



AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON
REGULAR MEETING
May 10, 2022 – 6:00 P.M.
Warrenton City Commission Chambers – 225 South Main Avenue
Warrenton, OR 97146

Public Meetings will 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 Town Hall Meeting Minutes – 4.26.22
- B. City Commission Meeting Minutes – 4.26.22
- C. Warrenton Community Center Advisory Board Minutes – 3.17.22
- D. Monthly Finance Report – March 2022
- E. Marina Advisory Board Minutes – 2.28.22

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

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 4:00 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 – None

7. **BUSINESS ITEMS**

8. **DISCUSSION ITEMS**

A. Business License Cost

9. **GOOD OF THE ORDER**

10. **EXECUTIVE SESSION**

11. **ADJOURNMENT**

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

MINUTES
Warrenton City Commission
Town Hall Meeting – April 26, 2022
4:30 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, Or 97146

Mayor Balensifer opened the meeting at 4:30 p.m.

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

Staff Present: City Manager Linda Engbretson, Police Chief Mathew Workman, Finance Director April Clark, and City Recorder Dawne Shaw

Mayor Balensifer welcomed everyone and gave a brief history of the old Hammond Library building. He read Building Official Van Wilfinger’s memo on the current building condition.

Debbie Little, president of VFW auxiliary 10580, presented a proposal for the building.

A questions and comment period followed.

There being no further business Mayor Balensifer adjourned the town hall at 5:00 p.m.

APPROVED:

Henry Balensifer, Mayor

ATTEST:

Dawne Shaw, CMC, City Recorder

MINUTES
 Warrenton City Commission
 April 26, 2022
 6:00 p.m.
 Warrenton City Hall - Commission Chambers
 225 S. Main
 Warrenton, OR 97146

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

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

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

Mayor Balensifer requested to add agenda items 8.E – Contract for Water Assistance Provisions and 8.F – City Manager negotiations. There were no objections.

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 4.12.22
- B. City Commission Work Session Minutes – 4.12.22
- C. Warrenton Community Center Advisory Board Minutes – 2.17.22
- D. Police Department Monthly Report – March 2022

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

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

Police Chief Mathew Workman introduced new Police Officer Kevin Alvarez-Cardoso and outlined his education and work experience. He gave a brief history of the badge, then pinned it on Officer Alvarez-Cardoso. Mayor Balensifer administered the Oath of Office.

COMMISSIONER REPORTS – None

PUBLIC COMMENT

Tony Faletti stated he supports donating the old library building to the VFW. He also asked about an ordinance to regulate abandoned shopping carts. Chief Workman provided an update. Mayor Balensifer commented for the record that Astoria reached out to their businesses, but when Chief Workman said they reached out to businesses like Astoria did, it does not mean

Warrenton is proposing to do the same as Astoria. City Manager Linda Engbretson also noted contact with Oregon Department of Transportation and the big box store managers.

PUBLIC HEARINGS – None

BUSINESS ITEMS

Mayor Balensifer requested unanimous consent to move item 9.A ahead of 8.A. There were no objections.

Community Economic Development Resources (CEDR) Director Kevin Leahy gave an update on CEDR, Small Business Development Center (SBDC), and the Clatsop Works Internship program, as outlined in the meeting packet. Commissioner Newton made a few comments about the programs. Mayor Balensifer commented on CEDR's value and success in the community.

Ms. Engbretson presented Resolution No. 2613 for its second reading and adoption.

Commissioner Baldwin made the motion to adopt Resolution No. 2613; A resolution adopting building permit fees and repealing Resolution No. 2552 and all prior conflicting resolutions. Motion was seconded and passed unanimously.

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

Public Works Director Collin Stelzig explained an Oregon Department of Transportation Surface Transportation Block Grant – Master Grant Agreement. Brief discussion followed.

Commissioner Dyer made the motion to enter into a master grant agreement with the Oregon Department of Transportation for the distribution of funds related to the Funds Exchange Program. Motion was seconded and passed unanimously.

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

Mr. Stelzig stated bids were opened for the 7th and N Main Low Pressure Sewer System project. Bob McEwan Construction was the lowest responsive bidder. Project details were discussed.

Commissioner Newton made the motion to approve awarding the contract for the 7th and N Main Low Pressure Sewer System project to Bob McEwan Construction, for the amount of \$293,935.00. Motion was seconded and passed unanimously.

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

Mr. Stelzig discussed the Raw Waterline Replacement project. The consultant recommends bidding soon because of material costs.

Commissioner Newton made the motion to approve advertising the request for bids for the Raw Waterline Replacement construction. Motion was seconded and passed unanimously.

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

Ms. Engbretson presented a low-income housing water assistance agreement with Clatsop Community Action and Oregon Housing Community Services. Discussion followed.

Commissioner Baldwin made the motion to approve the mayor’s signature on a contract for Water Assistance Provisions with Clatsop Community Action Team and the City of Warrenton. Motion was seconded and passed unanimously.

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

Mayor Balensifer discussed the city manager contract negotiations. He reviewed the negotiations that took place, and the counter offers received from Mr. Burgener. He asked if the commission would like to consider the final counteroffer, go back out, or consider hiring an interim. There was consensus to look for an interim and move on.

Mayor Balensifer asked to add agenda item 8.G – Community Center Advisory Board appointment. There were no objections. Mayor Balensifer noted his nomination for Dennis O’Reilly to serve as a primary and Cynthia O’Reilly as alternate for position 2.

Commissioner Dyer made the motion to appoint Dennis O’Reilly as primary and Cynthia O’Reilly as alternate for Position 2 on the Community Center Advisory Board. Motion was seconded and passed unanimously.

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

DISCUSSION ITEMS – None

GOOD OF THE ORDER

Commissioner Newton – Gave comments on housing costs, Crab Fest, Jeff Hazen’s inmate bus program, fire extinguisher education suggestion, solar farm concerns, and recent coronavirus deaths.

Commissioner Baldwin – Discussed volunteering at Crab Fest.

Commissioner Poe – Commented on the attendance at the Crab Fest.

Mayor Balensifer – Noted an upcoming community fish releases at the Warrenton High School hatchery and a dinner auction fundraiser. He noted he is impressed with the students.

Ms. Engbretson – Stated she is disappointed the city manager negotiations did not work out but noted the quality staff and department heads that will hold their weight.

There being no further business, Mayor Balensifer adjourned the regular meeting at 7:05 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 COMMUNITY CENTER
Advisory Board Meeting
March 17, 2022
4:00 – 5:00 PM

Meeting Date: March 17, 2022

Call to Order: Chairman, Debbie Little, called the regular meeting to order at approximately 4:00 PM. We met in the Commissioners Chambers at City Hall.

Roll Call: Chairman, Debbie Little; Vice Chair, Penny Morris, Secretary, Carol Snell, and Ken Culp and April Clark, Financial Director for the City of Warrenton. Absent and unexcused: None
Debbie appointed Penny Morris as Vice Chair.

Introduction of Guests: None

Public Comment: None

Penny moved to approve the minutes of February 17, 2022.
Seconded by Ken motion approved.

Financial Report: Things are going better at the Center. The seniors agreed to repair equipment that only they use and 25% for wear and tear on other equipment. A brief discussion was held regarding the donation letters sent to the community soliciting donations: Penny moved to replace the amount of \$75.00 with \$100.00. The motion was seconded by Debbie, the motion passed. Donations already received totaled \$ 2,225.00.

Seniors will start their lunches ~~twice~~^{once} a week on April 7th.
A discussion followed regarding the days for the senior lunches. It was agreed to request the City “to require the senior group to have

their lunches on consecutive days during the week to allow the possibility of the Center having the availability to rent the center for 3-day conferences”.

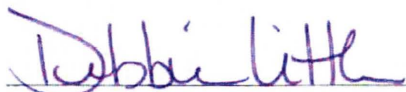
Old Business: Walmart donated a \$300.00 gift card. Carol is to pick up the card from Eva Puckett. The fliers have been printed. We will set up on Saturday the 2nd at 9:30AM.

New Business: See Roll Call and the Financial Report

Correspondence: None

Next Regular Meeting: Special call

It was moved and seconded to close the meeting at 5:00 PM



Debbie Little, Chairman



Carol Snell, Secretary

City of Warrenton

Board Recommendation

March 17, 2022
Community Center Advisory Board

Summary:

The Community Center Board now has a recommendation for generating revenue and suggests changing the days of use for the Seniors luncheons.

Fiscal Impact (if any/known): Increase rentals by having availability of Center for up to 3-day conferences.

RECOMMENDATION(S): (Recommendation Unanimous) It is recommended that the Senior luncheons be held on consecutive days during the week to allow the possibility of the Center having the availability to be rented for 3-day conferences. At this time, the Senior luncheon is only being planned on Thursdays, but the Center is utilized on Mondays for Meals on Wheels. It is recommended that the Senior luncheons be held on Mondays and Tuesdays.

Respectfully Submitted,

/s/ Debbie Little

Debbie Little
Chair



Recommendation 22-01
Response Form

March 22, 2022

To: Community Center Advisory Board
CC: City Manager, City Recorder

Chair Little,

Thank you for your board's recommendation dated March 17, 2022. It is cataloged as Recommendation 22-01

Action(s) Taken: Accepted Rejected Amended Remanded
The City Commission has directed staff to work with the Warrenton Senior Citizens, Inc. board to develop the new schedule as proposed by your board. (Mon/Tues in lieu of Mon/Thurs)

Response to Board Recommendation:

The City Commission unanimously concurs with your board's recommendation in whole.

Please forward this letter to your members.

References (if any):

1. Resolution 640 (March 21, 1987)¹
2. City Commission/Community Center Joint Session Minutes Jan. 17, 2019²

Respectfully Submitted,

Henry A. Balensifer III
Mayor

¹ "The City Commission finds that the goal of the community center, as set forth in the grant applications that have led to the funding for its construction by Warrenton Senior Citizens, Inc., was that the center should be financially self-supporting. It was represented to the city and the funding agencies that any operating deficit would be off-set by fund-raising activities so that the existence of the center would not create an additional burden on property tax rolls."

² "...the facility is getting to be too small for usage."

"Mr. O'Neill discussed the Senior Citizens Inc.'s desire to assume responsibility for the center, always with the intent that it is a community center. ... Mr. O'Neill stated he anticipates the task force (WSC's building and future planning task force) and the (WSC) board for the senior's to propose a fund raising event that will involve seniors and other generations; and he anticipates they will generate more activity and fundraising."

Volume 15, Issue 9

Monthly Finance Report
March 2022

May 10, 2022

Economic Indicators

	Current	1 year ago
◆ Interest Rates:		
LGIP :	.50%	.60%
Prime Rate:	3.50%	3.25%
◆ CPI-U change:	8.5%	2.6%
◆ Unemployment Rates:		
Clatsop County:	4.0%	7.2%
Oregon:	3.8%	6.1%
U.S.:	3.6%	6.0%

Department Statistics

◆ Utility Bills mailed	3,340
◆ New Service Connections	8
◆ Reminder Letters	336
◆ Door Hangers	84
◆ Water Service Discontinued	13
◆ Counter payments	373
◆ Mail payments	1,115
◆ Auto Pay Customers/pmts	710
◆ Online (Web) payments	1,162
◆ Checks issued	319

Current and Pending Projects

- ◆ ARPA Funding (first report due April 30, 2022)
- ◆ 2023-2028 Capital Improvement Program
- ◆ 2022-2023 Budget Preparation (Budget Committee Meeting May 14, 2022)

Financial Narrative as of March 31, 2022

Note: Revenues and expenses should track at 9/12 or 75% of the budget.

General Fund: Year to date revenues amount to \$3,732,942, which is 81.7% of the budget, compared to the prior year amount of \$3,424,649, which was 77.4% of the budget and are up by \$308,293. Increases are shown in current property tax, City franchise fees, transient room taxes, municipal court, planning fees, police charges, fire charges, park charges, miscellaneous, interest and leases and are offset by decreases in prior year property tax, franchise fees, state revenue sharing and grants.

Expenses year to date amount to \$3,557,252, which is 69.8% of the budget, compared to the prior year amount of \$3,127,262, which was 66.4% of the budget. All departments are tracking at or under budget except for Admin/Comm/Fin due to the timing costs. All budgeted transfers from the General Fund for the year have been made.

WBL: Business license revenue amounts to \$61,080, compared to \$59,500 at this time last year, a difference of \$1,580. Year to date licenses issued is 707 compared to 690 at this time last year.

Building Department: Permit revenues this month amount to \$10,199 and \$172,476 year to date, which is 52.7% of the budgeted amount. Last year to date permit revenue was \$264,084, 56.2% of the budget.

State Tax Street: State gas taxes received this month amount to \$39,196 for fuel sold in February and \$309,202 year to date. City fuels taxes received this month amount to \$26,231 for fuel sold in January and are \$209,140 year to date. Total gas taxes received year to date are \$518,342 compared to \$465,888 at this time last year.

Warrenton Marina: Total revenues to date are \$669,974, 105.6% of the budgeted amount, compared to the prior year amount of \$551,856, which was 96.6% of the budgeted amount. There is \$17,879 in moorage receivables outstanding.

Hammond Marina: Total revenues to date are \$413,449, 117.6% of the budgeted amount, compared to the prior year amount of \$319,325, which was 136.8% of the budgeted amount. There is \$2,658 in moorage receivables outstanding.

Of the total outstanding receivables:

\$7,834 (38.2%) is current,
\$2,535 (12.3%) is 30-60 days past due,
\$861 (4.2%) is 60-90 days past due and
\$9,307 (45.3%) is over 90 days past due.

Water Fund: Utility fees charged this month are \$152,416 and \$81,171, and \$1,850,932 and \$1,162,023 year to date for in-city and out-city respectively and totals \$3,012,955 and is 79% of the budget. Last year at this time, year to

date fees were \$1,864,923 and \$1,135,652, for in-city and out-city, respectively and totaled \$3,000,575.

Sewer Fund: Utility fees charged this month are \$205,345 and \$1,922,852 year to date, which is 78.6% of the budget. Last year at this time, year to date fees were \$1,863,365. Shoreline Sanitary fees year to date are \$101,610. Total revenues year to date are \$2,070,246 compared to \$2,188,409 at this time last year. The reduction of \$118,163 is a result of the closure of the septage receiving station, reduced connection charges and interest earnings.

Storm Sewer: Utility fees (20% of sewer fees) this month are \$41,046 and \$384,475 year to date and is 78.6% of the budget. Last year to date revenues were \$372,500 which was 87% of the budget.

Sanitation Fund: Service fees charged this month for garbage and recycling were \$83,961 and \$17,649, and \$774,582 and \$158,572, year to date, and are 81% and 77.6% of the budget respectively.

Community Center Fund: Rental revenue year to date is \$9,777 and is 75.2% of the budget. Last year to date revenue was \$5,950, which was 45.8% of the budget.

Financial data as of March, 2022

	General Fund				
	Current Month	Year to Date	Budget	% of Budget	
Beginning Fund Balance	1,783,735	1,467,390	875,000	167.70	
Plus: Revenues	296,449	3,732,942	4,569,509	81.69	(see details of revenue, page 4)
Less: Expenditures					
Municipal Court	10,530	100,796	187,431	53.78	
Admin/Comm/Fin(ACF)	126,005	935,810	1,223,114	76.51	
Planning	32,761	168,490	287,914	58.52	
Police	188,659	1,394,534	2,098,395	66.46	
Fire	63,938	689,654	944,476	73.02	
Parks	15,211	97,190	186,654	52.07	
Transfers	-	170,778	170,778	100.00	
Total Expenditures	437,104	3,557,252	5,098,762	69.77	
Ending Fund Balance	1,643,080	1,643,080	345,747	475.23	

	WBL				Building Department			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	70,832	53,439	40,000	133.60	759,953	847,148	840,000	100.85
Plus: Revenues	474	61,355	59,500	103.12	10,515	175,922	332,361	52.93
Less: Expenditures	1,232	44,720	77,091	58.01	78,395	330,997	491,145	67.39
Ending Fund Balance	70,074	70,074	22,409	312.70	692,073	692,073	681,216	101.59

	State Tax Street				Warrenton Marina			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	2,579,486	2,608,279	1,900,000	137.28	416,278	266,345	265,000	100.51
Plus: Revenues	69,533	611,879	1,380,063	44.34	30,229	669,974	634,538	105.58
Less: Expenditures	47,825	618,964	2,983,459	20.75	48,417	538,229	741,644	72.57
Ending Fund Balance	2,601,194	2,601,194	296,604	876.99	398,090	398,090	157,894	252.12

Financial data as of March 2022, continued

	Hammond Marina				Water Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	300,435	239,353	250,000	95.74	1,602,906	3,336,675	2,900,000	115.06
Plus: Revenues	3,121	413,449	351,548	117.61	246,841	3,122,752	6,492,447	48.10
Less: Expenditures	25,239	374,485	483,652	77.43	158,927	4,768,607	8,425,702	56.60
Ending Fund Balance	<u>278,317</u>	<u>278,317</u>	<u>117,896</u>	<u>236.07</u>	<u>1,690,820</u>	<u>1,690,820</u>	<u>966,745</u>	<u>174.90</u>
	Sewer Fund				Storm Sewer			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	2,732,250	3,110,780	3,000,000	103.69	1,591,605	1,473,868	1,300,000	113.37
Plus: Revenues	221,177	2,070,246	2,753,900	75.18	41,687	390,898	495,220	78.93
Less: Expenditures	151,845	2,379,444	4,908,806	48.47	23,927	255,401	1,182,221	21.60
Ending Fund Balance	<u>2,801,582</u>	<u>2,801,582</u>	<u>845,094</u>	<u>331.51</u>	<u>1,609,365</u>	<u>1,609,365</u>	<u>612,999</u>	<u>262.54</u>
	Sanitation Fund				Community Center			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	513,671	450,351	425,000	105.96	17,838	16,757	15,000	111.71
Plus: Revenues	101,837	936,837	1,165,092	80.41	3,382	16,988	16,600	102.34
Less: Expenditures	80,985	852,665	1,331,479	64.04	1,898	14,423	24,771	58.23
Ending Fund Balance	<u>534,523</u>	<u>534,523</u>	<u>258,613</u>	<u>206.69</u>	<u>19,322</u>	<u>19,322</u>	<u>6,829</u>	<u>282.94</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	226,322	162,709	168,000	96.85	12,384	13,174	16,220	81.22
Plus: Revenues	4,098	240,815	243,503	98.90	14,277	113,242	6,181,812	1.83
Less: Expenditures	21,249	194,353	283,477	68.56	14,391	114,146	6,198,032	1.84
Ending Fund Balance	<u>209,171</u>	<u>209,171</u>	<u>128,026</u>	<u>163.38</u>	<u>12,270</u>	<u>12,270</u>	<u>-</u>	<u>-</u>

Financial data as of March 2022, continued

(\$) Cash Balances as of March 31, 2022

General Fund	1,921,080	Warrenton Marina	384,999	Storm Sewer	1,571,019
WBL	70,074	Hammond Marina	280,473	Sanitation Fund	450,161
Building Department	697,124	Water Fund	1,261,533	Community Center	20,326
State Tax Street	2,611,697	Sewer Fund	2,505,386	Library	210,659

Warrenton Urban Renewal Agency

Capital Projects	26,661
Debt Service	2,896,961

General Fund Revenues	Collection Frequency	2021-2022 Budget	Actual as	Collections/Accruals		(over) under budget
			% of Current Budget	Year to date		
				Mar 2022	Mar 2021	
Property taxes-current	AP	1,171,282	101.20	1,185,308	1,109,146	(14,026)
Property taxes-prior	AP	35,000	48.01	16,802	28,937	18,198
County land sales	A	-	0.00	-	-	-
Franchise fees	MAQ	598,000	64.11	383,364	384,680	214,636
COW - franchise fees	M	293,269	77.50	227,288	223,322	65,981
Transient room tax	Q	527,000	74.62	393,226	313,570	133,774
Liquor licenses	A	500	115.00	575	500	(75)
State revenue sharing	MQ	170,653	64.26	109,655	128,163	60,998
Municipal court	M	127,800	62.59	79,989	74,580	47,811
Planning Fees	I	65,500	96.38	63,126	53,510	2,374
Police charges	I	18,000	180.62	32,511	10,651	(14,511)
Fire charges	SM	106,630	105.91	112,928	98,400	(6,298)
Park charges	I	-	0.00	795	425	-
Miscellaneous	I	2,000	750.70	15,014	9,862	(13,014)
Interest	M	8,000	82.90	6,632	5,764	1,368
Lease receipts	M	222,761	76.49	170,398	163,582	52,363
Grants	I	-	0.00	-	11,696	-
Sub-total		3,346,395	83.60	2,797,611	2,616,788	548,784
Transfers from other funds	I	-	0.00	-	-	-
Overhead	M	1,223,114	76.47	935,331	807,861	287,783
Total revenues		4,569,509	81.69	3,732,942	3,424,649	836,567

M - monthly

Q - quarterly

SM - Semi-annual in November then monthly

AP - As paid by taxpayer beginning in November

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

S - semi-annual

I - intermittently

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

R - renewals due in July and new licenses intermittently

A - annual

Note: Budget columns do not include contingencies as a separate line item but are included in the ending fund balance. Unless the Commission authorizes the use of contingency, these amounts should roll over to the following year beginning fund balance. For budget details, please refer to the City of Warrenton Adopted Budget for fiscal year ending June 30, 2022. Budget amounts reflect budget adjustments approved by the Commission during the fiscal year. Information and data presented in this report is unaudited.

MINUTES
Marina Advisory Board
February 28, 2022
Warrenton City Hall – Commission Chambers
250 S Main
Warrenton, OR 97146

Chairperson Pam Ackley called the meeting to order at 2:05 p.m.

Marina Advisory Board Members Present: Chairperson Pam Ackley, Lylla Gaebel, Malcolm Cotte, Mike Balensifer

Staff Present: Harbormaster Jane Sweet, Marina Foreman Don Beck, Marina Office Assistant Jessica McDonald

CONSENT CALENDAR

Meeting minutes from 1.24.2022 were presented by staff.

Lylla Gaebel made motion to approve minutes. Motion was seconded and passed unanimously.

DISCUSSION

Update on Hammond Dredging, committee members were emailed final soundings. Mike Balensifer recommended adding a fall out pipe, digging a sump hole or having the pipe moved from behind X dock so that area doesn't silt in as fast.

Update on Warrenton Pier Design, working on permitting. Projected to cost \$1,450,000 broken into 3 phases but if we do it in one phase, we could possibly save approximately 30%.

Update on budget, 2022-2023 Warrenton Marinas proposed capital improvement projects attachment from Jane attached to meeting minutes, these are proposed ideas not final. Committee discussed options for rebuilding docks.

Potential new committee members are being referred to Mayor Henry Balensifer & City Council, Mark Hanson, Tim Kindred and Jim Fowler have all expressed interest.

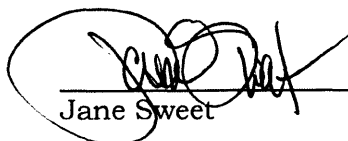
Committee Comments from Mike Balensifer, would like to recommend that the City clean up their portion of the Hammond dry storage area and get the sunken vessel Suzanne and the Master Chris pulled out of the Warrenton basin, like Western Skies was. Jane Sweet noted staff has been making progress on cleaning Hammond Dry Storage, the RVs in the area are being stored by the police.

The March meeting will be a walk the docks with the committee and City Commissioners on March 7th, 2022. The next Marina Advisory meeting is set for April 18th, 2022 at 2pm at the Warrenton Commission Chambers.

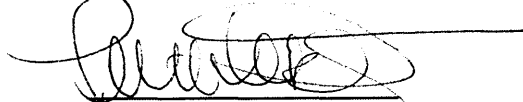
There being no further business for this meeting, Chairperson Pam Ackley adjourned the meeting at 3:51 p.m.

Respectfully prepared and submitted by Jessica McDonald, Marina Office Assistant.

ATTEST:


Jane Sweet

APPROVED:


Pam Ackley, Marina Advisory Board Chairperson

2022 - 2023 Warrenton Marinas Proposed Capital Improvement Projects

Warrenton

CI Fund Beginning Balance (Estimated)	\$ 482,000
Transfer In General Fund - ?	\$ 100,000
Property Sale	\$ 45,000
Total Resources	\$ 627,000
Warrenton Work Pier	\$ 480,000
E-Dock Pile Replacement	\$ 40,000
Used Utility Truck (.5)	\$ 15,000
Pay Station	\$ 12,000
Total Capital Outlay	\$ 547,000
<i>Reserved Future Expenditures</i>	<i>\$ 80,000</i>

Repair & Maintenance - Large Expenses

General R&M	\$ 50,000
Shop	\$ 25,000
Life Rings (Approx 20)	\$ 10,000
Landscaping	\$ 10,000
Portable Toilets	\$ 10,000
Parking Stripping	\$ 10,000
Gates E & F Docks	\$ 7,000
Ramp Restroom Refresh	\$ 5,000
Total	\$ 127,000

Hammond

CI Fund Beginning Balance (Estimated)	\$ 542,000
Transfer In General Fund	\$ 100,000
Clatsop County TRT	\$ 40,000
Transient Room Tax	\$ 150,000
Total Resources	\$ 832,000
Future Maintenance Dredging	\$ 100,000
Dredge Spoil Clearing	\$ 100,000
Dock Lights	\$ 25,000
Pile Replacement	\$ 50,000
Pay Stations (2)	\$ 24,000
Used Utility Truck (.5)	\$ 15,000
Cameras (Need To Add Sheet)	\$ 20,000
Total Capital Outlay	\$ 334,000
<i>Reserved Future Expenditures</i>	<i>\$ 498,000</i>

Repair & Maintenance - Large Expenses

General R&M	\$ 40,000
Shop	\$ 25,000
Life Rings (Approx 10)	\$ 5,000
Landscaping	\$ 12,000
Portable Toilets	\$ 15,000
Total	\$ 97,000

Thank you for allowing me to state my opinion about business license fees.

I own two businesses in the city of Warrenton and I support the idea of all businesses paying a fee for the privilege of operating in this town.

Formerly I was a member of the Warrenton Business Association, a committee appointed by the city commission. The WBA made decisions and recommendations about how to spend money garnered from the business license fees.

For the most part, those decisions were based solely on whether the spending would support businesses and create a more healthy and sustainable economy, which benefits all Warrenton residents.

Unfortunately, the city commission chose to eliminate the WBA a couple of years ago.

When the WBA was eliminated, rules for how the business license fee money was spent changed as well. No longer was the money used specifically to benefit the local economy, but it could now be used to fund public safety programs, equipment purchases and other projects as the city commission sees fit.

I support the fire and police departments getting equipment. But is the business license fee the correct funding mechanism for that? Let's make sure the business license fees don't become the city's slush fund for purchases that have nothing to do with serving businesses.

Businesses should have a say in how the business license fee money is spent and they don't now.

If you plan to raise the rates, I ask you all to give more thought to what that money can be used for. It should be used to support businesses and economic growth.

Cindy Yingst

The Columbia Press newspaper

The UPS Store



WARRENTON CITY COMMISSION PUBLIC COMMENT FORM

NAME: SCOTT WIDDICOMBE

ADDRESS: 27 NW 17TH ST.

EMAIL: SCOTTWIDDICOMBE94@GMAIL.COM

DOES YOUR COMMENT HAVE TO DO WITH AN AGENDA ITEM: (Y or N) NO

BRIEFLY DESCRIBE YOUR TOPIC: HAMMOUD TOWN HALL COMMENTS +
VARIOUS OTHER SMALL SIDE SUBJECTS

PLEASE GIVE THIS CARD TO THE CITY RECORDER PRIOR TO THE MEETING

Once this card is submitted to the City Recorder, it becomes a part of the permanent public record.



WARRENTON CITY COMMISSION PUBLIC COMMENT FORM

NAME: Dennis Faletti

ADDRESS: P.O. Box 188

EMAIL: Warrenton, Oregon 97146

DOES YOUR COMMENT HAVE TO DO WITH AN AGENDA ITEM: (Y or N) _____

BRIEFLY DESCRIBE YOUR TOPIC: Community center; Door to city hall

PLEASE GIVE THIS CARD TO THE CITY RECORDER PRIOR TO THE MEETING

Once this card is submitted to the City Recorder, it becomes a part of the permanent public record.



WARRENTON CITY COMMISSION PUBLIC COMMENT FORM

NAME: Cindy Yingst

ADDRESS: 1020 SE Main Ct

EMAIL: cindy@dbloy.net

DOES YOUR COMMENT HAVE TO DO WITH AN AGENDA ITEM: (Y or N) Y

BRIEFLY DESCRIBE YOUR TOPIC: Biz license fees

PLEASE GIVE THIS CARD TO THE CITY RECORDER PRIOR TO THE MEETING

Once this card is submitted to the City Recorder, it becomes a part of the permanent public record.

7.A ADD

CITY OF WARRENTON
Board Recommendation

May 4, 2022

Parks Advisory Board

Summary:

The Parks Board recommends the approval for Quincy and Bessie Robinson Park to be reserved on August 20, 2022 for cornhole tournament fundraiser with the inclusion of a beer garden. This fundraiser is to benefit Warrenton City parks.

Fiscal Impact:

The fiscal impact will be revenue neutral, potentially revenue positive first year, with revenue positive growth in subsequent years.

RECOMMENDATIONS:

(Both Unanimous)

The parks advisory board recommends board members and community volunteers be allowed to host a cornhole tournament for the benefit of the city parks to increase revenue for future events/fundraisers and for parks maintenance.

The parks advisory board recommends the approval of a beer garden for the event to further enhance revenue potential.



AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON
REGULAR MEETING
May 10, 2022 – 6:00 P.M.
Warrenton City Commission Chambers – 225 South Main Avenue
Warrenton, OR 97146

Public Meetings will 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 Town Hall Meeting Minutes – 4.26.22
- B. City Commission Meeting Minutes – 4.26.22
- C. Warrenton Community Center Advisory Board Minutes – 3.17.22
- D. Monthly Finance Report – March 2022
- E. Marina Advisory Board Minutes – 2.28.22

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**

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 4:00 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** – None

7. **BUSINESS ITEMS**

8. **DISCUSSION ITEMS**

A. Business License Cost

9. **GOOD OF THE ORDER**

10. **EXECUTIVE SESSION**

11. **ADJOURNMENT**

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



7.B
Add

169 SW COAST HWY
NEWPORT, OREGON 97365

www.newportoregon.gov

COAST GUARD CITY, USA

MOMBETSU, JAPAN, SISTER CITY

May 3, 2022

Henry Balensifer III, Mayor ✓
City of Warrenton
P.O. Box 250
Warrenton, OR 97146

Linda Engbretson, City Manager
City of Warrenton
P.O. Box 250
Warrenton, OR 97146

RE: Use of Transient Room Taxes

Dear Mayor Balensifer and City Manager Engbretson:

The LOC will be developing legislative priorities for 2023 during the coming weeks. The City of Newport has provided the attached request to the League of Oregon Cities (LOC) advocate for a change in the legal uses of the transient room taxes by cities. We are seeking more flexibility in legal uses of the "tourism" portion of the taxes collected by local units of government in Oregon.

We ask that you forward your thoughts to the LOC on this matter. It would also be helpful if you can illustrate impacts that tourism has on roads and public safety in your community. It is important for others to understand that the property tax base of our communities cannot fully support services and infrastructure heavily used by visitors to our communities. The 2023 legislative session will be the next opportunity to address these inequities.

If you have any questions, please feel free to contact us. Thank you for your consideration of this request.

Sincerely,

Dean H. Sawyer
Mayor, City of Newport, Oregon

Spencer Nebel
City Manager, Newport, Oregon

Attached: List of Cities Contacted
LOC request

EST.

1882

169 SW COAST HWY
NEWPORT, OREGON 97365

COAST GUARD CITY, USA



www.newportoregon.gov

MOMBETSU, JAPAN, SISTER CITY

April 8, 2022

Patty Mulvihill
Interim Executive Director
League of Oregon Cities
1201 Court Street NE, Suite 200
Salem, OR 97301-4194

Don Hudson, Chair
Finance and Taxation Policy Committee
League of Oregon Cities
1201 Court Street NE, Suite 200
Salem, OR 97301-4194

RE: Modifications to the Transient Lodging Tax

Dear Patty and Don:

On Monday, April 4, 2022, the Newport City Council unanimously approved a motion to request that the League of Oregon Cities and its Finance and Taxation Policy Committee advocate for a change of how transient lodging tax is used.

The transient lodging tax (TLT) is an important source of revenue for cities and counties that rely on tourism as a significant source of employment and industry for their communities. While a community such as Newport has just over 10,000 residents, the City is required to support infrastructure to accommodate two or three times its population on any given summer day. This means more miles of roads, more law enforcement, and more medical emergencies, than a typical community of our size. The burden of supporting these services falls heavily on our residents.

Under current state law, 70 percent of the taxes collected through TLT must be used for tourism promotion, tourism-related facilities, or to finance or refinance the debt on tourism-related facilities. Local governments can allocate up to 30 percent of the TLT for general city or county services. Prior to 2003, allocation of the TLT was designated by local governments, with some communities like Depoe Bay utilizing 100 percent of the TLT that was put in place for general government services.

The City of Newport is requesting that the League advocate for redefining the eligible expenditures for the tourism portion of the TLT (70 percent) to include spending up to 50 percent of those funds on roads and public safety.

The argument for using a portion of these funds for transportation needs is based, in part, on the way the Oregon Department of Transportation allocates state collected gas tax from local governments. Currently, the allocation is based on population. While the City of Newport, which



OREGON TOURIST COMMUNITIES

City of Ashland
20 East Main Street
Ashland, Oregon 97520

City of Astoria
1095 Duane Street
Astoria, Oregon 97103

City of Bandon
P.O. Box 67
Bandon, Oregon 97411

City of Bay City
P.O. Box 3309
Bay City, Oregon 97107

City of Bend
P.O. Box 431
Bend, Oregon 97709

City of Brookings
898 Elk Drive
Brookings, Oregon 97415

City of Cannon Beach
P.O. Box 368
Cannon Beach, Oregon 97110

City of Coos Bay
500 Central Avenue
Coos Bay, Oregon 97420

City of Florence
250 Highway 101
Florence, Oregon 97439

City of Garibaldi
P.O. Box 708
Garibaldi, Oregon 97118

City of Gearhart
P.O. Box 2510
Gearhart, Oregon 97138

City of Rockaway Beach
PO Box 5
Rockaway Beach, Oregon 97136

City of Seaside
989 Broadway
Seaside, Oregon 97138

City of Sisters
PO Box 39
Sisters, Oregon 97759

City of The Dalles
313 Court Street
The Dalles, Oregon 97058

City of Tillamook
210 Laurel Avenue
Tillamook, Oregon 97141

City of Waldport
PO Box 1120
Waldport, Oregon 97394

City of Warrenton
PO Box 250
Warrenton, Oregon 97146

City of Wheeler
PO Box 177
Wheeler, Oregon 97147

City of Yachats
P.O. Box 345
Yachats, Oregon 97498

8A ADD

Linda Engbretson

From: Dawne Shaw
Sent: Thursday, April 28, 2022 11:01 AM
To: Linda Engbretson
Subject: RE: business License cost

Here you go – all are by number of employees. Some are a bit complicated – if you would prefer printed copies from the websites, just let me know...

Astoria:

OCCUPATIONAL TAX FEE SCHEDULE

AVERAGE	TAX
1	\$ 35.00
2	\$ 47.50
3	\$ 60.00
4	\$ 72.50
5	\$ 85.00
6	\$ 97.50
7	\$ 110.00
8	\$ 122.50
9	\$ 135.00
10	\$ 147.50
11	\$ 156.25
12	\$ 165.00
13	\$ 173.75
14	\$ 182.50
15	\$ 191.25
16	\$ 200.00
17	\$ 208.75

AVERAGE	TAX
18	\$ 217.50
19	\$ 226.25
20	\$ 235.00
21	\$ 241.25
22	\$ 247.50
23	\$ 253.75
24	\$ 260.00
25	\$ 266.25
26	\$ 272.50
27	\$ 278.75
28	\$ 285.00
29	\$ 291.25
30	\$ 297.50
31	\$ 302.50
32	\$ 307.50
33	\$ 312.50
34	\$ 317.50

AVERAGE	TAX
35	\$ 322.50
36	\$ 327.50
37	\$ 332.50
38	\$ 337.50
39	\$ 342.50
40	\$ 347.50
41	\$ 352.50
42	\$ 357.50
43	\$ 362.50
44	\$ 367.50
45	\$ 372.50
46	\$ 377.50
47	\$ 382.50
48	\$ 387.50
49	\$ 392.50
50	\$ 397.50
51	\$ 402.50
52	\$ 407.50
53	\$ 412.50
54	\$ 417.50
55	\$ 422.50
56	\$ 427.50
57	\$ 432.50
58	\$ 437.50
59	\$ 442.50
60	\$ 447.50
61	\$ 452.50
62	\$ 457.50
63	\$ 462.50
64	\$ 467.50
65	\$ 472.50
66	\$ 477.50
67	\$ 482.50
68	\$ 487.50
69	\$ 492.50
70	\$ 497.50
71	\$ 502.50
72	\$ 507.50
73	\$ 512.50
74	\$ 517.50
75	\$ 522.50
76	\$ 527.50
77	\$ 532.50
78	\$ 537.50
79	\$ 542.50
80	\$ 547.50
81	\$ 552.50
82	\$ 557.50
83	\$ 562.50
84	\$ 567.50
85	\$ 572.50
86	\$ 577.50
87	\$ 582.50
88	\$ 587.50
89	\$ 592.50
90	\$ 597.50
91	\$ 602.50
92	\$ 607.50
93	\$ 612.50
94	\$ 617.50
95	\$ 622.50
96	\$ 627.50
97	\$ 632.50
98	\$ 637.50
99	\$ 642.50
100	\$ 647.50

Type	Fee
Trailer, Campsites	\$75.00 minimum or \$5.00 per full hook-ups, whichever is greater
Food Service, Beverage Service, Restaurant, Lounge, Tavern, Bar.	
0-3 Employees	\$75.00
4-10 Employees	\$150.00
11-25 Employees	\$300.00
26-49 Employees	\$450.00
50-75 Employees	\$600.00
76-100 Employees	\$800.00
101 + Employees	\$1200.00
Vending and Distributing	\$100.00
Arcades	\$1000.00
Sole Proprietorship operating on a part time basis at home with no employees	\$30.00
One-Time Application/Processing Fee	\$20.00

Cannon Beach:

BUSINESS LICENSE FEE SCHEDULE

1-2 Employees \$75.00

3-5 Employees \$125.00

6 or more Employees \$250.00

3 Consecutive day - \$20.00 Dates: _____

CITY OF WARRENTON

UPDATED 2022 CITY MANAGER RECRUITMENT

SCOPE OF WORK

Jensen Strategies proposes to conduct a second recruitment process for the next Warrenton City Manager due to the unsuccessful negotiations with the previously selected candidate for the position. Since we conducted the initial 2022 City Manager recruitment process, much of the foundational work has already been completed and the City will benefit from the cost and time savings of not having to repeat those tasks including position profile development and adoption and brochure development.

Start-up

- 1.1 Start-up Meeting:** We will begin the recruitment by meeting by phone or Zoom with the City the Mayor and/or staff designee to refine the project scope if necessary and identify recruitment process expectations. The proposed process and timeline will be amended as necessary, respecting any scheduling considerations or special requests.

Deliverables: Zoom or in-person meeting with Mayor and/or designated City staff, final project scope and timeline

Position Advertisement

- 2.1 Recruitment Brochure Development:** Based on the City Commission's earlier formal adoption of the hiring process and candidate profile, consistent with the requirements of ORS 192.660, our team will update the previous professional, comprehensive recruitment brochure designed to to reflect the new recruitment schedule.

Deliverables: Development of an updated recruitment brochure in PDF format.

2.2 Position Advertisement: We will execute a comprehensive position advertisement process designed to attract a variety of qualified and well-suited candidates. Our approach will be multi-faceted, and will include advertising the position on high-profile managerial and specialization-specific websites, within professional publications and periodicals, and in other forums as appropriate. We will also directly contact qualified managers within our extensive professional network to inform them of the opening.

Deliverables: Online position advertisements. Mailing of professionally printed materials. Direct contact of qualified manager

Candidate Screening

We will carefully vet all submitted applications, conduct in-depth interview processes, and provide the City with all the information necessary to make the best choice for finalists and the successful candidate. We will also maintain written contact with candidates to keep them updated on the recruitment process.

3.1 Initial Application Screening: Candidates will provide a resume, a cover letter, and a Jensen Strategies supplementary application form. We will review applications against the City Manager Profile, remove all non-responsive applications, and determine which candidates best fit the City's needs.

Deliverables: Preparation of application form. Initial application screening.

3.2 Preliminary Phone Interviews: We will conduct preliminary Zoom interviews with the candidates who best fit the candidate profile, as well as all veterans who meet the position's minimum qualifications (as required by Oregon law).

Deliverables: Preliminary phone interviews with up to 10 candidates.

3.3 Recommendation of Finalists: We will attend an executive session of the City Commission in-person during which we will present the results of our initial review process and recommendations of up to four finalists. For transparency purposes, we will also provide information on other candidates who we interviewed but did not recommend as finalists. During the session we will answer Commission questions and assist in facilitating a discussion to help them reach consensus on the finalists they

want to be interviewed. Subsequently, the Commission will announce the finalists in a regular business meeting after we notify those candidates and receive permission for public disclosure of their candidacy.

Deliverables: Recommendation of four finalist candidates with supporting information on all candidates interviewed by Zoom. Attendance, presentation, and facilitation at a City Commission executive session. Commission consensus on up to four finalists.

3.4 Background Checks on Finalists: We will work with our partner, Legal Locator Service (www.legallocatorservice.com), to perform comprehensive background checks on all finalists. Background checks will include at a minimum:

- County criminal searches
- State criminal searches
- Federal criminal searches
- National criminal database searches
- Sex offender searches
- Motor vehicle searches
- Education/degree verification
- Employment verification
- Credit checks
- Civil litigation

Deliverables: Identification of any concerning issues found during background checks of up to four candidates.

3.5 Reference Checks on Finalists: We will take the necessary time to vet the candidates with the references they provide, as well as other knowledgeable contacts we may be aware of, asking incisive questions to gain a comprehensive understanding of their abilities as managers and potential fit for the City.

Deliverables: Reference check summaries for up to four finalists.

3.6 Finalist Receptions: Prior to the final interviews, two receptions (Zoom or in-person depending on the status of the pandemic) will be held to provide

opportunities to interact with the finalists, ask them questions, and form general impressions of the candidates. The first reception will be open to the City staff, while the second reception will be open to members of the public. At both receptions, attendees will be provided an opportunity to provide online feedback concerning their impressions of the finalists, which will help inform the Commission's final selection process. The City will be responsible for promoting both receptions.

Deliverables: Coordination, development, and implementation of two in-person finalist receptions. Feedback form for participants.

- 3.7 Finalist Interviews:** Finalists will be interviewed in-person by three panels consisting of (1) the City Commission, (2) a panel of local government administrators from other jurisdictions, and (3) a panel of key community members. Panel members will receive an informational packet containing interview guidelines, questions, and comprehensive information on each finalist. After panel interviews have been completed, we will summarize the findings and recommendations of the other two panels and, if relevant, feedback from the two finalist receptions.

Deliverables: Coordinating, orienting, and providing briefing materials for the finalist panels. Moderate panel interviews. Summarize the feedback and observations from panel interviews and receptions if relevant.

- 3.8 Commission Deliberations and Selection:** The Commission will convene an executive session and utilize this input as it conducts its final deliberations and selects a preferred candidate. At the session, we will provide summary material on all input received during the finalist interview process, references, and background checks. We will facilitate the Commission's discussion in identifying their selected candidate.

Deliverables: Attendance, presentation, and facilitation at City Commission executive session to reach consensus on a selected candidate.

- 3.9 Press Release:** We will work in coordination with the Mayor to draft a press release announcing the City Commission's selected candidate.

Deliverable: A PDF version of a press release for distribution by the City.

Contract Negotiations

- 4.1 We recommend the City Attorney work with the Mayor and Commission to negotiate with the selected candidate. As requested by the City, we will advise and/or assist in the contract negotiations with the selected candidate but the ultimate contract should be drafted by an attorney to ensure the City's legal interests are represented.

Deliverables: Assistance provided to the City in contract negotiations, not to exceed four hours.

ADJUSTMENTS TO RECRUITMENT PROCESS

Jensen Strategies is dedicated to providing a recruitment process that meets the City's expectations and produces an outcome that generates wide support. We commit to working closely with the City and are more than willing to adjust our process as needed to meet the specific needs of Warrenton.

SAMPLE RECRUITMENT SCHEDULE

This schedule is only illustrative of the time needed to complete this recruitment. We will work with the client to establish a final schedule.

Date	Actions
Week 1	Start-up meeting with City and Consultant
Week 2	Update recruitment brochure
Weeks 2 - 5	Position advertisement
Week 6	Initial application screening
Week 7	Preliminary phone interviews
Week 8	Recommendation and selection of finalists
Weeks 9 - 10	Background/reference checks on finalists
Week 11	Finalist virtual receptions, interviews, and selection

FEES AND EXPENSES

Since this recruitment is being conducted for a second time, we will bill all professional time at our 2021 billable rates. In addition, no administrative mark-up fees will be applied to any direct expenses (e.g., background checks, advertising, graphic artist).

Professional Fees: Jensen Strategies' fees includes all staff time, meetings and communication with the City, preparation of documents and advertisements, application screening, communications with candidates, interviews, reference checks, candidate travel coordination, preparation/facilitation/moderation of receptions and interview panels, and other tasks related to the recruitment. Travel time is billed at half each person's billable rate. Our not-to-exceed professional fees for the approach offered is: **\$12,000**.

Direct Expenses: Direct expenses are the responsibility of the City. Whenever possible, we will wait for your approval before incurring expenses. Though we tailor each recruitment to our clients' individual needs, expense items typically include:

- Fees for advertising the position online and in publications (typically less than \$2,000)
- Background checks for finalists (typically less than \$1,000 for four candidates)
- Document printing and binders (typically less than \$250)
- Graphic art design (anticipated to be less than \$100 for update of an existing brochure)
- Consultant travel expenses (mileage charged at current IRS mileage rate, lodging at \$200/night/ person)
- Out of state candidate travel for finalists (if beyond a designated distance) – if desired by the City (depending on number and distance, can range from \$500 to \$3,000)

Estimated expenses for this recruitment are up to **\$5,000** not including out of state candidate travel expenses.

Jensen Strategies will submit invoices to the City on a monthly basis for services rendered, with payment due in 30 days.

PROFESSIONAL LIABILITY INSURANCE

Jensen Strategies carries a professional liability insurance policy through The Hanover Insurance Group in the amount of \$2 million.

GUARANTEE

Jensen Strategies stands by our work. If the candidate selected by the City resigns or is terminated for cause within **one year** of the hire date (when the employment contract is signed by both parties), we will conduct a replacement recruitment for no additional professional fees. In this event, the City would only be responsible for paying the expenses as outlined above associated with the additional recruitment. This guarantee assumes that the selected candidate signs an employment agreement with the City prior to starting work.