

*"Making a difference through excellence of service"*



## **CITY OF WARRENTON**

### **AGENDA**

CITY COMMISSION OF THE CITY OF WARRENTON  
REGULAR MEETING  
March 28, 2017 – 6:00 P.M.  
Warrenton City Commission Chambers – 225 South Main Avenue  
Warrenton, OR 97146

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1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **COMMISSIONER COMMENTS/COMMUNICATIONS/AGENDA ADDITIONS**

#### *Proclamations – Child Abuse Prevention & Sexual Assault Awareness*

5. **CONSENT CALENDAR**

- A. City Commission Regular Meeting Minutes – 2.28.17
- B. City Commission Work Session Minutes – 3.07.17
- C. City Commission Regular Meeting Minutes – 3.14.17
- D. Police Dept. Monthly Statistics – Feb 2017
- E. Monthly Finance Report – Feb 2017
- F. Fire Dept. Activity Report – Jan 2017
- G. Fire Dept. Activity Report – Feb 2017

6. **BUSINESS ITEMS**

- A. WBA - Community Pride Awards
- B. Consideration of WBA Application/Appointment
- C. Consideration to Declare 2003 Chevrolet Lumina Surplus
- D. Consideration of Kennedy/Jenks Consultants Proposal for Engineering Services – Development of Inflow and Infiltration I/I Study
- E. Consideration of RFP (Request for Proposal) for City Attorney Services

7. **PUBLIC COMMENT**

At this time, anyone wishing to address the City Commission concerning items of interest not already on the Agenda may do so. The person addressing the Commission will, when recognized, give his or her name and address for the record. All remarks will be addressed to the whole City Commission and limited to 3 minutes per person. The Commission reserves the right to delay any action, if required, until such time as they are fully informed on a matter.

8. **EXECUTIVE SESSION**

Under the authority of ORS 192.660(2)(h); *to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.*

9. **ADJOURNMENT**

**Warrenton City Hall is accessible to the disabled. If special accommodation is needed, please notify the City Recorder at 503-861-0823, at least 48 hours in advance of the meeting so appropriate assistance can be provided. TDD Users: Please call Oregon Telecommunications relay service at 1-800-735-2900.**

**PROCLAMATION**  
**CHILD ABUSE PREVENTION MONTH**  
**April 2017**

**WHEREAS**, every child is precious and deserves to grow up in a healthy, safe, nurturing environment free from the dangers and harmful effects of child abuse and neglect; and

**WHEREAS**, child abuse and neglect impacts our entire society and can cause traumatic psychological, emotional and physical harm, resulting in long-term economic and societal costs; and

**WHEREAS**, child-focused prevention and intervention programs offer positive alternatives and outcomes for children and encourage families to develop strong, durable ties to their communities; and

**WHEREAS**, child abuse prevention succeeds through partnerships among parents, child-welfare agencies, mental and physical health care providers, schools, law enforcement agencies, churches, businesses and community members by fostering loving, supportive and violence-free homes; and

**WHEREAS**, all citizens need to be more aware of the effects of child abuse, neglect, and prevention in order to encourage healthy parenting in healthy communities;

**NOW, THEREFORE**, I, Mark Kujala, Mayor of Warrenton, Oregon, do hereby declare the month of April, 2017, as ***Child Abuse Prevention Month*** in the City of Warrenton, Oregon, and I do urge everyone to join in this observance.

**IN WITNESS WHEREOF**, I have here unto set my hand and caused to be affixed the Seal of the City of Warrenton, Oregon to be affixed this 28<sup>th</sup> day of March, 2017.

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Mark Kujala, Mayor

## **PROCLAMATION**

### **SEXUAL ASSAULT AWARENESS MONTH**

**WHEREAS**, sexual assault effects Oregonians every day, whether as a victim or survivor or as a family member, friend, partner, neighbor, employer or co-worker of a survivor; and

**WHEREAS**, Oregonians of all gender identities experience sexual violence, including an estimated 1 in 4 adult women who has been the victim of rape, and nearly 1 in 5 men who has experienced sexual violence in their lifetime; and

**WHEREAS**, certain populations in Oregon experience much higher rates of sexual violence due to systemic oppression and inequity; and

**WHEREAS**, compassionate, courageous, and dedicated individuals, local organizations, and other partners have provided services and support for victims and survivors, and worked to prevent sexual violence for decades; and

**WHEREAS**, sexual violence is preventable and all communities are strengthened by encouraging healthy, non-violent interactions, relationships and social norms; and

**WHEREAS**, every individual and community in Oregon has a role to play to help eliminate sexual violence by working together to promote social change.

**NOW, THEREFORE**, I Mark Kujala, Mayor of the City of Warrenton, Oregon, do hereby proclaim the month of **April 2017**, as

### **SEXUAL ASSAULT AWARENESS MONTH**

in the City of Warrenton, Oregon and encourage all Warrenton residents to join in this observance.

IN WITNESS WHEREOF, I have here unto set my hand and caused the Seal of the City of Warrenton, Oregon, to be affixed this 28<sup>th</sup> day of March, 2017.

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Mark Kujala, Mayor



MINUTES  
Warrenton City Commission  
Regular Meeting – February 28, 2017  
6:00 p.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, OR 97146

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

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

Staff Present: City Manager Linda Engbretson, Police Chief Mathew Workman, Police Officer Robert Wirt, Community Development Director Skip Urling, Finance Director April Clark and Deputy City Recorder Dawne Shaw

COMMISSIONER COMMENTS

Commissioner Ackley welcomed everyone and noted there was a Way to Wellville forum last week and gave a brief update.

Commissioner Balensifer welcomed everyone and gave an update on what is going on in legislature.

Mayor Kujala noted he will attend a Town Hall meeting this Friday in Tillamook to talk about Senate Bill 5530, which will provide \$11 million for statewide levee improvements.

Commissioner Dyer welcomed everyone and gave Kudos to the Fire Department for the good job on the recent house fire, noting they saved the house from being totally destroyed.

Commissioner Newton welcomed everyone and expressed his sympathies to Craig Walters for the recent house fire.

City Manager Engbretson stated the work session on Measure 4-181 measure has been moved to March 14<sup>th</sup> due to conflicts and noted the emergency operations plan work session will now be on March 28<sup>th</sup>. She also noted there will be a brief executive session tonight, after the regular meeting.

CONSENT CALENDAR

- A. City Commission Town Hall Minutes – 1.05.17
- B. City Commission Work Session Minutes – 1.24.17
- C. City Commission Meeting Regular Minutes – 2.14.17

- D. Community Center Advisory Board Minutes – Nov. 2016
- E. Monthly Finance Dept. Report – Jan. 2017
- F. Police Dept. Monthly Statistics – Jan. 2017

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

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

#### BUSINESS

Mayor Kujala there was an outreach from Jason Schermerhorn, Chief of Police of Cannon Beach; they are looking for people to serve on the Public Safety Coordinating Council (PSCC). The PSCC is an advisory board to the County Commission that makes recommendations regarding the use of state resources to serve the local offender population. He noted Commissioner Rick Newton has offered to serve on the advisory board.

**Commissioner Balensifer made the motion to appoint Commissioner Rick Newton to serve on the PSCC. Motion was seconded and passed unanimously.**

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

Chief Workman presented Resolution No. 2476, a budget resolution for the Police K9 donations. Chief Workman stated it is time to start taking action with the donation funds, so it is necessary to do a budget amendment and create revenue and expenditure line items. Mayor Kujala asked Officer Wirt to give an update on the status. Officer Wirt stated they got a 2 year old German shepherd, which is currently training with trainer John Eckardt for the next 3-4 weeks. He gave a brief history on the trainer and explained the training process. Officer Wirt noted the dog has been named “Gabe” in honor of former Warrenton Police Officer Jim Gaebel, and stated he will bring the dog to a Commission meeting in approximately 2 months.

**Commissioner Balensifer made the motion to approve Resolution No. 2476; *Amending the current budget to receive the unanticipated revenue from the donations to the Police K9 program and the subsequent expenditures associated with the K9 program.* Motion was seconded and passed unanimously.**

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

City Manager Engbretson noted we have received \$15,000 in donations for the K9 program.

Community Development Director Skip Urling presented an update on the nuisance at 1058 NW Warrenton Drive. He noted the property was declared a nuisance in January and the occupant and owner were notified. Mr. Urling noted the occupant, Mr. Bork, has filed a protest, which gives him another opportunity to present his case. Mr. Urling stated Mr. Bork was notified of this meeting and requested the record show that Mr. Bork is not in attendance. He stated he is

#### MINUTES

looking for direction on how aggressive the Commission would like staff to be. Commissioner Balensifer noted it has been declared a nuisance and the discussion continued on the hazards, the vehicles and their registration status. Commissioner Dyer suggested having the State tag them as abandoned on the right of way and then they can be towed. Mayor Kujala opened the discussion up to the public.

Norm Hoxsey, who lives in Alder Creek Village noted due to junk cars and double parking, he cannot see when trying to exit the development and into traffic, and stated something needs to be done. He stated the nuisance code should be followed up and people should be forced to get rid of junk. He also noted there is a lot of junk on S. Main and it ruins the downtown area. Mr. Hoxsey stated he and his neighbors have complained in the past and he came to the meeting to see that something gets done about it. Chief Workman clarified the city can only do one at a time and he has spoken to people about the double parking. Mr. Hoxsey noted it has not gotten better.

Greg O'Claray noted other nuisances around the area, and stated they are an eye sore and a threat to public safety. He noted the lack of visibility due to parked vehicles in the right of way and would like the city to be aggressive. He noted the nuisance property looks better but it has not improved the line of sight.

The Commission continued to discuss the options. Community Development Director Urling stated he will take Commissioner Dyer's suggestion to have the state tag the vehicles and if they are not moved, they will get towed. Brief discussion continued and the Commission gave Mr. Urling all the necessary tools to move forward. Mayor Kujala noted Mr. Hoxsey brought up a good point regarding the other nuisances around the city and would like start the process to identify the problem properties.

**Commissioner Balensifer made the motion that per WMC 8.16.170, the Commission reaffirms that a nuisance still exists at 1058 NW Warrenton Drive and the appeal is denied. Motion was seconded and passed unanimously.**

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

#### PUBLIC COMMENT

Scott Widdicombe asked for clarification on where the nuisance vehicles go after begin towed. The Commission clarified that the towing company would take them to their impound yard.

Jim Ray stated the recycling area, across from the Post Office “looks like a disaster”, and Mayor Kujala noted there is a project to improve that area but it was placed on hold due to budgeting. City Manager Engbretson stated she would discuss the matter with Public Works.

There being no further business Mayor Kujala adjourned the regular meeting at 6:38 p.m., and announced an executive session, under the authority of ORS 192.660(2)(h); *to consult with counsel considering the legal rights and duties of a public body with regard to current litigation*

#### MINUTES

Warrenton City Commission  
Regular Meeting – 02.28.17  
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*or litigation likely to be filed.* He stated the Commission is not expected to return to regular session to take action on any item considered in the executive session.

APPROVED:

\_\_\_\_\_  
Mark Kujala, Mayor

ATTEST:

\_\_\_\_\_  
Dawne Shaw, Deputy City Recorder

5-B

MINUTES  
Warrenton City Commission  
WORK SESSION – March 7, 2017  
5:15 p.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, Or 97146

Mayor Kujala called the meeting to order at 5:19 p.m.

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

Staff Present: City Manager Linda Engbretson, Public Works Director Jim Dunn and Deputy City Recorder Dawne Shaw

NUISANCE ABATEMENT – City Manager Engbretson asked for guidance on how to pay for the cleanup and towing as we move forward on the nuisance issues. The discussion continued on the various nuisances and options on how to pay for the cleanup. Suggestions included using Urban Renewal funds to pay for cleanup within District boundaries; contacting the WBA; hiring a part time person as a Code Enforcement Officer; and putting an article in the paper on nuisances and getting public input. The discussion continued on the cost of hiring a code enforcement person, which the city is not prepared for at this time. City Manager Engbretson stated she will discuss further with staff, noting the URA and WBA are good options.

JURISDICTIONAL TRANSFER – Public Works Director Jim Dunn gave a Power Point review on the ODOT jurisdictional transfer proposal and asked for guidance on whether to move forward. Mr. Dunn noted the suggested starting point for negotiations with ODOT, as outlined in the packet. The discussion continued and the Commission agreed that Mr. Dunn should proceed with his recommendations and email them to ODOT.

City Manager Engbretson noted due to legal counsel availability, the work session on Measure 4-181 will be rescheduled for March 28<sup>th</sup> and the EOP work session will be on March 14<sup>th</sup>.

There being no further business Mayor Kujala adjourned the work session 6:37 p.m.

APPROVED:

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Mark Kujala, Mayor

ATTEST:

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Dawne Shaw, Deputy City Recorder

5-C

MINUTES  
Warrenton City Commission  
Regular Meeting – March 14, 2017  
6:00 p.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, OR 97146

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

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

Staff Present: City Manager Linda Engbretson, Police Chief Mathew Workman, Public Works Director Jim Dunn, Wastewater Treatment Plant Superintendent Kyle Sharpsteen, Community Development Director Skip Urling, Finance Director April Clark and Deputy City Recorder Dawne Shaw

COMMISSIONER COMMENTS

Commissioner Newton welcomed everyone and noted he attended the LOC Elected Essentials meeting. He also went to the population forecast meeting and noted the statistics; the City of Warrenton is the fastest growing city in the county.

Commissioner Ackley welcomed everyone and noted she is recruiting for the Hammond Marina Task Force and hopes to have a meeting mid-April.

City Manager Engbretson noted she will be out of the office the rest of the week.

Mayor Kujala noted his appreciation for Chief Demers and Chief Workman talking about the City's Emergency Operations Plan during the work session. He noted the recent articles/column in the Daily Astorian on the 8th Street Dam and felt it was not an ethical way to present the issue. He said he did not submit the comments. It was the Commission's statement from the City webpage. Mayor Kujala stated he attended the hearing in Salem on HB5025, noting he got the chance to testify about dikes and levees, and it sounds optimistic for Warrenton.

CONSENT CALENDAR

- A. City Commission/Planning Commission Joint Work Session Minutes – 1.12.17
- B. Warrenton Business Association Minutes – Sept. 2016
- C. Warrenton Business Association Minutes – Oct. 2016
- D. Warrenton Business Association Minutes – Dec. 2016

Commissioner Balensifer questioned the delay in receiving minutes from the various committees.

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

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

#### BUSINESS

Ms. Alisa Dunlap from Pacific Power gave a brief presentation on the North Coast Blue Sky Community Challenge. Ms. Dunlap explained the details and noted Blue Sky is a voluntary program that provides Pacific Power customers with a way to purchase renewable energy equal to all or part of their energy use through their monthly electric bill. The Commission briefly discussed the program and agreed they would like to participate. Ms. Dunlap explained Pacific Power oversees the program and the City does not need to take any further action at this time.

**Commissioner Ackley made the motion to participate in the North Coast Blue Sky Community Challenge. Motion was seconded and passed unanimously.**

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

City Manager Engbretson presented Resolution No. 2477, Approving Increases and Decreases to the 2016-2017 Budget by Making an Intrafund Transfer of Appropriations. Ms. Engbretson explained the resolution will transfer \$150,000 from contingency to professional services in the general fund to cover unanticipated costs related to ongoing litigation, the 8<sup>th</sup> Street Dam and personnel matters, including upcoming collective bargaining. It was noted for the record this Intrafund Transfer is necessary to complete remaining obligations for the rest of this fiscal year.

**Commissioner Balensifer made the motion to adopt Resolution No. 2477; “*Approving Increases and Decreases to the 2016-2017 Budget by Making an Intrafund Transfer of Appropriations.*” Motion was seconded and passed unanimously.**

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

Public Works Director Jim Dunn presented the IFA Grant for the Warrenton Water Master Plan and Resolution No. 2478, Approving and Adopting Increases to the 2016-2017 Budget by Increasing Appropriations for Unanticipated Revenues in the Water Fund. Mr. Dunn explained the City applied for financial assistance through the Business Oregon Infrastructure Finance Authority and has received a grant of \$20,000 for the development of a Water Master Plan.

**Commissioner Dyer made the motion to authorize the grant agreement between Oregon Infrastructure and the City of Warrenton for the Warrenton Water Master Plan Project. Motion was seconded and passed unanimously.**

#### MINUTES

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

**Commissioner Dyer made the motion to adopt Resolution No. 2478; *“Approving and Adopting Increases and Decreases to the 2016-2017 Budget by Increasing Appropriations for Unanticipated Revenues.”* Motion was seconded and passed unanimously.**

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

City Manager Engbretson discussed the request to determine “No Public Purpose” for Tax Lot 1500 81021CB01500 – SW Juniper Avenue. She noted this property was originally deeded to the City by Clatsop County for landfill purposes; however the deed includes a reversionary clause wherein the property reverts back to the County should the City determine there is no longer a public need. The County has indicated the property would go up for public auction.

Commissioner Balensifer asked if neighbors are aware of the situation, and City Manager Engbretson stated the City has not notified them. Commissioner Balensifer stated he would feel more comfortable if the City did some outreach and notified the adjacent property owners. The Commission agreed, noting the need to be transparent. Ms. Engbretson stated the adjacent property owners will be notified and she will bring this back on April 11<sup>th</sup>.

WBA members Paul Mitchell and Mike Moha stated the WBA is proposing another summer concert with a performance by Phil Vassar, scheduled for Friday September 1<sup>st</sup>. They noted it will be a bigger event than last year’s concert and will bring many people into Warrenton. Brief discussion continued and the Commission gave their support for the concert.

City Manager Engbretson presented Resolutions to confirm the appointments and set the terms of office for the various advisory boards.

**Commissioner Ackley made the motion to adopt Resolution No. 2479; *Authorizing Appointments to Fill Positions on the Warrenton Budget Committee and Setting Terms of Office.* Motion was seconded and passed unanimously.**

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

**Commissioner Balensifer made the motion to adopt Resolution No. 2480; *Authorizing Appointments to Fill Positions on the Warrenton Planning Commission and Setting Terms of Office.* Motion was seconded and passed unanimously.**

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

**Commissioner Dyer made the motion to adopt Resolution No. 2481; *Authorizing Appointments to Fill Positions on the Warrenton Community Center Advisory Board and Setting Terms of Office.* Motion was seconded and passed unanimously.**

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



**Commissioner Newton made the motion to adopt Resolution No. 2482; *Authorizing Appointments to Fill Positions on the Warrenton Community Library Board and Setting Terms of Office.* Motion was seconded and passed unanimously.**

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

**Commissioner Ackley made the motion to adopt Resolution No. 2483; *Authorizing Appointments to Fill Positions on the Warrenton Parks Advisory Board and Setting Terms of Office.* Motion was seconded and passed unanimously.**

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

#### PUBLIC COMMENT

Kathleen Adams stated she was glad to see the articles in the newspaper regarding the 8<sup>th</sup> Street dam and would like to see same type of article for the library to help clarify the issue.

Bruce Francis speaking as Vice Chair of the Skipanon Water Control District in regards to the 8<sup>th</sup> Street structure. He noted the SCWC's desire to get back together with the Commission to discuss the matter. Brief discussion continued on mediation efforts, legal counsel and mitigation. Mr. Francis noted the SWCD would like to get out of Warrenton's jurisdiction and they would like to see the structure decommissioned and removed. Discussion continued and Mayor Kujala discussed the changes that were made to the structure/tide gates. He also noted the potential impacts from these changes, citing the report from NRCS.

Kathleen Zunkel stated she was concerned after reading the newspaper article on the 8<sup>th</sup> Street dam. She asked the Commission to inform the public on the legal fees incurred to date. Ms. Zunkel also asked if the City has investigated the City's liability of flooding upstream, and if there have been any professional studies on salmon habitat.

Scott Widdicombe noted he was taken aback by editorials in the newspapers and suggested the City and SWCD consider a mutual agreement.

Steve Fulton stated Ms. Carol Lambert asked him for support for a memorial at Ocean View Cemetery for Judge Buchanan. Mr. Fulton stated Judge Buchanan is the author of "Oregon, My Oregon"; and stated he also brought this to the WBA and feels it would be a wonderful project for the City of Warrenton to support. Mr. Fulton also stated Dan Vizzini, of Oregon Solutions asked the Port Commission for support for HB5025 to assist with levee investigations and assessments. He also asked the Commission appoint an emissary to come to Port meetings. Mr. Fulton stated he believes the 8<sup>th</sup> street structure is part of the levee system and referenced reports he read that show removing the structure could impact the levees.

Mayor Kujala announced the next meeting (3/28/17) will be his last meeting, as he is stepping down from the Mayor position and the City Commission, for personal reasons. He said he has enjoyed his work on the Commission over the last 12 years.

#### MINUTES

Warrenton City Commission

Regular Meeting – 03.14.17

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There being no further business Mayor Kujala adjourned the regular meeting at 7: 27 p.m., and announced an executive session, under the authority of ORS 192.660(2)(h); *to consult with counsel considering the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.* He stated the Commission is not expected to return to regular session to take action on any item considered in the executive session.

APPROVED:

\_\_\_\_\_  
Mark Kujala, Mayor

ATTEST:

\_\_\_\_\_  
Dawne Shaw, Deputy City Recorder



# WARRENTON POLICE DEPARTMENT FEBRUARY 2017 STATISTICS



MARCH 28, 2017

## News & Events:

- Representatives from the Federal LESO 1033 program were here on the 27<sup>th</sup> to inventory our federal surplus weapons and our Humvee and we received high marks for being prepared for the inventory and care of the items.
- Officer Wirt successfully completed the Field Officer Training course and is now certified to train new recruits, reserve officers, or anyone else we would like him train. The FTO course was a 3-day training in Beaverton and prepared Officer Wirt to train, observe, evaluate, and document all phases of an officer's training program. Officer Wirt joins Office Berndt as the currently certified and active trainers at the WPD.
- The newest patrol vehicle is currently being built at a vendor in North Plains. The 2016 Ford SUV will hopefully be on the road within the next few weeks.
- Several WPD officers will taking a Standard Field Sobriety Tests refresher course earlier today (28<sup>th</sup>) at CCSO and were joined by several other officers in the county. The training was put on by officers from APD, CCSO, and SPD.
- The WPD learned that our current mobile (car) and portable radios from Icom are no longer supported and will be very difficult to repair or replace. These radios were purchased on a grant in 2004 or 2005 and are also carried by APD and CCSO. Chief Workman will have some radio demos and determine a plan to start replacing the radios.

<b>February Statistics</b> (% changes are compared to 2017)							
Category	2017	2016	% Chg	2015	% Chg	2014	% Chg
Calls for Service	<b>524</b>	647	<b>-19%</b>	545	<b>-4%</b>	541	<b>-3%</b>
Incident Reports	<b>135</b>	125	<b>8%</b>	123	<b>10%</b>	96	<b>41%</b>
Arrests/Citations	<b>70</b>	69	<b>1%</b>	72	<b>-3%</b>	58	<b>21%</b>
Traffic Events	<b>144</b>	231	<b>-38%</b>	142	<b>1%</b>	189	<b>-24%</b>
DUII Calls	<b>8</b>	3	<b>167%</b>	1	<b>700%</b>	0	<b>800%</b>
Traffic Accidents	<b>17</b>	15	<b>13%</b>	11	<b>55%</b>	29	<b>-41%</b>
Property Crimes	<b>57</b>	68	<b>-16%</b>	73	<b>-22%</b>	108	<b>-47%</b>
Disturbances	<b>47</b>	58	<b>-19%</b>	45	<b>4%</b>	103	<b>-54%</b>
Drug/Narcotics Calls	<b>6</b>	4	<b>50%</b>	1	<b>500%</b>	6	<b>0%</b>
Animal Complaints	<b>9</b>	18	<b>-50%</b>	19	<b>-53%</b>	18	<b>-50%</b>
Officer O.T.	<b>137</b>	237	<b>-42%</b>	111	<b>23%</b>	95.3	<b>43%</b>
Reserve Hours	<b>28.5</b>	82	<b>-65%</b>	92.5	<b>-69%</b>	32	<b>-11%</b>



Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Calls for Service	571	524							
Incident Reports	138	135							
Arrests/Citations	58	70							
Traffic Events	185	144							
DUII Calls	2	8							
Traffic Accidents	13	17							
Property Crimes	50	57							
Disturbances	49	47							
Drug/Narcotics Calls	6	6							
Animal Complaints	15	9							
Officer O.T.	104	136.5							
Reserve Hours	34.5	28.5							

Oct	Nov	Dec	2010 YTD	2016 Estimate	2016	2016 v 2015	2015	2016 v. 2014	2014	2016 v. 2013
			1095	6570	7982	-18%	8239	-20%	8317	-21%
			273	1638	1739	-6%	1749	-6%	1515	8%
			128	768	961	-20%	925	-17%	994	-23%
			329	1974	2407	-18%	2353	-16%	2220	-11%
			10	60	37	62%	15	300%	14	329%
			30	180	219	-18%	291	-38%	408	-56%
			107	642	850	-24%	805	-20%	1374	-53%
			96	576	855	-33%	781	-26%	1359	-58%
			12	72	73	-1%	42	71%	80	-10%
			24	144	294	-51%	311	-54%	318	-55%
			241	1443	1789	-19%	1249	16%	997.5	45%
			63	378	577	-34%	901.75	-58%	804.75	-53%

The following is a graphic representation of statistics for February 2017 using our [CrimeReports.com](http://CrimeReports.com) membership. If you go to the website you can zoom in on each incident for more details.

**Violent**

- Assault
- Assault with Deadly Weapon
- Homicide
- Kidnapping
- Robbery
- Other Sexual Offense
- Sexual Assault
- Sexual Offense

**Property**

- Breaking & Entering
- Property Crime
- Property Crime Commercial
- Property Crime Residential
- Theft
- Theft from Vehicle
- Theft of Vehicle

**Quality Of Life**

- Disorder
- Quality of Life
- Drugs
- Liquor

**911 & Other**

- Alarm
- Arson
- Death
- Family Offense
- Missing Person
- Other
- Pedestrian Stop
- Vehicle Recovery

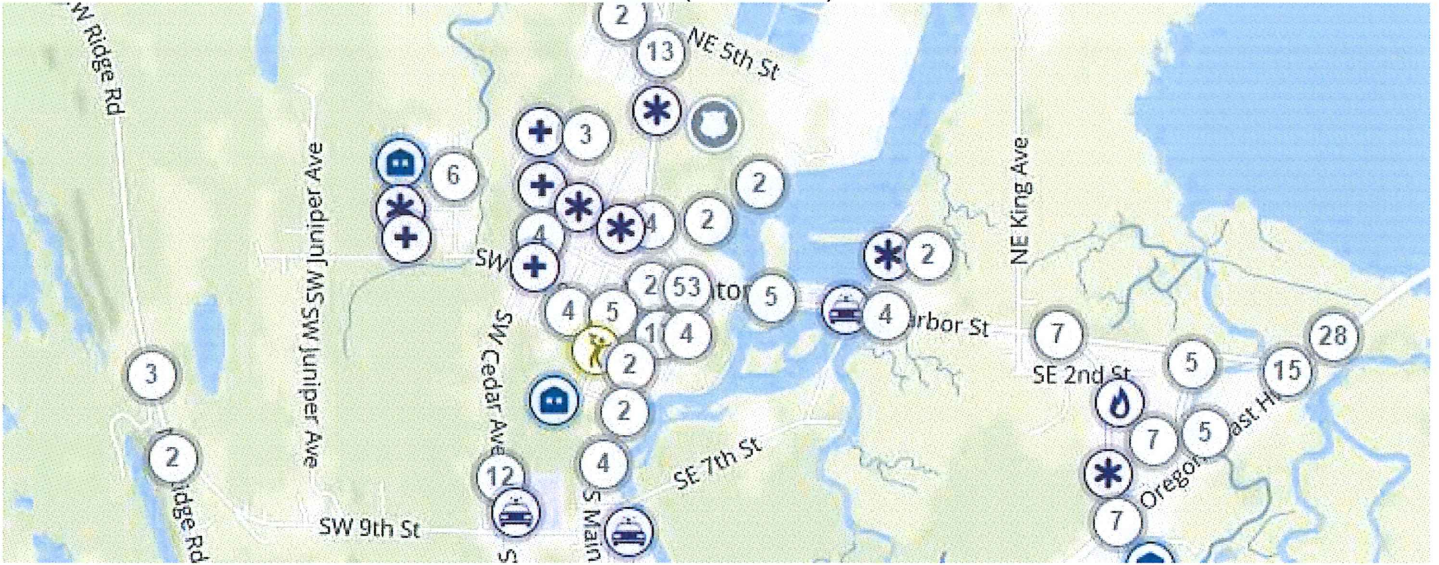
- Vehicle Stop
- Weapons Offense
- Community Policing
- Proactive Policing
- Emergency
- Fire
- Traffic



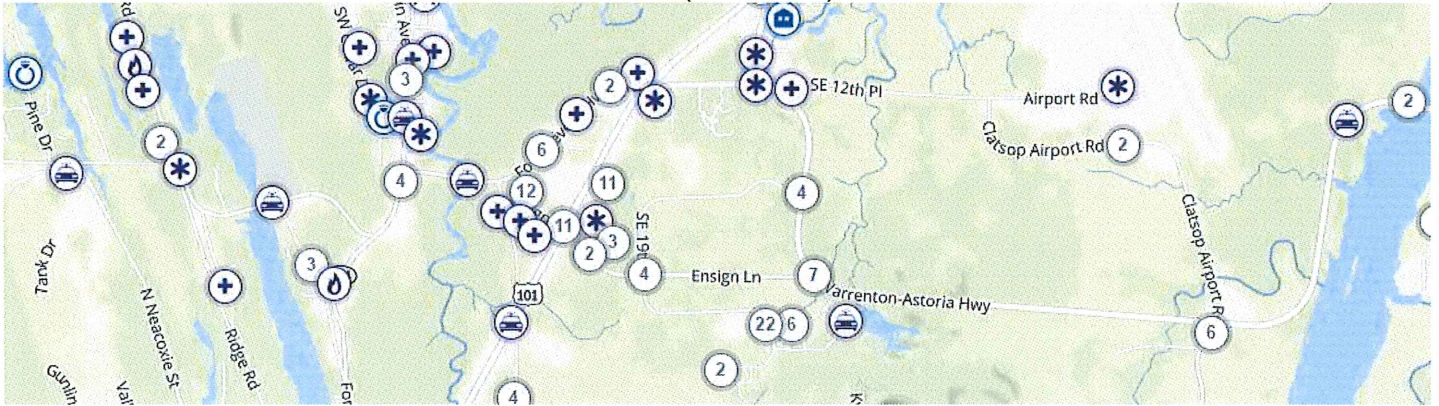
Incident trends



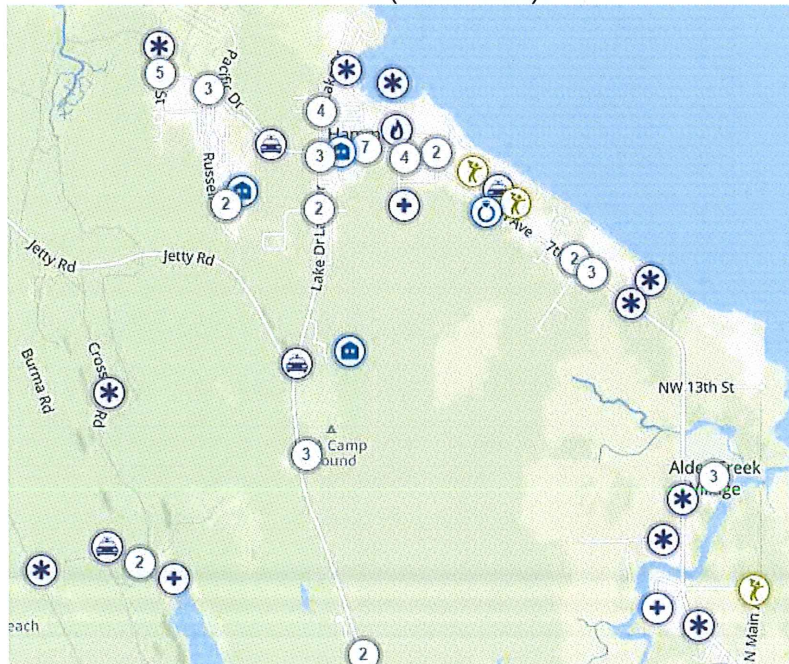
Incidents (Warrenton) #1



Incidents (Warrenton) #2



Incidents (Hammond)





**Volume 10, Issue 8**

**Monthly Finance Report**  
**February 2017**

**March 28, 2017**

**Economic Indicators**

	Current	1 year ago
◆ Interest Rates:		
LGIP :	1.15%	.69%
Columbia Bank:	.05%	.05%
◆ Prime Rate:	3.75%	3.50%
◆ CPI-U change:	2.7%	1.0%
◆ Unemployment Rates:		
Clatsop County:	not avail.	4.7%
Oregon:	not avail.	4.9%
U.S.:	not avail.	4.9%

**Department Statistics**

◆ Utility Bills mailed	3,281
◆ New Service Connections	3
◆ Reminder Letters	528
◆ Door Hangers	105
◆ Water Service Discontinued	13
◆ Walk-in counter payments	1,206
◆ Mail payments	1,182
◆ Auto Pay Customers/pmts	559
◆ Online (Web) payments	534
◆ Checks Issued	370

**Current and Pending Projects**

- ◆ 2017-2018 Budget Preparation
- ◆ 2018-2023 Capital Improvement Program

**Financial Narrative as of February 28, 2017**

**Note:** Revenues and expenses should track at 8/12 or 66.7% of the budget.

**General Fund:** Year to date revenues amount to \$2,704,484, which is 73.7% of the budget, compared to the prior year amount of \$2,654,151, which was 75.4% of the budget and are up by \$50,333. Increases are shown in property taxes, transient room tax, city franchise fees, state revenue sharing, police charges, leases, interest and miscellaneous and are offset by decreases in franchise fees, municipal court, planning charges and fire charges.

Expenses year to date amount to \$2,634,424, which is 63.2% of the budget, compared to the prior year amount of \$2,619,495 which was 66.5% of the budget. All departments are tracking under budget except the Admin/Comm/Fin department which has large expenditures at the beginning of the year and has had unexpected increased spending in Professional Services. A budget transfer from contingency was approved in March.

**WBA:** Business license revenue amounts to \$48,600 compared to \$45,430 last year at this time, a difference of \$3,170. The number of business licenses issued to date are 592 compared to 533 last year at this time. Year to date expenses exceed revenues by \$22,523 and reduces fund balance by the same.

**Building Department:** Permit revenues

this month amount to \$14,709 and \$149,542 year to date, which is 70.1% of the budgeted amount. Last year to date permit revenue was \$146,249, a year to date difference of \$3,293.

**State Tax Street:** State gas taxes received this month amount to \$29,826 for fuel sold in January and \$189,092 year to date. City gas taxes received this month amount to \$25,202 for fuel sold in December and are \$174,776 year to date. The fund balance decreased by \$3,993. Total gas taxes year to date for the current and prior year amount to \$363,868 and \$340,631, respectively.

**Warrenton Marina:** Total revenues to date are \$461,794, 94.4% of the budgeted amount, compared to the prior year amount of \$466,951 and was 99.3% of the budgeted amount. There is \$45,584 in moorage receivables outstanding.

**Hammond Marina:** Total revenues to date are \$268,256, 98.7% of the budgeted amount, compared to the prior year amount of \$272,201 and was 103.6% of the budgeted amount. There is \$4,494 in moorage receivables outstanding.

Of the total outstanding receivables \$25,761 is over 90 days old.

**Water Fund:** Utility fees charged this month are \$124,908 and \$61,788 and \$1,097,995 and \$800,040 year to date,

for in-city and out-city respectively and totals \$1,898,035 which is 76.5% of the budget. Last year at this time year to date fees were \$954,497 and \$785,522, for in-city and out-city, respectively, and totaled \$1,743,019.

**Sewer Fund:** Utility fees charged this month are \$165,908 and \$1,330,019 year to date, which is 70.5% of the budget. Last year at this time year to date fees were \$1,207,571. Shoreline Sanitary Fees year to date are \$76,121. Septage revenue year to date is \$202,111 and is 72.2% of the budget. Total revenues year to date are \$1,960,383 compared to \$1,449,945 at this time last year.

**Storm Sewer:** Utility Fees (20% of sewer fees) this month are \$33,174 and \$265,926 year to date and is 70.5% of the budget. Total year to date revenues are \$266,265 compared to \$249,779 at this time last year.

**Sanitation Fund:** Service fees charged this month for garbage and recycling were \$75,892 and \$14,582, and \$608,888 and \$116,239, year to date, and are 72% and 68.9% of the budget, respectively.



## Financial data as of February 2017

	General Fund			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,472,456	1,269,879	950,000	133.67
Plus: Revenues	191,277	2,704,484	3,668,832	73.72
Less: Expenditures				
Municipal Court	9,131	70,220	126,320	55.59
Admin/Comm/Fin (ACF)	100,580	770,837	1,006,408	76.59
Planning	9,978	92,999	197,533	47.08
Police	121,178	1,031,485	1,702,215	60.60
Fire	46,551	523,669	833,463	62.83
Parks	11,376	85,636	171,673	49.88
Transfers	25,000	59,578	129,578	45.98
Total Expenditures	323,794	2,634,424	4,167,190	63.22
Ending Fund Balance	1,339,939	1,339,939	451,642	296.68

(see details of revenue, page 4)

	WBA			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	117,296	137,741	150,850	91.31
Plus: Revenues	854	54,630	46,200	118.25
Less: Expenditures	2,932	77,153	155,047	49.76
Ending Fund Balance	115,218	115,218	42,003	274.31

	Building Department			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	276,162	261,655	230,000	113.76
Plus: Revenues	14,816	150,600	213,890	70.41
Less: Expenditures	19,465	140,742	231,551	60.78
Ending Fund Balance	271,513	271,513	212,339	127.87

	State Tax Street			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,378,488	1,421,947	1,180,000	120.50
Plus: Revenues	56,036	372,215	799,407	46.56
Less: Expenditures	16,570	376,208	1,842,462	20.42
Ending Fund Balance	1,417,954	1,417,954	136,945	1,035.42

	Warrenton Marina			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	346,537	195,027	170,000	114.72
Plus: Revenues	17,891	461,749	489,001	94.43
Less: Expenditures	65,304	357,652	614,841	58.17
Ending Fund Balance	299,124	299,124	44,160	677.36



**Financial data as of February 2017, continued**

	Hammond Marina				Water Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	237,353	168,011	170,000	98.83	1,320,398	1,140,492	910,000	125.33
Plus: Revenues	-	268,256	271,701	98.73	194,709	1,969,933	4,236,400	46.50
Less: Expenditures	18,922	217,836	389,770	55.89	617,780	2,213,098	4,761,435	46.48
Ending Fund Balance	<u>218,431</u>	<u>218,431</u>	<u>51,931</u>	<u>420.62</u>	<u>897,327</u>	<u>897,327</u>	<u>384,965</u>	<u>233.09</u>

	Sewer Fund				Storm Sewer			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	1,918,224	1,369,458	1,300,000	105.34	324,369	284,330	210,000	135.40
Plus: Revenues	424,333	1,960,383	4,328,279	45.29	33,189	266,265	377,960	70.45
Less: Expenditures	987,970	1,975,254	4,411,210	44.78	23,770	216,807	532,049	40.75
Ending Fund Balance	<u>1,354,587</u>	<u>1,354,587</u>	<u>1,217,069</u>	<u>111.30</u>	<u>333,788</u>	<u>333,788</u>	<u>55,911</u>	<u>597.00</u>

	Sanitation Fund				Community Center			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	429,869	354,473	375,000	94.53	10,420	11,801	11,000	107.28
Plus: Revenues	90,739	728,330	1,016,132	71.68	709	10,919	12,515	87.25
Less: Expenditures	170,379	732,574	1,170,371	62.59	1,813	13,404	21,308	62.91
Ending Fund Balance	<u>350,229</u>	<u>350,229</u>	<u>220,761</u>	<u>158.65</u>	<u>9,316</u>	<u>9,316</u>	<u>2,207</u>	<u>-</u>

	Library				Warrenton Urban Renewal Agency Capital Projects Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	48,377	31,129	21,000	148.23	959,054	42,123	19,154	219.92
Plus: Revenues	692	51,305	55,727	92.06	897	2,202,885	4,222,122	52.17
Less: Expenditures	4,774	38,139	60,172	63.38	122,479	1,407,536	4,241,276	33.19
Ending Fund Balance	<u>44,295</u>	<u>44,295</u>	<u>16,555</u>	<u>267.56</u>	<u>837,472</u>	<u>837,472</u>	<u>-</u>	<u>-</u>



## Financial data as of February 2017, continued

## (\$) Cash Balances as of February, 2017

General Fund	1,578,509	Warrenton Marina	256,860	Storm Sewer	285,358
WBA	115,778	Hammond Marina	214,799	Sanitation Fund	270,009
Building Department	278,213	Water Fund	553,428	Community Center	11,816
State Tax Street	1,428,471	Sewer Fund	1,015,596	Library	45,499

## Warrenton Urban Renewal Agency

Capital Projects	1,017,548
Debt Service	1,154,581

General Fund Revenues	Collection Frequency	2016-2017 Budget	Actual as a	Collections/Accruals		(over) under budget
			% of Current Budget	Year to date		
				February 2017	February 2016	
Property taxes-current	AP	884,586	93.69	828,737	805,473	55,849
Property taxes-prior	AP	35,000	56.64	19,825	23,006	15,175
County land sales	A	-	0.00	-	-	-
Franchise fees	MA	534,000	56.22	300,201	337,119	233,799
COW - franchise fees	M	124,338	73.01	90,781	81,900	33,557
Transient room tax	Q	462,109	69.40	320,695	300,370	141,414
Liquor licenses	A	625	104.00	650	650	(25)
State revenue sharing	MQ	125,559	55.80	70,068	66,869	55,491
Municipal court	M	127,175	52.32	66,537	78,985	60,638
Planning charges	I	55,000	31.52	17,334	107,267	37,666
Police charges	I	6,000	104.07	6,244	3,069	(244)
Fire charges	SM	92,481	59.68	55,189	68,522	37,292
Park charges	I	-	0.00	275	100	
Housing rehab loans	I	-	0.00	-	689	-
Miscellaneous	I	1,300	774.23	10,065	7,930	(8,765)
Interest	M	5,000	140.16	7,008	4,340	(2,008)
Lease receipts	M	209,251	66.92	140,038	115,034	69,213
Donations	I		0.00	-	3,325	-
<b>Sub-total</b>		<b>2,662,424</b>	<b>72.63</b>	<b>1,933,647</b>	<b>2,004,648</b>	<b>728,777</b>
Overhead	M	1,006,408	76.59	770,837	649,503	235,571
<b>Total revenues</b>		<b>3,668,832</b>	<b>73.72</b>	<b>2,704,484</b>	<b>2,654,151</b>	<b>964,348</b>

M - monthly

S - semi-annual

Q - quarterly

I - intermittently

SM - Semi-annual in November then monthly

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

AP - As paid by taxpayer beginning in November

R - renewals due in July and new licenses intermittently

MA - pacificorp-monthly, Century Link-quarterly, others annually in March A - annual

Note: Budget columns do not include contingencies as a separate line item but are included in the ending fund balance. Unless the Commission authorizes the use of contingency, these amounts should roll over to the following year beginning fund balance. For budget details, please refer to the City of Warrenton Adopted Budget for fiscal year ending June 30, 2017. Budget amounts reflect budget adjustments approved by the Commission during the fiscal year. Information and data presented in this report is unaudited.



# Warrenton Fire Department

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

5-F

## STAFF REPORT

**Date:** March 28, 2017  
**To:** The Members of the Warrenton City Commission  
Linda Engbretson, City Manager  
**From:** Tim Demers, Fire Chief  
**Re:** Fire Department Activity Report for **January, 2017**

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### **January, 2017 Emergency Response Activity -**

The Warrenton Fire Department responded to 112 emergency calls during the month of January, 2017. The department responded to 81 EMS (emergency medical service) calls, 11 motor vehicle crashes, and 19 service calls. There was One (1) reportable fire during the month. Service calls include alarm activations with no fire, false alarms, hazardous conditions, good intent calls, public assists, etc. An average of 5 volunteers responded per call throughout the month. During the month of January, 66.1%, or 74 of the calls were during daytime hours between 6:00 a.m. and 6:00 p.m. The other 38 calls, or 33.9%, were during the night, between the hours of 6:00 p.m. and 6:00 a.m.

### **January, 2017 Training –**

The department held 4 regularly scheduled Wednesday evening training sessions during the month of January, with an average attendance of 20 volunteers per drill. The department offered 3 additional training sessions during the month of January.

## **4th EMS – Annual Bloodborne Pathogen training**

**Instructor: Chief Demers**

## **EMS – Trauma case review**

**Instructor: FF Chris Peck**

## ***Association business meeting***

## **11th Annual SCBA FIT testing**

**Instructor: Capt. Penno**

## **Address system review**

**Instructor: FF Hansen**

## **18<sup>th</sup> Driver safety training**

**Instructors: Jim Pierce, OSP ret.**

## **25<sup>th</sup> Annual SCBA FIT testing**

**Instructors: Capt. Penno**

## **Thermal imager and gas detector review**

**Instructor: Capt. Shepherd**





# Warrenton Fire Department

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

5-6

## STAFF REPORT

**Date:** March 28, 2017  
**To:** The Members of the Warrenton City Commission  
Linda Engbretson, City Manager  
**From:** Tim Demers, Fire Chief  
**Re:** Fire Department Activity Report for February, 2017

---

### **February, 2017 Emergency Response Activity -**

The Warrenton Fire Department responded to 102 emergency calls during the month of February, 2017. The department responded to 80 EMS (emergency medical service) calls, 8 motor vehicle crashes, and 9 service calls. There were 5 reportable fires during the month. Service calls include alarm activations with no fire, false alarms, hazardous conditions, good intent calls, public assists, etc. An average of 6 volunteers responded per call throughout the month. During the month of February, 73.5%, or 75 of the calls were during daytime hours between 6:00 a.m. and 6:00 p.m. The other 27 calls, or 26.5%, were during the night, between the hours of 6:00 p.m. and 6:00 a.m.

### **February, 2017 Training –**

The department held 3 regularly scheduled Wednesday evening training sessions during the month of February, with an average attendance of 22 volunteers per drill. The department offered 1 additional training session during the month of February.

#### **1st EMS – Abdominal pain, assessment and case study**

**Instructor: Chris Peck**

#### **Active 911 system training**

**Instructors: Derek Daugherty, Steven Zamora**

#### ***Association business meeting***

#### **8th MERTS fire simulator training**

**Instructor: Lt. Alsbury, FF Watson**

**Company training evolutions**

**Instructor: Capt. Shepherd**

**Recruit academy – Orientation, Clatsop College**

**Instructor: Paul Gascoigne, AFD**

**15<sup>th</sup> Company officer command training**

**Instructors: Capt. Shepherd**

**Firefighter skill stations**

**Instructors: Senior Firefighters**

**Recruit academy – Safety, Clatsop college**

**Instructor: Ted Ames, AFD**

**22<sup>nd</sup> MERTS fire simulator training**

**Instructors: TBD**

**Recruit firefighter training**

**Instructors: Capt. Shepherd, Capt. Nyberg**

6B

"Making a difference through excellence of service"



**CITY OF WARRENTON**

## AGENDA MEMORANDUM

TO: The Warrenton City Commission

FROM: Dawne Shaw, Deputy City Recorder

DATE: March 28, 2017

SUBJ: Committee Application/Appointment

### SUMMARY

We recently received one application for the Warrenton Business Association from Mr. Scott Lindahl of Ohana Media Group. If Mr. Lindahl is appointed, there will be two remaining vacancies; Position No. 5 and Position No. 6.

### RECOMMENDATION/SUGGESTED MOTION

*I move to appoint Scott Lindahl to Position No. 4 on the Warrenton Business Association.*

### ALTERNATIVE

Other action as deemed appropriate by the City Commission

### FISCAL IMPACT

N/A

Approved by City Manager:

A handwritten signature in blue ink, which reads "Linda Egbertson". The signature is written in a cursive style and is positioned over a horizontal line that serves as a signature line.

MAR 15 2017

RECEIVED  
WARRENTON, OR 97146

"Making a difference through excellence of service"



CITY OF WARRENTON

Application for Committee Appointment

To: Warrenton City Commission and Warrenton City Manager

I, Scott Lindahl, hereby apply for appointment to serve on the following:

- Budget Committee
- Community Center Board
- Parks Advisory Committee
- Planning Commission
- Warrenton Business Association
- Warrenton Community Library Board
- Warrenton Urban Renewal Advisory Board

What is your interest in applying for this position?

As someone who operates a business in Warrenton, I see the opportunities, challenges and issues that effect us all and the WBA is at the forefront of discussions and I want to volunteer my time and experience to be involved.

What experience or qualifications do you have for this position?

I currently serve on the Astoria Warrenton Chamber board as well as the CEDR board and over the years have served in Rotary, fair boards and other city chamber boards.

How much time could you give to serving on this committee?

Weekly  Monthly  Quarterly

Scott James Lindahl  
Full Name (please print)

3/15/17  
Date

6-C

"Making a difference through excellence of service"



CITY OF WARRENTON

## AGENDA MEMORANDUM

TO: The Warrenton City Commission

FROM: Mathew J. Workman, Chief of Police

DATE: March 28, 2017

SUBJ: Declare 2003 Chevrolet Lumina Surplus – Donate to CBH

### SUMMARY

On May 13, 2014 the Warrenton Police Department decommissioned a 2003 Chevrolet Impala and requested the vehicle be declared as surplus. The Commission agreed and declared the Impala surplus. In accordance with City policy, once a vehicle is no longer going to be used by one City department it is first to be offered to the other City departments. The Marina wanted to use the Impala so it was not sold and has been used by the Marina since May 2014. The Marina has since returned the 2003 Impala to the Police Department and no other City department would like it. As this was occurring, I was made aware that Clatsop Behavior Health lost their only working vehicle to mechanical issues and is in need of a vehicle of any type to help them through their vehicle crisis.

I would like to donate the 2003 Chevrolet Impala to CBH for their use and ultimate disposal. I believe that since the Impala was previously desclared "surplus" by the Commission we do not need to do that again but I would like approval to donate it to CBH (if we do need to surplus again then there would need to be a combined motion to do so). The Impala has 112,985 miles on it and KBB estimate in "Fair" condition is \$1,441. I believe at auction would be more accurate at \$500-700 given the condition (equipment holes, wear, etc.). With this stated value, I would need Commission approval to donate the Impala to CBH. It should be noted that we received the Impala free from the City of St. Helens in 2010.

### RECOMMENDATION/SUGGESTED MOTION

*"I move to approve the donation of the 2003 Chevrolet Impala, 2G1WF55K239271726, as-is from the City of Warrenton to Clatsop Behavior Healthcare."*

OR

*"I move to declare surplus the 2003 Chevrolet Impala, 2G1WF55K239271726, and approve the donation of this vehicle as-is from the City of Warrenton to Clatsop Behavior Healthcare."*

### ALTERNATIVE

The alternative would be to go through the auction process and sell the vehicle for the above-estimated amounts.



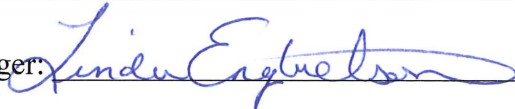
## FISCAL IMPACT

The selling of the vehicle will generate a small amount of revenue and disposal of the vehicle, in whatever manner, will get an aging vehicle off of the insurance and save on maintenance.

## ATTACHMENTS:

Agenda memo from May 13, 2014.

Approved by City Manager:



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

"Making a difference through excellence of service"



**CITY OF WARRENTON**

## **AGENDA MEMORANDUM**

TO: The Warrenton City Commission

FROM: Mathew J. Workman, Chief of Police

DATE: May 13, 2014

SUBJ: Surplus 2003 Chevrolet Impala

### **SUMMARY**

The Warrenton Police Department has a 2003 Chevrolet Impala that is to be decommissioned and needs to be declared surplus property. The description of the vehicles is as follows:

- 2003, Chevrolet, Impala, 2G1WF55K239271726, 108,548 miles

The plan is to sell it with the other surplus vehicles via a public auction.

### **RECOMMENDATION/SUGGESTED MOTION**

I would recommend declaring the 2003 Impala as surplus and then disposing of it in accordance with the City Surplus Property Procedures.

*I move to declare the listed 2003 Chevrolet Impala as surplus and allow staff to dispose of it in accordance with the City Surplus Property Procedures.*

### **ALTERNATIVE**

Maintain the vehicles as City property including continued maintenance fees and insurance.



## **FISCAL IMPACT**

The vehicle being sold will bring a small amount of revenue for the City as well as getting them removed from ongoing maintenance and insurance costs.

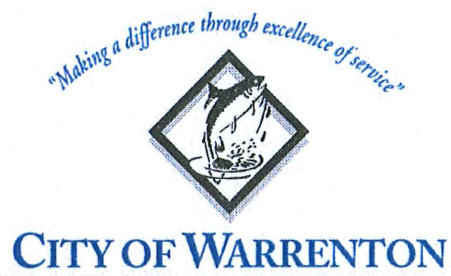
## **ATTACHMENTS**

None.

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

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

6-D



## AGENDA MEMORANDUM

TO: The Honorable Mayor and Members of the Warrenton City  
Commission Linda Engbretson, City Manager

FROM: Jim Dunn, Public Works Director

DATE: March 28, 2017

SUBJ: Kennedy/Jenks Consultants Proposal for Engineering Services  
Development of Inflow and Infiltration I/I study

### SUMMARY

On August 9, 2016 the Commission approved entering into a contract with IFA to partially fund an I/I study. Now this is a proposal from Kennedy/Jenks Consultants (KJ) for professional engineering services. KJ will develop an I/I study for the City of Warrenton. Recent flow data indicates as much as 50% I/I goes through the collection system and is pumped to the treatment plant during heavy rains. The excess I/I decreases the useful life of wastewater facilities and

increases ongoing cost for electricity. This study will review existing Sewer ORD, Identify sources of I/I, and perform cost benefit analysis for I/I reduction.

**RECOMMENDATION/SUGGESTED MOTION**

Staff recommends the following motions;

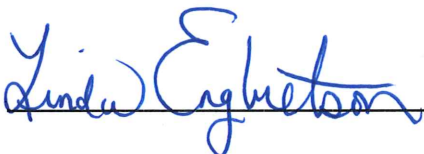
“I move to approve the Kennedy Jenks Consultants proposal for engineering services to conduct an I/I Study”

**ALTERNATIVE**

None recommended

**FISCAL IMPACT**

Funding Assistance From IFA (grant)	\$20,000
Funding Assistance From IFA (loan)	\$35,000
City Matching Funds	\$35,000
Total Project Costs	\$90,000

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

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

**CONTRACT:**

This Contract, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2017, by and between the City of Warrenton, a municipal corporation of the State of Oregon, hereinafter called "CITY", and Kennedy/Jenks, 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 miscellaneous engineering services for the City of Warrenton, as mutually agreed upon throughout calendar years of 2017 and 2018.

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

**2. COMPENSATION**

A. The CITY agrees to pay CONSULTANT a total not-to-exceed price of \$90,000 for performance of an I/I Study;

B. The CONSULTANT will submit a final invoice 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 Dean Wood.

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 Commercial General 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 supersede 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:

BY: \_\_\_\_\_  
Mark Kujala, Mayor Date

ATTEST: \_\_\_\_\_  
Dawne Shaw, City Recorder

CONSULTANT:

By:  03/13/2017  
Date

Printed Name: Dean Wood

Title: Client Director



## Kennedy/Jenks Consultants

### Engineers & Scientists

421 SW 6<sup>th</sup>, Suite 1000  
Portland, Oregon, 97201  
503-423-4000  
FAX: 503-295-4901

15 February 2017

Jim Dunn  
Public Works Director  
City of Warrenton  
45 SW 2<sup>nd</sup> St.  
Warrenton, OR 97146

Subject: Proposed Engineering Services for:  
Inflow and Infiltration (I/I) Reduction Study Plan  
**K/J Project #:**

Jim,

Thank you again for the opportunity to work with the City of Warrenton (City) on your I/I Reduction Study Plan (Study). With reference to our scoping conference call dated February 7, 2017, please find below a summary of scope, budget, deliverables, and exclusions. We have also included a schedule of milestones.

### **Project Summary**

Recent flow data at the City's wastewater plant indicates as much as 50% of the overall flow is due to I/I in the collection system. During heavy rain events, hydraulic flow can exceed the plant's overall design capacity. In addition to treatment plant challenges, pump station capacities are exceeded requiring ancillary pumping to avoid overflow. As recommended by DEQ, the City of Warrenton is undertaking this Study for the following purposes:

- Identify sources of I&I;
- Estimate rate and volume of extraneous flow;
- Determine cost associated with treating extraneous flow;
- Develop a Capital Improvement Plan (CIP) detailing recommended collection system improvement projects and cost;
- Perform a cost benefit analysis for I/I reduction based on prioritized projects;
- Identify City staffing requirements; and
- Review ordinance for I/I enforcement measures on private connections

Mr. Jim Dunn  
City of Warrenton, OR  
15 February 2017  
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## **SCOPE OF SERVICES**

### **Task 1: Project Management**

- 1.1) Coordination and Invoicing
- 1.2) Project Memo, Health & Safety, Quality Plan
- 1.3) Internal Work product QA/QC

### **Task 2: Project Meetings**

- 2.1) Kick-Off Meeting in Warrenton? and manhole inspection training.
- 2.2) Draft TM 1 Discussion – Data Gaps: Mission Data & CCTV review for additional field study.
- 2.3) DEQ Meeting where?
- 2.4) Draft TM 2: Field study report
- 2.5) Draft CIP Review
- 2.6) GIS Mapping
- 2.7) Two site visits for miscellaneous site support services for CCTV, smoke testing and/or dye tracer testing.

### **Task 3: Data Review**

- 3.1) Warrenton Municipal Code Ordinance Review
- 3.2) CCTV condition assessment and documentation of defects.
- 3.3) Mission data analysis of pump station run time
- 3.4) TM 1: Identification of data gaps with scheduling and budgeting for additional field study requirements.

### **Task 4: Review of Field Study**

- 4.1) Manhole inspections reports. (review up to 100 manholes)
- 4.2) CCTV review for overall condition assessment and documentation of defects, line sizes, and material of construction. (100 line segments)
- 4.3) Smoke testing/dye tracer review (field observation and data analysis at 20 locations)
- 4.4) Flow testing review (data analysis for 10 Locations)
- 4.5) TM 2: Field Study Report

### **Task 5: CIP Development**

- 5.1) Project identification with alternatives analysis (scoping for 10 Projects)
- 5.2) Economic analysis for construction methods with cost estimates
- 5.3) Capital Improvement Plan with Project prioritization

**Task 6:** GIS shape file update with colored layers to indicate priority projects. Update will include material of construction, line size, estimated cost and overall condition rating.



Mr. Jim Dunn  
City of Warrenton, OR  
15 February 2017  
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## Deliverables

All deliverables will be submitted in electronic (PDF) format.

- Draft and Final TM 1: Summary of findings of preliminary CCTV and Mission Data with recommendation of additional field studies.
- Draft and Final TM 2: Field study report to serve as foundation of CIP development.
- Draft and Final Capital Improvement Plan with 10 priority projects, implementation schedule and staffing requirements.
- GIS File Update

## Project Key Staff

Client Manager:	Dean Wood
Project Manager:	Michael Humm
Project Engineer:	Shawn Spargo
Staff Engineer:	Brooke Harrison
Staff Engineer:	Ryan Carney
QA/QC:	Heather Stephens

## Scope Exclusions

- City will provide labor and equipment for CCTV, Line Jetting, and Vactor services
- Flow testing equipment rental and set up
- Smoke and dye testing equipment and services
- Manhole inspections

## Information to be Provided by City

- Information on equipment installed at each pump station for level and flow measurement. Mission Data on pump stations
- CCTV information from basin CC
- GIS Map of collection system with manhole locations and connections
- Existing CIP related to collection system and estimated project costs
- City Ordinance (applicable sections from WMC)

## Basis of Compensation

The Budget for Scope of Work and Deliverables itemized above will be provided on a Not-To-Exceed (NTE) amount of \$90,000. The amount will not be exceeded unless approved in writing by the City of Warrenton.

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City of Warrenton, OR  
15 February 2017  
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**PROJECT Schedule**

- NTP: 02/28/2017
- Draft TM1: 03/22/2017
- Final TM1: 03/30/2017
- Draft TM2: 09/29/2017
- Final TM2: 10/13/2017
- Draft CIP: 10/18/2017
- Final CIP: 11/01/2017
- Final Deliverable GIS 11/01/2017

**STANDARD CONDITIONS**

The City of Warrenton Contract for Professional Consulting Services as previously executed on September 28, 2016 is acceptable by Kennedy/Jenks. Please advise if any changes are required.

**AUTHORIZATION**

I appreciate the opportunity to submit this proposal. If this proposal meets your satisfaction, please sign and return a copy to the above address as well as to my email address. The signed copy will serve as our authorization. If you have any questions please call me at (503) 423-4000 or by email at [deanwood@kennedyjenks.com](mailto:deanwood@kennedyjenks.com).

Very truly yours,  
KENNEDY/JENKS CONSULTANTS, INC.



Dean Wood  
Client Manager

**AUTHORIZATION:**

CITY OF WARRENTON

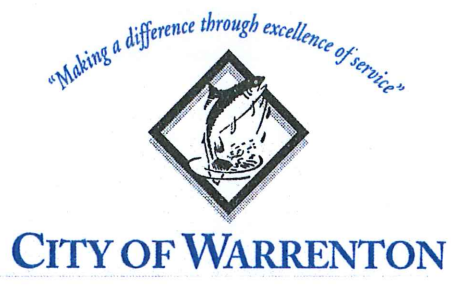
By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

6-E



## AGENDA MEMORANDUM

TO: The Warrenton City Commission  
FROM: Linda Engbretson, City Manager  
DATE: March 28, 2017  
SUBJ: City Attorney Request for Proposals

### SUMMARY

The City has been using the firm of Beery Elsner and Hammond for the majority of legal issues, as interim legal counsel, since the passing of long-time City Attorney Harold Snow. The City Attorney is considered an "officer of the City," and therefore, per City Charter, the City Commission may directly appoint this position. The Commission has requested staff develop a Request for Proposals; attached is a draft RFP for the Commission's review and comments. The draft includes a list of common services legal counsel provides to a local government. The Commission may wish to narrow or expand the scope as appropriate. The City Attorney provides general counsel with some services likely contracted out in order to take advantage of specific areas of expertise, depending on the experience of the selected individual or firm.

### RECOMMENDATION/SUGGESTED MOTION

Staff seeks Commission input and permission to advertise/distribute the City of Warrenton Request for Proposals for City Attorney Services.

**ALTERNATIVE**

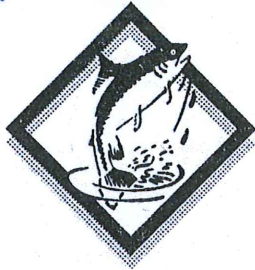
Other action as deemed appropriate by the City Commission

**FISCAL IMPACT**

The City has included legal services in its budget, based on previous years and anticipated rate increases.



*"Making a difference through excellence of service"*



**CITY OF WARRENTON**

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**REQUEST FOR PROPOSAL**  
for  
**City Attorney Services**

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**City of Warrenton  
225 S Main  
P. O. Box 250  
Warrenton, OR 97146  
(503) 861-2233**

PROPOSAL DUE DATE AND TIME:

The City of Warrenton invites interested individual attorneys and law firms to submit written proposals to provide City Attorney services to the City.

Proposals will be received until, but not after 5:00 p.m. o ----- at the City of Warrenton front desk, 225 S Main, Warrenton, Oregon 97146, or by email at [lengbretson@ci.warrenton.or.us](mailto:lengbretson@ci.warrenton.or.us) or by fax: (503) 861-2351 **Proposals that are received after the closing time will not be accepted for any reason and will be returned unopened.**

**SPECIAL INSTRUCTIONS:**

Submit 6 copies of Proposals as follows:

**PROPOSAL TITLE:** City of Warrenton City Attorney

**PROPOSAL CLOSING TIME:** 5:00 p.m.

**PROPOSAL CLOSING DATE:**

The City will be the sole judge in determining award of the contract and reserves the right to reject all proposals.

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1. **BACKGROUND INFORMATION**

The City of Warrenton, located in the Northwestern most corner of Oregon, has a population of approximately 5,400. The City was established in 1899 and provides a full range of City services to its residents. The primary services include Fire, Police, Planning, Building Department, two Marinas, Public Works which oversees the Park system and Water, Sewer, Storm Sewer, and Sanitation utilities, with Administration and Finance Department support.

The City operates under a council-manager form of government.

The City Commissioners appoint a City Manager who is the chief administrative officer of the City. The City Manager appoints the department directors, hires and fires staff and is responsible for carrying out the policies set by the Commission. The City Commission has authority to appoint the City Attorney.

The City employs approximately 50 permanent full-time employees, and has other positions that are filled on a part-time, temporary, or voluntary basis.

The total adopted budget for FYE 2017, all funds, is approximately \$32 million. The General Fund adopted budget for the same period is approximately \$4.5 million.

The purpose of this RFP is to select a qualified City Attorney to provide General Legal Counsel to the City of Warrenton and its component units.

The City Attorney will provide all legal services needed by the City for the City Commission and administrative staff, except for occasional services requiring special expertise as the parties may mutually agree. Since the City is insured by the City-County Insurance Services (CCIS) both for tort-type claims and for workers compensation claims, the City Attorney does not provide defense services in insured cases except for monitoring of significant cases and occasionally assisting lead CCIS defense counsel in the assembly of City records.

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2. **PROPOSAL**

Proposals should include the following information. Proposers may submit additional information as deemed appropriate.

Qualifications for providing City Attorney services for each attorney likely to provide City Attorney services, including:

Law school, year of graduation, year of admission to Oregon State Bar, and years of practice.

Years of municipal or other public sector law practice.

Particular areas of knowledge and experience in Oregon government law, including but not limited to law related to cities. Indicate which of the following areas you have expertise in:

Land Use

Personnel matters and labor negotiations

Local Budget Law and Public Financing

Taxes, fees, and charges such as systems development charges and water and sewer service charges

Annexation

Police Matters

Public purchasing and public contracting

Urban Renewal

Election Laws

Open Meetings and public records

Executive session authorities

Government ethics

Ordinance/resolution review and approval

Litigation

Code Enforcement

Other types of clients represented

Scholastic honors and professional affiliations

The City Commission has two regular meetings per month, on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month beginning at 6:00 p.m. Other special meetings, work sessions, and executive sessions outside of the regularly scheduled meetings. The City Commission would like the City Attorney available to participate in these meetings. Please describe your availability to attend City Commission meetings to provide advice on items, i.e., declaring conflicts of interest, land use hearing procedures, and other miscellaneous business that may arise in the course of a meeting.

How do you propose to provide City Attorney services to the City? This should address whether you propose a contract based solely on billable hours, or whether you are proposing a retainer for basic services with an hourly rate for additional services. This should also address issues such as accessibility to City Commission and staff. If this is a firm proposal, who would be the lead attorney and, if so, who would that attorney be and how would other attorneys be involved.

Describe any work, whether by subject area or nature of work that would not be covered by your compensation proposal.

Describe all charges that could be billed to the city including, but not limited to, hourly rates; hourly rates of subordinates; hourly rates of clerical staff; copying; travel; and any other charge that the city could find on an invoice from you or firm if selected.

#### BILLING

Monthly invoices shall be submitted to the City Finance Department with a detailed description of services including type of service and time spent so charges can be allocated to appropriate funds.

#### SELECTION

The City Commission and City Manager will review and evaluate all proposals using the following criteria:

- Specialized experiences in the type of work to be performed
- Capacity, capability, and availability to perform the work, including any specialized services
- Education and professional record, including past record of performance with governmental agencies or public sector agencies
- Price

The City reserves the right to reject all proposals; to request additional information concerning any proposal; to accept or negotiate modifications to any proposal; to interview any proposer; and to waive any irregularities in any proposal following the proposal submission deadline date, in order to serve the best interests of the City.

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