

Ms. Engbretson disclosed the City entered into an emergency public contract over her signing authority. The contract was with Underground Tech in the amount of \$38,700. Mr. Stelzig explained the situation that warranted the emergency contract were repairs to a culvert on 4th Street. Mayor Balensifer stated it would be best to sanction the approval of the contract.

Commissioner Newton made the motion to approve of the action of the City Manager to make an emergency contract to repair a culvert after the fact. Motion was seconded and passed unanimously.

Newton – aye; Dyer – aye; Poe – aye; Baldwin – aye; Balensifer – aye

There being no further business, Mayor Balensifer adjourned the regular meeting at 7:54 p.m.

Respectfully prepared and submitted by Rebecca Sprengeler, Deputy City Recorder.

APPROVED:

ATTEST:

Henry A. Balensifer III, Mayor

Dawne Shaw, CMC, City Recorder



WARRENTON POLICE DEPARTMENT
MAY 2021 STATISTICS
 JUNE 22, 2021



May Statistics (% changes are compared to 2020)							
Category	2021	2020	% Chg	2019	% Chg	2018	% Chg
Calls for Service	736	638	15%	820	-10%	903	-18%
Incident Reports	185	214	-14%	226	-18%	237	-22%
Arrests/Citations	143	171	-16%	191	-25%	137	4%
Traffic Stops/ Events	153	189	-19%	216	-29%	260	-41%
DUII's	1	2	-50%	6	-83%	6	-83%
Traffic Accidents	11	9	22%	23	-52%	24	-54%
Property Crimes	107	84	27%	89	20%	97	10%
Person Crimes	68	63	8%	83	-18%	67	1%
Drug/Narcotics Calls	3	3	0%	8	-63%	13	-77%
Animal Calls	14	17	-18%	32	-56%	29	-52%
Officer O.T.	79.5	187.7	-58%	117	-32%	119	-33%
Reserve Hours	0	5	-100%	8.5	-100%	21	-100%

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Calls for Service	682	682	772	776	736				
Incident Reports	218	218	195	194	185				
Arrests/Citations	214	196	181	188	143				
Traffic Stops/ Events	107	107	142	208	153				
DUII's	1	1	6	2	1				
Traffic Accidents	17	17	9	17	11				
Property Crimes	111	111	96	93	107				
Person Crimes	109	78	80	84	68				
Drug/Narcotics Calls	9	10	2	1	3				
Animal Calls	19	17	22	21	14				
Officer O.T.	19.5	72.25	63.25	69.25	79.5				
Reserve Hours	0	0	0	0	0				

Oct	Nov	Dec	2021 YTD	2021Estimate	2020	2021v 2020	2019	2021v. 2019	2018	2021v. 2018
			3648	8755.2	7955	10%	9270	-6%	9819	-11%
			1010	2424	2442	-1%	2469	-2%	2608	-7%
			922	2212.8	1891	17%	2095	6%	1731	28%
			717	1720.8	2000	-14%	2489	-31%	2627	-34%
			11	26.4	27	-2%	36	-27%	33	-20%
			71	170.4	228	-25%	246	-31%	275	-38%
			518	1243.2	1191	4%	1230	1%	1094	14%
			419	1005.6	830	21%	863	17%	849	18%
			25	60	58	3%	86	-30%	117	-49%
			93	223.2	207	8%	289	-23%	271	-18%
			303.75	729	2075.4	-65%	2194.5	-67%	1731.7	-58%
			0	0	12.5	-100%	259.5	-100%	359.5	-100%

Homeless Incidents	2021	2020
Code 40 (Normal)	27	35
Code 41 (Aggressive)	1	0

Elk Incidents	2021
Interaction:	2
Traffic Accidents:	0
Traffic Complaints:	0
Total:	2

The following is a graphic representation of statistics for **May 2021** using our **CityProject** membership (formerly [CrimeReports.com](https://www.crimereports.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.

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



CITY OF WARRENTON

FINANCE DEPARTMENT

Volume 14, Issue 11

**Monthly Finance Report
May 2021**

June 22, 2021

Economic Indicators

	Current	1 year ago
◆ Interest Rates:		
LGIP :	0.60%	1.49%
Prime Rate:	3.25%	3.25%
◆ CPI-U change:	unavail.	0.1%
◆ Unemployment Rates:		
Clatsop County:	unavail.	19.6%
Oregon:	5.9 %	11.7%
U.S.:	5.8%	13.3%

Department Statistics

◆ Utility Bills mailed	3,380
◆ New Service Connections	4
◆ Reminder Letters	390
◆ Door Hangers	99
◆ Water Service Discontinued	18
◆ Counter payments	186
◆ Drop box payments	282
◆ Mail payments	1,120
◆ Auto Pay Customers/pmts	691
◆ Online (Web) payments	1,056
◆ Checks issued	335

Current and Pending Projects

- ◆ CRF & ARP Grant Funding
- ◆ 2022-2027 Capital Improvement Program will be presented to the City Commission on June 22, 2021 for recommended adoption.
- ◆ 2021-2022 Proposed Budget was approved by the Budget Committee and will be presented to the City Commission on June 22, 2021 for adoption.
- ◆ Insurance Renewals
- ◆ Audit Preparation

Financial Narrative as of May 31, 2021

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

General Fund: Year to date revenues amount to \$4,014,051, which is 90.7% of the budget, compared to the prior year amount of \$3,773,010, which was 90% of the budget and are up by \$241,041. Increases are shown in property taxes, COW franchise fees, state revenue sharing, fire charges, leases and grants and are offset by decreases in franchise fees, transient room tax, municipal court, planning fees, police charges, miscellaneous, and interest.

Expenses year to date amount to \$3,742,072, which is 79.4% of the budget, compared to the prior year amount of \$3,878,857, which was 82.6% of the budget and are down by \$136,785. All departments are tracking under budget. Departments continue to watch spending due to economic uncertainties brought on by the Covid-19 pandemic.

WBL: Business license revenue amounts to \$60,345, compared to \$60,405 at this time last year, a difference of \$60. Year to date licenses processed is 710 compared to 697 at this time last year.

Building Department: Permit revenues this month amount to \$6,510 and \$290,832 year to date, which is 61.9% of the budgeted amount. Last year to date permit revenue was \$335,990 which was 99.9% of the budgeted amount.

State Tax Street: State gas taxes received this month amount to \$37,720 for fuel sold in April and \$322,714 year to date. City fuels taxes received this month amount to \$29,284 for fuel sold in March and are \$261,477 year to date. Total gas taxes received year to date are \$584,191 compared to \$600,875 at this time last year.

Warrenton Marina: Total revenues to date are \$600,682, 105.2% of the budgeted amount, compared to the prior year amount of \$588,920, which was 94.4% of the budgeted amount. There is \$5,438 in moorage receivables outstanding.

Hammond Marina: Total revenues to date are \$332,059, 142.3% of the budgeted amount, compared to the prior year amount of \$388,394, which was 103.3% of the budgeted amount. There is \$1,626 in moorage receivables outstanding.

Of the total outstanding receivables:

\$ (2,803) is current, (*amount is negative due to a credit issued for a billing adjustment*)

\$4,798 is 30-60 days past due,

\$672 is 60-90 days past due and

\$4,397 is over 90 days past due.

Water Fund: Utility fees charged this month are \$189,022 and \$98,262, and \$2,237,825 and \$1,320,187 year to date for in-city and out-city respectively and

totals \$3,558,012 and is 113.6% of the budget. Last year at this time, year to date fees were \$2,149,698 and \$1,216,416, for in-city and out-city, respectively and totaled \$3,366,114.

Sewer Fund: Utility fees charged this month are \$217,908 and \$2,297,078 year to date, which is 107.2% of the budget. Last year at this time, year to date fees were \$2,211,273, which was 95.6% of the budget. Shoreline Sanitary fees year to date are \$125,021. Septage revenue year to date is \$126,220 and is 126.2% of the budget. Total revenues year to date are \$2,657,118 compared to \$2,614,071 at this time last year.

Storm Sewer: Utility fees (20% of sewer fees) this month are \$43,558 and \$459,212 year to date and is 107.2% of the budget. Last year to date revenues were \$442,017 which was 95.5% of the budget.

Sanitation Fund: Service fees charged this month for garbage and recycling were \$84,142 and \$17,572, and \$911,268 and \$190,517, year to date, and are 107.1% and 105.7% of the budget respectively.

Community Center Fund: Rental revenue year to date is \$7,113 and represent 54.7% of the budget. Last year at this time rental revenue was \$15,261 and 95.4% of the budget. Year to date expenditures have exceeded revenues by \$1,016 and have reduced fund balance by the same amount.

Financial data as of May, 2021

	General Fund			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,323,447	1,043,091	600,000	173.85
Plus: Revenues	258,017	4,014,051	4,425,741	90.70
Less: Expenditures				
Municipal Court	18,370	124,325	160,306	77.55
Admin/Comm/Fin(ACF)	58,344	935,443	1,167,282	80.14
Planning	13,951	187,949	292,992	64.15
Police	111,598	1,548,417	2,000,654	77.40
Fire	54,788	778,957	855,386	91.06
Parks	9,343	96,803	163,557	59.19
Transfers	-	70,178	70,178	100.00
Total Expenditures	266,394	3,742,072	4,710,355	79.44
Ending Fund Balance	1,315,070	1,315,070	315,386	416.97

(see details of revenue, page 4)

	WBL			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	54,827	71,405	78,000	91.54
Plus: Revenues	282	61,012	59,800	102.03
Less: Expenditures	623	77,931	128,346	60.72
Ending Fund Balance	54,486	54,486	9,454	576.33

	Building Department			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	896,998	898,004	790,000	113.67
Plus: Revenues	6,948	297,830	474,000	62.83
Less: Expenditures	21,739	313,627	384,175	81.64
Ending Fund Balance	882,207	882,207	879,825	100.27

	State Tax Street			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	2,456,731	2,561,838	2,300,000	111.38
Plus: Revenues	68,439	613,322	709,965	86.39
Less: Expenditures	17,160	667,150	2,674,892	24.94
Ending Fund Balance	2,508,010	2,508,010	335,073	748.50

	Warrenton Marina			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	308,889	172,727	145,000	119.12
Plus: Revenues	19,296	600,682	571,226	105.16
Less: Expenditures	36,556	481,780	558,797	86.22
Ending Fund Balance	291,629	291,629	157,429	185.24

Financial data as of May 2021, continued

	Hammond Marina				Water Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	269,088	180,776	160,000	112.99	2,930,867	3,144,980	2,200,000	142.95
Plus: Revenues	8,731	332,059	233,401	142.27	301,109	3,675,739	5,766,500	63.74
Less: Expenditures	19,140	254,156	315,641	80.52	104,547	3,693,290	7,049,683	52.39
Ending Fund Balance	<u>258,679</u>	<u>258,679</u>	<u>77,760</u>	<u>332.66</u>	<u>3,127,429</u>	<u>3,127,429</u>	<u>916,817</u>	<u>341.12</u>

	Sewer Fund				Storm Sewer			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	2,977,640	2,688,213	2,200,000	122.19	1,470,177	1,185,198	1,100,000	107.75
Plus: Revenues	234,779	2,657,118	2,428,800	109.40	44,312	469,066	433,400	108.23
Less: Expenditures	108,499	2,241,411	3,462,167	64.74	12,648	152,423	1,200,861	12.69
Ending Fund Balance	<u>3,103,920</u>	<u>3,103,920</u>	<u>1,166,633</u>	<u>266.06</u>	<u>1,501,841</u>	<u>1,501,841</u>	<u>332,539</u>	<u>451.63</u>

	Sanitation Fund				Community Center			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	448,708	432,697	450,000	96.15	17,627	18,239	16,000	113.99
Plus: Revenues	104,126	1,110,804	1,037,195	107.10	673	12,234	16,560	73.88
Less: Expenditures	57,054	1,047,721	1,291,501	81.12	1,077	13,250	24,119	54.94
Ending Fund Balance	<u>495,780</u>	<u>495,780</u>	<u>195,694</u>	<u>253.34</u>	<u>17,223</u>	<u>17,223</u>	<u>8,441</u>	<u>204.04</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	185,920	128,494	111,000	115.76	13,102	19,464	25,288	76.97
Plus: Revenues	2,391	230,009	225,902	101.82	11,493	137,140	6,407,433	2.14
Less: Expenditures	16,583	186,775	232,070	80.48	11,529	143,538	6,432,721	2.23
Ending Fund Balance	<u>171,728</u>	<u>171,728</u>	<u>104,832</u>	<u>163.81</u>	<u>13,066</u>	<u>13,066</u>	<u>-</u>	<u>-</u>

Financial data as of May 2021, continued

(\$ Cash Balances as of May 31, 2021)

General Fund	1,530,964	Warrenton Marina	296,988	Storm Sewer	1,446,404
WBL	54,566	Hammond Marina	261,531	Sanitation Fund	381,876
Building Department	885,599	Water Fund	2,600,764	Community Center	18,169
State Tax Street	2,531,217	Sewer Fund	2,746,534	Library	174,688

Warrenton Urban Renewal Agency

Capital Projects	24,595
Debt Service	2,458,522

General Fund Revenues	Collection Frequency	2020-2021 Budget	Actual as a % of Current Budget	Collections/Accruals Year to date		(over) under budget
				May 2021	May 2020	
Property taxes-current	AP	1,077,628	104.49	1,126,039	1,002,864	(48,411)
Property taxes-prior	AP	30,000	111.19	33,356	26,701	(3,356)
County land sales	A	-	0.00	-	-	-
Franchise fees	MAQ	598,000	79.62	476,121	498,616	121,879
COW - franchise fees	M	256,281	106.15	272,041	157,259	(15,760)
Transient room tax	Q	525,212	71.37	374,866	413,813	150,346
Liquor licenses	A	550	90.91	500	550	50
State revenue sharing	MQ	168,891	89.14	150,542	133,547	18,349
Municipal court	M	136,700	73.11	99,940	110,080	36,760
Planning Fees	I	105,000	55.76	58,545	63,898	46,455
Police charges	I	21,000	75.25	15,802	17,786	5,198
Fire charges	SM	103,524	154.61	160,063	90,458	(56,539)
Park charges	I	-	0.00	480	480	-
Miscellaneous	I	1,200	1008.50	12,102	13,297	(10,902)
Interest	M	18,000	38.25	6,885	17,851	11,115
Lease receipts	M	216,473	92.75	200,781	199,134	15,692
Grants	I	-	0.00	90,545	-	(90,545)
Sub-total		3,258,459	94.48	3,078,608	2,746,334	179,851
Transfers from other funds	I	-	0.00	-	-	-
Overhead	M	1,167,282	80.14	935,443	1,026,676	231,839
Total revenues		4,425,741	90.70	4,014,051	3,773,010	411,690

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, 2021. Budget amounts reflect budget adjustments approved by the Commission during the fiscal year. Information and data presented in this report is unaudited.

**INTER-GOVERNMENTAL AGREEMENT
FOR FIRE PROTECTION AND EMERGENCY MEDICAL SERVICE
CONTRACT**

This contract, made and entered into this _____ day of _____, 2021, between the City of Warrenton, a municipal corporation of the State of Oregon, hereinafter referred to as City, and the Warrenton Rural Fire Protection District, a municipal corporation, hereinafter referred to as District, in consideration of the mutual covenants and promises contained herein,

IT IS HEREBY AGREED:

- 1) City and District are duly authorized by virtue of ORS Chapters 190 and 478 to enter into this agreement for intergovernmental cooperation.
- 2) City agrees, subject to its principal obligation to provide fire-fighting and emergency medical services within its city limits, to provide fire protection and emergency medical services according to current Warrenton Fire Department policy for the protection of life and property in the confines of District territories.
- 3) District acknowledges that City’s first responsibility is to fight fires and deliver emergency medical services within the city limits of City. In the event of conflict between simultaneous fires and emergencies, the judgment of the officials of the City as to the amount and type of equipment and personnel provided to District shall be conclusive. Negligence on the part of the dispatcher or committing fire department officer of the City shall not be grounds for complaint or cause of action by the District against the City or its employees or members of the City’s fire department.
- 4) City is not obligated to provide to District non-moving equipment and specifically shall not furnish hydrants, standpipes or real or personal property, or repair and maintain the same.

IN CONSIDERATION OF the City’s service, District agrees to pay City, on due dates as provided in Exhibit A, the following annual fees:

2021-2022	\$106,630
2022-2023	\$109,829
2023-2024	\$113,124
2024-2025	\$116,518
2026-2027	\$120,014

This contract will commence July 1, 2021 and shall terminate June 30, 2027. The City, at its option, may continue to provide service until such time a new contract has been approved, and District will pay for said services at the 2021 annual rate.

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.

The provisions, covenants and conditions of this contract shall be binding upon and inure to the benefit of the successors and permissible assigns of the parties hereto.

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

CITY OF WARRENTON
A municipal corporation

WARRENTON RURAL FIRE
PROTECTION DISTRICT
A municipal corporation

By: _____

By: _____

EXHIBIT A

WARRENTON RURAL FIRE PROTECTION DISTRICT CONTRACT SCHEDULE

	<u>FYE 21/22</u>	<u>FYE 22/23</u>	<u>FYE 23/24</u>	<u>FYE 24/25</u>	<u>FYE 25/26</u>
<u>DUE DATE</u>					
January 2	\$ 53,315.00	\$ 54,914.00	\$56,562.00	\$ 58,259.00	\$60,007.00
February 1	\$ 10,663.00	\$ 10,982.90	\$ 11,312.40	\$ 11,651.80	\$12,001.40
March 1	\$ 10,663.00	\$ 10,982.90	\$ 11,312.40	\$ 11,651.80	\$12,001.40
April 1	\$ 10,663.00	\$ 10,982.90	\$ 11,312.40	\$ 11,651.80	\$12,001.40
May 1	\$ 10,663.00	\$ 10,982.90	\$ 11,312.40	\$ 11,651.80	\$12,001.40
June 1	\$ 10,663.00	\$ 10,982.90	\$ 11,312.40	\$ 11,651.80	\$12,001.40
TOTAL	<u>\$106,629.72</u>	<u>\$109,829.00</u>	<u>\$113,124.00</u>	<u>\$116,518.00</u>	<u>\$120,014.00</u>



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Dawne Shaw, City Recorder
DATE: June 22, 2021
SUBJ: Public Hearing - Street Vacation Petition No. 156; Ordinance No. 1253

SUMMARY

At its May 25, 2021 meeting, the City Commission set a Public Hearing date of June 22, 2021 for Street Vacation Petition No. 156, for a portion of SE Pacific Avenue. Another portion of SE Pacific Avenue, lying between US Highway 101 & SE 2nd Street was vacated in 1971, per Ordinance No. 569-A, and it was assumed that vacation included this section. This new street vacation will correct that omission and allow the petitioner to move forward with development.

A map of the portion of street to be vacated is attached, as well as a copy of the petition from petitioner Atlas Youngs Bay, LLC. The City finds the petition complete having attached in writing the consent of owners of two-thirds in area of property embraced within the real property affected.

Notice requirements under ORS 271.110 are met with the required publications and posting. This is a public hearing, to allow the public the opportunity to speak either in favor or against the proposed vacation.

Staff has prepared an Ordinance for its first reading, if after the Public Hearing, the Commission determines it appropriate to complete the vacation.

RECOMMENDATION/SUGGESTED MOTION

"I move to conduct the first reading, by title only, of Ordinance No. 1253; an Ordinance Vacating a Portion of SE Pacific Avenue, in the City of Warrenton, Oregon."

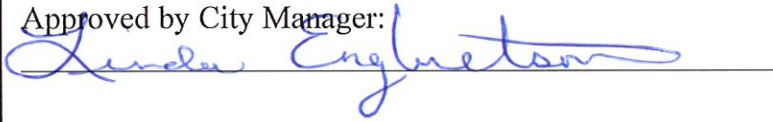
ALTERNATIVE

Other action as deemed appropriate by the City Commission

FISCAL IMPACT

The applicant has paid the \$750 street vacation processing fee. Recording costs considered in FY 2020-2021 budget.

Approved by City Manager:

A handwritten signature in blue ink, reading "Lenda Engleton", is written over a horizontal line. The signature is contained within a rectangular box.

ORDINANCE NO. 1253

INTRODUCED BY ALL COMMISSIONERS

AN ORDINANCE VACATING A PORTION OF SE PACIFIC AVENUE,
IN THE CITY OF WARRENTON, OREGON

WHEREAS, The Warrenton City Commission deems it to be in the best interest of the City to vacate a portion of SE Pacific Avenue, 60.00 wide, lying between the North right-of-way line of previously vacated SE 2nd Street (Vacated per City of Warrenton Ordinance No. 569-A, dated December 20, 1971) and a line parallel with and 100.00 feet of southerly when measured perpendicular to the centerline of the Warrenton-Astoria Highway (East Harbor Street)) (100.00 feet wide).

WHEREAS, a public hearing on the petition was held at the hour of 6:00 p.m. on Tuesday, June 22, 2021, in the Commission's Chambers at Warrenton City Hall; and

WHEREAS, due notice of time and place for said hearing was given, as by law required;

NOW, THEREFORE, the City of Warrenton ordains as follows:

Section 1. The public rights-of-way in the City of Warrenton, Clatsop County, State of Oregon, described as a portion of SE Pacific Avenue and more particularly described in Exhibit A, is hereby vacated. Nothing contained herein shall cause or require the removal or obstruction of any drainage ditch, abandonment of any sewer, water main conduit, utility line, pole or any other thing used or intended to be used for any public service.

Section 2. The City Recorder of the City of Warrenton is hereby ordered to make this vacation a matter of public record; and it is expressly provided that the petitioner shall forthwith pay the costs of the necessary changes of public records, as required by law, and it is hereby provided that the City Recorder shall file with the clerk, the assessor, and the surveyor of Clatsop County, a certified copy of this ordinance.

Section 3. This ordinance will take effect 30 days after its adoption by the Warrenton City Commission.

Adopted by the City Commission of the City of Warrenton, Oregon this ____ day of _____, 2021.

First Reading: June 22, 2021

Second Reading:

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, CMC, City Recorder

RIGHT OF WAY VACATION Street Vacation Check List

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

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

- I have read the "Vacating A Street" brochure.
- I have called and spoken to Eileen Ystad at Clatsop County's Cartography Department (503/ 325-8522) to see who will own the right-of-way area after the vacation is completed. (In most cases the vacated area is split down the middle and reverts back to the adjacent property owner.) **Please list who receives property:** The vacated area will revert back to and become part of Tax Lot 81023CB00800 which is owned by the Petitioner.
- I have talked with all owners of the properties that abut all sides and corners of the portion of right-of-way to be vacated and they will support the vacation request (**objecting property owners will complicate or stop the process**).
- I have contacted private utilities to determine if the companies will support the vacation, with or without special conditions. To ensure that you have a complete understanding of affected utilities, a utility locate should be requested by calling: 800/ 332-2344. Petitioner is not aware of any active utilities in the

proposed vacated area and the portion of SE Pacific Ave. located immediately south of the proposed vacated area was already previously vacated.

SIGN TO CONFIRM:

I have completed all of the above DocuSigned by:
Susan Zimmerman
B72CCA40DECFAE0... 4/22/2021

Signature ** Date

**Susan Zimmerman, Paralegal, Radler White Parks & Alexander LLP, Petitioner's Representative

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

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

Page Two (2)

Send the petition along with the petition fee in the form of a check made out to the City of Warrenton and a signed copy of this checklist to:

Mail Form To:
City Recorder
City of Warrenton
P.O. Box 250
Warrenton, OR 97146

or

Deliver Form in Person To:
City Recorder
City of Warrenton
225 S. Main Street
Warrenton, OR 97146

If you have additional questions about the street vacation process, please contact Linda Engbretson, at 503/ 861-0823 or at cityrecorder@ci.warrenton.or.us.

STREET VACATION PETITION City of Warrenton

Fee: \$600.00

<u>Petitioner</u>	<u>Petitioner's Representative</u>
<p>Name: Atlas Young's Bay, LLC</p> <p>Mailing Address: 808 SW Alder Street, Suite 200 Portland, OR 97205</p> <p>Phone Number: (503) 241-9309</p> <p>Email Address: kdurant@atlasinv.com</p>	<p>Name: Radler White Parks & Alexander LLP Attn: Zoe Lynn Powers and Susan Zimmerman</p> <p>Mailing Address: 111 SW Columbia Street, Suite 700 Portland, OR 97201</p> <p>Phone Number: (971) 634-0215 - Zoe Lynn Powers (971) 634-0207 - Susan Zimmerman</p> <p>Email Address: zpowers@radlerwhite.com szimmerman@radlerwhite.com</p>
<p>1. A description of the right-of-way area to be vacated. <i>(Don't forget to include a map highlighting the area. A survey or professionally developed legal description is required).</i></p> <p style="padding-left: 40px;">See attached Exhibits A and B.</p>	
<p>2. Reason for the Vacation Request. <i>(Advise if any buildings/structures will be in the area to be vacated).</i></p> <p>The portion of SE Pacific Ave. lying between US Highway 101 and SE 2nd Street was vacated in 1971 per Ordinance No. 569-A. When the Petitioner purchased Tax Lot 81023CB00800, the survey it obtained incorrectly indicated that the portion of SE Pacific Ave. lying between E. Harbor Dr. and SE 2nd Street was also vacated by Ordinance No. 569-A. It appears that all parties have been operating on the assumption that Ordinance No. 569-A vacated the portion of SE Pacific Ave. lying between E. Harbor Dr. and SE 2nd Street even though it did not.</p> <p style="text-align: center;">**Continued Below**</p> <p style="text-align: center;">Note: If additional room is necessary, please attach extra pages.</p>	
<p>3. Required affidavits.</p> <ul style="list-style-type: none"> a. 100% of abutting property owners. b. Two-thirds in area of real property affected by proposal. Refer to <i>ORS Chapter 271</i> (attached). c. List of all abutting and affected property owners, mailing addresses, and corresponding square footage of property owned. See attached Exhibit C for list of abutting and affected property owners and map of the affected area. 	

Section 2 Continuation:

The unvacated portion of SE Pacific Ave. lying between E. Harbor Dr. and SE 2nd Street does not provide any through access and has been used as and considered to be part of the Young's Bay Plaza shopping center for many years. A portion of one of the existing buildings in the shopping center is located in this unvacated portion of SE Pacific Ave. The purpose of this street vacation petition is to vacate that portion of SE Pacific Ave. lying between E. Harbor Dr. and SE 2nd Street except for the approximately northerly 50 feet thereof.

DocuSigned by:
Katherine Durant
2A5BA2AE72784F8...

4/22/2021

Petitioner

Date

Katherine Durant, Co-Manager of BV-Atlas, LLC, Manager of Atlas Investments, LLC,
Manager of Atlas Warrenton, LLC, Manager of Atlas Young's Bay, LLC, Petitioner

Return To:

City of Warrenton
P.O. Box 250
225 S. Main Street
Warrenton, OR 97146

For Questions – Contact:

Linda Engbretson, City Recorder
Phone: 503/ 861-0823
Email: cityrecorder@ci.warrenton.or.us

Exhibit "A"
Legal Description

Vacating a portion of SE Pacific Avenue

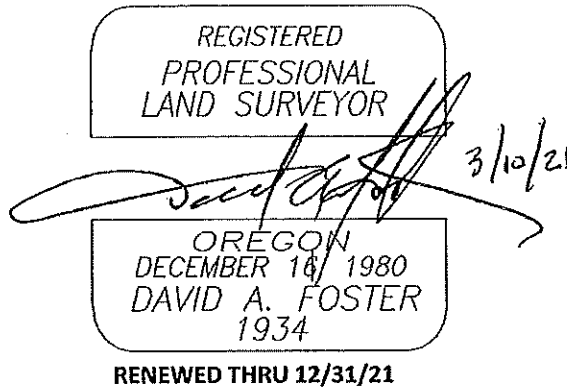
A portion of SE Pacific Avenue located in the northwest one-quarter of the southwest one-quarter of Section 23, Township 8 North, Range 10 West, Willamette Meridian, Clatsop County, City of Warrenton, State of Oregon, being more fully described as follows:

A portion of SE Pacific Avenue, 60.00 wide, lying between the North right-of-way line of previously vacated SE 2nd Street (Vacated per City of Warrenton Ordinance No. 569-A, dated December 20, 1971) and a line parallel with and 100.00 feet southerly when measured perpendicular to the centerline of the Warrenton- Astoria Highway (East Harbor Street) (100.00 feet wide).

Area being vacated, approximate 5,957 square feet more or less

Prepared by:

David A. Foster, PLS
Foster Surveying, Inc.
3517 SE 198th Ave
Camas, WA 98607-8858



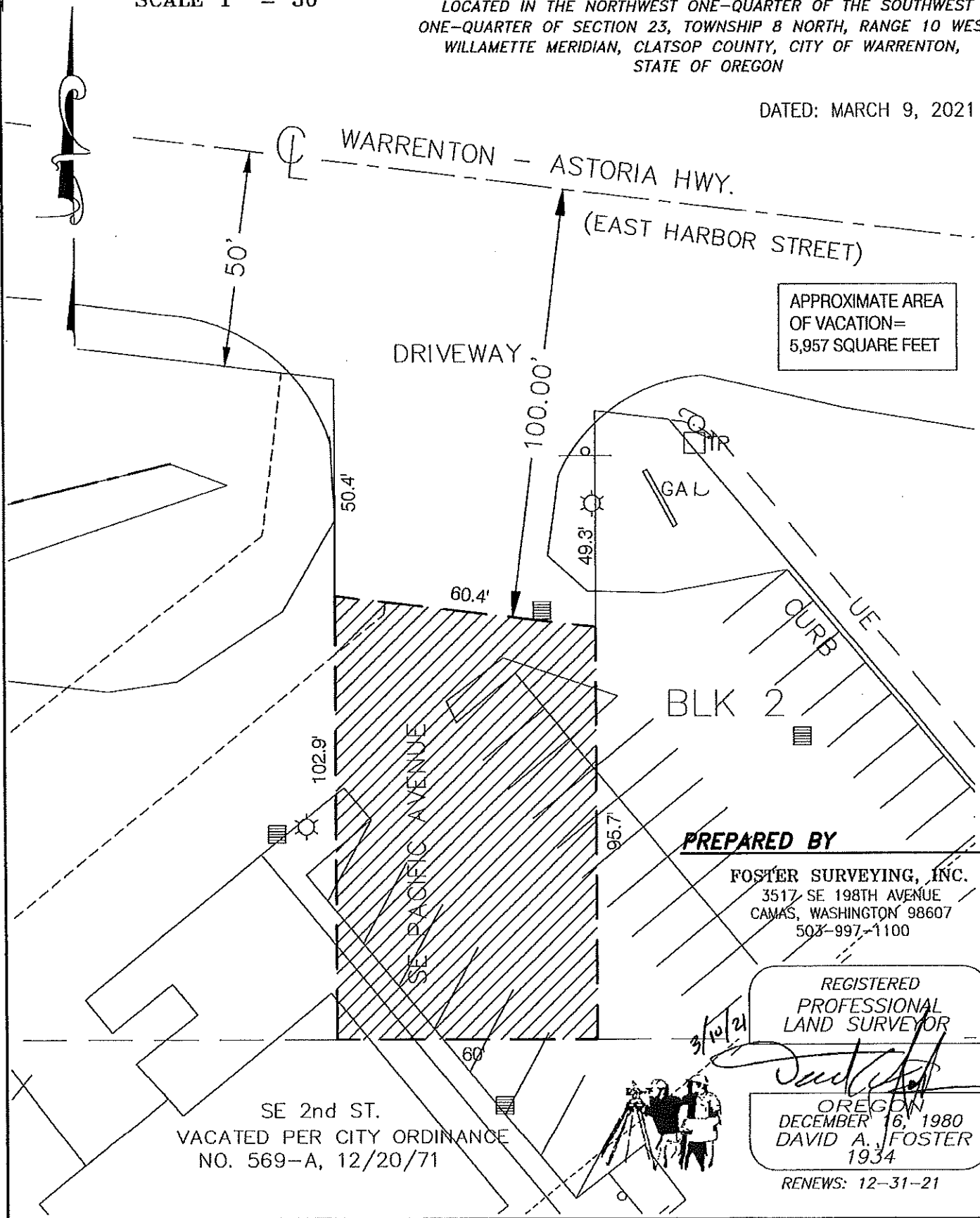


SCALE 1" = 30'

EXHIBIT "B" STREET VACATION

LOCATED IN THE NORTHWEST ONE-QUARTER OF THE SOUTHWEST ONE-QUARTER OF SECTION 23, TOWNSHIP 8 NORTH, RANGE 10 WEST, WILLAMETTE MERIDIAN, CLATSOP COUNTY, CITY OF WARRENTON, STATE OF OREGON

DATED: MARCH 9, 2021



APPROXIMATE AREA OF VACATION = 5,957 SQUARE FEET

PREPARED BY

FOSTER SURVEYING, INC.
3517 SE 198TH AVENUE
CAMAS, WASHINGTON 98607
503-997-1100

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
DECEMBER 16, 1980
DAVID A. FOSTER
1934

RENEWS: 12-31-21

SE 2nd ST.
VACATED PER CITY ORDINANCE
NO. 569-A, 12/20/71

EXHIBIT C
Street Vacation Petition (SE Pacific Avenue)
List of Abutting and Affected Property Owners

Street Address	Tax Lot No.	Owner Name	Mailing Address	Total Parcel Size (sf)	Portion of Parcel Within Affected Area (sf)
107-161 Hwy 101	81023CB00800	Atlas Young's Bay, LLC	808 SW Alder St., Suite 200 Portland, OR 97205	319,730	44,087
1609 E. Harbor Dr.	81023CB00201	Shilo Inn Warrenton LLC	11707 NE Airport Way Portland, OR 97220-1075	50,094	33,750
None	810220002000	Port of Astoria	422 Gateway Ave. Suite 100 Astoria, OR 97103	341,946	9,936
None	810220002305	Port of Astoria	422 Gateway Ave. Suite 100 Astoria, OR 97103	50,965	8,775
None	81023CB00100	David Nygaard (1/4) John Nygaard (1/4) Warrenton Fiber Company (1/2)	PO Box 100 Warrenton, OR 97146-0100	3,485	1,743
None	81023CB03202	David Nygaard (1/4) John Nygaard (1/4) Warrenton Fiber Company (1/2)	PO Box 100 Warrenton, OR 97146-0100	436	436
Totals:	---	---	---	766,656	98,727

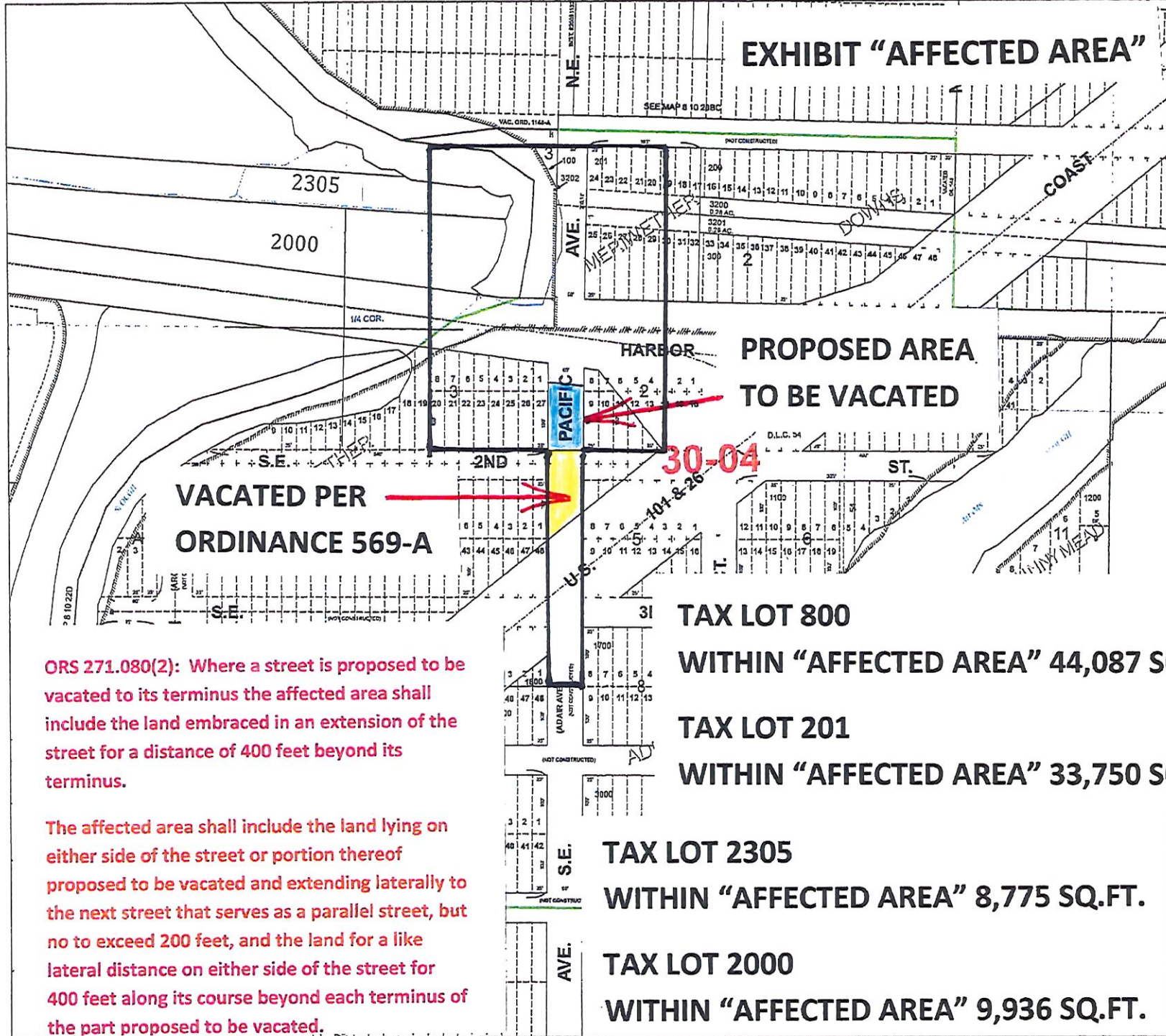
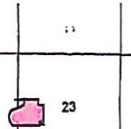
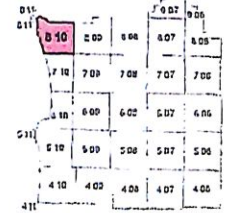
Notes:

1. A map of the "affected area" impacted by the proposed street vacation drawn in accordance with ORS 271.080(2) appears on the following page.
2. The above chart does not include the portions of the "affected area" within existing public rights of way.

EXHIBIT "AFFECTED AREA"

8 10 23 CB
CLATSOP COUNTY
NW 1/4 SW 1/4 SEC.23 T8N R10W WM
0 62.5 125 250 ft

Scale 1:1,200



VACATED PER ORDINANCE 569-A

PROPOSED AREA TO BE VACATED

- TAX LOT 800 WITHIN "AFFECTED AREA" 44,087 SQ.FT. (57%)
- TAX LOT 201 WITHIN "AFFECTED AREA" 33,750 SQ.FT. (43%)
- TAX LOT 2305 WITHIN "AFFECTED AREA" 8,775 SQ.FT.
- TAX LOT 2000 WITHIN "AFFECTED AREA" 9,936 SQ.FT.

ORS 271.080(2): Where a street is proposed to be vacated to its terminus the affected area shall include the land embraced in an extension of the street for a distance of 400 feet beyond its terminus.

The affected area shall include the land lying on either side of the street or portion thereof proposed to be vacated and extending laterally to the next street that serves as a parallel street, but no to exceed 200 feet, and the land for a like lateral distance on either side of the street for 400 feet along its course beyond each terminus of the part proposed to be vacated.



FOR ADDITIONAL MAPS VISIT OUR WEBSITE AT www.co.clatsop.or.us

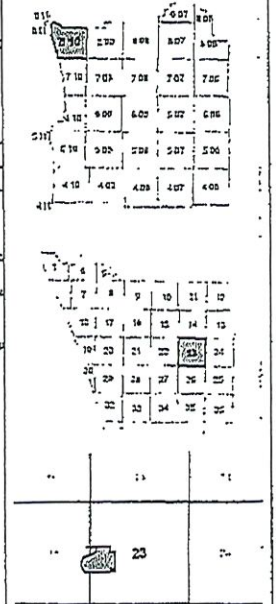
This map was produced using Clatsop County GIS data. The data is maintained by Clatsop County to support its governmental activities. Clatsop County is not responsible for any map errors, possible misuse, or misinterpretation.

PLOT DATE: 12/04/2018
8 10 23 CB

EXHIBIT "AFFECTED AREA"

8 10 23 CB
 CLATSOP COUNTY
 NW 1/4 SW 1/4 SEC.23 T8N R10W WM
 0 62.5 125 250 ft

Scale 1:1,200



**PROPOSED AREA
 TO BE VACATED**

**VACATED PER
 ORDINANCE 569-A**

ORS 271.080(2): Where a street is proposed to be vacated to its terminus the affected area shall include the land embraced in an extension of the street for a distance of 400 feet beyond its terminus.

The affected area shall include the land lying on either side of the street or portion thereof proposed to be vacated and extending laterally to the next street that serves as a parallel street, but no to exceed 200 feet, and the land for a like lateral distance on either side of the street for 400 feet along its course beyond each terminus of the part proposed to be vacated.

**TAX LOT 800
 WITHIN "AFFECTED AREA" 44,087 SQ.FT. (57%)**

**TAX LOT 201
 WITHIN "AFFECTED AREA" 33,750 SQ.FT. (43%)**

**TAX LOT 2305
 WITHIN "AFFECTED AREA" 8,775 SQ.FT.**

**TAX LOT 2000
 WITHIN "AFFECTED AREA" 9,936 SQ.FT.**



FOR ADDITIONAL MAPS VISIT OUR WEBSITE AT
www.co.clatsop.or.us

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PLOT DATE: 12/04/2018
 8 10 23 CB



E Harbor Dr

E Harbor Dr

103

AFFIDAVIT

STATE OF OREGON)
COUNTY OF CLATSOP)

Atlas Young's Bay, LLC

being the owners of the following real property: 107-161 Hwy 101, Warrenton, Oregon

(Tax Lot 81023CB00800/Tax Account No. 55568)

as a basis of the petition from Atlas Young's Bay, LLC

do hereby consent to the vacation of a portion of SE Pacific Avenue

as described:

A portion of SE Pacific Avenue located in the northwest one-quarter of the southwest one-quarter of Section 23, Township 8 North, Range 10 West, Willamette Meridian, Clatsop County, City of Warrenton, State of Oregon, being more fully described as follows:

A portion of SE Pacific Avenue, 60.00 wide, lying between the North right-of-way line of previously vacated SE 2nd Street (Vacated per City of Warrenton Ordinance No. 569-A, dated December 20, 1971) and a line parallel with and 100.00 feet southerly when measured perpendicular to the centerline of the Warrenton-Astoria Highway (East Harbor Street) (100.00 feet wide).

Area being vacated, approximate 5,957 square feet more or less

DocuSigned by:
Katherine Durant

Signature: 2A5BA2AE72784F8... Date: 4/22/2021

Signature: Katherine Durant, Co-Manager of BV-Atlas, LLC, Manager of Atlas Investments, LLC, Manager of Atlas Warrenton, LLC, Manager of Atlas Young's Bay, LLC Date: _____

~~On this _____ day of _____, 20____, personally appeared before me, a notary public in and for the State of Oregon, the within named _____ acknowledged the following instrument to be _____ voluntary act and deed.

Notary Public for Oregon
My commission expires: _____~~

AFFIDAVIT

STATE OF OREGON)
COUNTY OF ~~CLATSOP~~)
Washington

Shilo Inn, Warrenton, LLC

being the owners of the following real property: 1609 E. Harbor Drive, Warrenton, Oregon

(Tax Lot 81023CB00201 / Tax Account No. 31594)

as a basis of the petition from Atlas Young's Bay, LLC

do hereby consent to the vacation of a portion of SE Pacific Avenue

as described:

A portion of SE Pacific Avenue located in the northwest one-quarter of the southwest one-quarter of Section 23, Township 8 North, Range 10 West, Willamette Meridian, Clatsop County, City of Warrenton, State of Oregon, being more fully described as follows:

A portion of SE Pacific Avenue, 60.00 wide, lying between the North right-of-way line of previously vacated SE 2nd Street (Vacated per City of Warrenton Ordinance No. 569-A, dated December 20, 1971) and a line parallel with and 100.00 feet southerly when measured perpendicular to the centerline of the Warrenton-Astoria Highway (East Harbor Street) (100.00 feet wide).

Area being vacated, approximate 5,957 square feet more or less

Signature: Staci McDonald Date: 4-19-2021

Signature: _____ Date: _____

On this 19 day of April, 2021, personally appeared before me, a notary public in and for the State of Oregon, the within named _____

Staci McDonald acknowledged the following instrument to be _____

voluntary act and deed.

David Mendoza Ortiz
Notary Public for Oregon

My commission expires: 2/11/2022



DEPARTMENT REPORT

Street Vacation Petition No. 156

Atlas Young's Bay, LLC (Applicant)
NAME

Vacation of a portion of SE Pacific Avenue.

is hereby requested.

Please note below any issues related to this proposed street vacation –

→ PUBLIC WORKS:

Are there any utilities located in this right-of-way?


Utilities locate 5-14-2021
DATE

 X
YES NO

Is the right-of-way used for drainage?

No

Other: No concerns.


Public Works

5-14-2021
Date

→ FIRE DEPARTMENT:

Describe any issues affected by proposed vacation.

NONE

Other:

3 _____ 5/14/2021
Fire Department Date

→ PLANNING DEPARTMENT:

Possible future needs of this right-of-way.

Will the vacation of this right-of-way landlock any tax lots?

Other:

Planning Department Date

Cashier: mhitchman

City of Warrenton
225 S. Main Avenue
P.O. Box 250
Warrenton, OR 97146

~~~~~  
Customer Receipt

Rcpt No: 08856297

Date: 04/27/2021  
Time: 10:13 AM

Customer No: 119676  
Name: RADLER WHITE PARKS & ALEXANDER LLP,  
Address: 111 SW COLUMBIA STREET SUITE 700  
  
PORTLAND, OR 97201

Accounts Paid: 750.00  
CR

GFMISC  
GEN FUND MISCELLANEOUS - STRE 750.00  
ET VACATION ATLAS YOUNGS BAY

~~~~~  
Amount Paid: 750.00
Check Amount: 0.00
Check No:
Cash Paid: 0.00

Thank you for your payment.
~~~~~

General Ledger Accounts:  
001-000-360000  
GEN FUND MISCELLANEOUS - STRE 750.00  
ET VACATION ATLAS YOUNGS BAY



## AGENDA MEMORANDUM

TO: The Warrenton City Commission  
FROM: Dawne Shaw, City Recorder  
DATE: June 22, 2021  
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 2021 – 2022 fiscal year.

In order to receive State Revenue Sharing, the city must hold a public hearing before the Budget Committee (completed May 15) 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 2021-2022.

### RECOMMENDATION/SUGGESTED MOTION

Conduct the public hearing and then adopt Resolution No. 2607.

Suggested Motion: *"I move to adopt Resolution No. 2607; A Resolution Declaring the City of Warrenton's Election to Receive State Revenues for Fiscal Year 2021-2022."*

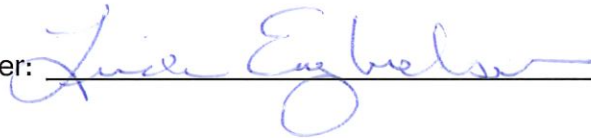
ALTERNATIVE

None recommended

FISCAL IMPACT

\$576,396 in Revenue

Approved by City Manager:

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

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

CITY OF WARRENTON  
fye 2022

STATE SHARED REVENUE ESTIMATES

|                                    | <u>RATE PER CAPITA</u> | <u>X POPULATION</u> | <u>TOTAL ESTIMATED REVENUE</u> | <u>FUND</u> |
|------------------------------------|------------------------|---------------------|--------------------------------|-------------|
| HIGHWAY USER TAXES                 | \$ 75.84               | 5,350               | 405,744                        | 040         |
| LIQUOR TAX                         | \$ 18.51               | 5,350               | 99,029                         | 001         |
| MARIJUANA TAX                      | \$ 1.27                | 5,350               | 6,795                          | 001         |
| CIGARETTE TAX                      | \$ 0.76                | 5,350               | 4,066                          | 001         |
| STATE REVENUE SHARING (LIQUOR)     |                        |                     | 60,763                         | 001         |
| <b>TOTAL GENERAL FUND</b>          |                        |                     | <u>170,652</u>                 |             |
| <b>TOTAL STATE TAX STREET FUND</b> |                        |                     | <u>405,744</u>                 |             |
| <b>GRAND TOTAL</b>                 |                        |                     | <u>576,396</u>                 |             |

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

Liquor tax revenues: General Government purposes without program restrictions

Cigarette tax revenues: General Government purposes without program restrictions

Marijuana tax revenues: General Government purposes without program restrictions

**RESOLUTION NO. 2607**

INTRODUCED BY ALL COMMISSIONERS

**A RESOLUTION DECLARING THE CITY OF WARRENTON' S  
ELECTION TO RECEIVE STATE REVENUES FOR  
FISCAL YEAR 2021-2022**

**WHEREAS**, a public hearing before the Budget Committee was held on May 15, 2021, and a public hearing before the City Commission was held on June 22, 2021, 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 2021-2022.

Passed by the City Commission of the City of Warrenton this 22<sup>nd</sup> day of June 2021.

APPROVED

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

ATTEST

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





**Finance Department  
Agenda Memorandum**

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

Date: June 22, 2021

**Regarding – Public Hearing and consideration of *Resolution No. 2606 Adopting the City of Warrenton FY 2021-2022 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, 2021 and ending June 30, 2022***

**SUMMARY:**

The Warrenton Budget Committee met in one session on May 15, 2021 to review and deliberate on the proposed fiscal year 2021-2022 City of Warrenton Budget (see attached *Budget Committee Action* and the *City of Warrenton Approved fiscal year 2021-2022 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. 2606**  
**Date: June 22, 2021**

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 2021-2022 as approved by the Warrenton Budget Committee. Then, the City Commission may move to adopt the *City of Warrenton FY 2021-2022 Budget* as approved by the Warrenton Budget Committee as set forth in Resolution No. 2606

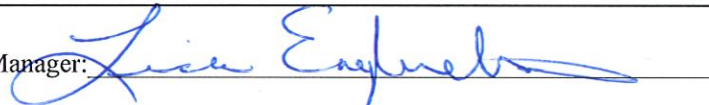
**ALTERNATIVE:**

The Commission may make changes as noted above. Please know that in order to conduct business and provide government services on July 1, 2021, an adopted budget must be in place by June 30, 2021.

**FISCAL IMPACT:**

The City budget includes total appropriations among all departments and funds totaling \$37,279,317 for the fiscal year ending June 30, 2022.

Approved by City Manager:



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

**RESOLUTION NO. 2606**

Introduced by All Commissioners

**ADOPTING THE 2021-2022 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, 2021 AND ENDING JUNE 30, 2022**

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 2021-2022 fiscal year, in the total sum of \$49,523,912 now on file at City Hall.

**Section 2.** Be it resolved that the amounts for the fiscal year beginning July 1, 2021, are hereby appropriated for the purposes shown below, as follows:

|                                                     |                     |                                          |                     |
|-----------------------------------------------------|---------------------|------------------------------------------|---------------------|
| <b><u>General Fund</u></b>                          |                     | <b><u>Water Fund</u></b>                 |                     |
| Municipal Court                                     | \$ 187,431          | Public Works                             | \$ 2,489,877        |
| Administration/Commission                           | 1,223,114           | Debt Service                             | 685,825             |
| Community Development                               | 287,914             | Contingency                              | 500,000             |
| Police                                              | 2,098,395           | Transfers to Other Funds                 | 5,250,000           |
| Fire                                                | 944,476             | Fund Total                               | <u>\$ 8,925,702</u> |
| Parks                                               | 186,654             |                                          |                     |
| Contingency                                         | 254,938             | <b><u>Water Fund Capital Reserve</u></b> |                     |
| Transfers to Other Funds                            | 170,778             | Public Works                             | \$ 4,128,600        |
| Fund Total                                          | <u>\$ 5,353,700</u> | Fund Total                               | <u>\$ 4,128,600</u> |
| <b><u>Community Center Capital Reserve Fund</u></b> |                     | <b><u>Water SDC Fund</u></b>             |                     |
| Community Center                                    | \$ 8,587            | Public Works                             | \$ 0                |
| Fund Total                                          | <u>\$ 8,587</u>     | Debt Service                             | 0                   |
|                                                     |                     | Fund Total                               | <u>\$ 0</u>         |
| <b><u>Community Center Fund</u></b>                 |                     | <b><u>Storm Sewer Fund</u></b>           |                     |
| Community Center                                    | \$ 23,771           | Public Works                             | \$ 1,182,221        |
| Transfer to Other Fund                              | 1,000               | Contingency                              | \$ 90,000           |
| Contingency                                         | 1,500               | Fund Total                               | <u>\$ 1,272,221</u> |
| Fund Total                                          | <u>\$ 26,271</u>    |                                          |                     |
| <b><u>Facilities Maintenance Fund</u></b>           |                     | <b><u>Storm Sewer SDC Fund</u></b>       |                     |
| Facilities Maintenance                              | \$ 63,670           | Public Works                             | \$ 0                |
| Contingency                                         | 51,830              | Fund Total                               | <u>\$ 0</u>         |
| Fund Total                                          | <u>\$ 115,500</u>   |                                          |                     |
| <b><u>Engineer Internal Service Fund</u></b>        |                     | <b><u>Parks SDC Fund</u></b>             |                     |
| Engineering Department                              | \$ 132,834          | Parks Department                         | \$ 40,000           |
| Fund Total                                          | <u>\$ 132,834</u>   | Fund Total                               | <u>\$ 40,000</u>    |

**Warrenton Business License Fund**

|                          |    |               |
|--------------------------|----|---------------|
| WBL Program              | \$ | 67,091        |
| Contingency              |    | 5,000         |
| Transfers to Other Funds |    | 10,000        |
| Fund Total               | \$ | <u>82,091</u> |

**Grant Fund**

|                           |    |                |
|---------------------------|----|----------------|
| Police Department         | \$ | 18,921         |
| Fire Department           |    | 144,325        |
| Administration Department |    | 9,000          |
| Fund Total                | \$ | <u>172,246</u> |

**Library Fund**

|             |    |                |
|-------------|----|----------------|
| Library     | \$ | 283,477        |
| Contingency |    | 25,000         |
| Fund Total  | \$ | <u>308,477</u> |

**Transient Room Tax Fund**

|                            |    |                |
|----------------------------|----|----------------|
| Transient Room Tax Program | \$ | 290,000        |
| Fund Total                 | \$ | <u>290,000</u> |

**Building Division Fund**

|                     |    |                |
|---------------------|----|----------------|
| Building Department | \$ | 491,145        |
| Contingency         |    | 80,000         |
| Fund Total          | \$ | <u>571,145</u> |

**State Tax Street Fund**

|              |    |                  |
|--------------|----|------------------|
| Public Works | \$ | 2,983,459        |
| Debt Service |    | 0                |
| Contingency  |    | 200,000          |
| Fund Total   | \$ | <u>3,183,459</u> |

**Streets SDC Fund**

|              |    |                  |
|--------------|----|------------------|
| Public Works | \$ | 1,246,900        |
| Fund Total   | \$ | <u>1,246,900</u> |

**Sewer Fund**

|                          |    |                  |
|--------------------------|----|------------------|
| Public Works             | \$ | 3,730,980        |
| Debt Service             |    | 177,826          |
| Contingency              |    | 593,115          |
| Transfers to Other Funds |    | 1,000,000        |
| Fund Total               | \$ | <u>5,501,921</u> |

**Sewer SDC Fund**

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

**Sewer Fund Capital Reserve**

|              |    |                |
|--------------|----|----------------|
| Public Works | \$ | 555,650        |
| Fund Total   | \$ | <u>555,650</u> |

**Sanitation Fund**

|                          |    |                  |
|--------------------------|----|------------------|
| Public Works             | \$ | 1,296,479        |
| Contingency              |    | 67,800           |
| Transfers to Other Funds |    | 35,000           |
| Fund Total               | \$ | <u>1,399,279</u> |

**Sanitation Fund Capital Reserve**

|              |    |               |
|--------------|----|---------------|
| Public Works | \$ | 34,950        |
| Fund Total   | \$ | <u>34,950</u> |

**Wastewater Treatment Facility GO Bond**

|              |    |                |
|--------------|----|----------------|
| Debt Service | \$ | 563,908        |
| Fund Total   | \$ | <u>563,908</u> |

**Fire Apparatus & Equip. Replacement Fund**

|                 |    |                |
|-----------------|----|----------------|
| Fire Department | \$ | 713,000        |
| Fund Total      | \$ | <u>713,000</u> |

**Police Vehicle Replacement Fund**

|                   |    |                |
|-------------------|----|----------------|
| Police Department | \$ | 118,000        |
| Fund Total        | \$ | <u>118,000</u> |

**Warrenton Marina Fund**

|                          |    |                |
|--------------------------|----|----------------|
| Marinas                  | \$ | 641,644        |
| Transfers to Other Funds |    | 100,000        |
| Contingency              |    | 110,000        |
| Fund Total               | \$ | <u>851,644</u> |

**Warrenton Marina Capital Reserve**

|            |    |                |
|------------|----|----------------|
| Marinas    | \$ | 385,000        |
| Fund Total | \$ | <u>385,000</u> |

**Hammond Marina Fund**

|                          |    |                |
|--------------------------|----|----------------|
| Marinas                  | \$ | 383,652        |
| Transfers to Other Funds |    | 100,000        |
| Contingency              |    | 80,000         |
| Fund Total               | \$ | <u>563,652</u> |

|                                              |                   |
|----------------------------------------------|-------------------|
| <b><u>Hammond Marina Capital Reserve</u></b> |                   |
| Marinas                                      | \$ 398,000        |
| Fund Total                                   | <u>\$ 398,000</u> |

|                                          |                   |
|------------------------------------------|-------------------|
| <b><u>Quincy Robinson Trust Fund</u></b> |                   |
| Parks Department                         | \$ 123,000        |
| Contingency                              | 0                 |
| Fund Total                               | <u>\$ 123,000</u> |

|                                                     |                   |
|-----------------------------------------------------|-------------------|
| <b><u>Tansy Point Dock Capital Reserve Fund</u></b> |                   |
| Administration                                      | \$ 213,580        |
| Fund Total                                          | <u>\$ 213,580</u> |

|                                                     |                      |
|-----------------------------------------------------|----------------------|
| Total Appropriations, All Funds                     | \$ 37,279,317        |
| Total Unappropriated and Reserve Amounts, All Funds | <u>12,244,595</u>    |
| Total Adopted Budget                                | <u>\$ 49,523,912</u> |

**Section 3.** Be it resolved that the City Commission of the City of Warrenton hereby imposes the taxes provided for in the adopted budget at the permanent rate of \$ 1.6701 per thousand dollars of assessed valuation for General Government, \$0.33 per thousand dollars of assessed valuation for the Library Local Option Levy, 0.280 per thousand dollars of assessed valuation for the Police Local Option Levy, and \$559,079 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, 2021. The following allocations and categorization subject to the limits of Section 11b, Article XI of the Oregon constitution make up the above aggregate levy:

|                                                    | <u>Rate Subject<br/>to the<br/>General<br/>Government<br/>Limitation</u> | <u>Excluded<br/>from the<br/>Limitation</u> |
|----------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------------|
| General Fund                                       | \$ 1.6701                                                                | \$                                          |
| Library Local Option                               | 0.3300                                                                   |                                             |
| Police Local Option                                | 0.2800                                                                   |                                             |
| Wastewater Treatment Facility GO Bond Debt Service |                                                                          | 559,079                                     |
| Totals                                             | <u>\$ 2.2801</u>                                                         | <u>\$ 559,079</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>, 2021, 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, 2021.

PASSED by the City Commission of the City of Warrenton this \_\_\_\_ day of \_\_\_\_\_, 2021

APPROVED by the Mayor of the City of Warrenton this \_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Mayor

ATTEST:

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



## Budget Committee Action

### Final Approval of the FY 2021-2022 Budget Document

---

Approval of the FY 2021-2022 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 2021-2022;

**WHEREAS**, the proposed FY 2021-2022 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 2021-2022, 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 \$559,079 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 2021-2022 Proposed Budget, as amended*, comprised of revenues and expenditures for all City funds and departments and submits the *Approved FY 2021-2022 Budget* to the City Commission for further consideration and recommended adoption.

APPROVED BY THE BUDGET COMMITTEE ON THIS 15<sup>th</sup> DAY OF MAY 2021.

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

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

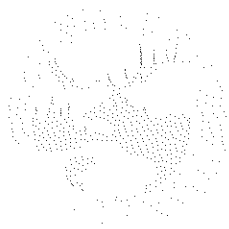
# APPROVED BUDGET



FISCAL  
YEAR  
2021-2022







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**CITY OF WARRENTON**  
**FISCAL YEAR 2021 – 2022 BUDGET**  
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**CITY OF WARRENTON**  
**FISCAL YEAR 2021 – 2022 BUDGET**  
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## BUDGET MESSAGE

May 15, 2021

Dear Budget Committee Members:

Enclosed is the proposed budget for the City of Warrenton Fiscal Year (FY) 2021-2022.

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, 2021 and ends June 30, 2022.

The overall spending authority for the proposed FY 2021-2022 Budget is \$36,032,417.

Revenues across all funds are estimated to increase by approximately \$4 million. This is due to increases in estimated beginning fund balances in some funds, the purposeful delay of several

projects in the current year, transfers between funds and a very conservative budget approach last year. Part time and seasonal help were eliminated, and several positions stayed vacant for a significant portion of the year. Spending was limited to necessity only shortly after the start of the pandemic last spring. These steps allowed the City to withstand major fiscal impacts from the pandemic rather successfully. Most of the impact from COVID-19 came in the form of reduced transient room tax. This budget is based on the best information we had at the time of preparation. This budget DOES NOT reflect anticipated revenue from the American Recovery Act. We have not received the details and regulations related to how we can spend ARA funds, so a budget adjustment is likely after we receive more information on spending authority.

The Building Department continues to maintain a healthy fund. COVID does not appear to have had a major impact on limiting development in our community. At the writing of this budget message, the city has issued building permits for 12 single family dwellings, 4 duplexes, 1 Townhome and 4 commercial permits. We do anticipate a reduction in permit revenue, but last year included major projects including the jail and the school. Revenues in this fund 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.

For the second year in a row, the City is not proposing an increase in utility rates, due to the impacts of COVID on our businesses and citizens. We are anticipating American Recovery Act funding may be able to offset the lack of rate increases, as we expect to be able to use a significant amount of these funds for utility infrastructure.

This budget includes an increase in FTEs (pg. 29) over last year by 3.6700. This includes adding a Fire Marshall position (with grant funding if successful), a Utility I worker in Public Works, adding hours to existing positions in the library and municipal court and adding back the Assistant Harbor Master position, which was eliminated last year. The Police Data Processor was previously listed as a temporary position but has been a casual permanent position for the past several years and should be reflected in the overall FTEs.

## **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 affirms 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. Historically, the duties of the Budget Officer include 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, 2021.

### 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 2021-2022 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 \$190,888 this fiscal year. The current levy for the library is 33 cents per \$1,000. Every \$100,000 of assessed value will have a city property tax of approximately \$228, if the proposed budget is adopted,. This does not include any general obligation bond levies.

**Personnel Cost**

The proposed budget includes a 2.5% cost of living wage increase beginning July 1, 2021, for all general unit and non-union employees and a 2% cost of living wage increase beginning July 2021, for all police association members.

**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 an increase in General Fund resources and an increase in total expenditures. 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>2020-2021</u> | <u>2021-2022</u> |
|-----------------------------------|------------------|------------------|
| Municipal Court                   | \$160,306        | \$187,431        |
| Administration/Commission         | \$1,167,282      | \$1,223,114      |
| Planning Services                 | \$292,992        | \$287,914        |
| Police Services                   | \$2,000,654      | \$2,098,395      |
| Fire & Emergency Medical Services | \$855,386        | \$944,476        |
| Parks                             | \$163,557        | \$186,654        |
| Contingency                       | \$235,517        | \$254,938        |



|           |          |           |
|-----------|----------|-----------|
| Transfers | \$70,178 | \$170,778 |
|-----------|----------|-----------|

**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>2020-2021</u> | <u>2021-2022</u> |
|-------------------------------|------------------|------------------|
| Warrenton Marina Fund (010)   | \$658,797        | \$851,644        |
| Hammond Marina Fund (011)     | \$393,401        | \$563,652        |
| Water Fund (025)              | \$7,532,069      | \$8,925,702      |
| Storm Sewer Fund (028)        | \$1,286,700      | \$1,272,221      |
| Sewer (Wastewater) Fund (030) | \$4,119,661      | \$5,501,921      |
| Sanitation Fund (032)         | \$1,476,764      | \$1,399,279      |

**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>2020-2021</u> | <u>2021-2022</u> |
|---------------------------------------|------------------|------------------|
| Community Center Fund (005)           | \$25,119         | \$26,271         |
| Warrenton Business License Fund (006) | \$133,346        | \$82,091         |
| Grant Fund (015)                      | \$116,209        | \$172,246        |
| Library Fund (020)                    | \$255,070        | \$308,477        |
| Building Department Fund (021)        | \$492,175        | \$571,145        |
| Transient Room Tax Fund (024)         | \$318,000        | \$290,000        |
| Facilities Maintenance Fund (035)     | \$96,500         | \$115,500        |
| State Tax Street Fund (040)           | \$2,872,892      | \$3,183,459      |
| Quincy Robinson Trust Fund (065)      | \$97,000         | \$123,000        |

### Capital Reserve Funds

A Capital Reserve Fund is the account with which specially designated long term City projects, physical plant construction or equipment purchases costing more than \$5,000 are funded. Each fund accumulates money to pay for the service, project, property, or equipment planned for acquisition. Each functions as a savings account. A resolution is needed to set up a reserve fund and it must have a specific purpose. After money is placed in a reserve fund it can only be spent for the specific purpose of the fund. Purchases are made directly out of the reserve fund and money cannot be transferred out of the reserve fund to another fund. Warrenton maintains a number of capital reserve funds. Funds that show \$0 means we are not appropriating money this fiscal year; it does not reflect the amount saved within that fund. A summary of the operating expenses of these funds in the coming fiscal year follows:

|                                             | <u>2020-2021</u> | <u>2021-2022</u> |
|---------------------------------------------|------------------|------------------|
| Community Center Capital Reserve Fund (004) | \$7,587          | \$8,587          |
| Warrenton Marina Capital Reserve Fund (012) | \$0              | \$385,000        |
| Hammond Marina Capital Reserve Fund (013)   | \$840,000        | \$398,000        |
| Water Systems Development Fund (026)        | \$58,000         | \$0              |
| Water Fund Capital Reserve Fund (029)       | \$3,677,723      | \$4,128,600      |
| Sewer Systems Development Fund (036)        | \$0              | \$0              |
| Sewer Fund Capital Reserve Fund (038)       | \$1,227,020      | \$555,650        |
| Storm Sewer Systems Development Fund (051)  | \$0              | \$0              |
| Sanitation Fund Capital Reserve Fund (034)  | \$20,850         | \$34,950         |

### 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 one debt service fund for incurred debt. A summary of the planned expenses of this fund in the coming fiscal year follows:

|                                         | <u>2020-2021</u> | <u>2021-2022</u> |
|-----------------------------------------|------------------|------------------|
| Wastewater Treatment GO Bond Fund (059) | \$566,238        | \$563,908        |

### 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>2020-2021</u> | <u>2021-2022</u> |
|---------------------------------------------------|------------------|------------------|
| Parks SDC Fund (003)                              | \$0              | \$40,000         |
| Streets SDC Fund (041)                            | \$0              | \$0              |
| Police Vehicle Replacement Fund (070)             | \$57,000         | \$118,000        |
| Fire Apparatus & Equipment Replacement Fund (071) | \$625,000        | \$713,000        |
| Tansy Point Dock Capital Reserve Fund (072)       | \$191,521        | \$213,580        |

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>2020-2021</u> | <u>2021-2022</u> |
|-----------------------------------------|------------------|------------------|
| Engineering Internal Service Fund (042) | \$172,569        | \$132,834        |

### **CONCLUSION**

Department Heads worked diligently over several months to provide sufficient yet conservative budgets. Finance Director April Clark and her staff dedicate many hours to the preparation of this document. While there are still many unknowns as we work through the pandemic, staff did a fantastic job with maintaining an extremely disciplined approach to operations last year which put us in a much better than anticipated position as we move into next fiscal year, and we were able to restore some of the positions and projects we cut last year.

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 2021-2022**

*Commissioners*

- Mayor Henry Balensifer III
- Commissioner Rick Newton
- Commissioner Tom Dyer
- Commissioner Gerald Poe
- Commissioner Mark Baldwin

*Appointed Members*

- Budget Committee Member David Burkhart
- Budget Committee Member Tommy Smith
- Budget Committee Member Angelo Schaueremann
- Budget Committee Member Flint Carlson
- 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 2021 – 2022**

| <u>DATE</u>                                    | <u>ACTION</u>                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| January 1, 2021 through<br>February 19, 2021   | Department Heads complete Capital Outlay/Improvements and major equipment requirements for 6 year period beginning July 1, 2021.                                                                                                                                                                                                                                                              |
| February 16, 2021 through<br>February 19, 2021 | Department Heads meet with City Manager to review Capital Outlay/Improvement Program requests.                                                                                                                                                                                                                                                                                                |
| March 22, 2021                                 | Finance Department distribute personnel services costs, overhead costs, and revenue/resource estimates, and debt service requirements to Department Heads.                                                                                                                                                                                                                                    |
| March 29, 2021                                 | Department Heads complete Fiscal Year 2021/2022 budget requests and submit to Finance Director.                                                                                                                                                                                                                                                                                               |
| April 5, 2021 through<br>April 9, 2021         | Budget Officer meets with Department Heads and reviews budget requests.                                                                                                                                                                                                                                                                                                                       |
| April 13, 2021                                 | Work session with Commission to review Capital Improvement Program (City Commission Chambers 5:15 p.m.)                                                                                                                                                                                                                                                                                       |
| April 12, 2021 through<br>April 23, 2021       | Budget Officer prepares proposed budget and budget message.                                                                                                                                                                                                                                                                                                                                   |
| April 30, 2021                                 | Publish <b>notice</b> of May 15, 2021 Budget Committee convening meeting date/time and opportunity to receive citizen input (5 - 30 days required, at least 5 days required between first and second) in newspaper and on city website.                                                                                                                                                       |
| April 30, 2021 (Friday)                        | Proposed budget complete. Distribute to Budget Committee along with a current year Revenue and Expense report.                                                                                                                                                                                                                                                                                |
| May 15, 2021 (Saturday)                        | Budget Committee meeting (Community Center, 9:00 a.m.)<br>Receive Proposed Fiscal Year 2021/2022 City of Warrenton Budget, Budget Message, and citizen input (ask questions and comment). Hold public hearing regarding possible uses of State Revenue Sharing funds.<br><br>Receive Proposed Fiscal Year 2021/2022 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 2021 – 2022**

| <u>DATE</u>   | <u>ACTION</u>                                                                                                                                                                                                                                                 |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| May 22, 2021  | 2 <sup>nd</sup> Budget Committee meeting 9:00a.m. (if needed)                                                                                                                                                                                                 |
| June 4, 2021  | Budget Officer submit budget summary and public hearing notices to newspaper of record (The Columbia Press) for publishing. Hearings scheduled for June 22, 2021.                                                                                             |
| June 11, 2021 | Publish budget summaries in advance of City Commission public hearing (5 days in advance; 5 - 25 required).                                                                                                                                                   |
| June 22, 2021 | City Commission conduct Public Hearings on Approved Fiscal Year 2021/2022 City of Warrenton and Warrenton Urban Renewal Agency Budgets as approved by Budget Committee (City Commission Chambers, 6:00 p.m.)                                                  |
| June 22, 2021 | City Commission conduct Public Hearing on proposed uses of State Revenue Sharing funds (City Commission Chambers, 6:00 p.m.)                                                                                                                                  |
| June 22, 2021 | City Commission adopt Fiscal Year 2021/2022 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, 2021). |
| June 22, 2021 | City Commission adopt Capital Improvement Program, 2022-2027.                                                                                                                                                                                                 |
| July 1, 2021  | Budget Officer submit Fiscal Year 2021/2022 Levy and Appropriation Resolution to County Tax Assessor (must be accomplished prior to July 15, 2021).                                                                                                           |

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

|                                                                 | FYE 2016 | FYE 2017         | Actual<br>FYE 2018 | FYE 2019         | FYE 2020 | Adopted Budget<br>FYE 2021 | Proposed Budget<br>FYE 2022 | Projected<br>FYE 2023 | Projected<br>FYE 2024 |                  |      |                  |       |                  |        |                  |     |                    |
|-----------------------------------------------------------------|----------|------------------|--------------------|------------------|----------|----------------------------|-----------------------------|-----------------------|-----------------------|------------------|------|------------------|-------|------------------|--------|------------------|-----|--------------------|
| <b>Beginning Fund Balance</b>                                   | 10%      | 1,342,628        | -5%                | 1,269,879        | 3%       | 1,306,042                  | 2%                          | 1,337,045             | -13%                  | 1,156,780        | -48% | 600,000          | 46%   | 875,000          | -90%   | 90,809           | -   |                    |
| <b>Resources:</b>                                               |          |                  |                    |                  |          |                            |                             |                       |                       |                  |      |                  |       |                  |        |                  |     |                    |
| Property Taxes                                                  | 6%       | 898,798          | 2%                 | 920,075          | 6%       | 974,898                    | 5%                          | 1,021,528             | 5%                    | 1,077,456        |      | 932,981          | 9%    | 1,015,394        | 3%     | 1,044,866        | 3%  | 1,076,212          |
| Permanent Rate                                                  |          |                  |                    |                  |          |                            |                             |                       |                       |                  |      | 174,647          | 9%    | 190,888          | 2%     | 194,354          | 3%  | 200,185            |
| Police Local Option                                             |          |                  |                    |                  |          |                            |                             |                       |                       |                  |      | -                |       |                  |        |                  |     |                    |
| Other Taxes, land sales                                         | -100%    | 0                |                    | 875              | 1190%    | 11,287                     | -100%                       | 0                     |                       | 937              |      | -                |       |                  |        |                  |     |                    |
| Transient Room Tax                                              | 15%      | 489,145          | 0%                 | 491,252          | 16%      | 569,343                    | -2%                         | 556,915               | -18%                  | 458,740          | 14%  | 525,212          | 0%    | 527,000          | 1%     | 532,475          | 2%  | 543,125            |
| Franchise Fees                                                  | 4%       | 675,338          | 11%                | 752,579          | -5%      | 713,083                    | 6%                          | 758,590               | 2%                    | 770,988          | 11%  | 854,281          | 4%    | 891,269          | 1%     | 903,114          | 1%  | 912,145            |
| Licenses, Permits, Fees                                         | -7%      | 650              | -8%                | 600              | 25%      | 750                        | -17%                        | 625                   | -12%                  | 550              | 0%   | 550              | -9%   | 500              | 0%     | 500              | 10% | 550                |
| Grants                                                          | -100%    | 0                |                    | 0                |          | 0                          |                             | 0                     |                       | 0                |      | -                |       |                  |        |                  |     |                    |
| State Revenue Sharing                                           | -3%      | 42,203           | 10%                | 46,594           | 4%       | 48,302                     | 3%                          | 49,736                | 9%                    | 54,419           | -6%  | 51,000           | 19%   | 60,763           | 1%     | 61,371           | 2%  | 62,598             |
| State Cigarette Tax                                             | -1%      | 6,829            | -3%                | 6,629            | -2%      | 6,510                      | -6%                         | 6,092                 | -5%                   | 5,808            | 4%   | 6,012            | -32%  | 4,066            | -3%    | 3,945            | -1% | 3,906              |
| State Liquor Tax                                                | 0%       | 74,333           | 8%                 | 80,225           | 5%       | 84,134                     | 5%                          | 88,306                | 7%                    | 94,286           | -1%  | 93,206           | 6%    | 99,029           | 5%     | 104,125          | 3%  | 107,249            |
| State Marijuana Tax                                             |          |                  |                    | 26,163           |          | 16,422                     |                             | 49%                   | 24,468                |                  | -24% | 18,673           | -64%  | 6,795            | 0%     | 6,808            | 2%  | 6,944              |
| Charges for Services                                            | -13%     | 230,393          | -38%               | 143,609          | 38%      | 197,836                    | -7%                         | 183,269               | 6%                    | 194,089          | 18%  | 229,524          | -17%  | 190,130          | 3%     | 196,329          | 3%  | 202,219            |
| Fines and Forefeits                                             | -1%      | 119,328          | -12%               | 104,946          | -5%      | 99,800                     | 38%                         | 138,185               | -13%                  | 120,204          | 14%  | 136,700          | -7%   | 127,800          | 3%     | 132,000          | 1%  | 133,320            |
| Interest Earnings                                               | 9%       | 7,058            | 69%                | 11,934           | 57%      | 18,680                     | 53%                         | 28,618                | -32%                  | 19,379           | -7%  | 18,000           | -56%  | 8,000            | 25%    | 10,000           | 20% | 12,000             |
| Lease Receipts                                                  | 65%      | 181,996          | 15%                | 209,251          | 0%       | 209,572                    | 2%                          | 213,814               | 1%                    | 216,712          | 0%   | 216,473          | 3%    | 222,761          | 0%     | 223,052          | 0%  | 223,466            |
| Miscellaneous                                                   | -2%      | 11,677           | 40%                | 16,294           | -23%     | 12,592                     | 17%                         | 14,688                | -4%                   | 14,068           | -91% | 1,200            | 67%   | 2,000            | 0%     | 2,000            | 0%  | 2,000              |
| Overhead Charge                                                 | 17%      | 1,007,452        | 0%                 | 1,005,238        | -7%      | 936,779                    | 9%                          | 1,016,874             | 7%                    | 1,090,707        | 7%   | 1,167,282        | 5%    | 1,223,114        | 6%     | 1,296,501        | 6%  | 1,374,291          |
| One Time Revenues                                               | 100%     | 689              | 100%               | 0                | 100%     | 0                          | 100%                        | 3,577                 | 100%                  | 10,799           |      | -                |       |                  |        |                  |     |                    |
| Transfers In                                                    | 0%       | 0                | 0%                 | 0                | 0%       | 25,629                     | 0%                          | 0                     | 0%                    | 0                |      | -                |       |                  |        |                  |     |                    |
| <b>Total Resources</b>                                          | 9%       | <u>3,745,889</u> | 1%                 | <u>3,790,101</u> | 4%       | <u>3,935,358</u>           | 4%                          | <u>4,097,239</u>      | 1%                    | <u>4,153,610</u> | 8%   | <u>4,425,741</u> | 3%    | <u>4,569,509</u> | 3%     | <u>4,711,440</u> | 3%  | <u>4,860,209</u>   |
| <b>Expenditures:</b>                                            |          |                  |                    |                  |          |                            |                             |                       |                       |                  |      |                  |       |                  |        |                  |     |                    |
| Personal Services                                               | 17%      | 2,401,892        | -4%                | 2,300,050        | 9%       | 2,505,613                  | 8%                          | 2,708,362             | 5%                    | 2,832,602        | 13%  | 3,068,108        | 7%    | 3,296,939        | 7%     | 3,527,725        | 10% | 3,880,497          |
| Materials and Services                                          | 11%      | 1,207,602        | 0%                 | 1,205,771        | -3%      | 1,167,733                  | -3%                         | 1,130,555             | 12%                   | 1,267,977        | 33%  | 1,499,397        | 3%    | 1,545,211        | 2%     | 1,583,841        | 2%  | 1,623,437          |
| Capital Outlay                                                  | -73%     | 8,171            | -38%               | 5,039            | -82%     | 931                        | -45%                        | 509                   | -79%                  | 108              | 25%  | 638              | 2063% | 13,800           | -91%   | 1,300            | 15% | 1,500              |
| Debt Service                                                    |          | 41,466           |                    | 113,500          |          | 113,500                    |                             | 113,500               | -37%                  | 72,034           | 100% | 72,034           | 0%    | 72,034           | 0%     | 72,034           |     | 72,034             |
| Transfers Out                                                   | 47%      | 159,507          | -19%               | 129,578          | -10%     | 116,578                    | 178%                        | 324,578               | -71%                  | 94,578           | -78% | 70,178           | 143%  | 170,778          | 0%     | 170,778          | 0%  | 170,778            |
| <b>Total Expenditures</b>                                       | 15%      | <u>3,818,638</u> | -2%                | <u>3,753,938</u> | 4%       | <u>3,904,355</u>           | 10%                         | <u>4,277,504</u>      | 0%                    | <u>4,267,299</u> | 10%  | <u>4,710,355</u> | 8%    | <u>5,098,762</u> | 5%     | <u>5,355,678</u> | 7%  | <u>5,748,247</u>   |
| <b>Contingency</b>                                              |          |                  |                    |                  |          |                            |                             |                       |                       |                  |      | 235,517          | 8%    | 254,938          | 5%     | 267,784          | 7%  | 287,412            |
| <b>Ending Fund Balance</b>                                      | -5%      | <u>1,269,879</u> | 3%                 | <u>1,306,042</u> | 2%       | <u>1,337,045</u>           | -13%                        | <u>1,156,780</u>      | -10%                  | <u>1,043,091</u> | -93% | <u>79,869</u>    | 14%   | <u>90,809</u>    | -1004% | <u>(821,213)</u> | 43% | <u>(1,175,450)</u> |
| <b>Months operating expenditures<br/>in ending fund balance</b> |          | 3.99             |                    | 4.17             |          | 4.11                       |                             | 3.25                  |                       | 2.93             |      | 0.20             |       | 0.21             |        | 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 include the following types of services: 1) Bond Counsel, 2) Underwriters, 3) Financial Advisors, and; 4) Paying Agents.

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

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

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

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

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

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

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

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

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

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

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

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

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

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


**Section N. Refunding of City Indebtedness**

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

This resolution is effective December 1, 2003.

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

Attest:

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

## Resolution Number 2032

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

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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;

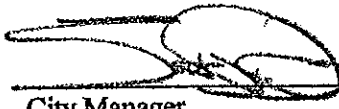
- E. A reduced City workweek will be proposed to achieve salary savings. If this proves insufficient, then;

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<br>Budget 2021/2022    |        |                  | 001    | 001            | 005    | 015  | 020    | 021          |                  |                  |              |            |               |              |               |               |                |
|------------------------------------------|--------|------------------|--------|----------------|--------|------|--------|--------------|------------------|------------------|--------------|------------|---------------|--------------|---------------|---------------|----------------|
| PERSONNEL ALLOCATION                     | FTE    | Gross Wage       | FTE    | 413            | Dept   | Fund | FTE    | General Fund | FTE              | Community Center | FTE          | Grant Fund | FTE           | Library Fund | FTE           | Bldg Div Fund |                |
| City Manager                             | 1.00   | 124,047          | 1.00   | 124,047        |        |      |        |              |                  |                  |              |            |               |              |               |               |                |
| City Recorder /Assistant to City Manager | 1.00   | 68,684           | 1.00   | 68,684         |        |      |        |              |                  |                  |              |            |               |              |               |               |                |
| Deputy City Recorder                     | 0.90   | 40,492           | 0.90   | 36,443         |        |      |        |              |                  |                  |              |            |               |              |               |               |                |
|                                          | 0.10   |                  |        |                | CD     | 419  | 0.0500 | 2,025        |                  |                  |              |            |               |              | 0.0500        | 2,025         |                |
| Finance Director                         | 1.00   | 97,355           | 1.00   | 97,355         |        |      |        |              |                  |                  |              |            |               |              |               |               |                |
| Accounting Clerk                         | 0.625  | 25,709           | 0.625  | 25,709         |        |      |        |              |                  |                  |              |            |               |              |               |               |                |
| Cashier/Accounting Clerk                 | 1.00   | 45,918           | 0.20   | 9,184          |        |      |        |              |                  |                  |              |            |               |              |               |               |                |
| Accountant                               | 1.00   | 59,786           | 1.00   | 59,786         |        |      |        |              |                  |                  |              |            |               |              |               |               |                |
| Accounting Technician                    | 1.00   | 50,614           | 0.20   | 10,123         |        |      |        |              |                  |                  |              |            |               |              |               |               |                |
| Mayor                                    |        | 1,800            |        | 1,800          |        |      |        |              |                  |                  |              |            |               |              |               |               |                |
| Commissioners                            |        | 7,200            |        | 7,200          |        |      |        |              |                  |                  |              |            |               |              |               |               |                |
| Community Center staff                   | 0.15   | 4,567            |        |                |        |      |        |              | 0.1500           | 4,567            |              |            |               |              |               |               |                |
| Community Development Director           | 1.00   | 96,398           |        |                | CD     | 419  | 1.0000 | 96,398       |                  |                  |              |            |               |              |               |               |                |
| Planner                                  | 0.50   | 24,120           |        |                | CD     | 419  | 0.5000 | 24,120       |                  |                  |              |            |               |              |               |               |                |
| Permit Technician                        | 1.00   | 54,326           |        |                | CD     | 419  | 0.1500 | 8,149        |                  |                  |              |            |               |              | 0.8500        | 46,177        |                |
| Building Official                        | 1.00   | 77,555           |        |                |        |      |        |              |                  |                  |              |            |               |              | 1.0000        | 77,555        |                |
| Building Inspector                       | 1.00   | 54,520           |        |                |        |      |        |              |                  |                  |              |            |               |              | 1.0000        | 54,520        |                |
| Fire Chief                               | 1.00   | 81,104           |        |                | Fire   | 422  | 1.0000 | 81,104       |                  |                  |              |            |               |              |               |               |                |
| Division Chief of Training               | 1.00   | 93,377           |        |                | Fire   | 422  | 1.0000 | 93,377       |                  |                  |              |            |               |              |               |               |                |
| Division Chief of Operations/Recruitment | 1.00   | 71,479           |        |                | Fire   | 422  | 1.0000 | 71,479       |                  |                  |              |            |               |              |               |               |                |
| Fire Volunteers                          |        | 110,000          |        |                | Fire   | 422  |        | 110,000      |                  |                  |              |            |               |              |               |               |                |
| Fire Marshal                             | 1.00   | 82,746           |        |                |        |      |        |              |                  |                  | 1.00         | 82,746     |               |              |               |               |                |
| Library Manager                          | 1.00   | 55,116           |        |                |        |      |        |              |                  |                  |              |            | 1.000         | 55,116       |               |               |                |
| Library Admin. Assistant                 | 0.625  | 21,779           |        |                |        |      |        |              |                  |                  |              |            | 0.625         | 21,779       |               |               |                |
| Youth Services Aide                      | 0.625  | 19,415           |        |                |        |      |        |              |                  |                  |              |            | 0.625         | 19,415       |               |               |                |
| Harbormaster                             | 1.00   | 73,518           |        |                |        |      |        |              |                  |                  |              |            |               |              |               |               |                |
| Marina Workers                           | 4.00   | 187,272          |        |                |        |      |        |              |                  |                  |              |            |               |              |               |               |                |
| Assistant Harbormaster                   | 1.00   | 56,006           |        |                |        |      |        |              |                  |                  |              |            |               |              |               |               |                |
| Police Chief                             | 1.00   | 97,630           |        |                | Police | 421  | 1.0000 | 97,630       |                  |                  |              |            |               |              |               |               |                |
| Police Sergeant                          | 2.00   | 163,176          |        |                | Police | 421  | 2.0000 | 163,176      |                  |                  |              |            |               |              |               |               |                |
| Police Officers                          | 9.00   | 556,821          |        |                | Police | 421  | 9.0000 | 556,821      |                  |                  |              |            |               |              |               |               |                |
| Police/Court Clerks                      | 1.02   | 119,889          |        |                | Police | 421  | 1.0244 | 61,407       |                  |                  |              |            |               |              |               |               |                |
|                                          | 0.98   |                  |        |                | Court  | 412  | 0.9756 | 58,482       |                  |                  |              |            |               |              |               |               |                |
| Police Data Processor                    | 0.30   | 8,867            |        |                | Police | 421  | 0.3000 | 8,867        |                  |                  |              |            |               |              |               |               |                |
| Public Works Director                    | 1.00   | 105,606          |        |                | Parks  | 429  | 0.0287 | 3,030        |                  |                  |              |            |               |              |               |               |                |
| Public Works WTP Supervisor              | 1.00   | 78,805           |        |                |        |      |        |              |                  |                  |              |            |               |              |               |               |                |
| Public Works Foreman                     | 1.00   | 62,247           |        |                | Parks  | 429  | 0.0637 | 3,964        |                  |                  |              |            |               |              |               |               |                |
| Operations Manager                       | 1.00   | 78,805           |        |                | Parks  | 429  | 0.0500 | 3,940        |                  |                  |              |            |               |              |               |               |                |
| Public Works Analyst                     | 1.00   | 55,850           |        |                | Parks  | 429  | 0.0287 | 1,603        |                  |                  |              |            |               |              |               |               |                |
| Public Works Clerk                       | 1.00   | 50,338           |        |                | Parks  | 429  | 0.0287 | 1,444        |                  |                  |              |            |               |              |               |               |                |
| Public Works Office Assistant            | 1.00   | 45,859           |        |                | Parks  | 429  | 0.0287 | 1,316        |                  |                  |              |            |               |              |               |               |                |
| Public Works Water Quality Technician    | 1.00   | 61,574           |        |                |        |      |        |              |                  |                  |              |            |               |              |               |               |                |
| Public Works Sanitation                  | 2.00   | 101,377          |        |                |        |      |        |              |                  |                  |              |            |               |              |               |               |                |
| Public Works Utility Worker              | 8.00   | 407,121          |        |                | Parks  | 429  | 0.5095 | 25,929       |                  |                  |              |            |               |              |               |               |                |
| Public Works Utility Worker-WWTP         | 1.00   | 53,184           |        |                |        |      |        |              |                  |                  |              |            |               |              |               |               |                |
| Public Works WTP Operator                | 1.00   | 63,058           |        |                |        |      |        |              |                  |                  |              |            |               |              |               |               |                |
| Public Works WWTP Operator               | 1.00   | 58,638           |        |                |        |      |        |              |                  |                  |              |            |               |              |               |               |                |
| Engineer                                 | 1.00   | 100,578          |        |                |        |      |        |              |                  |                  |              |            |               |              |               |               |                |
|                                          |        | <u>3,954,327</u> |        |                |        |      |        |              |                  |                  |              |            |               |              |               |               |                |
| Overtime                                 |        | 186,038          |        | 1,100          |        |      |        |              |                  |                  |              |            |               |              |               |               |                |
|                                          |        |                  |        |                | Court  | 412  |        | 1,000        |                  |                  |              |            |               |              |               |               |                |
|                                          |        |                  |        |                | CD     | 419  |        | 500          |                  |                  |              |            |               |              |               |               |                |
|                                          |        |                  |        |                | Police | 421  |        | 75,000       |                  |                  |              |            |               |              |               |               |                |
|                                          |        |                  |        |                | Parks  | 429  |        | 1,938        |                  |                  |              |            |               |              |               |               |                |
| On-Call Time                             |        | 13,787           |        |                | Parks  | 429  |        | 846          |                  |                  |              |            |               |              |               |               |                |
| Temporary/Seasonal                       |        | 38,220           |        |                | Police | 421  |        | 250          |                  |                  |              |            |               |              |               |               |                |
|                                          |        |                  |        |                | Parks  | 429  |        | 10,782       |                  |                  |              |            |               |              |               |               |                |
| GRAND TOTALS                             | 60.825 | <u>4,192,372</u> | 5.9250 | <u>441,432</u> |        |      |        | 19.7380      | <u>1,564,576</u> | 0.1500           | <u>4,567</u> | 1.0000     | <u>82,746</u> | 2.2500       | <u>96,310</u> | 2.9000        | <u>180,276</u> |

| General Fund Dept Summary |                       |                          |
|---------------------------|-----------------------|--------------------------|
| 412                       | Municipal Court       | 0.9756 59,482            |
| 419                       | Community Development | 1.7000 131,191           |
| 421                       | Police                | 13.3244 963,151          |
| 422                       | Fire                  | 3.0000 355,959           |
| 429                       | Parks                 | 0.7380 54,792            |
|                           | Total                 | <u>19.7380 1,564,576</u> |

| CITY OF WARRENTON<br>Budget 2021/2022<br>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                                      |        |                  |        |                  |        |                | 0.3059 | 14,048  | 0.3087 | 14,173  | 0.0617 | 2,833       | 0.1237 | 5,680      |        |             |
| Accountant                                                    |        |                  |        |                  |        |                |        |         |        |         |        |             |        |            |        |             |
| Accounting Technician                                         |        |                  |        |                  |        |                | 0.3059 | 15,484  | 0.3087 | 15,623  | 0.0617 | 3,123       | 0.1237 | 6,261      |        |             |
| Mayor                                                         |        |                  |        |                  |        |                |        |         |        |         |        |             |        |            |        |             |
| Commissioners                                                 |        |                  |        |                  |        |                |        |         |        |         |        |             |        |            |        |             |
| Community Center staff                                        |        |                  |        |                  |        |                |        |         |        |         |        |             |        |            |        |             |
| Community Development Director                                |        |                  |        |                  |        |                |        |         |        |         |        |             |        |            |        |             |
| Planner                                                       |        |                  |        |                  |        |                |        |         |        |         |        |             |        |            |        |             |
| Permit Technician                                             |        |                  |        |                  |        |                |        |         |        |         |        |             |        |            |        |             |
| Building Official                                             |        |                  |        |                  |        |                |        |         |        |         |        |             |        |            |        |             |
| Building Inspector                                            |        |                  |        |                  |        |                |        |         |        |         |        |             |        |            |        |             |
| Fire Chief                                                    |        |                  |        |                  |        |                |        |         |        |         |        |             |        |            |        |             |
| Division Chief of Training                                    |        |                  |        |                  |        |                |        |         |        |         |        |             |        |            |        |             |
| Division Chief of Operations/Recruitment                      |        |                  |        |                  |        |                |        |         |        |         |        |             |        |            |        |             |
| Fire Volunteers                                               |        |                  |        |                  |        |                |        |         |        |         |        |             |        |            |        |             |
| Fire Marshall                                                 |        |                  |        |                  |        |                |        |         |        |         |        |             |        |            |        |             |
| Library Manager                                               |        |                  |        |                  |        |                |        |         |        |         |        |             |        |            |        |             |
| Library Admin. Assistant                                      |        |                  |        |                  |        |                |        |         |        |         |        |             |        |            |        |             |
| Youth Services Aide                                           |        |                  |        |                  |        |                |        |         |        |         |        |             |        |            |        |             |
| Harbormaster                                                  |        |                  | 0.6419 | 47,189           | 0.3581 | 26,328         |        |         |        |         |        |             |        |            |        |             |
| Marina Workers                                                |        |                  | 2.5675 | 120,206          | 1.4325 | 67,067         |        |         |        |         |        |             |        |            |        |             |
| Assistant Harbormaster                                        |        |                  | 0.6419 | 35,949           | 0.3581 | 20,057         |        |         |        |         |        |             |        |            |        |             |
| Police Chief                                                  |        |                  |        |                  |        |                |        |         |        |         |        |             |        |            |        |             |
| Police Sergeant                                               |        |                  |        |                  |        |                |        |         |        |         |        |             |        |            |        |             |
| Police Officers                                               |        |                  |        |                  |        |                |        |         |        |         |        |             |        |            |        |             |
| Police/Court Clerks                                           |        |                  |        |                  |        |                |        |         |        |         |        |             |        |            |        |             |
| Police Data Processor                                         |        |                  |        |                  |        |                |        |         |        |         |        |             |        |            |        |             |
| Public Works Director                                         | 0.0667 | 7044             |        |                  |        |                | 0.3922 | 41,423  | 0.3752 | 39619   | 0.0285 | 3007        | 0.1087 | 11483      |        |             |
| Public Works WTP Supervisor                                   |        |                  |        |                  |        |                | 1.0000 | 78,805  |        |         |        |             |        |            |        |             |
| Public Works Foreman                                          | 0.1046 | 6513             |        |                  |        |                | 0.4730 | 29,442  | 0.3210 | 19979   | 0.0377 | 2349        |        |            |        |             |
| Operations Manager                                            | 0.1000 | 7881             |        |                  |        |                | 0.2000 | 15,761  | 0.5000 | 39403   | 0.0500 | 3940        | 0.1000 | 7881       |        |             |
| Public Works Analyst                                          | 0.0667 | 3725             |        |                  |        |                | 0.3922 | 21,907  | 0.3752 | 20953   | 0.0285 | 1590        | 0.1087 | 6073       |        |             |
| Public Works Clerk                                            | 0.0667 | 3358             |        |                  |        |                | 0.3922 | 19,745  | 0.3752 | 18885   | 0.0285 | 1433        | 0.1087 | 5473       |        |             |
| Public Works Office Assistant                                 | 0.0667 | 3059             |        |                  |        |                | 0.3922 | 17,988  | 0.3752 | 17205   | 0.0285 | 1306        | 0.1087 | 4986       |        |             |
| Public Works Water Quality Technician                         |        |                  |        |                  |        |                | 0.0000 | -       | 1.0000 | 61574   |        |             |        |            |        |             |
| Public Works Sanitation                                       |        |                  |        |                  |        |                |        |         |        |         |        |             | 2.0000 | 101377     |        |             |
| Public Works Utility Worker                                   | 0.8371 | 42600            |        |                  |        |                | 3.7839 | 192,563 | 2.5676 | 130666  | 0.3019 | 15364       |        |            |        |             |
| Public Works Utility Worker-WWTP                              |        |                  |        |                  |        |                |        |         | 1.0000 | 53184   |        |             |        |            |        |             |
| Public Works WTP Operator                                     |        |                  |        |                  |        |                | 1.0000 | 63,058  |        |         |        |             |        |            |        |             |
| Public Works WWTP Operator                                    |        |                  |        |                  |        |                |        |         | 1.0000 | 58638   |        |             |        |            |        |             |
| Engineer                                                      |        |                  |        |                  |        |                |        |         |        |         |        |             |        |            | 1.0000 | 100,578     |
| Overtime                                                      |        | 2,000            |        | 8,000            |        | 8,000          |        | 28,000  |        | 50,000  |        | 2,500       |        | 8,000      |        |             |
| On-Call Time                                                  |        | 1390             |        |                  |        |                |        | 6285    |        | 4765    |        | 501         |        |            |        |             |
| Temporary/Seasonal                                            |        | 899              |        | 10,000           |        | 10,000         |        |         |        |         |        | 5,391       |        | 899        |        |             |
| GRAND TOTALS                                                  | 1.3085 | 78,469           | 3.8513 | 221,344          | 2.1487 | 131,452        | 8.6377 | 544,508 | 8.5065 | 544,665 | 0.6269 | 43,337      | 2.7823 | 158,113    | 1.0000 | 100,578     |

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

|                                          | Budget Year    |                |                |                |                |                |                |
|------------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                                          | 2015/2016      | 2016/2017      | 2017/2018      | 2018/2019      | 2019/2020      | 2020/2021      | 2021/2022      |
| <b>General Fund</b>                      |                |                |                |                |                |                |                |
| Municipal Court                          | 0.4880         | 0.4880         | 0.4878         | 0.7317         | 0.7317         | 0.7317         | 0.9756         |
| Admin/Commission/Finance                 | 5.4500         | 5.4500         | 5.6750         | 5.9250         | 5.9250         | 5.9250         | 5.9250         |
| Community Development                    | 1.0250         | 1.0250         | 1.0250         | 1.0250         | 1.2750         | 1.2750         | 1.7000         |
| Police                                   | 11.0120        | 12.0120        | 12.7622        | 12.7683        | 12.7683        | 12.7683        | 13.3244        |
| Fire                                     | 3.0500         | 3.0500         | 3.0000         | 3.0000         | 3.0000         | 3.0000         | 3.0000         |
| Parks                                    | 0.6442         | 0.6900         | 0.5229         | 0.4656         | 0.7446         | 0.5357         | 0.7380         |
| Total General Fund                       | <u>21.6692</u> | <u>22.7150</u> | <u>23.4729</u> | <u>23.9156</u> | <u>24.4446</u> | <u>24.2357</u> | <u>25.6630</u> |
| <b>Special Revenue Funds</b>             |                |                |                |                |                |                |                |
| Community Center                         | 0.1500         | 0.1500         | 0.1500         | 0.1500         | 0.1500         | 0.1500         | 0.1500         |
| Grants Fund                              | 0.7500         | 0.7500         | 0.0000         | 0.0000         | 0.0000         | 0.0000         | 1.0000         |
| Library Fund                             | 0.9150         | 0.9150         | 0.9150         | 1.6650         | 2.0050         | 2.0050         | 2.2500         |
| Building Division                        | 2.1750         | 2.1750         | 2.0750         | 2.0750         | 2.8250         | 2.8250         | 2.9000         |
| State Tax Street Fund                    | 0.5734         | 0.6031         | 0.8510         | 0.7949         | 0.8391         | 1.0511         | 1.3085         |
| Total Special Revenue Fund               | <u>4.5634</u>  | <u>4.5931</u>  | <u>3.9910</u>  | <u>4.6849</u>  | <u>5.8191</u>  | <u>6.0311</u>  | <u>7.6085</u>  |
| <b>Enterprise Funds</b>                  |                |                |                |                |                |                |                |
| Warrenton Marina                         | 3.1332         | 3.7256         | 3.6597         | 3.6033         | 3.5200         | 3.2549         | 3.8513         |
| Hammond Marina                           | 1.8668         | 2.2744         | 2.3403         | 2.3967         | 2.4800         | 1.7451         | 2.1487         |
| Water Fund                               | 6.7694         | 7.8044         | 8.5304         | 8.2382         | 8.3076         | 7.3792         | 8.6377         |
| Sewer Fund                               | 8.3388         | 6.7811         | 7.2457         | 7.9261         | 8.0133         | 8.8139         | 8.5065         |
| Storm Sewer Fund                         | 0.6671         | 0.8329         | 0.7584         | 1.2694         | 0.7672         | 1.0122         | 0.6269         |
| Sanitation Fund                          | 2.6072         | 2.8884         | 2.6916         | 2.9058         | 2.9282         | 2.8079         | 2.7823         |
| Total Enterprise Fund                    | <u>23.3825</u> | <u>24.3068</u> | <u>25.2261</u> | <u>26.3394</u> | <u>26.0163</u> | <u>25.0132</u> | <u>26.5535</u> |
| <b>Internal Service Funds</b>            |                |                |                |                |                |                |                |
| Engineering                              | 1.0000         | 1.0000         | 1.0000         | 1.0000         | 1.0000         | 1.0000         | 1.0000         |
| Total All Funds                          | 50.6151        | 52.6149        | 53.690         | 55.940         | 57.2800        | 56.2800        | 60.825         |
| <b>Addition:</b>                         |                |                |                |                |                |                |                |
| Assitant Harbor Master                   |                |                |                |                |                |                | 1.0000         |
| Utility I                                |                |                |                |                |                |                | 1.0000         |
| Sergeant (promotion from Officer)        |                |                |                |                |                |                | 1.0000         |
| Planner                                  |                |                |                |                |                |                | 0.5000         |
| Police Data Processor                    |                |                |                |                |                |                | 0.3000         |
| Library Admin Assistant from .38 to .625 |                |                |                |                |                |                | 0.2450         |
| Fire Marshall                            |                |                |                |                |                |                | 1.0000         |
| Police/Court Clerk .5 to 1.0             |                |                |                |                |                |                | 0.5000         |
| <b>Subtraction:</b>                      |                |                |                |                |                |                |                |
| Police Officer (promotion to Sergeant)   |                |                |                |                |                |                | (1.0000)       |
| Total 2021/2022 net change               |                |                |                |                |                |                | <u>4.5450</u>  |



# CITY OF WARRENTON ORGANIZATIONAL STRUCTURE AND STAFFING



## WARRENTON CITY COMMISSION

**Commissioner**

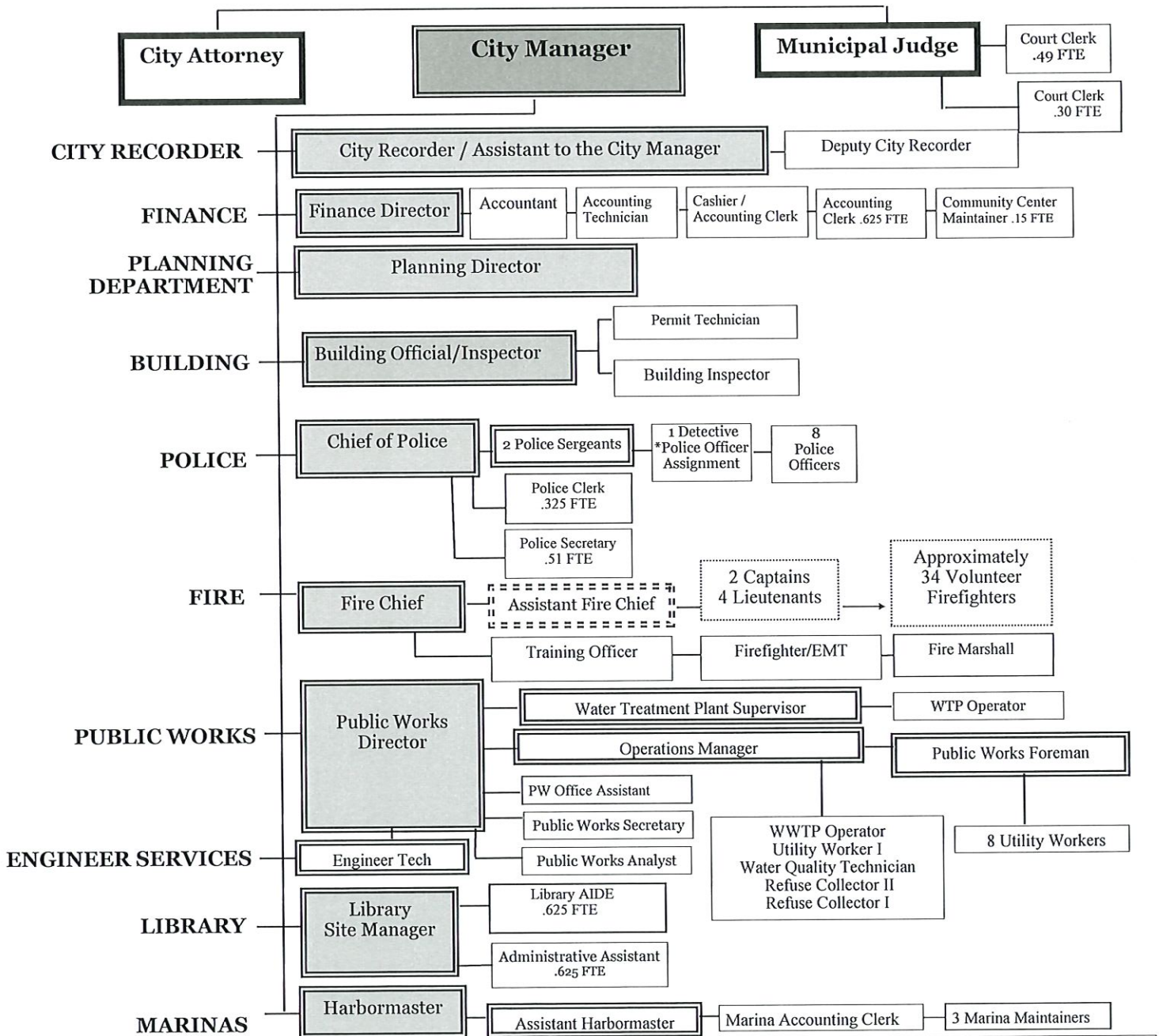
**Commissioner**

**Mayor**

**Commissioner**

**Commissioner**

### ADMINISTRATION



#### Legend

Black fill indicates Elected Official

Black outline indicates Commission appointed

Double line & filled indicates City Manager

Double line & filled indicates Department Head

Double line indicates Supervisory

Solid lines indicate Staff

Dotted Lines indicate Volunteer

## **Budget Programs**

### **General Fund**

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

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

Following is a review of the 2021-2022 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 is typically held twice each month. One full-time clerk and one part-time clerk split their time between Court and Police duties.

#### **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.

### **Planning**

The 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. This budget consists of nine patrol officers, two sergeants and the chief of police. Support staff consists of one full-time police secretary, one part-time administrative assistant, and one casual data processor.

### **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, Division Chief of Training, and Division Chief of Operations/Recruitment. All three positions are funded entirely by the General Fund. A Grant is being sought to fund a Fire Marshall and will be funded in the Grants 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. This budget year includes anticipated grants for Police, Fire, and a Homeland Security Grant.

### **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 2021-2022 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 (25 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 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 \$361,000 this year. The City fuel tax is used to pay for rebuilding and overlaying city streets. 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. 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. These charges are used for capital projects and improvements made necessary by the increased usage of the infrastructure caused by development within the community. The current fund balance is \$1,070,281.

### **Parks SDC Fund**

The City implemented a system development charge for Parks in 2013. These charges are used for capital projects and improvements made necessary by the increased usage of the infrastructure caused by development within the community. The fee is \$599 per residential unit. The current fund balance is \$179,564.

### **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 vehicle replacement. This year two vehicles are proposed for replacement.

### **Fire Apparatus & Equipment Replacement Fund**

This reserve fund is used to accumulate money for financing the costs of fire apparatus and equipment. 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. The Warrenton Business License Fund will also transfer revenues to this fund this year.

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. One Fire Utility Vehicle is also proposed.

### **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 mostly by Urban Renewal, rather than the Capital Reserve Fund. A dock pile replacement and lighting project in the inner basin is proposed in this year's budget.

## **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.

Completion of 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 3,500 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 for the second year in a row. Future projects may need to be delayed and omitted as a result. 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 prior to the pandemic were beginning 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, but are not being proposed for that purpose in the current fiscal year. The current balance in the fund is \$134,416.

### **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. These charges are used for capital projects and improvements made necessary by the increased usage of the infrastructure caused by development within the community. The current balance in the fund is \$83,688.

### **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 2021-2022.

### **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 \$555,650 in collection system and pump station projects. Reserves are also being set aside for large 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 \$111,410.

### **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. Rates have not been increased since 2006, though costs have continued to rise. Increased revenues are needed to continue to provide these services and fund capital projects.

### **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. A storage facility is proposed in this year's budget.

## **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.

### **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 2021-2022. This position has been vacant for the past four years. This position is expected to work mainly 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 07/01/21 - 06/30/22       |                                  |                                    |                                 |
|-----------------------|-----------------------|----------------------------------|---------------------------------------|----------------------------------|------------------------------------|---------------------------------|
| Actual<br>FYE 6/30/19 | Actual<br>FYE 6/30/20 | Adopted<br>Budget<br>FYE 6/30/21 | Resource Description                  | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| \$15,134,223          | \$18,583,249          | \$18,716,638                     | Beginning Fund Balance                | \$22,003,177                     | \$22,003,177                       |                                 |
| 1,212,160             | 1,281,219             | 1,315,462                        | Property Taxes                        | 1,434,757                        | 1,434,757                          |                                 |
| 563,119               | 554,340               | 555,037                          | Property Taxes, Levied for Debt       | 533,421                          | 533,421                            |                                 |
| 1,356,931             | 1,158,923             | 1,315,212                        | Other Taxes                           | 1,328,000                        | 1,328,000                          |                                 |
| 758,590               | 770,988               | 854,281                          | Franchise Fees                        | 891,269                          | 891,269                            |                                 |
| 9,486,976             | 10,673,030            | 9,227,154                        | Fees, Fines, and Charges for Service  | 10,365,575                       | 10,365,575                         |                                 |
| 372,325               | 384,186               | 161,560                          | Investment Earnings                   | 147,550                          | 147,550                            |                                 |
| 2,373,049             | 1,155,562             | 4,849,040                        | Transfers In                          | 6,666,778                        | 6,666,778                          |                                 |
| 14,688                | 14,068                | 1,200                            | Miscellaneous Revenue                 | 2,000                            | 2,000                              |                                 |
| 161,284               | -                     | 2,500,000                        | Loan Proceeds                         | 2,500,000                        | 2,500,000                          |                                 |
| 1,079,265             | 571,717               | 717,024                          | Operating Grants and Contributions    | 760,502                          | 760,502                            |                                 |
| 608,620               | 323,920               | 923,750                          | Capital Grants and Contributions      | 1,667,769                        | 1,667,769                          |                                 |
| 1,016,874             | 1,090,707             | 1,167,282                        | Indirect Expense Allocation           | 1,223,114                        | 1,223,114                          |                                 |
| <u>\$ 34,138,104</u>  | <u>\$ 36,561,909</u>  | <u>\$ 42,303,640</u>             | <b>Total Resources</b>                | <u>\$ 49,523,912</u>             | <u>\$ 49,523,912</u>               | <u>\$ -</u>                     |
| 5,853,098             | 6,017,231             | 6,933,515                        | Personnel Services                    | 7,509,425                        | 7,509,425                          |                                 |
| 5,027,836             | 4,733,108             | 7,561,406                        | Materials and Services                | 8,666,058                        | 8,666,058                          |                                 |
| 1,571,448             | 1,522,924             | 1,505,557                        | Debt Service                          | 1,499,593                        | 1,499,593                          |                                 |
| 729,424               | 1,470,188             | 9,309,523                        | Capital Outlay                        | 9,631,380                        | 10,878,280                         |                                 |
| 2,373,049             | 1,155,562             | 4,849,040                        | Transfers Out                         | 6,666,778                        | 6,666,778                          |                                 |
|                       |                       | <u>2,214,664</u>                 | Contingency                           | <u>2,059,183</u>                 | <u>2,059,183</u>                   |                                 |
| 15,554,855            | 14,899,013            | 32,373,705                       | <b>Total Requirements by Category</b> | 36,032,417                       | 37,279,317                         | -                               |
| <u>18,583,249</u>     | <u>21,662,896</u>     | <u>9,929,935</u>                 | <b>Ending Fund Balance</b>            | <u>13,491,495</u>                | <u>12,244,595</u>                  | -                               |
| <u>\$34,138,104</u>   | <u>\$36,561,909</u>   | <u>\$42,303,640</u>              | <b>Total Requirements</b>             | <u>\$49,523,912</u>              | <u>\$49,523,912</u>                | <u>\$ -</u>                     |

**City of Warrenton  
Summary of Requirements  
Fiscal Year Beginning July 1, 2021 and ending June 30, 2022**

| 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                       | \$ 101,078          | \$ 86,353              |                      |                     |                          |                     | \$ 187,431           | \$ -                                                    | \$ 187,431           |
| Administration/Commission             | 707,249             | 515,865                |                      |                     |                          |                     | 1,223,114            |                                                         | 1,223,114            |
| Planning                              | 156,633             | 131,281                |                      |                     |                          |                     | 287,914              |                                                         | 287,914              |
| Police                                | 1,629,488           | 468,907                |                      |                     |                          |                     | 2,098,395            |                                                         | 2,098,395            |
| Fire                                  | 600,060             | 260,882                | 11,500               | 72,034              |                          |                     | 944,476              |                                                         | 944,476              |
| Parks                                 | 102,431             | 81,923                 | 2,300                |                     |                          |                     | 186,654              |                                                         | 186,654              |
| Transfers                             |                     |                        |                      |                     | 170,778                  |                     | 170,778              |                                                         | 170,778              |
| Contingency                           |                     |                        |                      |                     |                          | 254,938             | 254,938              | 90,809                                                  | 345,747              |
| <b>Total General Fund</b>             | <b>3,298,939</b>    | <b>1,545,211</b>       | <b>13,800</b>        | <b>72,034</b>       | <b>170,778</b>           | <b>254,938</b>      | <b>5,353,700</b>     | <b>90,809</b>                                           | <b>5,444,509</b>     |
| <b>Special Revenue Funds</b>          |                     |                        |                      |                     |                          |                     |                      |                                                         |                      |
| Community Center Capital Reserve Fund |                     | 8,587                  |                      |                     |                          |                     | 8,587                |                                                         | 8,587                |
| Community Center Fund                 | 8,366               | 15,405                 |                      |                     | 1,000                    | 1,500               | 26,271               | 5,329                                                   | 31,600               |
| Warrenton Business License Fund       | 6,154               | 60,937                 |                      |                     | 10,000                   | 5,000               | 82,091               | 17,409                                                  | 99,500               |
| Grant Fund                            | 150,325             | 21,921                 |                      |                     |                          |                     | 172,246              | 2,979                                                   | 175,225              |
| Library Fund                          | 191,905             | 91,572                 |                      |                     |                          | 25,000              | 308,477              | 103,026                                                 | 411,503              |
| Building Division Fund                | 296,128             | 160,017                | 35,000               |                     |                          | 80,000              | 571,145              | 601,216                                                 | 1,172,361            |
| Transient Room Tax Fund               |                     | 290,000                |                      |                     |                          |                     | 290,000              |                                                         | 290,000              |
| Facilities Maintenance Fund           |                     | 63,670                 |                      |                     |                          | 51,830              | 115,500              | 10,000                                                  | 125,500              |
| State Tax Street Fund                 | 167,894             | 744,215                | 2,071,350            |                     |                          | 200,000             | 3,183,459            | 96,604                                                  | 3,280,063            |
| Quincy Robinson Trust Fund            |                     |                        | 123,000              |                     |                          |                     | 123,000              | 49,700                                                  | 172,700              |
| <b>Total Special Revenue Funds</b>    | <b>820,772</b>      | <b>1,456,324</b>       | <b>2,229,350</b>     | <b>-</b>            | <b>11,000</b>            | <b>363,330</b>      | <b>4,880,776</b>     | <b>886,263</b>                                          | <b>5,767,039</b>     |
| <b>Debt Service Funds</b>             |                     |                        |                      |                     |                          |                     |                      |                                                         |                      |
| Wastewater Treatment GO Bond          |                     |                        |                      | 563,908             |                          |                     | 563,908              | 45,113                                                  | 609,021              |
| <b>Total Debt Service Funds</b>       | <b>-</b>            | <b>-</b>               | <b>-</b>             | <b>563,908</b>      | <b>-</b>                 | <b>-</b>            | <b>563,908</b>       | <b>45,113</b>                                           | <b>609,021</b>       |
| <b>Capital Projects Funds</b>         |                     |                        |                      |                     |                          |                     |                      |                                                         |                      |
| Parks SDC Fund                        |                     |                        | 40,000               |                     |                          |                     | 40,000               | 151,287                                                 | 191,287              |
| Streets SDC Fund                      |                     |                        | 1,246,900            |                     |                          |                     | 1,246,900            |                                                         | 1,246,900            |
| Police Vehicle Replacement Fund       |                     |                        | 118,000              |                     |                          |                     | 118,000              | 29,282                                                  | 147,282              |
| Fire Apparatus Replacement Fund       |                     |                        | 713,000              |                     |                          |                     | 713,000              | 49,450                                                  | 762,450              |
| Tansy Point Capital Reserve Fund      |                     |                        | 213,580              |                     |                          |                     | 213,580              |                                                         | 213,580              |
| <b>Total Capital Projects Funds</b>   | <b>-</b>            | <b>-</b>               | <b>2,331,480</b>     | <b>-</b>            | <b>-</b>                 | <b>-</b>            | <b>2,331,480</b>     | <b>230,019</b>                                          | <b>2,561,499</b>     |
| <b>Enterprise Funds</b>               |                     |                        |                      |                     |                          |                     |                      |                                                         |                      |
| Warrenton Marina Fund                 | 413,405             | 228,239                |                      |                     | 100,000                  | 110,000             | 851,644              | 47,894                                                  | 899,538              |
| Warrenton Marina Fund Capital Reserve |                     |                        | 385,000              |                     |                          |                     | 385,000              | 117,175                                                 | 502,175              |
| Hammond Marina Fund                   | 240,570             | 143,082                |                      |                     | 100,000                  | 80,000              | 563,652              | 37,896                                                  | 601,548              |
| Hammond Marina Fund Capital Reserve   |                     |                        | 398,000              |                     |                          |                     | 398,000              | 542,000                                                 | 940,000              |
| Water Fund                            | 1,129,276           | 1,360,601              |                      | 685,825             | 5,250,000                | 500,000             | 8,925,702            | 466,745                                                 | 9,392,447            |
| Water Systems Development             |                     |                        |                      |                     |                          |                     | -                    | 232,940                                                 | 232,940              |
| Water Fund Capital Reserve Fund       |                     |                        | 4,128,600            |                     |                          |                     | 4,128,600            | 4,021,400                                               | 8,150,000            |
| Sewer Fund                            | 1,080,463           | 2,650,517              |                      | 177,826             | 1,000,000                | 593,115             | 5,501,921            | 251,979                                                 | 5,753,900            |
| Sewer Systems Development             |                     |                        |                      |                     |                          |                     | -                    | 168,650                                                 | 168,650              |
| Storm Sewer Fund                      | 84,605              | 296,166                | 801,450              |                     |                          | 90,000              | 1,272,221            | 522,999                                                 | 1,795,220            |
| Storm Sewer Systems Development       |                     |                        |                      |                     |                          |                     | -                    | 107,500                                                 | 107,500              |
| Sewer Fund Capital Reserve Fund       |                     |                        | 555,650              |                     |                          |                     | 555,650              | 4,044,350                                               | 4,600,000            |
| Sanitation Fund                       | 317,761             | 978,718                |                      |                     | 35,000                   | 67,800              | 1,399,279            | 190,813                                                 | 1,590,092            |
| Sanitation Fund Capital Reserve       |                     |                        | 34,950               |                     |                          |                     | 34,950               | 240,050                                                 | 275,000              |
| <b>Total Enterprise Funds</b>         | <b>3,266,080</b>    | <b>5,657,323</b>       | <b>6,303,650</b>     | <b>863,651</b>      | <b>6,485,000</b>         | <b>1,440,915</b>    | <b>24,016,619</b>    | <b>10,992,391</b>                                       | <b>35,009,010</b>    |
| <b>Internal Service Fund</b>          |                     |                        |                      |                     |                          |                     |                      |                                                         |                      |
| Engineer Internal Service Fund        | 125,634             | 7,200                  |                      |                     |                          |                     | 132,834              |                                                         | 132,834              |
| <b>Total Internal Service Fund</b>    | <b>125,634</b>      | <b>7,200</b>           | <b>-</b>             | <b>-</b>            | <b>-</b>                 | <b>-</b>            | <b>132,834</b>       | <b>-</b>                                                | <b>132,834</b>       |
| <b>City of Warrenton All Funds</b>    | <b>\$ 7,509,425</b> | <b>\$ 8,666,058</b>    | <b>\$ 10,878,280</b> | <b>\$ 1,499,593</b> | <b>\$ 6,666,778</b>      | <b>\$ 2,059,183</b> | <b>\$ 37,279,317</b> | <b>\$ 12,244,595</b>                                    | <b>\$ 49,523,912</b> |

**City of Warrenton**  
**Fiscal Year 7/1/2021 - 6/30/2022**  
**Summary of Interfund Transfers**

| <b>Transfers Out:</b>                     |                    | <b>Transfers In:</b>                        |                    |
|-------------------------------------------|--------------------|---------------------------------------------|--------------------|
| [1] General Fund (001)                    | 50,000             | Facilities Maintenance Fund (035)           | 50,000             |
| [2] General Fund (001)                    | 75,000             | Police Vehicle Replacement Fund (070)       | 75,000             |
| [3] General Fund (001)                    | 25,000             | Fire Apparatus Replacement Fund (071)       | 25,000             |
| [4] General Fund (001)                    | 20,778             | Tansy Point Dock Capital Reserve Fund (072) | 20,778             |
| [5] Community Center                      | 1,000              | Community Center Capital Reserve Fund (004) | 1,000              |
| [6] Warrenton Business License Fund (006) | 5,000              | Police Vehicle Replacement Fund (070)       | 5,000              |
| [7] Warrenton Business License Fund (006) | 5,000              | Fire Apparatus & Equipment Fund (071)       | 5,000              |
| [8] Warrenton Marina (010)                | 100,000            | Warrenton Marina Capital Reserve Fund (012) | 100,000            |
| [9] Hammond Marina (011)                  | 100,000            | Hammond Marina Capital Reserve Fund (013)   | 100,000            |
| [10] Water Fund (025)                     | 5,250,000          | Water Fund Capital Reserve (029)            | 5,250,000          |
| [11] Sewer Fund (030)                     | 1,000,000          | Sewer Fund Capital Reserve (038)            | 1,000,000          |
| [12] Sanitation Fund (032)                | <u>35,000</u>      | Sanitation Fund Capital Reserve (034)       | <u>35,000</u>      |
| Total Transfers Out                       | <u>\$6,666,778</u> | Total Transfers In                          | <u>\$6,666,778</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 and equipment.
- [4] To fund current and future capital requirements for the Tansy Pt Dock.
- [5] To fund current and future capital requirements for the Community Center.
- [6] To fund current capital acquisition of a police vehicle.
- [7] To fund current acquisition of fire apparatus and equipment.
- [8] To fund future capital requirement for the Warrenton Marina.
- [9] To fund future capital requirement for the Hammond Marina.
- [10] To fund current and future capital requirements in the Water Fund and transfer loan proceeds.
- [11] To fund current and future capital requirements in the Sewer Fund.
- [12] To fund current capital requirements in the Sanitation Fund.

City of Warrenton  
Budget Document

General Fund 001

| Historical Data                     |                     |                     | Budget for Fiscal Year<br>7/1/2021-6/30/2022 |                            |                              |                           |
|-------------------------------------|---------------------|---------------------|----------------------------------------------|----------------------------|------------------------------|---------------------------|
| Historical Data                     |                     | Adopted Budget      | Resources and Requirements                   | Proposed by Budget Officer | Approved by Budget Committee | Adopted by Governing Body |
| FYE 6/30/19                         | FYE 6/30/20         | FYE 6/30/21         |                                              |                            |                              |                           |
| <b>Resources</b>                    |                     |                     |                                              |                            |                              |                           |
| \$ 1,337,045                        | \$ 1,156,780        | \$ 600,000          | Beginning Fund Balance                       | \$ 875,000                 | \$ 875,000                   | \$ -                      |
| \$ 36,585                           | \$ 31,287           | 30,000              | Delinquent Ad Valorem Taxes                  | 35,000                     | 35,000                       | -                         |
| 556,915                             | 458,740             | 525,212             | Non Ad Valorem Taxes                         | 527,000                    | 527,000                      | -                         |
| 758,590                             | 770,988             | 854,281             | Franchise Fees                               | 891,269                    | 891,269                      | -                         |
| 625                                 | 550                 | 550                 | Licenses and Permits                         | 500                        | 500                          | -                         |
| 160,556                             | 190,716             | 168,891             | Intergovernmental                            | 170,653                    | 170,653                      | -                         |
| 183,270                             | 194,089             | 290,146             | Charges for Services                         | 190,130                    | 190,130                      | -                         |
| 138,184                             | 120,204             | 136,700             | Fines and Forfeits                           | 127,800                    | 127,800                      | -                         |
| 28,618                              | 19,379              | 18,000              | Interest Earnings                            | 8,000                      | 8,000                        | -                         |
| 213,814                             | 216,712             | 216,473             | Leases                                       | 222,761                    | 222,761                      | -                         |
| 1,035,139                           | 1,104,775           | 1,168,482           | Miscellaneous                                | 1,225,114                  | 1,225,114                    | -                         |
| 4,449,341                           | 4,264,221           | 4,008,735           |                                              | 4,273,227                  | 4,273,227                    | -                         |
| 984,943                             | 1,046,169           | 1,077,628           | Taxes estimated to be received               | 1,171,282                  | 1,171,282                    | -                         |
| <b>5,434,284</b>                    | <b>5,310,390</b>    | <b>5,086,363</b>    | <b>Total Resources</b>                       | <b>5,444,509</b>           | <b>5,444,509</b>             | <b>-</b>                  |
| <b>Requirements (by department)</b> |                     |                     |                                              |                            |                              |                           |
| 127,034                             | 135,236             | 160,306             | Municipal Court                              | 187,431                    | 187,431                      | -                         |
| 1,016,874                           | 1,090,707           | 1,167,282           | Administration/Commission                    | 1,223,114                  | 1,223,114                    | -                         |
| 214,429                             | 244,591             | 292,992             | Planning                                     | 287,914                    | 287,914                      | -                         |
| 1,734,046                           | 1,811,972           | 2,000,654           | Police                                       | 2,098,395                  | 2,098,395                    | -                         |
| 734,387                             | 759,553             | 916,008             | Fire                                         | 944,476                    | 944,476                      | -                         |
| 126,156                             | 130,662             | 163,557             | Parks                                        | 186,654                    | 186,654                      | -                         |
| 324,578                             | 94,578              | 70,178              | Transfers                                    | 170,778                    | 170,778                      | -                         |
| -                                   | -                   | 235,517             | Contingency                                  | 254,938                    | 254,938                      | -                         |
| 4,277,504                           | 4,267,299           | 5,006,494           | Total Requirements by Department             | 5,353,700                  | 5,353,700                    | -                         |
| 1,156,780                           | 1,043,091           | 79,869              | Ending Fund Balance                          | 90,809                     | 90,809                       | -                         |
| <b>\$ 5,434,284</b>                 | <b>\$ 5,310,390</b> | <b>\$ 5,086,363</b> | <b>Total Requirements</b>                    | <b>\$ 5,444,509</b>        | <b>\$ 5,444,509</b>          | <b>\$ -</b>               |

City of Warrenton  
Budget Document  
General Fund 001  
Summary of Revenues

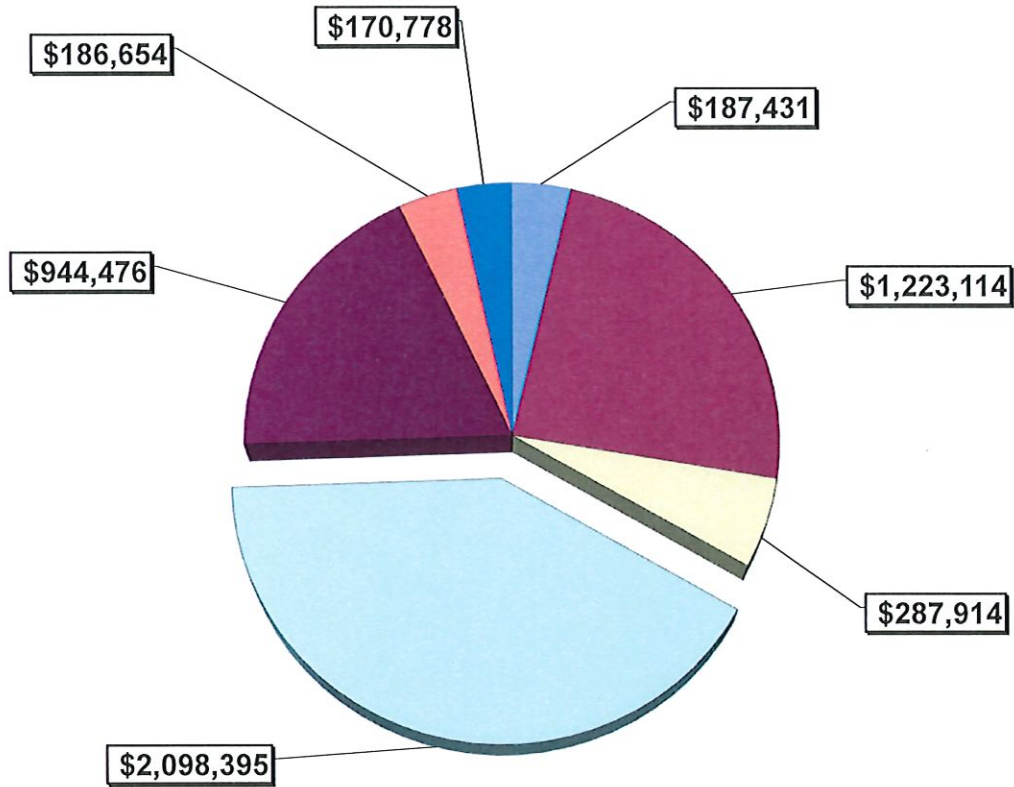
| Historical Data     |                     |                     |        | Budget for Fiscal Year<br>7/1/2021 - 6/30/2022 |                                    |                                 |
|---------------------|---------------------|---------------------|--------|------------------------------------------------|------------------------------------|---------------------------------|
| Actual              |                     | Adopted<br>Budget   |        | Proposed by<br>Budget<br>Officer               | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| FYE 6/30/19         | FYE 6/30/20         | FYE 6/30/21         |        |                                                |                                    |                                 |
| \$ 1,337,045        | \$ 1,156,780        | \$ 600,000          | 300000 | \$ 875,000                                     | \$ 875,000                         |                                 |
| 36,585              | 31,287              | 30,000              | 311200 | 35,000                                         | 35,000                             |                                 |
|                     |                     |                     |        |                                                |                                    |                                 |
| 556,915             | 458,740             | 525,212             | 319300 | 527,000                                        | 527,000                            |                                 |
|                     |                     |                     |        |                                                |                                    |                                 |
| 399,436             | 399,577             | 402,000             | 318100 | 403,000                                        | 403,000                            |                                 |
| 10,947              | 11,310              | 10,000              | 318200 | 11,000                                         | 11,000                             |                                 |
| 82,310              | 80,443              | 80,000              | 318300 | 80,000                                         | 80,000                             |                                 |
| 62,151              | 63,103              | 62,000              | 318400 | 62,000                                         | 62,000                             |                                 |
| 2,114               | 1,321               |                     | 318600 |                                                |                                    |                                 |
| 41,785              | 39,930              | 44,000              | 318700 | 42,000                                         | 42,000                             |                                 |
| 156,917             | 172,794             | 256,281             | 318800 | 293,269                                        | 293,269                            |                                 |
| 2,930               | 2,510               |                     | 318000 |                                                |                                    |                                 |
|                     |                     |                     |        |                                                |                                    |                                 |
| 625                 | 550                 | 550                 | 321100 | 500                                            | 500                                |                                 |
|                     |                     |                     |        |                                                |                                    |                                 |
|                     | 937                 |                     | 314100 |                                                |                                    |                                 |
| 49,736              | 54,419              | 51,000              | 335100 | 60,763                                         | 60,763                             |                                 |
|                     | 10,799              |                     | 331500 |                                                |                                    |                                 |
| 6,092               | 5,808               | 6,012               | 335300 | 4,066                                          | 4,066                              |                                 |
| 88,306              | 94,286              | 93,206              | 335400 | 99,029                                         | 99,029                             |                                 |
| 16,422              | 24,468              | 18,673              | 335500 | 6,795                                          | 6,795                              |                                 |
|                     |                     |                     |        |                                                |                                    |                                 |
| 37,117              | 35,968              | 30,000              | 341300 | 30,500                                         | 30,500                             |                                 |
| 18,899              | 38,585              | 75,000              | 342004 | 35,000                                         | 35,000                             |                                 |
| 16,058              | 14,248              | 16,000              | 342100 | 13,000                                         | 13,000                             |                                 |
| 1,625               | 4,300               | 5,000               | 342150 | 5,000                                          | 5,000                              |                                 |
| 97,582              | 100,509             | 103,524             | 342201 | 106,630                                        | 106,630                            |                                 |
| 11,884              |                     | 60,622              | 342250 |                                                |                                    |                                 |
| 105                 | 480                 |                     | 347300 |                                                |                                    |                                 |
|                     |                     |                     |        |                                                |                                    |                                 |
| 11,361              | 11,074              | 7,000               | 341101 | 7,000                                          | 7,000                              |                                 |
| 29,690              | 21,720              | 30,000              | 341102 | 30,000                                         | 30,000                             |                                 |
| 1,140               | 1,690               | 1,500               | 341103 | 1,600                                          | 1,600                              |                                 |
| 83                  | 84                  | 200                 | 341104 | 200                                            | 200                                |                                 |
| 87,286              | 78,372              | 88,000              | 351100 | 80,000                                         | 80,000                             |                                 |
| 8,625               | 7,264               | 10,000              | 351200 | 9,000                                          | 9,000                              |                                 |
|                     |                     |                     |        |                                                |                                    |                                 |
| 28,618              | 19,379              | 18,000              | 361000 | 8,000                                          | 8,000                              |                                 |
|                     |                     |                     |        |                                                |                                    |                                 |
| 213,814             | 216,712             | 216,473             | 363000 | 222,761                                        | 222,761                            |                                 |
|                     |                     |                     |        |                                                |                                    |                                 |
|                     |                     |                     | 357000 |                                                |                                    |                                 |
| 14,688              | 14,068              | 1,200               | 360000 | 2,000                                          | 2,000                              |                                 |
| 3,577               |                     |                     | 365000 |                                                |                                    |                                 |
|                     |                     |                     | 366000 |                                                |                                    |                                 |
| 420,813             | 444,135             | 483,497             | 370000 | 515,865                                        | 515,865                            |                                 |
| 596,061             | 646,573             | 683,785             | 375000 | 707,249                                        | 707,249                            |                                 |
| <u>4,449,341</u>    | <u>4,264,221</u>    | <u>4,008,735</u>    |        | <u>4,273,227</u>                               | <u>4,273,227</u>                   | -                               |
| 984,943             | 1,046,169           | 902,981             | 311100 | 980,394                                        | 980,394                            |                                 |
|                     |                     | 174,647             | 311100 | 190,888                                        | 190,888                            |                                 |
| <u>\$ 5,434,284</u> | <u>\$ 5,310,390</u> | <u>\$ 5,086,363</u> |        | <u>\$ 5,444,509</u>                            | <u>\$ 5,444,509</u>                | <u>\$ -</u>                     |



City of Warrenton  
Budget Document  
General Fund 001  
Summary of Expenditures

| Historical Data           |                     |                     | Budget for Fiscal Year<br>7/1/2020 - 6/30/2021 |                                    |                                 |             |
|---------------------------|---------------------|---------------------|------------------------------------------------|------------------------------------|---------------------------------|-------------|
| Actual                    |                     | Adopted<br>Budget   | Proposed by<br>Budget<br>Officer               | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |             |
| FYE 6/30/19               | FYE 6/30/20         | FYE 6/30/21         |                                                |                                    |                                 |             |
| Personnel Services:       |                     |                     |                                                |                                    |                                 |             |
| \$ 65,097                 | \$ 76,193           | \$ 83,880           | Municipal Court                                | \$ 101,078                         | \$ 101,078                      | \$ -        |
| 596,061                   | 646,573             | 683,785             | Administration/Commission                      | 707,249                            | 707,249                         | -           |
| 162,014                   | 173,294             | 178,980             | Planning                                       | 156,633                            | 156,633                         | -           |
| 1,356,967                 | 1,401,299           | 1,532,321           | Police                                         | 1,629,488                          | 1,629,488                       | -           |
| 464,361                   | 456,930             | 567,430             | Fire                                           | 600,060                            | 600,060                         | -           |
| 63,861                    | 78,316              | 82,334              | Parks                                          | 102,431                            | 102,431                         | -           |
| <u>2,708,361</u>          | <u>2,832,604</u>    | <u>3,128,730</u>    | Total Personnel Services                       | <u>3,296,939</u>                   | <u>3,296,939</u>                | <u>-</u>    |
| Materials and Services:   |                     |                     |                                                |                                    |                                 |             |
| 61,936                    | 59,044              | 76,426              | Municipal Court                                | 86,353                             | 86,353                          | -           |
| 420,813                   | 444,135             | 483,497             | Administration/Commission                      | 515,865                            | 515,865                         | -           |
| 52,415                    | 71,298              | 114,012             | Planning                                       | 131,281                            | 131,281                         | -           |
| 377,079                   | 410,673             | 468,333             | Police                                         | 468,907                            | 468,907                         | -           |
| 156,526                   | 230,590             | 276,544             | Fire                                           | 260,882                            | 260,882                         | -           |
| 61,786                    | 52,238              | 80,585              | Parks                                          | 81,923                             | 81,923                          | -           |
| <u>1,130,555</u>          | <u>1,267,977</u>    | <u>1,499,397</u>    | Total Materials and Services                   | <u>1,545,211</u>                   | <u>1,545,211</u>                | <u>-</u>    |
| Capital Outlay:           |                     |                     |                                                |                                    |                                 |             |
| -                         | -                   | -                   | Police                                         | -                                  | -                               | -           |
|                           |                     |                     | Fire                                           | 11,500                             | 11,500                          | -           |
| 509                       | 108                 | 638                 | Parks                                          | 2,300                              | 2,300                           | -           |
| <u>509</u>                | <u>108</u>          | <u>638</u>          | Total Capital Outlay                           | <u>13,800</u>                      | <u>13,800</u>                   | <u>-</u>    |
| Debt Service:             |                     |                     |                                                |                                    |                                 |             |
| 113,500                   | 72,033              | 72,034              | Fire                                           | 72,034                             | 72,034                          | -           |
| <u>113,500</u>            | <u>72,033</u>       | <u>72,034</u>       | Total Debt Service                             | <u>72,034</u>                      | <u>72,034</u>                   | <u>-</u>    |
| Transfers to Other Funds: |                     |                     |                                                |                                    |                                 |             |
| 170,000                   | 50,000              | 40,000              | Facilities Maintenance Fund                    | 50,000                             | 50,000                          | -           |
| 110,000                   | 15,000              | 5,000               | Police Vehicle Replacement Fund                | 75,000                             | 75,000                          | -           |
| 25,000                    | 10,000              | 5,000               | Fire Apparatus Replacement Fund                | 25,000                             | 25,000                          | -           |
| 19,578                    | 19,578              | 20,178              | Tansy Point Dock Capital Reserve               | 20,778                             | 20,778                          | -           |
| <u>324,578</u>            | <u>94,578</u>       | <u>70,178</u>       | Total Transfers to Other Funds                 | <u>170,778</u>                     | <u>170,778</u>                  | <u>-</u>    |
| -                         | -                   | 235,517             | Contingency - 5% of expenditures               | 254,938                            | 254,938                         | -           |
| -                         | -                   | -                   | Contingency                                    | -                                  | -                               | -           |
| <u>\$ 4,277,504</u>       | <u>\$ 4,267,299</u> | <u>\$ 5,006,494</u> | Total Expenditures                             | <u>\$ 5,353,700</u>                | <u>\$ 5,353,700</u>             | <u>\$ -</u> |

**2021-2022 Proposed Budget  
General Fund Expenses by Department**



|                             |             |
|-----------------------------|-------------|
| ■ Municipal Court           | \$187,431   |
| ■ Administration/Commission | \$1,223,114 |
| □ Planning                  | \$287,914   |
| □ Police                    | \$2,098,395 |
| ■ Fire                      | \$944,476   |
| ■ Parks                     | \$186,654   |
| ■ Transfers to other Funds  | \$170,778   |

City of Warrenton  
Budget Document

General Fund 001  
Expenditures by Department  
Municipal Court (412)

| Historical Data |             |                   | Budget for Fiscal Year<br>7/1/2021-6/30/2022 |                                         |  |                                  |                                    |                                 |
|-----------------|-------------|-------------------|----------------------------------------------|-----------------------------------------|--|----------------------------------|------------------------------------|---------------------------------|
| Actual          |             | Adopted<br>Budget | Expenditures                                 |                                         |  | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| FYE 6/30/19     | FYE 6/30/20 | FYE 6/30/21       |                                              |                                         |  |                                  |                                    |                                 |
| \$ 33,319       | \$ 37,544   | \$ 39,000         | 110000                                       | Personnel Services:                     |  | \$ 49,750                        | \$ 49,750                          |                                 |
| 274             | 60          | 1,000             | 110001                                       | Regular Salaries                        |  | 1,000                            | 1,000                              |                                 |
| 2,245           | 2,370       | 3,060             | 141000                                       | Overtime                                |  | 3,882                            | 3,882                              |                                 |
| 40              | 48          | 46                | 142000                                       | FICA Taxes                              |  | 65                               | 65                                 |                                 |
| 115             | 61          | 40                | 143000                                       | Workers' Compensation                   |  | 51                               | 51                                 |                                 |
| 8,001           | 11,378      | 12,012            | 144000                                       | Unemployment                            |  | 15,168                           | 15,168                             |                                 |
| 10,440          | 12,376      | 13,191            | 145000                                       | Retirement Contributions                |  | 15,266                           | 15,266                             |                                 |
| 68              | 79          | 88                | 146000                                       | Health Insurance                        |  | 80                               | 80                                 |                                 |
| 105             | 121         | 126               | 149000                                       | Life Insurance                          |  | 114                              | 114                                |                                 |
| 10,491          | 12,156      | 15,317            | 199999                                       | Long Term Disability                    |  | 15,702                           | 15,702                             |                                 |
|                 |             |                   |                                              | Personnel Services overhead (.1315 FTE) |  |                                  |                                    |                                 |
| 65,097          | 76,193      | 83,880            |                                              | Total Personnel Services                |  | 101,078                          | 101,078                            | -                               |
|                 |             | 0.7317            |                                              | Total Full-Time Equivalent (FTE)        |  | 0.7927                           |                                    |                                 |
|                 |             |                   | 100                                          | Materials and Services:                 |  | 100                              | 100                                |                                 |
|                 |             | 125               | 210000                                       | Office Supplies                         |  | 125                              | 125                                |                                 |
| 256             | 149         | 400               | 223000                                       | General Supplies/Small Tools            |  | 400                              | 400                                |                                 |
|                 |             | 250               | 310000                                       | Print/Advert/Publicity                  |  | 250                              | 250                                |                                 |
| 179             | 183         | 325               | 320000                                       | Dues/Meetings/Training/Travel           |  | 325                              | 325                                |                                 |
| 1,443           | 330         | 800               | 340002                                       | Communications                          |  | 800                              | 800                                |                                 |
| 1,172           | 947         | 1,000             | 360000                                       | Bank Fees/Credit Cards                  |  | 1,000                            | 1,000                              |                                 |
| 16,628          | 22,250      | 24,200            | 366000                                       | Equipment Maintenance                   |  | 32,500                           | 32,500                             |                                 |
| 30,912          | 23,494      | 32,000            | 380000                                       | Professional Services                   |  | 33,000                           | 33,000                             |                                 |
| 957             | 957         | 1,000             | 380005                                       | State/County Share of Fines             |  | 1,000                            | 1,000                              |                                 |
| 1,532           | 2,033       | 2,400             | 380010                                       | Rentals                                 |  | 2,400                            | 2,400                              |                                 |
|                 |             | 1,000             | 380020                                       | Computer Software Support               |  | 1,000                            | 1,000                              |                                 |
| 1,450           | 350         | 2,000             | 380050                                       | Non-capital Equipment                   |  | 2,000                            | 2,000                              |                                 |
| 7,406           | 8,350       | 10,826            | 382000                                       | Prisoner Expense                        |  | 11,453                           | 11,453                             |                                 |
|                 |             |                   | 390090                                       | Overhead Cost (Indirect allocation)     |  |                                  |                                    |                                 |
| 61,936          | 59,044      | 76,426            |                                              | Total Materials and Services            |  | 86,353                           | 86,353                             | -                               |
|                 |             |                   | 610000                                       | Capital Outlay:                         |  |                                  |                                    |                                 |
| -               | -           | -                 |                                              | Machinery and Equipment                 |  |                                  |                                    |                                 |
| -               | -           | -                 |                                              | Total Capital Outlay                    |  | -                                | -                                  | -                               |
| \$ 127,034      | \$ 135,236  | \$ 160,306        |                                              | Total Expenditures                      |  | \$ 187,431                       | \$ 187,431                         | \$ -                            |

City of Warrenton  
Budget Document

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

| Historical Data |              |                | Budget for Fiscal Year<br>7/1/2021-6/30/2022 |                                              |  |                            |                              |                           |
|-----------------|--------------|----------------|----------------------------------------------|----------------------------------------------|--|----------------------------|------------------------------|---------------------------|
| Actual          |              | Adopted Budget | Expenditures                                 |                                              |  | Proposed by Budget Officer | Approved by Budget Committee | Adopted by Governing Body |
| FYE 6/30/19     | FYE 6/30/20  | FYE 6/30/21    |                                              |                                              |  |                            |                              |                           |
| \$ 372,671      | \$ 396,382   | \$ 409,000     | 110000                                       | Personnel Services:                          |  | \$ 435,750                 | \$ 435,750                   |                           |
| 104             | 697          | 1,500          | 110001                                       | Salaries (Admin and Finance)                 |  | 1,100                      | 1,100                        |                           |
| 9,000           | 9,000        | 9,000          | 110002                                       | Overtime                                     |  | 9,000                      | 9,000                        |                           |
|                 |              |                | 110003                                       | Commissioner Stipends                        |  |                            |                              |                           |
| 27,519          | 29,100       | 32,092         | 141000                                       | Part-Time Salaries                           |  | 34,108                     | 34,108                       |                           |
| 422             | 419          | 444            | 142000                                       | FICA Taxes                                   |  | 521                        | 521                          |                           |
| 1,407           | 746          | 420            | 143000                                       | Workers' Compensation                        |  | 446                        | 446                          |                           |
| 87,174          | 108,431      | 118,047        | 144000                                       | Unemployment                                 |  | 125,796                    | 125,796                      |                           |
| 95,846          | 99,858       | 111,194        | 145000                                       | Retirement Contributions                     |  | 98,702                     | 98,702                       |                           |
| 730             | 709          | 794            | 146000                                       | Health Insurance                             |  | 750                        | 750                          |                           |
| 1,188           | 1,231        | 1,294          | 149000                                       | Life Insurance                               |  | 1,076                      | 1,076                        |                           |
|                 |              |                |                                              | Long Term Disability                         |  |                            |                              |                           |
| 596,061         | 646,573      | 683,785        |                                              | Total Personnel Services                     |  | 707,249                    | 707,249                      | -                         |
|                 |              | 5,925          |                                              | Total Full-Time Equivalent (FTE)             |  | 5,925                      | 5,925                        | 5,925                     |
| 12,595          | 11,958       | 15,000         | 210000                                       | Materials and Services:                      |  | 15,000                     | 15,000                       |                           |
| 7,407           | 4,831        | 9,000          | 211000                                       | Office Supplies                              |  | 8,000                      | 8,000                        |                           |
| 2,445           | 2,420        | 2,563          | 223001                                       | Postage                                      |  | 2,563                      | 2,563                        |                           |
| 27              | 42           | 500            | 223005                                       | Janitorial                                   |  | 500                        | 500                          |                           |
| 8,607           | 4,012        | 6,500          | 310000                                       | Safety Program                               |  | 6,500                      | 6,500                        |                           |
| 4,635           | 2,391        | 6,000          | 320000                                       | Printing/Advertising/Publicity               |  | 5,000                      | 5,000                        |                           |
| 19,150          | 15,200       | 15,000         | 320001                                       | Dues/Meetings/Training/Travel-Finance        |  | 13,000                     | 13,000                       |                           |
| 3,286           | 4,487        | 5,000          | 320002                                       | Dues/Meetings/Training/Travel-Administration |  | 3,000                      | 3,000                        |                           |
| 3,893           | 3,751        | 4,854          | 340000                                       | Dues/Meetings/Training/Travel-Commission     |  | 4,854                      | 4,854                        |                           |
| 2,042           | 1,551        | 2,588          | 340001                                       | Electricity                                  |  | 2,750                      | 2,750                        |                           |
| 2,274           | 2,334        | 3,000          | 340002                                       | Natural Gas                                  |  | 3,000                      | 3,000                        |                           |
| 818             | 590          | 712            | 340005                                       | Communications                               |  | 712                        | 712                          |                           |
| 926             | 236          | 324            | 340006                                       | Water                                        |  | 324                        | 324                          |                           |
| 185             | 47           | 65             | 340007                                       | Sewer                                        |  | 65                         | 65                           |                           |
| 246             | 206          | 242            | 340008                                       | Storm Sewer                                  |  | 242                        | 242                          |                           |
| 184,207         | 191,866      | 209,277        | 350000                                       | Sanitation                                   |  | 240,000                    | 240,000                      |                           |
| 4,176           | 4,768        | 6,800          | 360000                                       | Insurance Bonds and Fire                     |  | 6,800                      | 6,800                        |                           |
| 3,909           | 4,482        | 4,500          | 366000                                       | Bank Fees                                    |  | 4,500                      | 4,500                        |                           |
| 110,099         | 112,203      | 120,130        | 380000                                       | Equipment Maintenance                        |  | 123,025                    | 123,025                      |                           |
| 770             | 872          | 1,000          | 380005                                       | Professional Services                        |  | 1,000                      | 1,000                        |                           |
| 1,663           | 2,068        | 1,710          | 380010                                       | Recording/Title Fees                         |  | 1,710                      | 1,710                        |                           |
| 40,373          | 63,132       | 56,132         | 380020                                       | Storage Facilities Rental                    |  | 57,120                     | 57,120                       |                           |
| 4,057           | 8,288        | 5,000          | 380050                                       | Software and Computer Support                |  | 8,600                      | 8,600                        |                           |
| 3,021           | 2,398        | 7,600          | 390000                                       | Non-capital equipment                        |  | 7,600                      | 7,600                        |                           |
|                 |              |                |                                              | Miscellaneous Expense                        |  |                            |                              |                           |
| 420,813         | 444,135      | 483,497        |                                              | Total Materials and Services                 |  | 515,865                    | 515,865                      | -                         |
|                 |              |                |                                              | Capital Outlay:                              |  |                            |                              |                           |
|                 |              |                | 610000                                       | Equipment                                    |  |                            |                              |                           |
|                 |              |                | 620000                                       | Capital Improvements                         |  |                            |                              |                           |
| -               | -            | -              |                                              | Total Capital Outlay                         |  | -                          | -                            | -                         |
| \$ 1,016,874    | \$ 1,090,707 | \$ 1,167,282   |                                              | Total Expenditures                           |  | \$ 1,223,114               | \$ 1,223,114                 | \$ -                      |

City of Warrenton  
Budget Document

General Fund 001  
Expenditures by Department  
Planning (419)

| Historical Data |             |                   | Budget for Fiscal Year<br>7/1/2021-6/30/2022 |                                         |  |                                  |                                    |                                 |
|-----------------|-------------|-------------------|----------------------------------------------|-----------------------------------------|--|----------------------------------|------------------------------------|---------------------------------|
| Actual          |             | Adopted<br>Budget | Expenditures                                 |                                         |  | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| FYE 6/30/19     | FYE 6/30/20 | FYE 6/30/21       |                                              |                                         |  |                                  |                                    |                                 |
| \$ 98,924       | \$ 103,741  | \$ 103,050        | 110000                                       | Personnel Services:                     |  | \$ 90,600                        | \$ 90,600                          |                                 |
| 580             | 684         | 1,200             | 110001                                       | Regular Salaries                        |  | 500                              | 500                                |                                 |
| 7,457           | 7,844       | 7,975             | 141000                                       | Overtime                                |  | 6,969                            | 6,969                              |                                 |
| 86              | 97          | 110               | 142000                                       | FICA Taxes                              |  | 106                              | 106                                |                                 |
| 382             | 205         | 104               | 143000                                       | Workers' Compensation                   |  | 91                               | 91                                 |                                 |
| 27,362          | 33,041      | 33,783            | 144000                                       | Unemployment                            |  | 23,680                           | 23,680                             |                                 |
| 21,714          | 21,592      | 23,966            | 145000                                       | Retirement Contributions                |  | 25,588                           | 25,588                             |                                 |
| 186             | 163         | 190               | 146000                                       | Health Insurance                        |  | 171                              | 171                                |                                 |
| 317             | 300         | 328               | 149000                                       | Life Insurance                          |  | 230                              | 230                                |                                 |
| 5,007           | 5,625       | 8,274             | 199999                                       | Long Term Disability                    |  | 8,698                            | 8,698                              |                                 |
|                 |             |                   |                                              | Personnel Services overhead (.0729 FTE) |  |                                  |                                    |                                 |
| 162,014         | 173,294     | 178,980           |                                              | Total Personnel Services                |  | 156,633                          | 156,633                            | -                               |
|                 |             | 1.275             |                                              | Total Full-Time Equivalent (FTE)        |  | 1.2                              |                                    |                                 |
|                 |             |                   |                                              | Materials and Services:                 |  |                                  |                                    |                                 |
| 458             | 441         | 500               | 210000                                       | Office Supplies                         |  | 500                              | 500                                |                                 |
|                 | 0           | 300               | 211000                                       | Postage                                 |  | 300                              | 300                                |                                 |
| 525             | 520         | 555               | 223001                                       | Janitorial Supplies                     |  | 555                              | 555                                |                                 |
| 1,822           | 1,546       | 2,000             | 310000                                       | Printing/Advertising/Publicity          |  | 2,000                            | 2,000                              |                                 |
| 13,100          | 2,743       | 6,000             | 320000                                       | Dues/Meetings/Training/Travel           |  | 6,000                            | 6,000                              |                                 |
| 18,899          | 38,585      | 75,000            | 330000                                       | Application Processing Fees             |  | 35,000                           | 35,000                             |                                 |
| 841             | 810         | 1,050             | 340000                                       | Electricity                             |  | 1,050                            | 1,050                              |                                 |
| 441             | 335         | 560               | 340001                                       | Natural Gas                             |  | 560                              | 560                                |                                 |
| 179             | 183         | 180               | 340002                                       | Communications                          |  | 180                              | 180                                |                                 |
| 99              | 127         | 154               | 340005                                       | Water                                   |  | 154                              | 154                                |                                 |
| 49              | 51          | 70                | 340006                                       | Sewer                                   |  | 70                               | 70                                 |                                 |
| 10              | 10          | 14                | 340007                                       | Storm Sewer                             |  | 14                               | 14                                 |                                 |
| 43              | 43          | 53                | 340008                                       | Sanitation                              |  | 53                               | 53                                 |                                 |
| 453             | 617         | 500               | 360000                                       | Bank Fees/Credit Cards                  |  | 500                              | 500                                |                                 |
| 11,445          | 20,322      | 20,000            | 380000                                       | Professional Services                   |  | 75,000                           | 75,000                             |                                 |
| 515             | 1,098       | 670               | 380020                                       | Computer and Software Support           |  | 1,000                            | 1,000                              |                                 |
|                 |             | 550               | 380050                                       | Non-capital Equipment                   |  | 2,000                            | 2,000                              |                                 |
| 3,535           | 3,864       | 5,856             | 390090                                       | Overhead Cost (Indirect allocation)     |  | 6,345                            | 6,345                              |                                 |
| 52,415          | 71,298      | 114,012           |                                              | Total Materials and Services            |  | 131,281                          | 131,281                            | -                               |
|                 |             |                   |                                              | Capital Outlay:                         |  |                                  |                                    |                                 |
|                 |             |                   | 610000                                       | Machinery and Equipment                 |  |                                  |                                    |                                 |
|                 |             |                   |                                              | Total Capital Outlay                    |  | -                                | -                                  | -                               |
| \$ 214,429      | \$ 244,591  | \$ 292,992        |                                              | Total Expenditures                      |  | \$ 287,914                       | \$ 287,914                         | \$ -                            |

City of Warrenton  
Budget Document

General Fund 001  
Expenditures by Department  
Police (421)

| Historical Data |              |                   | Budget for Fiscal Year<br>7/1/2021-6/30/2022 |                                         |  |                                  |                                    |                                 |
|-----------------|--------------|-------------------|----------------------------------------------|-----------------------------------------|--|----------------------------------|------------------------------------|---------------------------------|
| Actual          |              | Adopted<br>Budget | Expenditures                                 |                                         |  | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| FYE 6/30/19     | FYE 6/30/20  | FYE 6/30/21       |                                              |                                         |  |                                  |                                    |                                 |
|                 |              |                   |                                              |                                         |  |                                  |                                    |                                 |
| \$ 790,122      | \$ 760,102   | \$ 817,000        | 110000                                       | Personnel Services:                     |  | \$ 880,500                       | \$ 880,500                         |                                 |
| 68,315          | 126,320      | 75,000            | 110001                                       | Regular Salaries                        |  | 75,000                           | 75,000                             |                                 |
| 5,603           | 7,487        | 8,000             | 110002                                       | Overtime                                |  | -                                | -                                  |                                 |
| 451             | 86           | 250               | 110003                                       | Part-Time Salaries                      |  | 250                              | 250                                |                                 |
| 63,882          | 66,562       | 68,869            | 141000                                       | Reserve Wages                           |  | 73,115                           | 73,115                             |                                 |
| 13,258          | 14,322       | 21,953            | 142000                                       | FICA Taxes                              |  | 29,192                           | 29,192                             |                                 |
| 3,274           | 1,705        | 900               | 143000                                       | Workers' Compensation                   |  | 956                              | 956                                |                                 |
| 192,265         | 214,668      | 268,594           | 144000                                       | Unemployment                            |  | 289,687                          | 289,687                            |                                 |
| 183,634         | 160,704      | 226,507           | 145000                                       | Retirement Contributions                |  | 232,954                          | 232,954                            |                                 |
| 1,213           | 1,079        | 1,342             | 146000                                       | Health Insurance                        |  | 1,143                            | 1,143                              |                                 |
| 2,407           | 2,294        | 2,605             | 149000                                       | Life Insurance                          |  | 2,205                            | 2,205                              |                                 |
| 32,545          | 45,971       | 41,301            | 199999                                       | Long Term Disability                    |  | 44,486                           | 44,486                             |                                 |
|                 |              |                   |                                              | Personnel Services overhead (.3727 FTE) |  |                                  |                                    |                                 |
| 1,356,967       | 1,401,299    | 1,532,321         |                                              | Total Personnel Services                |  | 1,629,488                        | 1,629,488                          | -                               |
|                 |              | 12.7683           |                                              | Total Full-Time Equivalent (FTE)        |  | 13.1323                          |                                    |                                 |
|                 |              |                   |                                              | Materials and Services:                 |  |                                  |                                    |                                 |
| 1,072           | 806          | 1,200             | 210000                                       | Office Supplies                         |  | 1,200                            | 1,200                              |                                 |
| 276             | 199          | 500               | 211000                                       | Postage                                 |  | 500                              | 500                                |                                 |
| 2,855           | 2,406        | 3,600             | 223000                                       | General Supplies/Small Tools            |  | 4,000                            | 4,000                              |                                 |
| 842             | 848          | 1,000             | 223001                                       | Janitorial Supplies                     |  | 1,200                            | 1,200                              |                                 |
| 3,056           | 10,154       | 13,000            | 223004                                       | Uniforms                                |  | 13,000                           | 13,000                             |                                 |
| 70              |              | 4,000             | 233005                                       | Reserve Expenses                        |  | 4,000                            | 4,000                              |                                 |
| 1,386           | 2,133        | 2,500             | 310000                                       | Printing/Advertising/Publicity          |  | 2,500                            | 2,500                              |                                 |
| 2,077           | 3,231        | 4,000             | 320000                                       | Dues/Meetings/Travel                    |  | 4,250                            | 4,250                              |                                 |
| 18,062          | 9,035        | 25,000            | 320001                                       | Police Training                         |  | 25,000                           | 25,000                             |                                 |
| 2,631           | 2,535        | 3,286             | 340000                                       | Electricity                             |  | 3,286                            | 3,286                              |                                 |
| 1,381           | 1,048        | 1,752             | 340001                                       | Natural Gas                             |  | 1,862                            | 1,862                              |                                 |
| 15,653          | 15,806       | 19,000            | 340002                                       | Communications                          |  | 19,000                           | 19,000                             |                                 |
| 310             | 399          | 482               | 340005                                       | Water                                   |  | 482                              | 482                                |                                 |
| 153             | 159          | 219               | 340006                                       | Sewer                                   |  | 219                              | 219                                |                                 |
| 31              | 32           | 44                | 340007                                       | Storm Sewer                             |  | 44                               | 44                                 |                                 |
| 135             | 135          | 164               | 340008                                       | Sanitation                              |  | 164                              | 164                                |                                 |
| 209,856         | 243,320      | 243,320           | 340009                                       | Dispatch Service                        |  | 234,688                          | 234,688                            |                                 |
| 22,643          | 18,009       | 25,000            | 362000                                       | Gasoline/Oil/Lubricants                 |  | 25,000                           | 25,000                             |                                 |
| 16              | 10           | 50                | 360000                                       | Bank Fees/Credit Cards                  |  | 50                               | 50                                 |                                 |
| 20,241          | 14,661       | 20,000            | 366000                                       | Equipment Maintenance                   |  | 23,000                           | 23,000                             |                                 |
|                 |              | 1,500             | 371000                                       | Repair and Maintenance                  |  | 1,500                            | 1,500                              |                                 |
| 13,514          | 27,530       | 25,000            | 380000                                       | Professional Services                   |  | 27,000                           | 27,000                             |                                 |
| 878             | 957          | 1,500             | 380010                                       | Rentals                                 |  | 1,500                            | 1,500                              |                                 |
| 17,962          | 13,623       | 20,000            | 380020                                       | Computer and Software Support           |  | 20,000                           | 20,000                             |                                 |
| 16,452          | 10,159       | 20,000            | 380050                                       | Non-capital Equipment                   |  | 20,000                           | 20,000                             |                                 |
| 2,500           | 1,900        | 2,500             | 382000                                       | Prisoner Expense                        |  | 2,500                            | 2,500                              |                                 |
| 53              |              | 500               | 390000                                       | Uniform Cleaning                        |  | 500                              | 500                                |                                 |
| 22,976          | 31,578       | 29,216            | 390090                                       | Overhead Cost (Indirect allocation)     |  | 32,462                           | 32,462                             |                                 |
| 377,079         | 410,673      | 468,333           |                                              | Total Materials and Services            |  | 468,907                          | 468,907                            | -                               |
|                 |              |                   |                                              | Capital Outlay:                         |  |                                  |                                    |                                 |
|                 |              |                   | 610000                                       | Capital Equipment                       |  |                                  |                                    |                                 |
|                 |              |                   | 610012                                       | Machinery and Equipment                 |  |                                  |                                    |                                 |
| -               | -            | -                 |                                              | Total Capital Outlay                    |  | -                                | -                                  | -                               |
| \$ 1,734,046    | \$ 1,811,972 | \$ 2,000,654      |                                              | Total Expenditures                      |  | \$ 2,098,395                     | \$ 2,098,395                       | \$ -                            |

City of Warrenton  
Budget Document

General Fund 001  
Expenditures by Department  
Fire (422)

| Historical Data |             |                | Budget for Fiscal Year<br>7/1/2021-6/30/2022 |                                            |            |                            |                              |                           |
|-----------------|-------------|----------------|----------------------------------------------|--------------------------------------------|------------|----------------------------|------------------------------|---------------------------|
| Actual          |             | Adopted Budget | Expenditures                                 |                                            |            | Proposed by Budget Officer | Approved by Budget Committee | Adopted by Governing Body |
| FYE 6/30/19     | FYE 6/30/20 | FYE 6/30/21    |                                              |                                            |            |                            |                              |                           |
| \$ 217,437      | 211,447     | \$ 227,864     | 110000                                       | Personnel Services:                        |            |                            |                              |                           |
| 2,504           | 2,258       | -              | 110001                                       | Regular Salaries                           | \$ 248,500 | \$ 248,500                 |                              |                           |
| 61,567          | 48,250      | 130,756        | 110003                                       | Overtime                                   | -          | -                          |                              |                           |
| 21,191          | 19,633      | 27,434         | 141000                                       | Volunteer wages                            | 110,000    | 110,000                    |                              |                           |
| 8,774           | 7,880       | 9,280          | 142000                                       | FICA Taxes                                 | 27,425     | 27,425                     |                              |                           |
| 1,060           | 499         | 358            | 143000                                       | Workers' Compensation                      | 15,128     | 15,128                     |                              |                           |
| 61,555          | 65,210      | 68,553         | 143000                                       | Unemployment                               | 359        | 359                        |                              |                           |
| 55,286          | 56,778      | 66,380         | 144000                                       | Retirement Contributions                   | 78,409     | 78,409                     |                              |                           |
| 501             | 434         | 525            | 145000                                       | Health Insurance                           | 62,136     | 62,136                     |                              |                           |
| 4,113           | 4,171       | 4,275          | 146000                                       | Life Insurance                             | 484        | 484                        |                              |                           |
| 689             | 605         | 688            | 147000                                       | AD & D                                     | 3,838      | 3,838                      |                              |                           |
| 29,684          | 39,764      | 31,317         | 149000                                       | Long Term Disability                       | 596        | 596                        |                              |                           |
| 464,361         | 456,930     | 567,430        | 199999                                       | Personnel Services overhead (.4456 FTE)    | 53,185     | 53,185                     |                              |                           |
|                 |             | 3.00           |                                              | Total Personnel Services                   | 600,060    | 600,060                    |                              | -                         |
|                 |             |                |                                              | Total Full-Time Equivalent (FTE)           | 3.00       | 3.00                       |                              | 3.00                      |
|                 |             |                |                                              | Materials and Services:                    |            |                            |                              |                           |
| 1,624           | 1,913       | 1,800          | 210000                                       | Office Supplies                            | 1,800      | 1,800                      |                              |                           |
| 88              | 69          | 200            | 211000                                       | Postage                                    | 200        | 200                        |                              |                           |
| 10,274          | 16,899      | 32,200         | 223000                                       | General Supplies/Small Tools               | 25,000     | 25,000                     |                              |                           |
| 606             | 564         | 700            | 223002                                       | Chemical Supplies                          | 700        | 700                        |                              |                           |
| 6,285           | 8,404       | 9,000          | 223003                                       | Medical Supplies                           | 9,000      | 9,000                      |                              |                           |
| 1,494           | 4,098       | 8,300          | 223004                                       | Uniforms                                   | 8,300      | 8,300                      |                              |                           |
| 993             | 2,469       | 2,500          | 310000                                       | Printing/Advertising/Publicity             | 2,500      | 2,500                      |                              |                           |
| 16,928          | 9,109       | 20,000         | 320000                                       | Dues/Meetings/Training/Travel              | 15,000     | 15,000                     |                              |                           |
| 4,407           | 4,232       | 6,161          | 340000                                       | Electricity                                | 5,561      | 5,561                      |                              |                           |
| 4,342           | 3,405       | 5,198          | 340001                                       | Natural Gas                                | 5,498      | 5,498                      |                              |                           |
| 1,437           | 2,022       | 4,680          | 340002                                       | Communications                             | 4,680      | 4,680                      |                              |                           |
| 808             | 964         | 1,200          | 340005                                       | Water                                      | 1,198      | 1,198                      |                              |                           |
| 921             | 958         | 1,100          | 340006                                       | Sewer                                      | 1,092      | 1,092                      |                              |                           |
| 184             | 192         | 263            | 340007                                       | Storm Sewer                                | 263        | 263                        |                              |                           |
| 347             | 456         | 438            | 340008                                       | Sanitation                                 | 438        | 438                        |                              |                           |
| 29,887          | 30,673      | 30,732         | 340009                                       | Dispatch Service                           | 31,643     | 31,643                     |                              |                           |
| 7,718           | 7,463       | 10,275         | 362000                                       | Gasoline/Oil/Lubricants                    | 10,275     | 10,275                     |                              |                           |
| 25,588          | 80,496      | 44,775         | 366000                                       | Equipment Maintenance                      | 44,775     | 44,775                     |                              |                           |
| 1,258           | 4,162       | 34,800         | 371000                                       | Repair and Maintenance                     | 4,800      | 4,800                      |                              |                           |
| 3,976           | 13,347      | 13,500         | 380000                                       | Professional Services                      | 13,500     | 13,500                     |                              |                           |
| 1,030           | 4,204       | 3,046          | 380020                                       | Computer and Software Support              | 3,331      | 3,331                      |                              |                           |
| 15,373          | 7,176       | 23,550         | 380050                                       | Non-capital Equipment                      | 32,550     | 32,550                     |                              |                           |
| 20,957          | 27,314      | 22,126         | 390090                                       | Overhead Cost (indirect allocation)        | 38,778     | 38,778                     |                              |                           |
| 156,526         | 230,590     | 276,544        |                                              | Total Materials and Services               | 260,882    | 260,882                    |                              | -                         |
|                 |             |                |                                              | Capital Outlay:                            |            |                            |                              |                           |
|                 |             |                | 610000                                       | Capital Equipment                          |            |                            |                              |                           |
|                 |             |                | 610011                                       | Lucas CPR Device                           | 11,500     | 11,500                     |                              |                           |
|                 |             |                |                                              | Total Capital Outlay                       | 11,500     | 11,500                     |                              | -                         |
|                 |             |                |                                              | Debt Service:                              |            |                            |                              |                           |
| 40,184          |             |                | 801001                                       | Principal 02/01/19 (7 year term)           |            |                            |                              |                           |
| 1,282           |             |                | 801002                                       | Interest 02/01/19 (payoff date = 2/1/19)   |            |                            |                              |                           |
| 57,895          | 59,497      | 61,145         | 801003                                       | Principal 12/29/21 (10 year term)          | 62,839     | 62,839                     |                              |                           |
| 14,139          | 12,536      | 10,889         | 801004                                       | Interest 12/29/21 (payoff date = 12/29/25) | 9,195      | 9,195                      |                              |                           |
| 113,500         | 72,033      | 72,034         |                                              | Total Debt Service                         | 72,034     | 72,034                     |                              | -                         |
| \$ 734,387      | \$ 759,553  | \$ 916,008     |                                              | Total Expenditures                         | \$ 944,476 | \$ 944,476                 | \$                           | -                         |

City of Warrenton  
Budget Document

General Fund 001  
Expenditures by Department  
Parks (429)

| Historical Data |             |                   | Budget for Fiscal Year<br>7/1/2021-6/30/2022 |                                         |  |                                  |                                    |                                 |
|-----------------|-------------|-------------------|----------------------------------------------|-----------------------------------------|--|----------------------------------|------------------------------------|---------------------------------|
| Actual          |             | Adopted<br>Budget | Expenditures                                 |                                         |  | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| FYE 6/30/19     | FYE 6/30/20 | FYE 6/30/21       |                                              |                                         |  |                                  |                                    |                                 |
| \$ 25,603       | \$ 37,879   | \$ 31,780         | 110000                                       | Personnel Services:                     |  | \$ 42,380                        | \$ 42,380                          |                                 |
| 1,752           | 705         | 1,938             | 110001                                       | Regular Salaries                        |  | 1,938                            | 1,938                              |                                 |
| 8,352           | 2,178       | 10,782            | 110002                                       | Overtime                                |  | 10,782                           | 10,782                             |                                 |
| 2,648           | 3,012       | 3,404             | 141000                                       | Temporary/Seasonal Salaries             |  | 4,215                            | 4,215                              |                                 |
| 822             | 1,560       | 1,428             | 142000                                       | FICA Taxes                              |  | 2,029                            | 2,029                              |                                 |
| 137             | 77          | 45                | 143000                                       | Workers' Compensation                   |  | 55                               | 55                                 |                                 |
| 5,993           | 9,839       | 9,037             | 144000                                       | Unemployment                            |  | 12,523                           | 12,523                             |                                 |
| 6,931           | 8,426       | 8,535             | 145000                                       | Retirement Contributions                |  | 14,489                           | 14,489                             |                                 |
| 35              | 43          | 39                | 146000                                       | Health Insurance                        |  | 52                               | 52                                 |                                 |
| 85              | 115         | 98                | 149000                                       | Life Insurance                          |  | 104                              | 104                                |                                 |
| 11,504          | 14,483      | 15,248            | 199999                                       | Long Term Disability                    |  | 13,864                           | 13,864                             |                                 |
|                 |             |                   |                                              | Personnel Services overhead (.1161 FTE) |  |                                  |                                    |                                 |
| 63,861          | 78,316      | 82,334            |                                              | Total Personnel Services                |  | 102,431                          | 102,431                            | -                               |
|                 |             | 0.5357            |                                              | Total Full-Time Equivalent (FTE)        |  | 0.738                            |                                    |                                 |
|                 |             |                   |                                              | Materials and Services:                 |  |                                  |                                    |                                 |
| 118             | 103         | 250               | 210000                                       | Office Supplies                         |  | 250                              | 250                                |                                 |
|                 |             | 90                | 211000                                       | Postage                                 |  | 90                               | 90                                 |                                 |
| 4,160           | 3,019       | 3,000             | 223000                                       | General Supplies/Small Tools            |  | 3,000                            | 3,000                              |                                 |
| 1,117           | 349         | 1,500             | 223001                                       | Janitorial Supplies                     |  | 1,500                            | 1,500                              |                                 |
| 1               | 199         | 1,000             | 223002                                       | Chemical Supplies                       |  | 1,000                            | 1,000                              |                                 |
| 111             | 589         | 250               | 223004                                       | Uniforms                                |  | 250                              | 250                                |                                 |
| 390             | 126         | 500               | 223005                                       | Safety                                  |  | 500                              | 500                                |                                 |
| 13              | 418         | 800               | 310000                                       | Printing/Advertising/Publicity          |  | 800                              | 800                                |                                 |
| 127             | 120         | 300               | 320000                                       | Dues Meetings Training Travel           |  | 300                              | 300                                |                                 |
| 4,396           | 4,618       | 7,000             | 340000                                       | Electricity                             |  | 7,000                            | 7,000                              |                                 |
| 266             | 241         | 500               | 340002                                       | Communications                          |  | 500                              | 500                                |                                 |
| 5,843           | 5,322       | 6,200             | 340005                                       | Water                                   |  | 8,200                            | 8,200                              |                                 |
| 3,239           | 1,926       | 2,100             | 340006                                       | Sewer                                   |  | 2,100                            | 2,100                              |                                 |
| 648             | 385         | 500               | 340007                                       | Storm Sewer                             |  | 500                              | 500                                |                                 |
| 3,119           | 1,240       | 2,600             | 340008                                       | Sanitation                              |  | 2,600                            | 2,600                              |                                 |
| 267             | 250         | 500               | 350000                                       | Insurance-Bonds & Fire                  |  | 500                              | 500                                |                                 |
| 223             | 405         | 300               | 360000                                       | Bank Fees/Credit Cards                  |  | 300                              | 300                                |                                 |
| 5,283           | 3,756       | 4,000             | 362000                                       | Gasoline/Oil/Lubricants                 |  | 4,000                            | 4,000                              |                                 |
| 7,179           | 887         | 3,500             | 366000                                       | Equipment Maintenance                   |  | 3,500                            | 3,500                              |                                 |
| 4,345           | (2,698)     | 10,000            | 371000                                       | Repair & Maint. Materials               |  | 10,000                           | 10,000                             |                                 |
| 284             | 347         | 2,000             | 371001                                       | Rock                                    |  | 2,000                            | 2,000                              |                                 |
| 435             | 6,879       | 5,000             | 378000                                       | Building Maintenance                    |  | 5,000                            | 5,000                              |                                 |
| 11,346          | 13,095      | 15,000            | 380000                                       | Professional Services                   |  | 15,000                           | 15,000                             |                                 |
| 533             | 562         | 900               | 380020                                       | Computer and Software Support           |  | 900                              | 900                                |                                 |
| 224             | 151         | 2,000             | 380050                                       | Non-capital Equipment                   |  | 2,000                            | 2,000                              |                                 |
| 8,122           | 9,949       | 10,795            | 390090                                       | Overhead Cost (indirect allocation)     |  | 10,133                           | 10,133                             |                                 |
| 61,786          | 52,238      | 80,585            |                                              | Total Materials and Services            |  | 81,923                           | 81,923                             | -                               |
|                 |             |                   |                                              | Capital Outlay:                         |  |                                  |                                    |                                 |
| 266             |             | -                 | 610005                                       | Public Works Service Truck              |  |                                  |                                    |                                 |
|                 |             |                   | 610024                                       | Hoist Truck                             |  | 2,300                            | 2,300                              |                                 |
|                 | 108         | 638               | 620091                                       | Remodel of Public Works                 |  |                                  |                                    |                                 |
| 243             |             |                   | 620093                                       | Automatic Gate at Public Works          |  |                                  |                                    |                                 |
| 509             | 108         | 638               |                                              | Total Capital Outlay                    |  | 2,300                            | 2,300                              | -                               |
| \$ 126,156      | \$ 130,662  | \$ 163,557        |                                              | Total Expenditures                      |  | \$ 186,654                       | \$ 186,654                         | \$ -                            |



City of Warrenton  
Budget Document

General Fund 001  
Expenditures by Department  
Transfers (600)

| Historical Data |             |                   | Budget for Fiscal Year<br>7/1/2021-6/30/2022 |                                  |                                    |                                 |
|-----------------|-------------|-------------------|----------------------------------------------|----------------------------------|------------------------------------|---------------------------------|
| Actual          |             | Adopted<br>Budget | Expenditures                                 |                                  |                                    |                                 |
| FYE 6/30/19     | FYE 6/30/20 | FYE 6/30/21       |                                              | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| 170,000         | 50,000      | 40,000            | 860035                                       | 50,000                           | 50,000                             |                                 |
| 110,000         | 15,000      | 5,000             | 860070                                       | 75,000                           | 75,000                             |                                 |
| 25,000          | 10,000      | 5,000             | 860071                                       | 25,000                           | 25,000                             |                                 |
| 19,578          | 19,578      | 20,178            | 860072                                       | 20,778                           | 20,778                             |                                 |
|                 |             |                   |                                              |                                  |                                    |                                 |
| \$ 324,578      | \$ 94,578   | \$ 70,178         | Total Transfers                              | \$ 170,778                       | \$ 170,778                         | \$ -                            |

City of Warrenton  
Budget Document

General Fund 001  
Expenditures by Department  
Contingency (500)

| Historical Data |             |                   | Budget for Fiscal Year<br>7/1/2021-6/30/2022 |                                  |                                    |                                 |
|-----------------|-------------|-------------------|----------------------------------------------|----------------------------------|------------------------------------|---------------------------------|
| Actual          |             | Adopted<br>Budget | Expenditures                                 | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| FYE 6/30/19     | FYE 6/30/20 | FYE 6/30/21       |                                              |                                  |                                    |                                 |
| \$ -            | \$ -        | \$ 235,517        | 800000 Contingency-5% of expenditures        | \$ 254,938                       | \$ 254,938                         |                                 |
| \$ -            | \$ -        | \$ 235,517        | Total                                        | \$ 254,938                       | \$ 254,938                         | \$ -                            |

City of Warrenton  
Budget Document

Parks System Development Charges Fund 003 (410)

| Historical Data   |                   |                   | Budget for Fiscal Year<br>7/1/2021- 6/30/2022 |                             |                              |                           |
|-------------------|-------------------|-------------------|-----------------------------------------------|-----------------------------|------------------------------|---------------------------|
| Actual            |                   | Adopted Budget    | Resources and Requirements                    | Proposed by Budget Officer  | Approved by Budget Committee | Adopted by Governing Body |
| FYE 6/30/19       | FYE 6/30/20       | FYE 6/30/21       |                                               |                             |                              |                           |
|                   |                   |                   | <b>Resources</b>                              |                             |                              |                           |
| \$ 129,649        | \$ 143,744        | \$ 156,700        | 300000                                        | Beginning Fund Balance      | \$ 178,187                   | \$ 178,187                |
| 10,500            | 18,860            | 22,000            | 339200                                        | Improvement Fee             | 12,000                       | 12,000                    |
|                   |                   |                   | 339100                                        | Reimbursement Fee           |                              |                           |
| 3,595             | 3,301             | 1,000             | 361000                                        | Interest                    | 1,100                        | 1,100                     |
| <u>143,744</u>    | <u>165,905</u>    | <u>179,700</u>    |                                               | <b>Total Resources</b>      | <u>191,287</u>               | <u>191,287</u>            |
|                   |                   |                   | <b>Requirements</b>                           |                             |                              |                           |
|                   |                   |                   |                                               | Capital Outlay-Parks Dept:  |                              |                           |
|                   |                   |                   | 620000                                        | Improvements                |                              |                           |
|                   |                   |                   | 620013                                        | Forest Rim Parklet          | 40,000                       | 40,000                    |
|                   |                   |                   |                                               | <b>Total Capital Outlay</b> | <u>40,000</u>                | <u>40,000</u>             |
|                   |                   |                   |                                               |                             |                              |                           |
|                   |                   |                   | 800000                                        | Contingency                 | -                            | -                         |
|                   |                   |                   |                                               | <b>Total Expenditures</b>   | <u>40,000</u>                | <u>40,000</u>             |
|                   |                   |                   |                                               |                             |                              |                           |
| 143,744           | 165,905           | 179,700           | 880001                                        | Ending Fund Balance         | 151,287                      | 151,287                   |
| <u>\$ 143,744</u> | <u>\$ 165,905</u> | <u>\$ 179,700</u> |                                               | <b>Total Requirements</b>   | <u>\$ 191,287</u>            | <u>\$ 191,287</u>         |

City of Warrenton  
Budget Document

Established by Resolution No. 2055

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

To accumulate funds for the purchase  
of police vehicles and equipment

Review Year: 2023

| Historical Data       |                  |                                  | Budget for Fiscal Year<br>7/1/2021 - 6/30/2022 |                                  |                                    |                                 |
|-----------------------|------------------|----------------------------------|------------------------------------------------|----------------------------------|------------------------------------|---------------------------------|
| Actual<br>FYE 6/30/19 | FYE 6/30/20      | Adopted<br>Budget<br>FYE 6/30/21 | Resources<br>and<br>Requirements               | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
|                       |                  |                                  | <b><u>Resources</u></b>                        |                                  |                                    |                                 |
| \$ 6,656              | \$ 6,834         | \$ 22,000                        | 300000                                         | \$ 67,282                        | \$ 67,282                          |                                 |
| 178                   | 290              |                                  | 361000                                         |                                  |                                    |                                 |
|                       |                  |                                  |                                                |                                  |                                    |                                 |
| 110,000               | 15,000           | 5,000                            | 391001                                         | 75,000                           | 75,000                             |                                 |
|                       |                  | 40,000                           | 391006                                         | 5,000                            | 5,000                              |                                 |
|                       |                  |                                  | 366000                                         |                                  |                                    |                                 |
|                       |                  |                                  |                                                |                                  |                                    |                                 |
| <u>116,834</u>        | <u>22,124</u>    | <u>67,000</u>                    | <b>Total Resources</b>                         | <u>147,282</u>                   | <u>147,282</u>                     | <u>-</u>                        |
|                       |                  |                                  | <b><u>Requirements</u></b>                     |                                  |                                    |                                 |
|                       |                  |                                  | Materials and Services-Police Dept:            |                                  |                                    |                                 |
|                       |                  |                                  | 380000                                         |                                  |                                    |                                 |
|                       |                  |                                  | 380050                                         |                                  |                                    |                                 |
|                       |                  |                                  | Total Materials and Services                   |                                  |                                    |                                 |
|                       |                  |                                  |                                                | -                                | -                                  | -                               |
|                       |                  |                                  | Capital Outlay-Police Dept:                    |                                  |                                    |                                 |
|                       |                  |                                  | 610000                                         |                                  |                                    |                                 |
| 110,000               |                  | 57,000                           | 610001                                         | 118,000                          | 118,000                            |                                 |
|                       |                  |                                  | 610002                                         |                                  |                                    |                                 |
|                       |                  |                                  | Total Capital Outlay                           |                                  |                                    |                                 |
| <u>110,000</u>        | <u>-</u>         | <u>57,000</u>                    |                                                | <u>118,000</u>                   | <u>118,000</u>                     | <u>-</u>                        |
|                       |                  |                                  | 800000                                         |                                  |                                    |                                 |
| -                     | -                | -                                |                                                | -                                | -                                  | -                               |
|                       |                  |                                  | Total Expenditures                             |                                  |                                    |                                 |
| 110,000               | -                | 57,000                           |                                                | 118,000                          | 118,000                            | -                               |
| 6,834                 | 22,124           | 10,000                           | 880001                                         | 29,282                           | 29,282                             | -                               |
|                       |                  |                                  | <b>Total Requirements</b>                      |                                  |                                    |                                 |
| <u>\$ 116,834</u>     | <u>\$ 22,124</u> | <u>\$ 67,000</u>                 |                                                | <u>\$ 147,282</u>                | <u>\$ 147,282</u>                  | <u>\$ -</u>                     |

City of Warrenton  
Budget Document

Established by Resolution No. 2021

**Fire Apparatus & Equipment Replacement Fund 071 (495)**

To accumulate funds for the  
purchase of fire apparatus

Review Year: 2023

| Historical Data   |                   |                   | Budget for Fiscal Year<br>7/1/2021 - 6/30/2022 |                                                            |                                    |                                 |
|-------------------|-------------------|-------------------|------------------------------------------------|------------------------------------------------------------|------------------------------------|---------------------------------|
| Actual            |                   | Adopted<br>Budget | Resources<br>and<br>Requirements               | Proposed by<br>Budget<br>Officer                           | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| FYE 6/30/19       | FYE 6/30/20       | FYE 6/30/21       |                                                |                                                            |                                    |                                 |
|                   |                   |                   | <b><u>Resources</u></b>                        |                                                            |                                    |                                 |
| \$ 103,821        | \$ 101,268        | \$ 63,750         | 300000                                         | Beginning Fund Balance                                     | \$ 113,500                         | \$ 113,500                      |
| 2,652             | 1,920             | 500               | 361000                                         | Interest Earnings                                          | 500                                | 500                             |
| 333,333           |                   |                   | 367000                                         | FEMA Grant-Tanker                                          |                                    |                                 |
|                   |                   | 171,000           | 367001                                         | FEMA Grant-SCBA                                            | 181,450                            | 181,450                         |
|                   |                   | 422,750           | 367002                                         | FEMA Grant-Engine                                          | 437,000                            | 437,000                         |
|                   |                   |                   |                                                | Transfers from Other Funds:                                |                                    |                                 |
| 25,000            | 10,000            | 5,000             | 391001                                         | General Fund                                               | 25,000                             | 25,000                          |
|                   |                   |                   | 391006                                         | WBL Fund                                                   | 5,000                              | 5,000                           |
| 6,492             |                   |                   | 360000                                         | Miscellaneous Revenue                                      |                                    |                                 |
| <u>471,298</u>    | <u>113,188</u>    | <u>663,000</u>    |                                                | <b>Total Resources</b>                                     | <u>762,450</u>                     | <u>762,450</u>                  |
|                   |                   |                   | <b><u>Requirements</u></b>                     |                                                            |                                    |                                 |
|                   | 34,515            | -                 | 380050                                         | Materials and Services-Fire Dept:<br>Non-capital Equipment |                                    |                                 |
| -                 | 34,515            | -                 |                                                | <b>Total Materials and Services</b>                        | -                                  | -                               |
| 370,030           |                   |                   |                                                | Capital Outlay-Fire Dept:                                  |                                    |                                 |
|                   | 14,935            |                   | 610005                                         | 2018 U.S Tanker Water Tender                               |                                    |                                 |
|                   |                   |                   | 610008                                         | Porta-Count Fit Machine                                    |                                    |                                 |
|                   |                   | 180,000           | 610007                                         | Rescue Tools                                               |                                    |                                 |
|                   |                   | 445,000           | 610009                                         | Self Contained Breathing Apparatus                         | 191,000                            | 191,000                         |
|                   |                   |                   | 610010                                         | Type 3 Fire Engine                                         | 460,000                            | 460,000                         |
|                   |                   |                   | 610012                                         | Fire Utility Vehicle                                       | 62,000                             | 62,000                          |
| <u>370,030</u>    | <u>14,935</u>     | <u>625,000</u>    |                                                | <b>Total Capital Outlay</b>                                | <u>713,000</u>                     | <u>713,000</u>                  |
| -                 | -                 | -                 | 800000                                         | Contingency                                                | -                                  | -                               |
| 370,030           | 49,450            | 625,000           |                                                | <b>Total Expenditures</b>                                  | 713,000                            | 713,000                         |
| 101,268           | 63,738            | 38,000            | 880001                                         | Reserved for Future Expenditure                            | 49,450                             | 49,450                          |
| <u>\$ 471,298</u> | <u>\$ 113,188</u> | <u>\$ 663,000</u> |                                                | <b>Total Requirements</b>                                  | <u>\$ 762,450</u>                  | <u>\$ 762,450</u>               |

City of Warrenton  
Budget Document

Grant Fund 015

| Historical Data          |               |                                  | Resources<br>and<br>Requirements                  | Budget for Fiscal Year<br>7/1/2021- 6/30/2022 |                                    |                                 |
|--------------------------|---------------|----------------------------------|---------------------------------------------------|-----------------------------------------------|------------------------------------|---------------------------------|
| Actual<br>FYE 6/30/19    | FYE 6/30/20   | Adopted<br>Budget<br>FYE 6/30/21 |                                                   | Proposed by<br>Budget<br>Officer              | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| <b>Resources</b>         |               |                                  |                                                   |                                               |                                    |                                 |
| \$ 10,339                | \$ 7,862      | \$ 2,868                         | 300000 Beginning Fund Balance                     | \$ 1,968                                      | \$ 1,968                           |                                 |
|                          |               | 2,109                            | 300000 Beginning Fund Balance-Memorial            | 2,109                                         | 2,109                              |                                 |
|                          |               | 800                              | 300000 Beginning Fund Balance - K9                | 621                                           | 621                                |                                 |
| 2,584                    | 1,462         | 4,000                            | 334111 Safety Belt Grant - Police                 | 3,000                                         | 3,000                              |                                 |
| 1,722                    | 439           | 4,000                            | 334112 DUII Grant - Police                        | 3,000                                         | 3,000                              |                                 |
| 1,500                    |               | 4,000                            | 334113 Miscellaneous Grants - Police              | 4,000                                         | 4,000                              |                                 |
| 574                      | 2,923         | 7,000                            | 334121 Miscellaneous Grants - Vests Police        | 7,000                                         | 7,000                              |                                 |
|                          |               | 3,000                            | 334123 Donations for K-9                          |                                               |                                    |                                 |
|                          |               | 300                              | 365003 Parent Aid Donation                        | 300                                           | 300                                |                                 |
| 500,000                  |               |                                  | 365006 OBDD Pac Coast Grant                       |                                               |                                    |                                 |
| 1,975                    |               |                                  | 365007 Pac Coast Reimbursements                   |                                               |                                    |                                 |
|                          |               | 1,000                            | 334124 Naloxone Grant Program                     | 1,000                                         | 1,000                              |                                 |
| 421                      |               |                                  | 334125 VFW/OPRD Veteran's Memorial Grant/Donation |                                               |                                    |                                 |
|                          |               | 70,000                           | 334116 DLCD Grant                                 |                                               |                                    |                                 |
|                          |               | 10,000                           | 334126 ODF Wildland PPE Grant                     |                                               |                                    |                                 |
|                          |               | 50,000                           | 331500 CRF Grant                                  |                                               |                                    |                                 |
|                          |               |                                  | 334127 FEMA SAFER Grant                           | 143,227                                       | 143,227                            |                                 |
|                          |               |                                  | 334128 Homeland Security Grant                    | 9,000                                         | 9,000                              |                                 |
|                          |               | 10,000                           | 391006 Transfer from WBL Fund                     |                                               |                                    |                                 |
| <u>519,115</u>           | <u>12,686</u> | <u>169,077</u>                   | <b>Total Resources</b>                            | <u>175,225</u>                                | <u>175,225</u>                     | <u>-</u>                        |
| <b>Requirements</b>      |               |                                  |                                                   |                                               |                                    |                                 |
| <b>Police Department</b> |               |                                  |                                                   |                                               |                                    |                                 |
| Personnel Services       |               |                                  |                                                   |                                               |                                    |                                 |
|                          |               |                                  | 110000 Regular Salaries                           |                                               |                                    |                                 |
| 2,245                    | 1,462         | 4,000                            | 110001 Overtime - Safety Belt Grant               | 3,000                                         | 3,000                              |                                 |
| 1,644                    | 439           | 4,000                            | 110003 Overtime - DUII Grant                      | 3,000                                         | 3,000                              |                                 |
| 291                      |               |                                  | 141000 Fica                                       |                                               |                                    |                                 |
| 1                        |               |                                  | 142000 Worker's Compensation                      |                                               |                                    |                                 |
| 5                        |               |                                  | 143000 Unemployment                               |                                               |                                    |                                 |
| 120                      |               |                                  | 144000 Retirement                                 |                                               |                                    |                                 |
|                          |               |                                  | 145000 Health Insurance                           |                                               |                                    |                                 |
|                          |               |                                  | 146000 Life Insurance                             |                                               |                                    |                                 |
| <u>4,305</u>             | <u>1,901</u>  | <u>8,000</u>                     | <b>Total Personnel Services</b>                   | <u>6,000</u>                                  | <u>6,000</u>                       | <u>-</u>                        |
|                          |               | 0                                | <b>Total Full-Time Equivalent (FTE)</b>           | <u>0</u>                                      | <u>0</u>                           | <u>0</u>                        |
| Materials and Services   |               |                                  |                                                   |                                               |                                    |                                 |
| 197                      |               | 300                              | 223001 Parent Aid Supplies                        | 300                                           | 300                                |                                 |
| 89                       | 84            | 800                              | 223004 K-9 Supplies                               | 121                                           | 121                                |                                 |
|                          |               |                                  | 223006 K-9 Fundraising Expense                    |                                               |                                    |                                 |
|                          |               | 2,109                            | 380000 Professional Services-Memorial Fund        |                                               |                                    |                                 |
| 1,357                    | 1,656         | 2,000                            | 380003 Professional Services-K-9                  | 500                                           | 500                                |                                 |
|                          | 900           | 1,000                            | 380004 Naloxone Grant Program                     | 1,000                                         | 1,000                              |                                 |
| 1,500                    |               | 4,000                            | 380050 Non-Capital Equipment - Police Misc        | 4,000                                         | 4,000                              |                                 |
| 574                      | 2,923         | 7,000                            | 380054 Non-Capital Equipment - Police VESTS       | 7,000                                         | 7,000                              |                                 |
| 10                       | 40            | 1,000                            | 380057 Non-Capital Equipment - K-9                |                                               |                                    |                                 |
| <u>3,727</u>             | <u>5,603</u>  | <u>18,209</u>                    | <b>Total Materials and Services</b>               | <u>12,921</u>                                 | <u>12,921</u>                      | <u>-</u>                        |
| Capital Outlay           |               |                                  |                                                   |                                               |                                    |                                 |
|                          |               |                                  | 610002 K-9 Vehicle                                |                                               |                                    |                                 |
| <u>-</u>                 | <u>-</u>      | <u>-</u>                         | <b>Total Capital Outlay</b>                       | <u>-</u>                                      | <u>-</u>                           | <u>-</u>                        |
| <u>8,032</u>             | <u>7,504</u>  | <u>26,209</u>                    | <b>Total Police Department Requirements</b>       | <u>18,921</u>                                 | <u>18,921</u>                      | <u>-</u>                        |

City of Warrenton  
Budget Document

Grant Fund 015

| Historical Data       |                  |                                  | Resources<br>and<br>Requirements                           | Budget for Fiscal Year<br>7/1/2021 - 6/30/2022 |                                    |                                 |
|-----------------------|------------------|----------------------------------|------------------------------------------------------------|------------------------------------------------|------------------------------------|---------------------------------|
| Actual<br>FYE 6/30/19 | FYE 6/30/20      | Adopted<br>Budget<br>FYE 6/30/21 |                                                            | Proposed by<br>Budget<br>Officer               | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
|                       |                  |                                  | <b>Requirements</b>                                        |                                                |                                    |                                 |
|                       |                  |                                  | <b>Fire Department</b>                                     |                                                |                                    |                                 |
|                       |                  |                                  | Personnel Services                                         |                                                |                                    |                                 |
|                       |                  |                                  | 110000 Regular Salaries                                    | 83,750                                         | 83,750                             |                                 |
|                       |                  |                                  | 141000 FICA                                                | 6,407                                          | 6,407                              |                                 |
|                       |                  |                                  | 142000 Worker's Compensation                               | 3,086                                          | 3,086                              |                                 |
|                       |                  |                                  | 143000 Unemployment                                        | 335                                            | 335                                |                                 |
|                       |                  |                                  | 144000 Retirement                                          | 26,506                                         | 26,506                             |                                 |
|                       |                  |                                  | 145000 Health Insurance                                    | 23,865                                         | 23,865                             |                                 |
|                       |                  |                                  | 146000 Life Insurance                                      | 161                                            | 161                                |                                 |
|                       |                  |                                  | 149000 Long Term Disability                                | 215                                            | 215                                |                                 |
|                       |                  |                                  | <b>Total Personnel Services</b>                            | <b>144,325</b>                                 | <b>144,325</b>                     | <b>-</b>                        |
|                       |                  | 0                                | Total Full-Time Equivalent (FTE)                           | 1                                              | 0                                  | 0                               |
|                       |                  |                                  | Materials and Services                                     |                                                |                                    |                                 |
|                       |                  | 20,000                           | 380058 Non-Capital Equip - Wildland PPE Grant              |                                                |                                    |                                 |
|                       |                  | 20,000                           | <b>Total Materials and Services</b>                        | <b>-</b>                                       | <b>-</b>                           | <b>-</b>                        |
|                       |                  | 20,000                           | <b>Total Fire Department Requirements</b>                  | <b>144,325</b>                                 | <b>144,325</b>                     | <b>-</b>                        |
|                       |                  |                                  | <b>Requirements</b>                                        |                                                |                                    |                                 |
|                       |                  |                                  | <b>Community Development</b>                               |                                                |                                    |                                 |
|                       |                  | 70,000                           | 380008 Professional Services - DLCD Grant                  |                                                |                                    |                                 |
|                       |                  | 70,000                           | <b>Total Materials and Services</b>                        | <b>-</b>                                       | <b>-</b>                           | <b>-</b>                        |
|                       |                  | 70,000                           | <b>Total Community Development Department Requirements</b> | <b>-</b>                                       | <b>-</b>                           | <b>-</b>                        |
|                       |                  |                                  | <b>Requirements</b>                                        |                                                |                                    |                                 |
|                       |                  |                                  | <b>Administration Department</b>                           |                                                |                                    |                                 |
|                       |                  |                                  | Material and Services                                      |                                                |                                    |                                 |
| 500,000               |                  |                                  | 380006 Pac Coast Facility Grant                            |                                                |                                    |                                 |
| 1,975                 |                  |                                  | 380007 Pac Coast Grant-Admin                               |                                                |                                    |                                 |
|                       |                  | 50,000                           | 380009 CRF-CCA Assistance                                  |                                                |                                    |                                 |
|                       |                  |                                  | 380010 EOP Update -HSG                                     | 9,000                                          | 9,000                              |                                 |
| 501,975               |                  | 50,000                           | <b>Total Materials and Services</b>                        | <b>9,000</b>                                   | <b>9,000</b>                       | <b>-</b>                        |
|                       |                  |                                  | Capital Outlay                                             |                                                |                                    |                                 |
| 1,246                 |                  |                                  | 620002 Veteran's Memorial Statue VFW Post 10580            |                                                |                                    |                                 |
| 1,246                 |                  | -                                | <b>Total Capital Outlay</b>                                | <b>-</b>                                       | <b>-</b>                           | <b>-</b>                        |
| 503,221               |                  | 50,000                           | <b>Total Administration Department Requirements</b>        | <b>9,000</b>                                   | <b>9,000</b>                       | <b>-</b>                        |
| 511,253               | 7,504            | 166,209                          | <b>Total Expenditures</b>                                  | <b>172,246</b>                                 | <b>172,246</b>                     | <b>-</b>                        |
| 7,862                 | 5,182            | 2,868                            | 880001 Ending Fund Balance                                 | 2,979                                          | 2,979                              | -                               |
| <b>\$ 519,115</b>     | <b>\$ 12,686</b> | <b>\$ 169,077</b>                | <b>Total Requirements</b>                                  | <b>\$ 175,225</b>                              | <b>\$ 175,225</b>                  | <b>\$ -</b>                     |

City of Warrenton  
Budget Document

Community Center Fund 005 (401)

| Historical Data  |                  |                   | Budget for Fiscal Year<br>7/1/2021-6/30/2022 |                                         |                  |                                  |                                    |                                 |
|------------------|------------------|-------------------|----------------------------------------------|-----------------------------------------|------------------|----------------------------------|------------------------------------|---------------------------------|
| Actual           |                  | Adopted<br>Budget | Resources<br>and<br>Requirements             |                                         |                  | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| FYE 6/30/19      | FYE 6/30/20      | FYE 6/30/21       |                                              |                                         |                  |                                  |                                    |                                 |
|                  |                  |                   | <b>Resources</b>                             |                                         |                  |                                  |                                    |                                 |
| \$ 14,375        | \$ 19,490        | \$ 16,000         | 300000                                       | Beginning Fund Balance                  | \$ 15,000        | \$ 15,000                        |                                    |                                 |
| 19,012           | 15,361           | 13,000            | 347500                                       | Rentals                                 | 13,000           | 13,000                           |                                    |                                 |
| 462              | 444              | 400               | 348000                                       | Cleaning Charges                        | 400              | 400                              |                                    |                                 |
| 35               | 28               |                   | 360000                                       | Miscellaneous Income                    |                  |                                  |                                    |                                 |
| 435              | 535              | 160               | 361000                                       | Interest                                | 200              | 200                              |                                    |                                 |
| 3,620            | 1,773            | 1,500             | 364000                                       | Fundraising                             | 1,500            | 1,500                            |                                    |                                 |
| 3,300            | 2,232            | 1,500             | 365000                                       | Donations                               | 1,500            | 1,500                            |                                    |                                 |
| <u>41,239</u>    | <u>39,862</u>    | <u>32,560</u>     |                                              | <b>Total Resources</b>                  | <u>31,600</u>    | <u>31,600</u>                    |                                    | <u>-</u>                        |
|                  |                  |                   | <b>Requirements</b>                          |                                         |                  |                                  |                                    |                                 |
|                  |                  |                   | Personnel Services-Community Center:         |                                         |                  |                                  |                                    |                                 |
|                  |                  |                   | 110000                                       | Regular Admin Salaries                  |                  |                                  |                                    |                                 |
| 4,309            | 3,788            | 4,600             | 110002                                       | Part-Time Salaries                      | 4,750            | 4,750                            |                                    |                                 |
| 330              | 290              | 352               | 141000                                       | FICA                                    | 363              | 363                              |                                    |                                 |
| 72               | 77               | 114               | 142000                                       | Workers Compensation                    | 136              | 136                              |                                    |                                 |
| 17               | 8                | 5                 | 143000                                       | Unemployment                            | 5                | 5                                |                                    |                                 |
|                  |                  |                   | 144000                                       | Retirement                              |                  |                                  |                                    |                                 |
|                  |                  |                   | 145000                                       | Health Insurance                        |                  |                                  |                                    |                                 |
|                  |                  |                   | 146000                                       | Life Insurance                          |                  |                                  |                                    |                                 |
| 2,682            | 3,233            | 3,077             | 199999                                       | Personnel services overhead (.0261 FTE) | 3,112            | 3,112                            |                                    |                                 |
| <u>7,409</u>     | <u>7,394</u>     | <u>8,148</u>      |                                              | <b>Total Personnel Services</b>         | <u>8,366</u>     | <u>8,366</u>                     |                                    | <u>-</u>                        |
|                  |                  | 0.15              |                                              | Total Full-Time Equivalent (FTE)        | 0.15             | 0.15                             |                                    | 0.15                            |
|                  |                  |                   | Materials and Services-Community Center:     |                                         |                  |                                  |                                    |                                 |
| 79               | 35               | 300               | 223000                                       | General Supplies                        | 200              | 200                              |                                    |                                 |
| 457              | 438              | 900               | 223001                                       | Janitorial Supplies                     | 600              | 600                              |                                    |                                 |
| 390              | 22               | 400               | 310000                                       | Printing/Advertising/Publicity          | 400              | 400                              |                                    |                                 |
| 1,800            | 1,728            | 2,250             | 340000                                       | Electricity                             | 2,250            | 2,250                            |                                    |                                 |
| 1,304            | 1,081            | 1,600             | 340001                                       | Natural Gas                             | 1,600            | 1,600                            |                                    |                                 |
| 1,574            | 1,596            | 1,650             | 340002                                       | Communications                          | 1,650            | 1,650                            |                                    |                                 |
| 831              | 874              | 850               | 340005                                       | Water                                   | 875              | 875                              |                                    |                                 |
| 699              | 727              | 730               | 340006                                       | Sewer                                   | 730              | 730                              |                                    |                                 |
| 140              | 145              | 150               | 340007                                       | Storm Sewer                             | 150              | 150                              |                                    |                                 |
| 2,132            | 1,763            | 2,225             | 340008                                       | Sanitation                              | 2,225            | 2,225                            |                                    |                                 |
| 136              | 135              | 210               | 360000                                       | Bank Fees/Credit Cards                  | 200              | 200                              |                                    |                                 |
|                  |                  | 500               | 371000                                       | Building Maintenance                    | 500              | 500                              |                                    |                                 |
|                  |                  |                   | 380000                                       | Professional Services                   |                  |                                  |                                    |                                 |
| 484              | 480              | 650               | 380020                                       | Computer/Software Support               | 650              | 650                              |                                    |                                 |
|                  | 158              | 500               | 380050                                       | Non-capital equipment                   | 500              | 500                              |                                    |                                 |
| 418              | 327              | 900               | 390000                                       | Fundraising Expenses                    | 600              | 600                              |                                    |                                 |
| 1,894            | 2,221            | 2,156             | 390090                                       | Overhead Cost (Indirect Allocation)     | 2,275            | 2,275                            |                                    |                                 |
| <u>12,340</u>    | <u>11,729</u>    | <u>15,971</u>     |                                              | <b>Total Materials and Services</b>     | <u>15,405</u>    | <u>15,405</u>                    |                                    | <u>-</u>                        |
|                  |                  |                   | Not allocated:                               |                                         |                  |                                  |                                    |                                 |
|                  |                  |                   | Transfers to other Funds:                    |                                         |                  |                                  |                                    |                                 |
| 2,000            | 2,500            |                   | 860004                                       | Transfer to Capital Reserve Fund        | 1,000            | 1,000                            |                                    |                                 |
| -                | -                | 1,000             | 800000                                       | Contingency                             | 1,500            | 1,500                            |                                    |                                 |
| 21,749           | 21,623           | 25,119            |                                              | <b>Total Expenditures</b>               | <u>26,271</u>    | <u>26,271</u>                    |                                    | <u>-</u>                        |
| 19,490           | 18,239           | 7,441             | 880001                                       | Ending Fund Balance                     | 5,329            | 5,329                            |                                    | -                               |
| <u>\$ 41,239</u> | <u>\$ 39,862</u> | <u>\$ 32,560</u>  |                                              | <b>Total Requirements</b>               | <u>\$ 31,600</u> | <u>\$ 31,600</u>                 | <u>\$ -</u>                        |                                 |



City of Warrenton  
Budget Document

Established by Resolution No. 2328

**Community Center Capital Reserve Fund 004 (401)**

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

Review Year: 2021

| Historical Data       |                 |                               | Resources and Requirements | Budget for Fiscal Year<br>7/1/2021- 6/30/2022 |                                 |                              |
|-----------------------|-----------------|-------------------------------|----------------------------|-----------------------------------------------|---------------------------------|------------------------------|
| Actual<br>FYE 6/30/19 | FYE 6/30/20     | Adopted Budget<br>FYE 6/30/21 |                            | Proposed by<br>Budget Officer                 | Approved by<br>Budget Committee | Adopted by<br>Governing Body |
| <b>Resources</b>      |                 |                               |                            |                                               |                                 |                              |
| 3,087                 | 5,087           | \$ 7,587                      | 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                | 1,000                           | 1,000                        |
| <u>5,087</u>          | <u>7,587</u>    | <u>7,587</u>                  | <b>Total Resources</b>     |                                               | <u>8,587</u>                    | <u>8,587</u>                 |
|                       |                 |                               |                            |                                               |                                 | -                            |
| <b>Requirements</b>   |                 |                               |                            |                                               |                                 |                              |
|                       |                 |                               |                            | Materials and Services-Community Center:      |                                 |                              |
|                       |                 | 5,000                         | 371000                     | Repair and maintenance                        | 6,000                           | 6,000                        |
|                       |                 | 2,587                         | 380050                     | Non-capital Equipment                         | 2,587                           | 2,587                        |
| -                     | -               | 7,587                         |                            | Total Materials and Services                  | 8,587                           | 8,587                        |
|                       |                 |                               |                            | Capital Outlay-Community Center:              |                                 |                              |
|                       |                 |                               | 610000                     | Equipment                                     |                                 |                              |
|                       |                 |                               | 620000                     | Improvements                                  |                                 |                              |
| -                     | -               | -                             |                            | Total Capital Outlay                          | -                               | -                            |
| -                     | -               | -                             | 800000                     | Contingency                                   | -                               | -                            |
| -                     | -               | 7,587                         |                            | Total Expenditures                            | 8,587                           | 8,587                        |
| 5,087                 | 7,587           | -                             | 880001                     | Ending Fund Balance                           | -                               | -                            |
| <u>\$ 5,087</u>       | <u>\$ 7,587</u> | <u>\$ 7,587</u>               | <b>Total Requirements</b>  |                                               | <u>\$ 8,587</u>                 | <u>\$ 8,587</u>              |
|                       |                 |                               |                            |                                               |                                 | \$ -                         |

City of Warrenton  
Budget Document

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

| Historical Data                                       |                   |                   | Budget for Fiscal Year<br>7/1/2021- 6/30/2022 |                                     |                                    |                                 |
|-------------------------------------------------------|-------------------|-------------------|-----------------------------------------------|-------------------------------------|------------------------------------|---------------------------------|
| Actual                                                |                   | Adopted<br>Budget | Resources<br>and<br>Requirements              | Proposed by<br>Budget<br>Officer    | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| FYE 6/30/19                                           | FYE 6/30/20       | FYE 6/30/21       |                                               |                                     |                                    |                                 |
| <b><u>Resources</u></b>                               |                   |                   |                                               |                                     |                                    |                                 |
| \$ -                                                  | \$ -              |                   | 300000                                        | Beginning Fund Balance              |                                    |                                 |
| 55,757                                                | 45,928            | 68,000            | 319300                                        | Room Taxes (LCTC Share)             | 66,000                             |                                 |
| 47,886                                                | 39,444            | 60,000            | 319301                                        | Room Taxes (VC Share)               | 58,000                             | 58,000                          |
| 159,400                                               | 131,300           | 190,000           | 319302                                        | Room Taxes (Hammond Marina Share)   | 166,000                            | 232,000                         |
| <u>263,043</u>                                        | <u>216,672</u>    | <u>318,000</u>    | <b>Total Resources</b>                        |                                     | <u>290,000</u>                     | <u>290,000</u> -                |
| <b><u>Requirements</u></b>                            |                   |                   |                                               |                                     |                                    |                                 |
| Materials and Services-Transient Room<br>Tax Program: |                   |                   |                                               |                                     |                                    |                                 |
|                                                       |                   | 1,000             | 380000                                        | Qualified Recipient/Tourism Purpose | 1,000                              | 1,000                           |
| 159,400                                               | 131,300           | 189,000           | 380001                                        | Hammond Marina                      | 165,000                            | 231,000                         |
| 55,757                                                | 45,928            | 68,000            | 380002                                        | Tourist Promotion LCTC              | 66,000                             |                                 |
| 47,886                                                | 39,444            | 60,000            | 380003                                        | Warrenton Visitors' Center          | 58,000                             | 58,000                          |
| <u>263,043</u>                                        | <u>216,672</u>    | <u>318,000</u>    | <b>Total Materials and Services</b>           |                                     | <u>290,000</u>                     | <u>290,000</u> -                |
| <u>263,043</u>                                        | <u>216,672</u>    | <u>318,000</u>    | <b>Total Expenditures</b>                     |                                     | <u>290,000</u>                     | <u>290,000</u> -                |
| -                                                     | -                 | -                 | <b>Ending Fund Balance</b>                    |                                     | -                                  | -                               |
| <u>\$ 263,043</u>                                     | <u>\$ 216,672</u> | <u>\$ 318,000</u> | <b>Total Requirements</b>                     |                                     | <u>\$ 290,000</u>                  | <u>\$ 290,000</u> \$ -          |

City of Warrenton  
Budget Document

Established by Resolution No. 2329

**Facilities Maintenance Fund 035 (410)**

To accumulate funds for maintenance and capital improvements of the Municipal Building, Head Start Building, Library, Community Center, and Park Facilities

Review Year: 2022

| Historical Data                                |                   |                                  | Budget for Fiscal Year<br>7/1/2021- 6/30/2022 |                                  |                                    |                                 |
|------------------------------------------------|-------------------|----------------------------------|-----------------------------------------------|----------------------------------|------------------------------------|---------------------------------|
| Actual<br>FYE 6/30/19                          | FYE 6/30/20       | Adopted<br>Budget<br>FYE 6/30/21 | Resources<br>and<br>Requirements              | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| <b>Resources</b>                               |                   |                                  |                                               |                                  |                                    |                                 |
| 91,464                                         | 160,397           | \$ 56,000                        | 300000                                        | \$ 75,000                        | \$ 75,000                          |                                 |
|                                                | 1,000             |                                  | 331400                                        |                                  |                                    |                                 |
|                                                |                   |                                  | 360000                                        |                                  |                                    |                                 |
| 2,102                                          | 1,609             | 500                              | 361000                                        | 500                              | 500                                |                                 |
|                                                |                   |                                  | Transfers from Other Funds:                   |                                  |                                    |                                 |
| 170,000                                        | 50,000            | 40,000                           | 391001                                        | 50,000                           | 50,000                             |                                 |
|                                                |                   |                                  | General Fund                                  |                                  |                                    |                                 |
| <u>263,566</u>                                 | <u>213,006</u>    | <u>96,500</u>                    | <b>Total Resources</b>                        | <u>125,500</u>                   | <u>125,500</u>                     | -                               |
| <b>Requirements</b>                            |                   |                                  |                                               |                                  |                                    |                                 |
| Materials and Services-Facilities Maintenance: |                   |                                  |                                               |                                  |                                    |                                 |
| 423                                            | 306               | 485                              | 340000                                        | 350                              | 350                                |                                 |
| 1,017                                          | 608               |                                  | 340002                                        |                                  |                                    |                                 |
| 359                                            | 754               | 754                              | 340005                                        | 754                              | 754                                |                                 |
| 699                                            | 1,455             | 1,455                            | 340006                                        | 1,455                            | 1,455                              |                                 |
| 140                                            | 291               | 291                              | 340007                                        | 291                              | 291                                |                                 |
| 98                                             | 126               | 100                              | 340008                                        | 100                              | 100                                |                                 |
| 96,933                                         | 92,842            | 21,290                           | 371000                                        | 40,000                           | 40,000                             |                                 |
|                                                |                   | 500                              | 371003                                        | 500                              | 500                                |                                 |
| 2,773                                          | 2,384             | 3,000                            | 371004                                        | 3,000                            | 3,000                              |                                 |
|                                                | 24                | 1,000                            | 371006                                        | 5,000                            | 5,000                              |                                 |
| 552                                            | 51,725            | 2,000                            | 371007                                        | 2,000                            | 2,000                              |                                 |
|                                                |                   | 10,000                           | 371009                                        | 10,000                           | 10,000                             |                                 |
| 176                                            | 217               | 220                              | 390000                                        | 220                              | 220                                |                                 |
| <u>103,169</u>                                 | <u>150,732</u>    | <u>41,095</u>                    | <b>Total Materials and Services</b>           | <u>63,670</u>                    | <u>63,670</u>                      | -                               |
| Capital Outlay-Facilities Maintenance:         |                   |                                  |                                               |                                  |                                    |                                 |
|                                                |                   |                                  | 620000                                        |                                  |                                    |                                 |
|                                                |                   |                                  | Improvements - Other                          |                                  |                                    |                                 |
| <u>-</u>                                       | <u>-</u>          | <u>-</u>                         | <b>Total Capital Outlay</b>                   | <u>-</u>                         | <u>-</u>                           | -                               |
|                                                |                   | 55,405                           | 800000                                        | 51,830                           | 51,830                             |                                 |
|                                                |                   |                                  | Not allocated:<br>Contingency                 |                                  |                                    |                                 |
| 103,169                                        | 150,732           | 96,500                           | <b>Total Expenditures</b>                     | 115,500                          | 115,500                            | -                               |
| 160,397                                        | 62,274            | -                                | <b>Reserved for Future Expenditures</b>       | 10,000                           | 10,000                             | -                               |
| <u>\$ 263,566</u>                              | <u>\$ 213,006</u> | <u>\$ 96,500</u>                 | <b>Total Requirements</b>                     | <u>\$ 125,500</u>                | <u>\$ 125,500</u>                  | <u>\$ -</u>                     |

City of Warrenton  
Budget Document

Established by Resolution No. 2017

**Tansy Point Dock Capital Reserve Fund 072 (410)**

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

Review Year: 2023

| Historical Data   |                   |                   | Budget for Fiscal Year<br>7/1/2021 - 6/30/2022 |                                   |                              |                           |
|-------------------|-------------------|-------------------|------------------------------------------------|-----------------------------------|------------------------------|---------------------------|
| Actual            | Adopted Budget    |                   | Resources and Requirements                     | Proposed by Budget Officer        | Approved by Budget Committee | Adopted by Governing Body |
| FYE 6/30/19       | FYE 6/30/20       | FYE 6/30/21       |                                                |                                   |                              |                           |
|                   |                   |                   | <b>Resources</b>                               |                                   |                              |                           |
| \$ 124,117        | \$ 147,195        | \$ 169,843        | 300000                                         | Beginning Fund Balance            | \$ 191,802                   | \$ 191,802                |
| 3,500             | 3,438             | 1,500             | 361000                                         | Interest Earnings                 | 1,000                        | 1,000                     |
|                   |                   |                   |                                                | Transfers from Other Funds:       |                              |                           |
| 19,578            | 19,578            | 20,178            | 391001                                         | General Fund 10% of lease revenue | 20,778                       | 20,778                    |
|                   |                   |                   | 391001                                         | General Fund                      |                              |                           |
| <u>147,195</u>    | <u>170,211</u>    | <u>191,521</u>    |                                                | Total Resources                   | <u>213,580</u>               | <u>213,580</u>            |
|                   |                   |                   |                                                |                                   |                              | -                         |
|                   |                   |                   | <b>Requirements</b>                            |                                   |                              |                           |
|                   |                   |                   |                                                | Materials and Services-Admin:     |                              |                           |
|                   |                   |                   | 380000                                         | Professional Services             |                              |                           |
|                   |                   |                   | 380050                                         | Non-capital Equipment             |                              |                           |
| <u>-</u>          | <u>-</u>          | <u>-</u>          |                                                | Total Materials and Services      | <u>-</u>                     | <u>-</u>                  |
|                   |                   |                   |                                                | Capital Outlay-Admin:             |                              |                           |
| -                 | -                 | 191,521           | 620000                                         | Improvements-Anodes               | 213,580                      | 213,580                   |
| <u>-</u>          | <u>-</u>          | <u>191,521</u>    |                                                | Total Capital Outlay              | <u>213,580</u>               | <u>213,580</u>            |
|                   |                   |                   |                                                | Not allocated:                    |                              |                           |
| -                 | -                 |                   | 800000                                         | Contingency                       |                              |                           |
| <u>-</u>          | <u>-</u>          | <u>191,521</u>    |                                                | Total Expenditures                | <u>213,580</u>               | <u>213,580</u>            |
| 147,195           | 170,211           | -                 | 880001                                         | Ending Fund Balance               | -                            | -                         |
| <u>\$ 147,195</u> | <u>\$ 170,211</u> | <u>\$ 191,521</u> |                                                | Total Requirements                | <u>\$ 213,580</u>            | <u>\$ 213,580</u>         |
|                   |                   |                   |                                                |                                   |                              | \$ -                      |

City of Warrenton  
Budget Document

Wastewater Treatment Facility GO Bond 059 (435)

| Historical Data     |             |                | Resources and Requirements                   |                                        |  | Budget for Fiscal Year<br>7/1/2021- 6/30/2022 |                              |                           |
|---------------------|-------------|----------------|----------------------------------------------|----------------------------------------|--|-----------------------------------------------|------------------------------|---------------------------|
| Actual              |             | Adopted Budget |                                              |                                        |  | Proposed By Budget Officer                    | Approved by Budget Committee | Adopted by Governing Body |
| FYE 6/30/19         | FYE 6/30/20 | FYE 6/30/21    |                                              |                                        |  |                                               |                              |                           |
| <b>Resources</b>    |             |                |                                              |                                        |  |                                               |                              |                           |
| \$ 102,069          | \$ 100,146  | \$ 55,000      | 300000                                       | Beginning Fund Balance                 |  | \$ 74,000                                     | \$ 74,000                    |                           |
| 20,371              | 17,437      | 15,000         | 311200                                       | Prior Year Taxes                       |  | 15,000                                        | 15,000                       |                           |
| 5,657               | 4,934       | 1,500          | 361000                                       | Interest Earnings                      |  | 1,600                                         | 1,600                        |                           |
| 128,097             | 122,517     | 71,500         | Sub-Total Resources                          |                                        |  | 90,600                                        | 90,600                       | -                         |
| 542,748             | 536,903     | 540,037        | 311100                                       | Property Taxes - Bond Measure          |  | 518,421                                       | 518,421                      |                           |
| 670,845             | 659,420     | 611,537        | <b>Total Resources</b>                       |                                        |  | 609,021                                       | 609,021                      | -                         |
| <b>Requirements</b> |             |                |                                              |                                        |  |                                               |                              |                           |
| Debt Service:       |             |                |                                              |                                        |  |                                               |                              |                           |
| 433,245             | 446,077     | 227,968        | 471000                                       | Principal GO Bond due 12/01/21         |  | 234,720                                       | 234,720                      |                           |
|                     |             | 231,319        | 471000                                       | Principal GO Bond due 06/01/22         |  | 238,170                                       | 238,170                      |                           |
| 137,454             | 122,424     | 47,622         | 472000                                       | Interest GO Bond due 12/01/21          |  | 40,870                                        | 40,870                       |                           |
|                     |             | 59,329         | 472000                                       | Interest GO Bond due 06/01/22          |  | 50,148                                        | 50,148                       |                           |
| 570,699             | 568,501     | 566,238        | Total Debt Service (Pay off date is 12/1/26) |                                        |  | 563,908                                       | 563,908                      | -                         |
| -                   | -           | -              | 800000                                       | Contingency                            |  |                                               | -                            | -                         |
| 570,699             | 568,501     | 566,238        | Total Expenditures                           |                                        |  | 563,908                                       | 563,908                      | -                         |
| 100,146             | 90,919      | 45,299         | 880001                                       | Ending Fund Balance 8% of debt service |  | 45,113                                        | 45,113                       | -                         |
| \$ 670,845          | \$ 659,420  | \$ 611,537     | <b>Total Requirements</b>                    |                                        |  | \$ 609,021                                    | \$ 609,021                   | \$ -                      |

City of Warrenton  
Budget Document

Quincy Robinson Trust Fund 065 (429)

| Historical Data       |                   |                                  | Resources<br>and<br>Requirements | Budget for Fiscal Year<br>7/1/2021- 6/30/2022                |                                    |                                 |             |
|-----------------------|-------------------|----------------------------------|----------------------------------|--------------------------------------------------------------|------------------------------------|---------------------------------|-------------|
| Actual<br>FYE 6/30/19 | FYE 6/30/20       | Adopted<br>Budget<br>FYE 6/30/21 |                                  | Proposed by<br>Budget<br>Officer                             | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |             |
|                       |                   |                                  | <b>Resources</b>                 |                                                              |                                    |                                 |             |
| \$ 48,064             | \$ 83,789         | \$ 123,500                       | 300000                           | Beginning Fund Balance                                       | \$ 127,000                         | \$ 127,000                      |             |
| 1,416                 | 2,063             | 500                              | 361000                           | Interest Earnings                                            | 700                                | 700                             |             |
| 47,009                | 47,196            | 45,000                           | 365000                           | Donation from the Trust                                      | 45,000                             | 45,000                          |             |
| <u>96,489</u>         | <u>133,048</u>    | <u>169,000</u>                   |                                  | <b>Total Resources</b>                                       | <u>172,700</u>                     | <u>172,700</u>                  | <u>-</u>    |
|                       |                   |                                  | <b>Requirements</b>              |                                                              |                                    |                                 |             |
|                       |                   |                                  | 371000                           | Materials and Services-Parks Dept:<br>Repair and Maintenance |                                    |                                 |             |
|                       |                   |                                  |                                  | <b>Total Materials and Services</b>                          |                                    |                                 |             |
|                       |                   |                                  |                                  | Capital Outlay-Parks Dept:                                   |                                    |                                 |             |
| 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                                 |                                    |                                 |             |
|                       | 12,180            | 27,000                           | 620012                           | Carruthers Dog Park Parking                                  |                                    |                                 |             |
|                       |                   |                                  | 620013                           | Forest Rim Parklet                                           | 6,000                              | 6,000                           |             |
|                       |                   |                                  | 620014                           | Horse Shoe/Corn Hole Play Areas                              | 5,000                              | 5,000                           |             |
|                       |                   |                                  | 620016                           | Volleyball Court - Parade Grounds                            | 5,000                              | 5,000                           |             |
|                       |                   |                                  | 620017                           | Security Lighting - QBR Park                                 | 60,000                             | 60,000                          |             |
|                       |                   |                                  | 620018                           | Triangle Park Sign                                           | 7,000                              | 7,000                           |             |
| <u>12,700</u>         | <u>12,180</u>     | <u>97,000</u>                    |                                  |                                                              | <u>123,000</u>                     | <u>123,000</u>                  | <u>-</u>    |
|                       |                   |                                  | 800000                           | Not allocated:<br>Contingency                                |                                    |                                 |             |
| <u>12,700</u>         | <u>12,180</u>     | <u>97,000</u>                    |                                  | <b>Total Expenditures</b>                                    | <u>123,000</u>                     | <u>123,000</u>                  | <u>-</u>    |
| <u>83,789</u>         | <u>120,868</u>    | <u>72,000</u>                    | 880001                           | Ending Fund Balance                                          | <u>49,700</u>                      | <u>49,700</u>                   | <u>-</u>    |
| <u>\$ 96,489</u>      | <u>\$ 133,048</u> | <u>\$ 169,000</u>                |                                  | <b>Total Requirements</b>                                    | <u>\$ 172,700</u>                  | <u>\$ 172,700</u>               | <u>\$ -</u> |

**City of Warrenton  
Budget Document**

**Building Division Fund 021 (423)**

| Historical Data   |                     |                     | Budget for Fiscal Year<br>7/1/2021- 6/30/2022  |                                  |                                    |                                 |
|-------------------|---------------------|---------------------|------------------------------------------------|----------------------------------|------------------------------------|---------------------------------|
| Actual            |                     | Adopted<br>Budget   | Resources<br>and<br>Requirements               | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| FYE 6/30/19       | FYE 6/30/20         | FYE 6/30/21         |                                                |                                  |                                    |                                 |
|                   |                     |                     | <b>Resources</b>                               |                                  |                                    |                                 |
| \$ 272,657        | \$ 269,746          | \$ 790,000          | 300000 Beginning Fund Balance                  | \$ 840,000                       | \$ 840,000                         |                                 |
| 185,935           | 870,441             | 470,000             | 322100 Permits                                 | 327,361                          | 327,361                            |                                 |
| 94                |                     |                     | 337203 Intergovernmental                       |                                  |                                    |                                 |
|                   | 134                 |                     | 331500 CRF Grant                               |                                  |                                    |                                 |
| 259               | 209                 |                     | 360000 Miscellaneous                           |                                  |                                    |                                 |
| 6,138             | 5,820               | 4,000               | 361000 Interest Earnings                       | 5,000                            | 5,000                              |                                 |
| <b>465,083</b>    | <b>1,146,350</b>    | <b>1,264,000</b>    | <b>Total Resources</b>                         | <b>1,172,361</b>                 | <b>1,172,361</b>                   | <b>-</b>                        |
|                   |                     |                     | <b>Requirements</b>                            |                                  |                                    |                                 |
|                   |                     |                     | Personnel Services-Building Dept:              |                                  |                                    |                                 |
| 109,862           | 139,754             | 169,750             | 110000 Regular Salaries                        | 182,250                          | 182,250                            |                                 |
|                   | 85                  |                     | 110001 Overtime                                |                                  |                                    |                                 |
|                   |                     |                     | 110002 Part-Time Regular Salaries              |                                  |                                    |                                 |
| 8,216             | 10,477              | 12,986              | 141000 FICA Taxes                              | 13,942                           | 13,942                             |                                 |
| 591               | 1,233               | 1,727               | 142000 Workers' Compensation                   | 1,959                            | 1,959                              |                                 |
| 420               | 267                 | 170                 | 143000 Unemployment                            | 182                              | 182                                |                                 |
| 21,213            | 26,965              | 40,051              | 144000 Retirement Contributions                | 47,388                           | 47,388                             |                                 |
| 29,616            | 37,223              | 49,931              | 145000 Health Insurance                        | 43,541                           | 43,541                             |                                 |
| 212               | 223                 | 275                 | 146000 Life Insurance                          | 257                              | 257                                |                                 |
| 351               | 434                 | 546                 | 149000 Long Term Disability                    | 455                              | 455                                |                                 |
| 2,623             | 4,849               | 4,855               | 199999 Personnel services overhead (.0515 FTE) | 6,154                            | 6,154                              |                                 |
| <b>173,106</b>    | <b>221,509</b>      | <b>280,291</b>      | <b>Total Personnel Services</b>                | <b>296,128</b>                   | <b>296,128</b>                     | <b>-</b>                        |
|                   |                     | 2.825               | Total Full-Time Equivalent (FTE)               | 2.9                              | 2.9                                |                                 |
|                   |                     |                     | Materials and Services-Building Dept:          |                                  |                                    |                                 |
| 1,610             | 2,266               | 2,500               | 210000 Office Supplies                         | 2,500                            | 2,500                              |                                 |
|                   |                     | 50                  | 211000 Postage                                 | 50                               | 50                                 |                                 |
| 38                | 216                 | 50                  | 223000 General Supplies                        | 300                              | 300                                |                                 |
| 525               | 520                 | 555                 | 223001 Janitorial Supplies                     | 555                              | 555                                |                                 |
| 28                | 723                 | 250                 | 310000 Printing/Advertising/Publicity          | 400                              | 400                                |                                 |
| 4,163             | 536                 | 8,000               | 320000 Dues Meetings Training Travel           | 8,000                            | 8,000                              |                                 |
| 841               | 810                 | 1,050               | 340000 Electricity                             | 1,050                            | 1,050                              |                                 |
| 441               | 335                 | 560                 | 340001 Natural Gas                             | 595                              | 595                                |                                 |
| 784               | 1,073               | 1,500               | 340002 Communications                          | 1,500                            | 1,500                              |                                 |
| 99                | 127                 | 154                 | 340005 Water                                   | 154                              | 154                                |                                 |
| 49                | 51                  | 70                  | 340006 Sewer                                   | 70                               | 70                                 |                                 |
| 10                | 10                  | 14                  | 340007 Storm Sewer                             | 14                               | 14                                 |                                 |
| 43                | 43                  | 53                  | 340008 Sanitation                              | 53                               | 53                                 |                                 |
| 3,361             | 4,800               | 5,125               | 360000 Bank Fees/Credit Cards                  | 8,500                            | 8,500                              |                                 |
| 535               | 356                 | 1,000               | 362000 Gasoline/Oil/Lubricants                 | 1,500                            | 1,500                              |                                 |
| 593               | (13)                | 1,200               | 366000 Equipment Maintenance                   | 1,500                            | 1,500                              |                                 |
| 2,695             | 4,238               | 72,000              | 380000 Professional Services                   | 120,000                          | 120,000                            |                                 |
| 2,954             | 5,462               | 4,500               | 380020 Computer Software Support               | 7,000                            | 7,000                              |                                 |
| 1,609             | 1,951               | 1,800               | 380050 Non-capital equipment                   | 1,800                            | 1,800                              |                                 |
| 1,852             | 3,331               | 3,453               | 390090 Overhead Cost (Indirect Allocation)     | 4,476                            | 4,476                              |                                 |
| <b>22,231</b>     | <b>26,837</b>       | <b>103,884</b>      | <b>Total Materials and Services</b>            | <b>160,017</b>                   | <b>160,017</b>                     | <b>-</b>                        |
|                   |                     |                     | Capital Outlay-Building Dept:                  |                                  |                                    |                                 |
|                   |                     |                     | 610001 Building Inspector Vehicle              | 35,000                           | 35,000                             |                                 |
|                   |                     |                     | Total Capital Outlay                           | 35,000                           | 35,000                             |                                 |
|                   |                     |                     | Total Building Dept. Requirements              | 491,145                          | 491,145                            |                                 |
|                   |                     | 168,000             | Not allocated:                                 |                                  |                                    |                                 |
|                   |                     |                     | 800000 Contingency                             | 80,000                           | 80,000                             |                                 |
| <b>195,337</b>    | <b>248,346</b>      | <b>492,175</b>      | <b>Total Expenditures</b>                      | <b>571,145</b>                   | <b>571,145</b>                     | <b>-</b>                        |
| <b>269,746</b>    | <b>898,004</b>      | <b>771,825</b>      | 880001 Ending Fund Balance                     | 601,216                          | 601,216                            |                                 |
| <b>\$ 465,083</b> | <b>\$ 1,146,350</b> | <b>\$ 1,264,000</b> | <b>Total Requirements</b>                      | <b>\$ 1,172,361</b>              | <b>\$ 1,172,361</b>                | <b>\$ -</b>                     |

City of Warrenton  
Budget Document

Library Fund 020 (455)

| Historical Data       |                                  |                                  | Budget for Fiscal Year<br>7/1/2021 - 6/30/2022               |                                  |                                    |                                 |
|-----------------------|----------------------------------|----------------------------------|--------------------------------------------------------------|----------------------------------|------------------------------------|---------------------------------|
| Actual<br>FYE 6/30/19 | Adopted<br>Budget<br>FYE 6/30/20 | Adopted<br>Budget<br>FYE 6/30/21 | Resources<br>and<br>Requirements                             | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
|                       |                                  |                                  | <b>Resources</b>                                             |                                  |                                    |                                 |
| \$ 40,842             | \$ 114,826                       | \$ 111,000                       | 300000                                                       | \$ 168,000                       | \$ 168,000                         |                                 |
| 2,395                 | 3,694                            | 2,000                            | 311200                                                       | 3,500                            | 3,500                              |                                 |
| 500                   |                                  | 10,000                           | 334100                                                       | 5,000                            | 5,000                              |                                 |
| 1,000                 | 1,000                            | 1,000                            | 334200                                                       | 1,000                            | 1,000                              |                                 |
| 29,602                |                                  |                                  | 334300                                                       |                                  |                                    |                                 |
| 225                   | 235                              | 250                              | 351200                                                       | 250                              | 250                                |                                 |
| 2,224                 | 1,697                            | 2,000                            | 351500                                                       | 2,000                            | 2,000                              |                                 |
| 611                   | 1,046                            | 950                              | 360000                                                       | 1,200                            | 1,200                              |                                 |
| 2,068                 | 2,711                            | 1,000                            | 361000                                                       | 1,000                            | 1,000                              |                                 |
| 830                   | 369                              | 300                              | 365000                                                       | 2,000                            | 2,000                              |                                 |
| 232                   | 48                               |                                  | 365100                                                       |                                  |                                    |                                 |
| 2,521                 | 2,561                            | 2,568                            | 365200                                                       | 2,578                            | 2,578                              |                                 |
|                       | 102                              |                                  | 331500                                                       |                                  |                                    |                                 |
| 83,050                | 128,290                          | 131,068                          |                                                              | 186,528                          | 186,528                            | -                               |
| 188,238               | 200,068                          | 205,834                          | 311100                                                       | 224,975                          | 224,975                            |                                 |
| 271,288               | 328,359                          | 336,902                          |                                                              | 411,503                          | 411,503                            | -                               |
|                       |                                  |                                  | <b>Total Resources</b>                                       |                                  |                                    |                                 |
|                       |                                  |                                  | <b>Requirements</b>                                          |                                  |                                    |                                 |
|                       |                                  |                                  | Personnel Services-Library:                                  |                                  |                                    |                                 |
|                       | 32,847                           | 52,031                           | 110000                                                       | 97,500                           | 97,500                             |                                 |
| 38,795                | 37,215                           | 29,219                           | 110002                                                       |                                  |                                    |                                 |
| 7,992                 |                                  |                                  | 110003                                                       |                                  |                                    |                                 |
| 3,278                 | 5,021                            | 6,216                            | 141000                                                       | 7,459                            | 7,459                              |                                 |
| 93                    | 106                              | 86                               | 142000                                                       | 114                              | 114                                |                                 |
| 168                   | 128                              | 81                               | 143000                                                       | 98                               | 98                                 |                                 |
| 7,087                 | 27,627                           | 24,288                           | 144000                                                       | 27,293                           | 27,293                             |                                 |
| 9,596                 | 17,536                           | 23,036                           | 145000                                                       | 47,485                           | 47,485                             |                                 |
| 91                    | 142                              | 185                              | 146000                                                       | 236                              | 236                                |                                 |
| 112                   | 186                              | 236                              | 149000                                                       | 263                              | 263                                |                                 |
| 4,411                 | 11,056                           | 9,573                            | 199999                                                       | 11,457                           | 11,457                             |                                 |
| 71,623                | 131,866                          | 144,951                          |                                                              | 191,905                          | 191,905                            | -                               |
|                       | 2,005                            |                                  |                                                              | 225                              | 225                                |                                 |
|                       |                                  |                                  | Total Personnel Services<br>Total Full Time Equivalent (FTE) |                                  |                                    |                                 |
|                       |                                  |                                  | Materials and Services-Library:                              |                                  |                                    |                                 |
| 5,205                 | 3,280                            | 6,000                            | 210000                                                       | 4,000                            | 4,000                              |                                 |
| 24                    | 90                               | 200                              | 211000                                                       | 200                              | 200                                |                                 |
| 7,434                 | 7,949                            | 8,000                            | 223000                                                       | 12,000                           | 12,000                             |                                 |
| 1,049                 | 1,115                            | 1,000                            | 223001                                                       | 1,000                            | 1,000                              |                                 |
| 2,149                 | 1,496                            | 1,800                            | 223002                                                       | 2,400                            | 2,400                              |                                 |
| 1,879                 | 1,562                            | 2,012                            | 223003                                                       | 1,694                            | 1,694                              |                                 |
| 1,300                 | 140                              | 2,650                            | 223004                                                       | 1,642                            | 1,642                              |                                 |
|                       | 124                              |                                  | 223005                                                       |                                  |                                    |                                 |
|                       |                                  | 1,500                            | 223006                                                       | 1,500                            | 1,500                              |                                 |
|                       |                                  | 5,500                            | 223007                                                       | 2,500                            | 2,500                              |                                 |
| 840                   | 1,524                            | 1,000                            | 310000                                                       | 2,000                            | 2,000                              |                                 |
| 1,783                 | 698                              | 1,650                            | 320000                                                       | 2,000                            | 2,000                              |                                 |
| 1,709                 | 1,643                            | 2,000                            | 340000                                                       | 1,500                            | 1,500                              |                                 |
| 1,245                 | 1,284                            | 1,500                            | 340001                                                       | 1,500                            | 1,500                              |                                 |
| 480                   | 480                              | 600                              | 340002                                                       | 480                              | 480                                |                                 |
| 440                   | 471                              | 600                              | 340005                                                       | 500                              | 500                                |                                 |
| 699                   | 727                              | 750                              | 340006                                                       | 750                              | 750                                |                                 |
| 140                   | 145                              | 150                              | 340007                                                       | 150                              | 150                                |                                 |
| 446                   | 446                              | 500                              | 340008                                                       | 500                              | 500                                |                                 |
| 266                   | 315                              | 500                              | 366000                                                       | 1,100                            | 1,100                              |                                 |
| 33                    | 935                              | 1,000                            | 371000                                                       | 1,000                            | 1,000                              |                                 |
| 2,497                 | 4,271                            | 6,000                            | 380000                                                       | 4,500                            | 4,500                              |                                 |
| 25,020                | 25,020                           | 25,020                           | 380010                                                       | 25,020                           | 25,020                             |                                 |
| 3,462                 | 4,479                            | 3,900                            | 380020                                                       | 9,800                            | 9,800                              |                                 |
| 2,654                 | 2,208                            | 2,000                            | 380050                                                       | 3,000                            | 3,000                              |                                 |
|                       |                                  | 4,500                            | 380051                                                       | 2,500                            | 2,500                              |                                 |
| 3,114                 | 7,595                            | 6,787                            | 390090                                                       | 8,336                            | 8,336                              |                                 |
| 63,868                | 67,999                           | 87,119                           |                                                              | 91,572                           | 91,572                             | -                               |
|                       |                                  |                                  | Capital Outlay:                                              |                                  |                                    |                                 |
| 20,971                |                                  |                                  | 620001                                                       |                                  |                                    |                                 |
| 20,971                | -                                | -                                |                                                              | -                                | -                                  | -                               |
|                       |                                  |                                  | Not allocated:                                               |                                  |                                    |                                 |
|                       |                                  | 23,000                           | 800000                                                       | 25,000                           | 25,000                             |                                 |
| 156,462               | 199,865                          | 255,070                          |                                                              | 308,477                          | 308,477                            | -                               |
|                       |                                  | 4,452                            | 880001                                                       | 4,452                            | 4,452                              |                                 |
| 114,826               | 128,494                          | 77,380                           | 880001                                                       | 98,574                           | 98,574                             | -                               |
| \$ 271,288            | \$ 328,359                       | \$ 336,902                       |                                                              | \$ 411,503                       | \$ 411,503                         | \$ -                            |
|                       |                                  |                                  | <b>Total Requirements</b>                                    |                                  |                                    |                                 |



City of Warrenton  
Budget Document

Warrenton Marina Fund 010 (461)

| Historical Data             |                   |                   | Budget for Fiscal Year<br>7/1/2021- 6/30/2022 |                                         |                   |                   |
|-----------------------------|-------------------|-------------------|-----------------------------------------------|-----------------------------------------|-------------------|-------------------|
| Actual                      | Adopted           |                   | Resources                                     | Proposed by                             | Approved by       | Adopted by        |
| FYE 6/30/19                 | Budget            |                   | and                                           | Budget                                  | Budget            | Governing         |
| FYE 6/30/20                 | FYE 6/30/21       |                   | Requirements                                  | Officer                                 | Committee         | Body              |
| <b>Resources</b>            |                   |                   |                                               |                                         |                   |                   |
| \$ 195,212                  | \$ 157,790        | \$ 145,000        | 300000                                        | Beginning Working Capital               | \$ 265,000        | \$ 265,000        |
| 239,006                     | 274,053           | 270,000           | 347801                                        | Annual Moorage Rentals                  | 280,000           | 280,000           |
| 42,643                      | 32,327            | 25,000            | 347802                                        | Transient Daily Moorage                 | 45,000            | 45,000            |
| 44,721                      | 47,176            | 55,000            | 347803                                        | Utilities                               | 53,000            | 53,000            |
| 27,289                      | 34,362            | 20,000            | 347804                                        | Dry Storage                             | 30,000            | 30,000            |
| 27,665                      | 31,040            | 30,000            | 347805                                        | Launch Ramp                             | 35,000            | 35,000            |
| 16,475                      | 17,175            | 15,000            | 347806                                        | Hoist                                   | 20,000            | 20,000            |
| 31,692                      | 22,553            | 25,000            | 347808                                        | Monthly Moorage                         | 25,000            | 25,000            |
| 21,120                      | 22,070            | 25,000            | 347810                                        | Parking                                 | 27,000            | 27,000            |
| 11,030                      | 13,160            | 6,000             | 347812                                        | Overnight Stays                         | 12,000            | 12,000            |
| 6,060                       | 5,760             | 6,000             | 347813                                        | Liveaboard Fees                         | 4,500             | 4,500             |
| 14,100                      | 10,500            | 8,000             | 347814                                        | Work Slip                               | 10,000            | 10,000            |
| 2,900                       | 9,850             | 4,000             | 347816                                        | Pier Use                                | 10,000            | 10,000            |
| 41,666                      | 38,293            | 45,000            | 347818                                        | Facilities Fee                          | 45,000            | 45,000            |
|                             |                   | 1,000             | 347819                                        | Fisherman's/Farmer's Market             | 1,000             | 1,000             |
| 9,115                       | 5,826             |                   | 360000                                        | Miscellaneous                           | 2,500             | 2,500             |
| 12,818                      | 15,435            | 7,000             | 361000                                        | Interest Earnings                       | 5,000             | 5,000             |
| 29,978                      | 29,188            | 29,226            | 363000                                        | Leases                                  | 29,538            | 29,538            |
|                             | 340               |                   | 331500                                        | CRF Grant                               |                   |                   |
| <u>773,490</u>              | <u>766,898</u>    | <u>716,226</u>    | <b>Total Resources</b>                        |                                         | <u>899,538</u>    | <u>899,538</u>    |
|                             |                   |                   |                                               |                                         |                   | -                 |
| <b>Requirements</b>         |                   |                   |                                               |                                         |                   |                   |
| Personnel Services-Marinas: |                   |                   |                                               |                                         |                   |                   |
| 166,934                     | 167,326           | 163,750           | 110000                                        | Regular Salaries                        | 205,500           | 205,500           |
| 4,004                       | 4,064             | 8,000             | 110001                                        | Overtime                                | 8,000             | 8,000             |
| 5,931                       |                   |                   | 110002                                        | Temporary/Seasonal Salaries             | 10,000            | 10,000            |
| 13,173                      | 12,742            | 13,139            | 141000                                        | FICA                                    | 17,098            | 17,098            |
| 4,609                       | 3,965             | 5,602             | 142000                                        | Workers Compensation                    | 8,014             | 8,014             |
| 674                         | 327               | 172               | 143000                                        | Unemployment                            | 224               | 224               |
| 33,120                      | 40,244            | 40,514            | 144000                                        | Retirement                              | 57,600            | 57,600            |
| 37,758                      | 39,956            | 33,147            | 145000                                        | Health Insurance                        | 58,514            | 58,514            |
| 306                         | 270               | 257               | 146000                                        | Life Insurance                          | 320               | 320               |
| 544                         | 535               | 531               | 149000                                        | Long Term Disability                    | 538               | 538               |
| 43,570                      | 45,648            | 46,976            | 199999                                        | Personnel services overhead (.3988 FTE) | 47,597            | 47,597            |
| <u>\$ 310,625</u>           | <u>\$ 315,078</u> | <u>\$ 312,088</u> | <b>Total Personnel Services</b>               |                                         | <u>\$ 413,405</u> | <u>\$ 413,405</u> |
|                             |                   | 3.2549            | <b>Total Full-Time Equivalent (FTE)</b>       |                                         | 3.8512            | 3.8512            |
|                             |                   |                   |                                               |                                         |                   | \$ -              |

City of Warrenton  
Budget Document

Warrenton Marina Fund 010 (461)

| Historical Data                 |                   |                   | Budget for Fiscal Year<br>7/1/2021- 6/30/2022 |                                       |                                   |
|---------------------------------|-------------------|-------------------|-----------------------------------------------|---------------------------------------|-----------------------------------|
| Actual                          | Adopted           | Resources         | Proposed by                                   | Approved by                           | Adopted by                        |
| FYE 6/30/19                     | FYE 6/30/20       | and               | Budget                                        | Budget                                | Governing                         |
|                                 | Budget            | Requirements      | Officer                                       | Committee                             | Body                              |
| FYE 6/30/21                     |                   |                   |                                               |                                       |                                   |
| <b>Requirements</b>             |                   |                   |                                               |                                       |                                   |
| Materials and Services-Marinas: |                   |                   |                                               |                                       |                                   |
| \$ 1,239                        | \$ 1,204          | \$ 3,000          | 210000                                        | Office Supplies                       | \$ 3,000 \$ 3,000                 |
| 642                             | 611               | 1,000             | 211000                                        | Postage                               | 1,000 1,000                       |
| 923                             | 816               | 3,000             | 223001                                        | Janitorial Supplies                   | 4,000 4,000                       |
| 1,361                           | 634               | 2,000             | 223004                                        | Uniforms                              | 2,000 2,000                       |
| 56                              | 893               | 500               | 310000                                        | Printing/Advertising                  | 500 500                           |
| 249                             | 215               | 500               | 320000                                        | Dues/Meetings/Training/Travel         | 500 500                           |
| 38,650                          | 37,939            | 50,000            | 340000                                        | Electricity                           | 45,000 45,000                     |
| 1,406                           | 919               | 2,000             | 340001                                        | Natural Gas                           | 2,000 2,000                       |
| 3,543                           | 3,443             | 4,000             | 340002                                        | Communications                        | 4,000 4,000                       |
| 9,494                           | 10,180            | 10,000            | 340005                                        | Water                                 | 12,000 12,000                     |
| 2,237                           | 2,369             | 5,000             | 340006                                        | Sewer                                 | 5,000 5,000                       |
| 447                             | 474               | 1,000             | 340007                                        | Storm Sewer                           | 1,000 1,000                       |
| 30,083                          | 30,367            | 30,000            | 340008                                        | Sanitation                            | 30,000 30,000                     |
| 2,831                           | 1,868             | 3,000             | 362000                                        | Gasoline/Oil/Lubricants               | 3,000 3,000                       |
| 427                             | (110)             | 4,000             | 366000                                        | Equipment Maintenance                 | 4,000 4,000                       |
| 48,178                          | 36,364            | 50,000            | 371000                                        | Repair and Maintenance                | 55,000 55,000                     |
|                                 |                   |                   | 375000                                        | Map expenses                          |                                   |
|                                 |                   | 1,000             | 375100                                        | Fisherman's/Farmer's Market           | 1,000 1,000                       |
| 235                             | 820               | 2,500             | 380000                                        | Professional Services                 | 3,000 3,000                       |
| 6,243                           | 7,460             | 7,500             | 380005                                        | Pay Station & Merchant Fees           | 8,000 8,000                       |
| 6,594                           | 6,572             | 7,000             | 380010                                        | Submerged Land Lease                  | 7,000 7,000                       |
| 2,573                           | 2,579             | 4,500             | 380020                                        | Computer and Software support         |                                   |
| 1,447                           | 1,850             | 2,000             | 380040                                        | Transient Room Tax                    | 2,500 2,500                       |
| 454                             | 269               |                   | 380050                                        | Non-capital Equipment                 |                                   |
| 30,761                          | 31,356            | 33,209            | 390090                                        | Overhead Cost (Indirect Allocation)   | 34,739 34,739                     |
|                                 |                   |                   | 410000                                        | Permits and fees                      |                                   |
| <u>\$ 190,075</u>               | <u>\$ 179,093</u> | <u>\$ 226,709</u> |                                               | <b>Total Materials and Services</b>   | <u>\$ 228,239 \$ 228,239 \$ -</u> |
|                                 |                   |                   |                                               | Transfers to Other Funds:             |                                   |
| 115,000                         | 100,000           | 20,000            | 860012                                        | Marina Capital Reserve Fund           | 100,000 100,000                   |
| <u>115,000</u>                  | <u>100,000</u>    | <u>20,000</u>     |                                               | <b>Total Transfers to Other Funds</b> | <u>100,000 100,000 -</u>          |
| -                               | -                 | 100,000           | 800000                                        | Contingency                           | 110,000 110,000                   |
| 615,700                         | 594,171           | 658,797           |                                               | <b>Total Expenditures</b>             | 851,644 851,644 -                 |
| 157,790                         | 172,727           | 57,429            |                                               | <b>Ending Fund Balance</b>            | 47,894 47,894 -                   |
| <u>\$ 773,490</u>               | <u>\$ 766,898</u> | <u>\$ 716,226</u> |                                               | <b>Total Requirements</b>             | <u>\$ 899,538 \$ 899,538 \$ -</u> |

City of Warrenton  
Budget Document

Established by Resolution No. 2018

**Warrenton Marina Fund Capital Reserve Fund 012 (461)**

To accumulate funds for capital  
improvements at the Warrenton Marina

Review Year: 2023

| Historical Data            |                   |                   | Budget for Fiscal Year<br>7/1/2021- 6/30/2022 |                                                                 |                                    |                                 |
|----------------------------|-------------------|-------------------|-----------------------------------------------|-----------------------------------------------------------------|------------------------------------|---------------------------------|
| Actual                     |                   | Adopted<br>Budget | Resources<br>and<br>Requirements              | Proposed by<br>Budget<br>Officer                                | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| FYE 6/30/19                | FYE 6/30/20       | FYE 6/30/21       |                                               |                                                                 |                                    |                                 |
| <b><u>Resources</u></b>    |                   |                   |                                               |                                                                 |                                    |                                 |
| \$ 169,400                 | \$ 282,175        | \$ 382,175        | 300000                                        | Beginning Fund Balance                                          | \$ 402,175                         | \$ 402,175                      |
| 115,000                    | 100,000           | 20,000            | 391030                                        | Transfers from Other Funds:<br>Warrenton Marina Fund-operations | 100,000                            | 100,000                         |
| <u>284,400</u>             | <u>382,175</u>    | <u>402,175</u>    |                                               | <b>Total Resources</b>                                          | <u>502,175</u>                     | <u>502,175</u>                  |
| <b><u>Requirements</u></b> |                   |                   |                                               |                                                                 |                                    |                                 |
| 2,225                      |                   |                   | 620002                                        | Capital Outlay-Marinas:<br>Commercial Work Pier Improvements    | 325,000                            | 325,000                         |
|                            |                   |                   | 620009                                        | E Dock Pile Replacement Project                                 | 40,000                             | 40,000                          |
|                            |                   |                   | 620010                                        | Inner Basin Lighting Project                                    | 20,000                             | 20,000                          |
| <u>2,225</u>               | <u>-</u>          | <u>-</u>          |                                               | <b>Total Capital Outlay</b>                                     | <u>385,000</u>                     | <u>385,000</u>                  |
| 2,225                      | -                 | -                 |                                               | <b>Total Expenditures</b>                                       | 385,000                            | 385,000                         |
| 282,175                    | 382,175           | 402,175           | 880001                                        | Reserved for future expenditures                                | 117,175                            | 117,175                         |
| <u>\$ 284,400</u>          | <u>\$ 382,175</u> | <u>\$ 402,175</u> |                                               | <b>Total Requirements</b>                                       | <u>\$ 502,175</u>                  | <u>\$ 502,175</u>               |

City of Warrenton  
Budget Document

Hammond Marina Fund 011 (461)

| Historical Data       |                   |                                  | Resources<br>and<br>Requirements | Budget for Fiscal Year<br>7/1/2021 - 6/30/2022 |                                    |                                 |
|-----------------------|-------------------|----------------------------------|----------------------------------|------------------------------------------------|------------------------------------|---------------------------------|
| Actual<br>FYE 6/30/19 | FYE 6/30/20       | Adopted<br>Budget<br>FYE 6/30/21 |                                  | Proposed by<br>Budget<br>Officer               | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| <b>Resources</b>      |                   |                                  |                                  |                                                |                                    |                                 |
| \$ 122,905            | \$ 149,169        | \$ 160,000                       | 300000                           | Beginning Working Capital                      | \$ 250,000                         | \$ 250,000                      |
|                       |                   |                                  | 334602                           | OSMB Grant - Operating                         |                                    |                                 |
| 102,338               | 105,354           | 75,000                           | 347801                           | Annual Moorage Rentals                         | 110,000                            | 110,000                         |
| 11,080                | 13,590            | 10,000                           | 347802                           | Transient Daily Moorage                        | 15,000                             | 15,000                          |
| 2,448                 | 1,249             | 1,000                            | 347803                           | Utilities                                      | 1,000                              | 1,000                           |
|                       |                   |                                  | 347804                           | Boat Storage                                   |                                    |                                 |
| 97,500                | 109,730           | 60,000                           | 347805                           | Launch Fees                                    | 95,000                             | 95,000                          |
| 19,800                | 13,975            | 10,000                           | 347808                           | Monthly Moorage                                | 15,000                             | 15,000                          |
| 26,775                | 36,990            | 20,000                           | 347810                           | Parking                                        | 25,000                             | 25,000                          |
| 52,780                | 59,340            | 25,000                           | 347812                           | Overnight Stays                                | 50,000                             | 50,000                          |
| 14,610                | 14,708            | 7,500                            | 347818                           | Facilities Fee                                 | 15,000                             | 15,000                          |
| 4,191                 | 4,376             |                                  | 360000                           | Miscellaneous                                  | 3,000                              | 3,000                           |
| 21,325                | 21,741            | 12,000                           | 361000                           | Interest Earnings                              | 9,000                              | 9,000                           |
|                       | 240               |                                  | 331500                           | CRF Grant                                      |                                    |                                 |
| 13,141                | 13,101            | 12,901                           | 363000                           | Lease Receipts                                 | 13,548                             | 13,548                          |
| <b>488,894</b>        | <b>543,563</b>    | <b>393,401</b>                   |                                  | <b>Total Resources</b>                         | <b>601,548</b>                     | <b>601,548</b>                  |
| <b>Requirements</b>   |                   |                                  |                                  |                                                |                                    |                                 |
|                       |                   |                                  |                                  | Personnel Services-Marinas:                    |                                    |                                 |
| 111,012               | 117,887           | 88,000                           | 110000                           | Regular Salaries                               | 114,750                            | 114,750                         |
| 3,827                 | 5,639             | 8,000                            | 110001                           | Overtime                                       | 8,000                              | 8,000                           |
| 5,930                 |                   | 3,000                            | 110002                           | Temporary/Seasonal Salaries                    | 10,000                             | 10,000                          |
| 9,003                 | 9,187             | 7,574                            | 141000                           | FICA                                           | 10,155                             | 10,155                          |
| 3,083                 | 2,846             | 3,223                            | 142000                           | Workers Compensation                           | 4,757                              | 4,757                           |
| 461                   | 236               | 99                               | 143000                           | Unemployment                                   | 133                                | 133                             |
| 22,039                | 29,009            | 23,583                           | 144000                           | Retirement                                     | 33,057                             | 33,057                          |
| 24,926                | 28,504            | 17,772                           | 145000                           | Health Insurance                               | 32,647                             | 32,647                          |
| 203                   | 193               | 138                              | 146000                           | Life Insurance                                 | 179                                | 179                             |
| 360                   | 383               | 284                              | 149000                           | Long Term Disability                           | 300                                | 300                             |
| 28,969                | 32,135            | 25,163                           | 199999                           | Personnel services overhead (.2228 FTE)        | 26,592                             | 26,592                          |
| <b>\$ 209,813</b>     | <b>\$ 226,017</b> | <b>\$ 176,836</b>                |                                  | <b>Total Personnel Services</b>                | <b>\$ 240,570</b>                  | <b>\$ 240,570</b>               |
|                       |                   | 1.7451                           |                                  | Total Full-Time Equivalent (FTE)               | 2.1488                             | 2.1488                          |

City of Warrenton  
Budget Document

Hammond Marina Fund 011 (461)

| Historical Data                 |                   |                                  | Resources<br>and<br>Requirements | Budget for Fiscal Year<br>7/1/2021 - 6/30/2022 |                                    |                                 |
|---------------------------------|-------------------|----------------------------------|----------------------------------|------------------------------------------------|------------------------------------|---------------------------------|
| Actual<br>FYE 6/30/19           | FYE 6/30/20       | Adopted<br>Budget<br>FYE 6/30/21 |                                  | Proposed by<br>Budget<br>Officer               | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| <b>Requirements</b>             |                   |                                  |                                  |                                                |                                    |                                 |
| Materials and Services-Marinas: |                   |                                  |                                  |                                                |                                    |                                 |
| \$ 1,229                        | \$ 1,020          | \$ 1,000                         | 210000                           | Office Supplies                                | \$ 1,200                           | \$ 1,200                        |
| 152                             | 124               | 1,000                            | 211000                           | Postage                                        | 1,000                              | 1,000                           |
|                                 | 30                |                                  | 223000                           | General Supplies/Small Tools                   |                                    |                                 |
| 1,363                           | 2,061             | 2,000                            | 223001                           | Janitorial Supplies                            | 2,500                              | 2,500                           |
| 1,361                           | 751               | 2,000                            | 223004                           | Uniforms                                       | 2,000                              | 2,000                           |
| 31                              | 289               | 1,000                            | 310000                           | Printing/Advertising                           | 500                                | 500                             |
| 249                             | 145               | 500                              | 320000                           | Dues/Meetings/Training/Travel                  | 500                                | 500                             |
| 5,196                           | 3,678             | 6,000                            | 340000                           | Electricity                                    | 5,000                              | 5,000                           |
| 1,707                           | 2,776             | 3,500                            | 340002                           | Communications                                 | 3,500                              | 3,500                           |
| 4,183                           | 4,538             | 8,000                            | 340005                           | Water                                          | 8,000                              | 8,000                           |
| 3,953                           | 4,358             | 8,000                            | 340006                           | Sewer                                          | 8,000                              | 8,000                           |
| 791                             | 871               | 2,000                            | 340007                           | Storm Sewer                                    | 1,000                              | 1,000                           |
| 18,796                          | 14,549            | 20,000                           | 340008                           | Sanitation                                     | 20,000                             | 20,000                          |
| 1,935                           | 1,678             | 2,500                            | 362000                           | Gasoline/Oil/Lubricants                        | 2,000                              | 2,000                           |
| 531                             | (136)             |                                  | 366000                           | Equipment Maintenance                          |                                    |                                 |
| 19,600                          | 18,185            | 40,000                           | 371000                           | Repair and Maintenance                         | 45,000                             | 45,000                          |
|                                 |                   |                                  | 375000                           | MAP expenses                                   |                                    |                                 |
| 141                             | 379               | 5,000                            | 380000                           | Professional Services                          |                                    |                                 |
| 5,757                           | 6,700             | 7,000                            | 380005                           | Merchant Fees                                  | 7,000                              | 7,000                           |
| 4,182                           | 4,187             | 4,000                            | 380020                           | Computer and Software Support                  | 4,000                              | 4,000                           |
| 6,956                           | 8,343             | 5,000                            | 380040                           | Transient Room Tax                             | 9,000                              | 9,000                           |
| 2,221                           | 1,319             |                                  | 380050                           | Non-capital Equipment                          | 2,000                              | 2,000                           |
| 45                              | 889               | 1,000                            | 390000                           | Miscellaneous                                  |                                    |                                 |
| 1,080                           | 1,112             | 1,500                            | 410000                           | Permits and fees                               | 1,500                              | 1,500                           |
| 20,452                          | 22,073            | 17,805                           | 390090                           | Overhead Cost (Indirect Allocation)            | 19,382                             | 19,382                          |
| <b>\$ 101,911</b>               | <b>\$ 99,920</b>  | <b>\$ 138,805</b>                |                                  | <b>Total Materials and Services</b>            | <b>\$ 143,082</b>                  | <b>\$ 143,082</b>               |
|                                 |                   |                                  |                                  | Transfers to Other Funds:                      |                                    |                                 |
| 28,000                          | 36,850            | -                                | 860013                           | Hammond Marina Cap. Reserve-operations         | 100,000                            | 100,000                         |
| 28,000                          | 36,850            | -                                |                                  | Total Transfers                                | 100,000                            | 100,000                         |
|                                 |                   |                                  |                                  | Not allocated:                                 |                                    |                                 |
| -                               | -                 | 77,760                           | 800000                           | Contingency                                    | 80,000                             | 80,000                          |
| <b>339,724</b>                  | <b>362,787</b>    | <b>393,401</b>                   |                                  | <b>Total Expenditures</b>                      | <b>563,652</b>                     | <b>563,652</b>                  |
| <b>149,169</b>                  | <b>180,776</b>    | <b>-</b>                         | 880001                           | Ending Fund Balance                            | <b>37,896</b>                      | <b>37,896</b>                   |
| <b>\$ 488,894</b>               | <b>\$ 543,563</b> | <b>\$ 393,401</b>                |                                  | <b>Total Requirements</b>                      | <b>\$ 601,548</b>                  | <b>\$ 601,548</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<br>7/1/2021 - 6/30/2022 |                                                     |                     |                   |
|-------------------|-------------------|-----------------------|------------------------------------------------|-----------------------------------------------------|---------------------|-------------------|
| Actual            |                   | Adopted               | Resources<br>and<br>Requirements               | Proposed by                                         | Approved by         | Adopted by        |
| FYE 6/30/19       | FYE 6/30/20       | Budget<br>FYE 6/30/21 |                                                | Budget<br>Officer                                   | Budget<br>Committee | Governing<br>Body |
|                   |                   |                       | <b>Resources</b>                               |                                                     |                     |                   |
| \$ 639,475        | \$ 760,384        | \$ 862,000            | 300000                                         | Beginning Fund Balance                              | \$ 650,000          | \$ 650,000        |
| \$ 4,692          | \$ 50,771         | \$ 35,000             | 334000                                         | Clatsop County TRT Tourism Cont                     | \$ 40,000           | \$ 40,000         |
| 159,400           | 131,300           | 165,000               | 364000                                         | Transient Room Tax                                  | 150,000             | 150,000           |
|                   |                   |                       | Transfers from Other Funds:                    |                                                     |                     |                   |
| 28,000            | 36,850            |                       | 391030                                         | Hammond Marina Fund-operations                      | 100,000             | 100,000           |
| <u>831,567</u>    | <u>979,305</u>    | <u>1,062,000</u>      | <b>Total Resources</b>                         |                                                     | <u>940,000</u>      | <u>940,000</u>    |
|                   |                   |                       | <b>Requirements</b>                            |                                                     |                     |                   |
| 2,134             | 8,441             |                       | 620009                                         | Capital Outlay-Marinas:<br>Marina Acquisition Costs |                     |                   |
| 1,935             |                   |                       | 620010                                         | Bank Stabilization Project                          |                     |                   |
| 67,114            | 41,167            | 840,000               | 620007                                         | Hammond Marina Dredging                             | 398,000             | 398,000           |
| <u>71,183</u>     | <u>49,608</u>     | <u>840,000</u>        | Total Capital Outlay                           |                                                     | <u>398,000</u>      | <u>398,000</u>    |
| 71,183            | 49,608            | 840,000               | Total Expenditures                             |                                                     | 398,000             | 398,000           |
| 760,384           | 929,697           | 222,000               | Ending Fund Balance                            |                                                     | 542,000             | 542,000           |
| <u>\$ 831,567</u> | <u>\$ 979,305</u> | <u>\$ 1,062,000</u>   | <b>Total Requirements</b>                      |                                                     | <u>\$ 940,000</u>   | <u>\$ 940,000</u> |

City of Warrenton  
Budget Document

Water Fund 025 (430)

| Historical Data                  |                       |                                  | Budget for Fiscal Year<br>7/1/2021 - 6/30/2022 |                                  |                                    |                                 |
|----------------------------------|-----------------------|----------------------------------|------------------------------------------------|----------------------------------|------------------------------------|---------------------------------|
| Actual<br>FYE 6/30/19            | Actual<br>FYE 6/30/20 | Adopted<br>Budget<br>FYE 6/30/21 | Resources<br>and<br>Requirements               | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| <b>Resources</b>                 |                       |                                  |                                                |                                  |                                    |                                 |
| \$1,337,636                      | \$1,857,462           | \$2,200,000                      | 300000 Beginning Fund Balance                  | \$2,900,000                      | \$ 2,900,000                       |                                 |
|                                  |                       | 2,500,000                        | 334250 Loan Proceeds-IFA S17012                | 2,500,000                        | 2,500,000                          |                                 |
| 134,065                          |                       |                                  | 334255 Loan Proceeds-IFA Meters S17016         |                                  |                                    |                                 |
| 51,342                           | 54,422                | 30,000                           | 340025 Connection Charges                      | 70,000                           | 70,000                             |                                 |
| 1,957,322                        | 2,385,000             | 1,962,000                        | 344000 Utilities - in city                     | 2,418,876                        | 2,418,876                          |                                 |
| 1,290,983                        | 1,316,922             | 1,170,000                        | 344500 Utilities - outside city                | 1,396,071                        | 1,396,071                          |                                 |
|                                  |                       | -                                | Rate increase: in and outside city 0%          |                                  |                                    |                                 |
| 19,620                           | 16,524                | 20,000                           | 345000 Late Fees                               | 20,000                           | 20,000                             |                                 |
| 33,297                           | 23,859                | 30,000                           | 346000 Door Hanger Fees                        | 30,000                           | 30,000                             |                                 |
| 14,760                           | 11,400                | 14,000                           | 347000 Shut Off Fees                           | 12,000                           | 12,000                             |                                 |
| 5,810                            | 7,050                 | 6,000                            | 348000 Service Calls - in city                 | 6,000                            | 6,000                              |                                 |
| 2,870                            | 4,030                 | 3,000                            | 348500 Service Calls - outside city            | 3,000                            | 3,000                              |                                 |
| 1,500                            | 1,470                 | 1,500                            | 349000 NSF Fees                                | 1,500                            | 1,500                              |                                 |
| 9,667                            | 9,562                 |                                  | 360000 Miscellaneous                           |                                  |                                    |                                 |
| 80,265                           | 88,337                | 30,000                           | 361000 Interest Earnings                       | 35,000                           | 35,000                             |                                 |
|                                  | 920                   |                                  | 331500 CRF Grant                               |                                  |                                    |                                 |
| 39                               |                       |                                  | 366000 Proceeds from Sale of Assets            |                                  |                                    |                                 |
| <u>4,939,175</u>                 | <u>5,776,958</u>      | <u>7,966,500</u>                 | <b>Total Resources</b>                         | <u>9,392,447</u>                 | <u>9,392,447</u>                   | <u>-</u>                        |
| <b>Requirements</b>              |                       |                                  |                                                |                                  |                                    |                                 |
| Personnel Services-Public Works: |                       |                                  |                                                |                                  |                                    |                                 |
| 472,953                          | 422,606               | 454,510                          | 110000 Regular Salaries                        | 520,000                          | 520,000                            |                                 |
| 16,974                           | 24,574                | 37,740                           | 110001 Overtime                                | 28,000                           | 28,000                             |                                 |
| 36,057                           | 32,765                | 37,657                           | 141000 FICA                                    | 41,922                           | 41,922                             |                                 |
| 12,444                           | 11,178                | 13,539                           | 142000 Workers Compensation                    | 16,642                           | 16,642                             |                                 |
| 1,845                            | 839                   | 492                              | 143000 Unemployment                            | 548                              | 548                                |                                 |
| 114,881                          | 119,633               | 141,707                          | 144000 Retirement                              | 159,628                          | 159,628                            |                                 |
| 128,318                          | 109,790               | 130,239                          | 145000 Health Insurance                        | 170,680                          | 170,680                            |                                 |
| 618                              | 423                   | 595                              | 146000 Life Insurance                          | 655                              | 655                                |                                 |
| 1,488                            | 1,241                 | 1,408                            | 149000 Long Term Disability                    | 1,306                            | 1,306                              |                                 |
| 166,063                          | 163,777               | 186,195                          | 199999 Personnel services overhead(1.5909 FTE) | 189,895                          | 189,895                            |                                 |
| <u>\$ 951,640</u>                | <u>\$ 886,826</u>     | <u>\$1,004,082</u>               | <b>Total Personnel Services</b>                | <u>\$ 1,129,276</u>              | <u>\$ 1,129,276</u>                | <u>\$ -</u>                     |
|                                  |                       | 7.3792                           | <b>Total Full-Time Equivalent (FTE)</b>        | 8.6377                           | 8.6377                             |                                 |

City of Warrenton  
Budget Document

Water Fund 025 (430)

Budget for Fiscal Year  
7/1/2021 - 6/30/2022

| Historical Data               |             |                                  | Resources<br>and<br>Requirements             | Budget for Fiscal Year<br>7/1/2021 - 6/30/2022 |                                    |                                 |
|-------------------------------|-------------|----------------------------------|----------------------------------------------|------------------------------------------------|------------------------------------|---------------------------------|
| Actual<br>FYE 6/30/19         | FYE 6/30/20 | Adopted<br>Budget<br>FYE 6/30/21 |                                              | Proposed by<br>Budget<br>Officer               | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| <b>Requirements</b>           |             |                                  |                                              |                                                |                                    |                                 |
| Public Works                  |             |                                  |                                              |                                                |                                    |                                 |
| Distribution System:          |             |                                  |                                              |                                                |                                    |                                 |
| Materials and Services: (430) |             |                                  |                                              |                                                |                                    |                                 |
| \$ 1,571                      | \$ 1,545    | \$ 2,100                         | 210000 Office Supplies                       | \$ 2,100                                       | \$ 2,100                           |                                 |
| 2,268                         | 2,219       | 5,100                            | 211000 Postage                               | 5,100                                          | 5,100                              |                                 |
| 7,803                         | 5,925       | 8,000                            | 223000 General Supplies                      | 8,000                                          | 8,000                              |                                 |
| 1,081                         | 876         | 800                              | 223001 Janitorial Supplies                   | 800                                            | 800                                |                                 |
| 46                            | 244         | 1,200                            | 223002 Chemical Supplies                     | 1,200                                          | 1,200                              |                                 |
| 1,896                         | 380         | 1,200                            | 223004 Uniforms                              | 1,200                                          | 1,200                              |                                 |
| 2,332                         | 1,817       | 2,000                            | 223005 Safety                                | 2,000                                          | 2,000                              |                                 |
| 1,107                         | 1,030       | 3,000                            | 310000 Printing/Advertising                  | 3,000                                          | 3,000                              |                                 |
| 5,211                         | 3,298       | 5,000                            | 320000 Dues/Meetings/Training/Travel         | 5,000                                          | 5,000                              |                                 |
| 4,162                         | 4,615       | 4,500                            | 340000 Electricity                           | 4,500                                          | 4,500                              |                                 |
| 4,983                         | 4,615       | 5,500                            | 340002 Communications                        | 5,500                                          | 5,500                              |                                 |
| 323                           | 296         | 800                              | 340005 Water                                 | 800                                            | 800                                |                                 |
| 273                           | 276         | 800                              | 340006 Sewer                                 | 800                                            | 800                                |                                 |
| 55                            | 55          | 200                              | 340007 Storm Sewer                           | 200                                            | 200                                |                                 |
| 4,045                         | 3,317       | 4,900                            | 340008 Sanitation                            | 4,900                                          | 4,900                              |                                 |
| 4,242                         | 4,262       | 6,000                            | 360000 Bank Fees/Credit Cards                | 6,000                                          | 6,000                              |                                 |
| 8,977                         | 7,292       | 11,000                           | 362000 Gasoline/Oil/Lubricants               | 11,000                                         | 11,000                             |                                 |
| 26,632                        | 13,889      | 16,000                           | 366000 Equipment Maintenance                 | 25,000                                         | 25,000                             |                                 |
| 41,894                        | 65,198      | 60,000                           | 371000 Construction and Materials            | 120,000                                        | 120,000                            |                                 |
| 5,142                         | 4,548       | 12,800                           | 371001 Rock                                  | 12,800                                         | 12,800                             |                                 |
| 80,207                        | 22,537      | 30,000                           | 371004 Water Meter Replacement               | 30,000                                         | 30,000                             |                                 |
| 723                           | 135         | 20,000                           | 378000 Building Maintenance                  | 20,000                                         | 20,000                             |                                 |
| 18,645                        | 41,627      | 80,000                           | 380000 Professional Services                 | 80,000                                         | 80,000                             |                                 |
| 11,773                        | 17,272      | 28,370                           | 380005 Professional Services-online payments | 28,370                                         | 28,370                             |                                 |
| 11,027                        | 11,433      | 12,856                           | 380006 Professional Services-utility billing | 12,856                                         | 12,856                             |                                 |
| 1,601                         |             |                                  | 380008 Professional Services-water meter     |                                                |                                    |                                 |
| 10,160                        | 16,038      | 20,000                           | 380020 Computer and Software Support         | 20,000                                         | 20,000                             |                                 |
| 3,921                         | 1,294       | 6,000                            | 380050 Non-capital Equipment                 | 6,000                                          | 6,000                              |                                 |
| 117,239                       | 112,499     | 131,648                          | 390090 Overhead Cost (Indirect Allocation)   | 138,512                                        | 138,512                            |                                 |
| 200                           |             | 1,000                            | 410000 Permits and Fees                      | 1,000                                          | 1,000                              |                                 |
| 58,720                        | 71,550      | 120,264                          | 420000 Franchise Fees (5%)                   | 123,363                                        | 123,363                            |                                 |
| 438,259                       | 420,084     | 601,038                          | Sub-total                                    | 680,001                                        | 680,001                            | -                               |

|                               |         |         |                                      |         |         |   |
|-------------------------------|---------|---------|--------------------------------------|---------|---------|---|
| Treatment Facility:           |         |         |                                      |         |         |   |
| Materials and Services: (435) |         |         |                                      |         |         |   |
| \$ 3,532                      |         | \$ 400  | 210000 Office Supplies               | \$ 400  | \$ 400  |   |
|                               | \$ 171  |         | 211000                               |         |         |   |
|                               | 3,386   | 3,000   | 223000 General Supplies              | 3,000   | 3,000   |   |
| 120                           | 580     | 700     | 223001 Janitorial Supplies           | 700     | 700     |   |
| 34,429                        | 43,205  | 60,000  | 223002 Chemical Supplies             | 60,000  | 60,000  |   |
|                               | 526     | 400     | 223004 Uniforms                      | 400     | 400     |   |
|                               |         | 3,000   | 223005 Safety Supplies               | 3,000   | 3,000   |   |
| 23                            | 836     | 1,000   | 310000 Printing/Advertising          | 1,000   | 1,000   |   |
| 350                           | 375     | 1,000   | 320000 Dues/Meetings/Training/Travel | 1,500   | 1,500   |   |
| 54,983                        | 58,709  | 60,000  | 340000 Electricity                   | 60,000  | 60,000  |   |
| 3,328                         | 2,727   | 5,000   | 340002 Communications                | 5,000   | 5,000   |   |
| 14,659                        | 14,869  | 16,000  | 340005 Water                         | 18,000  | 18,000  |   |
| 709                           | 532     | 1,000   | 362000 Gasoline/Oil/Lubricants       | 1,000   | 1,000   |   |
| 100,992                       | 81,088  | 150,000 | 366000 Equipment Maintenance         | 150,000 | 150,000 |   |
| 31,167                        | 3,747   | 230,000 | 371000 Repair and Maintenance        | 230,000 | 230,000 |   |
| 2,909                         | 3,258   | 3,500   | 380000 Professional Services         | 3,500   | 3,500   |   |
| 4,028                         | 2,809   | 4,500   | 380020 Computer and Software Support | 4,500   | 4,500   |   |
| 4,767                         | 7,749   | 6,000   | 380050 Non-capital Equipment         | 6,000   | 6,000   |   |
| 5,108                         | 30      | 3,500   | 410000 Permits and Fees              | 7,000   | 7,000   |   |
| 261,104                       | 224,595 | 549,000 | Sub-total                            | 555,000 | 555,000 | - |



City of Warrenton  
Budget Document

Water Fund 025 (430)

| Historical Data               |             |                   | Budget for Fiscal Year<br>7/1/2021 - 6/30/2022 |                                  |                                    |                                 |
|-------------------------------|-------------|-------------------|------------------------------------------------|----------------------------------|------------------------------------|---------------------------------|
| Actual                        |             | Adopted<br>Budget | Resources<br>and<br>Requirements               | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| FYE 6/30/19                   | FYE 6/30/20 | FYE 6/30/21       |                                                |                                  |                                    |                                 |
| <b>Requirements</b>           |             |                   |                                                |                                  |                                    |                                 |
| Raw Water:                    |             |                   |                                                |                                  |                                    |                                 |
| Materials and Services: (440) |             |                   |                                                |                                  |                                    |                                 |
| \$ 691                        | \$ 1,320    | \$ 2,000          | 223000 General Supplies                        | \$ 2,000                         | \$ 2,000                           |                                 |
| 103                           |             |                   | 223002 Chemical Supplies                       |                                  |                                    |                                 |
| 186                           |             |                   | 223005 Safety Supplies                         |                                  |                                    |                                 |
| 2,153                         | 2,351       | 3,500             | 340000 Electricity                             | 3,500                            | 3,500                              |                                 |
| 3,937                         | 2,815       | 5,000             | 362000 Gasoline/Oil/Lubricants                 | 5,000                            | 5,000                              |                                 |
| 12,486                        | 17,059      | 35,000            | 366000 Waterworks Maintenance                  | 25,000                           | 25,000                             |                                 |
| 6,979                         | 10,297      | 9,000             | 371000 Waterworks Repairs                      | 9,000                            | 9,000                              |                                 |
| 212                           | 4,814       | 100,000           | 380000 Professional Services                   | 30,000                           | 30,000                             |                                 |
| 374                           |             | 2,500             | 380050 Non-capital Equipment                   | 2,500                            | 2,500                              |                                 |
| 3,600                         | 1,478       | 3,000             | 410000 Permits and Fees                        | 3,000                            | 3,000                              |                                 |
|                               |             | 500               | 460000 Environmental Cleanup                   | 500                              | 500                                |                                 |
| 30,722                        | 40,134      | 160,500           | Sub-total                                      | 80,500                           | 80,500                             | -                               |
| South Water Reservoir:        |             |                   |                                                |                                  |                                    |                                 |
| Materials and Services: (445) |             |                   |                                                |                                  |                                    |                                 |
|                               | 23          |                   | 223005 Safety Supplies                         |                                  |                                    |                                 |
| 4,174                         | 6,531       | 8,500             | 340000 Electricity                             | 8,500                            | 8,500                              |                                 |
| 9,627                         | 16,306      | 17,000            | 340002 Communications                          | 17,000                           | 17,000                             |                                 |
| 2,225                         | 2,647       | 3,000             | 362000 Gasoline/Oil/Lubricants                 | 4,000                            | 4,000                              |                                 |
| 4,051                         | 2,978       | 10,000            | 366000 Waterworks Maintenance                  | 10,000                           | 10,000                             |                                 |
| 3,342                         | 726         | 5,000             | 371000 Waterworks Repairs                      | 5,000                            | 5,000                              |                                 |
|                               |             | 500               | 380050 Non-capital Equipment                   | 500                              | 500                                |                                 |
|                               | 64          | 100               | 410000 Permits & Fees                          | 100                              | 100                                |                                 |
| 23,419                        | 29,275      | 44,100            | Sub-total                                      | 45,100                           | 45,100                             | -                               |
| 753,503                       | 714,088     | 1,354,638         | Total Public Works Materials and Services      | 1,360,601                        | 1,360,601                          | -                               |
| Not allocated:                |             |                   |                                                |                                  |                                    |                                 |
| Debt Service:                 |             |                   |                                                |                                  |                                    |                                 |
| 451,105                       | 455,989     | 499,939           | Principal                                      | 575,337                          | 575,337                            |                                 |
| 168,187                       | 150,586     | 131,024           | Interest                                       | 110,488                          | 110,488                            |                                 |
| 619,291                       | 606,575     | 630,963           | Total Debt Service                             | 685,825                          | 685,825                            | -                               |
| Transfers to Other Funds:     |             |                   |                                                |                                  |                                    |                                 |
| 757,278                       | 424,489     | 1,560,000         | 860029 Water Fund Capital Reserve-operations   | 2,750,000                        | 2,750,000                          |                                 |
|                               |             | 2,500,000         | Water Fund Capital Reserve-Loan                | 2,500,000                        | 2,500,000                          |                                 |
| 757,278                       | 424,489     | 4,060,000         | Total Transfers to Other Funds                 | 5,250,000                        | 5,250,000                          | -                               |
| -                             | -           | 482,386           | 800000 Contingency                             | 500,000                          | 500,000                            |                                 |
| -                             | -           | 482,386           | Total Contingency                              | 500,000                          | 500,000                            | -                               |
| 3,081,712                     | 2,631,978   | 7,532,069         | Total Expenditures                             | 8,925,702                        | 8,925,702                          | -                               |
| 1,857,462                     | 3,144,980   | 434,431           | 880001 Ending Fund Balance                     | 466,745                          | 466,745                            | -                               |
| \$4,939,174                   | \$5,776,958 | \$7,966,500       | Total Requirements                             | \$9,392,447                      | \$ 9,392,447                       | \$ -                            |

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     |                     |                     | Budget for Fiscal Year<br>7/1/2021 - 6/30/2022    |                                  |                                    |                                 |
|---------------------|---------------------|---------------------|---------------------------------------------------|----------------------------------|------------------------------------|---------------------------------|
| Actual              |                     | Adopted<br>Budget   | Resources<br>and<br>Requirements                  | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| FYE 6/30/19         | FYE 6/30/20         | FYE 6/30/21         |                                                   |                                  |                                    |                                 |
|                     |                     |                     | <b>Resources</b>                                  |                                  |                                    |                                 |
| \$ 2,066,082        | \$ 2,813,615        | \$ 2,200,000        | 300000 Beginning Fund Balance                     | \$ 2,900,000                     | \$ 2,900,000                       |                                 |
|                     |                     |                     | Transfers from Other Funds:                       |                                  |                                    |                                 |
| 757,278             |                     | 2,500,000           | 391025 Water Fund Loans                           | 2,500,000                        | 2,500,000                          |                                 |
|                     | 424,489             | 1,560,000           | 391025 Water Fund Operations                      | 2,750,000                        | 2,750,000                          |                                 |
| <u>2,823,360</u>    | <u>3,238,104</u>    | <u>6,260,000</u>    | <b>Total Resources</b>                            | <u>8,150,000</u>                 | <u>8,150,000</u>                   | <u>-</u>                        |
|                     |                     |                     | <b>Requirements</b>                               |                                  |                                    |                                 |
|                     |                     |                     | Capital Outlay-Public Works                       |                                  |                                    |                                 |
|                     |                     |                     | 610026 Fortlift WTP                               | 18,000                           | 18,000                             |                                 |
|                     |                     |                     | 620095 Fuel Tank WTP                              | 25,000                           | 25,000                             |                                 |
|                     |                     |                     | 610024 Hoist Truck                                | 48,300                           | 48,300                             |                                 |
|                     |                     |                     | 610025 Vacuum Excavator Trailer                   | 15,000                           | 15,000                             |                                 |
|                     | 9,360               | 2,500,000           | 620075 Hammond Waterline Upgrades                 | 2,500,000                        | 2,500,000                          |                                 |
| 3,567               | 1,474               | 8,723               | 620091 Public Works Remodel                       |                                  |                                    |                                 |
| 1,074               | 1,118               | 58,000              | 620084 SW 4th Street (S Main Ave - SW Alder Ct)   | 58,000                           | 58,000                             |                                 |
|                     | 16,756              | 93,000              | 620085 SE Anchor (Harbor - SE 3rd St) Improvement |                                  |                                    |                                 |
|                     |                     | 25,000              | 620079 SCADA Improvement at South Water Reservoir |                                  |                                    |                                 |
|                     | 941,818             |                     | 620080 Water Treatment Plant Filter Replacement   |                                  |                                    |                                 |
| 5,104               |                     |                     | 620093 Automatic Gate at Public Works             |                                  |                                    |                                 |
|                     |                     | 993,000             | 620094 Replace Raw Water Pipe Downstream          | 900,000                          | 900,000                            |                                 |
|                     |                     |                     | 620011 SE Marlin 18" Waterline(SE 7th-E Harbor)   | 564,300                          | 564,300                            |                                 |
| <u>9,745</u>        | <u>970,526</u>      | <u>3,677,723</u>    | <b>Total Capital Outlay-Public Works</b>          | <u>4,128,600</u>                 | <u>4,128,600</u>                   | <u>-</u>                        |
| <u>9,745</u>        | <u>970,526</u>      | <u>3,677,723</u>    | <b>Total Expenditures</b>                         | <u>4,128,600</u>                 | <u>4,128,600</u>                   | <u>-</u>                        |
|                     |                     |                     | 880001 Reserved for Water Filter Replacement      |                                  |                                    |                                 |
|                     |                     | 467,013             | Replacement year 2027                             | 597,511                          | 597,511                            |                                 |
|                     |                     | 1,060,000           | 880001 Reserved for Water Reservoir Replacement   | 1,166,000                        | 1,166,000                          |                                 |
| 2,813,615           | 2,267,578           | 1,055,264           | 880001 Reserved for future projects               | 2,257,889                        | 2,257,889                          |                                 |
| <u>2,813,615</u>    | <u>2,267,578</u>    | <u>2,582,277</u>    | <b>Total Reserved for future expenditure</b>      | <u>4,021,400</u>                 | <u>4,021,400</u>                   | <u>-</u>                        |
| <u>\$ 2,823,360</u> | <u>\$ 3,238,104</u> | <u>\$ 6,260,000</u> | <b>Total Requirements</b>                         | <u>\$ 8,150,000</u>              | <u>\$ 8,150,000</u>                | <u>\$ -</u>                     |

City of Warrenton  
Budget Document

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

| Historical Data   |                   |                  | Budget for Fiscal Year<br>7/1/2021 - 6/30/2022 |                                                      |                     |                   |
|-------------------|-------------------|------------------|------------------------------------------------|------------------------------------------------------|---------------------|-------------------|
| Actual            | Adopted           |                  | Resources                                      | Proposed by                                          | Approved by         | Adopted by        |
| FYE 6/30/19       | FYE 6/30/20       | FYE 6/30/21      | and<br>Requirements                            | Budget<br>Officer                                    | Budget<br>Committee | Governing<br>Body |
|                   |                   |                  | <b><u>Resources</u></b>                        |                                                      |                     |                   |
| \$ 107,282        | \$ 100,715        | \$ 58,000        | 300000                                         | Beginning Working Capital                            | \$ 128,140          | \$ 128,140        |
| 66,012            | 69,367            | 30,000           | 339100                                         | Reimbursement Fee                                    | 104,000             | 104,000           |
| 2,421             | 1,713             | 500              | 361000                                         | Interest Earnings                                    | 800                 | 800               |
| <u>175,715</u>    | <u>171,795</u>    | <u>88,500</u>    | <b>Total Resources</b>                         | <u>232,940</u>                                       | <u>232,940</u>      | <u>-</u>          |
|                   |                   |                  | <b><u>Requirements</u></b>                     |                                                      |                     |                   |
| -                 | -                 | -                | 620000                                         | Capital Outlay-Public Works:<br>Improvements         |                     |                   |
| -                 | -                 | -                |                                                | Total Capital Outlay                                 | -                   | -                 |
| 75,000            | 80,000            | 58,000           | 801016                                         | Not allocated:<br>Debt Service:<br>Principal(G99001) |                     |                   |
|                   |                   |                  | 801017                                         | Interest                                             | -                   | -                 |
| <u>75,000</u>     | <u>80,000</u>     | <u>58,000</u>    |                                                | Total Debt Service                                   | -                   | -                 |
| -                 | -                 | -                | 800000                                         | Contingency                                          | -                   | -                 |
| 75,000            | 80,000            | 58,000           |                                                | Total Expenditures                                   | -                   | -                 |
| <u>100,715</u>    | <u>91,795</u>     | <u>30,500</u>    |                                                | Ending Fund Balance                                  | <u>232,940</u>      | <u>232,940</u>    |
| <u>\$ 175,715</u> | <u>\$ 171,795</u> | <u>\$ 88,500</u> |                                                | <b>Total Requirements</b>                            | <u>\$ 232,940</u>   | <u>\$ 232,940</u> |

City of Warrenton  
Budget Document

Storm Sewer Fund 028 (430)

| Historical Data  |                  |                   | Budget for Fiscal Year<br>7/1/2021 - 6/30/2022 |                                            |                              |                           |
|------------------|------------------|-------------------|------------------------------------------------|--------------------------------------------|------------------------------|---------------------------|
| Actual           | Adopted Budget   |                   | Resources and Requirements                     | Proposed by Budget Officer                 | Approved by Budget Committee | Adopted by Governing Body |
| FYE 6/30/19      | FYE 6/30/20      | FYE 6/30/21       |                                                |                                            |                              |                           |
|                  |                  |                   | <b>Resources</b>                               |                                            |                              |                           |
| \$ 596,394       | \$ 815,590       | \$1,100,000       | 300000                                         | Beginning Fund Balance                     | \$1,300,000                  | \$1,300,000               |
| 458,077          | 481,502          | 428,400           | 344000                                         | Utilities (20% of Sewer)                   | 489,220                      | 489,220                   |
|                  |                  |                   |                                                | Rate Increase (0%)                         |                              |                           |
| 1,260            | 435              |                   | 360000                                         | Miscellaneous                              |                              |                           |
| 13,889           | 17,740           | 5,000             | 361000                                         | Interest Earnings                          | 6,000                        | 6,000                     |
|                  | 150              |                   | 331500                                         | CRF Grant                                  |                              |                           |
| <u>1,069,620</u> | <u>1,315,417</u> | <u>1,533,400</u>  |                                                | <b>Total Resources</b>                     | <u>1,795,220</u>             | <u>1,795,220</u>          |
|                  |                  |                   | <b>Requirements</b>                            |                                            |                              |                           |
|                  |                  |                   | Personnel Services-Public Works                |                                            |                              |                           |
| 66,640           | 38,597           | 57,477            | 110000                                         | Regular Salaries                           | 35,859                       | 35,859                    |
| 109              |                  | 1,632             | 110001                                         | Overtime                                   | 2,500                        | 2,500                     |
| 4,176            | 1,089            | 5,391             | 110002                                         | Temporary/Seasonal Salaries                | 5,391                        | 5,391                     |
| 5,246            | 2,926            | 4,934             | 141000                                         | FICA                                       | 3,347                        | 3,347                     |
| 1,708            | 1,233            | 2,060             | 142000                                         | Workers Compensation                       | 1,208                        | 1,208                     |
| 269              | 75               | 65                | 143000                                         | Unemployment                               | 44                           | 44                        |
| 14,447           | 9,687            | 15,717            | 144000                                         | Retirement                                 | 10,647                       | 10,647                    |
| 16,500           | 9,109            | 16,116            | 145000                                         | Health Insurance                           | 11,684                       | 11,684                    |
| 78               | 43               | 67                | 146000                                         | Life Insurance                             | 44                           | 44                        |
| 203              | 116              | 178               | 149000                                         | Long Term Disability                       | 89                           | 89                        |
| 27,478           | 12,285           | 21,266            | 199999                                         | Personnel services overhead (.1155 FTE)    | 13,792                       | 13,792                    |
| <u>136,853</u>   | <u>75,160</u>    | <u>124,903</u>    |                                                | <b>Total Personnel Services</b>            | <u>84,605</u>                | <u>84,605</u>             |
|                  |                  | 1.0122            |                                                | Total Full-Time Equivalent (FTE)           | 0.6269                       | 0.6269                    |
|                  |                  |                   | Materials and Services-Public Works            |                                            |                              |                           |
| 244              | 280              | 400               | 210000                                         | Office Supplies                            | 400                          | 400                       |
| 313              | 313              | 400               | 211000                                         | Postage                                    | 400                          | 400                       |
| 1,443            | 1,157            | 2,000             | 223000                                         | General Supplies                           | 2,000                        | 2,000                     |
| 84               | 15               | 250               | 223001                                         | Janitorial                                 | 250                          | 250                       |
| 7                | 322              |                   | 223002                                         | Chemical Supplies                          | 300                          | 300                       |
| 338              | 4                | 400               | 223004                                         | Uniforms                                   | 400                          | 400                       |
| 465              | 458              | 1,000             | 223005                                         | Safety                                     | 1,000                        | 1,000                     |
| 155              | 39               | 150               | 310000                                         | Printing/Advertising/Publicity             | 150                          | 150                       |
| 329              | 76               | 1,000             | 320000                                         | Dues/Meetings/Training/Travel              | 1,000                        | 1,000                     |
| 9,554            | 8,831            | 12,000            | 340000                                         | Electricity-pump stations                  | 12,000                       | 12,000                    |
| 534              | 268              | 800               | 340002                                         | Communications                             | 800                          | 800                       |
| 50               | 23               | 100               | 340005                                         | Water                                      | 100                          | 100                       |
| 42               | 22               | 100               | 340006                                         | Sewer                                      | 100                          | 100                       |
| 8                | 4                | 15                | 340007                                         | Storm Sewer                                | 15                           | 15                        |
| 622              | 262              | 900               | 340008                                         | Sanitation                                 | 900                          | 900                       |
| 585              | 605              | 800               | 360000                                         | Bank Fees/Credit Cards                     | 800                          | 800                       |
| 1,381            | 782              | 1,300             | 362000                                         | Gasoline                                   | 1,300                        | 1,300                     |
| 3,851            | 5,450            | 8,500             | 366000                                         | Equipment Maintenance                      | 8,500                        | 8,500                     |
| 1,268            | 1,036            | 30,000            | 371000                                         | Repair & Maint. Materials                  | 30,000                       | 30,000                    |
| 1,057            | 450              | 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                   |
| 120              | 11               | 5,000             | 378000                                         | Building Maintenance                       | 5,000                        | 5,000                     |
| 2,951            | 2,387            | 25,000            | 380000                                         | Professional Services                      | 25,000                       | 25,000                    |
| 26,453           | 13,823           | 55,000            | 380001                                         | Professional Services-FEMA Project         | 55,000                       | 55,000                    |
| 1,699            | 2,471            | 3,370             | 380005                                         | Online payments                            | 3,370                        | 3,370                     |
| 1,591            | 1,650            | 1,527             | 380006                                         | Utility Billing                            | 1,527                        | 1,527                     |
| 2,306            | 2,212            | 2,500             | 380020                                         | Computer & Software Support                | 2,500                        | 2,500                     |
| 477              | 442              | 800               | 380050                                         | Non-capital Equipment                      | 800                          | 800                       |
| 19,399           | 8,439            | 15,013            | 390090                                         | Overhead Cost (Indirect Allocation)        | 10,054                       | 10,054                    |
|                  |                  | 3,000             | 410000                                         | Permits                                    | 3,000                        | 3,000                     |
| <u>\$ 85,930</u> | <u>\$ 51,831</u> | <u>\$ 300,825</u> |                                                | <b>Total Materials and Services</b>        | <u>\$ 296,166</u>            | <u>\$ 296,166</u>         |

City of Warrenton  
Budget Document

Storm Sewer Fund 028 (430)

| Historical Data       |                    |                                  | Resources<br>and<br>Requirements                | Budget for Fiscal Year<br>7/1/2021 - 6/30/2022 |                                    |                                 |
|-----------------------|--------------------|----------------------------------|-------------------------------------------------|------------------------------------------------|------------------------------------|---------------------------------|
| Actual<br>FYE 6/30/19 | FYE 6/30/20        | Adopted<br>Budget<br>FYE 6/30/21 |                                                 | Proposed by<br>Budget<br>Officer               | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
|                       |                    |                                  | Capital Outlay-Public Works                     |                                                |                                    |                                 |
|                       |                    |                                  | 610020 Emergency Pipe Plug Balloon              | \$ 50,000                                      | \$ 50,000                          |                                 |
|                       |                    |                                  | 610019 Spray Boom System                        | \$ 5,000                                       | \$ 5,000                           |                                 |
|                       |                    |                                  | 610024 Hoist Truck                              | \$ 3,450                                       | \$ 3,450                           |                                 |
|                       |                    |                                  | 610025 Vacuum Excavator Trailer                 | \$ 5,000                                       | \$ 5,000                           |                                 |
| 3,430                 |                    | 50,000                           | 620082 Tide Gates                               | 50,000                                         | 50,000                             |                                 |
| 747                   | 361                | 2,133                            | 620091 Remodel of Public Works Offices          |                                                |                                    |                                 |
| 23,950                |                    |                                  | 620069 Raise Levee Low Area                     |                                                |                                    |                                 |
| 365                   |                    |                                  | 620093 Automatic Gate at Public Works           |                                                |                                    |                                 |
| 2,755                 | 2,867              | 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)               |                                                |                                    |                                 |
|                       |                    | 450,000                          | 620088 West Hammond Drainage                    | 350,000                                        | 350,000                            |                                 |
|                       |                    |                                  | 620089 SE 2nd King to Marlin Culverts           | 40,000                                         | 40,000                             |                                 |
|                       |                    |                                  | 620090 SW Pine Drive Drainage Improvement       | 25,000                                         | 25,000                             |                                 |
|                       |                    |                                  | 620086 SW Alder Ave. (3rd to 2nd)               | 125,000                                        | 125,000                            |                                 |
| <u>31,247</u>         | <u>3,228</u>       | <u>775,133</u>                   | Total Capital Outlay                            | <u>801,450</u>                                 | <u>801,450</u>                     | <u>-</u>                        |
| -                     | -                  | 85,839                           | 800000 Not allocated:<br>Contingency            | 90,000                                         | 90,000                             |                                 |
| 254,030               | 130,219            | 1,286,700                        | Total Expenditures                              | 1,272,221                                      | 1,272,221                          | -                               |
| 815,590               | 1,185,198          | 246,700                          | 880001 Ending Fund Balance                      | 522,999                                        | 522,999                            | -                               |
| <u>\$1,069,620</u>    | <u>\$1,315,417</u> | <u>\$1,533,400</u>               | Total Requirements                              | <u>\$1,795,220</u>                             | <u>\$1,795,220</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<br>7/1/2021- 6/30/2022 |                              |                           |
|----------------------------|------------------|------------------|-----------------------------|-----------------------------------------------|-----------|-----------------------------------------------|------------------------------|---------------------------|
| Actual                     |                  | Adopted Budget   |                             |                                               |           | Proposed by Budget Officer                    | Approved by Budget Committee | Adopted by Governing Body |
| FYE 6/30/19                | FYE 6/30/20      | FYE 6/30/21      |                             |                                               |           |                                               |                              |                           |
| <b><u>Resources</u></b>    |                  |                  |                             |                                               |           |                                               |                              |                           |
| \$ 36,535                  | \$ 43,628        | \$ 54,900        | 300000                      | Beginning Fund Balance                        | \$ 82,000 | \$ 82,000                                     |                              |                           |
| \$ 6,070                   | \$ 12,588        | 18,000           | 339200                      | Improvement Fee                               | 25,000    | 25,000                                        |                              |                           |
| 1,023                      | 1,086            | 300              | 361000                      | Interest                                      | 500       | 500                                           |                              |                           |
| <u>43,628</u>              | <u>57,302</u>    | <u>73,200</u>    | <b>Total Resources</b>      |                                               |           | <u>107,500</u>                                | <u>107,500</u>               | <u>-</u>                  |
| <b><u>Requirements</u></b> |                  |                  |                             |                                               |           |                                               |                              |                           |
|                            |                  |                  | 620000                      | Capital Outlay-Public Works<br>Capital Outlay | -         | -                                             | -                            | -                         |
|                            |                  |                  | <b>Total Capital Outlay</b> |                                               |           | -                                             | -                            | -                         |
|                            |                  |                  | 800000                      | Not allocated:<br>Contingency                 | -         | -                                             | -                            | -                         |
|                            |                  |                  | <b>Total Expenditures</b>   |                                               |           | -                                             | -                            | -                         |
| 43,628                     | 57,302           | 73,200           | 880001                      | Ending Fund Balance                           | 107,500   | 107,500                                       |                              | -                         |
| <u>\$ 43,628</u>           | <u>\$ 57,302</u> | <u>\$ 73,200</u> | <b>Total Requirements</b>   |                                               |           | <u>\$ 107,500</u>                             | <u>\$ 107,500</u>            | <u>\$ -</u>               |

City of Warrenton  
Budget Document  
Sewer Fund 030 (430)

| Historical Data                    |              |                | Budget for Fiscal Year<br>7/1/2021 - 6/30/2022 |                            |                              |                           |
|------------------------------------|--------------|----------------|------------------------------------------------|----------------------------|------------------------------|---------------------------|
| Actual                             |              | Adopted Budget | Resources and Requirements                     | Proposed by Budget Officer | Approved by Budget Committee | Adopted by Governing Body |
| FYE 6/30/19                        | FYE 6/30/20  | FYE 6/30/21    |                                                |                            |                              |                           |
| <b>Resources</b>                   |              |                |                                                |                            |                              |                           |
| \$ 1,939,250                       | \$ 2,001,200 | \$ 2,200,000   | 300000                                         | \$ 3,000,000               | \$ 3,000,000                 |                           |
| 27,219                             |              |                | 334350                                         |                            |                              |                           |
| 37,116                             | 43,450       | 10,000         | 340030                                         | 30,000                     | 30,000                       |                           |
| 2,290,061                          | 2,408,811    | 2,142,000      | 344000                                         | 2,446,100                  | 2,446,100                    |                           |
|                                    |              |                |                                                |                            |                              |                           |
| 1,814                              | 1,857        | 1,800          | 344300                                         | 1,800                      | 1,800                        |                           |
| 130,274                            | 135,780      | 135,000        | 344500                                         | 136,000                    | 136,000                      |                           |
| 271,457                            | 155,633      | 100,000        | 344700                                         | 100,000                    | 100,000                      |                           |
| 5,027                              | 3,426        |                | 360000                                         |                            |                              |                           |
| 93,034                             | 103,727      | 40,000         | 361000                                         | 40,000                     | 40,000                       |                           |
|                                    | 955          |                | 331500                                         |                            |                              |                           |
| 4,795,251                          | 4,854,839    | 4,628,800      | <b>Total Resources</b>                         | <b>5,753,900</b>           | <b>5,753,900</b>             | <b>-</b>                  |
| <b>Requirements</b>                |              |                |                                                |                            |                              |                           |
| Personnel Services-Public Works:   |              |                |                                                |                            |                              |                           |
| 418,104                            | 412,896      | 515,820        | 110000                                         | 488,750                    | 488,750                      |                           |
| 42,703                             | 43,864       | 60,180         | 110001                                         | 50,000                     | 50,000                       |                           |
| 33,941                             | 33,585       | 44,064         | 141000                                         | 41,214                     | 41,214                       |                           |
| 11,583                             | 10,222       | 14,601         | 142000                                         | 14,181                     | 14,181                       |                           |
| 1,734                              | 860          | 576            | 143000                                         | 539                        | 539                          |                           |
| 97,810                             | 114,112      | 150,841        | 144000                                         | 150,801                    | 150,801                      |                           |
| 125,462                            | 117,070      | 157,741        | 145000                                         | 151,561                    | 151,561                      |                           |
| 534                                | 495          | 590            | 146000                                         | 555                        | 555                          |                           |
| 1,368                              | 1,354        | 1,608          | 149000                                         | 1,241                      | 1,241                        |                           |
| 156,228                            | 179,359      | 185,990        | 199999                                         | 181,621                    | 181,621                      |                           |
| \$ 889,465                         | \$ 913,817   | \$ 1,132,011   | <b>Total Personnel Services</b>                | <b>\$ 1,080,463</b>        | <b>\$ 1,080,463</b>          | <b>\$ -</b>               |
|                                    | 8.8139       |                | <b>Total Full-Time Equivalent (FTE)</b>        | <b>8.5065</b>              | <b>8.5065</b>                |                           |
| Public Works:<br>Collection System |              |                |                                                |                            |                              |                           |
| Materials and Services (430):      |              |                |                                                |                            |                              |                           |
| \$ 1,481                           | \$ 1,352     | \$ 2,700       | 210000                                         | \$ 2,700                   | \$ 2,700                     |                           |
| 1,817                              | 1,656        | 4,000          | 211000                                         | 4,000                      | 4,000                        |                           |
| 9,734                              | 10,967       | 13,000         | 223000                                         | 13,000                     | 13,000                       |                           |
| 1,277                              | 1,254        | 1,500          | 223001                                         | 1,500                      | 1,500                        |                           |
| 70                                 | 478          | 2,000          | 223002                                         | 2,000                      | 2,000                        |                           |
| 1,683                              | 1,667        | 2,500          | 223004                                         | 2,500                      | 2,500                        |                           |
| 2,601                              | 3,345        | 4,000          | 223005                                         | 4,000                      | 4,000                        |                           |
| 520                                | 567          | 3,000          | 310000                                         | 3,000                      | 3,000                        |                           |
| 2,043                              | 1,585        | 6,000          | 320000                                         | 6,000                      | 6,000                        |                           |
| 2,516                              | 2,703        | 3,000          | 340000                                         | 3,000                      | 3,000                        |                           |
| 6,695                              | 6,675        | 8,000          | 340002                                         | 8,000                      | 8,000                        |                           |
| 306                                | 319          | 700            | 340005                                         | 700                        | 700                          |                           |
| 762                                | 662          | 900            | 340006                                         | 900                        | 900                          |                           |
| 153                                | 132          | 300            | 340007                                         | 300                        | 300                          |                           |
| 3,837                              | 3,579        | 6,000          | 340008                                         | 6,000                      | 6,000                        |                           |
| 40,894                             | 39,630       | 55,000         | 340010                                         | 55,000                     | 55,000                       |                           |
| 5,599                              | 5,083        | 8,000          | 360000                                         | 8,000                      | 8,000                        |                           |
| 8,624                              | 7,504        | 11,000         | 362000                                         | 11,000                     | 11,000                       |                           |
| 40,262                             | 31,607       | 40,000         | 366000                                         | 40,000                     | 40,000                       |                           |
| 44,474                             | 50,899       | 250,000        | 366100                                         | 250,000                    | 250,000                      |                           |
| 42,899                             | 22,039       | 200,000        | 371000                                         | 1,000,000                  | 1,000,000                    |                           |
| 4,592                              | 4,740        | 11,000         | 371001                                         | 11,000                     | 11,000                       |                           |
| 672                                | 145          | 20,000         | 378000                                         | 40,000                     | 40,000                       |                           |
| 36,460                             | 34,746       | 200,000        | 380000                                         | 200,000                    | 200,000                      |                           |
| 8,977                              | 13,052       | 17,798         | 380005                                         | 17,798                     | 17,798                       |                           |
| 8,408                              | 8,718        | 8,066          | 380006                                         | 8,066                      | 8,066                        |                           |
| 43,792                             | 360          | 15,000         | 380007                                         | 50,000                     | 50,000                       |                           |
| 27,008                             | 32,588       | 37,500         | 380020                                         | 40,000                     | 40,000                       |                           |
| 9,611                              | 5,075        | 11,000         | 380050                                         | 11,000                     | 11,000                       |                           |
| 110,295                            | 123,203      | 131,533        | 390090                                         | 132,481                    | 132,481                      |                           |
|                                    |              | 2,200          | 410000                                         | 2,200                      | 2,200                        |                           |
| 68,702                             | 72,264       | 124,270        | 420000                                         | 126,522                    | 126,522                      |                           |
| 536,764                            | 488,595      | 1,199,967      | <b>Total Materials and Services (430)</b>      | <b>2,060,667</b>           | <b>2,060,667</b>             | <b>-</b>                  |

City of Warrenton  
Budget Document

Sewer Fund 030 (430)

| Historical Data               |                     |                     | Budget for Fiscal Year<br>7/1/2021 - 6/30/2022 |                                                  |                              |                           |
|-------------------------------|---------------------|---------------------|------------------------------------------------|--------------------------------------------------|------------------------------|---------------------------|
| Actual                        |                     | Adopted Budget      | Resources and Requirements                     | Proposed by Budget Officer                       | Approved by Budget Committee | Adopted by Governing Body |
| FYE 6/30/19                   | FYE 6/30/20         | FYE 6/30/21         |                                                |                                                  |                              |                           |
| <b>Requirements</b>           |                     |                     |                                                |                                                  |                              |                           |
| Public Works:                 |                     |                     |                                                |                                                  |                              |                           |
| Shoreline Sanitary            |                     |                     |                                                |                                                  |                              |                           |
| Materials and Services (433): |                     |                     |                                                |                                                  |                              |                           |
|                               |                     | 700                 | 223000                                         | General Supplies                                 | 700                          | 700                       |
|                               |                     | 700                 | 223002                                         | Chemical Supplies                                | 700                          | 700                       |
| 2,382                         | 2,286               | 5,000               | 340001                                         | Natural Gas                                      | 5,000                        | 5,000                     |
| 7,625                         | 7,277               | 10,000              | 340010                                         | Pump Station Electricity                         | 10,000                       | 10,000                    |
|                               |                     | 500                 | 362000                                         | Gasoline/Oil/Lubricants                          | 500                          | 500                       |
| 428                           | 8,189               | 7,500               | 366100                                         | Pump Station Maintenance                         | 7,500                        | 7,500                     |
| 1,109                         | 1,677               | 5,000               | 371000                                         | Repair and Maintenance                           | 5,000                        | 5,000                     |
|                               |                     | 2,500               | 380000                                         | Professional Services                            | 2,500                        | 2,500                     |
| 1,127                         | 1,127               | 2,500               | 380020                                         | Computer and Software Support                    | 2,500                        | 2,500                     |
| <b>12,670</b>                 | <b>20,556</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): |                     |                     |                                                |                                                  |                              |                           |
| 513                           | 616                 | 1,500               | 210000                                         | Office Supplies                                  | 1,500                        | 1,500                     |
| 477                           |                     | 500                 | 211000                                         | Postage                                          | 500                          | 500                       |
| 4,994                         | 4,730               | 7,500               | 223000                                         | General Supplies                                 | 7,500                        | 7,500                     |
| 370                           | 150                 | 1,000               | 223001                                         | Janitorial Supplies                              | 1,000                        | 1,000                     |
| 80                            | 579                 | 2,000               | 223002                                         | Chemical Supplies                                | 2,000                        | 2,000                     |
| 577                           | 100                 | 1,000               | 223004                                         | Uniforms                                         | 1,000                        | 1,000                     |
| 7,767                         | 7,102               | 10,000              | 223005                                         | Lab supplies                                     | 20,000                       | 20,000                    |
| 533                           | 233                 | 3,000               | 223006                                         | Safety                                           | 3,000                        | 3,000                     |
| 23                            | 47                  | 1,000               | 310000                                         | Printing/Advertising                             | 1,000                        | 1,000                     |
| 4,137                         | 1,354               | 7,000               | 320000                                         | Dues/Meetings/Training/Travel                    | 7,000                        | 7,000                     |
| 83,733                        | 80,323              | 100,000             | 340000                                         | Electricity                                      | 100,000                      | 100,000                   |
| 5,572                         | 5,536               | 6,500               | 340002                                         | Communications                                   | 6,500                        | 6,500                     |
| 1,499                         | 1,239               | 2,000               | 340005                                         | Water                                            | 2,000                        | 2,000                     |
| 873                           | 727                 | 1,200               | 340006                                         | Sewer                                            | 1,200                        | 1,200                     |
| 175                           | 145                 | 250                 | 340007                                         | Storm Sewer                                      | 250                          | 250                       |
| 7,859                         | 7,876               | 10,000              | 340008                                         | Sanitation                                       | 10,000                       | 10,000                    |
| 2,335                         | 2,414               | 5,000               | 362000                                         | Gasoline/Oil/Lubricants                          | 5,000                        | 5,000                     |
| 32,292                        | 14,371              | 30,000              | 366000                                         | Equipment Maintenance                            | 60,000                       | 60,000                    |
| 12,016                        | 21,166              | 60,000              | 371000                                         | Repair and Maintenance                           | 100,000                      | 100,000                   |
| 14,583                        | 14,793              | 60,000              | 380000                                         | Professional Services                            | 200,000                      | 200,000                   |
| 11,590                        | 881                 | 15,000              | 380020                                         | Computer and Software Support                    | 15,000                       | 15,000                    |
| 9,338                         | 7,251               | 8,000               | 380050                                         | Non-capital Equipment                            | 8,000                        | 8,000                     |
| 2,078                         | 2,210               | 3,000               | 410000                                         | Permits and Fees                                 | 3,000                        | 3,000                     |
| <b>203,412</b>                | <b>173,843</b>      | <b>335,450</b>      |                                                | <b>Total Materials and Services (435)</b>        | <b>555,450</b>               | <b>555,450</b>            |
|                               |                     |                     |                                                |                                                  |                              | <b>-</b>                  |
| <b>752,847</b>                | <b>682,994</b>      | <b>1,569,817</b>    |                                                | <b>Total Public Works Materials and Services</b> | <b>2,650,517</b>             | <b>2,650,517</b>          |
|                               |                     |                     |                                                |                                                  |                              | <b>-</b>                  |
| Not allocated:                |                     |                     |                                                |                                                  |                              |                           |
| Debt Service:                 |                     |                     |                                                |                                                  |                              |                           |
| 68,052                        | 117,156             | 134,328             |                                                | Principal                                        | 138,172                      | 138,172                   |
| 54,123                        | 39,354              | 43,994              |                                                | Interest                                         | 39,654                       | 39,654                    |
| <b>122,175</b>                | <b>156,510</b>      | <b>178,322</b>      |                                                | <b>Total Debt Service</b>                        | <b>177,826</b>               | <b>177,826</b>            |
|                               |                     |                     |                                                |                                                  |                              | <b>-</b>                  |
| Transfers to Other Funds:     |                     |                     |                                                |                                                  |                              |                           |
| 1,029,563                     | 413,305             | 582,017             | 860038                                         | Sewer Fund Capital Reserve-operations            | 1,000,000                    | 1,000,000                 |
| <b>1,029,563</b>              | <b>413,305</b>      | <b>582,017</b>      |                                                | <b>Total Transfers to Other Funds</b>            | <b>1,000,000</b>             | <b>1,000,000</b>          |
|                               |                     |                     |                                                |                                                  |                              | <b>-</b>                  |
| -                             |                     | 80,673              | 800003                                         | Contingency-debt reserves                        | 63,012                       | 63,012                    |
| -                             |                     | 576,821             | 800000                                         | Contingency-operations                           | 530,103                      | 530,103                   |
|                               |                     | <b>657,494</b>      |                                                | <b>Total Contingency</b>                         | <b>593,115</b>               | <b>593,115</b>            |
|                               |                     |                     |                                                |                                                  |                              | <b>-</b>                  |
| <b>2,794,050</b>              | <b>2,166,626</b>    | <b>4,119,661</b>    |                                                | <b>Total Expenditures</b>                        | <b>5,501,921</b>             | <b>5,501,921</b>          |
|                               |                     |                     |                                                |                                                  |                              | <b>-</b>                  |
| <b>2,001,200</b>              | <b>2,688,213</b>    | <b>509,139</b>      | 880001                                         | Ending Fund Balance                              | <b>251,979</b>               | <b>251,979</b>            |
|                               |                     |                     |                                                |                                                  |                              | <b>-</b>                  |
| <b>\$ 4,795,251</b>           | <b>\$ 4,854,839</b> | <b>\$ 4,628,800</b> |                                                | <b>Total Requirements</b>                        | <b>\$ 5,753,900</b>          | <b>\$ 5,753,900</b>       |
|                               |                     |                     |                                                |                                                  |                              | <b>\$ -</b>               |



City of Warrenton  
Budget Document

Established by Resolution No. 2020

Sewer Fund Capital Reserve Fund 038 (430)

Review Year: 2023

To accumulate funds for capital  
improvements to the Sewer Fund

| Historical Data     |                     |                     | Resources<br>and<br>Requirements | Budget for Fiscal Year<br>7/1/2021 - 6/30/2022    |                                    |                                 |
|---------------------|---------------------|---------------------|----------------------------------|---------------------------------------------------|------------------------------------|---------------------------------|
| Actual              | Adopted<br>Budget   |                     |                                  | Proposed by<br>Budget<br>Officer                  | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| FYE 6/30/19         | FYE 6/30/20         | FYE 6/30/21         |                                  |                                                   |                                    |                                 |
|                     |                     |                     | <b>Resources</b>                 |                                                   |                                    |                                 |
| \$ 2,167,203        | \$ 3,121,689        | \$ 3,300,000        | 300000                           | Beginning Fund Balance                            | \$ 3,600,000                       | \$ 3,600,000                    |
|                     |                     |                     |                                  | Transfers from Other Funds:                       |                                    |                                 |
| 1,029,563           | 413,305             | 582,017             | 391030                           | Sewer Fund Operations                             | 1,000,000                          | 1,000,000                       |
| <u>3,196,766</u>    | <u>3,534,994</u>    | <u>3,882,017</u>    |                                  | <b>Total Resources</b>                            | <u>4,600,000</u>                   | <u>4,600,000</u>                |
|                     |                     |                     | <b>Requirements</b>              |                                                   |                                    |                                 |
|                     |                     |                     | Capital Outlay-Public Works:     |                                                   |                                    |                                 |
|                     |                     | 20,000              | 610023                           | Side by Side Utility Vehicle                      |                                    |                                 |
|                     |                     |                     | 610024                           | Hoist Truck                                       | 35,650                             | 35,650                          |
|                     |                     |                     | 610025                           | Vacuum Excavator Trailer                          | 15,000                             | 15,000                          |
| 477                 | 250                 | 300,000             | 620089                           | SE 2nd Street & Marlin Ave Pump Station           |                                    |                                 |
| 3,069               | 1,192               | 7,020               | 620091                           | Remodel of Public Works Offices                   |                                    |                                 |
| 67,764              |                     | 50,000              | 620046                           | Pump Station Generator                            | 50,000                             | 50,000                          |
| 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                         |
|                     |                     | 35,000              | 620019                           | Septage Screening                                 |                                    |                                 |
|                     |                     | 425,000             | 620023                           | Se Marlin & 101 Pump Station Upgrade              |                                    |                                 |
|                     |                     | 60,000              | 620033                           | Pump Station Bypass Program                       | 60,000                             | 60,000                          |
|                     |                     | 45,000              | 620094                           | Bird Netting for SBR                              |                                    |                                 |
|                     |                     |                     | 620095                           | 4th UV Disinfection Module                        | 50,000                             | 50,000                          |
|                     |                     |                     | 620096                           | UV PLC Upgrade                                    | 60,000                             | 60,000                          |
| <u>75,077</u>       | <u>1,442</u>        | <u>1,227,020</u>    |                                  | <b>Total Capital Outlay</b>                       | <u>555,650</u>                     | <u>555,650</u>                  |
| <u>75,077</u>       | <u>1,442</u>        | <u>1,227,020</u>    |                                  | <b>Total Expenditures</b>                         | <u>555,650</u>                     | <u>555,650</u>                  |
|                     |                     | 716,665             | 880001                           | Reserved for SBR Basin and Equipment              | 816,665                            | 816,665                         |
|                     |                     | 633,332             | 880001                           | Reserved for Biosolids Disposal                   | 733,332                            | 733,332                         |
|                     |                     | 1,305,000           | 880001                           | Reserved for future projects                      | 2,494,353                          | 2,494,353                       |
| <u>3,121,689</u>    | <u>3,533,552</u>    | <u>2,654,997</u>    | 880001                           | <b>Total Reservations for future Expenditures</b> | <u>4,044,350</u>                   | <u>4,044,350</u>                |
| <u>\$ 3,196,766</u> | <u>\$ 3,534,994</u> | <u>\$ 3,882,017</u> |                                  | <b>Total Requirements</b>                         | <u>\$ 4,600,000</u>                | <u>\$ 4,600,000</u>             |

City of Warrenton  
Budget Document

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

| Historical Data   |                   |                  | Budget for Fiscal Year<br>7/1/2021- 6/30/2022 |                                              |                                    |                                 |
|-------------------|-------------------|------------------|-----------------------------------------------|----------------------------------------------|------------------------------------|---------------------------------|
| Actual            | Adopted<br>Budget |                  | Resources<br>and<br>Requirements              | Proposed by<br>Budget<br>Officer             | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| FYE 6/30/19       | FYE 6/30/20       | FYE 6/30/21      |                                               |                                              |                                    |                                 |
|                   |                   |                  | <b><u>Resources</u></b>                       |                                              |                                    |                                 |
| \$ 91,177         | \$ 50,643         | \$ 38,000        | 300000                                        | Beginning Fund Balance                       | \$ 108,000                         | \$ 108,000                      |
| 28,052            | 40,874            | 30,000           | 339100                                        | Reimbursement Fee                            | 60,000                             | 60,000                          |
| 2,197             | 976               | 300              | 361000                                        | Interest Earnings                            | 650                                | 650                             |
| <u>121,426</u>    | <u>92,493</u>     | <u>68,300</u>    |                                               | <b>Total Resources</b>                       | <u>168,650</u>                     | <u>168,650</u>                  |
|                   |                   |                  | <b><u>Requirements</u></b>                    |                                              |                                    |                                 |
| -                 | -                 | -                | 620000                                        | Capital Outlay-Public Works:<br>Improvements |                                    |                                 |
| -                 | -                 | -                |                                               | Total Capital Outlay                         | -                                  | -                               |
| 56,579            | 29,975            | -                |                                               | Not allocated:                               |                                    |                                 |
| 14,204            | 9,330             | -                |                                               | Debt Service:                                |                                    |                                 |
|                   |                   |                  |                                               | Principal-Y04001                             |                                    |                                 |
|                   |                   |                  |                                               | Interest-Y04001                              |                                    |                                 |
| <u>70,783</u>     | <u>39,305</u>     | -                |                                               | Total Debt Service                           | -                                  | -                               |
| -                 | -                 | -                | 800000                                        | Contingency                                  | -                                  | -                               |
| <u>70,783</u>     | <u>39,305</u>     | -                |                                               | Total Expenditures                           | -                                  | -                               |
| <u>50,643</u>     | <u>53,188</u>     | <u>68,300</u>    |                                               | Ending Fund Balance                          | <u>168,650</u>                     | <u>168,650</u>                  |
| <u>\$ 121,426</u> | <u>\$ 92,493</u>  | <u>\$ 68,300</u> |                                               | <b>Total Requirements</b>                    | <u>\$ 168,650</u>                  | <u>\$ 168,650</u>               |

City of Warrenton  
Budget Document

Sanitation Fund 032 (430)

| Historical Data   |                   |                               | Resources and Requirements |                                         |                   | Budget for Fiscal Year<br>7/1/2021 - 6/30/2022 |                                 |                              |
|-------------------|-------------------|-------------------------------|----------------------------|-----------------------------------------|-------------------|------------------------------------------------|---------------------------------|------------------------------|
| Actual            | FYE 6/30/20       | Adopted Budget<br>FYE 6/30/21 |                            |                                         |                   | Proposed by<br>Budget Officer                  | Approved by<br>Budget Committee | Adopted by<br>Governing Body |
| FYE 6/30/19       |                   |                               |                            |                                         |                   |                                                |                                 |                              |
|                   |                   |                               | <b>Resources</b>           |                                         |                   |                                                |                                 |                              |
| \$ 417,570        | \$ 420,570        | \$ 450,000                    | 300000                     | Beginning Fund Balance                  | \$ 425,000        | \$ 425,000                                     |                                 |                              |
| 983,178           | 965,985           | 850,986                       | 344000                     | Utilities                               | 956,764           | 956,764                                        |                                 |                              |
| 192,973           | 196,792           | 180,209                       | 345000                     | Recycling Fees                          | 204,328           | 204,328                                        |                                 |                              |
| 3,844             | 1,207             |                               | 360000                     | Miscellaneous                           |                   |                                                |                                 |                              |
| 17,245            | 17,175            | 6,000                         | 361000                     | Interest Earnings                       | 4,000             | 4,000                                          |                                 |                              |
|                   |                   |                               | 366000                     | Proceeds from Sale of Assets            |                   |                                                |                                 |                              |
|                   | 1,600             |                               | 331500                     | CRF Grant                               |                   |                                                |                                 |                              |
| <u>1,614,810</u>  | <u>1,603,330</u>  | <u>1,487,195</u>              |                            | <b>Total Resources</b>                  | <u>1,590,092</u>  | <u>1,590,092</u>                               |                                 | <u>-</u>                     |
|                   |                   |                               | <b>Requirements</b>        |                                         |                   |                                                |                                 |                              |
|                   |                   |                               |                            | Personnel Services-Public Works:        |                   |                                                |                                 |                              |
| 141,194           | 151,307           | 140,375                       | 110000                     | Regular Salaries                        | 150,851           | 150,851                                        |                                 |                              |
| 2,044             | 1,863             | 8,976                         | 110001                     | Overtime                                | 8,000             | 8,000                                          |                                 |                              |
| 696               | 182               | 899                           | 110002                     | Part-time Salaries                      | 899               | 899                                            |                                 |                              |
| 10,396            | 11,201            | 11,494                        | 141000                     | FICA                                    | 12,221            | 12,221                                         |                                 |                              |
| 2,842             | 2,971             | 4,250                         | 142000                     | Workers Compensation                    | 5,725             | 5,725                                          |                                 |                              |
| 532               | 287               | 150                           | 143000                     | Unemployment                            | 160               | 160                                            |                                 |                              |
| 28,513            | 38,715            | 40,274                        | 144000                     | Retirement                              | 42,075            | 42,075                                         |                                 |                              |
| 56,926            | 50,361            | 44,574                        | 145000                     | Health Insurance                        | 44,654            | 44,654                                         |                                 |                              |
| 179               | 174               | 179                           | 146000                     | Life Insurance                          | 163               | 163                                            |                                 |                              |
| 462               | 480               | 455                           | 149000                     | Long Term Disability                    | 394               | 394                                            |                                 |                              |
| 44,049            | 47,071            | 52,993                        | 199999                     | Personnel services overhead (.4408 FTE) | 52,619            | 52,619                                         |                                 |                              |
| <u>\$ 287,833</u> | <u>\$ 304,610</u> | <u>\$ 304,619</u>             |                            | <b>Total Personnel Services</b>         | <u>\$ 317,761</u> | <u>\$ 317,761</u>                              |                                 | <u>\$ -</u>                  |
|                   |                   | 2.8079                        |                            | Total Full-Time Equivalent (FTE)        | 2.7823            | 2.7823                                         |                                 |                              |

City of Warrenton  
Budget Document

Sanitation Fund 032

| Historical Data                      |                     |                     | Budget for Fiscal Year<br>7/1/2021 - 6/30/2022 |                                         |                              |                           |
|--------------------------------------|---------------------|---------------------|------------------------------------------------|-----------------------------------------|------------------------------|---------------------------|
| Actual                               |                     | Adopted Budget      | Resources and Requirements                     | Proposed by Budget Officer              | Approved by Budget Committee | Adopted by Governing Body |
| FYE 6/30/19                          | FYE 6/30/20         | FYE 6/30/21         |                                                |                                         |                              |                           |
| <b>Requirements</b>                  |                     |                     |                                                |                                         |                              |                           |
| Materials and Services-Public Works: |                     |                     |                                                |                                         |                              |                           |
| \$ 369                               | \$ 447              | \$ 2,000            | 210000                                         | Office Supplies                         | \$ 2,000                     | \$ 2,000                  |
| 1,019                                | 640                 | 1,600               | 211000                                         | Postage                                 | 1,600                        | 1,600                     |
| 2,074                                | 3,339               | 4,500               | 223000                                         | General Supplies                        | 4,500                        | 4,500                     |
| 667                                  | 584                 | 650                 | 223001                                         | Janitorial Supplies                     | 650                          | 650                       |
| 1,532                                | 1,492               | 2,700               | 223002                                         | Chemical Supplies                       | 2,700                        | 2,700                     |
| 707                                  | 555                 | 1,000               | 223004                                         | Uniforms                                | 1,000                        | 1,000                     |
| 664                                  | 548                 | 800                 | 223005                                         | Safety                                  | 800                          | 800                       |
| 115                                  | 154                 | 500                 | 310000                                         | Printing/Advertising                    | 500                          | 500                       |
| 708                                  | 676                 | 1,000               | 320000                                         | Dues/Meetings/Training/Travel           | 1,000                        | 1,000                     |
| 680                                  | 734                 | 1,300               | 340000                                         | Electricity                             | 1,300                        | 1,300                     |
| 2,478                                | 2,385               | 3,100               | 340002                                         | Communications                          | 3,100                        | 3,100                     |
| 313,750                              | 326,748             | 313,484             | 340003                                         | Landfill Fees                           | 351,435                      | 351,435                   |
| 189,775                              | 193,866             | 206,064             | 340004                                         | Residential Curbside Recycling          | 212,246                      | 212,246                   |
| 1,804                                | 1,420               | 2,500               | 340005                                         | Water                                   | 2,500                        | 2,500                     |
| 1,580                                | 1,170               | 2,000               | 340006                                         | Sewer                                   | 2,000                        | 2,000                     |
| 316                                  | 234                 | 1,000               | 340007                                         | Storm Sewer                             | 1,000                        | 1,000                     |
| 1,078                                | 960                 | 1,700               | 340008                                         | Sanitation                              | 1,700                        | 1,700                     |
|                                      |                     | 12,000              | 340015                                         | Spring Cleanup                          | 12,000                       | 12,000                    |
| 33,851                               | 33,084              | 35,000              | 340016                                         | Commercial Recycling-Cardboard          | 35,000                       | 35,000                    |
| 37,933                               | 30,531              | 46,000              | 340017                                         | Yard Debris Recycling                   | 46,000                       | 46,000                    |
| 11,830                               | 6,804               | 25,000              | 340020                                         | Landfill Postclosure Care Costs         | 25,000                       | 25,000                    |
| 14,056                               | 14,436              | 15,500              | 340025                                         | Recycling Education                     | 15,500                       | 15,500                    |
| 1,057                                | 986                 | 1,600               | 360000                                         | Bank Fees/Credit Cards                  | 1,600                        | 1,600                     |
| 22,756                               | 20,443              | 32,000              | 362000                                         | Gasoline/Oil/Lubricants                 | 32,000                       | 32,000                    |
| 59,013                               | 34,099              | 40,000              | 366000                                         | Equipment Maintenance                   | 40,000                       | 40,000                    |
| 967                                  | 7,527               | 2,000               | 371000                                         | Repair and Maintenance                  | 2,000                        | 2,000                     |
| 64                                   | 988                 | 500                 | 371001                                         | Rock                                    | 500                          | 500                       |
| 156                                  | 39                  | 10,000              | 378000                                         | Building Maintenance                    | 25,000                       | 25,000                    |
| 5,088                                | 16,733              | 7,000               | 380000                                         | Professional Services                   | 7,000                        | 7,000                     |
| 3,564                                | 5,048               | 5,464               | 380005                                         | Professional Services - online payments | 5,464                        | 5,464                     |
| 3,338                                | 3,461               | 2,476               | 380006                                         | Professional Services - utility billing | 2,476                        | 2,476                     |
| 4,013                                | 4,951               | 6,500               | 380020                                         | Computer/Software Support               | 6,500                        | 6,500                     |
| 12,182                               | 5,786               | 45,000              | 380050                                         | Non-capital equipment                   | 45,000                       | 45,000                    |
| 31,098                               | 32,333              | 37,471              | 390090                                         | Overhead Cost (Indirect Allocation)     | 38,397                       | 38,397                    |
| 29,495                               | 28,980              | 49,628              | 420000                                         | Franchise Fee (5%)                      | 49,250                       | 49,250                    |
|                                      |                     | 1,000               | 460000                                         | Environmental Cleanup                   |                              |                           |
| <u>789,777</u>                       | <u>782,183</u>      | <u>920,037</u>      |                                                | Total Materials and Services            | <u>978,718</u>               | <u>978,718</u>            |
|                                      |                     |                     |                                                | Not allocated:                          |                              |                           |
|                                      |                     |                     |                                                | Transfers to Other Funds:               |                              |                           |
| 116,630                              | 83,840              | 66,845              | 860034                                         | Sanitation Fund Capital Reserve         | 35,000                       | 35,000                    |
| <u>116,630</u>                       | <u>83,840</u>       | <u>66,845</u>       |                                                | Total Transfers to Other Funds          | <u>35,000</u>                | <u>35,000</u>             |
| -                                    | -                   | 185,263             | 800000                                         | Contingency                             | 67,800                       | 67,800                    |
| 1,194,240                            | 1,170,633           | 1,476,764           |                                                | Total Expenditures                      | 1,399,279                    | 1,399,279                 |
| 420,570                              | 432,697             | 10,431              | 880001                                         | Ending Fund Balance                     | 190,813                      | 190,813                   |
| <u>\$ 1,614,810</u>                  | <u>\$ 1,603,330</u> | <u>\$ 1,487,195</u> |                                                | <b>Total Requirements</b>               | <u>\$ 1,590,092</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     |                   |                   | Budget for Fiscal Year<br>7/1/2021- 6/30/2022  |                                                |                                    |                                 |
|---------------------|-------------------|-------------------|------------------------------------------------|------------------------------------------------|------------------------------------|---------------------------------|
| Actual              | Adopted<br>Budget |                   | Resources<br>and<br>Requirements               | Proposed by<br>Budget<br>Officer               | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| FYE 6/30/19         | FYE 6/30/20       | FYE 6/30/21       |                                                |                                                |                                    |                                 |
| <b>Resources</b>    |                   |                   |                                                |                                                |                                    |                                 |
| \$ 370,497          | \$ 483,726        | \$ 113,000        | 300000                                         | Beginning Fund Balance                         | \$ 240,000                         | \$ 240,000                      |
| 116,630             | 83,840            | 66,845            | 391032                                         | Transfers from Other Funds:<br>Sanitation Fund | 35,000                             | 35,000                          |
| <u>487,127</u>      | <u>567,566</u>    | <u>179,845</u>    | <b>Total Resources</b>                         |                                                | <u>275,000</u>                     | <u>275,000</u>                  |
| <b>Requirements</b> |                   |                   |                                                |                                                |                                    |                                 |
|                     |                   |                   | Capital Outlay-Public Works:                   |                                                |                                    |                                 |
|                     | 368,116           |                   | 610024 Hoist Truck                             | 14,950                                         | 14,950                             |                                 |
|                     |                   | 15,000            | 610008 Garbage Truck Replacement               |                                                |                                    |                                 |
| 1,821               | 984               | 5,850             | 620001 SW 1st Street Recycling Center Upgrades |                                                |                                    |                                 |
| 1,580               |                   |                   | 620091 Remodel of Public Works                 |                                                |                                    |                                 |
|                     |                   |                   | 620093 Automatic Gate at Public Works          |                                                |                                    |                                 |
|                     |                   |                   | 620094 Storage Facility                        | 20,000                                         | 20,000                             |                                 |
| <u>3,401</u>        | <u>369,100</u>    | <u>20,850</u>     | <b>Total Capital Outlay</b>                    | <u>34,950</u>                                  | <u>34,950</u>                      | <u>-</u>                        |
| <u>3,401</u>        | <u>369,100</u>    | <u>20,850</u>     | <b>Total Expenditures</b>                      | <u>34,950</u>                                  | <u>34,950</u>                      | <u>-</u>                        |
| <u>483,726</u>      | <u>198,466</u>    | <u>158,995</u>    | 880001 Reserved for future expenditure         | 240,050                                        | 240,050                            | -                               |
| <u>\$ 487,127</u>   | <u>\$ 567,566</u> | <u>\$ 179,845</u> | <b>Total Requirements</b>                      | <u>\$ 275,000</u>                              | <u>\$ 275,000</u>                  | <u>\$ -</u>                     |

City of Warrenton  
Budget Document

State Tax Street Fund 040 (431)

| Historical Data                      |                  |                  | Budget for Fiscal Year<br>7/1/2021 - 6/30/2022 |                            |                              |                           |
|--------------------------------------|------------------|------------------|------------------------------------------------|----------------------------|------------------------------|---------------------------|
| Actual                               |                  | Adopted Budget   | Resources and Requirements                     | Proposed by Budget Officer | Approved by Budget Committee | Adopted by Governing Body |
| FYE 6/30/19                          | FYE 6/30/20      | FYE 6/30/21      |                                                |                            |                              |                           |
| \$1,809,511                          | \$ 2,327,209     | \$ 1,017,899     | 300000                                         | \$ 1,091,686               | \$ 1,091,686                 |                           |
|                                      |                  | 1,252,381        |                                                | 761,912                    | 761,912                      |                           |
|                                      |                  | 29,720           |                                                | 34,752                     | 34,752                       |                           |
|                                      |                  |                  |                                                | 11,650                     | 11,650                       |                           |
| 388,524                              | 363,510          | 377,965          | 335700                                         | 405,744                    | 405,744                      |                           |
| 377,574                              | 351,274          | 307,000          | 335800                                         | 361,000                    | 361,000                      |                           |
| 2,591                                | 705              |                  | 360000                                         |                            |                              |                           |
| 50,455                               | 49,558           | 25,000           | 361000                                         | 20,000                     | 20,000                       |                           |
|                                      | 9,275            |                  | 365002                                         |                            |                              |                           |
|                                      | 174              |                  | 331500                                         |                            |                              |                           |
|                                      |                  |                  | 334301                                         | 400,000                    | 400,000                      |                           |
|                                      |                  |                  | 334302                                         | 100,000                    | 100,000                      |                           |
|                                      |                  |                  | 334400                                         | 93,319                     | 93,319                       |                           |
| <u>2,628,655</u>                     | <u>3,101,705</u> | <u>3,009,965</u> | <b>Total Resources</b>                         | <u>3,280,063</u>           | <u>3,280,063</u>             | <u>-</u>                  |
| <b>Requirements</b>                  |                  |                  |                                                |                            |                              |                           |
| Personnel Services-Public Works:     |                  |                  |                                                |                            |                              |                           |
| 44,105                               | 44,266           | 62,255           | 110000                                         | 76,101                     | 76,101                       |                           |
| 936                                  | 442              | 2,346            | 110001                                         | 2,000                      | 2,000                        |                           |
| 696                                  | 182              | 899              | 110002                                         | 899                        | 899                          |                           |
| 3,368                                | 3,306            | 5,011            | 141000                                         | 6,044                      | 6,044                        |                           |
| 1,095                                | 1,495            | 2,357            | 142000                                         | 2,949                      | 2,949                        |                           |
| 173                                  | 84               | 66               | 143000                                         | 79                         | 79                           |                           |
| 9,712                                | 11,275           | 17,255           | 144000                                         | 21,951                     | 21,951                       |                           |
| 11,024                               | 10,053           | 16,788           | 145000                                         | 25,268                     | 25,268                       |                           |
| 59                                   | 53               | 77               | 146000                                         | 94                         | 94                           |                           |
| 137                                  | 133              | 192              | 149000                                         | 188                        | 188                          |                           |
| 19,968                               | 19,268           | 29,403           | 199999                                         | 32,321                     | 32,321                       |                           |
| <u>91,273</u>                        | <u>90,557</u>    | <u>136,649</u>   | <b>Total Personnel Services</b>                | <u>167,894</u>             | <u>167,894</u>               | <u>-</u>                  |
|                                      | 1.0511           |                  | <b>Total Full-Time Equivalent (FTE)</b>        | <u>1.3085</u>              | <u>1.3085</u>                |                           |
| Materials and Services-Public Works: |                  |                  |                                                |                            |                              |                           |
| 196                                  | 219              | 500              | 210000                                         | 500                        | 500                          |                           |
|                                      |                  | 150              | 211000                                         | 150                        | 150                          |                           |
| 1,945                                | 2,270            | 3,000            | 223000                                         | 3,000                      | 3,000                        |                           |
| 70                                   | 20               | 100              | 223001                                         | 100                        | 100                          |                           |
| 6                                    |                  | 40               | 223002                                         | 40                         | 40                           |                           |
| 218                                  | 6                | 300              | 223004                                         | 300                        | 300                          |                           |
| 1,153                                | 438              | 1,000            | 223005                                         | 1,000                      | 1,000                        |                           |
| 940                                  | 49               | 800              | 310000                                         | 800                        | 800                          |                           |
| 398                                  | 205              | 500              | 320000                                         | 500                        | 500                          |                           |
| 340                                  | 370              | 450              | 340000                                         | 450                        | 450                          |                           |
| 441                                  | 331              | 500              | 340002                                         | 500                        | 500                          |                           |
| 41                                   | 31               | 100              | 340005                                         | 100                        | 100                          |                           |
| 35                                   | 29               | 60               | 340006                                         | 60                         | 60                           |                           |
| 7                                    | 6                | 60               | 340007                                         | 60                         | 60                           |                           |
| 519                                  | 2,178            | 2,600            | 340008                                         | 3,400                      | 3,400                        |                           |
| 70,344                               | 72,556           | 70,000           | 341000                                         | 70,000                     | 70,000                       |                           |
| 297                                  | 726              | 500              | 360000                                         | 500                        | 500                          |                           |
| 1,159                                | 835              | 3,700            | 362000                                         | 3,700                      | 3,700                        |                           |
| 2,714                                | 6,496            | 5,500            | 366000                                         | 5,500                      | 5,500                        |                           |
| 48,467                               | 22,485           | 65,000           | 371000                                         | 65,000                     | 65,000                       |                           |
| 1,978                                | 488              | 20,000           | 371001                                         | 20,000                     | 20,000                       |                           |
| 32,300                               | 208,306          | 450,000          |                                                | 450,000                    | 450,000                      |                           |
| 91                                   | 14               | 15,000           | 378000                                         | 15,000                     | 15,000                       |                           |
| 8,224                                | 65,586           | 70,000           | 380000                                         | 70,000                     | 70,000                       |                           |
| 2,243                                | 2,250            | 5,000            | 380020                                         | 5,000                      | 5,000                        |                           |
| 855                                  | 1,119            | 5,000            | 380050                                         | 5,000                      | 5,000                        |                           |
| 14,097                               | 13,235           | 20,745           | 390090                                         | 23,555                     | 23,555                       |                           |
| <u>189,081</u>                       | <u>400,250</u>   | <u>740,605</u>   | <b>Total Materials and Services</b>            | <u>744,215</u>             | <u>744,215</u>               | <u>-</u>                  |

City of Warrenton  
Budget Document

State Tax Street Fund 040 (431)

| Historical Data              |                       |                                  | Resources<br>and<br>Requirements | Budget for Fiscal Year<br>7/1/2021 - 6/30/2022 |                                    |                                 |
|------------------------------|-----------------------|----------------------------------|----------------------------------|------------------------------------------------|------------------------------------|---------------------------------|
| Actual<br>FYE 6/30/19        | Actual<br>FYE 6/30/20 | Adopted<br>Budget<br>FYE 6/30/21 |                                  | Proposed by<br>Budget<br>Officer               | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| <b>Requirements</b>          |                       |                                  |                                  |                                                |                                    |                                 |
| Capital Outlay-Public Works: |                       |                                  |                                  |                                                |                                    |                                 |
|                              |                       |                                  | 610014                           | Emergency Response Trailer                     | 10,000                             | 10,000                          |
|                              |                       |                                  | 610019                           | Spray Boom System                              | 15,000                             | 15,000                          |
|                              |                       |                                  | 610024                           | Hoist Truck                                    | 10,350                             | 10,350                          |
|                              |                       |                                  | 610025                           | Vacuum Excavator Trailer                       | 15,000                             | 15,000                          |
|                              | 935                   | 300,000                          | 620068                           | SW 2nd St (Elm - Gardenia)                     | 250,000                            | 250,000                         |
|                              |                       | 567,000                          | 620078                           | N Main & NW 7th Place (Warrenton Dr - NE 5th)  | 567,000                            | 567,000                         |
| 337                          | 108                   | 638                              | 620091                           | Public Works Remodel                           |                                    |                                 |
| 4,062                        | 4,228                 | 320,000                          | 620084                           | SW 4th St (S Main Ave-Alder Ct)                | 320,000                            | 320,000                         |
| 1,094                        |                       |                                  | 620093                           | Automatic Gate at Public Works                 |                                    |                                 |
| 15,600                       | 4,975                 | 220,000                          | 620086                           | Intersection of SW 9th St and S Main Ave       | 220,000                            | 220,000                         |
|                              | 38,814                | 300,000                          | 620087                           | SW Alder Ave. (2nd to 1st)                     |                                    |                                 |
|                              |                       | 50,000                           | 620012                           | Warrenton Trails Wayfinding Signs              |                                    |                                 |
|                              |                       | 40,000                           | 620013                           | Upgrade Curb & Sidewalk at Elementary          |                                    |                                 |
|                              |                       |                                  | 620014                           | SRTS Grade Sch-Main Ave Safe Ped Walk          | 500,000                            | 500,000                         |
|                              |                       |                                  | 620028                           | SE 2nd St (SE Marlin-Warr. Commercial Ctr)     | 60,000                             | 60,000                          |
|                              |                       |                                  | 620029                           | Tansy Point Connection NW 11th Path            | 104,000                            | 104,000                         |
| 21,092                       | 49,060                | 1,797,638                        |                                  | Total Capital Outlay                           | 2,071,350                          | 2,071,350                       |
| -                            | -                     | 198,000                          | 800000                           | Contingency                                    | 200,000                            | 200,000                         |
| 301,446                      | 539,867               | 2,872,892                        |                                  | Total Expenditures                             | 3,183,459                          | 3,183,459                       |
| 2,327,209                    | 2,561,838             | 137,073                          | 880001                           | Ending Fund Balance                            | 96,604                             | 96,604                          |
| <u>\$2,628,655</u>           | <u>\$ 3,101,705</u>   | <u>\$ 3,009,965</u>              |                                  | <b>Total Requirements</b>                      | <u>\$3,280,063</u>                 | <u>\$ 3,280,063</u>             |

City of Warrenton  
Budget Document

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

| Historical Data |             |                   | Budget for Fiscal Year<br>7/1/2021 - 6/30/2022 |                                                            |                                    |                                 |
|-----------------|-------------|-------------------|------------------------------------------------|------------------------------------------------------------|------------------------------------|---------------------------------|
| Actual          |             | Adopted<br>Budget | Resources<br>and<br>Requirements               | Proposed by<br>Budget<br>Officer                           | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| FYE 6/30/19     | FYE 6/30/20 | FYE 6/30/21       |                                                |                                                            |                                    |                                 |
|                 |             |                   | <b><u>Resources</u></b>                        |                                                            |                                    |                                 |
| \$ 712,918      | \$ 815,508  | \$ 893,000        | 300000                                         | Beginning Fund Balance                                     | \$ 1,070,400                       | \$1,070,400                     |
| 82,929          | 74,989      | 150,000           | 339200                                         | Improvement Fee                                            | 170,000                            | 170,000                         |
| 19,661          | 18,771      | 6,000             | 361000                                         | Interest                                                   | 6,500                              | 6,500                           |
| <hr/>           |             |                   | <hr/>                                          |                                                            |                                    |                                 |
| 815,508         | 909,268     | 1,049,000         | <b>Total Resources</b>                         |                                                            | <b>1,246,900</b>                   | <b>1,246,900</b>                |
| <hr/>           |             |                   | <hr/>                                          |                                                            |                                    |                                 |
|                 |             |                   | <b><u>Requirements</u></b>                     |                                                            |                                    |                                 |
|                 |             |                   | 620030                                         | Capital Outlay-Public Works:<br>Main Ave/OR 104 Ped. Route |                                    | 1,246,900                       |
| <hr/>           |             |                   | <hr/>                                          |                                                            |                                    |                                 |
| -               | -           | -                 | <b>Total Capital Outlay</b>                    |                                                            | -                                  | 1,246,900                       |
| <hr/>           |             |                   | <hr/>                                          |                                                            |                                    |                                 |
| -               | -           | -                 | 800000                                         | Contingency                                                | -                                  | -                               |
| <hr/>           |             |                   | <hr/>                                          |                                                            |                                    |                                 |
| -               | -           | -                 | <b>Total Expenditures</b>                      |                                                            | -                                  | 1,246,900                       |
| <hr/>           |             |                   | <hr/>                                          |                                                            |                                    |                                 |
| 815,508         | 909,268     | 1,049,000         | 880001                                         | Ending Fund Balance                                        | 1,246,900                          | -                               |
| <hr/>           |             |                   | <hr/>                                          |                                                            |                                    |                                 |
| \$ 815,508      | \$ 909,268  | \$ 1,049,000      | <b>Total Requirements</b>                      |                                                            | <b>\$ 1,246,900</b>                | <b>\$ 1,246,900</b>             |
| <hr/>           |             |                   | <hr/>                                          |                                                            |                                    |                                 |



City of Warrenton  
Budget Document

Engineer Internal Service Fund 042 (750)

| Historical Data |                 |                   | Budget for Fiscal Year<br>7/1/2021-6/30/2022 |                                     |                                  |                                    |                                 |
|-----------------|-----------------|-------------------|----------------------------------------------|-------------------------------------|----------------------------------|------------------------------------|---------------------------------|
| Actual          |                 | Adopted<br>Budget | Resources<br>and<br>Requirements             |                                     | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| FYE 6/30/19     | FYE 6/30/20     | FYE 6/30/21       |                                              |                                     |                                  |                                    |                                 |
|                 |                 |                   | <b>Resources</b>                             |                                     |                                  |                                    |                                 |
| \$ 5,406        | \$ 5,406        | \$ 5,406          | 300000                                       | Beginning Fund Balance              | \$ 5,406                         | \$ 5,406                           |                                 |
|                 |                 | 167,163           | 347500                                       | Engineering Services                | 127,428                          | 127,428                            |                                 |
|                 |                 |                   | 348000                                       | Other Billed Services               |                                  |                                    |                                 |
|                 |                 |                   | 360000                                       | Miscellaneous Income                |                                  |                                    |                                 |
|                 |                 |                   | 361000                                       | Interest                            |                                  |                                    |                                 |
| <u>5,406</u>    | <u>5,406</u>    | <u>172,569</u>    |                                              | <b>Total Resources</b>              | <u>132,834</u>                   | <u>132,834</u>                     | <u>-</u>                        |
|                 |                 |                   | <b>Requirements</b>                          |                                     |                                  |                                    |                                 |
|                 |                 |                   | Personnel Services-Engineering Dept:         |                                     |                                  |                                    |                                 |
|                 |                 | 99,250            | 110000                                       | Regular Salaries                    | 72,100                           | 72,100                             |                                 |
|                 |                 | 7,593             | 141000                                       | FICA                                | 5,516                            | 5,516                              |                                 |
|                 |                 | 1,260             | 142000                                       | Workers Compensation                | 1,026                            | 1,026                              |                                 |
|                 |                 | 99                | 143000                                       | Unemployment                        | 72                               | 72                                 |                                 |
|                 |                 | 32,502            | 144000                                       | Retirement                          | 22,819                           | 22,819                             |                                 |
|                 |                 | 24,176            | 145000                                       | Health Insurance                    | 23,865                           | 23,865                             |                                 |
|                 |                 | 175               | 146000                                       | Life Insurance                      | 50                               | 50                                 |                                 |
|                 |                 | 314               | 149000                                       | Long Term Disability                | 186                              | 186                                |                                 |
| <u>-</u>        | <u>-</u>        | <u>165,369</u>    |                                              | <b>Total Personnel Services</b>     | <u>125,634</u>                   | <u>125,634</u>                     | <u>-</u>                        |
|                 |                 | 1                 |                                              | Total Full-Time Equivalent          | 1                                | 1                                  | 1                               |
|                 |                 |                   | Materials and Services-Engineering Dept:     |                                     |                                  |                                    |                                 |
|                 |                 | 1,000             | 210000                                       | Office Supplies                     | 1,000                            | 1,000                              |                                 |
|                 |                 | 1,500             | 320000                                       | Dues/Meetings/Training/Travel       | 1,500                            | 1,500                              |                                 |
|                 |                 | 700               | 340002                                       | Communications                      | 700                              | 700                                |                                 |
|                 |                 |                   | 380000                                       | Professional Services               |                                  |                                    |                                 |
|                 |                 | 2,000             | 380020                                       | Computer/Software Support           | 2,000                            | 2,000                              |                                 |
|                 |                 | 2,000             | 380050                                       | Non-capital equipment               | 2,000                            | 2,000                              |                                 |
| <u>-</u>        | <u>-</u>        | <u>7,200</u>      |                                              | <b>Total Materials and Services</b> | <u>7,200</u>                     | <u>7,200</u>                       | <u>-</u>                        |
|                 |                 |                   |                                              | <b>Total Expenditures</b>           | <u>132,834</u>                   | <u>132,834</u>                     | <u>-</u>                        |
| <u>5,406</u>    | <u>5,406</u>    | <u>-</u>          | 880001                                       | Ending Fund Balance                 | <u>-</u>                         | <u>-</u>                           | <u>-</u>                        |
| <u>\$ 5,406</u> | <u>\$ 5,406</u> | <u>\$ 172,569</u> |                                              | <b>Total Requirements</b>           | <u>\$ 132,834</u>                | <u>\$ 132,834</u>                  | <u>\$ -</u>                     |

City of Warrenton  
Budget Document

Warrenton Business License Fund 006 (400)

| Historical Data   |                   |                   | Budget for Fiscal Year<br>7/1/2021-6/30/2022 |                                          |                              |                           |
|-------------------|-------------------|-------------------|----------------------------------------------|------------------------------------------|------------------------------|---------------------------|
| Actual            | Adopted Budget    |                   | Resources and Requirements                   | Proposed by Budget Officer               | Approved by Budget Committee | Adopted by Governing Body |
| FYE 6/30/19       | FYE 6/30/20       | FYE 6/30/21       |                                              |                                          |                              |                           |
|                   |                   |                   | <b>Resources</b>                             |                                          |                              |                           |
| \$ 65,586         | \$ 59,607         | \$ 78,000         | 300000                                       | Beginning Fund Balance                   | \$ 40,000                    | \$ 40,000                 |
| 60,565            | 60,445            | 59,000            | 321600                                       | Business License Fees                    | 59,000                       | 59,000                    |
| 166               |                   |                   | 360000                                       | Miscellaneous                            |                              |                           |
| 1,635             | 1,926             | 800               | 361000                                       | Interest Earnings                        | 500                          | 500                       |
|                   | 5                 |                   | 364000                                       | Fund Raising Revenues                    |                              |                           |
| 6,250             |                   |                   | 365000                                       | Donations                                |                              |                           |
| <u>134,202</u>    | <u>121,983</u>    | <u>137,800</u>    |                                              | <b>Total Resources</b>                   | <u>99,500</u>                | <u>99,500</u>             |
|                   |                   |                   | <b>Requirements</b>                          |                                          |                              |                           |
|                   |                   |                   | Personnel Services-WBL Program:              |                                          |                              |                           |
| 10,789            | 9,893             | 6,838             | 199999                                       | Personnel services overhead (.0515 FTE)  | 6,154                        | 6,154                     |
| <u>10,789</u>     | <u>9,893</u>      | <u>6,838</u>      |                                              | <b>Total Personnel Services</b>          | <u>6,154</u>                 | <u>6,154</u>              |
|                   |                   |                   | Materials and Services-WBL Program:          |                                          |                              |                           |
| 793               | 925               | 1,000             | 211000                                       | Postage                                  | 1,000                        | 1,000                     |
| 3,790             | 2,502             | 2,500             | 310000                                       | Printing/Advertising/Publicity/Marketing | 1,500                        | 1,500                     |
|                   | 7,500             | 7,500             | 320000                                       | Dues/Meetings/Training/Travel            | 7,500                        | 7,500                     |
| 52                | 56                | 150               | 360000                                       | Bank/Credit Card Fees                    | 150                          | 150                       |
| 1,000             | 13,000            | 5,000             | 380000                                       | Professional Services                    | 2,500                        | 2,500                     |
|                   | 203               | 1,000             | 380010                                       | Rental (Storage)                         |                              |                           |
|                   |                   | 10,000            | 380019                                       | Nuisance Abatement                       | 5,000                        | 5,000                     |
| 2,518             | 3,504             | 2,000             | 380020                                       | Computer & Software Support              | 2,000                        | 2,000                     |
|                   |                   | 500               | 380021                                       | Recognition Program                      |                              |                           |
| 455               | 570               | 1,000             | 380039                                       | North and South Welcome Sign             | 800                          | 800                       |
| 245               | 205               | 1,000             | 380031                                       | July 4th Parade                          | 1,000                        | 1,000                     |
|                   | 869               | 5,000             | 380034                                       | Winter Holiday Events/Decoration         |                              |                           |
| 3,950             |                   |                   | 380036                                       | Website maintenance                      |                              |                           |
| 2,500             |                   | 15,000            | 380047                                       | Façade Grants(outside URA)               | 15,000                       | 15,000                    |
|                   | 4,556             | 5,000             | 380048                                       | Festival/Chamber Events                  |                              |                           |
| 40,887            |                   | 10,000            | 380051                                       | Holiday & Community Events               | 20,000                       | 20,000                    |
| 7,617             | 6,795             | 4,858             | 390090                                       | Overhead Cost (Indirect Allocation)      | 4,487                        | 4,487                     |
| <u>63,806</u>     | <u>40,685</u>     | <u>71,508</u>     |                                              | <b>Total Materials &amp; Services</b>    | <u>60,937</u>                | <u>60,937</u>             |
|                   |                   |                   | Not allocated:                               |                                          |                              |                           |
|                   |                   |                   | Transfers to Other Funds                     |                                          |                              |                           |
|                   |                   | 40,000            | 860070                                       | Police Vehicle Replacement Fund          | 5,000                        | 5,000                     |
|                   |                   | 10,000            | 860071                                       | Fire Apparatus & Equipment Fund          | 5,000                        | 5,000                     |
|                   |                   |                   | 860015                                       | Grants Fund - (Fire Equip. Match)        |                              |                           |
|                   |                   |                   | 860004                                       | Community Center Capital Reserve Fund    |                              |                           |
| -                 | -                 | 50,000            |                                              | <b>Total Transfers</b>                   | <u>10,000</u>                | <u>10,000</u>             |
| -                 | -                 | 5,000             | 800000                                       | Contingency                              | 5,000                        | 5,000                     |
| <u>74,595</u>     | <u>50,578</u>     | <u>133,346</u>    |                                              | <b>Total Expenditures</b>                | <u>82,091</u>                | <u>82,091</u>             |
| 59,607            | 71,405            | 4,454             | 880001                                       | Ending Fund Balance                      | 17,409                       | 17,409                    |
| <u>\$ 134,202</u> | <u>\$ 121,983</u> | <u>\$ 137,800</u> |                                              | <b>Total Requirements</b>                | <u>\$ 99,500</u>             | <u>\$ 99,500</u>          |



**Finance Department  
Agenda Memorandum**

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

Date: June 22, 2021

**Regarding: Adoption of the 2022-2027 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, 2027. The City Commission reviewed a draft of the Capital Improvement Program in a work session on April 13, 2021 and the Warrenton Budget Committee approved the funding for current year capital projects during the budget meeting on May 15, 2021.

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 *2022-2027 Capital Improvement Program* as presented.

**ALTERNATIVE:**

Other action as deemed appropriate.

**FISCAL IMPACT:**

This is a financial planning tool and is not governed by Oregon Budget Law. 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.



## AGENDA MEMORANDUM

TO: The Warrenton City Commission  
 FROM: Brian Alsbury, Fire Chief  
 DATE: June <sup>22</sup>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-**


## Fire Chief

**From:** ClientServices@govdeals.com  
**Sent:** Friday, May 28, 2021 3:17 PM  
**To:** Fire Chief  
**Subject:** GovDeals Seller's Certificate: 14-0528211815-13039

Congratulations, Warrenton, OR has sold another item on the GovDeals Auction Server.

| BUYER (#2462200) |                                      |
|------------------|--------------------------------------|
| <b>Name:</b>     | Mark Gwillim                         |
| <b>Company:</b>  | Shiloh Forestry, Inc                 |
| <b>Title To:</b> | Shiloh Forestry, Inc                 |
| <b>Phone:</b>    | 541-953-6235                         |
| <b>Email:</b>    | mgland@99w.us                        |
| <b>Address:</b>  | 90324 Prairie Rd<br>Eugene, OR 97402 |

| SELLER (#13039) |                                        |
|-----------------|----------------------------------------|
| <b>Agency:</b>  | Warrenton, OR                          |
| <b>Contact:</b> | Brian Alsburybrian                     |
| <b>Phone:</b>   | 503-861-2494                           |
| <b>Email:</b>   | firechief@ci.warrenton.or.us           |
| <b>Address:</b> | 225 S. MAIN AVE<br>Warrenton, OR 97146 |

| ITEM INFORMATION FOR ASSET ID: 14 |                                   |                            |                                                                                       |
|-----------------------------------|-----------------------------------|----------------------------|---------------------------------------------------------------------------------------|
| <b>Item:</b>                      | 1979 Ford LT-9000 Water Tender    |                            |  |
| <b>Pick Up Location:</b>          | 45 SW 2nd St, Warrenton, OR 97146 |                            |                                                                                       |
| <b>Inventory ID:</b>              | T2731                             | <b>Account ID:</b>         | 13039                                                                                 |
| <b>Condition:</b>                 | Used/See Description              | <b>Quantity:</b>           | 1 each                                                                                |
| <b>Make/Brand:</b>                | Ford                              | <b>Model:</b>              | LT-9000                                                                               |
| <b>VIN/Serial:</b>                | Not Provided                      | <b>Model Year:</b>         | 1979                                                                                  |
| <b>Meter:</b>                     | 79,104 Miles<br>(Accurate?: No)   | <b>Title Restrictions:</b> | No Title Restriction                                                                  |

| Date                     | Item                           |        | Amount             |
|--------------------------|--------------------------------|--------|--------------------|
| 28 May 2021 03:15 PM PDT | 1979 Ford LT-9000 Water Tender |        | USD<br>\$15,200.00 |
|                          | Buyer's Premium                | 10.00% | USD<br>\$1,520.00  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |       |                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------|--------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | Total | USD<br>\$16,720.00 |
| <b>Payment Instructions:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |       |                    |
| <p>Wire Transfer is the only payment option for this item. The Wire Transfer Transaction Summary page will provide payment and account information. The Wire Transfer must be completed within 5 days unless otherwise specified below.</p> <p><b>PAYMENT MUST BE MADE ONLINE --</b> To make online payment, log into your Liquidity Services account and select 'My Bids'. Please follow the instructions there.</p> <p>Payment in full is due not later than five (5) business days from the time and date of the close of the auction. Payment must be made electronically via the payment methods listed below.</p> <p><b>TAX EXEMPTION:</b> Where taxes are applicable (see the Buyer's Certificate), Tax Exempt documents must be provided to this seller within 24 hours of the auctions close and before payment is made. Please use the 'Ask a Question' feature for all questions.</p> |  |       |                    |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <b>Removal Instructions:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
| <p>Property may be removed by appointment only and appointments must be made at least 24 hours in advance. All items must be removed within ten (10) business days from the time and date of the close of the auction.</p> <p>The Buyer will make all arrangements and perform all work necessary, including packing, loading and transportation of the property. No Assistance will be provided. Bidders will be locked unless a prior arrangement has been made for any item not removed within the 10 business days allowed and stated on the Buyer's Certificate.</p>                                    |  |  |  |
| <b>Special Instructions:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
| <p><b>NOTICE:</b> If you are the winning bidder and default by failing to adhere to this sellers terms and conditions your account with Liquidity Services WILL BE LOCKED.</p> <p>Guaranty Waiver. All property is offered for sale 'AS IS, WHERE IS.' Warrenton, OR makes no warranty, guaranty or representation of any kind, expressed or implied, as to the merchantability or fitness for any purpose of the property offered for sale. Please note that upon removal of the property, all sales are final.</p> <p>Description Warranty. Seller warrants to the Buyer that the property offered for</p> |  |  |  |

sale will conform to its description. Any claim for misdescription must be made prior to removal of the property. If Seller confirms that the property does not conform to the description, Seller will keep the property and refund any money paid. The liability of the seller shall not exceed the actual purchase price of the property.

**Description:**

1979 Ford LT-9000 Water Tender. CAT 3406 Diesel Engine. No reserve auction.

No Fire Departments can purchase this. Was received via a grant and not labeled as safe for fire departments.

Starts with a boost, runs, drives.

Maintained every 30 days.

Eaton/Fuller manual transmission 13 speed.

Transmission is operable.

Removed from service 2018, maintenance records available.

Pump is operable 400gpm last tested 1/12/10

Certification has expired.

3000-gallon tank.

2-Intakes-Driver side & rear fill dump.

3-Discharges-Drivers & passenger side-Rear Dump.

Tires fair condition holding air.

No cracked glass.

Scratches, dings, dents.

Cloth & Vinyl interior.

Cracks in Dash & Seats.



## AGENDA MEMORANDUM

TO: The Warrenton City Commission

FROM: Jane Sweet Harbormaster

DATE: Commission Meeting June 22, 2021

SUBJ: Second Reading of Resolution 2596; Marina Rates and Fees

**SUMMARY:** Adopting and Setting Moorage Rental Rates and Fees in the Warrenton and Hammond Municipal Basins, Repealing Resolution 2523.

Attached are the proposed changes to the City of Warrenton Marina fees in Resolution 2596 with amended changes made at the June 8<sup>th</sup> 2021 City of Warrenton Commission meeting which include:

Section 1.B – A scrivener’s error from raises to raised.

Section 1.F – Unauthorized Moorage Fees: Increased from \$25. To \$300.

Section 1.G – Key Replacement: Increased from \$25. To \$75.

Section 4. – Hoist Charges: Increased from \$100. Per Hour to \$150. Per Hour.

The proposed rate increases are necessary to aid in future capital improvements, such as, the Warrenton Pier Improvements, Repairs and Future Dock Replacement. In the



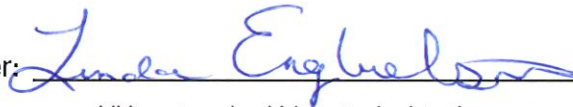
Hammond continued Maintenance Dredging, Bank Stabilization and Future Dock Replacement.

RECOMMENDATION/SUGGESTED MOTION: "I move to adopt the second reading of Resolution No. 2596, with the amended changes; Adopting and Setting Moorage Rental Rates and Fees in the Warrenton and Hammond Municipal Basins, and repeal any other Resolutions in conflict.

ALTERNATIVE

None Recommended

FISCAL IMPACT: Approximately Warrenton - \$50,000 and Hammond \$15,000 of additional Revenue, Fiscal year 2021 - 2022.

Approved by City Manager:  \_\_\_\_\_  
All supporting documentation, i.e., maps, exhibits, etc., should be attached to the memorandum.

## RESOLUTION 2596

Introduced by All Commissioners

### AMENDING MARINA RATES AND FEES, AND REPEALING RESOLUTION NO. 2523

**WHEREAS**, The Warrenton and Hammond Marinas require an adjustment in user rates to meet City of Warrenton Marina expenses; and

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

**NOW THEREFORE**, The Warrenton City Commission of the City of Warrenton does hereby adopt the following:

#### **SECTION 1. SETTING RATES:**

The Warrenton City Commission hereby adopts the following fees and rates for all users of the Warrenton and Hammond Municipal Boat Basins. The charges, which shall be paid by all users of the municipal basins, will be assessed according to the measurement of the overall length of the vessel. The Length Over All (LOA) includes across deck, bow to stern, including outdrives, outboards, bowsprits, fish boxes and swim platforms; anchors are not included. All vessels will be charged at the rate provided by City resolutions. Annual Moorage shall run from July 1<sup>st</sup> to June 30<sup>th</sup> of each year.

- A. YEARLY RATES shall be \$42.00 per foot based on OAL or slip size whichever is greater with the exception of Commercial - The term commercial vessel is defined by the United States Coast Guard as any vessel (i.e. boat or ship) engaged in commercial trade or that carries passengers for hire. This would exclude pleasure craft that do not carry passengers for hire. - shall be \$45.00 per foot due to the additional wear and tear of the marina facilities. All annual moorage holders shall be required to have proof of ownership, current registration or documentation and provide proof of liability insurance in the amount of \$300,000.00 with the City of Warrenton listed as additionally insured.
- B. THESE ABOVE RATES will be raised \$2.00 Per year thereafter for a period of 3 years beginning in 2022 and ending in 2025.
- C. ANNUAL AND DAILY FACILITY USE FEE – Includes Water, Garbage and Oil Dump charges. Annually \$200.00 Commercial, \$100.00 Recreational; Monthly Rate Commercial \$150.00, Recreational \$75.00; Daily Commercial \$10.00, Recreational \$5.00.

D. TRANSIENT MOORAGE rates shall be charged as follows:

Recreational and Commercial Daily Moorage Rate

|          |         |
|----------|---------|
| 0 – 29'  | \$15.00 |
| 30 – 39' | \$20.00 |
| 40 – 49' | \$25.00 |
| 50 – 59' | \$30.00 |
| 60 – 69' | \$35.00 |
| 70 – 79' | \$40.00 |
| 80 – 89' | \$45.00 |
| 90 – 99' | \$50.00 |

Recreational and Commercial Monthly Rate (June – September)

| Warrenton |          | Hammond  |          |
|-----------|----------|----------|----------|
| 0 – 29'   | \$350.00 | 0 – 19'  | \$400.00 |
| 30 – 40'  | \$400.00 | 20 – 29' | \$500.00 |
| 40 – 50'  | \$500.00 | 30' +    | \$550.00 |

Monthly Moorage for the remaining months will be 1/3 the annual rate (October – May).

Additional charges may apply to the above transient rates such as parking and electric fees.

- E. ELECTRICITY CHARGES for annual tenants will be based on the rates established by the PUC plus a \$15.00 per month maintenance and read fee. Monthly and Daily charges will be included in the Facility Fee.
- F. UNAUTHORIZED MOORAGE FEE – Includes Failure to Register \$300.00
- G. KEY REPLACEMENT FEE – Includes Restrooms>Showers, Docks and Oil Dump \$75.00
- H. UNAUTHORIZED MOORAGE – Will be referred to WPD with possible result in Theft of Service Charge.

**SECTION 2. LIVEABOARD FEES**

A. LIVE ABOARD FEE of \$65.00 per month will be imposed for each individual living aboard a vessel to help offset extra costs incurred from living aboard. Live aboard spaces are available to previously approved occupants only. This fee shall also apply to commercial vessels with crew onboard for a period over 10 days per month. This fee shall be charged to the owner of the vessel. The Live aboard Fee shall include the Facility Fee.

B. UNAUTHORIZED LIVE ABOARD - Shall be charged \$200.00 per day/per person. These charges will be the responsibility of the owner of the vessel allowing unauthorized persons staying on their vessel. Failure to remove individuals residing on vessels will result in cancellation of moorage.

### **SECTION 3. LAUNCH RAMPS**

A LAUNCH RAMP fee of \$10.00 will be charged at both the Warrenton and Hammond launch ramps for all vessels using the facilities. Such fee will include load/unloading crab posts, nets, etc. Annual permits shall be available for the fee of \$150.00 per recreational vessels and \$250.00 for commercial vessels. The permit shall be for the period July 1<sup>st</sup> – June 30<sup>th</sup> of each year. It is understood that such permit holders shall have no priority in the launching their boats.

- A. LAUNCH CITATION FEE – If paid within 24 hours - \$25.00 Customers will have 10 days to appeal if disputing charges. After 10 days the fee will be turned over to the Warrenton Police Department.

### **SECTION 4. HOIST CHARGES**

- A. Hoists are available at an hourly rate of \$150.00 per hour, minimum one hour charge during regular operation hours. The hoist is available every day during the month. Weekend, meaning Saturday and Sunday, hoist appointments will be charged at double time. After hours emergency appointments will be charged at double time with a minimum 3 hour call out. Appointments must be made 24 hours in advance with the Harbormasters' office, as all hoists must be operated by a City hoist/crane operator. Hoist charges will begin at the time of scheduled appointment.

### **SECTION 5. SERVICE DOCK CHARGES**

- A. MAIN FACE OF THE PIER - \$200.00, allows for use up to 24 hours maximum for transient vessels. Annual Commercials will not be charged for their first 24 hours of use. All vessels exceeding the 24-hour time limit will be assessed a \$100.00 per day user fee.
- B. WORK SLIP - \$100.00 per day with up to 6 days of use. After 6 days of use the fee will be assessed at \$200.00 per day. Work slip use is designed for use of welders, painting, vendors, use of private hoist or crane, equipment, etc. This fee may be assessed whether at the City Pier or in a City leased slip.
- C. NET LOADING ON PIER – Round Trip \$50.00

## **SECTION 6. OVER THE PIER PRODUCT CHARGES**

For every pound of seafood taken over the pier there will be a charge of \$.05. For every gallon of fuel taken over the pier the charge will be \$.02. These charges shall be billed directly to the buyer/fishery/fuel vendor or directly to the owner of the vessel. Fish tickets and fuel ticket shall be required from the fish buyer and fuel vendor for billing purposes.

## **SECTION 7. DRY STORAGE CHARGES**

- A. Dry storage areas of 20'x20' spaces are available for \$95.00 per month limited to fishing related gear only and shall be contained wholly within the confines of the marked leased area.
- B. Vessels will be charged \$15.00 per day for use of the dry storage or park area for net repair.
- C. Boaters wishing to store boat trailers shall be billed at the rate of \$10.00 per day or \$75.00 per month.

## **SECTION 8. PUMP OUT / CLEANUP/ REPAIR FEES**

- A. The City of Warrenton will only pump vessels in emergency situations or when a vessel is in danger of sinking. The vessel's owner will be notified that said vessel requires immediate attention. Vessels requiring pump out will be charged \$75.00 per hour/per employee required. Call out and Holiday charges shall be at double time per employee with a minimum call out time of 3 hours.
- B. Any vessel or person leaving debris or unauthorized property on marina property shall be charged for the cleanup and or removal of debris or property at the rate of \$75.00 per hour/per employee required. This shall include pier, finger piers, oil dump and dumpsters if filled beyond capacity.
- C. Any damage to marina property due to negligence or neglect shall be charged at the rate of \$75.00 per hour/per employee, plus any materials needed to repair to usable or like condition.
- D. Any Assistance or service provided to individual vessel not covered in routine maintenance \$75.00 per hour/per employee.
- E. All above fees shall be the responsibility of the legal owner of the vessel whether present at the time of the incident or not.

## **SECTION 9. LATE PAYMENT CHARGES**

- A. There shall be a minimum monthly late fee of \$10.00 or 1.5 % whichever is greater, shall be levied against all accounts which are not paid in full by the end of each month.
- B. If electrical accounts are not paid in full within 45 days of the billing the electric box shall be locked and your account must be paid in full – balance of \$0 – before the power will be turned back on. A \$30.00 charge will be assessed to reestablish power.
- C. There will be a \$35.00. fee for all checks returned NSF.

#### **SECTION 10. PARKING FEES**

- A. The City of Warrenton requires a fee for all vehicles using marina properties to park. All vehicles must be in running condition with current state registration. Parking areas are to be used for parking only. No long term storage shall be allowed in areas designated for parking. If long term parking, more than 30 days is required vehicle shall be move to Dry Storage and pay fees associated with the use of dry storage area.
- B. Fees are as follows:
  - Daily Parking - \$10.00 per vehicle
  - Monthly Parking - \$100.00 per vehicle
  - Monthly Parking with Boat Trailer - \$150.00 per vehicle
- C. FAILURE TO PAY PARKING FEE (if paid within 48 hours) - \$25.00 Customers will have 10 days to appeal if disputing charges. After 10 days the fee will be turned over to the Warrenton Police Department.
- D. Annual Moorage holders shall receive two parking passes per slip. Additional passes may be purchased at the annual parking rate of \$100.00.

#### **SECTION 11. OVERNIGHT STAYS**

- A. The City of Warrenton charges a fee of \$50.00/Night. Including transient room tax per overnight stays on marina properties. Each marina has designated areas for overnight camping with limited space available. Overnight stays shall be limited to no more than 30 consecutive days.
- B. All vehicles outside of the designated areas may be subject to a fine or towing.
- C. FAILURE TO PAY CAMPING/OVERNIGHT FEE - \$75.00
- D. 30 Day Passes may be purchase only at the Marina Office \$900.00

**SECTION 12. NON-REFUNDABLE RESERVATION FEE**

There is a \$10.00 nonrefundable fee for daily reservations at the City of Warrenton marinas. If the reservation cannot be guaranteed, the request shall be put on a wait list where no fee shall be required.

**SECTION 13. OFFENSIVE LITTERING**

- A. All refuse, garbage and debris must be deposited in the provided shore side dumpster. Nothing shall be dumped in the basin waters. This includes all fish, shellfish, bait or animal waste of any kind.
- B. Fish cleaning of any kind is prohibited on all City of Warrenton Marina Docks unless fish wastes are collected, contained and properly disposed of in provided dumpsters.
- C. FAILURE TO USE PROVIDED DUMPSTERS FOR ALL WASTE OF ANY KIND - will result in immediate loss of privileges to the City of Warrenton Marinas and will result in City fines up to \$300.00
- D. EXCESSIVE DUMPING OR UNAUTHORIZED DUMPING – Will be referred to the WPD with a possible result in theft of service fines.

**SECTION 14. EFFECTIVE DATE**

This Resolution becomes effective July 1, 2021.

First Reading: June 8, 2021

Second Reading: June 22, 2021

Adopted by the City Commission of the City of Warrenton this 22<sup>nd</sup> day of June, 2021.

APPROVED

\_\_\_\_\_  
Henry Balensifer, III  
Mayor

ATTEST

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



## AGENDA MEMORANDUM

TO: The Warrenton City Commission  
 FROM: Dawne Shaw, City Recorder  
 DATE: June 22, 2021  
 SUBJ: Street Vacation Petition No. 155; Ordinance No. 1252

### SUMMARY

At its last meeting, the City Commission held a Public Hearing for Street Vacation Petition No. 155, for a portion of an undeveloped street known as 4<sup>th</sup> Avenue. The first reading of Ordinance No. 1252 was also conducted on this date. The ordinance is presented this evening for its second reading and adoption.

### RECOMMENDATION/SUGGESTED MOTION

*"I move to conduct the second reading, by title only, of Ordinance No. 1252; an Ordinance Vacating a Portion of 4<sup>th</sup> Avenue, an Undeveloped Street Rights-of-way in the Plats of First Addition to Kindred Park to Warrenton, in the City of Warrenton, Oregon."*

*"I move to adopt Ordinance No. 1252."*

### ALTERNATIVE

Other action as deemed appropriate by the City Commission

### FISCAL IMPACT

The applicant has paid the \$750 street vacation processing fee. Recording costs considered in FY 2020-2021 budget.

Approved by City Manager:



ORDINANCE NO. 1252

INTRODUCED BY ALL COMMISSIONERS

AN ORDINANCE VACATING A PORTION OF 4<sup>TH</sup> AVENUE, AN UNDEVELOPED STREET RIGHTS-OF-WAY IN THE PLATS OF FIRST ADDITION TO KINDRED PARK TO WARRENTON IN THE CITY OF WARRENTON, OREGON

WHEREAS, The Warrenton City Commission deems it to be in the best interest of the City to vacate a portion of an undeveloped street in the plats of First Addition to Kindred Park to Warrenton in the City of Warrenton, County of Clatsop, State of Oregon; and

WHEREAS, a public hearing on the petition was held at the hour of 6:00 p.m. on Tuesday, June 8, 2021, in the Commission's Chambers at Warrenton City Hall; and

WHEREAS, due notice of time and place for said hearing was given, as by law required;

NOW, THEREFORE, the City of Warrenton ordains as follows:

**Section 1.** The public rights-of-way in the City of Warrenton, Clatsop County, State of Oregon, described as a portion of 4<sup>th</sup> Avenue (Mylar Avenue) and more particularly described in Exhibit A, is hereby vacated. Nothing contained herein shall cause or require the removal or obstruction of any drainage ditch, abandonment of any sewer, water main conduit, utility line, pole or any other thing used or intended to be used for any public service.

**Section 2.** The City Recorder of the City of Warrenton is hereby ordered to make this vacation a matter of public record; and it is expressly provided that the petitioner shall forthwith pay the costs of the necessary changes of public records, as required by law, and it is hereby provided that the City Recorder shall file with the clerk, the assessor, and the surveyor of Clatsop County, a certified copy of this ordinance.

**Section 3.** This ordinance will take effect 30 days after its adoption by the Warrenton City Commission.

Adopted by the City Commission of the City of Warrenton, Oregon this 22<sup>nd</sup> day of June, 2021.

First Reading: June 8, 2021

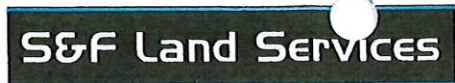
Second Reading: June 22, 2021

APPROVED:

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

ATTEST:

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



1725 N Roosevelt Drive, Suite B, Seaside, OR 97138  
(503) 738-3425 - [www.sflands.com](http://www.sflands.com)

PROJECT NO.: 21G35101

DATE: 4/16/2021

INITIALS: ER

**LEGAL DESCRIPTION**  
**Right of Way Vacation**  
**EXHIBIT "A"**  
**4<sup>th</sup> Avenue (Myler Avenue)**

A portion of land located in the Southeast one quarter and the Southwest one quarter of Section 5, Township 8 North, Range 10 West, Willamette Meridian, City of Warrenton, Clatsop County, Oregon, more particularly described as follows:

The South 10.00 feet of that certain 70.00 feet street, adjoining and coincident, with Lots 1 to 9, inclusive, in Block 9, Plat of "First Addition to Kindred Park", Book 1, Page 60, records of Clatsop County, Oregon.

Subject to any public or private easements that may exist.

Containing 0.07 acres more or less.

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

*Jack L. White II*

OREGON  
SEPTEMBER 10, 2019  
JACK L WHITE II  
91987PLS



## AGENDA MEMORANDUM

TO: The Warrenton City Commission

FROM: Mathew J. Workman, Chief of Police

DATE: June 22, 2021

SUBJ: 2021-2022 Police Dispatch Services Agreement

### SUMMARY

The Warrenton Police Department contracts with the Astoria Police Department for police dispatch services. Each year the City must sign a "Subscriber Agreement" with the City of Astoria to set the terms and conditions to provide these services. These services are budgeted in the FY 2021-2022 City Budget. Historically the agreement is signed by the respective City Mayor and City Manager from each City.

### RECOMMENDATION/SUGGESTED MOTION

Approve the 2021-2022 Police Dispatch Services Agreement and have it signed by the Mayor and City Manager.

*"I move to approve the Police Dispatch Services Agreement with the City of Astoria for Fiscal Year 2021 – 2022 and to have the Mayor and the City Manager sign the agreement."*

### ALTERNATIVE

Not feasible. We could create and operate our own Public Safety Answering Point (PSAP) but this is not feasible and would be extremely expensive.

### FISCAL IMPACT

The FY 2021-2022 dispatch services will cost the City \$234,556, around a 3.65% decrease from \$243,320 in FY 2020-2021.

### ATTACHMENTS:

- Two (2) copies of the 2021 – 2022 Police Dispatch Services Agreement.

Approved by City Manager: \_\_\_\_\_

*Judea Engbelsun*

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

# AGREEMENT

## PUBLIC SAFETY DISPATCH SERVICES

This Agreement is entered into on the 1st day of July, 2021 by and between the CITY OF WARRENTON, hereinafter called "City", and the CITY OF ASTORIA, a municipal corporation and hereinafter called "Astoria," both of Clatsop County, Oregon.

City and Astoria enter into this agreement because the Astoria Police Radio Communications Center, hereinafter called "Dispatch Center", has the staff and facilities to provide emergency radio dispatch service to City, and City has the necessary funds to pay Astoria for services performed under this agreement.

Nothing in this agreement shall be interpreted to cause the City of Astoria to violate any rules and regulations set forth by the United States of America Federal Communications Commission.

### I. SERVICES TO BE PROVIDED BY ASTORIA

#### A. Basic Services

Astoria shall provide City with twenty-four (24) hour emergency dispatch service. This will include:

1. Answering service for City emergency incoming telephone lines;
2. Advising appropriate agency by means of radio of services requested by the public;
3. Answering radio calls for service and provide appropriate information to authorized personnel;
4. Maintaining a log of citizen-called-for services;
5. Provide communications equipment infrastructure maintenance for all equipment licensed by the FCC to Astoria 911 not including end user equipment.
6. Providing LEDES teletype service to authorized personnel and agencies using ORI OR004000.
7. Manage maintenance, repair and replacement of equipment and infrastructure that makes up the land-mobile radio system such as radios, repeaters, switches, routers, microwave that are located at radio sites: Megler, Wickiup, Cathlamet, Tillamook Head, Tolovana, Humbug, Reservoir and Skyline. The City remains responsible for all end-user equipment including portable radios, portable repeaters, vehicle mounted radios, and cradlepoints.

Astoria shall retain control of its Dispatch Center Personnel and their performance of services under this agreement. All such personnel performing services for the City of Astoria pursuant to this agreement shall be Astoria employees and contracted City of Seaside certified Telecommunication Operators.

## II. CONSIDERATION

- A. For the service provided by Astoria under Section I.A. 1-6, City agrees to a cost of \$234,556 for the period of July 1, 2021 to June 30, 2022.

The sum of \$234,556, payment due on September 30, 2021

OR

1. For the period from the 1st day of July, 2021 to the 30th day of September, 2021, the sum of \$58,639.00, payment due on September 30, 2021;
2. For the period from the 1st day of October, 2021 to the 31st day of December, 2021, the sum of \$58,639.00, payment due on December 31, 2021;
3. For the period from the 1st day of January, 2022 to the 31st day of March, 2022, the sum of \$58,639.00, payment due on March 31, 2022;
4. For the period from the 1st day of April, 2022 to the 30th day of June, 2022, the sum of \$58,639.00, payment due on June 30, 2022.

## III. LIABILITY INSURANCE

Each party to this agreement represents to the other that it will have in effect at all times during this agreement liability insurance coverage which covers all sums that each shall be legally obligated to pay as damages for liability under the Oregon Revised Statutes 30.260 to 30.300, the Oregon Tort Claims Act.

## IV. INDEMNIFICATION

As permitted by the Oregon Tort Claims Act, ORS 30.260 through 30.300, and the Oregon Constitution each party to this agreement agrees to hold harmless, defend, and indemnify the other, including their officers, agents, and employees, against all claims, demands, actions, and suits (including attorney fees and costs) arising from the indemnitor's performance of this Agreement where the loss or claim is attributable to the negligent acts or omissions of that party. Each party is responsible for the acts, omissions, or negligence of its own officers, employees, and agents.

## V. TELEPHONE LINES

City shall assume all costs for installation, maintenance, repair or rental for all emergency telephone lines originating from City.

VI. TERM OF CONTRACT

This contract shall be effective from July 1, 2021 to June 30, 2022 and may be modified or renewed upon the consent of both parties. This contract may be terminated at any time by either party provided that the terminating party gives the other party at least ninety (90) days written notice.

VII. ATTORNEY FEES

In the event a 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.

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

City of Astoria

City of Warrenton

\_\_\_\_\_  
By Bruce Jones, Mayor

\_\_\_\_\_

\_\_\_\_\_  
By Printed Name, Title

\_\_\_\_\_  
By Brett Estes, City Manager

\_\_\_\_\_

\_\_\_\_\_  
By Printed Name, Title

APPROVED AS TO FORM

\_\_\_\_\_  
Astoria City Attorney  
Blair Henningsgaard

It is the policy of the City of Astoria that no person shall be denied the benefits of or be subjected to discrimination in any City program, service, or activity on the grounds of age, disability, race, religion, color, national origin, sex, sexual orientation, gender identity and expression. The City of Astoria also requires its contractors and grantees to comply with this policy.

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

City of Astoria

City of Warrenton

\_\_\_\_\_  
By Bruce Jones, Mayor

\_\_\_\_\_  
By Printed Name, Title

\_\_\_\_\_  
By Brett Estes, City Manager

\_\_\_\_\_  
By Printed Name, Title

APPROVED AS TO FORM

\_\_\_\_\_  
Astoria City Attorney  
Blair Henningsgaard

It is the policy of the City of Astoria that no person shall be denied the benefits of or be subjected to discrimination in any City program, service, or activity on the grounds of age, disability, race, religion, color, national origin, sex, sexual orientation, gender identity and expression. The City of Astoria also requires its contractors and grantees to comply with this policy.



## AGENDA MEMORANDUM

TO: The Warrenton City Commission

FROM: Mathew J. Workman, Chief of Police

DATE: June 22, 2021

SUBJ: Surplus Police K9

### SUMMARY

The Warrenton Police Department purchased our narcotics detection K9 "Gabe" in April 2017. For over the last four years Gabe has faithfully served the WPD, the citizens of Warrenton, and assisted other agencies in Clatsop County by detecting and finding illegal narcotics. Gabe has also helped by searching school facilities before, during, and after the school year for possible illegal narcotics. Gabe has also been a great public relations tool for the WPD and even an emotional support for people on various scenes. With the implementation of Ballot Measure 110 and the total change of the illegal drug landscape in Oregon, a narcotic detection K9's use is extremely narrow in scope and unless you are working highway drug-interdiction, a narcotics K9 is not very feasible or justifiable for small agencies. Cannon Beach and Clatsop County have already ended their narcotic detection K9 programs.

Gabe is seven years old and would require a sizable amount of re-training to ever be able to be placed with another handler and to become certified with that handler. It would not be feasible to try to go through that process as it would not only be difficult, it would not be a good purchase option for another agency given he only has a year left as a viable detection dog. Gabe is considered "property" of the City and we must go through the surplus process for the city. After being declared surplus, the most common arrangement is to complete a "sale" of the K9 to the handler with a bill of sale (usually \$1.00) and a legal agreement that states the terms and conditions of the K9 after city ownership (disposition of equipment, hold harmless, etc.). Ofc. Wirt is very interested in retaining Gabe as they have a very strong bond and Gabe is a part of his family now.

### RECOMMENDATION/SUGGESTED MOTION

Declare the K9 "Gabe" as surplus property and complete the sale of "Gabe" to his handler Robert Wirt upon signing the agreement with the City Manager.

*"I move to declare the K9 "Gabe" as surplus and to sell "Gabe" to his handler Robert Wirt upon signing an agreement with the City executed by the City Manager."*

### ALTERNATIVE

None are feasible, for several reasons, some of which were previously stated. The city could retain ownership, but would need to do continued maintenance, healthcare, etc. at a fiscal cost to the city.

### **FISCAL IMPACT**

The sale is mostly ceremonial and for legal ownership purposes and is traditionally for an extremely small amount (\$1.00). There will be a positive effect on the budget as the 5% salary enhancement for the handler is going away, as is all of the maintenance costs, healthcare, etc. will no longer be needed.

### **ATTACHMENTS:**

- None.

Approved by City Manager:

\_\_\_\_\_

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



#### AGENDA MEMORANDUM

TO: The Warrenton City Commission  
FROM: Richard Stelzig, Public Works Director  
DATE: June 22, 2021  
SUBJ: Iredale Culvert – Proposal for Professional Engineering Services

#### SUMMARY

The Iredale Street Storm Drainage culvert has seen many years of service. The debilitated pipe system is approximately 1,050' in length and drains a portion of the downtown Hammond area. The system is made up of different, inadequate sizes and different types of pipe with constant repairs. The function of the pipe for drainage has been compromised and allows localized flooding. The City would like to correct this localized flooding situation with a new pipe from 7<sup>th</sup> avenue north to the parking area next to the Hammond Marina.

Public Works requested a scope of services and proposals from North Coast Civil Design to provide project coordination with the City, permitting with ODOT for the crossing at 6<sup>th</sup> and Pacific Drive, and the civil engineering plans and specifications required to adequately install a new pipe. Attached is the detailed proposal submitted by North Coast Civil Design and a professional service contract for a total estimated fee of \$31,700.00.

#### RECOMMENDATION/SUGGESTED MOTION

Staff recommends the following motions;

"I move to award the professional service contract for the Iredale Culvert Replacement Project to North Coast Civil Design for \$31,700.00

#### 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 Adopted Budget.

Approved by City Manager:

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

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

# PROPOSAL FOR: THE CITY OF WARRENTON

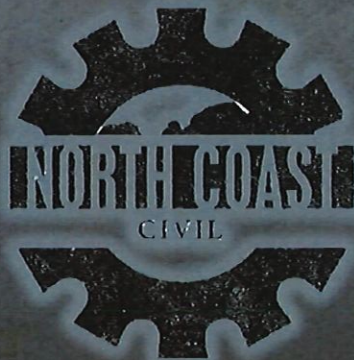
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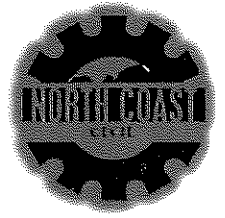
## Iredale St. Culvert Project Hammond, Oregon

### NORTH COAST CIVIL DESIGN, LLC

PO Box 43  
35240 Tohl Ave.  
Nehalem, Oregon

Phone: 503.812.3732  
Email: [kyle@nccivil.com](mailto:kyle@nccivil.com)  
Web: [www.nccivil.com](http://www.nccivil.com)





# Proposal for Professional Planning, Permitting and Engineering Services

*JUNE 9, 2021*

City of Warrenton  
Attn: Collin Stelzig, PE, PW Director  
45 SW 2ND ST/PO Box 250  
Warrenton, OR 97146

Dear Mr. Stelzig:

We appreciate the opportunity to submit the following proposal for your project. We have reviewed the water system map that you have sent and following up with this proposal for the work of installing a new 36" culvert in Hammond, on Iredale Street. North Coast Civil Design, LLC (NCCD) trusts that this proposal will meet your needs on this project. Our services will be provided in accordance with our attached Exhibit A - General Conditions. This proposal shall constitute an Agreement for these services when an original, signed copy is returned via email.

We have attached our company literature for your review. Should you need any additional company information or wish to have specific project information, please feel free to contact me with any questions

## **PROJECT APPROACH**

The Iredale Street Storm Drainage culvert has seen many years of service. This old and debilitated pipe system is approximately 1,050 in length and drains a portion of the downtown Hammond area. It appears to be made up of different, inadequate sizes and types of pipe, with one repair after another. Thus, the function of the pipe for drainage has been compromised and allows localized flooding. The City of Warrenton has incorporated the City of Hammond into its service boundaries and would now like to correct this localized flooding situation with a new pipe, from 7<sup>th</sup>, north, to the parking area next to the Hammond Marina, without going into the Marina. At the north end of the pipe, there would be a vault, with a grated cover, and a pipe connection approximately 25' south of the Marina.

Our proposal is to provide the project coordination with the City, permitting with ODOT for the crossing at 6<sup>th</sup>/Pacific Drive, and the civil engineering plans and specifications required to adequately to install a new pipe.

This proposal does not cover project bidding, construction administration, construction staking, construction observation or as-built drawings. These tasks may be added by a second proposal or an Additional Services Request (ASR).



## DETAILED SCOPE OF WORK

### *TASK 1: Project Coordination with City*

This task includes client meetings and calls, project scheduling, internal staff meetings, clerical support, correspondence and record keeping. This task also includes initial agency and utility provider coordination at a pre-design and at the design level.

### *TASK 2: Topographic Base Mapping*

Our involvement here is coordination with CKI. We have assumed that the survey has been done by a survey company in Gearhart, CKI. Further, we assume that all utilities that would be impacted by culvert replacement have been notified during the survey and the base mapping should show that. Our staff will coordinate with CKI to obtain their survey records of the alignment and rely on these records as a survey base map. This survey is required to ensure that the proposed culvert is designed in accordance with the most accurate topographic information available. Further, by utilizing this base mapping information from CKI, our design staff can determine accurate quantity estimates for use in preparing an engineer's opinion of probable construction costs and bid sheets.

### *TASK 3: Coordinate and Prepare ODOT Permit Application*

Because this vital culvert crosses Pacific Drive/6<sup>th</sup> Street in Hammond and appears to be part of the ODOT Highway system, ODOT will have specific requirements, such as materials, bedding, compaction, etc. As such, we further assume that this work will require a permit to install the new pipe and work within the ODOT right-of-way. We maintain good relationships with ODOT and can coordinate and apply for this permit.

Please note that the included costs for this task are only an estimate. Should or if these applications need to be reviewed by other agencies, or further review by ODOT or ODOT Salem, and requiring additional staff time, we will coordinate with the City to revise the costs of this task before we prepare the application.

### *TASK 4: Engineering Design*

NCCD will prepare a preliminary design at approximately the 30% design level for the City of Warrenton to review. Following approval of the 30% design, NCCD will prepare a 60% design level for the City of Warrenton Review and the ODOT permitting agency. (No other agency has been identified at this time as having regulatory authority over City stormwater.) Prior to the time of the 60% submission, we will also begin preparation of Technical Specifications to accompany the design. These Technical Specifications will be submitted with the 60% design for City review also.

After approval of the 60% design and specifications, by the City, Final engineering plans and Specifications for necessary improvements will be issued by NCCD. In general, these plans will consist of the following information:





- Cover sheet and general project information, contacts, agencies
- General Construction Notes - materials used
- Plan view of dewatering/pumping schematic during project
- Storm Water Culvert Replacement Plan and Profile (3 sheet max.)
- Associated details and standard drawings

We will also prepare a final engineer's opinion of probable construction costs for use in evaluating bids and budgeting for construction. The plans and specifications will be routed to ODOT for review and approval. NCCD will secure all necessary permits and approval documentation. The City of Warrenton is responsible for all application and permit fees.

(Please note that the City of Warrenton is planning a future water main replacement near this intersection. This proposal does not include any water main design for this replacement. This will require a separate permit from ODOT. However, this task may be added if the City wishes.)

### **SERVICES NOT INCLUDED**

The following services are not included within the scope of work defined above:

- Any required wetland determination or delineation
- Any additional permitting not identified above
- Any environmental review
- Architectural design services
- Any application or permit fees for the project
- Landscape design services
- Geotechnical Engineering services
- Off-site improvements except as noted
- Submittal fees for agency review
- Permit fees
- Construction Quality Assurance Testing
- Any presentations or design review board submissions
- Structural design except as noted
- Construction observation
- Construction staking
- HDD Boring or costs associated with ODOT



## FEES

The fees shown below are approximate only. We propose to bill hourly for this project, within the not-to-exceed fees shown below, with all time charges detailed for your review. We will not exceed these fees without your prior authorization.

| TASK DESCRIPTION                                              | Approx. Fees             |
|---------------------------------------------------------------|--------------------------|
| 1. Project Coordination                                       | \$1,350                  |
| 2. Topo Base Mapping Coordination                             | \$1,200                  |
| 3. Coordinate and Prepare ODOT Permit Application (Est. only) | \$3,450                  |
| 4. Engineering Services                                       | \$25,700                 |
| 5. Bidding, Construction Administration and Observation       | Separate Future Proposal |
| <b>Total Estimated Professional Service Fees</b>              | <b>\$31,700</b>          |

The fees for the above items assume all work will be completed by our office under a single-phase contract for design. Bidding, Construction Administration and other individual items can be performed on an as-needed basis and separate fees for this work can be provided to the City. General engineering consulting and planning services beyond the scope of this proposal shall be billed at an hourly rate.

## TIME OF COMPLETION

Following "Notice to Proceed", our office can provide firm time estimates. In general, we will complete the project according to the schedule shown below:

| TASK DESCRIPTION                                         | START DATE    | FINISH DATE   |
|----------------------------------------------------------|---------------|---------------|
| 1. Project Coordination                                  | July 1, 2021  | Oct 15, 2021  |
| 2. Topo Base Mapping Coordination                        | July 1, 2021  | July 16, 2021 |
| 3. Coordinate and Prepare ODOT Permit Application (Est.) | July 19, 2021 | Aug 20, 2021  |
| 4. Engineering Services                                  | July 19, 2021 | Oct 15, 2021  |
| 5. Bidding, Construction Administration and Observation  | TBD           | TBD           |

The schedule outlined above is based on the following assumptions:

1. All pertinent information and documents necessary for the completion of our work is received in a timely manner.
2. That all reviews and approvals will take place in a timely manner. NCCD will not be liable for delays in the project schedule due to extended or delayed agency or client review that is not within our control. Administrative authority approval may extend timelines.



The timeline will start once the Client Kickoff meeting occurs and an adjusted schedule will be provided at that time.

3. That this proposal will be approved and returned to our office (by either mail or email) within 7 calendar days. The schedule is based on an assumed start date and the scope identified as of the date this proposal was prepared. The timeline will start once the Client Kickoff meeting occurs and an adjusted schedule will be provided to the Client at that time.

#### OTHER FEES

The only fees anticipated at this time are the ODOT fees which will be billed directly to the City by ODOT and possibly their plan review fees. No exact fee amounts were identified at the time this proposal was prepared.

Please understand that completion of your project may require additional permit and review fees that were not anticipated at the time your project was initiated.

#### ADDITIONAL WORK

Any additional work not included in the scope of this proposal, which is added by the client or other approval agencies, will be charged at our standard hourly rates for this project. No additional work will be initiated without the prior written approval of the client.

Thank you for the opportunity to present you with this proposal for professional engineering services. We trust that this proposal meets your needs. Should you have any questions regarding this proposal, please contact our office.

Sincerely,

North Coast Civil Design,

Kyle Ayers, PE  
Principal in Charge

I have reviewed this proposal and find it to be acceptable. I hereby grant North Coast Civil Design, LLC permission to begin work immediately as outlined within this "Proposal for Professional Engineering Services."

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Enclosures: Exhibit A - General Conditions



# EXHIBIT A

## **GENERAL CONDITIONS**

North Coast Civil Design, LLC (NCCD) strives to meet the needs of each CLIENT, and to develop and maintain long-term relationships based upon open communication, mutual trust, and respect. We believe that the achievement of an appropriate level of partnering and risk sharing on each assignment is necessary toward that end. Ultimately, this provides a significant level of protection for each CLIENT. The following general conditions have been developed with this in mind.

### ***INTEGRATION***

The Proposal letter together with these General Conditions comprises the entire Agreement between the parties. This Agreement may not be changed without the prior written consent of all parties to the Agreement. There are no terms or conditions that are not expressed in this Agreement.

### ***AUTHORIZATION TO PROCEED***

Execution of this Agreement by the CLIENT will be authorization for NCCD to proceed with the work, unless otherwise provided for in this Agreement.

### ***PAYMENT TO NCCD***

On signing, CLIENT shall pay NCCD the following amount to be applied against the last invoice: 20%. Monthly invoices will be issued by NCCD for all work performed under this Agreement. Invoices are due and payable on receipt. Failure to then pay shall constitute default. Interest at a rate of 1.5%, per month, or the maximum permitted by law if lesser, will be charged on all past-due amounts starting 30 days after date of invoice. Payments will first be credited to interest and then to principle.

### ***PROJECT FILE***

All original papers and documents, and copies thereof, produced as a result of this agreement, except documents which are required to be filed with public agencies, shall remain the property of this firm and may be used by this firm without the consent of the CLIENT. If requested, reproducible copies of all drawings will be furnished to the CLIENT at cost of reproduction.

### ***ACCESS TO RECORDS***

CLIENT shall have access to all books, documents, papers and records of Consultant which are pertinent to this Agreement for the purpose of making audit, examination, excerpts and transcripts.

### ***STANDARD OF CARE***

NCCD will perform its professional services in accordance with the degree of care and skill ordinarily exercised by similarly qualified professionals currently practicing in this area under similar conditions. No warranties or representations are expressed or implied.

### ***TERMINATION***

This Agreement may be terminated for convenience by either party on 7 days written notice; or for cause, if either party fails to substantially perform the work in accordance with this Agreement through no fault of the other and does not commence correction of such work and nonperformance within 5 days of written notice and diligently complete the correction thereafter. On termination, NCCD will be paid for all authorized work performed up to the termination date plus termination expenses, such as but not limited to, reassignment of personnel, subcontract termination costs, and related closeout costs.

### ***COST OPINIONS/ESTIMATES***

Any cost opinions of Project economic evaluations provided by NCCD will be on a basis of experience and judgment, but, since it has no control over market conditions or bidding procedures, NCCD cannot warrant that bids, ultimate construction cost, or Project economics will not vary from these opinions and CLIENT waives any claim for the accuracy or inaccuracy of such opinions.

### ***UNAUTHORIZED CHANGES***

In the event the CLIENT consents to, allows, authorizes, or approves of changes to any plans, specifications, or other documents, and these changes are not approved in writing by NCCD, the CLIENT recognizes that such

changes and the results thereof are not the responsibility of NCCD. The CLIENT agrees to release NCCD from any liability from the construction, use, or result of such changes.

#### ***NO THIRD-PARTY BENEFICIARIES***

This Agreement gives no rights or benefits to anyone other than the CLIENT and NCCD has no third-party beneficiaries. NCCD's services are defined solely by this Agreement, and not by any other contract or agreement that may be associated with the Project.

#### ***SITE ACCESS/RIGHT OF ENTRY***

The CLIENT must advise NCCD prior to commencement of our services of any special requirements for site entry, work permits, security clearances, licenses, or any other required permissions. If the property is not owned by the CLIENT, the CLIENT shall obtain written permission for right-of-entry for the purpose of accomplishing our services.

#### ***JOB SITE CONDUCT AND SAFETY***

NCCD will be responsible for its professional activities on the job site. This will not relieve the CLIENT, Owner, or construction contractors of their obligation to maintain a safe job site. Neither NCCD's professional activities nor the presence of its employees or subcontractors shall be construed to imply responsibility for the job site safety.

#### ***INSURANCE***

NCCD shall maintain general liability and property damage insurance, which shall protect NCCD from personal injury or property damage claims arising from negligent performance of work and under this Agreement. The limits of liability for such insurance shall be \$2,000,000 combined single limit. Client understands and agrees that NCCD's errors and omissions professional liability insurance is a policy under which the costs of defense, including attorneys' fees, are deducted from the policy principal. If Client offers insurance specific to the Project, Client shall offer NCCD the option to enroll if applicable. The Client and NCCD waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, but only to the extent covered by any property or other insurance. The Client and NCCD shall each require similar waivers from their contractors, consultants, and agents. If the Client requires types and limits of insurance in addition to the types and limits NCCD normally maintains, Client shall pay NCCD for costs incurred for the additional coverages.

#### ***TIME FRAME***

If the Project is idle more than sixty (60) cumulative days, NCCD may re-estimate its fees and scope of work.

#### ***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. The limitations of liability and indemnities will apply regardless whether NCCD's liability arises under applicable statute or case or common law, including without limitation by reason of enumeration herein, negligence, strict liability, or any other type of cause of action, and shall apply to NCCD, its officers and employees. The law of Oregon State shall govern the validity of this Agreement, its interpretation and performance, and any other claims related to it; venue of any lawsuit shall be in Clatsop County, Oregon.

#### ***DISPUTES***

In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the CLIENT and NCCD agree that all disputes between them arising out of or relating to this Agreement shall be submitted to non-binding mediation unless the parties mutually agree otherwise.

#### ***ATTORNEYS' FEES***

In the event of any litigation arising from or related to the services provided under this Agreement, the substantially prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorneys' fees, and other related expenses.

#### *TIME BAR TO LEGAL ACTION*

All legal actions by either party against the other arising out of or in any way connected with the services to be performed hereunder shall be barred and under no circumstances shall any such claim be initiated by either party after eighteen (18) months have passed from the completion of services provided for in this Agreement, unless NCCD's services shall be terminated earlier, in which case the date of termination of this Agreement shall be used.

#### *LIMITATIONS OF LIABILITY*

##### No control over markets:

NCCD does not have control over market conditions, or contractors' methods of pricing or performance, including the cost of labor, material, equipment, or services furnished by others, which may affect any opinions of probable cost, financial evaluations, feasibility studies, economic analyses of alternate solutions, and utilitarian considerations of operations and maintenance costs.

##### Certification limitation:

NCCD shall not certify or warrant conditions NCCD cannot ascertain.

##### Limitation of liability:

The total aggregate liability of NCCD and its officers, directors, employees, agents, and consultants to Client and anyone claiming through Client for any and all injuries, claims, losses, expenses, or damages related to the Services, the Project, or this Agreement, from any cause or causes whatsoever arising in tort, statute, or contract, shall not exceed the lesser of NCCD's total compensation for the Services or NCCD's applicable insurance

##### Waiver of consequential damages:

Neither party shall be liable to the other for incidental, indirect, or consequential damages arising out of, or connected in any way to the Project or this Agreement. This includes, but is not limited to, loss of use, loss of profits, loss of income, loss of reputation, unrealized savings or diminution of property value and shall apply to any cause of action arising in tort, statute, or contract.

##### No liability for Client actions:

NCCD shall not be responsible for a Client's directive, substitution, or acceptance of non-conforming work made or given without NCCD's written approval.

##### No individual liability:

No shareholder, principal, member, officer, director, partner, employee, or other representative of NCCD shall have personal liability to Client, or any other party, relating to this Agreement.

##### Force majeure:

NCCD shall not be liable for delay or failure outside of NCCD's reasonable control, including without limitation inclement weather, strikes, lockouts, labor troubles, accidents, fire, earthquake, civil commotion, war or consequences of war, government acts, restrictions or requisitions, failure of manufacturers or suppliers, suspension of shipping facilities, or any act or default of a carrier. In such a situation, Client shall accept the Services and pay for the same when provided, so long as a mutually acceptable revision is made to the scope of services and compensation.

##### Accrual of claims:

Any cause of action between the parties to this Agreement arising out of any damages caused by the performance of, or failure to perform under, this Agreement, shall be deemed to have accrued, and all statutes of limitations and repose shall commence to run by the earlier of the date of substantial completion of the Project or 30 days following the date of NCCD's final invoice.

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

CONTRACT:

This Contract, made and entered into this 22<sup>nd</sup> day of June 2021, by and between the City of Warrenton, a municipal corporation of the State of Oregon, hereinafter called "CITY", and NORTH COAST CIVIL DESIGN, P.O. Box 43 Nehalem, Oregon, hereinafter called "CONSULTANT", duly authorized to do business in Oregon.

WITNESSETH

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 civil 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 time and materials price of \$31,700 for performance of design and construction management for the Iredale Culvert/West Hammond Drainage project;

B. The CONSULTANT will submit a final invoice referencing 028-430-620088 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 III, Mayor                      Date

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



#### AGENDA MEMORANDUM

TO: The Warrenton City Commission  
FROM: Richard Stelzig, Public Works Director  
DATE: June 22, 2021  
SUBJ: SW Alder Avenue 2<sup>nd</sup> Street to 1<sup>st</sup> Street – Proposal for Professional Engineering Services

#### SUMMARY

Public Works requested a proposal from A.M. Engineering for Civil Engineering Services, which includes contract administration and construction observation for the duration of the 12-week construction schedule for the SW Alder Avenue 2<sup>nd</sup> Street to 1<sup>st</sup> Street road improvement project. Attached is the detailed proposal submitted by A.M. Engineering and a professional service contract for a total estimated fee of \$48,000.00.

#### RECOMMENDATION/SUGGESTED MOTION

Staff recommends the following motions;


“I move to award the professional service contract for the SW Alder Avenue 2<sup>nd</sup> Street to 1<sup>st</sup> Street roadway improvement project to A.M Engineering for the amount of \$48,000.00

#### 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 2020-2021 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 22<sup>nd</sup> day of June 2021, by and between the City of Warrenton, a municipal corporation of the State of Oregon, hereinafter called "CITY", and A.M. Engineering, 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 civil 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 time and materials price of \$48,000.00 for performance of contract administration and construction observation for the SW Alder Avenue 2<sup>nd</sup> Street to 1<sup>st</sup> Street roadway improvement project;

B. The CONSULTANT will submit a final invoice referencing 040-431-620087 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.

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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.

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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.

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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).

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

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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 III, Mayor                      Date

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



P.O. Box 973  
Seaside, Oregon 97138  
(503) 468-8600  
adam@amengnr.com

5/20/2021

Collin Stelzig, PE  
Public Works Director  
City of Warrenton  
45 SW 2<sup>nd</sup> St.  
Warrenton, OR 97146

## **SW Alder Avenue 2nd Street to 1st Street**

Warrenton, Oregon

### Proposal for Professional Engineering Services

#### ADDENDUM 1

Dear Collin Stelzig, PE:

Thank you for considering A.M. Engineering, LLC (AME) for your Project.

Below is a description of the project for which we are proposing services to be rendered on your behalf and on which our fees are based. The scope shall be delivered according to the service terms. If the scope is not accurate, please bring it to our attention immediately.

This proposal shall constitute an Agreement for these services when an original, signed copy is returned to our office or an electronic authorization is received, constituting an electronic signature.

Should you need any additional information, please feel free to contact our office.

## **PROJECT UNDERSTANDING AND DESCRIPTION**

The existing SW Alder right of way between 1<sup>st</sup> street and 2<sup>nd</sup> street is 80' with the current asphalt width at about 18'. There are no sidewalks, ADA ramps, or driveway aprons present.

Requested road improvements will include a 36' asphalt width, curb, 5' planting strip, 5' sidewalk, and driveway aprons. At the intersection with 2<sup>nd</sup> street, the proposed sidewalk will shift alignment to tie into the existing sidewalk returns at the northwest and northeast corners of the intersection. At the intersection with 1<sup>st</sup> street, sidewalk returns will be constructed for the southeast and southwest corners of the intersection. The existing storm drainage utility in SW Alder will be replaced and the attached systems will be modified to accommodate the revised streetscape but in general will tie in at the existing points at the east side of Alder at the intersections.

Civil Engineering Services are requested including Contract Administration and Construction Observation. This proposal assumes a 12-week construction schedule.

## **SCOPE OF WORK**

### **1. Contract Administration**

This estimate is based on a 12-week construction schedule. AME will provide construction contract administration including:

- a. Contract Award including contract document execution and management.
- b. Hold the preconstruction meeting.
- c. Review Submittals and recommend for City Acceptance
- d. Review testing results for City Acceptance
- e. Review and recommend payments for City Acceptance
- f. Review and recommend change orders for City Acceptance, including plan/design changes where necessary
- g. Construction Document Coordination and RFI processing.
- h. Process close-out documents for City Acceptance
- i. Prepare Record Drawings based on construction observation reports and contractor note coordination.

### **2. Construction Observation**

AME will provide an average of 3/4 time construction observation. Frequency observation will depend on contractor schedule and the needs of the City. AME will provide construction contract observation including:

- a. Daily reports and photos indicating work progression and completion.
- b. Coordination with design engineer for implantation of specifications.

## **DELIVERABLES**

- Daily construction observation reports and photos - Delivered in electronic format, hard copies available upon request.
- Record Drawings Bid package - Delivered in electronic format, hard copies available upon request.

**SCOPE AND FEE CONDITIONS AND ASSUMPTIONS**

Our scope of services and fees, as outlined herein, are based on the following assumptions and conditions:

- 12 week construction schedule.
- Average 30 hours per week construction observation.
- Average 10 hours per week contract administration.
- No default of the construction contract.
- AME will be entitled to rely on the accuracy and completeness of services and information furnished by others. AME will provide prompt written notice to Client if AME becomes aware of any errors, omissions or inconsistencies in such services or information.

**SERVICES NOT INCLUDED**

The following services are not included within the scope of work defined above, some services may be provided for additional fees:

- -

**FEES**

We propose to bill hourly for this project. Invoices will be issued monthly based on the amount of work completed. Fees beyond the estimated amount will not be charged without your prior authorization.

| Task                        | Fee       |
|-----------------------------|-----------|
| 1. Contract Administration  | \$ 12,000 |
| 2. Construction Observation | \$ 36,000 |
| Total Estimated Fees        |           |
|                             | \$ 48,000 |

**ESTIMATED SCHEDULE**

Work will proceed as required by the construction schedule. This estimate is based on the following assumptions:

- 1) Notice to Proceed shall be received by our office within 7 calendar days of the date of this proposal. The schedule is based on an assumed start date and the scope identified as of the date this proposal was prepared.
- 2) All pertinent information and documents necessary for the completion of our work is received in a timely manner.
- 3) All reviews and approvals shall take place in a timely manner. AME shall not be liable for delays in the project schedule due to extended or delayed agency or client review that is not within our control. Administrative authority approval may extend timelines.

**ADDITIONAL WORK**

Work not included in the scope of this proposal, which is directed by the client or required by approval agencies, shall be additional work and shall be charged at our reduced agency hourly rates.

No additional work shall be initiated without the prior written, electronic, or verbal approval of the client.

Thank you for the opportunity to present you with this proposal for professional engineering services. Should you have any questions please contact our office.

Sincerely,

***A.M. Engineering, LLC***

Adam Dailey, P.E.  
*President*



Enclosures: None