



AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON REGULAR MEETING

June 27, 2023 – 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 Special Meeting Minutes – 6.06.23
- B. City Commission Meeting Minutes – 6.13.23
- C. City Commission Work Session Minutes – 6.13.23
- D. Community Library Quarterly Report – June 2023
- E. Police Department Monthly Report – May 2023
- F. Columbia River Bar Pilots Temporary Settlement Pond
- G. OSFM Wildfire Seasonal Staffing Grant 2023

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

A. City of Warrenton FY 2023-2024 Budget Adoption; Resolution No.

B. State Revenue Sharing; Resolution No. 2652

7. BUSINESS ITEMS

A. Consideration of Wastewater Treatment Plant & Biodigester Options; Presentation by Kennedy Jenks

B. Consideration of Marina Advisory Committee Recommendation - Adopt a Marina Program

C. Consideration of Marina Advisory Committee Recommendation - Marina Rate Increase

D. Consideration of Adoption of Capital Improvement Program; 2024-2029

E. Consideration of Noise Variance Request

F. Consideration of Resolution No. 2648; Recycling Rates

G. Consideration of Resolution No. 2650; Sewer Rates

H. Consideration of Resolution No. 2651; Water Rates

I. Consideration of Hammond Transmission Waterline Contract – Consor

J. Consideration of Raw Waterline Contract

K. Consideration of Nuisance Determination – 235 N. Main Avenue

8. DISCUSSION ITEMS

9. GOOD OF THE ORDER

10. EXECUTIVE SESSION

Under the authority of ORS 192.660(2)(e); to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

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.

SPECIAL MEETING MINUTES

Warrenton City Commission
 June 6, 2023
 6:00 p.m.
 Warrenton City Hall - Commission Chambers
 225 S. Main
 Warrenton, OR 97146

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

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

Excused: Paul Mitchell

Staff Present: City Manager Esther Moberg, Planning Director Jay Blake, and City Recorder Dawne Shaw

At 6:01 p.m. Mayor Balensifer announced the commission will now meet in executive session under ORS 192.660(2)(e); *to conduct deliberations with persons designated by the governing body to negotiate real property transactions.*

At 6:29 p.m. Mayor Balensifer reconvened the special meeting.

BUSINESS ITEMS

Mayor Balensifer asked if anyone from Encored Academy wished to speak. Academy owner/director Denele Sweet stated she would like outdoor space on the lot between the two buildings. (lot 4 of 69 NE Heron) Mayor Balensifer asked for clarification; Ms. Sweet noted she would like to put in a play structure. Mr. ?? from Battery 245 stated what they would allow;

Commissioner Dyer made the motion to approve the transfer of tenancy from Encore Academy to Battery 245. Motion was seconded and passed unanimously.

Baldwin – aye; Dyer – aye; Poe – aye; Balensifer - aye

City Manager Esther Moberg asked for clarification on the lease terms and amounts.

There being no further business, Mayor Balensifer adjourned the meeting at 6:37 p.m.

APPROVED:

ATTEST:

 Henry A. Balensifer III, Mayor

 Dawne Shaw, CMC, City Recorder

MINUTES
Warrenton City Commission
June 13, 2023
6:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

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

Commissioners Present: Mayor Henry Balensifer, Mark Baldwin, Paul Mitchell, Tom Dyer, and Gerald Poe

Staff Present: City Manager Esther Moberg, Police Chief Mathew Workman, Public Works Director Greg Shafer, Acting Harbormaster Don Beck, Finance Director April Clark, Fire Chief Brian Alsbury, and City Recorder Dawne Shaw

Mayor Balensifer noted the Constituent Report, dated June 12, 2023, regarding tax lot 81022CB06300 and the Galena neighborhood suggestion to hold off on selling it. He asked if a commissioner wishes to put it on the agenda or to make a motion to that effect. The commission did not choose to take action and the report will be entered into the record and ceases for lack of action.

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 5.23.23
- B. Monthly Finance Report – April 2023
- C. OLCC License Application – Chipotle Mexican Grill

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

Baldwin – aye; Poe – aye; Mitchell – aye; Dyer – aye; Balensifer - aye

COMMISSIONER REPORTS

Commissioner Baldwin spoke about the Oregon Department of Forestry Habitat Conservation Plan meeting. He noted there were four options, and they chose option three, which will harm our county and schools the most. He briefly reviewed the different options, and the meeting/voting process that took place. He stated with the chosen option, 56% of Oregon's timber lands are for recreation, and not the timber industry which will greatly impact our community.

City Manager Esther Moberg noted the work session presentation by Portland State University students and the boat tour that Mike Balensifer took them on this afternoon. She mentioned the Parks Advisory Board and their upcoming Cornhole Tournament on August 19th.

Mayor Balensifer attended the FEMA ESA (Endangered Species Act) Impacts briefing and also the public forum that followed. He explained the impacts of the FEMA ESA Impact Biop and encouraged everyone to pay particular attention to this, as it affects flood insurance and could be quite severe. He summarized the various restrictions and impacts it will have. He noted he will be asking the commission to rejoin into the lawsuit when the time comes. Brief discussion continued.

PUBLIC COMMENT – None

PUBLIC HEARINGS - None

BUSINESS ITEMS

Police Chief Mathew Workman presented Ordinance No. 1265 for its second reading and adoption. Mayor Balensifer noted his previously emailed comments about the camping code amendments and asked for clarification on several sections of the ordinance. Chief Workman responded to his concerns and comments. After discussion on Section 12.28.030 - B.1, it was noted that pending legal opinion, 'back yard' would be defined in the policy; and that a 'good neighbor' policy will be outlined in the policy, and on the back of the permit as well. Discussion and review of the Mayor's comments continued. Ms. Moberg stated a policy for a camp location is being discussed, and she will bring an update to the commission within the next 30 days. Chief Workman confirmed the concerns will be addressed in the policy, and the rules will be listed on the back of the issued permit.

Commissioner Mitchell made the motion to conduct the second reading, by title only, of Ordinance No. 1265, amending the various sections of the City of Warrenton Municipal Code Chapter 12.28 as stated. Motion was seconded and passed unanimously.

Baldwin – aye; Poe – aye; Mitchell – aye; Dyer – aye; Balensifer - aye

Mayor Balensifer conducted the second reading, by title only, of Ordinance No. 1265.

Commissioner Dyer made the motion to adopt Ordinance No. 1265. Motion was seconded and passed unanimously.

Baldwin – aye; Mitchell - aye; Dyer – aye; Poe – aye; Balensifer - aye

City Manager Esther Moberg noted the rate increase instituted by Recology Western Oregon. Recology General Manager Chris Carey spoke in regard to the recycling collection services and the rates. Commissioner Baldwin asked about the voucher expiration dates. Discussion continued on the vouchers, and it was noted staff will look at the date range and will revisit the two voucher system – 1 per 6 months.

Commissioner Dyer made the motion to conduct the first reading, by title only, of Resolution No. 2648; Adopting and Setting New Rates for Residential Recycling Services; Establishing July 1, 2023, as the effective date; and repealing all resolutions in conflict. Motion was seconded and passed unanimously.

Baldwin – aye; Mitchell - aye; Dyer – aye; Poe – aye; Balensifer - aye

Mayor Balensifer conducted the first reading, by title only, of Resolution No. 2648.

Public Works Director Greg Shafer discussed a 4% rate increase for sewer rates, as outlined in Resolution No. 2650. He noted this increase was reviewed and approved by the Budget Committee. Mayor Balensifer noted 4% does not keep up with inflation or the cost for a sewer plant and asked the commission's opinion if the rate should be increased more than 4%. Commissioner Baldwin noted his opinion on the sewer treatment plant; brief discussion continued. Commissioner Baldwin requested staff to bring back how the varied rates were assessed.

MINUTES

Warrenton City Commission

Regular Meeting – 6.13.23

Page: 2

Commissioner Dyer made the motion to conduct the first reading, by title only, of Resolution No. 2650; Adopting Sewer Department Monthly Rates, Establishing July 1, 2023, as the effective date; and repealing all resolutions in conflict. Motion was seconded and passed unanimously.

Baldwin – aye; Mitchell - aye; Dyer – aye; Poe – aye; Balensifer - aye

Mayor Balensifer conducted the first reading, by title only, of Resolution No. 2650.

Mr. Shafer presented Resolution No. 2651, authorizing a 4% increase in water rates. He noted this was also reviewed and approved by the Budget Committee. Mayor Balensifer noted other jurisdictions that buy water from Warrenton and have not kept up with their rate increases. Brief discussion followed on infrastructure and out of city water rates.

Commissioner Dyer made the motion to conduct the first reading, by title only, of Resolution No. 2651; Adopting Water Department Rates and Fees, Establishing July 1, 2023, as the effective date; and repealing all resolutions in conflict. Motion was seconded and passed unanimously.

Baldwin – aye; Mitchell - aye; Dyer – aye; Poe – aye; Balensifer - aye

Mayor Balensifer conducted the first reading, by title only, of Resolution No. 2651.

DISCUSSION ITEMS

Police Chief Workman discussed revisions to the RV ordinance and noted this ordinance addresses RVs on private property. He stated legal counsel has reviewed the amendments. Chief Workman noted the current RV issues and violations in the city and reviewed the amendments as outlined in the agenda item. Brief discussion followed the time length for the temporary parking permits, and there was consensus on 3 & 7 days – not 14/30. Discussion continued on the permit, fees and fines, and the possibility of an online permit form. There was consensus that the permitted time length should not exceed a total of 14 out of 60 days, and not the 3-7 days as previously discussed. There was also consensus to not charge a permit fee; the fines should be as follows: failure to permit or violating the terms of the issued permit - up to \$300/a day; over two recreational vehicles on a site - \$500/a day; illegal dumping fine - \$1000/a day plus any additional costs incurred by the city. Chief Workman stated that after legal review, he will bring the amended ordinance back for adoption.

GOOD OF THE ORDER

Commissioner Poe requested to continue the Galena property issue to next meeting; Mayor Balensifer noted the commission decided to take no action, but he may bring it up any time he wants.

There being no further business, Mayor Balensifer adjourned the meeting at 8:05 p.m.

APPROVED:

ATTEST:

Henry A. Balensifer III, Mayor

Dawne Shaw, CMC, City Recorder

MINUTES
 Warrenton City Commission
 Work Session – June 13, 2023
 5:00 p.m.
 Warrenton City Hall - Commission Chambers
 225 S. Main
 Warrenton, OR 97146

Mayor Balensifer called the work session to order at 5:00 p.m.

City Commissioners Present: Mayor Henry Balensifer, Tom Dyer, Mark Baldwin (arrived at 5:15), Paul Mitchell, and Gerald Poe

Excused:

Staff Present: City Manager Esther Moberg, Police Chief Mathew Workman, Planning Director Jay Blake, and City Recorder Dawne Shaw

Planning Director Jay Blake introduced Portland State University (PSU) students, who then gave a presentation on Prioritizing Land for Housing in Warrenton. Students Anis Boughanmi, James Dingwall, Maddy Knickerbocker, Jovan Merceron, Miranda Seekins and Amanda Ufheil-Somers proceeded to review their power point presentation on their review of Warrenton Buildable Lands and Housing, as outlined in the packet material. Topics reviewed: Project Overview; Background & Existing Conditions; Public Engagement; Housing Planning; Process & Analysis; and Next Steps. Brief discussion followed the presentation.

There being no further business, Mayor Balensifer adjourned the work session at 5:55 p.m.

APPROVED:

ATTEST:

 Henry A. Balensifer III, Mayor

 Dawne Shaw, CMC, City Recorder

June 2023

WCL Quarterly Report



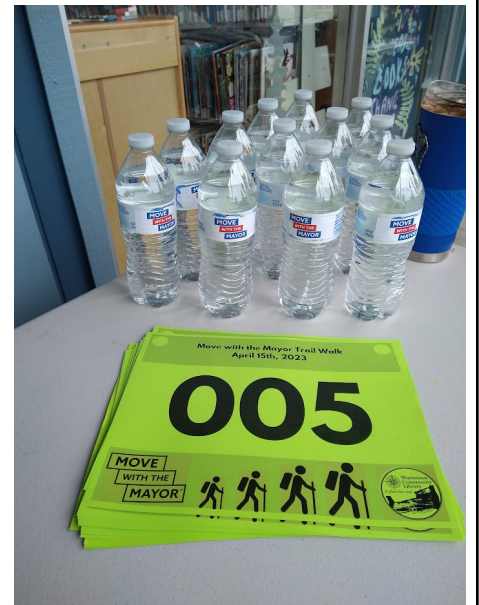
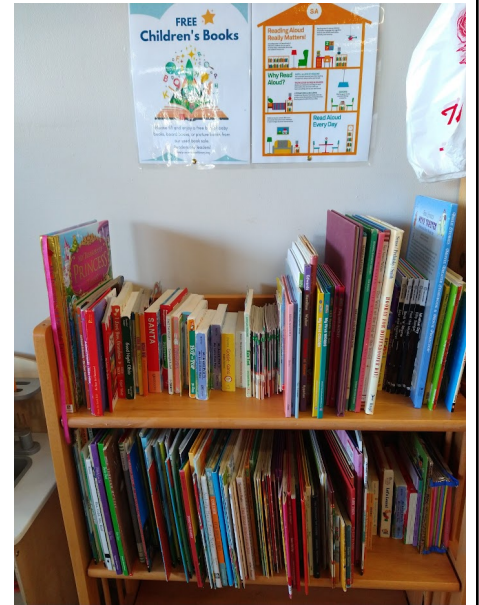
Quarter in Brief

- **March:**
 - Young Readers book swap - March 2, 3, 4
 - Library After Dark - Author Jan Johnson
 - \$5 fill-a-bag used book sale
 - Roughly \$300 made
- **April:**
 - Library After Dark - Author Florence Sage
 - Libraries Help Us Grow - partnership event with Master Gardeners of Clatsop County
 - This was a hugely successful and well-attended event. Here we debuted our seed library, had a plant swap, and just generally had a fun time with the community.
 - Move with the Mayor was a cooperative event on the same day as the Libraries Help Us Grow event. Move with the Mayor is a national event to encourage active, healthy lifestyles. Mayor Balensifer took a nice little walk with a group of community members along the waterfront trail.
 - Library Live! With Strong in Song
 - This was our first live music event here at the library. We had about 40 attendees (which is considered very well attended). We will be identifying and bringing in other local musicians each month throughout the summer, and perhaps further if possible, and if attendance remains strong.
- **May:**
 - Goonies movie night
 - This is the start of our new movie series. We are starting with movies shot locally—June 2 was Free Willy.
 - Human Bean Fundraiser for Summer Reading Program
 - Successful fundraiser! Made a total of \$209 to be donated to the FOWCL to help support the Summer Reading Program
 - Library After Dark - Author Marianne Monson
 - Other May Programs:
 - Mindful Making
 - Adult Coloring
 - LEVY VOTE
 - As we all know, the levy passed with an astounding margin. I am working with the FOWCL board to work on fundraising efforts to help supplement the levy moving forward in an effort to keep us from worrying about the library at the end of these next 5 years.
- **Outreach**
 - Since starting as library director, I have made it my priority to spread awareness of the Warrenton Community Library, and all the services we offer. I have managed to get the library on KMUN twice on two different shows, we've had multiple newspaper articles covering the library and the levy, I've attended community meetings (Kiwans, Chamber Breakfast, ADHD Monthly Meetings, Chamber of Commerce Business After Hours). Now that the levy has passed, my focus will be developing new programs and events at the library targeted towards community adults to help highlight how the library benefits them—libraries are more than books.

Statistics

<table border="1"> <tr> <th colspan="2">Computer Users</th></tr> <tr> <td>March</td><td>193</td></tr> <tr> <td>April</td><td>212</td></tr> <tr> <td>May</td><td>214</td></tr> </table>		Computer Users		March	193	April	212	May	214
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April	212								
May	214								
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Adult Programs Held									
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Childrens' Programs Held									
March	23								
April	23								
May	26								

Images





04-222 CITY OF WARRENTON: RENEWAL OF LOCAL OPTION LEVY TO CONTINUE CITY LIBRARY SERVICES

 Follow this contest 

YES

NONPARTISAN

 74.54% 858

NO

NONPARTISAN

 25.46% 293

TOTAL VOTES 1,151



WARRENTON POLICE DEPARTMENT MONTHLY REPORT



TO: The Warrenton City Commission
FROM: Chief Mathew Workman
DATE: June 27, 2023
RE: May 2023 Stats Report

Upcoming Dates:

- 07/04 Parade & Events
- 07/17 CMH & Law Enforcement Meeting
- 07/20 LEA Meeting

Highlights Since the Last Report:

- 05/24 911 Subscriber Board Meeting
- 05/29 Chief attended Webinar on Crisis Communications
- 05/30 Citizen's Academy at the WPD
- 06/05 CERT Meeting
- 06/15 LEA Meeting

Traffic Statistic Highlights:

- One (1) DUI Arrests (1-Alcohol, 0-Drugs)
- Sixteen (16) Driving While Suspended Citations/Arrests
- One (1) Hit and Run Arrest/Citation
- One (1) Reckless/Careless Driving Arrest/Citation
- Ten (10) Speeding Citations
- Twelve (12) Insurance Citations
- One (1) Distracted Driving Citation
- One (1) Interlock Device Citation
- Eight (8) Driver's License Citations
- Two (2) Registration Citations
- One Hundred Sixty-One (161) other Citations and Warnings
- Twelve (12) Accident Investigations



Overall Statistics:

May Statistics (% changes are compared to 2022)							
Category	2023	2022	% Chg	2021	% Chg	2020	% Chg
Calls for Service	826	630	31%	736	12%	638	29%
Incident Reports	211	198	7%	208	1%	214	-1%
Arrests/Citations	127	105	21%	143	-11%	171	-26%
Traffic Stops/ Events	258	169	53%	153	69%	189	37%
DUI's	1	1	0%	1	0%	2	-50%
Traffic Accidents	12	13	-8%	11	9%	9	33%
Property Crimes	91	103	-12%	107	-15%	84	8%
Person Crimes	74	61	21%	68	9%	63	17%
Drug/Narcotics Calls	2	1	100%	3	-33%	3	-33%
Animal Calls	30	16	88%	14	114%	17	76%
Officer O.T.	84.25	213	-60%	79.5	6%	187.7	-55%
Reserve Hours	0	0	0%	0	0%	5	-100%

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Calls for Service	717	629	656	724	826				
Incident Reports	194	182	212	190	211				
Arrests/Citations	103	122	119	85	127				
Traffic Stops/ Events	218	208	144	161	258				
DUI's	3	1	1	2	1				
Traffic Accidents	25	10	14	20	12				
Property Crimes	69	94	87	77	91				
Person Crimes	64	57	61	62	74				
Drug/Narcotics Calls	5	1	3	5	2				
Animal Calls	19	22	26	22	30				
Officer O.T.	144.25	181.5	116.75	63.5	84.25				
Reserve Hours	0	0	0	0	0				

Oct	Nov	Dec	2023 YTD	2023 Estimate	2022	2023 v 2022	2021	2023 v. 2021	2020	2023 v. 2020
			3552	8524.8	8050	6%	8669	-2%	7955	7%
			989	2373.6	2484	-4%	3160	-25%	2447	-3%
			556	1334.4	1602	-17%	2020	-34%	1891	-29%
			989	2373.6	1848	28%	2088	14%	1594	49%
			8	19.2	34	-44%	30	-36%	27	-29%
			81	194.4	168	16%	182	7%	229	-15%
			418	1003.2	1204	-17%	1267	-21%	1192	-16%
			318	763.2	811	-6%	1013	-25%	830	-8%
			16	38.4	40	-4%	36	7%	65	-41%
			119	285.6	273	5%	253	13%	207	38%
			590.25	1416.6	2212.8	-36%	1503.1	-6%	2075.4	-32%
			0	0	0	0%	0	0%	12.5	-100%

Homeless Incidents	2023	2022	2021	2020
Code 40 (Normal)	29	21	27	35
Code 41 (Aggressive)	8	4	1	0

Elk Incidents	2023	2022	2021
Interaction:	3	0	2
Traffic Accidents:	0	0	0
Traffic Complaints:	0	0	0
Total:	3	0	2



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Don Beck, Acting Harbormaster
DATE: June 27, 2023
SUBJ: Columbia River Bar Pilots Temporary Settlement Pond

SUMMARY

The City of Warrenton Marina was approached by the Columbia River Bar Pilots in regards to using the area north of the Warrenton Marina office for a possible containment/settlement pond. This would be a temporary setting of approximately four months of settling specific to all DEQ containment requirements. The containment site in total would be approximately 75'x75'. The spoils would then be hauled to Trails End Recovery for disposal. The property condition will be returned in better than its original condition with no costs being incurred to the city.

FISCAL IMPACT

None.

Approved by City Manager: _____

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



AGENDA MEMORANDUM

TO: The Warrenton City Commission
 Mayor, Henry Balensifer
 City Manager, Esther Moberg
 FROM: Brian Alsbury, Fire Chief
 DATE: June 19, 2023
 SUBJ: OSFM Wildfire Seasonal Staffing Grant 2023

SUMMARY

On May 23rd, 2023, Warrenton Fire Department applied for and was awarded a \$35,000.00, non-matching grant from the OSFM Office-2023 Wildfire Seasonal Grant, a grant that will allow the fire department to hire two or three seasonal firefighters. The purpose of the grant is to provide staff during the busy summer months and help offset and provide local departments with staff as others are sent out on conflagrations.

Warrenton Fire Department plans to start with seasonal staff on July 1st, 2023.

RECOMMENDATION/SUGGESTED MOTION

Not needed- it is under the \$50,000 cap. Giving the City Manager authorization to apply without bringing it to the commission.

ALTERNATIVE

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

FISCAL IMPACT

The Fire Department will budget for this expense in the FY 2023/2024 Budget.

Approved by City Manager: _____

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

*2023 OSFM
Wildfire Season Staffing
Grant Application Manual*

STATE OF OREGON AWARD DOLLARS AVAILABLE TO IMPROVE
STAFFING FOR OREGON'S 2023 WILDFIRE SEASON



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G. Reporting:	4
H. Grant Completion:	4

Award manual and application materials:

<http://www.oregon.gov/osp/programs/sfm/Pages/OSFM-Grants.aspx>

INTRODUCTION

In 2021, the Oregon Legislature appropriated General Funds dollars to the OSFM for distribution to the Oregon fire service to provide fire agencies across Oregon with resources to augment firefighting staff. These agencies protect Oregon communities and play a pivotal role in preventing and suppressing wildfires. The 2023 Wildfire Season Staffing Grant is intended for Oregon structural fire agencies to increase hours and availability of local firefighters during the 2023 wildfire season (June 1, 2023 – October 31, 2023).

A. Eligibility:

LOCAL FIRE AGENCY must be one of Oregon's 306 local fire districts or departments with an assigned FDID or tribal ID#.

1. Priority will be given to agencies whose annual property tax income does not exceed \$2 million.
 - a. This information can be found through your tax assessor's office.
 - b. This is not your annual operating budget, capital outlay budget, funding received from any grant sources, or reserve accounts.
2. The maximum award per agency is \$35,000.
3. If your agency received an amendment extending the terms of the prior year's award, your agency is eligible to apply, but your maximum request may not exceed \$35,000 including the previous year's carryover. The total requested amount in the application should include the carryover amount and the new amount requested this year. (Example: if your agency was approved to carry over \$5,000, you may ask for up to \$30,000 of new funds.)
4. If your agency received an out-of-compliance communication from the OSFM for any prior OSFM grant, your agency may be ineligible for this grant.
5. If your agency is still in the process of reconciling with the OSFM for the 2022 Wildfire Season Staffing Grant, your agency may be ineligible for this grant.

B. Allowable Costs:

1. Personnel costs that increase the availability of firefighters including:
 - a. students/interns
 - b. volunteers
 - c. extra shifts for part-time career firefighters for the 2023 fire season
 - d. overtime shifts for firefighters during the 2023 fire season
 - e. additional seasonal firefighters who need minimal training
2. Administrative costs, including management, payroll, and supplies associated with payment of salaries up to 10% of the total grant award.

C. Unallowable Costs:

1. Hiring new permanent employees.
2. Supplanting existing personnel budgets or other budgets. (i.e., using these funds to cover personnel costs your agency already has budgeted for to allow other activities not budgeted for).
3. Paid leave expenses (i.e., vacation or sick leave).
4. Purchasing equipment or equipment maintenance.

5. Raises or pay bonuses.
6. Training events.
7. Hours reimbursed via other means (i.e., conflagration).
8. Fuel and other travel expenses.

D. Application Process, Forms and Instructions:

1. Applications must be received no later than 5 p.m. **May 19, 2023**, via this application form link: <https://app.smartsheet.com/b/form/605619389ff74764b1caadb393bcceb>
2. Applications must be submitted on a current 2023 application form to be considered.
3. If you need to change your application, submit a request to withdraw to osfm.grants@osp.oregon.gov. You may then resubmit your application.
4. The OSFM reserves the right to ask follow-up questions about applications.
5. If you have a property tax income of less than \$2 million, applications will be approved first come, first served. If your property tax income is greater than \$2 million, consideration will begin on **May 22, 2023**, dependent on available funds.
6. For successful applicants, the grant agreement must be signed and returned to the OSFM grant manager before any awarded funds are disbursed.

E. Important Grant Dates:

- **Applications Due:** May 19, 2023
- **Fire Agencies Receive Notice of Award:** Estimated for May of 2023
- **Funding Allocated:** As soon as possible after the notice of award
- **Reports:** August 2023; December 2023

F. Grant Award Payment:

1. Grants will be awarded in a one-time lump sum to be spent across the grant period.

G. Reporting:

1. Applicants who receive a grant award must provide the OSFM with a progress report during August 2023.
2. A final report will be due in December 2023.

H. Grant Completion:

Once the applicant has expended the funds, the agency must notify the OSFM grant manager. To do this, the agency must email the OSFM grant manager and provide proof of payments for all staffing and administration.

OSFM Contact:

Grant Manager
Oregon Office of State Fire Marshal
3565 Trelstad Ave SE
Salem, OR 97317
Email: osfm.grants@osp.oregon.gov
Phone: 503-779-8364

GRANT AGREEMENT

Title: 2023 OSFM Wildfire Season ("WFS") Staffing Grant

Agreement Number: 2023-WFS-201

This grant agreement ("Agreement"), dated as of the date the Agreement is fully executed, is made by the State of Oregon, acting by and through its Department of State Police, for the benefit of its Office of State Fire Marshal ("OSFM"), and Warrenton FD ("Recipient"). This Agreement becomes effective only when fully signed and approved as required by applicable law (the "Effective Date") and, unless earlier terminated, expires on December 31, 2023 (the "Expiration Date"). The period from the Effective Date through the Expiration Date is hereinafter referred to as the "Grant Term."

Pursuant to the Oregon Legislative Regular Session, Senate Bill 762 ("SB762") dated 2021 appropriated \$55,000,000 General Funds to OSFM for wildfire response. OSFM then allocated from the appropriation funds to support the 2023 WFS by requesting WFS Staffing Grant Applications from local fire agencies to request funding to support additional firefighters and to cover overtime costs for existing paid firefighters for the 2023 WFS. This Agreement sets forth the terms and conditions of Recipient's receipt of a WFS Staffing Grant and includes the following exhibits:

- Exhibit A: Project Description
- Exhibit B: 2023 OSFM WFS Staffing Grant Application Manual

SECTION 1 - GRANT

OSFM shall provide Recipient, and Recipient shall accept from OSFM, a grant in the amount of \$35,000.00 (the "Grant").

Conditions Precedent. OSFM's obligations are subject to the receipt of the following items, in form and substance satisfactory to OSFM and its counsel:

- (1) This Agreement duly signed by an authorized officer of Recipient; and
- (2) Such other certificates, documents, opinions, and information as OSFM may reasonably require.

SECTION 2 - DISBURSEMENT

A. Full Disbursement. Upon satisfaction of all condition's precedent, OSFM shall disburse the full Grant to Recipient.

B. Condition to Disbursement. OSFM has no obligation to disburse funds unless, in the reasonable exercise of its administrative discretion, it has sufficient funding, appropriations, limitations, allotments and other expenditure authority to make the disbursement.

Personnel costs charged to this grant are not eligible for reimbursement for conflagration reimbursements or payments.

C. Remaining Funds. If Recipient has any remaining moneys not spent OSFM reserve the right to determine if agency can keep them or return them for OSFM to reinvest in other projects.

SECTION 3 - USE OF GRANT

A. Use of Grant Moneys.

Recipient shall use the Grant only for the activities described in **Exhibit A.**

B. RESERVED.

SECTION 4 - REPRESENTATIONS AND WARRANTIES OF RECIPIENT

Recipient represents and warrants to OSFM:

A. Organization and Authority.

- (1) Recipient is a unit of local government validly organized and existing under the laws of the State of Oregon.
- (2) Recipient has all necessary right, power and authority under its organizational documents and under Oregon law to (a) execute and deliver this Agreement, (b) incur and perform its obligations under this Agreement, and (c) receive the Grant funds.
- (3) This Agreement has been authorized by an ordinance, order or resolution of Recipient's governing body.
- (4) This Agreement has been duly executed by Recipient, and when executed by OSFM, is legal, valid and binding, and enforceable in accordance with their terms.

B. Full Disclosure. Recipient has disclosed in writing to OSFM all facts that materially adversely affect its ability to perform all obligations required by this Agreement. Recipient has made no false statements of fact, nor has it omitted information necessary to prevent any statements from being misleading. The information contained in this Agreement is true and accurate in all respects.

C. Pending Litigation. Recipient has disclosed in writing to OSFM all proceedings pending (or to the knowledge of Recipient, threatened) against or affecting Recipient, in any court or before any governmental authority or arbitration board or tribunal, that, if adversely determined, would materially adversely affect the ability of Recipient to perform all obligations required by this Agreement.

D. No Defaults. No Defaults or Events of Default exist or occur upon authorization, execution or delivery of this Agreement.

E. Compliance with Existing Agreements and Applicable Law. The authorization and execution of, and the performance of all obligations required by, this Agreement will not: (i) cause a breach of any agreement or instrument to which Recipient is a party; (ii) violate any provision of the charter or other document pursuant to which Recipient was organized or established; or (iii) violate any laws, regulations, ordinances, resolutions, or court orders related to Recipient or its properties or operations.

SECTION 5 - COVENANTS OF RECIPIENT

Recipient covenants as follows:

A. Notice of Adverse Change. Recipient shall promptly notify OSFM of any adverse change in the activities, prospects or condition (financial or otherwise) of Recipient related to the ability of Recipient to perform all obligations required by this Agreement.

B. Compliance with Laws. Recipient shall comply with all applicable laws, rules, regulations and orders of any court or governmental authority that relate to this Agreement.

C. Grant Report. Recipient must submit to OSFM progress report in July 2023 and final in December of 2023 report.

D. Insurance.

- 1) The parties acknowledge and agree Recipient is a unit of local government as defined in ORS 190.003, and in order to meet the requirements of ORS 30.272 and ORS 30.273 may be commercially insured or self-insured.

- 2) Recipient shall obtain, and at all times keep in effect, comprehensive liability insurance and property damage insurance covering its own acts and omissions under this Agreement. Recipient may satisfy these requirements in any manner allowed by ORS 30.282. Such liability insurance, whatever the form, shall be in an amount not less than the limits of public body tort liability specified in ORS 30.271. In the event of unilateral cancellation or restriction by the insurance company of Recipient's insurance policy referred to in this paragraph, Recipient, as applicable, shall immediately notify OSFM verbally and in writing. Recipient's coverage limits shall not be less than \$100,000 for any single claimant and \$200,000 for multiple claimants.
 - 3) All employers, including Recipient, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Worker's Compensation coverage, unless such employers are exempt under ORS 656.126.
- E. Books and Records. Recipient shall keep accurate books and records of the uses of the Grant and maintain them according to generally accepted accounting principles.
- F. Inspections; Information. Recipient shall permit OSFM and any party designated by OSFM to inspect and make copies, at any reasonable time, of any accounts, books and records, including, without limitation, its records regarding receipts, disbursements, agreements, investments and any other related matters. Recipient shall supply any related reports and information as OSFM may reasonably require.
- G. Records Maintenance. Recipient shall retain and keep accessible all books, documents, papers, and records that are directly related to this Agreement for a minimum of six years beyond the later of the final and total expenditure or disposition of the Grant. If there are unresolved issues at the end of such period, Recipient shall retain the books, documents, papers and records until the issues are resolved.
- H. Notice of Default. Recipient shall give OSFM prompt written notice of any Event of Default as soon as any senior administrative or financial officer of Recipient becomes aware of its existence or reasonably believes an Event of Default is likely.
- I. Contribution.
- 1) If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against a party (the "Notified Party") with respect to which the other party ("Other Party") may have liability, the Notified Party must promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Either party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this paragraph and meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to the Other Party's liability with respect to the Third Party Claim.
 - 2) With respect to a Third Party Claim for which the State is jointly liable with Recipient (or would be if joined in the Third Party Claim), the State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Recipient in such proportion as is appropriate to reflect the relative fault of the State on the one hand and of Recipient on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the State on the one hand and of Recipient on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to

correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if the State had sole liability in the proceeding.

- 3) With respect to a Third Party Claim for which Recipient is jointly liable with the State (or would be if joined in the Third Party Claim), Recipient shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the State in such proportion as is appropriate to reflect the relative fault of Recipient on the one hand and of the State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Recipient on the one hand and of the State on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Recipient's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if it had sole liability in the proceeding.

- J. Return of Unexpended Grant Funds. No later than October 31, 2023, Recipient shall return to OSFM all Grant funds not expended by the Expiration Date unless otherwise amended.

SECTION 6 - DEFAULTS

Any of the following constitutes an "Event of Default":

- A. Any false or misleading representation is made by or on behalf of Recipient, in this Agreement or in any document provided by Recipient related to this Grant.
- B. Recipient fails to perform any obligation required under this Agreement, other than those referred to in subsection A of this section 6, and that failure continues for a period of 10 business days after written notice specifying such failure is given to Recipient by OSFM. OSFM may agree in writing to an extension of time if it determines Recipient instituted and has diligently pursued corrective action.

SECTION 7 - REMEDIES

- A. Remedies. Upon any Event of Default, OSFM may pursue any or all remedies in this Agreement and any other remedies available at law or in equity to enforce the performance of any obligation of Recipient. Remedies may include, but are not limited to any one or more of the following:
 - (1) Terminating OSFM's commitment and obligation to make the Grant.
 - (2) Barring Recipient from applying for future awards.
 - (3) Withholding amounts otherwise due to Recipient for application to the payment of amounts due under this Agreement.
 - (4) Requiring repayment of the Grant and all interest earned by Recipient on those Grant funds.
- B. Application of Moneys. Any moneys collected by OSFM pursuant to section 7.A will be applied first, to pay any attorneys' fees and other fees and expenses incurred by OSFM; then, as applicable, to repay any Grant proceeds owed; then, to pay other amounts due and payable under this Agreement, if any.
- C. No Remedy Exclusive; Waiver; Notice. No remedy available to OSFM is intended to be exclusive, and every remedy will be in addition to every other remedy. No delay or omission to exercise any right or remedy will impair or is to be construed as a waiver of such right or remedy. No single or partial exercise of any right power or privilege under this Agreement will preclude any other or further

exercise thereof or the exercise of any other such right, power or privilege. OSFM is not required to provide any notice in order to exercise any right or remedy, other than notice required in section 7 of this Agreement.

SECTION 8 - MISCELLANEOUS

A. Time is of the Essence. Recipient agrees that time is of the essence under this Agreement.

B. Relationship of Parties; Successors and Assigns; No Third-Party Beneficiaries.

- (1) The parties agree that their relationship is that of independent contracting parties and that Recipient is not an officer, employee, or agent of the State of Oregon as those terms are used in ORS 30.265.
- (2) Nothing in this Agreement gives, or is to be construed to give, directly or indirectly, to any third persons any rights and benefits greater than those enjoyed by the general public.
- (3) This Agreement will be binding upon and inure to the benefit of OSFM, Recipient, and their respective successors and permitted assigns.
- (4) Recipient may not assign or transfer any of its rights or obligations or any interest in this Agreement without the prior written consent of OSFM. OSFM may grant, withhold or impose conditions on such consent in its sole discretion. In the event of an assignment, Recipient shall pay, or cause to be paid to OSFM, any fees or costs incurred because of such assignment, including but not limited to attorneys' fees of OSFM's counsel. Any approved assignment is not to be construed as creating any obligation of OSFM beyond those in this Agreement, nor does assignment relieve Recipient of any of its duties or obligations under this Agreement.

C. Disclaimer of Warranties; Limitation of Liability. Recipient agrees that:

- (1) OSFM makes no warranty or representation.
- (2) In no event are OSFM or its agents liable or responsible for any direct, indirect, incidental, special, consequential or punitive damages in connection with or arising out of this Agreement.

D. Notices and Communication. Except as otherwise expressly provided in this Agreement, any communication between the parties or notices required or permitted must be given in writing by personal delivery, email, or by mailing the same, postage prepaid, to Recipient or OSFM at the addresses set forth below, or to such other persons or addresses that either party may subsequently indicate pursuant to this Section.

Any communication or notice by personal delivery will be deemed effective when actually delivered to the addressee. Any communication or notice so addressed and mailed will be deemed to be received and effective five (5) days after mailing. Any communication or notice given by email becomes effective 1) upon the sender's receipt of confirmation generated by the recipient's email system that the notice has been received by the recipient's email system or 2) the recipient's confirmation of receipt, whichever is earlier. Notwithstanding this provision, the following notices may not be given by email: notice of default or notice of termination.

OSFM: Shaun Parkman, Grants Manager
Office of State Fire Marshal
3565 Trelstad Ave. SE
Salem, OR 97317
Ph: 503-779-8364
Email: Shaun.Parkman@osp.oregon.gov

Recipient: Brian Alsbury
Fire Chief
Warrenton FD
P.O. Box 250
Warrenton, OR. 97146
(503) 861-2494
firechief@ci.warrenton.or.us

- E. No Construction against Drafter. This Agreement is to be construed as if the parties drafted it jointly.
- F. Severability. If any term or condition of this Agreement is declared by a court of competent jurisdiction as illegal, invalid or unenforceable, that holding will not invalidate or otherwise affect any other provision.
- G. Amendments, Waivers. This Agreement may not be amended without the prior written consent of OSFM (and when required, the Department of Justice) and Recipient. This Agreement may not be amended in a manner that is not in compliance with the Authorization. No waiver or consent is effective unless in writing and signed by the party against whom such waiver or consent is sought to be enforced. Such waiver or consent will be effective only in the specific instance and for the specific purpose given.
- H. Attorneys' Fees and Other Expenses. To the extent permitted by the Oregon Constitution and the Oregon Tort Claims Act, the prevailing party in any dispute arising from this Agreement is entitled to recover its reasonable attorneys' fees and costs at trial and on appeal. Reasonable attorneys' fees cannot exceed the rate charged to OSFM by its attorneys.
- I. Choice of Law; Designation of Forum; Federal Forum. The laws of the State of Oregon (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Agreement, including, without limitation, its validity, interpretation, construction, performance, and enforcement.
- Any party bringing a legal action or proceeding against any other party arising out of or relating to this Agreement shall bring the legal action or proceeding in the Circuit Court of the State of Oregon for Marion County (unless Oregon law requires that it be brought and conducted in another county). Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.
- Notwithstanding the prior paragraph, if a claim must be brought in a federal forum, then it must be brought and adjudicated solely and exclusively within the United States District Court for the District of Oregon. This paragraph applies to a claim brought against the State of Oregon only to the extent Congress has appropriately abrogated the State of Oregon's sovereign immunity and is not consent by the State of Oregon to be sued in federal court. This paragraph is also not a waiver by the State of Oregon of any form of defense or immunity, including but not limited to sovereign immunity and immunity based on the Eleventh Amendment to the Constitution of the United States.
- J. Integration. This Agreement (including all exhibits, schedules or attachments) constitutes the entire agreement between the parties on the subject matter. There are no unspecified understandings, agreements or representations, oral or written, regarding this Agreement.
- K. Survival. The following provisions survive expiration or termination of this Agreement: Sections 5.E., 5.F., 5.G., 5.I., 5.J., 7 and 8.
- L. Execution in Counterparts. This Agreement may be signed in several counterparts, each of which is an original and all of which constitute one and the same instrument.

Recipient, by its signature below, acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

STATE OF OREGON
acting by and through its
Oregon State Police on behalf of Oregon State
Fire Marshal's office

WARRENTON FD

By: _____

By: *Edna Melroy City Manager*

Date: _____

Date: *5/23/23*

APPROVED AS TO LEGAL SUFFICIENCY IN ACCORDANCE WITH ORS 291.047:

Exempt from Legal Sufficiency

EXHIBIT A - PROJECT DESCRIPTION
--

I. Purpose and Scope

The purpose of this Grant is to provide funding to support additional paid firefighting staff or cover overtime costs for existing paid firefighting staff through 2023 WFS. Additional paid staff may include current volunteer firefighters. Grant funds may be used to cover administrative costs up to 10% of the total grant award. See the 2023 OSFM WFS Staffing Grant Application Manual for more information.

II. Key documents

Exhibit B- 2023 OSFM WFS Staffing Grant Manual

EXHIBIT B – REQUESTED 2023 OSFM WSF STAFFING GRANT APPLICATION MANUAL



2023 WFS Staffing
Grant Application M



WARRENTON CITY COMMISSION PUBLIC COMMENT FORM

NAME: Tony Faletti

ADDRESS: P.O. Box 188 Warrenton, Or 97146

EMAIL: _____

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

BRIEFLY DESCRIBE YOUR TOPIC: the grass along Harbor, ballfield
tournaments

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.



**Finance Department
Agenda Memorandum**

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

Date: June 27, 2023

Regarding – Public Hearing and consideration of *Resolution No. 2649 Adopting the City of Warrenton FY 2023-2024 budget as approved by the Warrenton Budget Committee and levying taxes for municipal purposes of the City of Warrenton for the fiscal year commencing July 1, 2023 and ending June 30, 2024*

SUMMARY:

The Warrenton Budget Committee met in one session on May 16, 2023 to review and deliberate on the proposed fiscal year 2023-2024 City of Warrenton Budget (see attached *Budget Committee Action* and the *City of Warrenton Approved fiscal year 2023-2024 Budget*).

The next phase of the budget process is for the City Commission to undergo a public hearing to receive public testimony on the budget approved by the Warrenton Budget Committee. Once the Commission has heard the public testimony, the Commission can then consider the adoption of the attached Budget Resolution.

The City Commission may note that, as the governing board, the Commission indeed possesses the authority to modify or change the approved budget, during this public hearing, within the following parameters:

1. Reduce the tax amount
2. Reduce expenditures with a corresponding reduction to resources
3. Increase expenditures, with a corresponding increase in resources, but not by more than \$5,000 or 10 percent of the total expenditures of the fund, whichever is greater.

To: The Honorable Mayor and Members of the Warrenton City Commission
Re: Budget Hearing and consideration of a Resolution No. 2627
Date: June 27, 2023

For example: If total expenditures, in the fund, as approved by the budget committee equal \$150,000, then, the Commission may increase expenditures by \$15,000 in that fund, on a per fund basis.

Changes beyond the scope of the above parameters require another public notice and subsequent public hearing.

RECOMMENDATION:

The City Commission shall conduct a public hearing on the City of Warrenton budget for fiscal year 2023-2024 as approved by the Warrenton Budget Committee. Then, the City Commission may move to adopt the *City of Warrenton FY 2023-2024 Budget* as approved by the Warrenton Budget Committee as set forth in Resolution No. 2649.

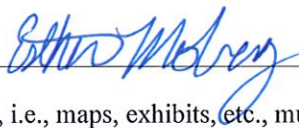
ALTERNATIVE:

The Commission may make changes as noted above. Please know that in order to conduct business and provide government services on July 1, 2023, an adopted budget must be in place by June 30, 2023.

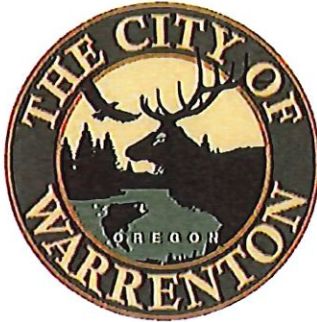
FISCAL IMPACT:

The City budget includes total appropriations among all departments and funds totaling \$47,677,770 for the fiscal year ending June 30, 2024.

Approved by City Manager: _____



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



Budget Committee Action

Final Approval of the FY 2023-2024 Budget Document

Approval of the FY 2023-2024 proposed Budget Document, including amendments, by the Warrenton Budget Committee and submitting the approved Budget to the City Commission and recommending adoption.

WHEREAS, pursuant to Oregon budget law, and after careful consideration, Warrenton's Budget Committee has comprised and approved a balanced Budget for the City of Warrenton for FY 2023-2024;

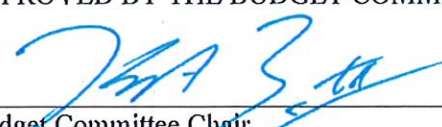
WHEREAS, the proposed FY 2023-2024 Budget contains best estimates for projected revenues and expenditures; and

WHEREAS, the Budget Committee has reviewed all estimated revenues and expenditures, for all City Departments and funds, for FY 2023-2024, making modifications and changes where appropriate.

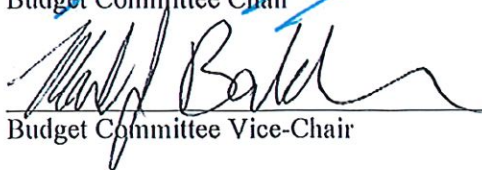
THEREFORE, THE WARRENTON BUDGET COMMITTEE, has approved and authorized the City to levy the permanent rate of \$1.6701 per-thousand of assessed value for the General Fund: to levy \$0.28 per thousand of assessed value for the Police Local Option Levy: to levy \$0.33 for the Library Local Option Levy: to levy the amount of \$558,380 for bonded debt for the wastewater treatment facility.

After completing all obligations required under Oregon Budget Law, the Warrenton Budget Committee hereby approves the *FY 2023-2024 Proposed Budget, as amended*, comprised of revenues and expenditures for all City funds and departments and submits the *Approved FY 2023-2024 Budget* to the City Commission for further consideration and recommended adoption.

APPROVED BY THE BUDGET COMMITTEE ON THIS 16th DAY OF MAY 2023.



Budget Committee Chair



Budget Committee Vice-Chair

RESOLUTION NO. 2649**Introduced by All Commissioners****ADOPTING THE 2023-2024 BUDGET**

AS APPROVED, SUBMITTED AND ACTED UPON BY THE LEVYING BOARD AND BUDGET COMMITTEE OF THE CITY OF WARRENTON, MAKING APPROPRIATIONS AND LEVYING TAXES FOR MUNICIPAL PURPOSES OF THE CITY OF WARRENTON FOR THE FISCAL YEAR COMMENCING JULY 1, 2023 AND ENDING JUNE 30, 2024

The City of Warrenton hereby does resolve as follows:

Section 1. Be it resolved that the Warrenton City Commission, for the City of Warrenton, hereby adopts the budget approved by the budget committee for the 2023-2024 fiscal year, in the total sum of \$64,430,197 now on file at City Hall.

Section 2. Be it resolved that the amounts for the fiscal year beginning July 1, 2023, are hereby appropriated for the purposes shown below, as follows:

<u>General Fund</u>		<u>Water Fund</u>	
Municipal Court	\$ 195,278	Public Works	\$ 2,644,983
Administration/Commission	1,496,499	Debt Service	540,031
Planning	445,507	Contingency	500,000
Police	2,331,713	Transfers to Other Funds	4,145,000
Fire	1,149,355	Fund Total	<u>\$ 7,830,014</u>
Parks	237,467		
Contingency	682,448	<u>Water Fund Capital Reserve</u>	
Transfers to Other Funds	871,641	Public Works	\$ 7,470,800
Fund Total	<u>\$ 7,409,908</u>	Fund Total	<u>\$ 7,470,800</u>
<u>Community Center Capital Reserve Fund</u>		<u>Water SDC Fund</u>	
Community Center	\$ 19,812	Public Works	\$ 0
Fund Total	<u>\$ 19,812</u>	Contingency	0
		Fund Total	<u>\$ 0</u>
<u>Community Center Fund</u>		<u>Storm Sewer Fund</u>	
Community Center	\$ 26,532	Public Works	\$ 2,003,002
Transfer to Other Fund	8,000	Contingency	125,000
Contingency	5,000	Fund Total	<u>\$ 2,128,002</u>
Fund Total	<u>\$ 39,532</u>		
<u>Facilities Maintenance Fund</u>		<u>Storm Sewer SDC Fund</u>	
Facilities Maintenance	\$ 300,072	Public Works	\$ 0
Contingency	50,000	Contingency	0
Fund Total	<u>\$ 350,072</u>	Fund Total	<u>\$ 0</u>
<u>Engineer Internal Service Fund</u>		<u>Parks SDC Fund</u>	
Engineering Department	\$ 143,622	Parks Department	\$ 0
Fund Total	<u>\$ 143,622</u>	Fund Total	<u>\$ 0</u>

Warrenton Business License Fund

WBL Program	\$ 64,981
Transfers to Other Funds	3,000
Fund Total	<u>\$ 67,981</u>

Grant Fund

Police Department	\$ 23,000
Fire Department	152,000
Administration Department	9,000
Transfers to Other Funds	971,812
Fund Total	<u>\$ 1,155,812</u>

Library Fund

Library	\$ 313,323
Contingency	25,000
Fund Total	<u>\$ 338,323</u>

Transient Room Tax Fund

Transient Room Tax Program	\$ 345,000
Fund Total	<u>\$ 345,000</u>

Building Division Fund

Building Department	\$ 521,845
Contingency	40,000
Fund Total	<u>\$ 561,845</u>

State Tax Street Fund

Public Works	\$ 6,829,022
Debt Service	0
Contingency	500,000
Fund Total	<u>\$ 7,329,022</u>

Streets SDC Fund

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

Sewer Fund

Public Works	\$ 2,534,007
Debt Service	176,798
Contingency	663,012
Transfers to Other Funds	1,700,000
Fund Total	<u>\$ 5,073,817</u>

Sewer SDC Fund

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

Sewer Fund Capital Reserve

Public Works	\$ 1,428,400
Fund Total	<u>\$ 1,428,400</u>

Sanitation Fund

Public Works	\$ 1,438,237
Contingency	175,000
Transfers to Other Funds	65,000
Fund Total	<u>\$ 1,678,237</u>

Sanitation Fund Capital Reserve

Public Works	\$ 50,700
Fund Total	<u>\$ 50,700</u>

Wastewater Treatment Facility GO Bond

Debt Service	\$ 559,038
Fund Total	<u>\$ 559,038</u>

Fire Apparatus & Equip. Replacement Fund

Fire Department	\$ 781,500
Fund Total	<u>\$ 781,500</u>

Police Vehicle Replacement Fund

Police Department	\$ 204,800
Fund Total	<u>\$ 204,800</u>

Warrenton Marina Fund

Marinas	\$ 776,310
Transfers to Other Funds	90,000
Contingency	125,000
Fund Total	<u>\$ 991,310</u>

Warrenton Marina Capital Reserve

Marinas	\$ 280,000
Fund Total	<u>\$ 280,000</u>

Hammond Marina Fund

Marinas	\$ 495,445
Transfers to Other Funds	50,000
Contingency	90,000
Fund Total	<u>\$ 635,445</u>

Hammond Marina Capital Reserve

Marinas	\$ 400,000
Fund Total	<u>\$ 400,000</u>

Quincy Robinson Trust Fund

Parks Department	\$ 140,000
Contingency	0
Fund Total	<u>\$ 140,000</u>

Tansy Point Dock Capital Reserve Fund

Administration	\$ 264,778
Fund Total	<u>\$ 264,778</u>

Total Appropriations, All Funds	<u>\$ 47,677,770</u>
Total Unappropriated and Reserve Amounts, All Funds	<u>16,752,427</u>
Total Adopted Budget	<u>\$ 64,430,197</u>

Section 3. Be it resolved that the City Commission of the City of Warrenton hereby imposes the taxes provided for in the adopted budget at the permanent rate of \$ 1.6701 per thousand dollars of assessed valuation for General Government, \$0.33 per thousand dollars of assessed valuation for the Library Local Option Levy, 0.280 per thousand dollars of assessed valuation for the Police Local Option Levy, and \$558,380 for bonded indebtedness excluded from the limitation, that these taxes are hereby imposed upon all taxable properties within said city as of 1:00 AM January 1, 2023. The following allocations and categorization subject to the limits of Section 11b, Article XI of the Oregon constitution make up the above aggregate levy:

	<u>Rate Subject to the General Government Limitation</u>	<u>Excluded from the Limitation</u>
General Fund	\$ 1.6701	\$
Library Local Option	0.3300	
Police Local Option	0.2800	
Wastewater Treatment Facility GO Bond Debt Service		558,380
Totals	<u>\$ 2.2801</u>	<u>\$ 558,380</u>
	*	

* Per thousand dollars of assessed valuation

Section 4. Be it resolved that the City Manager/Budget Officer of the City of Warrenton is hereby directed to send, no later than July 15th, 2023, to the Assessor and the Clerk of Clatsop County, State of Oregon, written notices, accompanied by copies of the budget as adopted, showing the amount of money proposed to be raised by taxation.

This resolution is effective on July 1, 2023.

PASSED by the City Commission of the City of Warrenton this ____ day of _____, 2023

APPROVED by the Mayor of the City of Warrenton this ____ day of _____, 2023

Mayor

ATTEST:

City Recorder

APPROVED BUDGET



FISCAL
YEAR
2023-2024





BUDGET MESSAGE

May 16, 2023

Dear Budget Committee Members:

Enclosed is the proposed budget for the City of Warrenton Fiscal Year (FY) 2023-2024.

The purpose of the Budget Message, and the budget document, is to provide sufficient information to the Budget Committee, the City Commission, and residents so that an understanding of the proposed budget for the coming fiscal year may be gained.

The proposed budget was developed pursuant to state statute, City of Warrenton Fiscal Policy, Budget Development Policies, and the Budget Strategic Plan & Resource Reduction Policy. The information contained in the proposed budget represents the City staff's best estimates of resources and expenditure. These were obtained using professional judgment, existing policies, budget history, and generally accepted accounting practices.

This Budget Message is presented in six sections: Introduction, Budget Committee, Budget Officer, Budget Format, Summary, and Conclusion.

INTRODUCTION

The City provides a wide range of services to its residents and businesses. Departments of the City include Administration, Building & Planning, City Recorder, Finance, Fire, Library, Marina, Municipal Court, Police, and Public Works. The annual City budget is a spending plan and guide for the City of Warrenton subject to statutory restrictions.

The budget includes a comprehensive listing of anticipated revenues and proposed expenditures for each function of the local government during the next fiscal year that begins July 1, 2023, and ends June 30, 2024.

In the past fiscal year (2022-2023), significant projects included the Forest Rim Park, a low pressure sewer line for NW 7th, the annual paving management plan with overlays in both Warrenton and Hammond, Install of an updated phone system (VOIP) for City Hall and the Public Works building, New paint and carpet inside City Hall, a new electronic permitting system, Marina pay stations and gangways, and a downstream raw water pipe for the water treatment plant. Upcoming projects for

this fiscal year (2023-2024) include the start of our main street sidewalks project which will kick off with \$500,000 total (SRTS and ODOT bike/ped funds) project at the 9th and Main Ave intersection followed by two large grants from Safe Routes to School for \$1.36 million federal grant and \$2 million ODOT SRTS grant respectively. Our goal is to have upgrades and sidewalks on the west side of Main Avenue all the way from 9th to the high school. We are also planning to upgrade to LED lighting in city hall which will be a cost savings, update commission room audiovisual setup, and add HR self-serve for staff. We plan to do a building assessment for expansion or growth considering City Hall and the property at 69 NE Heron. The start of the Hammond waterline project is finally underway to update the undersized pipe. This is a significant project that has been considered since 2015 and may take the City several years to finish.

The overall spending authority for the proposed FY 2023-2024 Budget is \$47,677,770.

Revenues across all funds are estimated to increase by approximately \$7 million. This is due to increases in estimated beginning fund balances in some funds, the delay of several projects in the current year, transfers between funds and a very conservative budget approach last year, and American Recovery Act funds. While ARPA funds give us an infusion of money for several years that will help us build reserves for major projects ahead of us, this money will taper off in the next year and we need to make sure our budget does not rely on these funds in future, since they will not be ongoing. Significant areas that ARPA funds have assisted with include for the police: mobile video cameras and two police vehicles. For the fire department: 2 vehicles, a Lucas device, a side-by-side and 2 defibrillators.

We are proposing an increase of 4%, the same as last year, in utility rates as we try to plan for increases for materials, staffing, and infrastructure projects. With an anticipated new Wastewater Treatment Plant and Water Reservoir ahead of us, as well as other significant infrastructure projects in the coming years, we must adequately prepare for significant debt and cost to upgrade our aging sewer plant and water infrastructures.

Staffing continues to be a challenge for the City of Warrenton. Even though an additional Utility I position was created, keeping staffing filled has been a challenge and may be a challenge for the near future due to staff turnover. On a positive note, we have recently hired a new Public Works Director and Library Director in 2023. We have not made any changes to our 64.88 FTE from the previous year as our goal at this time is to just be fully staffed.

BUDGET COMMITTEE

The City of Warrenton Budget Committee consists of the City Commissioners (the governing body) and an equal number of residents appointed by the City Commission for a total of ten committee members. An appointed committee member must be qualified to vote in elections within the City. Neither the Budget Officer nor any member of city staff is eligible to serve as an appointed member of the budget committee. Appointed committee members serve on the committee for three-year terms. Reappointments for additional three-year terms are permitted. By staggering appointments to the committee, only one-third of the appointed committee members complete their terms each year. All members of the committee have the same degree of authority and responsibility. The Budget Committee announces the time for its meeting(s), receives and deliberates on the proposed budget document, hears the Budget Message, and receives public input. Minutes of the meetings are kept by

the City Recorder and are available to the public. The Budget Committee may request information from the Budget Officer that may require expansion of, or revision of, the budget document. All official action of the Budget Committee requires a quorum (six) of the membership, and a majority vote (one-half, plus one) of the membership present at the time of the vote.

In its deliberations, the Budget Committee reviews and, if necessary, revises the proposed budget from the Budget Officer. The Budget Committee generally studies the budget by using previous year data, current budget data, and the figures proposed by the Budget Officer. The Budget Committee is required to seek and receive citizen input from the public. The committee has the authority to set up rules for receiving citizen input, as well as rules under which the committee will function. The Budget Committee reviews each fund within the budget and can make changes as required.

The Budget Committee formally approves the entire budget as proposed or modified and affirms the tax levy amount or rate for the City. The Warrenton City Commission has the final responsibility for allocating the resources of the budget.

BUDGET OFFICER

State statute requires that a Budget Officer is appointed and that the Budget Officer present a balanced budget to the Budget Committee. Acting under the authority of Warrenton's City Charter, the City Commission has designated the City Manager as the City's Budget Officer. Historically, the duties of the Budget Officer include the following responsibilities to one degree or another:

Coordination of the Budgetary Process

This typically includes preparation of revenue projections and compilation of the expenditure requests from each of the City's departmental units. After a final proposed budget is prepared, it is presented to the City of Warrenton Budget Committee. Following review and possible modification, the committee adopts a motion to forward an approved budget to the City Commission with a recommendation to accept. The City Commission then reviews the approved budget as presented, conducts a public hearing, makes any desired modifications, and then passes a resolution to create an adopted budget. The adopted budget must be created prior to June 30, 2023.

Monitoring Budgetary Performance throughout the Budget Year

This includes overseeing the City of Warrenton's Finance Department, which is responsible for the tracking of actual revenues in relation to projections, and the monitoring of expenditures and encumbrances in relation to appropriations.

BUDGET FORMAT

The following is a brief description of how the budget document is organized. Please refer to the Table of Contents for locating each of the items.

Located in the first portion of the budget document are pages showing the Budget Message, Budget Committee membership, and Budget Review Calendar. These are followed by a presentation of the Warrenton Fiscal Policy, Budget Development Policies, and the Budget Strategic Plan & Resource Reduction Plan.

Following these broad policy documents is a tabulation of Personnel Allocations, Full Time Equivalents (FTE), and Organizational Structure and Staffing. The Personnel Allocations and the FTE listings provide the number of employees budgeted in each individual department and salaries that are paid from more than one source. These two sources of information are provided to help the Budget Committee identify the personnel charges for each individual departmental unit within the budget document. Salaries include the cost of all benefits.

A summary of the requirements for the thirty-two active City funds that make up the proposed budget follows the personnel review.

A summary of interfund transfers among funds is detailed in the budget. This is an accounting function to delineate where the funds are actually being allocated and spent. This section summarizes transfers from the General Fund to other funds and Enterprise Operating Funds to Capital Reserve Funds.

A review of budget programs provides a brief summary of each program and changes, if any, proposed for the 2023-2024 budget.

A General Fund section displays Resources and Requirements, Summary of Revenues, Summary of Expenditures, General Fund expenses by Department (pie-chart), and Expenditures by Department. The individual expenditures by department sections look at each departmental unit over the last two complete years, the current budget year, and the adopted budget. The remaining individual funds are listed in the remaining portion of the proposed budget document. These include Special Revenue Funds, Enterprise Funds, Debt Service Funds, and Capital Projects Funds.

SUMMARY

Following is a brief review of the major elements of the proposed budget.

Property Tax

A three percent increase in the rate-constrained property tax collections has been applied in the proposed budget. The City's permanent tax rate is \$1.6701 per \$1,000 of assessed property valuation. The local option levy for police services was approved by voters on May 15, 2018, and is 28 cents per \$1,000 of assessed property valuation. That levy began July 1, 2019, and runs through June 30, 2024. The City will need to go back to the voters in 2023 to continue the levy. It is estimated the current police levy will raise \$216,070 this fiscal year. The current levy for the library is 33 cents per \$1,000. Unfortunately, an attempt to raise the library levy by five cents was unsuccessful in the November 2022 election and is currently out to the voters for May 2023. Our goal is to maintain the current levy for the next 5 years (July 2023-2028) at the current rate of 33 cents per \$1,000.

Personnel Cost

The proposed budget includes a 2.5% cost of living wage increase beginning July 1, 2023, for all general unit and non-union employees. The City is currently in negotiations for a new three year contract which will include a cost-of-living wage increase beginning July 1, 2023 for police association members.

Indirect Costs

The proposed budget incorporates governmental accounting principles that require municipalities to present to the public a clear picture of costs for each service provided. The City uses an indirect cost allocation plan. In the proposed budget, the City has consolidated all indirect costs to be allocated within the budget based on a percentage-of-spending methodology. The proposed budget indirect cost allocation plan is consistent with the adopted City fiscal policies, which provide that:

“Overhead/Indirect Cost Allocations All departments should budget the amount allocated to that department as determined by the Budget Officer and/or any future Indirect Cost Allocation Plan.

Full Cost Recovery The City will make every effort to assign costs where they occur through the use of interdepartmental/interfund charges and indirect cost assignments. The intent is to clearly define the actual cost of City services provided both internally and externally. Recognizing the scale of this effort, the first priority is the recovery of overhead costs from all funds and grant programs.

Accurate Representation of Service Costs As with General Fund services, the citizens of Warrenton have a right to understand the full and undistorted actual costs associated with City services. Consequently, it will be the policy of the City of Warrenton that all departmental, service, and program costs will reside in the fund and department in which the activity occurs and where the service and cost has been historically linked.”

General Fund

The General Fund is the account with which general City operations are funded. It records expenditures needed to run the daily operations of the City such as wages, rent, and consumable materials. It also shows the money that is estimated to be available to pay for these general needs. The City anticipates an increase in General Fund resources and an increase in total expenditure. The City of Warrenton provides and maintains assorted services under the General Fund. A summary of the operating expenses for these services in the coming Fiscal Year compared with the current year follows:

	<u>2022-2023</u>	<u>2023-2024</u>
Municipal Court	\$188,871	\$195,278
Administration/Commission	\$1,385,311	\$1,496,499
Planning Services	\$439,126	\$445,507
Police Services	\$2,189,639	\$2,331,713
Fire & Emergency Medical Services	\$1,034,854	\$1,149,355
Parks	\$161,567	\$247,467
Contingency	\$314,541	\$682,448
Transfers	\$891,451	\$871,641

Enterprise Funds

An Enterprise Fund is the account with which special City operations are funded by user fees in a manner similar to a private business. Each Enterprise Fund records the resources and expenses of acquiring, operating, and maintaining a self-supporting facility or service, such as City Mooring Basins, the Water Utility, the Sewer (Wastewater) Utility, the Storm Sewer (Storm Water Management) Fund and the Sanitation Utility.

The financial health of the City Sewer Fund, Water Fund, and Storm Sewer Fund will determine the quality of services that will be available in the future. It is important that City enterprise funds be properly maintained, and efforts made to ensure that all costs are being captured. Recovering the actual costs associated with enterprise activities is crucial for sustaining the services.

The City of Warrenton maintains a number of enterprise funds. A summary of the operating expenses of these utilities in the coming Fiscal Year follows:

	<u>2022-2023</u>	<u>2023-2024</u>
Warrenton Marina Fund (010)	\$943,225	\$991,310
Hammond Marina Fund (011)	\$614,261	\$635,445
Water Fund (025)	\$8,256,796	\$7,830,014
Storm Sewer Fund (028)	\$2,040,570	\$2,128,002
Sewer (Wastewater) Fund (030)	\$5,488,897	\$5,073,817
Sanitation Fund (032)	\$1,799,600	\$1,678,237

Special Revenue Funds

A special revenue fund is an account with which specially designated city operations are funded by revenues specifically earmarked for such use. Each Fund accounts for money that must be used for a specific purpose, and it records the expenditures that are made for that purpose. Warrenton maintains a variety of special revenue funded services. A summary of the operating expenses of these funds in the coming fiscal year follows:

	<u>2022-2023</u>	<u>2023-2024</u>
Community Center Fund (005)	\$31,096	\$39,532
Warrenton Business License Fund (006)	\$71,307	\$57,981
Grant Fund (015)	\$855,962	\$1,155,812
Library Fund (020)	\$313,013	\$338,323
Building Department Fund (021)	\$495,954	\$561,845
Transient Room Tax Fund (024)	\$330,000	\$345,000
Facilities Maintenance Fund (035)	\$254,354	\$350,072
State Tax Street Fund (040)	\$4,814,493	\$7,329,022
Quincy Robinson Trust Fund (065)	\$137,000	\$140,000

Capital Reserve Funds

A Capital Reserve Fund is the account with which specially designated long term City projects, physical plant construction or equipment purchases costing more than \$5,000 are funded. Each fund accumulates money to pay for the service, project, property, or equipment planned for acquisition.

Each function as a savings account. A resolution is needed to set up a reserve fund and it must have a specific purpose. After money is placed in a reserve fund it can only be spent for the specific purpose of the fund. Purchases are made directly out of the reserve fund and money cannot be transferred out of the reserve fund to another fund. Warrenton maintains a number of capital reserve funds. Funds that show \$0 means we are not appropriating money this fiscal year; it does not reflect the amount saved within that fund. A summary of the operating expenses of these funds in the coming fiscal year follows:

	<u>2022-2023</u>	<u>2023-2024</u>
Community Center Capital Reserve Fund (004)	\$11,812	\$19,812
Warrenton Marina Capital Reserve Fund (012)	\$547,000	\$280,000
Hammond Marina Capital Reserve Fund (013)	\$214,000	\$400,000
Water Systems Development Fund (026)	\$200,000	\$0
Water Fund Capital Reserve Fund (029)	\$7,307,300	\$7,470,800
Sewer Systems Development Fund (036)	\$0	\$0
Sewer Fund Capital Reserve Fund (038)	\$846,650	\$1,428,400
Storm Sewer Systems Development Fund (051)	\$80,000	\$0
Sanitation Fund Capital Reserve Fund (034)	\$37,950	\$50,700

Debt Service Funds

A Debt Service Fund is the account with which specially designated debt is retired by periodic or lump sum payments by the City. Each fund accounts for money that must be repaid on debt incurred by the City for specific purposes. Expenditures from the fund are normally the principal and interest payment(s) planned many years in advance. Money dedicated to repaying bonds cannot be used for any other purpose. Warrenton maintains one debt service fund for incurred debt. A summary of the planned expenses of this fund in the coming fiscal year follows:

	<u>2022-2023</u>	<u>2023-2024</u>
Wastewater Treatment GO Bond Fund (059)	\$561,509	\$559,038

Capital Projects Funds

A Capital Project Fund is the account with which specially designated capital projects costing more than \$5,000 are built or acquired. Each Fund accounts for money and expenses used to build or acquire individual capital facilities such as land or buildings. These funds are used only while a project is being done. The fund is closed after the project has been completed. Warrenton maintains a number of capital project funds for capital projects. A summary of the planned expenses of these funds in the coming fiscal year follows:

	<u>2022-2023</u>	<u>2023-2024</u>
Parks SDC Fund (003)	\$30,000	\$0
Streets SDC Fund (041)	\$1,162,899	\$0
Police Vehicle Replacement Fund (070)	\$224,118	\$204,800
Fire Apparatus & Equipment Replacement Fund (071)	\$784,500	\$781,500
Tansy Point Dock Capital Reserve Fund (072)	\$235,328	\$264,778

The six-year Capital Improvement Plan identifies projected capital needs and projections for each department. The purpose of this planning tool is to understand fully where the City is headed with its programs and to be able to plan long term for our needs, as well as understanding the impacts of each year's decisions.

Internal Service Funds

An Internal Service Fund is used to report activity that provides goods or services to other funds, departments, or agencies of the primary government and its component units, or to other governments, on a cost-reimbursement basis. The government must be the primary participant, and the fund must function on an essentially break-even basis over time. The City began using one Internal Service Fund in 2015-2016. A summary of the planned expenses of this fund in the coming fiscal year follows:

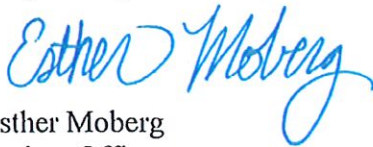
	<u>2022-2023</u>	<u>2023-2024</u>
Engineering Internal Service Fund (042)	\$103,733	\$143,622

CONCLUSION

Finance Director April Clark and her staff dedicate many hours to the preparation of this document. Department Heads put together realistic yet conservative budgets. Again, staff did a fantastic job maintaining an extremely disciplined approach to operations over the last couple of years. Overall we did not add any positions or add any hours to existing positions this year.

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

Respectfully submitted,



Esther Moberg
Budget Officer

**City of Warrenton
Budget Committee Members
Fiscal Year 2023-2024**

Commissioners

- Mayor Henry Balensifer III
- Commissioner Paul Mitchell
- Commissioner Tom Dyer
- Commissioner Gerald Poe
- Commissioner Mark Baldwin

Appointed Members

- Budget Committee Member David Burkhart
- Budget Committee Member Tommy Smith
- Budget Committee Member Angelo Schaueremann
- Budget Committee Member Flint Carlson
- Budget Committee Member William Kerr

Budget Committee Staff

- Esther Moberg, Budget Officer
- April Clark, Finance Director
- Dawne Shaw, City Recorder

CITY OF WARRENTON

BUDGET CALENDAR

FISCAL YEAR 2023 – 2024

<u>DATE</u>	<u>ACTION</u>
January 1, 2023 through February 17, 2023	Department Heads complete Capital Outlay/Improvements and major equipment requirements for 6 year period beginning July 1, 2023.
February 14, 2023 through February 17, 2023	Department Heads meet with City Manager to review Capital Outlay/Improvement Program requests.
March 20, 2023	Finance Department distribute personnel services costs, overhead costs, and revenue/resource estimates, and debt service requirements to Department Heads.
March 27, 2023	Department Heads complete Fiscal Year 2023/2024 budget requests and submit to Finance Director.
April 3, 2023 through April 7, 2023	Budget Officer meets with Department Heads and reviews budget requests.
April 11, 2023	Work session with Commission to review Capital Improvement Program (City Commission Chambers 5:15 p.m.)
April 10, 2023 through April 21, 2023	Budget Officer prepares proposed budget and budget message.
May 5, 2023 (Friday)	Proposed budget complete. Distribute to Budget Committee along with a current year Revenue and Expense report.
May 5, 2023	Publish notice of May 16, 2023 Budget Committee convening meeting date/time and opportunity to receive citizen input (5 - 30 days required, at least 5 days required between first and second) in newspaper and on city website.
May 16, 2023 (Tuesday)	Budget Committee meeting (City Commission Chambers, 3:00 p.m.) Receive Proposed Fiscal Year 2023/2024 City of Warrenton Budget, Budget Message, and citizen input (ask questions and comment). Hold public hearing regarding possible uses of State Revenue Sharing funds. Receive Proposed Fiscal Year 2023/2024 Warrenton Urban Renewal Agency Budget, receive Budget Message and citizen input. Budget Committee approves tax rates and amounts of property taxes to be imposed.

CITY OF WARRENTON
BUDGET CALENDAR
FISCAL YEAR 2023 – 2024

<u>DATE</u>	<u>ACTION</u>
May 25, 2023(Thursday)	2 nd Budget Committee meeting 3:00p.m. (if needed)
June 7, 2023	Budget Officer submit budget summary and public hearing notices to newspaper of record (The Astorian) for publishing. Hearings scheduled for June 27, 2023.
June 10, 2023	Publish budget summaries in advance of City Commission public hearing (5 days in advance; 5 - 25 required).
June 27, 2023	City Commission conduct Public Hearings on Approved Fiscal Year 2023/2024 City of Warrenton and Warrenton Urban Renewal Agency Budgets as approved by Budget Committee (City Commission Chambers, 6:00 p.m.)
June 27, 2023	City Commission conduct Public Hearing on proposed uses of State Revenue Sharing funds (City Commission Chambers, 6:00 p.m.)
June 27, 2023	City Commission adopt Fiscal Year 2023/2024 City of Warrenton and Warrenton Urban Renewal Agency Budget, make appropriations by fund, impose taxes, and categorize taxes (City Commission Chambers, 6:00 p.m.) (must be accomplished prior to June 30, 2023).
June 27, 2023	City Commission adopt Capital Improvement Program, 2024-2029.
July 1, 2023	Budget Officer submit Fiscal Year 2023/2024 Levy and Appropriation Resolution to County Tax Assessor (must be accomplished prior to July 15, 2023).

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

	FYE 2018		FYE 2019		Actual FYE 2020		FYE 2021		FYE 2022		Adopted Budget FYE 2023		Proposed Budget FYE 2024		Projected FYE 2025		Projected FYE 2026	
Beginning Fund Balance	3%	1,306,042	2%	1,337,045	-13%	1,156,780	-10%	1,043,091	41%	1,467,390	-25%	1,100,000	27%	1,400,000	-80%	273,621	-	-
Resources:																		
Property Taxes	6%	974,898	5%	1,021,528	5%	1,077,456	11%	1,200,859	4%	1,247,216								
Permanent Rate											1,060,110	10%	1,161,117	3%	1,195,050	3%	1,230,902	
Police Local Option											199,101	9%	216,070	3%	222,552	3%	229,229	
Other Taxes, land sales	1190%	11,287	-100%	0		937	260%	3,370	-100%	0	-	-	-	-	-	-	-	-
Transient Room Tax	16%	569,343	-2%	556,915	-18%	458,740	23%	562,166	15%	644,391	-3%	622,492	4%	648,269	1%	654,752	2%	667,847
Franchise Fees	-5%	713,083	6%	758,590	2%	770,988	19%	918,595	1%	924,075	2%	942,319	2%	959,911	2%	976,148	2%	995,671
Licenses, Permits, Fees	25%	750	-17%	625	-12%	550	-9%	500	15%	575	0%	575	9%	625	0%	625	0%	625
Grants		0		0		10,799	738%	90,545	-100%	0	-	-	-	-	-	-	-	-
State Revenue Sharing	4%	48,302	3%	49,736	9%	54,419	19%	64,989	3%	66,919	0%	66,873	6%	71,125	1%	71,836	2%	73,273
State Cigarette Tax	-2%	6,510	-6%	6,092	-5%	5,808	-12%	5,121	-10%	4,612	3%	4,764	-2%	4,687	-4%	4,495	0%	4,495
State Liquor Tax	5%	84,134	5%	88,306	7%	94,286	10%	104,104	7%	111,160	5%	116,242	8%	125,274	5%	131,631	3%	135,580
State Marijuana Tax		26,163	-37%	16,422	49%	24,468	-12%	21,501	-55%	9,579	-17%	7,940	9%	8,668	7%	9,246	2%	9,431
Charges for Services	38%	197,836	-7%	183,269	6%	194,089	35%	262,372	3%	270,399	-11%	240,829	3%	247,624	1%	251,018	3%	258,549
Fines and Forefeits	-5%	99,800	38%	138,185	-13%	120,204	-9%	109,518	-7%	102,086	26%	128,700	-20%	103,200	0%	103,200	2%	105,264
Interest Earnings	57%	18,680	53%	28,618	-32%	19,379	-62%	7,365	45%	10,660	-25%	8,000	525%	50,000	0%	50,000	-30%	35,000
Lease Receipts	0%	209,572	2%	213,814	1%	216,712	1%	219,383	3%	227,021	-3%	220,002	1%	221,913	1%	223,400	4%	231,938
Miscellaneous	-23%	12,592	17%	14,688	-4%	14,068	-7%	13,089	14%	14,943	-80%	3,000	0%	3,000	0%	3,000	0%	3,000
Overhead Charge	-7%	936,779	9%	1,016,874	7%	1,090,707	-8%	1,008,696	16%	1,165,524	19%	1,385,311	8%	1,496,499	6%	1,586,289	6%	1,681,466
One Time Revenues	100%	0	100%	3,577	100%	0	100%	160	100%	140,378								
Transfers In	0%	25,629	0%	0	0%	0	0%	0	0%	0	685,618		974,812		53,000		-	-
Total Resources	4%	<u>3,935,358</u>	4%	<u>4,097,239</u>	1%	<u>4,153,610</u>	11%	<u>4,592,333</u>	8%	<u>4,939,538</u>	15%	<u>5,691,876</u>	11%	<u>6,292,794</u>	-12%	<u>5,536,242</u>	2%	<u>5,662,268</u>
Expenditures:																		
Personal Services	9%	2,505,613	8%	2,708,362	5%	2,832,602	-3%	2,736,496	5%	2,882,756	24%	3,575,158	7%	3,833,416	7%	4,101,755	7%	4,388,878
Materials and Services	-3%	1,167,733	-3%	1,130,555	12%	1,267,977	2%	1,288,905	8%	1,395,490	24%	1,733,055	11%	1,919,869	3%	1,967,866	3%	2,017,062
Capital Outlay	-82%	931	-45%	509	-79%	108	291%	422	-97%	11	166264%	18,300	117%	39,800	-87%	5,000	0%	5,000
Debt Service		113,500		113,500		72,034		72,033	0%	72,034	0%	72,034	0%	72,034	0%	72,034	0%	72,034
Transfers Out	-10%	116,578	178%	324,578	-71%	94,578	-26%	70,178	143%	170,778	422%	891,451	-2%	871,641	-77%	200,778	-15%	170,798
Total Expenditures	4%	<u>3,904,355</u>	10%	<u>4,277,504</u>	0%	<u>4,267,299</u>	-2%	<u>4,168,034</u>	8%	<u>4,521,069</u>	39%	<u>6,289,998</u>	7%	<u>6,736,760</u>	-6%	<u>6,347,433</u>	5%	<u>6,653,772</u>
Contingency											254,938		168%	682,413	-53%	317,372	5%	332,689
Ending Fund Balance	2%	<u>1,337,045</u>	-13%	<u>1,156,780</u>	-10%	<u>1,043,091</u>	41%	<u>1,467,390</u>	29%	<u>1,885,859</u>	-87%	<u>246,940</u>	11%	<u>273,621</u>	-412%	<u>(854,942)</u>	55%	<u>(1,324,193)</u>
Months operating expenditures in ending fund balance		4.11		3.25		2.93		4.22		5.01		0.47		0.49		0.00		0.00

Resolution Number - 2031

A Resolution Establishing a Fiscal Policy for the City of Warrenton

The City Commission of the City of Warrenton hereby resolves the following:

FISCAL POLICY

Section A. Revenue Policy

1. Revenue Policy. The cumulative increase of revenue from the levy of property tax will not exceed the maximum allowed under Oregon law and the Oregon Constitution.
2. SDC & Capital Connection Fees. Capital connection fees and/or System Development Charges will be established that reflects the cost of water and sewer improvements to service additional increments of growth. Capital connection fees and/or System Development Charges (SDC) will reflect a proportionate share of actual cost to be determined through a SDC methodology as provided for in the Oregon Revised Statutes. It will be the policy of the City of Warrenton to recover the appropriate capacity costs associated with new development and to minimize the cost of growth on existing utility users as much as possible.
3. Maximization of User Fees. It will be the policy of the City of Warrenton to maximize the utilization of user charges in lieu of ad valorem taxes for services that can be individually identified and where the costs are directly related to the level of service:
 - a. It will be the policy of the City to ensure that utility fees, user fees and user rates for water, sewer and all other fee supported services will be sufficient to finance all operating, capital and debt service costs associated with the service for which they are charged.
4. Discretionary Revenues. The City will seek to maximize all discretionary revenues in the General Fund as much as possible. Discretionary revenues include, but are not limited to, taxes, shared revenue, franchise fees and lease receipts.
5. Revenue Projections. The City will project General Fund revenues and expenditures for two years and will update the projections annually. The first revenue projections will be completed with one year of the adoption of this Resolution.

Section B. Budget Policy

1. Revenue will be sufficient to support current operating expenditures. Any reduction in services and programs will occur in accordance to the City's Resource Reduction Strategy (City Resolution 2033).
2. Debt or bond financing will not be used to finance current operating expenditures.
3. The City will strive to develop, over a period of time, the information needed to include performance measures in the City's budgeting process.

4. The City will coordinate all current risk management activities in order to better protect against loss and a reduction in exposure to liability.
5. The City will establish an equipment/vehicle replacement reserve fund to replace capital outlay items with a life of more than two years and a value of \$5,000 or more.
6. The City will seek a reasonable basis for allocating personal service costs.

Section C. Capital Improvement Policy

1. The City will prepare and adopt capital improvement plans that will detail capital projects and needs associated with water and wastewater improvements. The plans will also include estimated capital cost for improvements and list potential funding sources.

Section D. Accounting Policy

1. The City will establish and maintain the accounting systems in accordance with governmental accounting principals accepted in the United States, the Generally Accepted Principles and Standards of the Government Finance Officers Association (GFOA), and the National Committee on Governmental Accounting.
2. An annual audit will be performed by an independent public accounting firm that will issue an official opinion on the annual financial statements, with a management letter detailing areas that need improvement if required.
3. Full disclosure will be provided in the financial statements and bond representations.
4. Financial systems will be maintained to monitor expenditures and revenues on a monthly basis by both City Department Heads and the Finance Director with any adjustments being made prior to the end of the year.

Section E. Debt Policy

1. Capital projects, financed through the issuance of bonds, shall be financed for a period not to exceed the expected useful life of the project.
2. The City will attempt to utilize the lease/purchase of capital equipment if determined to be costs effective.

Section F. General Fund Reserve Policy

1. The City will strive to attain a General Fund Contingency of 5% of the overall General Fund to be used for unanticipated emergencies within the next five years.

Section G. Selection of Finance Consultants

1. Solicitation. If deemed appropriate by the City Commission, the City Manager shall be responsible

for establishing a Request for Proposals (RFP) and selection process for securing professional services that are required to develop and implement the City's debt program. Goals of the solicitation and selection process shall include encouraging participating from qualified service providers at competitive prices. RFPs may include the following types of services: 1) Bond Counsel, 2) Underwriters, 3) Financial Advisors, and; 4) Paying Agents.

Section H. Comprehensive Capital Planning & Financing

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

Section I. Limitations on City Indebtedness

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

Section J. Structure and Term of City Indebtedness

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

Section K. Method of Sale - Bonds

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

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

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

Section L. Short-Term Debt & Interim Financing

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

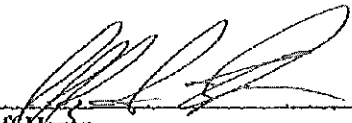
Section M. Improvement District and Assessment Contract Financing

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

Section N. Refunding of City Indebtedness

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

This resolution is effective December 1, 2003.



Mayor Jeff Hazen

Attest:



City Manager

Resolution Number 2032

A Resolution Establishing Budget Development Policies for the City of Warrenton

The City Commission of the City of Warrenton hereby resolves the following:

BUDGET DEVELOPMENT POLICIES

1. **General Fund Budget**

- A. Balanced Operating Budget. The City shall adopt a balanced budget where operating revenues are equal to, or exceed operating expenditures. Any increase in expenses, decreases in revenues, or combination of the two that would result in a budget imbalance will require budget revisions, rather than spending unappropriated surpluses or designated reserves to support ongoing operations. Any year-end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels.
- B. Budget Document. The operating budget shall serve as the annual financial plan for the City. It will serve as the policy documents of the City Commission for implementing goals and objectives. The budget shall provide the staff the resources necessary to accomplish City Commission determined service levels.
- C. General Fund Emphasis. In light of the passage of recent property tax limitations, and the potential need for expenditure reductions, the emphasis should be on conserving General Fund discretionary resources to fund high priority programs. Given this, it is the City's goal to prepare a budget that, to the greatest extent possible, maintains existing high-priority programs supported by the General Fund while at the same time seeking savings wherever possible. If necessary, funding for lower priority programs will be reduced or eliminated to insure that expenditures remain in balance with resources.
- D. Cost Efficiency. The Budget Officer will prepare a fiscally conservative budget and will seek savings wherever a balance between cost efficiency and the quality of public service can be achieved.
- E. Base Budget – New Expenditures. As part of the Budget Officer's budget preparations, all City departments will prepare base budgets with no new regular positions, or other expenditures, unless specifically authorized by the Budget Officer.
- F. Base Budget – Budget Reductions. If anticipated costs exceed anticipated revenues, the Budget Officer will consider reductions in staffing levels, public services and related expenses in accordance to the City's Budget Reduction Strategy (City Resolution 2033). In addition, the Budget Officer will also consider the reorganization of departments, changes in staffing or positions if needed.

- G. Base Budget – Materials & Services. For activities or programs funded primarily from General Fund or other discretionary resources, City departments will prepare base budgets with a goal of holding materials and services expenditures to no more than the previous fiscal year's budget level. The Budget Committee must approve proposed increases in General Fund expenditures.
- H. Accurate Representation of Service Costs. The Citizens of Warrenton have a right to understand the full and undistorted actual costs associated with City services. Consequently, it'll be the policy of the City of Warrenton that all departmental, service and program costs will reside in the fund and department in which the activity occurs and pursuant to Generally Accepted Accounting Principles.
- I. Revenue Estimates. City departments should budget for revenues based on the best information available during the budget process. If additional information becomes available during the budget process, it should be provided to the City Manager. Accuracy in revenue/expenditure estimates is critical. New revenues should be estimated based on available information the first year. Subsequent annual estimates should also take into consideration actual receipts from the previous year.
- J. Pursuit of New Departmental Revenues. The City will pursue revenue sources to the fullest extent possible for all services as well as total cost identification, including indirect costs, for fee setting purposes. To the extent possible any new revenue sources should be used to offset the cost of existing staff and programs, rather than funding new services.
- K. Expenditure Reductions. Reductions in revenues may require expenditure reductions from a base budget level. Should such reductions be required, the City Manager will be guided by the City's adopted Resource Reduction Policy.
- L. Full Cost Recovery. The City will make every effort to assign costs where they occur through the use of interdepartmental/interfund charges and indirect cost assignments. The intent is to clearly define the true cost of City services provided both internally and externally. Recognizing the scale of this effort, the first priority is the recovery of overhead costs from all funds and grant programs.
- M. User Rates. It will be the policy of the City of Warrenton to set utility fees at levels that provide for the actual costs of services, including operating, maintenance and future capital and improvement expenses. When considering user rate structures, the City should always strive to demonstrate the real and actual costs of City services to the public. The City Enterprise Funds shall be supported by their own rates and not subsidized by the general Fund.
- N. Budget Savings During the Year. To the extent General Fund supported departments experience savings during the year (due to position vacancies, etc) that money should not be spent. Instead it should be saved to augment the beginning fund balance for the next fiscal year.

2. Non-General Fund Budgets

- A. Bottom – Line Emphasis. For activities or programs funded primarily from non-General Fund sources, City departments will prepare base budgets with a goal of holding any General Fund contribution to no more than the amount provided in the previous fiscal year, subject to the availability of funds. Whenever possible, reductions in General Fund contributions should be sought.
- B. No Backfilling. With possible exceptions for high priority programs, General Fund discretionary dollars will not be used to back-fill any loss in State-shared or federal revenues.
- C. Revenue Estimates. Departments should budget for revenues based on the best information available at the time the budgets are prepared. If additional information becomes available during the budget process, it should be provided to the City Manager. New revenues should be estimated based on available information the first year. Subsequent annual estimates should also take into consideration actual receipts from the previous year.
- D. Accurate Representation of Service Costs. As with General Fund services, the Citizens of Warrenton have a right to understand the full and undistorted actual costs associated with City services. Consequently, it'll be the policy of the City of Warrenton that all departmental, service and program costs will reside in the fund and department in which the activity occurs and where the service and cost has been historically linked.
- E. Overhead/Indirect Cost Allocations. All departments should budget the amount allocated to that department as determined by the Budget Officer and/or any future Indirect Cost Allocation Plan.
- F. Cost Efficiency. As with the General Fund, staff responsible for non-General Fund budgets will prepare fiscally conservative budgets and will seek savings wherever a balance between cost efficiency and the quality of public service can be achieved.

3. Matching Funds

- A. City Share. If State funding is reduced for a specific service or project, there should be no increased contribution from non-General Fund sources unless increased City share is mandated or the increase is approved by the City Commission.
- B. In-kind Contribution. Where matching funds are required for grant purposes, the City will provide as much in-kind (resources already allocated by the City that will be expended in any case) contribution as allowed, instead of hard-dollar matches.
- C. General Fund Matching Funds. No General Fund grant cash-match will be included in any grant applications without the prior review and approval of the City Commission.

4. **New Positions Generally**

- A. Considerations of New Positions. Unless otherwise determined by the Budget Committee, the Budget Officer will consider new permanent positions only if the cost of the position is offset by non-General Fund sources or a General Fund operating levy, or if the cost of the position is offset by a new external revenue source. Cost estimates for new positions will include office facility space, benefits, equipment, rent, utilities, supplies, etc. The Budget Committee may add new positions if determined essential for a high priority service and funding can be obtained.

5. **Mid-Year Budget Reductions**

- A. Revised Revenue Estimates. If additional information concerning revenue reductions becomes available after the start of the fiscal year, it may be necessary to make budget adjustments. These adjustments will be made in accordance with the City Commission's adopted Resource Reduction Strategy.

6. **Mid-Year Request, General Fund Contingency**

- A. Non-Emergency Requests. In those cases where a department is required to absorb an unanticipated cost beyond its control of a non-emergency nature, departmental resources must first be exhausted prior to a transfer from General Fund contingencies. Upon conducting a final financial review of departmental budgets towards the end of the year, a transfer from contingency will be made to cover unanticipated costs that could not be absorbed through the year.
- B. Emergency Requests. Emergency requests during the fiscal year will be submitted to the City Manager's office for recommendation and forwarded to the City Commission for consideration.

7. **Employee Salary Adjustments**

- A. Cost of Living Adjustment. Budgeting for personnel service expenditures will include an amount for a cost of living adjustment. The amount budgeted for this purpose will take into account the most recent consumer price index information available at the time the budget is prepared, existing collective bargaining agreements, and other relevant information. Employees may not receive a cost of living adjustment if it's determined that insufficient resources exist to do so.
- B. Step Adjustments. Budgeted personnel services expenditures will include an amount to account for annual step adjustments for all employees who are not currently at the top of their range. Annual employee step adjustments will not exceed 5%.

8. **Budget Controls**

- A. Legal Compliance. The City Manager's Office will continue to review and control

departmental budgets at the expenditure category level (such as personnel services, materials and supplies). As such, the City Manager's approval is necessary before actual or projected year-end expenditures are allowed to exceed total expenditure appropriations for each expenditure category.

9. **Discretionary Resources**

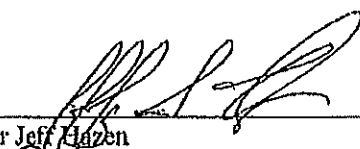
- A. Maximize the City Commission's Discretion. Wherever legally possible, revenues are to be treated as discretionary resources, rather than as dedicated to a particular program or service. The goal is to give the City Commission as much flexibility as possible in allocating resources to local priorities.
- B. Transient Room Tax Revenues. Room tax monies are not legally dedicated to fund particular programs or services and shall be considered purely discretionary resources.
- C. Use of Dedicated Funding Sources. Whenever legally possible, the City will transfer funding responsibility for existing services or activities to the appropriate dedicated funding sources, freeing up scarce discretionary resources as much as possible.

10. **Unappropriated Ending Fund Balances & Contingencies**

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

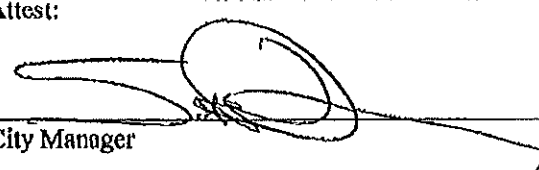
Passed and adopted November 20, 2002.

This resolution is effective December 1, 2002.



Mayor Jeff Hazen

Attest:



City Manager

Resolution Number 2033

A Resolution Establishing Budget Strategic Plan & Resource Reduction Policy

The City Commission of the City of Warrenton hereby resolves the following:

BUDGET STRATEGIC PLAN

Section 1 - Guiding Policies & Principles

1. Recognizing its financial limits, and the potential for future decreases in General Fund revenue, the City of Warrenton will make a distinction between three different types of services: 1) those that are appropriately funded primarily from City discretionary resources, such as property taxes, 2) those that are appropriately funded primarily from entrepreneurial activities, and; 3) services designated as special revenues:
 - A. Services are appropriately funded with discretionary resources if they are traditional City services, have historically been funded by discretionary monies, and they are not services which are capable of generating significant revenues from fees or other sources. The City will continue to fund these programs primarily from discretionary resources.
 - B. Services are appropriately funded as enterprise activities if they are not traditional City services funded with discretionary monies or if they are traditional City services, but have the ability to generate significant revenues from fees, the sale of services, or other sources, to be self-sustaining. The City will fund these programs primarily from fees and the sale of services and user fees. Exceptions may be made on a case-by-case basis. The test will be whether or not the City would incur more discretionary costs by failing to provide discretionary support to a Citywide service appropriately funded as an enterprise activity.
 - C. Services are appropriately funded with special revenues if they are not traditional City services historically been funded with discretionary resources or if they are traditional City services, but have the ability to generate revenues and/or receive restricted or dedicated revenues from other sources. The City will fund these programs and services with special revenues. Exceptions may be made on a case-by-case basis. The test will be whether or not the City would incur more discretionary costs by failing to provide discretionary support to a Citywide service appropriately funded with special revenues.
 - D. All other fund types will be budgeted and managed in accordance to Generally Accepted Budgeting/Accounting Principles, State Budget Law and guidelines developed by the Warrenton Budget Committee.
2. The City has prioritized those services appropriately funded by discretionary resources. To the extent additional discretionary resources are available, high priority service areas will be slated for growth in discretionary support. Lower priority service areas will receive constant or decreasing discretionary support. The City's prioritization of services is as follows:

General Fund Priorities

1. Any/All General Fund Debt Obligations
 2. Fire Department
 3. Police Department
 4. Dikes Department
 5. Administration/Commission
 6. Planning Department
 7. Building Department
 8. Municipal Court
 9. Building Maintenance
 10. Parks Department
 11. Fire Apparatus Replacement Fund
 12. Recreation
-
3. Because the City Commission believes that the Citizens of Warrenton have a right to know the actual cost of City services, overhead and indirect costs will not be prioritized, but will be sized to the need and size of the overall organization. Any reduction in the proposed indirect or overhead costs will be matched with a proportionate decrease in program and service costs in the same fund.
 4. The Budget Officer will be responsible for budgeting and calculating the indirect cost and overhead allocations to the City's various departments and funds pursuant to definitions and principals found in Generally Accepted Accounting Principles for local governments. In calculating the General Fund's portion of indirect costs, the Budget Officer will use an allocation methodology based on objective financial information. The indirect cost methodology will be uniformly applied to all Departments and funds.
 5. Generally, wherever possible, the City's goal is to make fee-supported programs self-sufficient. This includes recovering those services fair share of overhead costs, including utilities.
 6. Where legally possible, the City will consider using dedicated resources to fund high priority services/programs related to the purpose for which the dedicated funds are received.

RESOURCE REDUCTION STRATEGY

Section II - General Policies and Principles

1. When faced with a potential reduction in resources, the City's goal is to continue to provide high priority services in a professional, effective and efficient manner. To the extent possible, across-the-board reductions in expenditures will be avoided. Reductions will be made on a case-by-case basis, focusing on each individual program or service.
2. In making expenditure reductions, the goal will be to reduce or eliminate funding for lower priority programs or services before considering funding reductions for higher priority programs. Wherever possible, it will be the City's goal to reduce the quantity of a service being provided, rather than the quality of service (e.g., limit the number of recipients of a service, rather than the quality of service provided to the remaining recipients).

3. Recognizing that it does not necessarily make sense to fund current operations at the expense of long-term capital or planning programs, every effort will be made to continue capital and planning programs geared to the City's short and long term infrastructure and capital needs.

Section III - Resource Reduction Priorities

1. If, as a result of loss of a significant amount of discretionary resources, expenditure reductions become necessary, those reductions will be made roughly in the following order:
 - A. First, City's contributions to outside organizations will be reduced or eliminated. If this proves insufficient, then;
 - B. The Budget officer will propose moderate reductions in discretionary support will be made on a case-by-case basis. These reductions will focus first on programs appropriately funded by discretionary and/or dedicated resources and then low priority services appropriately funded by discretionary resources. If this proves insufficient, then;
 - C. Any discretionary funding for Citywide services will be reduced or eliminated. The Budget Officer will propose exceptions to be made on a case-by-case basis, focusing on those programs that are part of the service delivery system for which the City has primary responsibility. The test will be whether or not the City would incur more costs by failing to provide discretionary support to a Citywide service. If this proves insufficient, then;
 - D. Discretionary funding for programs will be reduced or eliminated, starting with the lowest priority service area and moving on to higher priority service areas as needed and on a case-by-case basis. Depending on the amount of the reduction needed, the City will consider and evaluate those discretionary services that constitute the largest allocation of revenue as areas to seek reductions. City service area priorities are:

General Fund Reduction Priorities

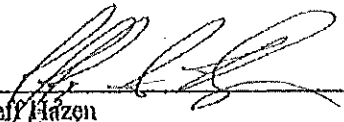
1. Recreation
2. Fire Apparatus Replacement Fund
3. Parks
4. Building Maintenance
5. Municipal Court
6. Building Department
7. Planning
8. Administration/Commission
9. Dikes
10. Police
11. Fire
12. Any/All General Fund Debt obligations

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

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

R. The City will consider a reduction in force.

This resolution is effective December 1, 2002.



Mayor Jeff Hazen

Attest:



City Manager

CITY OF WARRENTON

Budget 2023/2024

PERSONNEL ALLOCATION	FTE	Gross Wage	001		001		FTE	General Fund	005		015		020		021	
			FTE	413	Dept	Fund			FTE	Community Center	FTE	Grant Fund	FTE	Library Fund	FTE	Bldg Div Fund
City Manager	1.00	129,000	1.00	129,000												
City Recorder /Assistant to City Manager	1.00	76,825	1.00	76,825												
Deputy City Recorder	1.00	48,955	1.00	48,955												
Finance Director	1.00	135,376	1.00	135,376												
Accounting Clerk	0.63	32,113	0.63	32,113												
Cashier/Accounting Clerk	1.00	57,193	0.20	11,439												
Accountant	1.00	70,583	1.00	70,583												
Accounting Technician	1.00	56,702	0.20	11,340												
Mayor		1,800		1,800												
Commissioners		7,200		7,200												
Community Center staff	0.15	4,869							0.1500	4,869						
Planning Director	1.00	92,630			CD	419	1.0000	92,630								
Planning Tech	1.00	51,233			CD	419	1.0000	51,233								
Permit Technician	1.00	53,963													1.0000	53,963
Building Official	1.00	88,220													1.0000	88,220
Building Inspector	1.00	68,615													1.0000	68,615
Fire Chief	1.00	95,332			Fire	422	1.0000	95,332								
Division Chief of Operations/Training	1.00	84,018			Fire	422	1.0000	84,018								
Firefighter/Lietenant	1.00	65,831			Fire	422	1.0000	65,831								
Fire Administrative Assistant	0.50	22,202			Fire	422	0.5000	22,202								
Fire Volunteers		170,000			Fire	422		170,000								
Librarian	1.00	64,003											1.000	64,003		
Library Assistant	0.70	27,456											0.700	27,456		
Library Assistant Youth Coordinator	0.625	21,217											0.625	21,217		
Harbormaster	1.00	77,587														
Marina Accounting Clerk	1.00	48,955														
Marina Workers	3.00	154,142														
Assistant Harbormaster	1.00	65,831														
Police Chief	1.00	120,722			Police	421	1.0000	120,722								
Police Sergeant	2.00	183,768			Police	421	2.0000	183,768								
Police Officers	9.00	639,746			Police	421	9.0000	639,746								
Police Clerk/Property Evidence Clerk	1.00	61,905			Police	421	1.0000	61,905								
Police Clerk/Municipal Court	1.00	58,597			Court	412	0.8000	46,878								
					Police	421	0.2000	11,719								
Public Works Director	1.00	122,892			Parks	429	0.0200	2,458								
Water Treatment Plant Operator Lead	1.00	74,756														
Public Works Foreman	1.00	68,574			Parks	429	0.0890	6,102								
Operations Manager	1.00	70,562			Parks	429	0.0200	1,411								
Project Manager	1.00	75,950			Parks	429	0.0200	1,519								
Public Works Analyst	1.00	59,545			Parks	429	0.0100	595								
Public Works Executive Secretary	1.00	44,122			Parks	429	0.0286	1,262								
Public Works Office Assistant	1.00	48,955			Parks	429	0.0286	1,400								
Public Works Water Quality Technician	1.00	65,648														
Public Works Sanitation	2.00	109,930														
Public Works Utility Worker	9.00	451,639			Parks	429	0.8008	40,186								
Public Works Mechanic	1.00	62,500			Parks	429	0.0178	1,112								
Wastewater Treatment Plant Operator I	1.00	54,009														
Water Plant Operator II	1.00	61,525														
Wastewater Treatment Plant Supervisor	1.00	66,928														
Public Works Weekend Operator	0.28	17,250														
Engineering Tech	2.00	139,475														
		<u>4,530,848</u>														
Overtime		208,500		2,000	Fire	422		10,000								
					Court	412		1,000								
					CD	419		1,000								
					Police	421		85,000								
					Parks	429		2,000								
On-Call Time		13,787			Parks	429		1,182								
Temporary/Seasonal		45,220			Police	421		3,250								
					Parks	429		10,782								
GRAND TOTALS	64.880	<u>4,798,355</u>	6.0250	<u>526,632</u>			20.5348	<u>1,816,243</u>	0.1500	<u>4,869</u>	0.0000	<u>-</u>	2.3250	<u>112,675</u>	3.0000	<u>210,797</u>

General Fund Dept Summary

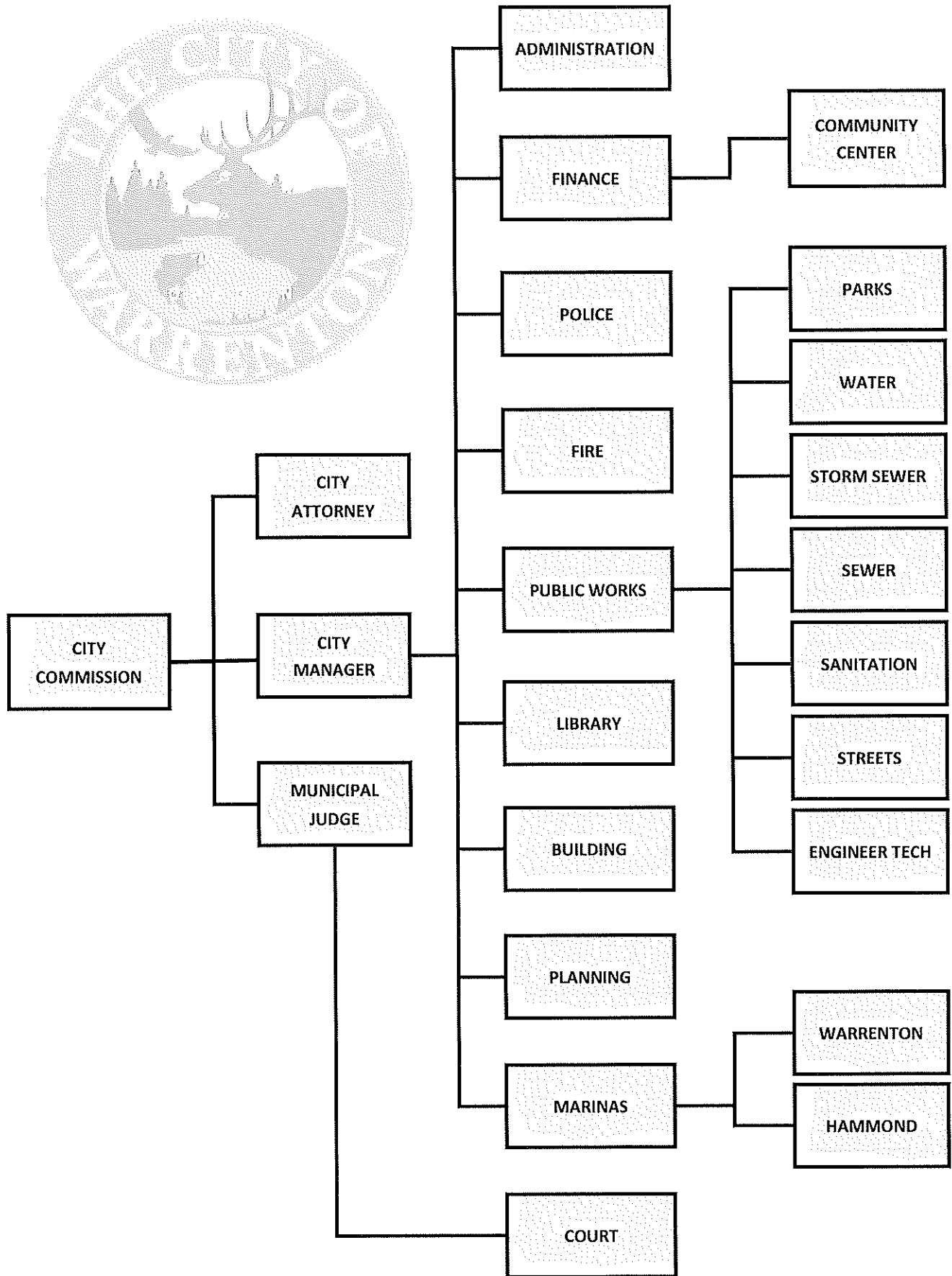
412	Municipal Court	0.8000	47,878
419	Community Development	2.0000	144,863
421	Police	13.2000	1,106,110
422	Fire	3.5000	447,383
429	Parks	1.0348	70,010
	Total	<u>20.5348</u>	<u>1,816,243</u>

CITY OF WARRENTON	040	010	011	025	030	028	032	042								
Budget 2023/2024																
PERSONNEL ALLOCATION	FTE	State Tax Street	FTE	Warrenton Marina	FTE	Hammond Marina	FTE	Water	FTE	Sewer	FTE	Storm Sewer	FTE	Sanitation	FTE	Engineering
City Manager																
City Recorder /Assistant to City Manager																
Deputy City Recorder																
Finance Director																
Accounting Clerk																
Cashier/Accounting Clerk							0.2952	16,882	0.3147	17,999	0.0629	3,599	0.1272	7,275		
Accountant																
Accounting Technician							0.2952	16,737	0.3147	17,845	0.0629	3,568	0.1272	7,212		
Mayor																
Commissioners																
Community Center staff																
Planning Director																
Planning Tech																
Permit Technician																
Building Official																
Building Inspector																
Fire Chief																
Division Chief of Operations/Training																
Firefighter/Lietenant																
Fire Administrative Assistant																
Fire Volunteers																
Librarian																
Library Assistant																
Library Assistant Youth Coordinator																
Harbormaster			0.5959	46,233	0.4041	31,354										
Marina Accounting Clerk			0.5959	29,172	0.4041	19,784										
Marina Workers			1.7877	91,853	1.2123	62,289										
Assistant Harbormaster			0.5959	39,228	0.4041	26,603										
Police Chief																
Police Sergeant																
Police Officers																
Police Clerk/Property Evidence Clerk																
Police Clerk/Municipal Court																
Public Works Director	0.1300	15,976					0.4000	49,157	0.4000	49,157	0.0300	3,687	0.0200	2,458		
Water Treatment Plant Operator Lead							1.0000	74,756								
Public Works Foreman	0.1205	8,265					0.4389	30,095	0.3183	21,828	0.0333	2,283				
Operations Manager	0.1300	9,173.0900					0.4000	28,225	0.4000	28,225	0.0300	2,117	0.0200	1,411		
Project Manager	0.1300	9,873					0.4000	30,380	0.4000	30,380	0.0300	2,278	0.0200	1,519		
Public Works Analyst	0.0900	5,359.0315					0.5000	29,772	0.2000	11,909	0.1800	10,718	0.0200	1,191		
Public Works Executive Secretary	0.0614	2,710					0.3797	16,752	0.3840	16,943	0.0480	2,116	0.0984	4,340		
Public Works Office Assistant	0.0614	3,006.6868					0.3797	18,587	0.3840	18,799	0.0480	2,348	0.0984	4,815		
Public Works Water Quality Technician							1.0000	65,648								
Public Works Sanitation													2.0000	109,930		
Public Works Utility Worker	1.0848	54,438					3.9498	198,209	2.8649	143,767	0.2997	15,040				
Pulbic Works Mechanic	0.1241	7,756.6460					0.2878	17,986	0.2637	16,479	0.1067	6,666	0.2000	12,500		
Wastewater Treatment Plant Operator I									1.0000	54,009						
Water Plant Operator II							1.0000	61,525								
Wastewater Treatment Plant Supervisor									1.0000	66,928						
Public Works Weekend Operator							0.1400	8,625	0.1400	8,625						
Engineering Tech	0.2500	15,881					0.2500	15,881	0.2500	15,881	0.2500	15,881			1.000	75,950
Overtime		2,000		8,000		8,000		28,000		50,000		2,500		8,000		1,000
On-Call Time		1601						5831		4730		442				
Temporary/Seasonal		899		12,000		12,000						5,391		899		
GRAND TOTALS	2.1823	136,939	3.5754	226,486	2.4246	160,030	11.1161	713,047	8.6343	573,503	1.1814	78,634	2.7311	161,549	1.0000	76,950

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

	Budget Year						
	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
General Fund							
Municipal Court	0.4878	0.7317	0.7317	0.7317	0.7927	0.8500	0.8000
Admin/Commission/Finance	5.6750	5.9250	5.9250	5.9250	5.9250	5.9250	6.0250
Planning	1.0250	1.0250	1.2750	1.2750	1.2000	2.2000	2.0000
Police	12.7622	12.7683	12.7683	12.7683	13.1323	13.1500	13.2000
Fire	3.0000	3.0000	3.0000	3.0000	3.0000	3.5000	3.5000
Parks	0.5229	0.4656	0.7446	0.5357	0.7380	0.4438	1.0348
Total General Fund	23.4729	23.9156	24.4446	24.2357	24.7880	26.0688	26.5598
Special Revenue Funds							
Community Center	0.1500	0.1500	0.1500	0.1500	0.1500	0.1500	0.1500
Grants Fund	0.0000	0.0000	0.0000	0.0000	1.0000	1.0000	0.0000
Library Fund	0.9150	1.6650	2.0050	2.0050	2.2500	2.3250	2.3250
Building Division	2.0750	2.0750	2.8250	2.8250	2.9000	2.9000	3.0000
State Tax Street Fund	0.8510	0.7949	0.8391	1.0511	1.3085	2.0715	2.1823
Total Special Revenue Fund	3.9910	4.6849	5.8191	6.0311	7.6085	8.4465	7.6573
Enterprise Funds							
Warrenton Marina	3.6597	3.6033	3.5200	3.2549	3.8512	3.8294	3.5754
Hammond Marina	2.3403	2.3967	2.4800	1.7451	2.1488	2.1706	2.4246
Water Fund	8.5304	8.2382	8.3076	7.3792	8.6377	9.8807	11.1161
Sewer Fund	7.2457	7.9261	8.0133	8.8139	8.5065	9.6329	8.6343
Storm Sewer Fund	0.7584	1.2694	0.7672	1.0122	0.6269	1.3535	1.1814
Sanitation Fund	2.6916	2.9058	2.9282	2.8079	2.7823	2.4977	2.7311
Total Enterprise Fund	25.2261	26.3394	26.0163	25.0132	26.5535	29.3647	29.6630
Internal Service Funds							
Engineering	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Total All Funds	53.690	55.940	57.2800	56.2800	59.9500	64.8800	64.880
Addition:							
Water Treatment Plant Operator							1.0000
Project Manager							1.0000
Wastewater Treatment Plant Operator I							1.0000
Mechanic							1.0000
Subtraction:							
Water Treatment Plant Superintendent							(1.0000)
Utility Worker							(1.0000)
Utility Worker WWTP							(1.0000)
Fire Marshal							(1.0000)
Total 2023/2024 net change							-

Organizational Chart



Budget Programs

General Fund

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

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

Following is a review of the 2023-2024 General Fund and its programs.

Municipal Court

The Warrenton Municipal Court processes traffic infractions, misdemeanor crimes, and city ordinance violations (other crimes are handled by Clatsop County Circuit Court in Astoria). Court is typically held twice each month.

Administration/Commission/Finance

This department includes all the costs of the City Commission, City Manager, City Recorder/Assistant to the City Manager, Deputy City Recorder, and Finance Department staff.

The administration responsibilities include day-to-day management of the city; converting City Commission goals into action; managing city contracts, franchise agreements and grant projects, responding to citizen inquiries and complaints, working with state and federal elected officials and departments, and managing city records.

The mission of the Finance Department is to provide all proper and necessary accounting, auditing, and financial management services to and for the City. These services include receipting and disbursement of City financial resources (including utilities billing/collection and payroll), sound investment of cash, accurate and timely recording of all financial activity, monitoring compliance with Oregon Local Budget Law, maintaining financial records, accounting for fixed assets, monitoring financial compliance with various Federal, State, and local requirements and dealing with the involved governmental agencies, and providing support to City departments and staff in areas of financial management.

The costs of this department are charged to the various general fund departments as well as the other major funds which include the Community Center, WBL, Library, Building Department, State Tax Street Fund, Warrenton Marina, Hammond Marina, Water Fund, Sewer Fund, Storm Sewer Fund and Sanitation. The general fund resources show 100% of the costs being recovered through these charges. The overhead resources exactly offset the costs in this department with the resulting net effect of the overhead costs being allocated to the general fund departments.

Planning

The Planning Department serves current residents and individuals moving to Warrenton with building and planning services in the belief that a growing community can remain livable, can meet the needs of its citizens and become a diverse community with jobs and housing needs met.

Police

The Warrenton Police Department is a progressive department which believes in “community policing” and strives to deliver quality personal service to Warrenton residents and people visiting our community. Officers handle criminal investigations, traffic control/enforcement, and school resource functions. This budget consists of nine patrol officers, two sergeants and the chief of police. Support staff consists of one full-time clerk and one clerk who splits time between Court(.80FTE) and Police(.20FTE) duties.

Fire

The Warrenton Fire Department serves both the City of Warrenton and the Warrenton Rural Fire Protection District. Paid personnel consist of the Fire Chief, Division Chief of Operations and Training, and one Fire Fighter/Lieutenant. Support staff includes one part-time Administrative Assistant. All positions are funded entirely by the General Fund. The Warrenton Fire Department provides a very high level of dedicated service to City residents and businesses. Currently there are approximately 20 volunteer firefighters. Similar services provided by a full-time department would be unaffordable.

Parks

The City maintains seven parks within the City limits. These include the Quincy and Bessie Robinson City Park with baseball fields, tennis courts and playground equipment; Seafarer’s Marina Park, (next to the Hammond Marina); Eben Carruthers Park, with picnic areas, a viewing platform and dog park on the Columbia River; Parade Ground Park in the Old Fort Stevens Officers’ Row; Fort Stevens Park, at Pacific and 7th Drive, Skipanon River Park on Second Street, and the new Forest Rim Parklet. In addition, the City maintains the greenway along Pacific Avenue in the Hammond District.

Contingency

This is used to account for a general operating contingency for the general fund. The City’s fiscal policies state that “the City will strive to attain a General Fund Contingency of at least 5% of the overall General Fund to be used for unanticipated emergencies during the year.

Transfers

The City plans for transfers from the General Fund to other funds when required. For example, the City has reserve funds in which it saves money for the future purchase of equipment, vehicles, and major capital and maintenance needs for buildings and grounds.

Special Revenue Funds

The special revenue fund type is used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.

Community Center Fund

The Community Center was built with funds from an Oregon Community Development Block Grant. It provides space for senior congregate meals supported by the Area Agency on Aging. It is also rented to the public for meetings, weddings, receptions and parties. The Center has an advisory board to the commission, while day to day operations are handled by the Center manager. Revenues are from rentals, donations, fund raisers and interest income. Expenditures are for the maintenance of the facility, insurance, utilities and supplies. Excess revenues are reserved in the capital reserve fund.

Warrenton Business License Fund

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

Grant Fund

This fund is used to record grants from a variety of sources. This budget year includes anticipated grants for Police, Fire, a Homeland Security Grant, and Funds from the American Rescue Plan Act to be used for the provision of government services.

Library Fund

Since May of 2017, the Warrenton Community Library has been located downtown in a rental facility. Much of the library operations is provided by volunteers. The library has an advisory board to the commission. During the 2023-2024 budget year, the library will have one full-time Librarian who is responsible for coordination of volunteers and day to day operations, one part-time (28 hour) administrative assistant and one part-time (25 hour) library aide. Funding consists of a five year Local Option tax levy which will go to voters in May 2023. If renewed, the levy will expire in 2028.

Building Division

The Building Division provides comprehensive enforcement of building, plumbing, mechanical, and fire and life safety codes of the State of Oregon. This division ensures that commercial and industrial buildings, residential dwellings, and public buildings such as schools and government buildings are constructed in conformance with all regulatory codes to ensure the continued safety

and well-being of all members of the community. This division is funded solely from building permit fees.

Transient Room Tax Fund

The Transient Room Tax was passed to help defray costs of police and first response medical assistance and infrastructure usage by tourists and other short term visitors to the City of Warrenton, as well as to provide funds for tourist promotion. The tax is currently 12% of gross revenues for all short term (less than 30 days) rental of sleeping and camping space. Based on direction of the City Commission, funds are allocated as follows. Of the total collections, the collector retains 5% to cover costs of collection, and the remaining 95% is remitted to the City. The City then forwards 2% to the Lower Columbia Tourism Council, 5.84% to the Visitors Center, 24.24% to the Hammond Marina Capital Reserve Fund, and the balance of 67.92% is deposited in the General Fund.

State Tax Street Fund

Revenues to this fund are provided by the Oregon State Department of Transportation, State Highway Trust Fund and the City .03 cent fuel tax, as well as various grants. The revenues are paid each month from net receipts collected by the Motor Vehicles Division, Highway Division, and the Motor Carrier Transportation Branch. One percent of all gas tax receipts are set aside for bicycle lanes and pedestrian paths. The City fuel tax is estimated to net approximately \$368,000 this year. The City fuel tax is used to pay for rebuilding and overlaying city streets. The balance of the fund is used for street maintenance and repair, and street lighting.

The City recently completed a pavement management program that determined a schedule of street improvements. In addition, this plan is updated by staff each year. Consideration will be given to street repair as conditions change. Other options to repair streets include system development charges, and local improvement districts.

Quincy Robinson Trust Fund

The Quincy and Bessie Robinson Trust was created to fund the establishment and maintenance of a public park(s). The only guideline is that the park(s) be a place for the preservation of nature and the perpetuation of enjoyment for all people. Each year, the trust distributes the greater of (1) an amount equal to 5 percent of the net fair market value of the trust assets or (2) 85 percent of the net income of the trust.

Capital Projects/Capital Reserve Funds

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

Community Center Capital Reserve Fund

Reserve funds are used to accumulate money for financing the cost of any service, project, property or equipment. This allows the City to set aside money from year to year. This fund accumulates resources from the operational surpluses of the Community Center Fund.

Facilities Maintenance Fund

This reserve fund is used to accumulate money for financing the costs of major maintenance and capital improvements of the Municipal Building, Community Center, Library and Park Facilities. This allows the City to set aside money from year to year to meet future requirements. This fund's resources are transferred from the revenues of the General Fund.

Streets SDC Fund

The City implemented a system development charge in 2012. These charges are used for capital projects and improvements made necessary by the increased usage of the infrastructure caused by development within the community. The current fund balance is \$1,274,950.

Parks SDC Fund

The City implemented a system development charge for Parks in 2013. These charges are used for capital projects and improvements made necessary by the increased usage of the infrastructure caused by development within the community. The fee is \$721 per residential unit. The current fund balance is \$216,318.

Police Vehicle Replacement Fund

This reserve fund is used to accumulate money for financing the costs of police vehicles and equipment. This allows the City to set aside money from year to year to meet future requirements. This fund's resources are transferred from the revenues of the General Fund. This year two vehicles are proposed for replacement, as well as an upgrade to mobile computers in all vehicles.

Fire Apparatus & Equipment Replacement Fund

This reserve fund is used to accumulate money for financing the costs of fire apparatus and equipment. This allows the City to set aside money from year to year to meet future requirements. This fund's resources are transferred from the revenues of the General Fund. FEMA grants are being applied for this year to purchase a Type 3 Fire Engine and Extraction Tools. Accumulated funds will provide matching amounts required by the grants.

Tansy Point Dock Capital Reserve Fund

This reserve fund is used to accumulate money for financing the costs of major maintenance and capital improvements to the Tansy Point Dock which is leased to Warrenton Fiber Company. This allows the City to set aside money from year to year to meet future maintenance and capital requirements. This fund's resources are transferred from the revenues of the General Fund.

Enterprise Funds and Related Capital Reserve/Capital Project Funds

The enterprise fund type is used to account for operations (a) that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the cost of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Warrenton Marina Fund

The Warrenton Marina is actually two separate facilities located on the Skipanon River. One services commercial fishing, shrimp and crabbing vessels; the other services sports fishermen. The City provides water and electricity to the moorage slips. Revenue comes from moorage rentals, parking, electricity, hoist services, camping, and land lease rentals. The marina is intended to be self-supporting, including payment of debt service. New marina office facilities and a bathhouse were completed in 2015 and commercial docks were upgraded in 2017 and 2023. These improvements were funded in whole or part from Urban Renewal dollars.

Warrenton Marina Capital Reserve Fund

This reserve fund is used to accumulate money for major maintenance and capital improvements. Funding of the reserve is solely from the operations of the Warrenton Marina.

Commercial Work Pier Improvements were completed this year, but were funded mostly by Urban Renewal, rather than the Capital Reserve Fund. An electrical upgrade and an inner basin dock project is proposed in this year's budget.

Hammond Marina Fund

Hammond Marina is a sports fishing dock facility located on the Columbia River. The Marina is self-supporting. Revenues are from moorage rentals, electricity usage, dry boat storage, camping and launch ramp fees.

Hammond Marina Capital Reserve Fund

This reserve fund is used to accumulate money for major maintenance and capital improvements. Funding of the reserve is from the operations of the Hammond Marina. The transient room taxes collected by the City and the County also contribute to this fund.

Planned improvements this year include a ban stabilization project and the beginning of a marina rebuild project.

Water Fund

The Water Fund is self-supporting through user fees, connection fees and interest income. The Warrenton water system serves approximately 3,600 customers between the City of Gearhart and the Columbia River. The water fund operates, maintains and improves the water treatment, transmission, storage and distribution systems. The treatment system is a membrane filtration system.

During the Covid-19 Pandemic, no water rate increases were implemented. The proposed budget recommends a 4% rate increase in order to address increased operating costs and make sure reserves are adequate for capital improvements. A recent Water Masterplan was completed, identifying several projects that need to be completed in the near future.

Water Fund Capital Reserve

This reserve fund is used to accumulate money for major maintenance and capital improvements. Funding of the reserve is solely from the operations of the Water Fund. A Study to update the capital needs of the Water System was commissioned in 2005. This report reviewed decisions made in the 1998 facilities plan and recommended a capital improvement schedule. In addition, a water hydraulic model was completed in 2011 that listed necessary improvements. Capital improvement projects included in the proposed Budget are based on these reports and the hydraulic model. A water masterplan was also prepared in 2018, identifying additional needed improvements.

Some capital projects have been delayed due to inadequate funds. The rate increases prior to the pandemic were beginning to provide the funds needed to design and construct much needed improvements in our system, but it has and will continue to take multiple years to save enough money for each large project.

Water System Development Fund

The City charges set fees on new construction. These charges are used for capital projects and improvements made necessary by the increased usage of the infrastructure caused by development within the community. These funds can also be used to repay existing debt associated with capacity-increasing improvements. They have been used for that purpose in the past, but are not being proposed for that purpose in the current fiscal year. The current balance in the fund is \$295,731.

Storm Sewer Fund

The Federal Environmental Protection Agency (EPA), through the Oregon State Department of Ecology, has established laws pertaining to storm water runoff and water quality. The intent behind these laws is to reduce the amount of storm water source pollution and to prevent such runoff from entering the sanitary sewer system. The revenue in this fund is based on a 20% surcharge on all sewer billings and is used to expand and improve storm drainage systems.

The dikes protect 3,718 acres of land from the encroachment of the Columbia River and the Pacific Ocean, during high tides and Columbia River flood events. The City is responsible for maintaining

8.83 miles of dikes (levees) and associated tide gates. In 2006 the Federal Emergency Management (FEMA) introduced new Flood Insurance Rate Maps (FIRM) as they relate to our ability to prevent flood damage up to the one percent annual chance of a flood event (100-year flood). As the City Commission is aware, the process to obtain levee certification with the US Army Corps of Engineers is of paramount concern. The City is now working with FEMA to determine the elevations of the one percent annual flood event and expects to have elevations from FEMA in 2020 or beyond. The City is looking for State funds to complete a geotechnical study of its dike system. Funds will likely come in the form of loans and grants. Funding for this certification work has been allocated in the Storm Sewer Fund, along with funds for modifications, if needed. If the City is not able to obtain certification, then most residential owners within 60-70% of the city may be required to pay for flood insurance at a much higher premium cost. Any new home owners would be required to buy flood insurance as part of the purchase closing. The city adopted the new FIRM September 2010 and in 2018. A 4% increase has been proposed in the budget.

Storm Sewer SDC Fund

The City approved a new system development charge in 2012. These charges are used for capital projects and improvements made necessary by the increased usage of the infrastructure caused by development within the community. The current balance in the fund is \$106,174.

Sewer Fund

The Warrenton Sewer System currently serves approximately 2,100 customers. Revenues in this fund are from user fees, connection fees, and interest income. In 2006 the City completed construction of a new Sequence Batch Reactor Treatment Facility and outfall to the Columbia River to replace the current lagoon system. A ballot measure was approved by Warrenton voters to fund the debt with property taxes. The Proposed Budget recognizes this funding method. Shoreline Sanitary Sewer District connected to our system in 2016 through an intergovernmental agreement.

A 4% rate increase is proposed for 2023-2024.

Sewer Fund Capital Reserve

This reserve fund is used to accumulate money for major maintenance and capital improvements. Funding of the reserve is solely from the operations of the Sewer Fund.

Continuing sewer projects without a rate increase will jeopardize any future improvement projects. The City currently has identified \$1,428,400 in equipment, collection system and pump station projects. Reserves are also being set aside for large future projects. Sewer rate increases allow the operating fund to continue to make transfers into the Sewer Fund Capital Reserve Fund for capital expenditures. The City recently completed a Capacity Analysis of our existing treatment plant. It has been determined that a major expansion is required and the Commission will be making decisions in the near future towards expansion and/or replacement.

Sewer Systems Development Fund

The City charges set fees on new construction. These charges are used for capital projects and improvements made necessary by the increased usage of the infrastructure caused by development within the community. These funds can also be used to repay debt associated with capacity-increasing improvements. They have been used for that purpose in the past but are not budgeted to pay any debt service this fiscal year. The current balance in the fund is \$462,639.

Sanitation Fund

The Sanitation fund provides solid waste collection for residents of Warrenton. The Sanitation Department services over 2,100 residential and commercial customers. Recycling service is contracted and provided by Recology, along with six other agreements.

The program included in the Proposed Budget is based on the City continuing to provide residential and commercial trash collection. Rates have not been increased since 2006, though costs have continued to rise. Increased revenues are needed to continue to provide these services and fund capital projects.

Sanitation Fund Capital Reserve

This reserve fund is used to accumulate money for major maintenance, capital equipment, and major improvements. Funding of the reserve is solely from the operations of the Sanitation Fund. A portion of a service truck and hoist truck are proposed in this year's budget.

Debt Service Funds

The debt service fund type is used to account for the accumulation of resources for and payment of general long-term debt principal and interest.

Wastewater Treatment Facility GO Bond Fund

This bond issue was authorized by a vote of the citizens of Warrenton on November 7, 2006. The amount issued for the construction of the Wastewater Treatment Facility was \$8,079,696 at 2.94% interest. The bonds will be fully repaid on December 1, 2026.

Internal Service Funds

The internal service fund type is used to account for activity that provides goods or services to other funds, departments, or agencies of the primary governments and its component units, or to other governments, on a cost-reimbursement basis.

Engineering Internal Service Fund

This fund is currently used to account for the services of one in-house engineering technician. This position is expected to work mainly on capital projects. The costs associated with the engineer are accumulated here and reimbursed by the appropriate departments and projects.

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

			Fiscal year 07/01/23 - 06/30/24		
	Actual	Adopted		Proposed by	Approved by
FYE 6/30/21	FYE 6/30/22	Budget FYE 6/30/23	Resource Description	Budget Officer	Budget Committee
					Adopted by Governing Body
\$21,662,896	\$25,359,557	\$26,076,667	Beginning Fund Balance	\$28,724,584	\$28,724,584
1,427,618	1,486,614	1,497,865	Property Taxes	1,635,841	1,635,841
579,674	558,759	532,330	Property Taxes, Levied for Debt	543,461	543,461
1,347,370	1,537,385	1,529,492	Other Taxes	1,592,403	1,592,403
918,595	924,075	942,319	Franchise Fees	959,911	959,911
10,533,038	10,906,697	11,235,387	Fees, Fines, and Charges for Service	11,279,540	11,279,540
171,738	153,864	123,825	Investment Earnings	545,950	545,950
2,349,040	4,166,778	6,964,291	Transfers In	7,904,453	7,904,453
13,089	14,942	3,000	Miscellaneous Revenue	3,000	3,000
-	-	1,460,000	Loan Proceeds	1,645,000	1,645,000
830,131	772,677	1,749,290	Operating Grants and Contributions	1,942,305	1,942,305
457,606	626,746	3,874,750	Capital Grants and Contributions	6,157,250	6,157,250
1,008,696	1,165,525	1,385,311	Indirect Expense Allocation	1,496,499	1,496,499
<u>\$ 41,299,491</u>	<u>\$ 47,673,619</u>	<u>\$ 57,374,527</u>	Total Resources	<u>\$ 64,430,197</u>	<u>\$ 64,430,197</u>
					\$ -
5,845,028	6,154,035	8,242,432	Personnel Services	8,655,123	8,655,123
5,423,913	5,675,866	9,937,444	Materials and Services	8,243,781	8,243,781
1,505,555	1,499,590	1,349,817	Debt Service	1,347,901	1,347,901
816,398	1,530,162	15,297,983	Capital Outlay	18,546,052	18,546,052
2,349,040	4,166,778	6,964,291	Transfers Out	7,904,453	7,904,453
		3,611,452	Contingency	2,980,460	2,980,460
15,939,934	19,026,431	45,403,419	Total Requirements by Category	47,677,770	47,677,770
25,359,557	28,647,188	11,971,108	Ending Fund Balance	16,752,427	16,752,427
<u>\$41,299,491</u>	<u>\$47,673,619</u>	<u>\$57,374,527</u>	Total Requirements	<u>\$64,430,197</u>	<u>\$ 64,430,197</u>
					\$ -

City of Warrenton
Summary of Requirements
Fiscal Year Beginning July 1, 2023 and ending June 30, 2024

Fund	Personnel Services	Materials and Services	Capital Outlay	Debt Service	Transfers To Other Funds	Contingency	Total Expenditures	Ending Fund Balance and Reserved for Future Expenditure	Total Requirements
General Fund (by department)									
Municipal Court	\$ 97,098	\$ 98,180					\$ 195,278	\$ -	\$ 195,278
Administration/Commission	824,763	671,736					1,496,499		1,496,499
Planning	244,139	201,368					445,507		445,507
Police	1,817,953	513,760					2,331,713		2,331,713
Fire	713,257	342,064	22,000	72,034			1,149,355		1,149,355
Parks	136,206	93,461	7,800				237,467		237,467
Transfers					871,641		871,641		871,641
Contingency						682,448	682,448	282,886	965,334
Total General Fund	3,833,416	1,920,569	29,800	72,034	871,641	682,448	7,409,908	282,886	7,692,794
Special Revenue Funds									
Community Center Capital Reserve Fund		19,812					19,812		19,812
Community Center Fund	8,274	18,258			8,000	5,000	39,532	16,418	55,950
Warrenton Business License Fund	4,371	50,610	10,000		3,000		67,981	128,819	196,800
Grant Fund	4,000	28,000	152,000		971,812		1,155,812	3,947	1,159,759
Library Fund	190,282	123,041				25,000	338,323	122,957	461,280
Building Division Fund	357,397	164,448				40,000	561,845	341,153	902,998
Transient Room Tax Fund		345,000					345,000		345,000
Facilities Maintenance Fund		117,135	182,937			50,000	350,072	33,865	383,937
State Tax Street Fund	271,171	712,001	5,845,850			500,000	7,329,022	464,325	7,793,347
Quincy Robinson Trust Fund		25,000	115,000				140,000	131,497	271,497
Total Special Revenue Funds	835,495	1,603,305	6,305,787	-	982,812	620,000	10,347,399	1,242,981	11,590,380
Debt Service Funds									
Wastewater Treatment GO Bond				559,038			559,038	44,723	603,761
Total Debt Service Funds	-	-	-	559,038	-	-	559,038	44,723	603,761
Capital Projects Funds									
Parks SDC Fund							-	234,860	234,860
Streets SDC Fund							-	1,445,900	1,445,900
Police Vehicle Replacement Fund			204,800				204,800	201,754	406,554
Fire Apparatus Replacement Fund			781,500				781,500	175,750	957,250
Tansy Point Capital Reserve Fund		30,000	234,778				264,778		264,778
Total Capital Projects Funds	-	30,000	1,221,078	-	-	-	1,251,078	2,058,264	3,309,342
Enterprise Funds									
Warrenton Marina Fund	423,485	352,825			90,000	125,000	991,310	86,685	1,077,995
Warrenton Marina Fund Capital Reserve			280,000				280,000	169,466	449,466
Hammond Marina Fund	296,524	198,921			50,000	90,000	635,445	23,716	659,161
Hammond Marina Fund Capital Reserve			400,000				400,000	911,000	1,311,000
Water Fund	1,449,857	1,195,126		540,031	4,145,000	500,000	7,830,014	645,588	8,475,602
Water Systems Development							-	409,910	409,910
Water Fund Capital Reserve Fund			7,470,800				7,470,800	3,574,200	11,045,000
Sewer Fund	1,187,484	1,346,523		176,798	1,700,000	663,012	5,073,817	891,212	5,965,029
Sewer Systems Development							-	283,900	283,900
Storm Sewer Fund	160,809	482,706	1,359,487			125,000	2,128,002	435,338	2,563,340
Storm Sewer Systems Development							-	137,300	137,300
Sewer Fund Capital Reserve Fund			1,428,400				1,428,400	5,071,600	6,500,000
Sanitation Fund	333,431	1,104,806			65,000	175,000	1,678,237	89,358	1,767,595
Sanitation Fund Capital Reserve			50,700				50,700	394,300	445,000
Total Enterprise Funds	3,851,590	4,680,907	10,989,387	716,829	6,050,000	1,678,012	27,966,725	13,123,573	41,090,298
Internal Service Fund									
Engineer Internal Service Fund	134,622	9,000					143,622		143,622
Total Internal Service Fund	134,622	9,000	-	-	-	-	143,622	-	143,622
City of Warrenton All Funds	\$ 8,655,123	\$ 8,243,781	\$ 18,546,052	\$ 1,347,901	\$ 7,904,453	\$ 2,980,460	\$ 47,677,770	\$ 16,752,427	\$ 64,430,197

City of Warrenton
Fiscal Year 7/1/2023 - 6/30/2024
Summary of Interfund Transfers

Transfers Out:		Transfers In:	
[1] General Fund (001)	41,626	Warrenton Marina Capital Reserve (012)	41,626
[2] General Fund (001)	307,937	Facilities Maintenance Fund (035)	307,937
[3] General Fund (001)	254,800	Police Vehicle Replacement Fund (070)	254,800
[4] General Fund (001)	246,500	Fire Apparatus Replacement Fund (071)	246,500
[5] General Fund (001)	20,778	Tansy Point Dock Capital Reserve Fund (072)	20,778
[6] Grants Fund (015)	971,812	General Fund (001)	971,812
[7] Community Center	8,000	Community Center Capital Reserve Fund (004)	8,000
[8] Warrenton Business License Fund (006)	3,000	General Fund (001)	3,000
[9] Warrenton Marina (010)	90,000	Warrenton Marina Capital Reserve Fund (012)	90,000
[10] Hammond Marina (011)	50,000	Hammond Marina Capital Reserve Fund (013)	50,000
[11] Water Fund (025)	4,145,000	Water Fund Capital Reserve (029)	4,145,000
[12] Sewer Fund (030)	1,700,000	Sewer Fund Capital Reserve (038)	1,700,000
[13] Sanitation Fund (032)	65,000	Sanitation Fund Capital Reserve (034)	65,000
Total Transfers Out	<u>\$7,904,453</u>	Total Transfers In	<u>\$7,904,453</u>

- [1] To fund current and future capital improvements from land sale proceeds.
- [2] To fund current and future repair and maintenance and capital improvements.
- [3] To fund current and future capital acquisitions of police vehicles and equipment.
- [4] To fund current and future capital acquisitions of fire apparatus and equipment.
- [5] To fund current and future capital requirements for the Tansy Pt Dock.
- [6] To transfer ARPA funds for the provision of government services.
- [7] To fund current and future capital requirements for the Community Center.
- [8] To fund current review of business licenses and code enforcement by planning department.
- [9] To fund current and future capital improvements for the Warrenton Marina.
- [10] To fund current and future capital improvements for the Hammond Marina.
- [11] To fund current and future capital requirements in the Water Fund and transfer loan proceeds and grants.
- [12] To fund current and future capital requirements in the Sewer Fund.
- [13] To fund current and future capital requirements in the Sanitation Fund.

City of Warrenton
Budget Document

General Fund 001

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2021-6/30/2022		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
			Resources			
\$ 1,043,091	\$ 1,467,390	\$ 1,100,000	Beginning Fund Balance	\$ 1,400,000	\$ 1,400,000	\$ -
\$ 40,414	\$ 16,572	30,000	Delinquent Ad Valorem Taxes	30,000	30,000	-
562,166	644,391	622,492	Non Ad Valorem Taxes	648,269	648,269	-
918,595	924,075	942,319	Franchise Fees	959,911	959,911	-
500	575	575	Licenses and Permits	625	625	-
289,631	192,271	195,819	Intergovernmental	209,754	209,754	-
262,372	270,398	240,829	Charges for Services	247,624	247,624	-
109,518	102,086	128,700	Fines and Forfeits	103,200	103,200	-
7,365	10,660	8,000	Interest Earnings	50,000	50,000	-
219,383	227,021	220,002	Leases	221,913	221,913	-
1,021,945	1,320,846	1,388,311	Miscellaneous	1,499,499	1,499,499	-
-	-	685,618	Transfers from Other Funds	974,812	974,812	-
4,474,980	5,176,285	5,562,665		6,345,607	6,345,607	-
1,160,445	1,230,644	1,229,211	Taxes estimated to be received	1,347,187	1,347,187	-
5,635,424	6,406,929	6,791,876	Total Resources	7,692,794	7,692,794	-
			Requirements (by department)			
141,807	127,031	188,871	Municipal Court	195,278	195,278	-
1,008,696	1,165,525	1,385,311	Administration/Commission	1,496,499	1,496,499	-
217,124	232,998	439,126	Planning	445,507	445,507	-
1,752,581	1,826,795	2,189,639	Police	2,331,713	2,331,713	-
864,658	856,271	1,034,854	Fire	1,149,355	1,149,355	-
112,990	141,671	160,746	Parks	247,467	237,467	-
70,178	170,778	891,451	Transfers	871,641	871,641	-
-	-	314,541	Contingency	682,448	682,448	-
4,168,035	4,521,069	6,604,539	Total Requirements by Department	7,419,908	7,409,908	-
1,467,390	1,885,860	187,337	Ending Fund Balance	272,886	282,886	-
\$ 5,635,424	\$ 6,406,929	\$ 6,791,876	Total Requirements	\$ 7,692,794	\$ 7,692,794	\$ -

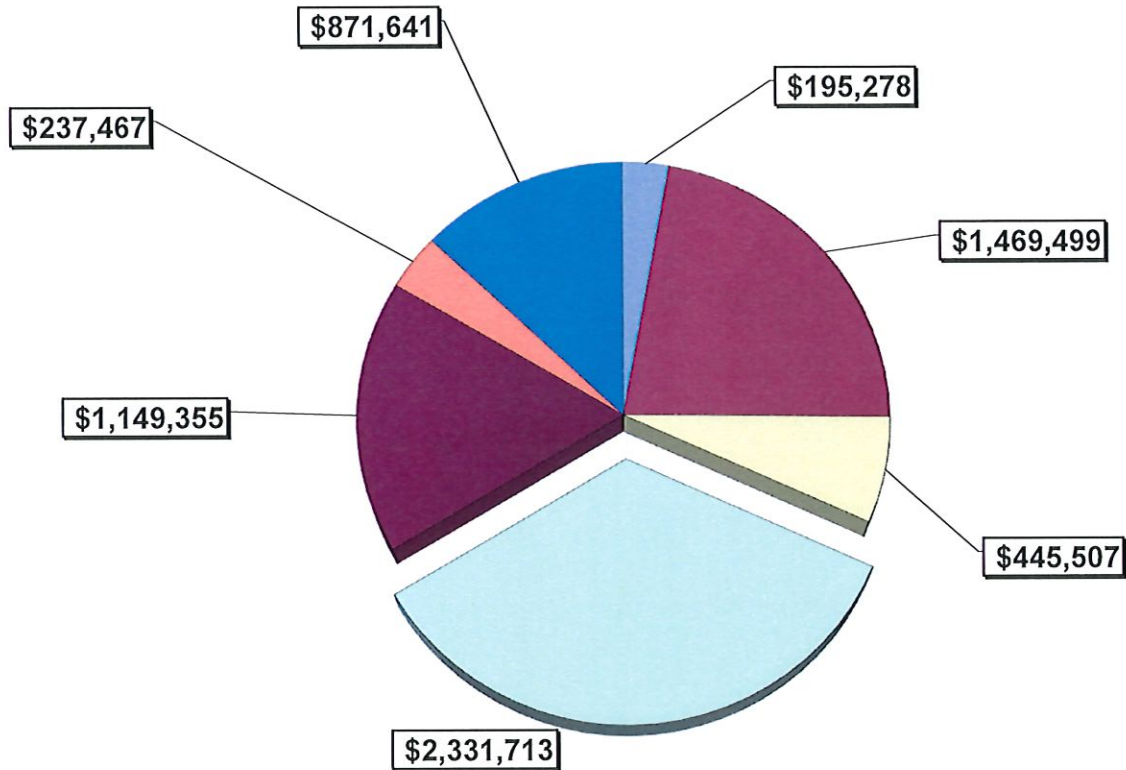
City of Warrenton
Budget Document
General Fund 001
Summary of Revenues

Historical Data			Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual		Adopted Budget	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23			
\$ 1,043,091	\$ 1,467,390	\$ 1,100,000	300000	Beginning Fund Balance	\$ 1,400,000
40,414	16,572	30,000	311200	Prior Taxes	\$ 30,000
				Non Ad Valorem Taxes:	
562,166	644,391	622,492	319300	Transient Room Tax 12%	648,269
				Franchise Fees:	
405,250	392,310	405,000	318100	Pacificorp	400,000
10,713	10,648	10,000	318200	Qwest/Centurylink	10,000
86,034	98,171	86,000	318300	NW Natural	100,000
62,527	65,510	62,000	318400	Charter Cable	64,000
2,852	2,359		318600	Other Telecom	
49,068	54,136	49,000	318700	Recology	54,000
300,191	299,851	330,319	318800	Water - Sewer - Sanitation	331,911
1,960	1,090		318000	Right of Way License Fees	
				Licences, Permits, and Fees:	
500	575	575	321100	Liquor License Fees	625
				Intergovernmental:	
3,371			314100	County Land Sales	
64,989	66,919	66,873	335100	State Revenue Sharing	71,125
90,545			331500	CRF Grant	
5,121	4,613	4,764	335300	State Cigarette Tax	4,687
104,104	111,160	116,242	335400	State Liquor Tax	125,274
21,501	9,579	7,940	335500	State Marijuana Tax	8,668
				Charges for Services:	
25,340	24,807	30,500	341300	Planning Fees	32,000
46,203	73,758	80,000	342004	Development App Fees	75,000
16,770	23,772	14,000	342100	Police Special	20,000
2,825	1,500	4,000	342150	Police - False Alarm Fees	5,000
103,524	106,630	109,829	342201	Warrenton Rural Fire District	113,124
67,066	39,111	2,500	342250	Fire Special	2,500
645	820		347300	Park Reservation Fees	
				Fines and Forfeits:	
7,879	7,319	7,000	341101	Court Fees	7,000
21,171	18,855	30,000	341102	State Share Court Fines	25,000
1,159	1,209	2,500	341103	County Share Court 1065 Fines	3,000
51	59	200	341104	Security Assessment	200
71,402	67,449	80,000	351100	Fines	60,000
7,856	7,195	9,000	351200	Police Officer Training Fee	8,000
				Interest Earnings:	
7,365	10,660	8,000	361000	Interest Earnings	50,000
				Leases:	
219,383	227,021	220,002	363000	Lease Receipts	221,913
				Miscellaneous:	
			357000	Housing rehab loan payments	
13,089	14,943	3,000	360000	Miscellaneous	3,000
	12		365000	Donations	
161	140,366		366000	Proceeds From Sale of Assets	
402,369	472,426	577,018	370000	Overhead Charge (Materials/Services)	671,736
606,327	693,099	808,293	375000	Overhead Charge (Personnel Services)	824,763
				Transfers from other funds:	
		3,000	391006	WBL Fund	3,000
		682,618	391015	Grants Fund (ARPA)	971,812
4,474,980	5,176,285	5,562,665		Sub-Total Revenues	6,345,607
1,160,445	1,230,644	1,030,110	311100	Property Taxes - Perm Rate	1,131,117
		199,101	311100	Property Taxes - Police L.O.	216,070
\$ 5,635,424	\$ 6,406,929	\$ 6,791,876		Total Revenues	\$ 7,692,794

City of Warrenton
Budget Document
General Fund 001
Summary of Expenditures

Historical Data			Budget for Fiscal Year 7/1/2022 - 6/30/2023		
Actual		Adopted Budget	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23			
Personnel Services:					
\$ 77,320	\$ 60,363	\$ 95,411	\$ 97,098	\$ 97,098	\$ -
606,327	693,099	808,293	824,763	824,763	-
89,219	70,016	262,621	244,139	244,139	-
1,345,650	1,421,570	1,690,311	1,817,953	1,817,953	-
554,057	561,657	644,143	713,257	713,257	-
63,922	76,052	74,379	136,206	136,206	-
2,736,496	2,882,757	3,575,158	3,833,416	3,833,416	-
Materials and Services:					
64,487	66,668	93,460	98,180	98,180	-
402,369	472,426	577,018	671,736	671,736	-
127,906	162,982	176,505	201,368	201,368	-
406,931	405,225	499,328	513,760	513,760	-
238,567	222,580	304,677	342,064	342,064	-
48,646	65,609	82,067	93,461	93,461	-
1,288,905	1,395,490	1,733,055	1,920,569	1,920,569	-
Capital Outlay:					
-	-	-	-	-	-
		14,000	22,000	22,000	-
422	10	4,300	17,800	7,800	-
422	10	18,300	39,800	29,800	-
Debt Service:					
72,034	72,034	72,034	72,034	72,034	-
72,034	72,034	72,034	72,034	72,034	-
Transfers to Other Funds:					
		42,055	41,626	41,626	-
40,000	50,000	185,000	307,937	307,937	-
5,000	75,000	274,118	254,800	254,800	-
5,000	25,000	369,500	246,500	246,500	-
20,178	20,778	20,778	20,778	20,778	-
70,178	170,778	891,451	871,641	871,641	-
-	-	314,541	336,873	336,873	-
-	-	-	345,575	345,575	-
\$ 4,168,035	\$ 4,521,069	\$ 6,604,539	\$ 7,419,908	\$ 7,409,908	\$ -

**2023-2024 Proposed Budget
General Fund Expenses by Department**



- Municipal Court \$195,278
- Administration/Commission \$1,469,499
- Planning \$445,507
- Police \$2,331,713
- Fire \$1,149,355
- Parks \$237,467
- Transfers to other Funds \$871,641

City of Warrenton
Budget Document

General Fund 001
Expenditures by Department
Municipal Court (412)

Historical Data			Budget for Fiscal Year 7/1/2023 - 6/30/2024						
Actual		Adopted Budget	Proposed by Budget Officer			Approved by Budget Committee		Adopted by Governing Body	
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23	Expenditures						
			Personnel Services:						
\$ 38,821	\$ 27,358	\$ 46,500	110000	Regular Salaries	\$ 47,250	\$ 47,250			
	208	1,000	110001	Overtime	1,000	1,000			
2,458	1,744	3,634	141000	FICA Taxes	3,691	3,691			
48	55	49	142000	Workers' Compensation	54	54			
		95	142100	Paid Family Leave	193	193			
32	23	48	143000	Unemployment	48	48			
11,708	8,519	12,299	144000	Retirement Contributions	13,071	13,071			
10,466	6,970	14,747	145000	Health Insurance	14,575	14,575			
80	42	54	146000	Life Insurance	50	50			
126	57	92	149000	Long Term Disability	93	93			
13,582	15,387	16,893	199999	Personnel Services overhead (.1247 FTE)	17,073	17,073			
77,320	60,363	95,411	Total Personnel Services			97,098	97,098	-	
		0.8500	Total Full-Time Equivalent (FTE)			0.8000	0.8000	0.8000	
			Materials and Services:						
	237	1,000	210000	Office Supplies	1,200	1,200			
			211000	Postage	300	300			
	21	125	223000	General Supplies/Small Tools	150	150			
	174	400	310000	Print/Advert/Publicity	400	400			
	756	1,250	320000	Dues/Meetings/Training/Travel	1,300	1,300			
191	191	325	340002	Communications	325	325			
743	521	800	360000	Bank Fees/Credit Cards	800	800			
733	976	1,000	366000	Equipment Maintenance	1,000	1,000			
29,198	30,757	35,000	380000	Professional Services	37,000	37,000			
22,380	20,124	35,000	380005	State/County Share of Fines	35,000	35,000			
708	642	1,000	380010	Rentals	1,000	1,000			
1,422	1,781	3,500	380020	Computer Software Support	3,800	3,800			
		1,000	380050	Non-capital Equipment	1,000	1,000			
100		1,000	382000	Prisoner Expense	1,000	1,000			
9,013	10,488	12,060	390090	Overhead Cost (Indirect allocation)	13,905	13,905			
64,487	66,668	93,460	Total Materials and Services			98,180	98,180	-	
-	-	-	Total Capital Outlay			-	-	-	
\$ 141,807	\$ 127,031	\$ 188,871	Total Expenditures			\$ 195,278	\$ 195,278	\$ -	

City of Warrenton
Budget Document

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

Historical Data				Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23	Expenditures			
Personnel Services:						
\$ 378,145	\$ 438,142	\$ 510,800	110000 Salaries (Admin and Finance)	\$ 516,000	\$ 516,000	
1,052	406	1,200	110001 Overtime	2,000	2,000	
9,000	9,000	9,000	110002 Commissioner Stipends	9,000	9,000	
27,602	31,930	39,857	141000 FICA Taxes	40,316	40,316	
438	511	539	142000 Workers' Compensation	593	593	
		1,042	142100 Paid Family Leave	2,108	2,108	
361	418	521	143000 Unemployment	527	527	
103,348	120,815	149,515	144000 Retirement Contributions	148,275	148,275	
84,498	90,187	94,374	145000 Health Insurance	104,447	104,447	
696	649	584	146000 Life Insurance	591	591	
1,187	1,041	861	149000 Long Term Disability	906	906	
606,327	693,099	808,293	Total Personnel Services	824,763	824,763	-
		5.925	Total Full-Time Equivalent (FTE)	6.025	6.025	6.025
Materials and Services:						
10,706	8,638	14,000	210000 Office Supplies	14,000	14,000	
6,071	3,934	7,500	211000 Postage	5,500	5,500	
2,347	2,587	4,500	223001 Janitorial	4,500	4,500	
	117	500	223005 Safety Program	500	500	
3,528	3,482	6,000	310000 Printing/Advertising/Publicity	6,000	6,000	
2,130	1,198	5,000	320000 Dues/Meetings/Training/Travel-Finance	5,000	5,000	
9,855	14,264	15,000	320001 Dues/Meetings/Training/Travel-Administration	17,000	17,000	
2,111	2,352	3,000	320002 Dues/Meetings/Training/Travel-Commission	4,000	4,000	
3,616	3,841	5,015	340000 Electricity	5,000	5,000	
1,763	2,421	2,913	340001 Natural Gas	3,000	3,000	
2,440	2,485	3,500	340002 Communications	6,000	6,000	
509	487	712	340005 Water	809	809	
236	236	324	340006 Sewer	324	324	
47	47	65	340007 Storm Sewer	65	65	
200	200	242	340008 Sanitation	323	323	
213,374	239,245	275,000	350000 Insurance Bonds and Fire	320,000	320,000	
5,396	5,954	6,800	360000 Bank Fees	8,000	8,000	
3,090	4,411	4,500	366000 Equipment Maintenance	6,000	6,000	
76,691	113,978	128,645	380000 Professional Services	154,445	154,445	
786	547	1,000	380005 Recording/Title Fees	1,000	1,000	
2,140	1,665	1,800	380010 Storage Facilities Rental	1,950	1,950	
51,221	51,618	69,652	380020 Software and Computer Support	85,370	85,370	
3,306	6,838	17,850	380050 Non-capital equipment	19,450	19,450	
806	1,881	3,500	390000 Miscellaneous Expense	3,500	3,500	
402,369	472,426	577,018	Total Materials and Services	671,736	671,736	-
620000 Capital Improvements						
Total Capital Outlay						
Total Expenditures						
\$ 1,008,696	\$ 1,165,525	\$ 1,385,311		\$ 1,496,499	\$ 1,496,499	\$ -

City of Warrenton
Budget Document

General Fund 001
Expenditures by Department
Planning (419)

Historical Data				Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual		Adopted Budget	Expenditures	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
Personnel Services:						
\$ 62,930	\$ 49,834	\$ 146,250	110000 Regular Salaries	\$ 144,250	\$ 144,250	
590	88	1,000	110001 Overtime	1,000	1,000	
4,389	3,778	11,265	141000 FICA Taxes	11,112	11,112	
96	88	152	142000 Workers' Compensation	1,961	1,961	
		295	142100 Paid Family Leave	581	581	
57	49	147	143000 Unemployment	145	145	
2,694	2,622	45,980	144000 Retirement Contributions	39,548	39,548	
10,884	4,871	50,849	145000 Health Insurance	36,437	36,437	
83	59	171	146000 Life Insurance	163	163	
160	102	288	149000 Long Term Disability	282	282	
7,337	8,525	6,224	199999 Personnel Services overhead (.0633 FTE)	8,660	8,660	
89,219	70,016	262,621	Total Personnel Services	244,139	244,139	-
		2.2	Total Full-Time Equivalent (FTE)	2	2	2
Materials and Services:						
245	200	500	210000 Office Supplies	750	750	
40	55	300	211000 Postage	600	600	
	3		223000 General Supplies/Small Tools			
505	635	906	223001 Janitorial Supplies	906	906	
1,984	2,329	2,000	310000 Printing/Advertising/Publicity	5,000	5,000	
10		7,000	320000 Dues/Meetings/Training/Travel	7,000	7,000	
46,203	73,758	80,000	330000 Application Processing Fees	75,000	75,000	
781	830	1,085	340000 Electricity	1,050	1,050	
381	523	630	340001 Natural Gas	630	630	
191	411	250	340002 Communications	1,250	1,250	
110	105	154	340005 Water	175	175	
51	51	70	340006 Sewer	70	70	
10	10	14	340007 Storm Sewer	14	14	
43	43	53	340008 Sanitation	70	70	
519	355	600	360000 Bank Fees/Credit Cards	600	600	
71,031	76,676	75,000	380000 Professional Services	95,000	95,000	
			380010 Facilities Rental	1,000	1,000	
910	947	1,500	380020 Computer and Software Support	3,200	3,200	
21	241	2,000	380050 Non-capital Equipment	2,000	2,000	
4,869	5,810	4,443	390090 Overhead Cost (Indirect allocation)	7,053	7,053	
127,906	162,982	176,505	Total Materials and Services	201,368	201,368	-
\$ 217,124	\$ 232,998	\$ 439,126	Total Expenditures	\$ 445,507	\$ 445,507	\$ -

City of Warrenton
Budget Document

General Fund 001
Expenditures by Department
Police (421)

Historical Data			Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual		Adopted Budget	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23			
Expenditures					
Personnel Services:					
\$ 751,942	\$ 785,483	\$ 948,500	110000	Regular Salaries	\$ 1,018,250 \$ 1,018,250
63,685	91,529	82,000	110001	Overtime	85,000 85,000
6,993			110002	Temporary/Seasonal Salaries	3,000 3,000
		250	110003	Reserve Wages	250 250
60,899	65,075	78,852	141000	FICA Taxes	84,647 84,647
16,065	20,972	26,564	142000	Workers' Compensation	28,566 28,566
		2,062	142100	Paid Family Leave	4,426 4,426
796	850	1,031	143000	Unemployment	1,107 1,107
226,424	250,214	309,118	144000	Retirement Contributions	345,959 345,959
178,757	160,892	196,145	145000	Health Insurance	200,267 200,267
1,108	980	1,016	146000	Life Insurance	893 893
2,359	1,979	1,853	149000	Long Term Disability	1,958 1,958
36,622	43,596	42,920	199999	Personnel Services overhead (.3187 FTE)	43,630 43,630
1,345,650	1,421,570	1,690,311	Total Personnel Services		
		13.15	Total Full-Time Equivalent (FTE)		
				1,817,953	1,817,953 -
				13.20	13.20
Materials and Services:					
863	856	2,000	210000	Office Supplies	3,200 3,200
163	61	500	211000	Postage	1,200 1,200
3,103	2,840	4,500	223000	General Supplies/Small Tools	4,500 4,500
774	1,024	3,000	223001	Janitorial Supplies	5,000 5,000
4,981	8,184	14,000	223004	Uniforms	15,000 15,000
		4,000	233005	Reserve Expenses	4,000 4,000
1,108	1,604	2,500	310000	Printing/Advertising/Publicity	2,500 2,500
3,029	2,934	4,500	320000	Dues/Meetings/Travel	4,500 4,500
14,611	18,005	28,000	320001	Police Training	30,000 30,000
2,444	2,597	3,395	340000	Electricity	3,286 3,286
1,191	1,636	1,971	340001	Natural Gas	1,971 1,971
13,343	13,190	19,000	340002	Communications	19,000 19,000
344	330	482	340005	Water	548 548
159	159	219	340006	Sewer	219 219
32	32	44	340007	Storm Sewer	44 44
135	135	164	340008	Sanitation	219 219
243,320	234,556	231,863	340009	Dispatch Service	224,388 224,388
19,881	23,827	30,000	362000	Gasoline/Oil/Lubricants	31,000 31,000
15	21	50	360000	Bank Fees/Credit Cards	50 50
21,390	11,083	23,000	366000	Equipment Maintenance	23,000 23,000
	735	1,500	371000	Repair and Maintenance	1,500 1,500
29,894	15,702	30,000	380000	Professional Services	33,000 33,000
708	684	1,500	380010	Rentals	1,600 1,600
16,294	24,130	35,000	380020	Computer and Software Support	39,000 39,000
4,195	11,184	25,000	380050	Non-capital Equipment	27,000 27,000
650		2,500	382000	Prisoner Expense	2,500 2,500
24,303	29,716	30,640	390090	Overhead Cost (Indirect allocation)	35,535 35,535
406,931	405,225	499,328	Total Materials and Services		
				513,760	513,760 -
-	-	-	Total Capital Outlay		
				-	- -
\$ 1,752,581	\$ 1,826,795	\$ 2,189,639	Total Expenditures		
				\$ 2,331,713	\$ 2,331,713 \$ -

City of Warrenton
Budget Document

General Fund 001
Expenditures by Department
Fire (422)

Historical Data			Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual		Adopted Budget	Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23	Budget Officer	Budget Committee	Governing Body
			Expenditures		
			Personnel Services:		
231,179	250,483	\$ 255,000	110000	Regular Salaries	\$ 267,750 \$ 267,750
		5,000	110001	Overtime	10,000 10,000
122,366	79,073	120,000	110003	Volunteer wages	170,000 170,000
26,461	24,663	29,070	141000	FICA Taxes	34,253 34,253
5,498	10,829	12,981	142000	Workers' Compensation	16,496 16,496
		760	142100	Paid Family Leave	1,791 1,791
326	313	380	143000	Unemployment	448 448
70,797	78,266	77,922	144000	Retirement Contributions	89,252 89,252
64,826	61,331	83,555	145000	Health Insurance	69,585 69,585
485	388	412	146000	Life Insurance	412 412
3,656	3,656	4,000	147000	AD & D	4,000 4,000
693	534	503	149000	Long Term Disability	527 527
27,770	52,121	54,560	199999	Personnel Services overhead (.3561 FTE)	48,743 48,743
554,057	561,657	644,143	Total Personnel Services		
		3.50	Total Full-Time Equivalent (FTE)		
					3.50 3.50 3.50
			Materials and Services:		
1,196	1,482	1,800	210000	Office Supplies	1,800 1,800
51	43	200	211000	Postage	200 200
24,103	21,783	34,700	223000	General Supplies/Small Tools	40,000 40,000
2,684	530	700	223002	Chemical Supplies	1,000 1,000
5,804	5,626	5,000	223003	Medical Supplies	2,000 2,000
1,899	4,020	25,000	223004	Uniforms	25,000 25,000
1,073	178	2,500	310000	Printing/Advertising/Publicity	2,500 2,500
6,934	9,111	22,800	320000	Dues/Meetings/Training/Travel	22,800 22,800
4,242	4,529	5,720	340000	Electricity	5,761 5,761
3,584	4,336	5,656	340001	Natural Gas	5,656 5,656
4,328	4,047	4,680	340002	Communications	6,000 6,000
875	855	1,198	340005	Water	1,293 1,293
958	958	1,092	340006	Sewer	1,117 1,117
192	192	263	340007	Storm Sewer	263 263
574	412	438	340008	Sanitation	517 517
30,732	31,802	33,887	340009	Dispatch Service	37,407 37,407
26	44	50	360000	Bank/Credit Card Fees	50 50
7,075	10,936	10,275	362000	Gasoline/Oil/Lubricants	13,000 13,000
50,447	32,007	45,034	366000	Equipment Maintenance	55,000 55,000
39,284	6,161	4,800	371000	Repair and Maintenance	10,000 10,000
14,003	3,281	16,000	380000	Professional Services	16,000 16,000
6,675	6,893	3,331	380020	Computer and Software Support	5,000 5,000
13,401	37,828	40,604	380050	Non-capital Equipment	50,000 50,000
18,428	35,526	38,949	390090	Overhead Cost (indirect allocation)	39,700 39,700
238,567	222,580	304,677	Total Materials and Services		
					342,064 342,064 -
			Capital Outlay:		
		14,000	610000	Capital Equipment	
			610013	Digital Fire Extinguisher Trainer*	14,000 14,000
			620003	Diesel Exhaust Removal System 27 & 27A*	8,000 8,000
-	-	14,000	Total Capital Outlay		
					22,000 22,000 -
			Debt Service:		
61,145	62,839	64,579	801003	Principal 12/29/23 (10 year term)	66,367 66,367
10,888	9,195	7,455	801004	Interest 12/29/23 (payoff date = 12/29/25)	5,667 5,667
72,034	72,034	72,034	Total Debt Service		
					72,034 72,034 -
\$ 864,658	\$ 856,271	\$ 1,034,854	Total Expenditures		
					\$ 1,149,355 \$ 1,149,355 \$ -

City of Warrenton
Budget Document

General Fund 001
Expenditures by Department
Parks (429)

Historical Data				Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual		Adopted Budget	Expenditures	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
Personnel Services:						
\$ 27,232	\$ 33,965	\$ 25,968	110000 Regular Salaries	\$ 57,468	\$ 57,468	
679	677	2,000	110001 Overtime	2,000	2,000	
5,681	7,950	10,782	110002 Temporary/Seasonal Salaries	10,782	10,782	
2,496	3,189	2,964	141000 FICA Taxes	5,374	5,374	
1,043	1,459	1,132	142000 Workers' Compensation	2,805	2,805	
		6	142100 Paid Family Leave	21	21	
33	42	39	143000 Unemployment	70	70	
7,046	6,378	10,524	144000 Retirement Contributions	20,604	20,604	
6,077	8,695	8,117	145000 Health Insurance	20,176	20,176	
32	36	26	146000 Life Insurance	52	52	
83	76	50	149000 Long Term Disability	111	111	
13,521	13,585	12,771	199999 Personnel Services overhead (.1223 FTE)	16,743	16,743	
63,922	76,052	74,379	Total Personnel Services	136,206	136,206	-
		0.4438	Total Full-Time Equivalent (FTE)	1.0348	1.0348	
Materials and Services:						
106	334	500	210000 Office Supplies	500	500	
		100	211000 Postage	100	100	
1,813	3,317	5,500	223000 General Supplies/Small Tools	4,000	4,000	
1,380	1,133	1,500	223001 Janitorial Supplies	1,500	1,500	
494	966	1,000	223002 Chemical Supplies	1,000	1,000	
189	243	250	223004 Uniforms	250	250	
250	308	500	223005 Safety	500	500	
718	62	800	310000 Printing/Advertising/Publicity	500	500	
4	68	300	320000 Dues Meetings Training Travel	1,000	1,000	
4,286	5,590	6,000	340000 Electricity	6,500	6,500	
221	224	500	340002 Communications	800	800	
7,129	7,087	8,200	340005 Water	8,200	8,200	
1,665	1,984	2,100	340006 Sewer	2,100	2,100	
333	397	500	340007 Storm Sewer	500	500	
874	1,054	1,500	340008 Sanitation	1,200	1,200	
			340040 Food Pod Operations	7,385	7,385	
257	257	500	350000 Insurance-Bonds & Fire	400	400	
223	26	300	360000 Bank Fees/Credit Cards	300	300	
3,355	3,176	3,500	362000 Gasoline/Oil/Lubricants	3,800	3,800	
3,081	786	3,500	366000 Equipment Maintenance	3,000	3,000	
266	12,809	10,000	371000 Repair & Maint. Materials	10,000	10,000	
286	270	2,000	371001 Rock	1,000	1,000	
672	2,288	6,000	378000 Building Maintenance	7,290	7,290	
11,155	12,263	15,000	380000 Professional Services	15,000	15,000	
548	475	900	380020 Computer and Software Support	1,000	1,000	
367	1,232	2,000	380050 Non-capital Equipment	2,000	2,000	
8,973	9,260	9,117	390090 Overhead Cost (Indirect allocation)	13,636	13,636	
48,646	65,609	82,067	Total Materials and Services	93,461	93,461	-
Capital Outlay:						
	10	2,000	610005 Public Works Service Truck	4,200	4,200	
		2,300	610024 Hoist Truck	3,600	3,600	
422			620091 Remodel of Public Works			
			620005 Hammond Planting Strip Upgrade	10,000		
422	10	4,300	Total Capital Outlay	17,800	7,800	-
\$ 112,990	\$ 141,671	\$ 160,746	Total Expenditures	\$ 247,467	\$ 237,467	\$ -

City of Warrenton
Budget Document

General Fund 001
Expenditures by Department
Transfers (600)

Historical Data			Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual		Adopted Budget	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23			
			Expenditures		
			Transfers to Other Funds:		
		42,055	860012	Warrenton Marina Capital Reserve Fund	41,626
40,000	50,000	185,000	860035	Facilities Maintenance Fund	307,937
5,000	75,000	274,118	860070	Police Vehicle Replacement Fund	254,800
5,000	25,000	369,500	860071	Fire Apparatus & Equipment Replacement Fund	246,500
20,178	20,778	20,778	860072	Tansy Point Dock Capital Reserve Fund	20,778
\$ 70,178	\$ 170,778	\$ 891,451	Total Transfers		
			\$ 871,641	\$ 871,641	\$ -

City of Warrenton
Budget Document

General Fund 001
Expenditures by Department
Contingency (500)

Historical Data			Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual		Adopted Budget	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23	Expenditures		
\$ -	\$ -	\$ 314,541	\$ 336,873	\$ 336,873	
			345,575	345,575	
\$ -	\$ -	\$ 314,541	\$ 682,448	\$ 682,448	\$ -

800000 Contingency-5% of expenditures
800000 Contingency-Building Purchase
Total

City of Warrenton
Budget Document

Parks System Development Charges Fund 003 (410)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2023- 6/30/2024		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
			Resources			
\$ 165,905	\$ 180,433	\$ 171,935	300000 Beginning Fund Balance	\$ 215,460	\$ 215,460	
13,148	32,643	13,000	339200 Improvement Fee	13,000	13,000	
			339100 Reimbursement Fee			
1,380	1,059	775	361000 Interest	6,400	6,400	
180,433	214,135	185,710	Total Resources	234,860	234,860	-
			Requirements			
			Capital Outlay-Parks Dept:			
	2,244	30,000	620000 Improvements			
		30,000	620013 Forest Rim Parklet			
			Total Capital Outlay	-	-	-
-	-	-	800000 Contingency	-	-	-
-	2,244	30,000	Total Expenditures	-	-	-
180,433	211,891	155,710	880001 Ending Fund Balance	234,860	234,860	-
\$ 180,433	\$ 214,135	\$ 185,710	Total Requirements	\$ 234,860	\$ 234,860	\$ -

City of Warrenton
Budget Document

Established by Resolution No. 2055

Police Vehicle Replacement Fund 070 (495)

To accumulate funds for the purchase
of police vehicles and equipment

Review Year: 2023

Historical Data				Resources and Requirements	Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual		Adopted Budget	Proposed by Budget Officer		Approved by Budget Committee	Adopted by Governing Body	
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23					
				Resources			
\$ 22,124	\$ 67,418	\$ 99,621	300000	Beginning Fund Balance	\$ 151,754	\$ 151,754	
294	458		361000	Interest Earnings			
				Transfers from Other Funds:			
5,000	75,000	274,118	391001	General Fund	254,800	254,800	
40,000	5,000		391006	WBL Fund			
			366000	Proceeds from Sale of Assets			
				Total Resources	406,554	406,554	-
67,418	147,876	373,739					
				Requirements			
	52,417	183,000	610001	Capital Outlay-Police Dept:			
		41,118	610003	Police Patrol Vehicles*	145,000	145,000	
			610004	Mobile Body Cam & Video Server			
				Mobile Computer Replacement Proj*	59,800	59,800	
				Total Capital Outlay	204,800	204,800	-
-	52,417	224,118					
-	-	-	800000	Contingency	-	-	-
				Total Expenditures	204,800	204,800	-
-	52,417	224,118					
67,418	95,459	149,621	880001	Reserved for future expenditure	201,754	201,754	-
				Total Requirements	\$ 406,554	\$ 406,554	\$ -
\$ 67,418	\$ 147,876	\$ 373,739					

City of Warrenton
Budget Document

Established by Resolution No. 2021

Fire Apparatus & Equipment Replacement Fund 071 (495)

To accumulate funds for the
purchase of fire apparatus

Review Year: 2023

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
			Resources			
\$ 63,738	\$ 128,855	\$ 94,744	300000 Beginning Fund Balance	\$ 125,000	\$ 125,000	
555	735	500	361000 Interest Earnings	1,500	1,500	
	160,952		367001 FEMA Grant-SCBA			
		441,750	367002 FEMA Grant-Engine	541,500	541,500	
			367003 FEMA Grant-E Tools	42,750	42,750	
			Transfers from Other Funds:			
5,000	25,000	369,500	391001 General Fund	246,500	246,500	
	5,000		391006 WBL Fund			
15,200			392100 Sale of Surplus Equipment			
44,362	25,509		360000 Miscellaneous Revenue			
<u>128,855</u>	<u>346,051</u>	<u>906,494</u>	Total Resources	<u>957,250</u>	<u>957,250</u>	<u>-</u>
			Requirements			
			Materials and Services-Fire Dept:			
		-	380050 Non-capital Equipment			
			Total Materials and Services	-	-	-
			Capital Outlay-Fire Dept:			
	186,986		610009 Self Contained Breathing Apparatus			
		465,000	610010 Type 3 Fire Engine	570,000	570,000	
		65,000	610011 Lifepak 15V4 Monitors/Defib(2)*			
		65,000	610012 Fire Utility/Rescue Vehicle*	85,000	85,000	
		52,000	610013 Rehab/CERT/EMS Response Trailer*	32,000	32,000	
		39,000	610014 Side-By-Side-Sked Pump/Transport			
		25,000	610015 Mobile/Pump and Tank Sked			
		130,000	610016 Comand Staff Vehicles*	40,000	40,000	
		8,500	610017 LDH Hose Roller*	9,500	9,500	
			610019 E-Tools/Extraction Tools	45,000	45,000	
			Total Capital Outlay	781,500	781,500	-
			800000 Contingency	-	-	-
			Total Expenditures	781,500	781,500	-
128,855	159,065	56,994	880001 Reserved for Future Expenditure	175,750	175,750	-
<u>\$ 128,855</u>	<u>\$ 346,051</u>	<u>\$ 906,494</u>	Total Requirements	<u>\$ 957,250</u>	<u>\$ 957,250</u>	<u>\$ -</u>

City of Warrenton
Budget Document

Grant Fund 015

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2023- 6/30/2024							
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body					
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23									
Resources											
\$	5,182	\$	5,624	\$	3,514	300000 Beginning Fund Balance	\$	1,838	\$	1,838	
					2,109	300000 Beginning Fund Balance-Memorial		2,109		2,109	
	1,488		661		3,000	334111 Safety Belt Grant - Police		2,000		2,000	
	828		672		3,000	334112 DUII Grant - Police		2,000		2,000	
					4,000	334113 Miscellaneous Grants - Police		5,000		5,000	
	1,101		2,203		7,000	334121 Miscellaneous Grants - Vests Police		6,000		6,000	
			768		3,000	334107 LEMHWA Grant		3,000		3,000	
			5,000		5,000	334108 Walmart Shop With a Cop Grant		5,000		5,000	
58,680						334116 DLCD Grant					
8,324						334126 ODF Wildland PPE Grant					
50,000						331500 CRF Grant					
					135,558	334127 FEMA SAFER Grant					
					9,000	334128 Homeland Security Grant		9,000		9,000	
					682,618	334129 ARPA Revenue		971,812		971,812	
						334130 FEMA AFG Grant-Diesel Removal		152,000		152,000	
10,000						391006 Transfer from WBL Fund					
135,603	14,928	857,799				Total Resources		1,159,759		1,159,759	-
Requirements											
Police Department											
Personnel Services											
					110000 Regular Salaries						
1,273	887	3,000			110001 Overtime - Safety Belt Grant		2,000		2,000		
805	208	3,000			110003 Overtime - DUII Grant		2,000		2,000		
44	81				141000 FICA						
	1				142000 Worker's Compensation						
					142100 Paid Family Leave						
1	2				143000 Unemployment						
166	152				144000 Retirement						
27					145000 Health Insurance						
	1				146000 Life Insurance						
	1				149000 LTD						
2,316	1,333	6,000			Total Personnel Services		4,000		4,000		-
		0			Total Full-Time Equivalent (FTE)		0		0		0
Materials and Services											
	768	3,000			320001 LEMHWA Program		3,000		3,000		
		2,109			380000 Professional Services-Memorial Fund						
1,235					380003 Professional Services-K-9						
	5,000	5,000			380011 Walmart Shop With a Cop Program		5,000		5,000		
		4,000			380050 Non-Capital Equipment - Police Misc		5,000		5,000		
1,101	2,203	7,000			380054 Non-Capital Equipment - Police VESTS		6,000		6,000		
2,336	7,971	21,109			Total Materials and Services		19,000		19,000		-
4,652	9,304	27,109			Total Police Department Requirements		23,000		23,000		-

City of Warrenton
Budget Document

Grant Fund 015

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2023- 6/30/2024		
Actual	Adopted Budget			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
			Requirements			
			Fire Department			
			Personnel Services			
	78,000	110000	Regular Salaries			
	5,967	141000	FICA			
	2,572	142000	Worker's Compensation			
	156	142100	Paid Family Leave			
	78	143000	Unemployment			
	24,642	144000	Retirement			
	23,867	145000	Health Insurance			
	124	146000	Life Insurance			
	152	149000	Long Term Disability			
-	-	135,558	Total Personnel Services	-	-	-
		1	Total Full-Time Equivalent (FTE)	1	1	1
			Materials and Services			
16,647	1,677	380058	Non-Capital Equip			
16,647	-	1,677	Total Materials and Services	-	-	-
			Capital Outlay			
		620003	Diesel Exhaust Removal System S27 & 27A	152,000	152,000	
-	-	-		152,000	152,000	-
16,647	-	137,235	Total Fire Department Requirements	152,000	152,000	-
			Requirements			
			Planning Department			
			Materials and Services			
58,680		380008	Professional Services - DLCD Grant			
58,680	-	-	Total Materials and Services	-	-	-
58,680	-	-	Total Community Development Department Requirements	-	-	-
			Requirements			
			Administration Department			
			Material and Services			
50,000		380009	CRF-CCA Assistance	9,000	9,000	
	9,000	380010	EOP Update -HSG	9,000	9,000	-
50,000	-	9,000	Total Materials and Services	9,000	9,000	-
50,000	-	9,000	Total Administration Department Requirements	9,000	9,000	-
			Not Allocated:			
			Transfers to Other Funds:			
	682,618	860001	General Fund - ARPA	971,812	971,812	
-	-	682,618	Total Transfers to Other Funds	971,812	971,812	-
129,979	9,304	173,344	Total Expenditures	1,155,812	1,155,812	-
5,624	5,624	684,455	880001 Ending Fund Balance	3,947	3,947	-
\$ 135,603	\$ 14,928	\$ 857,799	Total Requirements	\$ 1,159,759	\$ 1,159,759	\$ -

City of Warrenton
Budget Document

Community Center Fund 005 (401)

Historical Data			Budget for Fiscal Year 7/1/2023-6/30/2024		
Actual		Adopted Budget	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23			
Resources					
\$ 18,239	\$ 16,757	\$ 18,500	300000	Beginning Fund Balance	\$ 30,000 \$ 30,000
\$ 302			331500	CRF Grant	
7,893	14,015	14,000	347500	Rentals	20,000 20,000
81	510	400	348000	Cleaning Charges	
14	120		360000	Miscellaneous Income	
197	122	200	361000	Interest	650 650
1,710	3,915	1,700	364000	Fundraising	2,300 2,300
3,094	5,412	2,500	365000	Donations	3,000 3,000
31,530	40,851	37,300		Total Resources	55,950 55,950 -
Requirements					
Personnel Services-Community Center:					
			110000	Regular Admin Salaries	
2,250	3,942	5,000	110002	Part-Time Salaries	5,000 5,000
172	302	383	141000	FICA	383 383
84	99	118	142000	Workers Compensation	144 144
		10	142100	Paid Family Leave	20 20
2	4	5	143000	Unemployment	5 5
			144000	Retirement	
			145000	Health Insurance	
			146000	Life Insurance	
2,728	3,050	2,506	199999	Personnel services overhead (.0199 FTE)	2,722 2,722
5,236	7,397	8,022		Total Personnel Services	8,274 8,274 -
		0.15		Total Full-Time Equivalent (FTE)	0.15 0.15 0.15
Materials and Services-Community Center:					
27	5	200	223000	General Supplies	200 200
118	266	600	223001	Janitorial Supplies	600 600
34	26	250	310000	Printing/Advertising/Publicity	250 250
1,514	1,739	2,250	340000	Electricity	2,250 2,250
981	1,204	1,600	340001	Natural Gas	2,000 2,000
1,615	1,661	1,700	340002	Communications	1,800 1,800
591	607	875	340005	Water	731 731
727	727	775	340006	Sewer	775 775
145	145	160	340007	Storm Sewer	160 160
538	579	2,900	340008	Sanitation	2,900 2,900
122	196	200	360000	Bank Fees/Credit Cards	375 375
198	434	600	371000	Building Maintenance	1,200 1,200
68			380000	Professional Services	
151	155	825	380020	Computer/Software Support	200 200
117		750	380050	Non-capital equipment	1,000 1,000
782	912	600	390000	Fundraising Expenses	1,600 1,600
1,811	2,079	1,789	390090	Overhead Cost (Indirect Allocation)	2,217 2,217
9,537	10,735	16,074		Total Materials and Services	18,258 18,258 -
Not allocated:					
Transfers to other Funds:					
-	1,000	5,000	860004	Transfer to Capital Reserve Fund	8,000 8,000
-	-	2,000	800000	Contingency	5,000 5,000
14,773	19,132	31,096		Total Expenditures	39,532 39,532 -
16,757	21,719	6,204	880001	Ending Fund Balance	16,418 16,418 -
\$ 31,530	\$ 40,851	\$ 37,300		Total Requirements	\$ 55,950 \$ 55,950 \$ -

City of Warrenton
Budget Document

Established by Resolution No. 2328

Community Center Capital Reserve Fund 004 (401)

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

Review Year: 2031

Historical Data				Resources and Requirements	Budget for Fiscal Year 7/1/2023- 6/30/2024		
Actual	Adopted Budget		Proposed by Budget Officer		Approved by Budget Committee	Adopted by Governing Body	
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23					
				<u>Resources</u>			
7,587	7,587	\$ 6,812	300000 Beginning Fund Balance	\$ 11,812	\$ 11,812		
	1,516		365001 Contributions to Capital				
			Transfers from Other Funds:				
	1,000	5,000	391005 Transfer from Community Center	8,000	8,000		
7,587	10,103	11,812	Total Resources	19,812	19,812	-	
				<u>Requirements</u>			
				Materials and Services-Community Center:			
	3,291	9,000	371000 Repair and maintenance	14,000	14,000		
		2,812	380050 Non-capital Equipment	5,812	5,812		
-	3,291	11,812	Total Materials and Services	19,812	19,812	-	
				Capital Outlay-Community Center:			
			610000 Equipment				
			620000 Improvements				
-	-	-	Total Capital Outlay	-	-	-	
-	-	-	800000 Contingency	-	-	-	
-	3,291	11,812	Total Expenditures	19,812	19,812	-	
7,587	6,812	-	880001 Ending Fund Balance	-	-	-	
\$ 7,587	\$ 10,103	\$ 11,812	Total Requirements	\$ 19,812	\$ 19,812	\$ -	

City of Warrenton
Budget Document

Transient Room Tax Fund 024 (465)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2023- 6/30/2024		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
			Resources			
\$ -	\$ -		300000 Beginning Fund Balance			
56,283	18,975	27,000	319300 Room Taxes (LCTC Share)	22,000	22,000	
48,337	55,407	65,000	319301 Room Taxes (VC Share)	63,000	63,000	
160,903	229,977	238,000	319302 Room Taxes (Hammond Marina Share)	260,000	260,000	
265,522	304,359	330,000	Total Resources	345,000	345,000	-
			Requirements			
			Materials and Services-Transient Room Tax Program:			
			380000 Qualified Recipient/Tourism Purpose			
160,903	229,977	238,000	380001 Hammond Marina	260,000	260,000	
56,283	18,975	27,000	380002 Tourist Promotion LCTC	22,000	22,000	
48,337	55,407	65,000	380003 Visitors' Center	63,000	63,000	
265,522	304,359	330,000	Total Materials and Services	345,000	345,000	-
265,522	304,359	330,000	Total Expenditures	345,000	345,000	-
-	-	-	Ending Fund Balance	-	-	-
\$ 265,522	\$ 304,359	\$ 330,000	Total Requirements	\$ 345,000	\$ 345,000	\$ -

City of Warrenton
Budget Document

Established by Resolution No. 2329

Facilities Maintenance Fund 035 (410)

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

Review Year: 2031

Historical Data					Resources and Requirements	Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual		Adopted Budget		Proposed by Budget Officer		Approved by Budget Committee	Adopted by Governing Body	
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23						
Resources								
62,274	86,638	\$ 98,000	300000	Beginning Fund Balance	\$ 74,000	\$ 74,000		
265			331500	CRF Grant				
529	517		361000	Interest Earnings	2,000	2,000		
				Transfers from Other Funds:				
40,000	50,000	185,000	391001	General Fund	307,937	307,937		
103,068	137,155	283,000	Total Resources		383,937	383,937		
Requirements								
						</		

City of Warrenton
Budget Document

Established by Resolution No. 2017

Tansy Point Dock Capital Reserve Fund 072 (410)

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

Review Year: 2023

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
			Resources			
\$ 170,211	\$ 191,808	\$ 213,550	300000	Beginning Fund Balance	\$ 240,000	\$ 240,000
1,419	1,136	1,000	361000	Interest Earnings	4,000	4,000
				Transfers from Other Funds:		
20,178	20,778	20,778	391001	General Fund 10% of lease revenue	20,778	20,778
			391001	General Fund		
191,808	213,722	235,328		Total Resources	264,778	264,778
				Requirements		
				Materials and Services-Admin:		
			380000	Professional Services	30,000	30,000
			380050	Non-capital Equipment		
-	-	-		Total Materials and Services	30,000	30,000
-	-	235,328	620000	Capital Outlay-Admin: Improvements-Anodes	234,778	234,778
-	-	235,328		Total Capital Outlay	234,778	234,778
-	-		800000	Not allocated: Contingency		
-	-	235,328		Total Expenditures	264,778	264,778
191,808	213,722	-	880001	Ending Fund Balance	-	-
\$ 191,808	\$ 213,722	\$ 235,328		Total Requirements	\$ 264,778	\$ 264,778

City of Warrenton
Budget Document

Wastewater Treatment Facility GO Bond 059 (435)

Historical Data					Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual		Adopted Budget	Resources and Requirements		Proposed By Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23					
<u>Resources</u>							
\$ 90,919	\$ 106,167	\$ 73,000	300000	Beginning Fund Balance	\$ 54,000	\$ 54,000	
19,748	8,892	15,000	311200	Prior Year Taxes	13,000	13,000	
1,812	1,608	1,100	361000	Interest Earnings	6,300	6,300	
112,479	116,667	89,100		Sub-Total Resources	73,300	73,300	-
559,926	549,867	517,330	311100	Property Taxes - Bond Measure	530,461	530,461	
672,405	666,534	606,430		Total Resources	603,761	603,761	-
<u>Requirements</u>							
Debt Service:							
459,287	472,890	241,671	471000	Principal GO Bond due 12/01/23	248,829	248,829	
		245,224	471000	Principal GO Bond due 06/01/24	252,486	252,486	
106,951	91,018	33,919	472000	Interest GO Bond due 12/01/23	26,761	26,761	
		40,695	472000	Interest GO Bond due 06/01/24	30,962	30,962	
566,238	563,908	561,509		Total Debt Service (Pay off date is 12/1/26)	559,038	559,038	-
-	-	-	800000	Contingency	-	-	-
566,238	563,908	561,509		Total Expenditures	559,038	559,038	-
106,167	102,626	44,921	880001	Ending Fund Balance 8% of debt service	44,723	44,723	-
\$ 672,405	\$ 666,534	\$ 606,430		Total Requirements	\$ 603,761	\$ 603,761	\$ -

City of Warrenton
Budget Document

Quincy Robinson Trust Fund 065 (429)

Historical Data					Budget for Fiscal Year 7/1/2023- 6/30/2024		
Actual		Adopted Budget	Resources and Requirements		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23					
			Resources				
\$ 120,868	\$ 157,245	\$ 193,208	300000	Beginning Fund Balance	\$ 225,497	\$ 225,497	
1,003	935	700	361000	Interest Earnings	3,000	3,000	
45,499	63,684	45,000	365000	Donation from the Trust	43,000	43,000	
167,370	221,864	238,908	Total Resources		271,497	271,497	-
			Requirements				
		1,000	371000	Materials and Services-Parks Dept: Repair and Maintenance(Flag Pole)			
		25,000	390050	Community Grants	25,000	25,000	
-	-	26,000	Total Materials and Services		25,000	25,000	-
			Capital Outlay-Parks Dept:				
		40,000	620074	Carruthers Viewing Dock	60,000	60,000	
10,125			620012	Carruthers Dog Park Parking			
		6,000	620013	Forest Rim Parklet			
		55,000	620017	Security Lighting - QBR Park	55,000	55,000	
		10,000	620018	Triangle Park Sign			
10,125	-	111,000			115,000	115,000	-
-	-		800000	Not allocated: Contingency			
10,125	-	137,000	Total Expenditures		140,000	140,000	-
157,245	221,864	101,908	880001	Ending Fund Balance	131,497	131,497	-
\$ 167,370	\$ 221,864	\$ 238,908	Total Requirements		\$ 271,497	\$ 271,497	\$ -

**City of Warrenton
Budget Document**

Building Division Fund 021 (423)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
			Resources			
\$ 898,004	\$ 847,148	\$ 640,000	300000 Beginning Fund Balance	\$ 620,000	\$ 620,000	
290,322	367,585	305,588	322100 Permits	267,998	267,998	
			337203 Intergovernmental			
805			331500 CRF Grant			
231	523		360000 Miscellaneous			
6,380	4,277	3,500	361000 Interest Earnings	15,000	15,000	
<u>1,195,742</u>	<u>1,219,533</u>	<u>949,088</u>	Total Resources	<u>902,998</u>	<u>902,998</u>	<u>-</u>
			Requirements			
			Personnel Services-Building Dept:			
179,342	185,802	190,250	110000 Regular Salaries	211,000	211,000	
			110001 Overtime			
13,265	13,613	14,554	141000 FICA Taxes	16,142	16,142	
1,307	1,447	1,695	142000 Workers' Compensation	2,198	2,198	
		381	142100 Paid Family Leave	844	844	
173	178	190	143000 Unemployment	211	211	
31,078	46,577	49,469	144000 Retirement Contributions	57,548	57,548	
44,111	44,919	57,404	145000 Health Insurance	60,754	60,754	
250	221	199	146000 Life Insurance	203	203	
519	441	375	149000 Long Term Disability	414	414	
4,305	6,030	6,870	199999 Personnel services overhead (.0590 FTE)	8,083	8,083	
<u>274,351</u>	<u>299,228</u>	<u>321,387</u>	Total Personnel Services	<u>357,397</u>	<u>357,397</u>	<u>-</u>
	2.9		Total Full-Time Equivalent (FTE)	3	3	3
			Materials and Services-Building Dept:			
1,615	1,387	2,500	210000 Office Supplies	2,500	2,500	
44	39	50	211000 Postage	50	50	
	73	300	223000 General Supplies	500	500	
505	516	906	223001 Janitorial Supplies	906	906	
447	10	400	310000 Printing/Advertising/Publicity	400	400	
6,990	8,757	12,000	320000 Dues Meetings Training Travel	15,000	15,000	
781	830	1,085	340000 Electricity	1,050	1,050	
381	523	630	340001 Natural Gas	630	630	
1,445	1,438	2,500	340002 Communications	2,500	2,500	
110	105	154	340005 Water	175	175	
51	51	70	340006 Sewer	70	70	
10	10	14	340007 Storm Sewer	14	14	
43	43	53	340008 Sanitation	70	70	
3,859	4,594	8,500	360000 Bank Fees/Credit Cards	15,000	15,000	
302	561	1,500	362000 Gasoline/Oil/Lubricants	1,500	1,500	
70	43	1,500	366000 Equipment Maintenance	2,500	2,500	
48,444	123,093	80,000	380000 Professional Services	100,000	100,000	
4,791	5,877	15,000	380020 Computer Software Support	10,000	10,000	
1,500	2,594	2,500	380050 Non-capital equipment	5,000	5,000	
2,857	4,110	4,905	390090 Overhead Cost (Indirect Allocation)	6,583	6,583	
<u>74,243</u>	<u>154,654</u>	<u>134,567</u>	Total Materials and Services	<u>164,448</u>	<u>164,448</u>	<u>-</u>
			Capital Outlay-Building Dept:			
	29,449		610001 Building Inspector Vehicle			
-	29,449	-	Total Capital Outlay	-	-	-
			Not allocated:			
-	-	40,000	800000 Contingency	40,000	40,000	
<u>348,594</u>	<u>483,331</u>	<u>495,954</u>	Total Expenditures	<u>561,845</u>	<u>561,845</u>	<u>-</u>
<u>847,148</u>	<u>736,202</u>	<u>453,134</u>	880001 Ending Fund Balance	<u>341,153</u>	<u>341,153</u>	<u>-</u>
<u>\$ 1,195,742</u>	<u>\$ 1,219,533</u>	<u>\$ 949,088</u>	Total Requirements	<u>\$ 902,998</u>	<u>\$ 902,998</u>	<u>\$ -</u>

City of Warrenton
Budget Document

Library Fund 020 (455)

Historical Data			Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual FYE 6/30/21	Adopted Budget FYE 6/30/22	Adopted Budget FYE 6/30/23	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			Resources		
\$ 128,494	\$ 162,709	\$ 160,000	300000	Beginning Fund Balance	\$ 185,000 \$ 185,000
6,503	2,790	4,000	311200	Prior Year Taxes	4,000 4,000
	963	6,500	334100	Grants-Misc	6,500 6,500
1,000	1,000	1,000	334200	Grants-Ready to Read	1,000 1,000
311	402	300	351200	Fines	300 300
2,491	2,597	2,500	351500	Book Sales	1,500 1,500
1,654	2,102	1,450	360000	Miscellaneous	1,000 1,000
1,093	940	800	361000	Interest Earnings	4,000 4,000
2,242	1,260	250	365000	Donations	500 500
2,567	2,578	2,725	365200	Donations-OCF	2,826 2,826
272			331500	CRF Grant	
146,627	177,341	179,525		Sub-Total Resources	206,626 206,626 -
220,256	236,608	234,654	311100	Property Taxes - Local Option Levy	254,654 254,654
366,883	413,949	414,179		Total Resources	461,280 461,280 -
			Requirements		
51,716	103,216	111,500	110000	Personnel Services-Library:	
24,232			110002	Regular Salaries	113,000 113,000
5,496	7,771	8,530	141000	Part-Time Regular Salaries	
100	128	115	142000	FICA	8,645 8,645
		223	142100	Workers Compensation	127 127
72	102	112	142100	Paid Family Leave	452 452
17,402	20,874	28,935	143000	Unemployment	113 113
21,375	17,971	30,521	144000	Retirement	30,760 30,760
178	200	196	145000	Health Insurance	20,176 20,176
235	244	229	146000	Life Insurance	199 199
8,489	11,228	13,094	149000	Long Term Disability	232 232
			199999	Personnel services overhead (.1211 FTE)	16,578 16,578
129,294	161,734	193,455		Total Personnel Services	190,262 190,262 -
	2,325			Total Full Time Equivalent (FTE)	2,325 2,325 2,325
2,367	3,217	4,000	210000	Materials and Services-Library:	
29	62	300	211000	Office Supplies	4,000 4,000
11,905	17,278	18,000	223000	Postage	300 300
791	1,041	1,000	223001	Books	18,000 18,000
1,843	1,716	2,400	223002	Ready to Read Grant-Books	1,000 1,000
1,663	1,534	1,635	223003	Janitorial	5,100 5,100
1,794	1,419	1,090	223004	OCF Grant-Programs	3,316 3,316
1,853	1,679	2,500	223005	OCF Grant-Building	2,068 2,068
	250	1,000	223006	Library Program Supplies	2,500 2,500
	388		223007	NWRP Grant Program Supplies	
			223008	Community Connections Grant	
			223009	Miscellaneous Grant Program Supplies	2,500 2,500
801	1,478	2,000	310000	Printing/Advertising/Publicity	1,000 1,000
620	2,548	2,500	320000	Dues/Meetings/Training/Travel	3,000 3,000
1,296	1,601	1,400	340000	Electricity	1,800 1,800
1,497	1,661	1,500	340001	Natural Gas	1,875 1,875
480	478	500	340002	Communications	750 750
453	631	600	340005	Water	650 650
727	727	800	340006	Sewer	800 800
145	145	200	340007	Storm Sewer	160 160
446	446	500	340008	Sanitation	500 500
	822	2,500	366000	Equipment Maintenance	1,500 1,500
58	376	1,000	371000	Repair and Maintenance	2,500 2,500
4,407	4,618	4,500	380000	Professional Services	5,500 5,500
25,020	25,020	25,020	380010	Facilities Rental	26,220 26,220
9,050	10,701	16,265	380020	Computer Support/high speed internet	16,500 16,500
2,002	2,329	4,000	380050	Non-capital equipment	4,000 4,000
		5,000	380051	Miscellaneous Grant Non-Capital Equip	4,000 4,000
5,633	7,653	9,348	390090	Overhead Cost (Indirect Allocation)	13,502 13,502
74,880	89,818	109,558		Total Materials and Services	123,041 123,041 -
-	-	10,000	800000	Not allocated:	
				Contingency	25,000 25,000
204,174	251,552	313,013		Total Expenditures	338,323 338,323 -
		4,452	880001	Reserved for future expenditure - building	4,452 4,452
162,709	162,397	96,714	880001	Ending Fund Balance	118,505 118,505 -
\$ 366,883	\$ 413,949	\$ 414,179		Total Requirements	\$ 461,280 \$ 461,280 \$ -

City of Warrenton
Budget Document

Warrenton Marina Fund 010 (461)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual	Adopted Budget			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
			Resources			
\$ 172,727	\$ 266,345	\$ 300,000	300000 Beginning Working Capital	\$ 330,000	\$ 330,000	
1,200		1,200	334602 OSMB Grant - Operating	2,400	2,400	
255,174	303,647	315,000	347801 Annual Moorage Rentals	345,000	345,000	
49,535	41,988	45,000	347802 Transient Daily Moorage	50,000	50,000	
48,709	49,512	50,000	347803 Utilities	50,000	50,000	
12,825	29,030	30,000	347804 Dry Storage	35,000	35,000	
26,810	38,390	35,000	347805 Launch Ramp	30,000	30,000	
25,763	38,550	30,000	347806 Hoist	30,000	30,000	
13,381	35,839	35,000	347808 Monthly Moorage	35,000	35,000	
23,000	32,751	30,000	347810 Parking	30,000	30,000	
15,480	30,380	25,000	347812 Overnight Stays	25,000	25,000	
5,040	3,965	4,000	347813 Liveaboard Fees	4,000	4,000	
8,500	3,300	5,000	347814 Work Slip	6,000	6,000	
	4,411		347815 Repair Charges	5,000	5,000	
51,839	28,431	20,000	347816 Pier Use	15,000	15,000	
39,350	42,245	45,000	347818 Facilities Fee	42,000	42,000	
		1,000	347819 Fisherman's/Farmer's Market	1,000	1,000	
2,980	8,034	6,000	360000 Miscellaneous	1,000	1,000	
7,114	10,102	9,000	361000 Interest Earnings	25,000	25,000	
29,372	29,965	30,679	363000 Leases	16,595	16,595	
2,867			331500 CRF Grant			
791,665	996,885	1,016,879	Total Resources	1,077,995	1,077,995	-
			Requirements			
			Personnel Services-Marinas:			
162,443	185,415	215,000	110000 Regular Salaries	206,750	206,750	
6,674	4,118	8,000	110001 Overtime	8,000	8,000	
1,020	9,185	12,000	110002 Temporary/Seasonal Salaries	12,000	12,000	
12,574	14,695	17,978	141000 FICA	17,346	17,346	
4,114	5,759	7,458	142000 Workers Compensation	7,957	7,957	
		470	142100 Paid Family Leave	907	907	
164	192	235	143000 Unemployment	227	227	
40,113	51,229	61,579	144000 Retirement	64,802	64,802	
39,310	47,847	49,620	145000 Health Insurance	51,893	51,893	
235	238	256	146000 Life Insurance	242	242	
525	457	346	149000 Long Term Disability	411	411	
41,655	46,646	51,569	199999 Personnel services overhead (.3868 FTE)	52,950	52,950	
\$ 308,828	\$ 365,781	\$ 424,511	Total Personnel Services	\$ 423,485	\$ 423,485	\$ -
	3.8294		Total Full-Time Equivalent (FTE)	3.5754	3.5754	3.5754

City of Warrenton
Budget Document

Warrenton Marina Fund 010 (461)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual	Adopted Budget	Proposed by Budget Officer		Approved by Budget Committee	Adopted by Governing Body	
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
Requirements						
Materials and Services-Marinas:						
\$ 2,165	\$ 3,373	\$ 3,500	210000 Office Supplies	\$ 3,500	\$ 3,500	
608	574	800	211000 Postage	800	800	
14			223000 General Supplies/Small Tools			
1,432	1,678	4,000	223001 Janitorial Supplies	4,000	4,000	
362	813	2,000	223004 Uniforms	2,000	2,000	
32	96	1,000	310000 Printing/Advertising	1,000	1,000	
174	335	500	320000 Dues/Meetings/Training/Travel	2,000	2,000	
39,026	39,469	45,000	340000 Electricity	45,000	45,000	
777	816	1,200	340001 Natural Gas	2,000	2,000	
3,510	2,595	4,000	340002 Communications	5,000	5,000	
13,229	13,318	15,000	340005 Water	16,000	16,000	
3,435	3,981	5,000	340006 Sewer	6,000	6,000	
687	796	1,200	340007 Storm Sewer	1,500	1,500	
30,489	22,784	25,000	340008 Sanitation	30,000	30,000	
1,765	2,622	3,000	362000 Gasoline/Oil/Lubricants	4,000	4,000	
94		5,000	366000 Equipment Maintenance	5,000	5,000	
43,563	52,381	100,000	371000 Repair and Maintenance	100,000	100,000	
		1,200	375000 Map expenses	2,400	2,400	
		1,000	375100 Fisherman's/Farmer's Market	1,000	1,000	
6,333	842	5,000	380000 Professional Services	40,000	40,000	
6,465	12,552	13,000	380005 Pay Station & Merchant Fees	15,000	15,000	
6,122	7,484	8,000	380010 Submerged Land Lease	10,000	10,000	
3,973	5,225	7,000	380020 Computer and Software support	5,000	5,000	
2,132	3,071	3,500	380040 Transient Room Tax	3,500	3,500	
2,461	583	2,000	380050 Non-capital Equipment	5,000	5,000	
27,643	31,794	36,814	390090 Overhead Cost (Indirect Allocation)	43,125	43,125	
\$ 196,492	\$ 207,182	\$ 293,714	Total Materials and Services	\$ 352,825	\$ 352,825	\$ -
-	-	-	Total Debt Service	-	-	-
Transfers to Other Funds:						
20,000	100,000	100,000	860012 Marina Capital Reserve Fund	90,000	90,000	
20,000	100,000	100,000	Total Transfers to Other Funds	90,000	90,000	-
-	-	125,000	800000 Contingency	125,000	125,000	
525,320	672,963	943,225	Total Expenditures	991,310	991,310	-
266,345	323,922	73,654	Ending Fund Balance	86,685	86,685	-
\$ 791,665	\$ 996,885	\$1,016,879	Total Requirements	\$ 1,077,995	\$ 1,077,995	\$ -

City of Warrenton
Budget Document

Established by Resolution No. 2018

Warrenton Marina Fund Capital Reserve Fund 012 (461)

To accumulate funds for capital
improvements at the Warrenton Marina

Review Year: 2023

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
			<u>Resources</u>			
\$ 382,175	\$ 402,175	\$ 464,175	300000 Beginning Fund Balance	\$ 317,840	\$ 317,840	
			Transfers from Other Funds:			
		42,055	391001 General Fund	41,626	41,626	
20,000	100,000	100,000	391030 Warrenton Marina Fund-operations	90,000	90,000	
402,175	502,175	606,230	Total Resources	449,466	449,466	-
			<u>Requirements</u>			
			Capital Outlay-Marinas:			
		15,000	610003 Work Truck			
	22,925	480,000	620002 Commercial Work Pier Improvements			
		12,000	620004 Pay Stations			
		40,000	620009 E Dock Pile Replacement Project			
	15,993		620010 Inner Basin Lighting Project			
			620011 Warrenton Inner Basin Docks	250,000	250,000	
			620012 M&N Electrical Upgrade	30,000	30,000	
-	38,918	547,000	Total Capital Outlay	280,000	280,000	-
-	38,918	547,000	Total Expenditures	280,000	280,000	-
402,175	463,257	59,230	880001 Reserved for future expenditures	169,466	169,466	-
\$ 402,175	\$ 502,175	\$ 606,230	Total Requirements	\$ 449,466	\$ 449,466	\$ -

City of Warrenton
Budget Document

Hammond Marina Fund 011 (461)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual		Adopted Budget		Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23		Budget Officer	Budget Committee	Governing Body
Resources						
\$ 180,776	\$ 239,353	\$ 290,000	300000	Beginning Working Capital	\$ 240,000	\$ 240,000
93,558	123,543	130,000	347801	Annual Moorage Rentals	150,000	150,000
16,075	10,231	10,000	347802	Transient Daily Moorage	10,000	10,000
1,076	1,591	1,000	347803	Utilities	1,000	1,000
94,080	117,090	95,000	347805	Launch Fees	105,000	105,000
7,200	22,743	20,000	347808	Monthly Moorage	20,000	20,000
25,970	37,983	25,000	347810	Parking	35,000	35,000
62,320	73,950	65,000	347812	Overnight Stays	50,000	50,000
13,285	15,066	15,000	347818	Facilities Fee	15,000	15,000
3,462	3,398	3,500	360000	Miscellaneous	3,000	3,000
8,666	6,690	6,000	361000	Interest Earnings	20,000	20,000
2,831			331500	CRF Grant		
13,417	13,908	14,052	363000	Lease Receipts	10,161	10,161
522,716	665,546	674,552	Total Resources		659,161	659,161
Requirements						
Personnel Services-Marinas:						
87,097	103,448	122,000	110000	Regular Salaries	140,250	140,250
7,608	8,489	8,000	110001	Overtime	8,000	8,000
1,020	9,185	12,000	110002	Temporary/Seasonal Salaries	12,000	12,000
7,086	8,977	10,863	141000	FICA	12,259	12,259
2,367	3,421	4,502	142000	Workers Compensation	5,622	5,622
		284	142100	Paid Family Leave	641	641
92	117	142	143000	Unemployment	160	160
22,459	31,039	37,356	144000	Retirement	46,081	46,081
21,536	27,692	28,125	145000	Health Insurance	35,192	35,192
128	136	145	146000	Life Insurance	164	164
286	265	196	149000	Long Term Disability	278	278
22,313	26,061	29,260	199999	Personnel services overhead (.2621 FTE)	35,877	35,877
\$ 171,991	\$ 218,830	\$ 252,873	Total Personnel Services		\$ 296,524	\$ 296,524
2.1706			Total Full-Time Equivalent (FTE)		2.4246	2.4246

City of Warrenton
Budget Document

Hammond Marina Fund 011 (461)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
				Requirements		
				Materials and Services-Marinas:		
\$ 2,064	\$ 2,798	\$ 2,000	210000 Office Supplies	\$ 2,500	\$ 2,500	
91	131	300	211000 Postage	200	200	
14			223000 General Supplies/Small Tools			
759	1,883	3,000	223001 Janitorial Supplies	4,000	4,000	
362	881	1,500	223004 Uniforms	2,000	2,000	
32	80	1,000	310000 Printing/Advertising	1,000	1,000	
174	335	500	320000 Dues/Meetings/Training/Travel	2,000	2,000	
4,198	4,286	5,000	340000 Electricity	6,000	6,000	
2,796	2,806	3,500	340002 Communications	4,000	4,000	
3,614	8,490	7,000	340005 Water	10,000	10,000	
3,356	8,304	7,000	340006 Sewer	8,000	8,000	
671	1,661	1,200	340007 Storm Sewer	1,500	1,500	
15,035	13,418	20,000	340008 Sanitation	20,000	20,000	
1,239	2,167	3,000	362000 Gasoline/Oil/Lubricants	3,000	3,000	
83			366000 Equipment Maintenance	2,000	2,000	
34,382	48,041	80,000	371000 Repair and Maintenance	68,000	68,000	
4,256	1,200	5,000	380000 Professional Services	5,000	5,000	
6,910	9,888	10,000	380005 Merchant Fees	13,000	13,000	
5,483	6,773	5,000	380020 Computer and Software Support	5,000	5,000	
8,582	8,947	1,000	380040 Transient Room Tax	7,500	7,500	
2,461	653	2,500	380050 Non-capital Equipment	3,000	3,000	
		2,000	410000 Permits and fees	2,000	2,000	
14,807	17,763	20,888	390090 Overhead Cost (Indirect Allocation)	29,221	29,221	
\$ 111,372	\$ 140,505	\$ 181,388	Total Materials and Services	\$ 198,921	\$ 198,921 \$ -	
			Transfers to Other Funds:			
	100,000	100,000	860013 Hammond Marina Cap. Reserve-operations	50,000	50,000	
-	100,000	100,000	Total Transfers	50,000	50,000 -	
			Not allocated:			
-	-	80,000	800000 Contingency	90,000	90,000	
283,363	459,335	614,261	Total Expenditures	635,445	635,445 -	
239,353	206,211	60,291	880001 Ending Fund Balance	23,716	23,716 -	
\$ 522,716	\$ 665,546	\$ 674,552	Total Requirements	\$ 659,161	\$ 659,161 \$ -	

City of Warrenton
Budget Document

Established by Resolution No. 2057

Hammond Marina Fund Capital Reserve Fund 013 (461)

To accumulate funds for capital
improvements at the Hammond Marina

Review Year: 2023

Historical Data			Budget for Fiscal Year 7/1/2023 - 6/30/2024			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
			Resources			
\$ 929,697	\$ 670,858	\$ 735,722	300000	Beginning Fund Balance	\$ 975,000	\$ 975,000
36,257	57,986	45,000	334000	Clatsop County TRT Tourism Cont	55,000	55,000
160,903	229,977	221,000	364000	Transient Room Tax	231,000	231,000
				Transfers from Other Funds:		
	100,000	100,000	391030	Hammond Marina Fund-operations	50,000	50,000
<u>1,126,857</u>	<u>1,058,821</u>	<u>1,101,722</u>	Total Resources	<u>1,311,000</u>	<u>1,311,000</u>	<u>-</u>
			Requirements			
				Capital Outlay-Marinas:		
		15,000	610003	Marina Vehicle		
		24,000	620004	Paystations		
455,999	304,271		620007	Hammond Marina Dredging		
	11,917	25,000	620011	Hammond Dock Lighting		
		50,000	620012	Pile Replacement		
		100,000	620013	Dredge Spoil Area		
			620010	Bank Stabilization	250,000	250,000
			620015	Marina Rebuild	150,000	150,000
<u>455,999</u>	<u>316,188</u>	<u>214,000</u>	Total Capital Outlay	<u>400,000</u>	<u>400,000</u>	<u>-</u>
455,999	316,188	214,000	Total Expenditures	400,000	400,000	-
670,858	742,633	887,722	Ending Fund Balance	911,000	911,000	-
<u>\$ 1,126,857</u>	<u>\$ 1,058,821</u>	<u>\$ 1,101,722</u>	Total Requirements	<u>\$ 1,311,000</u>	<u>\$ 1,311,000</u>	<u>\$ -</u>

City of Warrenton
Budget Document

Water Fund 025 (430)

Historical Data			Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual	Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23			
Resources					
\$3,144,980	\$3,336,675	\$2,000,000	300000 Beginning Fund Balance	\$ 1,400,000	\$ 1,400,000
		1,460,000	334250 Loan Proceeds-IFA S17012	1,645,000	1,645,000
		1,000,000	334400 Dept. of Interior ERAA Earmark	1,000,000	1,000,000
58,457	45,120	60,000	340025 Connection Charges	45,000	45,000
	2,565		342004 Application Fee Revenue		
2,479,890	2,399,525	2,482,941	344000 Utilities - in city	2,486,772	2,486,772
1,415,000	1,407,634	1,443,080	344500 Utilities - outside city	1,522,557	1,522,557
		157,041	Rate increase: in and outside city 4%	160,373	160,373
7,635	17,377	20,000	345000 Late Fees	17,000	17,000
12,837	31,812	30,000	346000 Door Hanger Fees	30,000	30,000
6,840	11,880	12,000	347000 Shut Off Fees	13,000	13,000
6,170	6,650	6,000	348000 Service Calls - in city	6,000	6,000
3,610	3,980	4,000	348500 Service Calls - outside city	3,500	3,500
1,095	1,400	1,000	349000 NSF Fees	1,400	1,400
4,021	13,123		360000 Miscellaneous		
42,100	40,215	32,000	361000 Interest Earnings	145,000	145,000
2,855			331500 CRF Grant		
3,372			366000 Proceeds from Sale of Assets		
<u>7,188,862</u>	<u>7,317,956</u>	<u>8,708,062</u>	Total Resources	<u>8,475,602</u>	<u>8,475,602</u>
Requirements					
Personnel Services-Public Works:					
398,123	429,453	589,400	110000 Regular Salaries	685,250	685,250
20,900	14,932	28,000	110001 Overtime	28,000	28,000
30,636	32,686	47,231	141000 FICA	54,564	54,564
9,924	11,953	16,489	142000 Workers Compensation	20,709	20,709
		1,235	142100 Paid Family Leave	2,853	2,853
400	427	617	143000 Unemployment	713	713
108,431	98,381	178,469	144000 Retirement	214,488	214,488
108,961	120,935	181,267	145000 Health Insurance	218,823	218,823
415	402	552	146000 Life Insurance	621	621
1,232	1,004	1,137	149000 Long Term Disability	1,315	1,315
165,103	186,097	214,521	199999 Personnel services overhead(1.6255 FTE)	222,521	222,521
<u>\$ 844,124</u>	<u>\$ 896,270</u>	<u>\$1,258,918</u>	Total Personnel Services	<u>\$ 1,449,857</u>	<u>\$ 1,449,857</u>
	9.8807		Total Full-Time Equivalent (FTE)	11.116	11.116

City of Warrenton
Budget Document

Water Fund 025 (430)

Historical Data				Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
Requirements						
Public Works						
Distribution System:						
Materials and Services: (430)						
\$ 1,509	\$ 1,567	\$ 2,000	210000 Office Supplies	\$ 1,800	\$ 1,800	
2,471	2,588	3,500	211000 Postage	2,800	2,800	
9,147	13,013	8,300	223000 General Supplies	12,000	12,000	
671	2,177	4,100	223001 Janitorial Supplies	2,500	2,500	
459	709	1,000	223002 Chemical Supplies	800	800	
806	3,366	3,000	223004 Uniforms	2,500	2,500	
3,727	1,877	2,100	223005 Safety	3,000	3,000	
1,578	783	2,500	310000 Printing/Advertising	1,500	1,500	
2,584	3,412	6,500	320000 Dues/Meetings/Training/Travel	7,500	7,500	
	2,565		330000 Application Processing Fees	2,000	2,000	
4,162	3,397	4,700	340000 Electricity	4,500	4,500	
4,409	4,191	5,700	340002 Communications	5,000	5,000	
311	283	450	340005 Water	400	400	
276	276	800	340006 Sewer	400	400	
55	55	200	340007 Storm Sewer	100	100	
3,317	3,317	5,100	340008 Sanitation	4,000	4,000	
2,559	2,804	4,000	360000 Bank Fees/Credit Cards	3,000	3,000	
7,690	11,120	5,000	362000 Gasoline/Oil/Lubricants	10,000	10,000	
6,310	22,564	26,000	366000 Equipment Maintenance	20,000	20,000	
93,394	107,665	124,800	371000 Construction and Materials	115,000	115,000	
	236,412		Inventory Adjustment			
3,623	3,840	13,300	371001 Rock	5,000	5,000	
28,109	262	31,200	371004 Water Meter Replacement	17,500	17,500	
712	1,377	30,000	378000 Building Maintenance	61,950	61,950	
27,462	65,028	83,200	380000 Professional Services	100,000	100,000	
18,034	16,515	29,500	380005 Professional Services-online payments	25,000	25,000	
11,990	13,742	13,400	380006 Professional Services-utility billing	15,000	15,000	
12,130	11,202	20,800	380020 Computer and Software Support	20,000	20,000	
1,523	17,121	10,000	380050 Non-capital Equipment	10,000	10,000	
109,565	126,846	153,141	390090 Overhead Cost (Indirect Allocation)	181,234	181,234	
		1,000	410000 Permits and Fees	1,000	1,000	
123,994	119,976	129,113	420000 Franchise Fees (5%)	130,992	130,992	
482,578	800,050	724,404	Sub-total	766,476	766,476	-
Treatment Facility:						
Materials and Services: (435)						
\$ 103	\$ 51	\$ 400	210000 Office Supplies	\$ 200	\$ 200	
			211000 Postage	\$ 100	\$ 100	
2,439	1,532	3,100	223000 General Supplies	2,500	2,500	
563		700	223001 Janitorial Supplies	500	500	
47,815	47,394	62,400	223002 Chemical Supplies	55,000	55,000	
131	540	400	223004 Uniforms	1,000	1,000	
50		3,100	223005 Safety Supplies	500	500	
35	25	1,000	310000 Printing/Advertising	250	250	
1,135	1,865	1,600	320000 Dues/Meetings/Training/Travel	2,000	2,000	
51,899	54,840	62,400	340000 Electricity	60,000	60,000	
3,088	2,943	5,200	340002 Communications	3,500	3,500	
15,827	12,003	18,700	340005 Water	18,000	18,000	
608	165	1,000	362000 Gasoline/Oil/Lubricants	1,000	1,000	
67,287	81,914	156,000	366000 Equipment Maintenance	125,000	125,000	
5,839	10,095	416,000	371000 Repair and Maintenance	20,000	20,000	
2,253	7,578	3,600	380000 Professional Services	5,500	5,500	
3,953	4,504	4,700	380020 Computer and Software Support	5,000	5,000	
3,527	2,440	6,200	380050 Non-capital Equipment	4,000	4,000	
6,664	5,629	7,300	410000 Permits and Fees	7,000	7,000	
213,213	233,518	753,800	Sub-total	311,050	311,050	-

Water Fund 025 (430)

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City of Warrenton
Budget Document

Established by Resolution No. 2019

Water Fund Capital Reserve Fund 029 (430)

To accumulate funds for capital improvements
of the Water Fund

Review Year: 2023

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
			Resources			
\$ 2,267,578	\$ 3,663,177	\$ 6,100,000	300000 Beginning Fund Balance	\$ 6,900,000	\$ 6,900,000	
			Transfers from Other Funds:			
		1,460,000	391025 Water Fund Loans	1,645,000	1,645,000	
		1,000,000	391025 Federal Earmark Funds	1,000,000	1,000,000	
1,560,000	2,750,000	1,900,000	391025 Water Fund Operations	1,500,000	1,500,000	
3,827,578	6,413,177	10,460,000	Total Resources	11,045,000	11,045,000	-
			Requirements			
			Capital Outlay-Public Works			
		42,000	610005 Public Works Service Truck	88,200	88,200	
		48,300	610024 Hoist Truck	75,600	75,600	
		7,500	610027 Locator Equipment			
		12,500	610028 GPR Utility Ground Penetrating Radar			
			610029 WTP Mower	45,000	45,000	
826		2,460,000	620075 Hammond Waterline Upgrades	2,645,000	2,645,000	
5,771	143		620091 Public Works Remodel			
865		58,000	620084 SW 4th Street (S Main Ave - SW Alder Ct)	58,000	58,000	
143,161			620085 SE Anchor (Harbor - SE 3rd St) Improvement			
13,778	111,695	820,000	620094 Replace Raw Water Pipe Downstream			
	647	540,000	620011 SE Marlin 18" Waterline(SE 7th-E Harbor)	540,000	540,000	
		1,694,000	620096 Raw Water Upstream for Reservoir	1,694,000	1,694,000	
		100,000	620081 Ultrasonic Algae Control Raw Water Res	100,000	100,000	
		350,000	620082 N Main & NW 7th Pl (Warr Dr-NE 5th)	350,000	350,000	
		1,175,000	620083 Recoat Epoxy Lining Inside Clearwell	1,175,000	1,175,000	
	4,993		620095 Fuel Tank WTP			
			620097 E Harbor to Downtown Waterline Upsize	700,000	700,000	
164,401	117,478	7,307,300	Total Capital Outlay-Public Works	7,470,800	7,470,800	-
164,401	117,478	7,307,300	Total Expenditures	7,470,800	7,470,800	-
		786,009	880001 Reserved for Water Filter Replacement			
		1,272,000	Replacement year 2027	974,507	974,507	
3,663,177	6,295,699	1,094,691	880001 Reserved for Water Reservoir Replacement	1,378,000	1,378,000	
3,663,177	6,295,699	3,152,700	880001 Reserved for future projects	1,221,693	1,221,693	-
			Total Reserved for future expenditure	3,574,200	3,574,200	-
\$ 3,827,578	\$ 6,413,177	\$ 10,460,000	Total Requirements	\$ 11,045,000	\$ 11,045,000	\$ -

City of Warrenton
Budget Document

Water System Development Charges Fund 026 (410)

Historical Data			Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual	Adopted		Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23	Budget Officer	Budget Committee	Governing Body
			Resources and Requirements		
			<u>Resources</u>		
\$ 91,795	\$ 154,811	\$ 194,418	300000	Beginning Working Capital	\$ 301,410 \$ 301,410
120,044	74,598	100,000	339100	Reimbursement Fee	100,000 100,000
972	1,025	875	361000	Interest Earnings	8,500 8,500
212,811	230,434	295,293	Total Resources		409,910 409,910 -
			<u>Requirements</u>		
			Capital Outlay-Public Works:		
-	-	-	620000	Improvements	- - -
-	-	-	Total Capital Outlay		- - -
			Not allocated:		
			Debt Service:		
58,000			801016	Principal(G99001)	- - -
			801017	Interest	- - -
58,000	-	-	Total Debt Service		- - -
-	200,000		800000	Contingency	- - -
58,000	-	200,000	Total Expenditures		- - -
154,811	230,434	95,293	Ending Fund Balance		409,910 409,910 -
\$ 212,811	\$ 230,434	\$ 295,293	Total Requirements		\$ 409,910 \$ 409,910 \$ -

City of Warrenton
Budget Document

Storm Sewer Fund 028 (430)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
			Resources			
\$ 1,185,198	\$ 1,473,868	\$ 1,500,000	300000 Beginning Fund Balance	\$ 1,680,000	\$ 1,680,000	
505,230	512,237	518,185	344000 Utilities (20% of Sewer)	527,250	527,250	
		20,727	Rate Increase (4%)	21,090	21,090	
970	4,785		360000 Miscellaneous			
9,218	8,406	6,000	361000 Interest Earnings	35,000	35,000	
312			331500 CRF Grant			
		200,000	331600 OBDD Levee Certification Grant	200,000	200,000	
		100,000	365002 Business Oregon Planning Grant	100,000	100,000	
241			366000 Proceeds From Sale of Asset			
1,701,169	1,999,296	2,344,912	Total Resources	2,563,340	2,563,340	-
			Requirements			
			Personnel Services-Public Works			
50,550	30,074	80,809	110000 Regular Salaries	71,109	71,109	
897	1,669	2,500	110001 Overtime	2,500	2,500	
2,841	3,975	5,391	110002 Temporary/Seasonal Salaries	5,391	5,391	
4,026	2,666	6,786	141000 FICA	6,044	6,044	
1,508	870	1,880	142000 Workers Compensation	1,834	1,834	
		177	142100 Paid Family Leave	316	316	
53	35	89	143000 Unemployment	79	79	
12,568	6,336	24,941	144000 Retirement	23,797	23,797	
11,566	8,346	24,594	145000 Health Insurance	21,422	21,422	
56	34	70	146000 Life Insurance	54	54	
150	72	158	149000 Long Term Disability	139	139	
18,857	13,515	29,745	199999 Personnel services overhead (.2055 FTE)	28,124	28,124	
103,072	67,592	177,140	Total Personnel Services	160,809	160,809	-
		1.3535	Total Full-Time Equivalent (FTE)	1.1814	1.1814	1.1814
			Materials and Services-Public Works			
144	157	400	210000 Office Supplies	200	200	
321	330	500	211000 Postage	500	500	
1,264	825	2,000	223000 General Supplies	1,500	1,500	
12	104	300	223001 Janitorial	300	300	
23		300	223002 Chemical Supplies	200	200	
40	288	600	223004 Uniforms	500	500	
331	332	1,100	223005 Safety	500	500	
103	85	200	310000 Printing/Advertising/Publicity	200	200	
55	138	1,100	320000 Dues/Meetings/Training/Travel	2,000	2,000	
9,687	10,785	12,500	340000 Electricity-pump stations	12,500	12,500	
297	240	900	340002 Communications	500	500	
33	30	200	340005 Water	200	200	
29	29	200	340006 Sewer	200	200	
6	6	100	340007 Storm Sewer	100	100	
350	350	1,000	340008 Sanitation	500	500	
254	434	900	360000 Bank Fees/Credit Cards	500	500	
809	905	1,400	362000 Gasoline	1,200	1,200	
3,022	9,187	70,000	366000 Equipment Maintenance	12,000	12,000	
45,975	43,691	140,000	371000 Repair & Maint. Materials	60,000	60,000	
	3,736		Inventory Adjustment			
374	1,040	4,700	371001 Rock	2,000	2,000	
1,019		5,200	371002 Ditch Restoration/Vegetation Removal	4,000	4,000	
		30,000	371003 Phase I Levee & Dike slope stability M & R	30,000	30,000	
10	193	5,200	378000 Building Maintenance	9,200	9,200	
12,649	21,219	26,000	380000 Professional Services	25,000	25,000	
17,670	3,150	287,000	380001 Professional Services-FEMA Project	285,000	285,000	
2,469	2,277	3,600	380005 Online payments	3,000	3,000	
1,641	1,729	1,600	380006 Utility Billing	2,000	2,000	
2,105	1,917	2,600	380020 Computer & Software Support	3,000	3,000	
45	1,355	900	380050 Non-capital Equipment	1,500	1,500	
12,514	9,212	21,234	390090 Overhead Cost (Indirect Allocation)	22,906	22,906	
		3,000	410000 Permits	1,500	1,500	
\$ 113,251	\$ 113,744	\$ 624,734	Total Materials and Services	\$ 482,706	\$ 482,706	\$ -

City of Warrenton
Budget Document

Storm Sewer Fund 028 (430)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
			Capital Outlay-Public Works			
		\$ 3,000	610005 Public Works Service Truck	\$ 6,300	\$ 6,300	
		3,450	610024 Hoist Truck	5,400	5,400	
			610031 Tractor & Boom Mower	123,750	123,750	
		50,000	620082 Tide Gates	60,000	60,000	
	35		620091 Remodel of Public Works Offices			
1,411			620093 Automatic Gate at Public Works			
2,219		148,000	620084 SW 4th Street (S Main Ave - SW Alder Ct)	148,000	148,000	
7,348			620087 SW Alder Ave. (2nd to 1st)			
	31,373	340,000	620088 West Hammond Drainage	365,000	365,000	
		37,000	620089 SE 2nd King to Marlin Culverts	37,000	37,000	
	124,854	123,000	620086 SW Alder Ave. (3rd to 2nd)	123,000	123,000	
		181,037	620094 SW Alder Ave. (1st to W Harbor)	181,037	181,037	
		160,000	620095 O&M and Alder Monitoring	160,000	160,000	
		100,000	620028 Tide Gate #9 - Business Oregon	150,000	150,000	
10,978	156,262	1,145,487	Total Capital Outlay	1,359,487	1,359,487	-
-	-	90,000	800000 Not allocated: Contingency	125,000	125,000	
227,301	337,598	2,037,361	Total Expenditures	2,128,002	2,128,002	-
1,473,868	1,661,698	307,551	880001 Ending Fund Balance	435,338	435,338	-
\$ 1,701,169	\$ 1,999,296	\$ 2,344,912	Total Requirements	\$ 2,563,340	\$ 2,563,340	\$ -

City of Warrenton
Budget Document

Storm Sewer System Development Charges Fund 051 (410)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
<u>Resources</u>						
\$ 57,302	\$ 83,969	\$ 87,894	300000	Beginning Fund Balance	\$ 109,300 \$ 109,300	
\$ 26,092	\$ 12,110	25,000	339200	Improvement Fee	25,000 25,000	
575	495	400	361000	Interest	3,000 3,000	
83,969	96,574	113,294	Total Resources		137,300 137,300 -	
<u>Requirements</u>						
Capital Outlay-Public Works						
-	-	-	Total Capital Outlay		- - -	
-	-	80,000	800000	Not allocated: Contingency	- - -	
-	-	80,000	Total Expenditures		- - -	
83,969	96,574	33,294	880001	Ending Fund Balance	137,300 137,300 -	
\$ 83,969	\$ 96,574	\$ 113,294	Total Requirements		\$ 137,300 \$ 137,300 \$ -	

City of Warrenton
Budget Document

Sewer Fund 030 (430)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
			Resources			
\$ 2,688,213	\$ 3,110,781	\$ 2,700,000	300000 Beginning Fund Balance	\$ 2,900,000	\$ 2,900,000	
45,472	35,535	35,000	340030 Connection Charges	35,000	35,000	
2,527,330	2,561,994	2,590,924	344000 Utilities	2,636,252	2,636,252	
		109,056	Rate increase 4% in city and shoreline	111,086	111,086	
1,857	1,107	1,800	344300 Industrial Waste Permitted Use	1,800	1,800	
136,234	135,479	135,481	344500 Shoreline Sewer Revenue	140,891	140,891	
126,245			344700 Septage Revenue			
13,966	13,587		360000 Miscellaneous			
47,545	39,401	32,000	361000 Interest Earnings	140,000	140,000	
2,883			331500 CRF Grant			
2,489			366000 Proceeds from Sale of Assets			
5,592,234	5,897,884	5,604,261	Total Resources	5,965,029	5,965,029	-
			Requirements			
			Personnel Services-Public Works:			
411,518	370,524	559,250	110000 Regular Salaries	523,750	523,750	
32,867	15,185	50,000	110001 Overtime	50,000	50,000	
32,873	28,860	46,608	141000 FICA	43,892	43,892	
10,703	10,194	14,622	142000 Workers Compensation	14,914	14,914	
		1,219	142100 Paid Family Leave	2,295	2,295	
430	378	609	143000 Unemployment	574	574	
110,985	87,206	170,867	144000 Retirement	174,073	174,073	
107,390	84,460	152,415	145000 Health Insurance	151,481	151,481	
480	384	474	146000 Life Insurance	428	428	
1,306	870	1,081	149000 Long Term Disability	999	999	
164,921	177,988	222,523	199999 Personnel services overhead (1.6442 FTE)	225,078	225,078	
\$ 873,473	\$ 776,049	\$ 1,219,668	Total Personnel Services	\$ 1,187,484	\$ 1,187,484	\$ -
	9.6329		Total Full-Time Equivalent (FTE)	8.6343	8.6343	8.6343
			Public Works: Collection System			
			Materials and Services (430):			
\$ 1,490	\$ 1,596	\$ 2,900	210000 Office Supplies	\$ 2,000	\$ 2,000	
1,705	1,709	4,200	211000 Postage	2,000	2,000	
8,656	9,978	13,600	223000 General Supplies	11,000	11,000	
737	2,206	3,900	223001 Janitorial Supplies	2,500	2,500	
197		2,100	223002 Chemical Supplies	1,000	1,000	
556	3,115	3,000	223004 Uniforms	3,500	3,500	
4,016	4,354	6,000	223005 Safety	5,000	5,000	
2,439	871	3,200	310000 Printing/Advertising	2,000	2,000	
628	3,270	6,300	320000 Dues/Meetings/Training/Travel	7,500	7,500	
2,612	2,440	3,200	340000 Electricity	3,000	3,000	
5,443	2,873	8,400	340002 Communications	5,000	5,000	
311	283	800	340005 Water	500	500	
636	545	1,000	340006 Sewer	1,000	1,000	
150	109	400	340007 Storm	400	400	
3,317	3,317	6,300	340008 Sanitation	4,000	4,000	
40,163	43,629	57,200	340010 Pump Station Utilities	50,000	50,000	
2,305	2,232	8,400	360000 Bank Fees/Credit Cards	2,500	2,500	
7,690	13,449	11,500	362000 Gasoline/Oil/Lubricants	15,000	15,000	
16,992	38,404	41,600	366000 Equipment Maintenance	40,000	40,000	
72,180	30,740	260,000	366100 Pump Station Maintenance	100,000	100,000	
78,193	66,818	1,040,000	371000 Construction and Materials	80,000	80,000	
	84,401		Inventory Adjustment			
3,645	3,699	11,500	371001 Rock	5,000	5,000	
241	2,473	41,600	378000 Building Maintenance	60,101	60,101	
37,436	56,466	208,000	380000 Professional Services	100,000	100,000	
13,109	11,383	18,600	380005 Professional Services - online payments	15,000	15,000	
8,715	8,647	8,400	380006 Professional Services - utility billing	10,000	10,000	
43,003		52,000	380007 Inflow & Infiltration Plan	40,000	40,000	
29,869	28,458	41,600	380020 Computer and Software Support	42,000	42,000	
5,991	18,929	11,500	380050 Non-capital Equipment	15,000	15,000	
109,444	121,319	158,853	390090 Overhead Cost (Indirect Allocation)	183,317	183,317	
		2,300	410000 Permits and Fees	1,000	1,000	
126,367	128,100	134,728	420000 Franchise Fee (5%)	139,755	139,755	
628,236	695,813	2,173,081	Total Materials and Services (430)	949,073	949,073	-

City of Warrenton
Budget Document

Sewer Fund 030 (430)

Historical Data			Budget for Fiscal Year 7/1/2023 - 6/30/2024			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
Requirements						
Public Works:						
Shoreline Sanitary						
Materials and Services (433):						
		800	223000 General Supplies	800	800	
		800	223002 Chemical Supplies	800	800	
2,285	2,309	3,500	340001 Natural Gas	3,000	3,000	
7,617	8,547	11,000	340010 Pump Station Electricity	10,000	10,000	
		600	362000 Gasoline/Oil/Lubricants	600	600	
7,745	2,349	7,500	366100 Pump Station Maintenance	7,500	7,500	
	567	6,500	371000 Repair and Maintenance	1,000	1,000	
		2,800	380000 Professional Services	2,800	2,800	
1,127	1,127	2,500	380020 Computer and Software Support	2,000	2,000	
18,774	14,899	36,000	Total Materials and Services (433)	28,500	28,500	-
Public Works:						
Sewer Plant						
Materials and Services (435):						
489	20	1,200	210000 Office Supplies	500	500	
272		500	211000 Postage	500	500	
2,636	3,640	6,000	223000 General Supplies	4,000	4,000	
259	283	800	223001 Janitorial Supplies	500	500	
245		1,000	223002 Chemical Supplies	500	500	
319	114	1,000	223004 Uniforms	500	500	
7,865	12,305	20,000	223005 Lab supplies	15,000	15,000	
628	164	2,000	223006 Safety	1,000	1,000	
48	25	1,000	310000 Printing/Advertising	200	200	
1,389	3,008	9,000	320000 Dues/Meetings/Training/Travel	10,000	10,000	
78,305	74,090	80,000	340000 Electricity	80,000	80,000	
5,937	5,849	6,500	340002 Communications	6,500	6,500	
1,513	1,165	2,000	340005 Water	2,000	2,000	
958	734	1,000	340006 Sewer	1,000	1,000	
192	147	250	340007 Storm Sewer	250	250	
7,494	7,516	9,000	340008 Sanitation	8,500	8,500	
1,048	2,070	4,000	362000 Gasoline/Oil/Lubricants	3,000	3,000	
50,851	60,658	70,000	366000 Equipment Maintenance	70,000	70,000	
21,199	21,050	100,000	371000 Repair and Maintenance	25,000	25,000	
3,494	24,833	200,000	380000 Professional Services	100,000	100,000	
1,131	24,686	15,000	380020 Computer and Software Support	25,000	25,000	
11,819	8,919	6,000	380050 Non-capital Equipment	11,000	11,000	
2,541	3,271	6,000	410000 Permits and Fees	4,000	4,000	
200,632	254,547	542,250	Total Materials and Services (435)	368,950	368,950	-
847,642	965,259	2,751,331	Total Public Works Materials and Services	1,346,523	1,346,523	-
Not allocated:						
Debt Service:						
134,328	138,172	142,142	Principal	146,246	146,246	
43,994	39,654	35,176	Interest	30,552	30,552	
178,322	177,826	177,318	Total Debt Service	176,798	176,798	-
Transfers to Other Funds:						
582,017	1,000,000	600,000	860038 Sewer Fund Capital Reserve-operations	1,700,000	1,700,000	
582,017	1,000,000	600,000	Total Transfers to Other Funds	1,700,000	1,700,000	-
-		63,012	800003 Contingency-debt reserves	63,012	63,012	
-		650,000	800000 Contingency-operations	600,000	600,000	
		713,012	Total Contingency	663,012	663,012	-
2,481,453	2,919,134	5,461,329	Total Expenditures	5,073,817	5,073,817	-
3,110,781	2,978,750	142,932	880001 Ending Fund Balance	891,212	891,212	-
\$ 5,592,234	\$ 5,897,884	\$ 5,604,261	Total Requirements	\$ 5,965,029	\$ 5,965,029	\$ -

City of Warrenton
Budget Document

Established by Resolution No. 2020

Sewer Fund Capital Reserve Fund 038 (430)

Review Year: 2023

To accumulate funds for capital
improvements to the Sewer Fund

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
			Resources			
\$ 3,533,552	\$ 3,974,126	\$ 4,700,000	300000 Beginning Fund Balance	\$ 4,800,000	\$ 4,800,000	
			Transfers from Other Funds:			
582,017	1,000,000	600,000	391030 Sewer Fund Operations	1,700,000	1,700,000	
<u>4,115,569</u>	<u>4,974,126</u>	<u>5,300,000</u>	Total Resources	<u>6,500,000</u>	<u>6,500,000</u>	-
			Requirements			
			Capital Outlay-Public Works:			
		31,000	610005 Public Works Service Truck	65,100	65,100	
		35,650	610024 Holst Truck	55,800	55,800	
			610031 Tractor and Boom Mower	27,500	27,500	
		20,000	610026 Jetter Camera Nozzle for Vactor			
		7,500	610027 Locator Equipment			
		12,500	610028 GPR Utility Ground Penetrating Radar			
		10,000	610029 Half-inch Jetting Skid			
		180,000	610030 Trailer Mounted Pumps	180,000	180,000	
70,751			620089 SE 2nd Street & Marlin Ave Pump Station			
4,644	115		620091 Remodel of Public Works Offices			
	13,300	50,000	620046 Pump Station Generator	100,000	100,000	
9,079	67,634	100,000	620078 N Main Ave & NW 7th Pl (NW Warr Dr to NE 5th St)			
		160,000	620024 WWTP North Lagoon Dewatering Pump and Filter	160,000	160,000	
9,770	75,980		620023 SE Marlin & 101 Pump Station Upgrade			
	15,814	60,000	620033 Pump Station Bypass Program	120,000	120,000	
47,198			620094 Bird Netting for SBR			
		80,000	620095 4th UV Disinfection Module	80,000	80,000	
		100,000	620096 UV PLC Upgrade	100,000	100,000	
			620097 Headworks Parallel Finescreen	40,000	40,000	
			620006 Biosolids Removal	500,000	500,000	
<u>141,443</u>	<u>172,843</u>	<u>846,650</u>	Total Capital Outlay	<u>1,428,400</u>	<u>1,428,400</u>	-
<u>141,443</u>	<u>172,843</u>	<u>846,650</u>	Total Expenditures	<u>1,428,400</u>	<u>1,428,400</u>	-
		1,249,997	880001 Reserved for SBR Basin and Equipment	1,249,997	1,249,997	
		500,000	880001 Reserved for Biosolids Disposal	-	-	
		2,703,353	880001 Reserved for future projects	3,821,603	3,821,603	-
<u>3,974,126</u>	<u>4,801,283</u>	<u>4,453,350</u>	880001 Total Reservations for future Expenditures	<u>5,071,600</u>	<u>5,071,600</u>	-
<u>\$ 4,115,569</u>	<u>\$ 4,974,126</u>	<u>\$ 5,300,000</u>	Total Requirements	<u>\$ 6,500,000</u>	<u>\$ 6,500,000</u>	<u>\$ -</u>

City of Warrenton
Budget Document

Sewer System Development Charges Fund 036 (410)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual	Adopted Budget			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
			Resources			
\$ 53,188	\$ 112,894	\$ 150,016	300000 Beginning Fund Balance	\$ 217,900	\$ 217,900	
59,022	60,509	60,000	339100 Reimbursement Fee	60,000	60,000	
684	755	675	361000 Interest Earnings	6,000	6,000	
112,894	174,158	210,691	Total Resources	283,900	283,900	-
			Requirements			
-	-	-	620000 Capital Outlay-Public Works: Improvements			
-	-	-	Total Capital Outlay	-	-	-
-	-	-	Not allocated: Debt Service: Principal-Y04001 Interest-Y04001			
-	-	-	Total Debt Service	-	-	-
-	-	-	800000 Contingency	-	-	-
-	-	-	Total Expenditures	-	-	-
112,894	174,158	210,691	Ending Fund Balance	283,900	283,900	-
\$ 112,894	\$ 174,158	\$ 210,691	Total Requirements	\$ 283,900	\$ 283,900	\$ -

City of Warrenton
Budget Document

Sanitation Fund 032 (430)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
			<u>Resources</u>			
\$ 432,697	\$ 450,351	\$ 445,000	300000	Beginning Fund Balance	\$ 445,000	\$ 445,000
996,607	1,035,500	1,029,544	344000	Utilities	1,060,395	1,060,395
		190,000		Estimated Commercial Dumpster Incr.		
208,090	211,517	226,800	345000	Recycling Fees	247,200	247,200
2,875	2,379		360000	Miscellaneous		
4,476	3,271	3,000	361000	Interest Earnings	15,000	15,000
1,044			366000	Proceeds from Sale of Assets		
886			331500	CRF Grant		
1,646,675	1,703,018	1,894,344	Total Resources		1,767,595	1,767,595
						-
			<u>Requirements</u>			
			Personnel Services-Public Works:			
139,078	118,113	132,851	110000	Regular Salaries	152,851	152,851
794	1,696	8,000	110001	Overtime	8,000	8,000
473	663	899	110002	Temporary/Seasonal Salaries	899	899
10,315	8,665	10,844	141000	FICA	12,374	12,374
3,124	4,104	4,907	142000	Workers Compensation	6,503	6,503
		284	142100	Paid Family Leave	647	647
135	113	142	143000	Unemployment	162	162
34,818	24,124	40,579	144000	Retirement	45,945	45,945
36,702	45,083	57,135	145000	Health Insurance	47,984	47,984
156	114	101	146000	Life Insurance	111	111
435	287	265	149000	Long Term Disability	304	304
46,990	51,566	55,934	199999	Personnel services overhead (.4211 FTE)	57,651	57,651
\$ 273,020	\$ 254,528	\$ 311,941	Total Personnel Services		\$ 333,431	\$ 333,431
						\$ -
	2.4977		Total Full-Time Equivalent (FTE)		2.7311	2.7311
						2.7311

City of Warrenton
Budget Document

Sanitation Fund 032

Historical Data			Budget for Fiscal Year 7/1/2023 - 6/30/2024				
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23					
Requirements							
Materials and Services-Public Works:							
\$ 465	\$ 652	\$ 1,000	210000	Office Supplies	\$ 800	\$ 800	
639	596	1,700	211000	Postage	700	700	
2,549	1,513	4,700	223000	General Supplies	2,500	2,500	
571	1,649	4,000	223001	Janitorial Supplies	2,000	2,000	
	330	1,500	223002	Chemical Supplies	500	500	
242	1,572	1,100	223004	Uniforms	1,500	1,500	
953	508	900	223005	Safety	1,000	1,000	
884	618	600	310000	Printing/Advertising	1,000	1,000	
113	1,139	1,100	320000	Dues/Meetings/Training/Travel	2,000	2,000	
756	708	1,400	340000	Electricity	1,000	1,000	
2,462	1,961	3,300	340002	Communications	3,300	3,300	
412,748	386,052	374,300	340003	Landfill Fees	425,000	425,000	
153,328	209,054	236,000	340004	Residential Curbside Recycling	247,200	247,200	
1,532	1,135	1,500	340005	Water	1,500	1,500	
1,272	884	1,200	340006	Sewer	1,500	1,500	
232	177	800	340007	Storm Sewer	500	500	
960	960	1,800	340008	Sanitation	1,200	1,200	
6,856	1,700	20,000	340015	Spring Cleanup/Voucher Program	7,500	7,500	
36,088	37,309	38,900	340016	Commercial Recycling-Cardboard	42,200	42,200	
41,265	28,930	72,200	340017	Yard Debris Recycling	79,500	79,500	
12,596	14,655	23,000	340020	Landfill Postclosure Care Costs	17,500	17,500	
14,645	14,854	16,200	340025	Recycling Education	16,200	16,200	
842			350000	Insurance-Bonds & Fire	1,000	1,000	
283	837	900	360000	Bank Fees/Credit Cards	1,000	1,000	
18,664	35,418	33,300	362000	Gasoline/Oil/Lubricants	37,500	37,500	
39,420	29,256	40,000	366000	Equipment Maintenance	45,000	45,000	
530	287	2,100	371000	Repair and Maintenance	1,000	1,000	
1,049	219	600	371001	Rock	1,500	1,500	
34	898	40,000	378000	Building Maintenance	16,753	16,753	
5,716	12,236	7,300	380000	Professional Services	12,000	12,000	
4,899	4,449	5,700	380005	Professional Services - online payments	5,500	5,500	
3,257	3,380	2,600	380006	Professional Services - utility billing	3,500	3,500	
2,516	2,863	6,800	380020	Computer/Software Support	7,000	7,000	
7,079	3,240	46,800	380050	Non-capital equipment	7,000	7,000	
	21,561			Inventory Adjustment			
31,184	35,149	39,930	390090	Overhead Cost (Indirect Allocation)	46,954	46,954	
49,830	51,775	66,478	420000	Franchise Fee (5%)	62,999	62,999	
856,459	908,524	1,099,708		Total Materials and Services	1,104,806	1,104,806	-
Not allocated:							
Transfers to Other Funds:							
66,845	35,000	222,222	860034	Sanitation Fund Capital Reserve	65,000	65,000	-
66,845	35,000	222,222		Total Transfers to Other Funds	65,000	65,000	-
-	-	150,000	800000	Contingency	175,000	175,000	-
1,196,324	1,198,052	1,783,871		Total Expenditures	1,678,237	1,678,237	-
450,351	504,966	110,473	880001	Ending Fund Balance	89,358	89,358	-
\$ 1,646,675	\$ 1,703,018	\$ 1,894,344		Total Requirements	\$ 1,767,595	\$ 1,767,595	\$ -

City of Warrenton
Budget Document

Established by Resolution No. 2161

Sanitation Fund Capital Reserve Fund 034 (430)

To accumulate funds for equipment and capital improvements
of the Sanitation Fund

Review Year: 2026

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
			Resources			
\$ 198,466	\$ 254,490	275,000	300000 Beginning Fund Balance	\$ 380,000	\$ 380,000	
			Transfers from Other Funds:			
66,845	35,000	222,222	391032 Sanitation Fund	65,000	65,000	
265,311	289,490	497,222	Total Resources	445,000	445,000	-
			Requirements			
			Capital Outlay-Public Works:			
		13,000	610005 Public Works Service Truck	27,300	27,300	
		14,950	610024 Hoist Truck	23,400	23,400	
6,951			620001 SW 1st Street Recycling Center Upgrades			
3,870	96		620091 Remodel of Public Works			
		10,000	620094 Storage Facility			
10,821	96	37,950	Total Capital Outlay	50,700	50,700	-
10,821	96	37,950	Total Expenditures	50,700	50,700	-
254,490	289,394	459,272	880001 Reserved for future expenditure	394,300	394,300	-
\$ 265,311	\$ 289,490	\$ 497,222	Total Requirements	\$ 445,000	\$ 445,000	\$ -

City of Warrenton
Budget Document

State Tax Street Fund 040 (431)

Historical Data					Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual		Adopted Budget	Resources and Requirements		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23					
Resources							
\$ 2,561,838	\$ 2,608,279	\$ 986,905	300000	Beginning Fund Balance (BFB)	\$ 1,731,131	\$ 1,731,131	
		1,059,236		BFB (City Fuel Tax)	1,195,340	1,195,340	
		39,168		BFB (State fuel tax 1% trails)	42,764	42,764	
		14,691		BFB (Sidewalk in Lieu)	30,765	30,765	
396,899	476,151	485,420	335700	State Gas Tax (per capita)	510,213	510,213	
355,409	358,658	356,000	335800	City Fuel Tax (\$.03 per gallon)	368,134	368,134	
7,354	5,212		360000	Miscellaneous			
19,448	14,445	12,000	361000	Interest Earnings	50,000	50,000	
	79,811		365000	Donations			
2,375	25,225	25,000	365002	Sidewalk Fee In Lieu	5,000	5,000	
723			366000	Proceeds From Sale of Asset			
430			331500	CRF Grant			
		400,000	334301	SRTS Grant	400,000	400,000	
		100,000	334302	ODOT Contribution to SRTS	100,000	100,000	
		1,360,000	334303	SRTS Grant Phase 2-Federal	1,360,000	1,360,000	
			334304	SRTS Grant Phase 2-ODOT	2,000,000	2,000,000	
3,344,476	3,567,781	4,838,420		Total Resources	7,793,347	7,793,347	-
Requirements							
Personnel Services-Public Works:							
54,834	61,060	122,701	110000	Regular Salaries	134,351	134,351	
248	343	2,000	110001	Overtime	2,000	2,000	
473	663	899	110002	Temporary/Seasonal Salaries	899	899	
4,108	4,626	9,608	141000	FICA	10,500	10,500	
1,722	2,113	3,767	142000	Workers Compensation	4,394	4,394	
		251	142100	Paid Family Leave	549	549	
54	61	126	143000	Unemployment	137	137	
13,550	11,470	35,366	144000	Retirement	41,316	41,316	
11,546	14,887	37,300	145000	Health Insurance	40,689	40,689	
64	65	110	146000	Life Insurance	118	118	
159	133	239	149000	Long Term Disability	258	258	
26,072	31,675	44,375	199999	Personnel services overhead (.2627 FTE)	35,960	35,960	
112,829	127,096	256,742		Total Personnel Services	271,171	271,171	-
		2.0715		Total Full-Time Equivalent (FTE)	2.1823	2.1823	2.1823
Materials and Services-Public Works:							
212	290	600	210000	Office Supplies	350	350	
		200	211000	Postage	100	100	
2,919	1,799	2,500	223000	General Supplies	3,000	3,000	
18	85	200	223001	Janitorial	200	200	
33		100	223002	Chemical	100	100	
174	685	400	223004	Uniforms	750	750	
494	976	1,100	223005	Safety	1,200	1,200	
619	136	800	310000	Printing/Advertising	800	800	
518	154	1,500	320000	Dues/Meetings/Training/Travel	3,000	3,000	
413	391	500	340000	Electricity	500	500	
442	509	600	340002	Communications	600	600	
49	45	200	340005	Water	150	150	
44	44	100	340006	Sewer	150	150	
9	9	100	340007	Storm Sewer	100	100	
3,560	4,181	5,000	340008	Sanitation	5,000	5,000	
68,049	63,881	80,000	341000	Street Lighting - Electricity	75,000	75,000	
450	443	800	360000	Bank Fees/Credit Cards	500	500	
1,248	2,025	3,900	362000	Gasoline/Oil/Lubricants	2,500	2,500	
3,769	11,047	5,800	366000	Equipment Maintenance	12,000	12,000	
74,320	30,736	52,000	371000	Repair & Maintenance Materials	60,000	60,000	
557	3,218	26,000	371001	Rock	7,500	7,500	
394,682	41,764	450,000		Overlays (city fuel tax)	450,000	450,000	
503	546	23,000	378000	Building Maintenance	14,213	14,213	
25,827	13,102	82,000	380000	Professional Services	35,000	35,000	
2,573	2,472	5,200	380020	Computer & Software Support	5,000	5,000	
2,375	4,636	2,300	380050	Non-Capital Equipment	5,000	5,000	
17,302	21,590	31,678	390090	Overhead Cost (Indirect Allocation)	29,288	29,288	
601,158	204,764	776,578		Total Materials and Services	712,001	712,001	-

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

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
			Requirements			
			Capital Outlay-Public Works:			
		9,000	610005 Public Works Service Truck	18,900	18,900	
	7,999		610014 Emergency Response Trailer			
		10,350	610024 Hoist Truck	16,200	16,200	
			610025 Vacuum Excavator Trailer			
		15,000	610026 Tailgate spreader	15,000	15,000	
			610031 Tractor and Boom Mower	123,750	123,750	
		240,000	620068 SW 2nd St (Elm - Gardenia)	240,000	240,000	
75	1,420	487,000	620078 N Main & NW 7th Place (Warrenton Dr - NE 5th)	487,000	487,000	
422	10		620091 Public Works Remodel			
3,272		320,000	620084 SW 4th St (S Main Ave-Alder Ct)	320,000	320,000	
450	3,225	220,000	620086 Intersection of SW 9th St and S Main Ave	220,000	220,000	
17,991	305,381		620087 SW Alder Ave. (2nd to 1st)			
		50,000	620012 Warrenton Trails Wayfinding Signs	50,000	50,000	
		40,000	620013 Upgrade Curb & Sidewalk at Elementary	40,000	40,000	
	128,382	500,000	620014 SRTS Grade Sch-Main Ave Safe Ped Walk	500,000	500,000	
		1,360,000	620015 SRTS Grade Sch-Phase 2	3,360,000	3,360,000	
		455,000	620028 SE 2nd St (SE Marlin-Warr. Commercial Ctr)	455,000	455,000	
	10,853		620029 Tansy Point Connection NW 11th Path			
22,210	457,270	3,706,350	Total Capital Outlay	5,845,850	5,845,850	-
-	-	75,000	800000 Contingency	500,000	500,000	
736,197	789,130	4,814,670	Total Expenditures	7,329,022	7,329,022	-
2,608,279	2,778,651	23,750	880001 Ending Fund Balance	464,325	464,325	-
\$ 3,344,476	\$ 3,567,781	\$ 4,838,420	Total Requirements	\$ 7,793,347	\$ 7,793,347	\$ -

City of Warrenton
Budget Document

Streets System Development Charges Fund 041 (410)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
			Resources			
\$ 909,268	\$ 1,072,687	\$ 1,097,949	300000 Beginning Fund Balance	\$ 1,282,100	\$ 1,282,100	
155,169	137,523	160,000	339200 Improvement Fee	160,000	160,000	
8,250	6,208	4,950	361000 Interest	3,800	3,800	
			Total Resources	1,445,900	1,445,900	-
			Requirements			
			620000 Capital Outlay-Public Works: Improvements			
-	-	-	Total Capital Outlay	-	-	-
-	-	1,162,899	800000 Contingency			
-	-	1,162,899	Total Expenditures	-	-	-
1,072,687	1,216,418	100,000	880001 Ending Fund Balance	1,445,900	1,445,900	-
\$ 1,072,687	\$ 1,216,418	\$ 1,262,899	Total Requirements	\$ 1,445,900	\$ 1,445,900	\$ -

City of Warrenton
Budget Document

Engineer Internal Service Fund 042 (750)

Historical Data			Budget for Fiscal Year 7/1/2023 - 6/30/2024			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
Resources						
\$ 5,406	\$ 5,503	\$ 2,500	300000	\$ 564	\$ 564	
4,030	88,883	101,233	347500	143,058	143,058	
			348000			
			360000			
			361000			
9,436	94,386	103,733	Total Resources	143,622	143,622	-
Requirements						
Personnel Services-Engineering Dept:						
2,843	59,330	64,000	110000	76,250	76,250	
	479	1,000	110001	1,000	1,000	
211	4,479	4,973	141000	5,910	5,910	
34	747	736	142000	1,048	1,048	
		130	142100	309	309	
3	59	65	143000	77	77	
730	15,568	16,841	144000	25,524	25,524	
109	8,557	8,623	145000	24,316	24,316	
1	44	39	146000	39	39	
3	148	126	149000	149	149	
3,933	89,411	96,533	Total Personnel Services	134,622	134,622	-
		1	Total Full-Time Equivalent	1	1	1
Materials and Services-Engineering Dept:						
		1,000	210000	1,000	1,000	
	145	1,500	320000	3,000	3,000	
		700	340002	500	500	
	32		380000	500	500	
	531	2,000	380020	2,000	2,000	
		2,000	380050	2,000	2,000	
-	708	7,200	Total Materials and Services	9,000	9,000	-
3,933	90,119	103,733	Total Expenditures	143,622	143,622	-
5,503	4,267	-	880001 Ending Fund Balance	-	-	-
\$ 9,436	\$ 94,386	\$ 103,733	Total Requirements	\$ 143,622	\$ 143,622	\$ -

City of Warrenton
Budget Document

Warrenton Business License Fund 006 (400)

Historical Data			Budget for Fiscal Year 7/1/2023 - 6/30/2024		
Actual	Adopted		Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23	Budget Officer	Budget Committee	Governing Body
			Resources and Requirements		
			Resources		
\$ 71,405	\$ 53,439	\$ 59,000	300000	Beginning Fund Balance	\$ 109,000
60,660	63,665	61,000	321600	Business License Fees	86,000
663	406	350	361000	Interest Earnings	1,800
30			364000	Fund Raising Revenues	
132,758	117,510	120,350	Total Resources		
			Requirements		
			Personnel Services-WBL Program:		
6,063	6,030	4,526	199999	Personnel services overhead (.0319 FTE)	4,371
6,063	6,030	4,526	Total Personnel Services		
			Materials and Services-WBL Program:		
984	946	1,000	211000	Postage	1,000
267	143	500	310000	Printing/Advertising/Publicity/Marketing	300
7,500	7,500	7,500	320000	Dues/Meetings/Training/Travel	7,500
14	50	250	360000	Bank/Credit Card Fees	250
119		2,500	380000	Professional Services	200
538			380010	Rental (Storage)	
		5,000	380019	Nuisance Abatement	10,000
1,665	1,748	2,000	380020	Computer & Software Support	2,000
490	550	800	380039	North and South Welcome Sign	800
	1,000	1,000	380031	July 4th Parade	
6,369			380034	Winter Holiday Events/Decoration	
		15,000	380047	Façade Grants(outside URA)	
1,287			380048	Festival/Chamber Events	
	16,502	20,000	380051	Holiday & Community Events	25,000
4,024	4,110	3,231	390090	Overhead Cost (Indirect Allocation)	3,560
23,256	32,549	58,781	Total Materials & Services		
			Capital Outlay-WBL Program:		
-	-	-	620005	Hammond Planting Strip Upgrade	10,000
			Total Capital Outlay		
			Not allocated:		
			Transfers to Other Funds		
40,000	5,000		860070	Police Vehicle Replacement Fund	
	5,000		860071	Fire Apparatus & Equipment Fund	-
10,000			860015	Grants Fund - (Fire Equip. Match)	
		3,000	860001	General Fund - Planning Reviews/Code Enf.	3,000
50,000	10,000	3,000	Total Transfers		
-	-	5,000	800000	Contingency	
79,319	48,579	71,307	Total Expenditures		
53,439	68,931	49,043	880001	Ending Fund Balance	
\$ 132,758	\$ 117,510	\$ 120,350	Total Requirements		



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Dawne Shaw, City Recorder
DATE: June 27, 2023
SUBJ: PUBLIC HEARING AND RESOLUTION TO RECEIVE STATE
REVENUE SHARING PAYMENTS

SUMMARY

State Revenue Sharing Law, ORS 221.770, requires cities to pass an ordinance or resolution each year stating they want to receive state revenue sharing funds. The attached resolution meets state requirements and declares the City's election to receive state revenues for the 2023 – 2024 fiscal year.

In order to receive State Revenue Sharing, the City must hold a public hearing before the Budget Committee (completed May 16) and the City Commission to give the public the opportunity to comment on the proposed use of State Revenue Sharing in relation to the City's budget. The attached worksheet provides State Shared Revenue estimates for FY 2023-2024.

RECOMMENDATION/SUGGESTED MOTION

Conduct the public hearing and then adopt Resolution No. 2652.

Suggested Motion: *"I move to adopt Resolution No. 2652; A Resolution Declaring the City of Warrenton's Election to Receive State Revenues for Fiscal Year 2023-2024."*

ALTERNATIVE

None recommended

FISCAL IMPACT

\$719,967 in Revenue

Approved by City Manager: _____

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

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

RESOLUTION NO. 2652

INTRODUCED BY ALL COMMISSIONERS

**A RESOLUTION DECLARING THE CITY OF WARRENTON'S
ELECTION TO RECEIVE STATE REVENUES FOR
FISCAL YEAR 2023-2024**

WHEREAS, a public hearing before the Budget Committee was held on May 16, 2023, and a public hearing before the City Commission was held on June 27, 2023, giving the public an opportunity to comment on the use of State Revenue Sharing; and

WHEREAS, it is deemed to be in the City's best interest to receive state revenue sharing.

THEREFORE, BE IT RESOLVED, by the City Commission of the City of Warrenton that Pursuant to ORS 221.770, the City of Warrenton hereby elects to receive state revenues for fiscal year 2023-2024.

Passed by the City Commission of the City of Warrenton this 27th day of June 2023.

APPROVED

Henry A. Balensifer III, Mayor

ATTEST

Dawne Shaw, CMC, City Recorder

CITY OF WARRENTON
fye 2024

STATE SHARED REVENUE ESTIMATES

	RATE PER CAPITA	X POPULATION	TOTAL ESTIMATED REVENUE	FUND
HIGHWAY USER TAXES	\$ 79.46	6,421	510,213	040
LIQUOR TAX	\$ 19.51	6,421	125,274	001
MARIJUANA TAX	\$ 1.35	6,421	8,668	001
CIGARETTE TAX	\$ 0.73	6,421	4,687	001
STATE REVENUE SHARING (LIQUOR)			71,125	001
TOTAL GENERAL FUND			<u>209,754</u>	
TOTAL STATE TAX STREET FUND			<u>510,213</u>	
GRAND TOTAL			<u>719,967</u>	

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

Liquor tax revenues: General Government purposes without program restrictions

Cigarette tax revenues: General Government purposes without program restrictions

Marijuana tax revenues: General Government purposes without program restrictions



AGENDA MEMORANDUM

TO: The Warrenton City Commission
 FROM: City Manager, Esther Moberg
 DATE: June 27th, 2023
 SUBJ: Next steps: Selection Wastewater Treatment Plant

SUMMARY

Kennedy Jenks are presenting the updated options for a new or updated Wastewater treatment plant as well as a possible option for private entity to build a biodigester. Staff is requesting Commission action to select one option to move forward with, regarding new/expanded wastewater treatment plant so staff may move forward with the potential project.

RECOMMENDATION/SUGGESTED MOTION

I move to approve the City of Warrenton moving forward with Wastewater Treatment Plant Option "___" as described in the Kennedy Jenks proposal and allowing staff to start the process of planning for this project including looking for alternative funding sources.

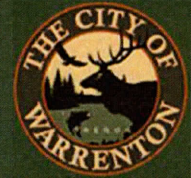
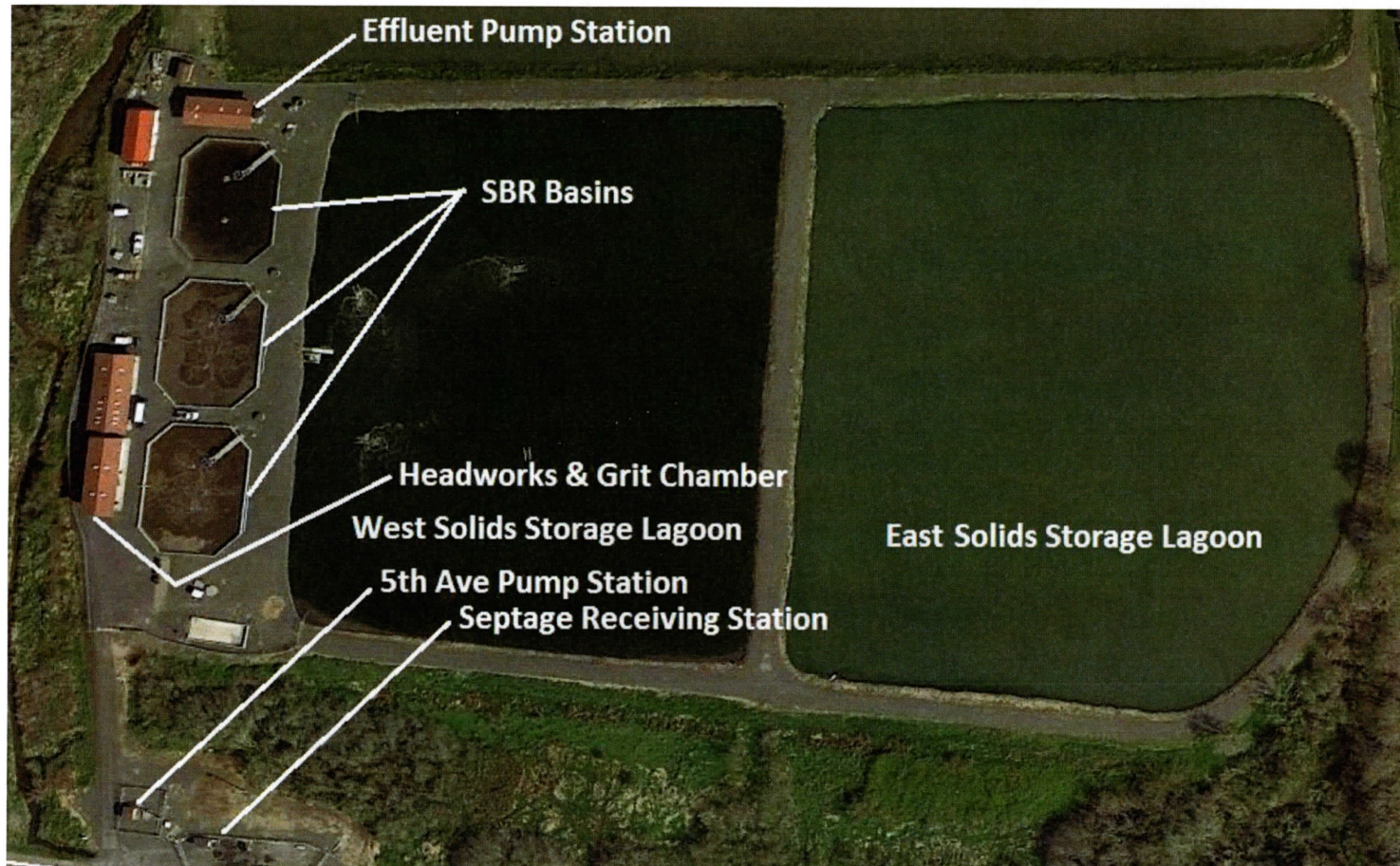
ALTERNATIVE

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

FISCAL IMPACT

N/A or...budgeted....or how funded

Approved by City Manager: _____



Wastewater Facility Plan Update

June 27, 2023



Kennedy Jenks

Presenter | Shawn Spargo

Agenda

- Project Updates
- Review 3 Main Alternatives
- Alternative 3B: 10-Year MBR in Parallel with SBR
- Cost Comparisons
- NPV Cost Results
- Biosolids Overview



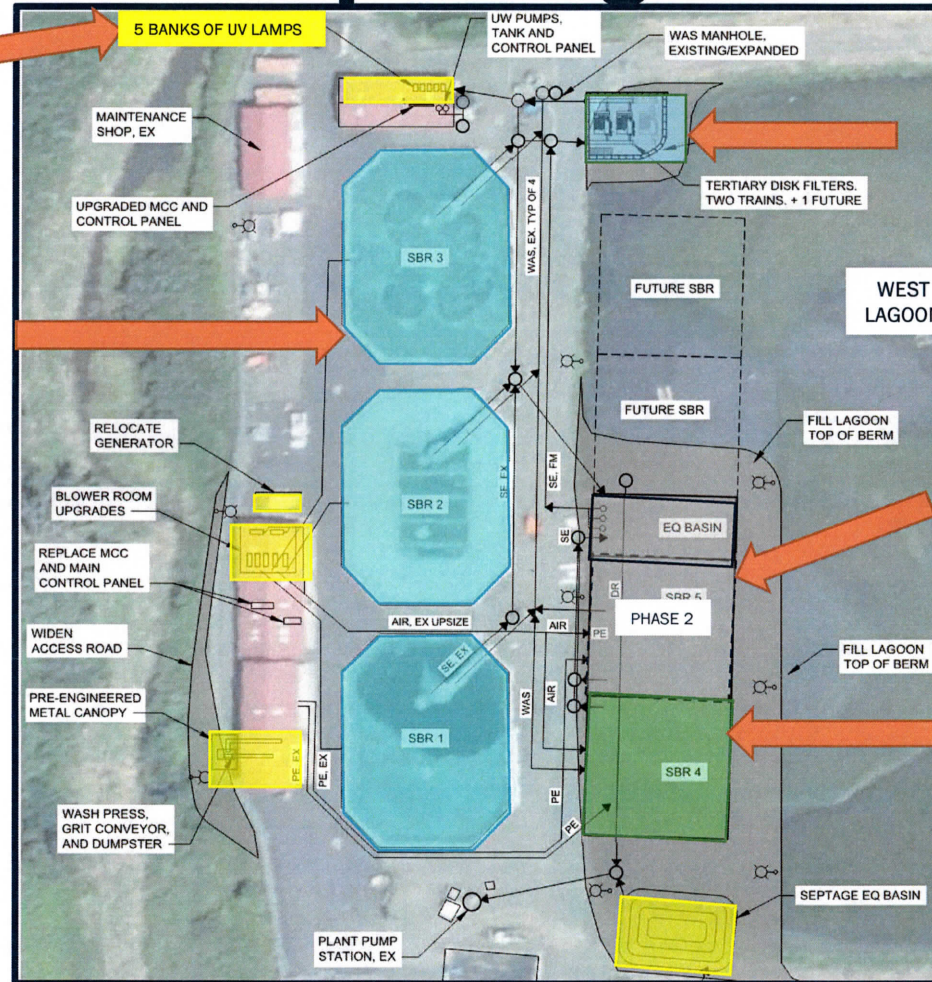
Project Updates

- KJ submitted draft Facility Plan to City on May 25th
- KJ and City visited two WWTPs on June 2nd
 - Jefferson, OR WWTP (SBR System)
 - Tri-City WRRF (MBR System)



Cover three existing SBRs.

Total of 5 SBR basins are needed to meet 20-year flow and load.



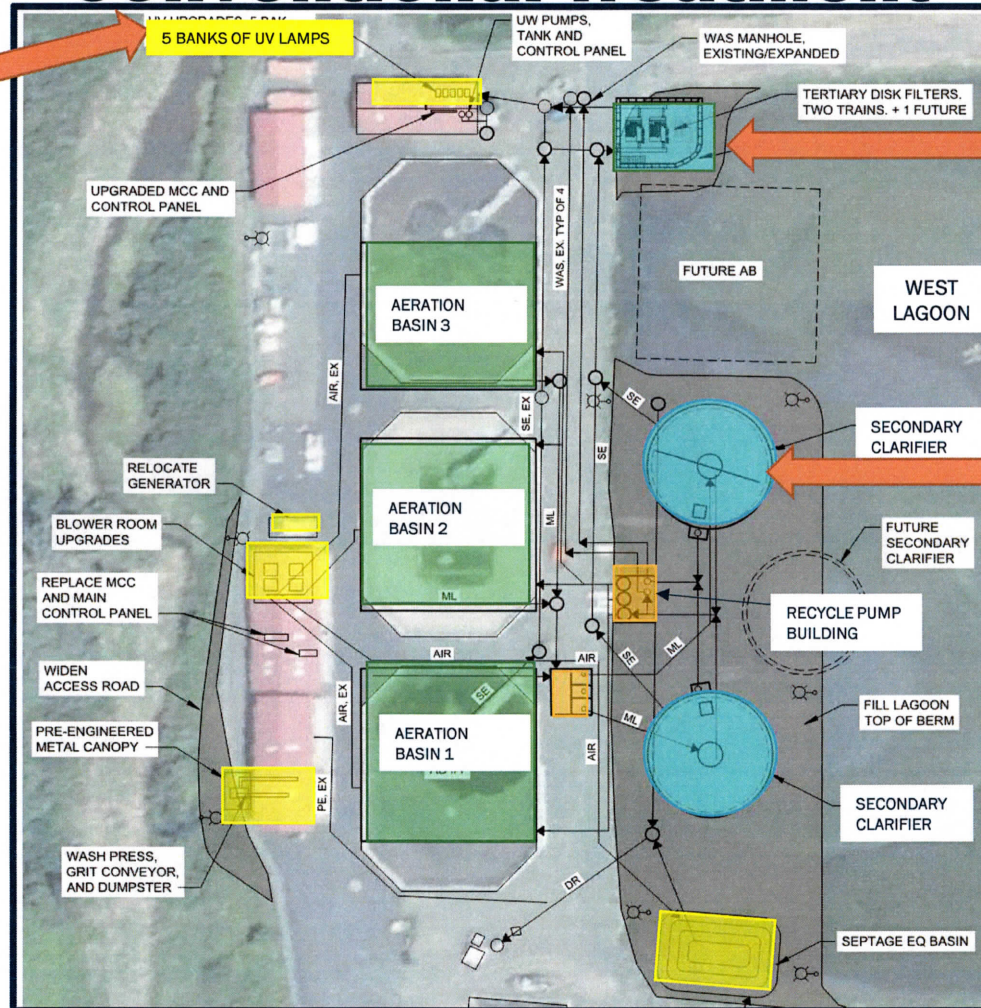
Cloth Media Filters are a high priority. Could complete this as near-term upgrade.

One additional SBR
Basin and the Effluent
EQ Basin is needed in
10 years.

- Alternative 4 is a Phased version of Alternative 1.

Alternative 2 – Conventional Treatment

UV upgrades are high priority. Could complete this as near-term upgrade.



Cloth Media Filters are still needed to ensure the UV system meets the e. coli limits.

Clarifiers rely on gravity settling, but are an improvement over shallow SBRs.

Large footprint required.

High level of mechanical complexity.
= Higher O&M costs.



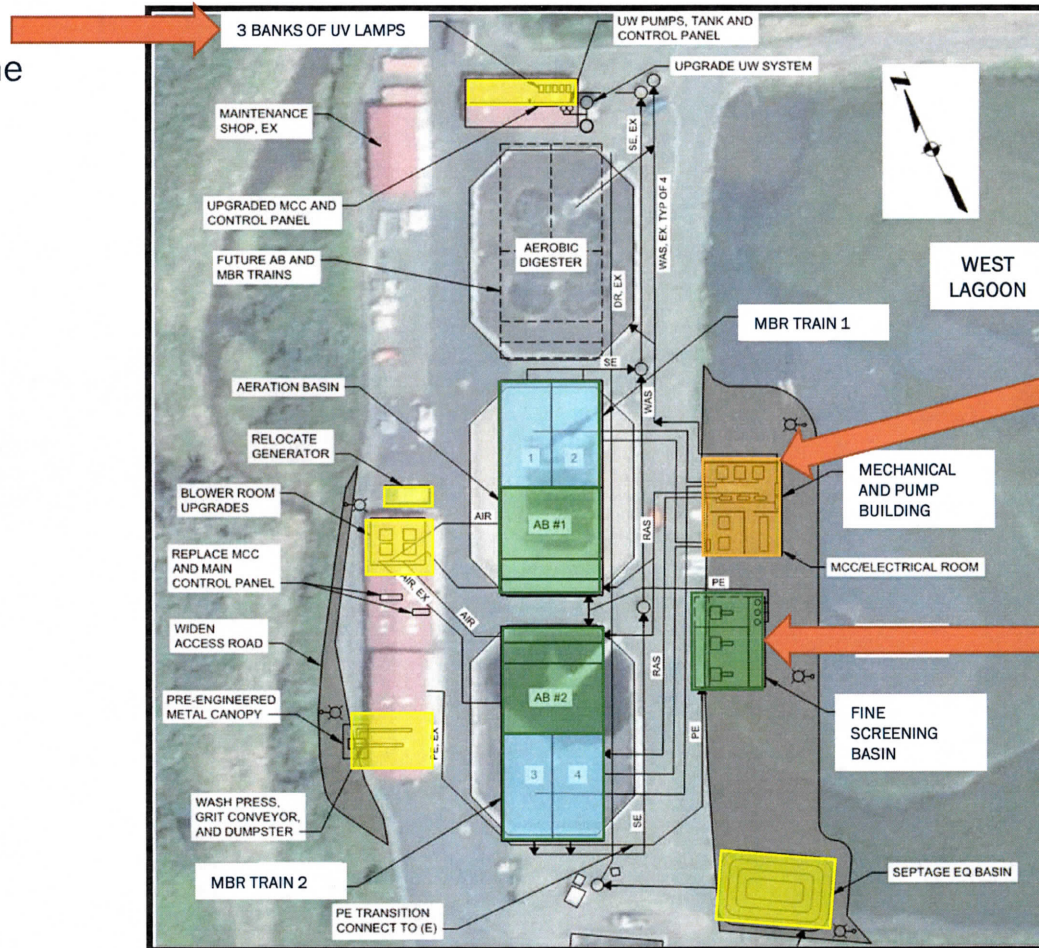
Alternative 3: Membrane Treatment

Possible that minor controls upgrade to the UV system is needed with MBR effluent.

A compact footprint, requiring only two treatment trains.

Filtration versus settling. Not impacted by wind or birds.

Does have a higher energy cost. Pumping for filtration.



Cloth Media Filters are not needed for the UV system to meet e. coli limits.

Does have a higher energy cost. Pumping for filtration. Scour blowers for membrane cleaning.

Fine screening is required to protect the membranes.

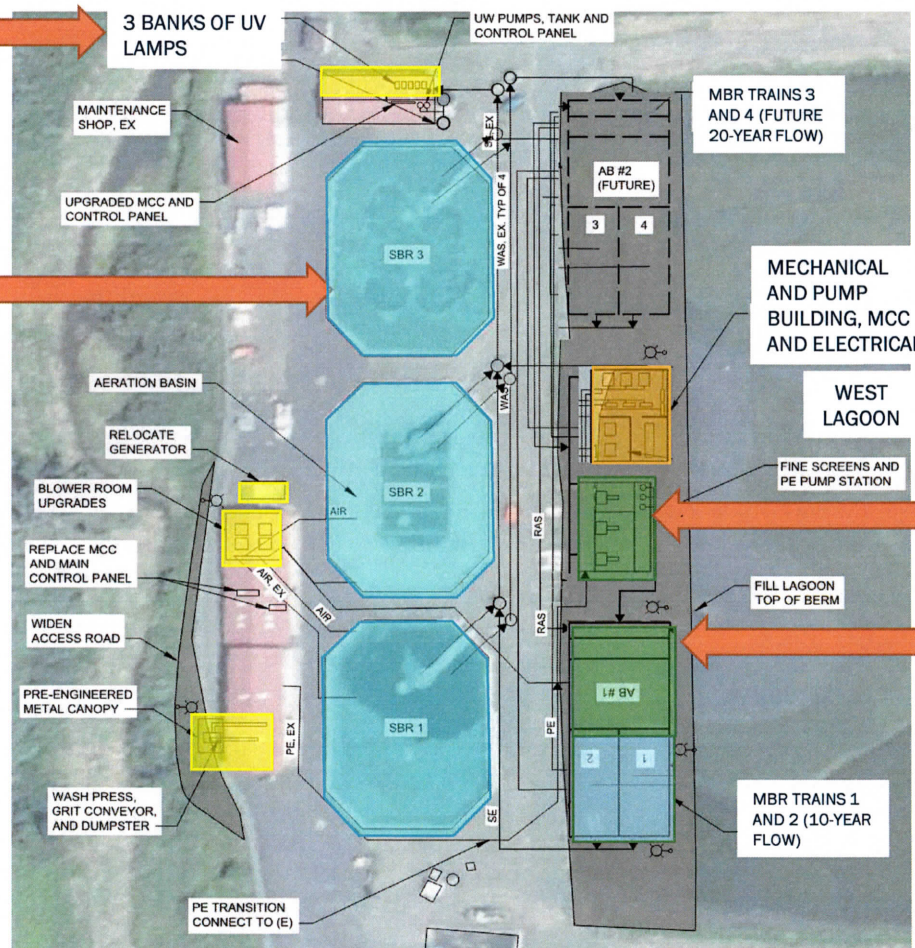


Alternative 3B: 10-Year MBR and Parallel SBR

Possible that minor controls upgrade to the UV system is needed with MBR effluent.

Keeps existing SBRs in service. Use SBRs during high flow events or when addition capacity is needed

No septage equalization basin or post-SBR equalization basin needed.



- Reduces initial capital cost by ~\$3M
- MBR quality effluent.
- SBRs provide equalization during high flow events.
- O&M cost is high

Fine screening is required to protect the membranes.

Does have a higher energy cost. Pumping for filtration. Scour blowers for membrane cleaning.



Wastewater Treatment Plant Expansion Alternatives

Alternative 1: Sequencing Batch Reactor (SBR) Expansion	Alternative 2: Activated Sludge	Alternative 3: 4 Basin (MBR) Expansion	Alternative 3B: 2 Basin MBR Expansion, keep SBRs	Alternative 4: Phased SBR Expansion
- SBRs have had difficulty consistently meeting effluent requirements. - Tertiary filters are recommended to ensure treatment requirements are met - Cost effective	- Cannot meet treatment requirements without disk filters - Large footprint and difficult to expand - Expensive to build and operate	- Highest level of treatment. Will help in complying with future regulations. - Process is mostly automated, reducing O&M effort. - Easiest to expand and has the smallest footprint	- Keeps the existing SBRs in service longterm. Option to expand MBR in 10 years. - High quality effluent for the first 10 years - Operating SBR and MBR trains in parallel is labor intensive.	- Phased approach reduces initial capital cost. - SBRs cannot meet treatment requirements without disk filters - SBRs have had difficulty consistently meeting effluent requirements.
Capital Cost: \$28.0M	Capital Cost: \$33.2M	Capital Cost: \$28.6M	Capital Cost: \$25.3M	Capital Cost: \$20.1M 2025, +\$9.8M 2035
20-year Lifecycle Cost: \$37.9M	20-year Lifecycle Cost: \$41.2M	20-year Lifecycle Cost: \$37.9M	20-year Lifecycle Cost: \$35.1M	20-year Lifecycle Cost: \$37.3M
		Recommended Alternative		

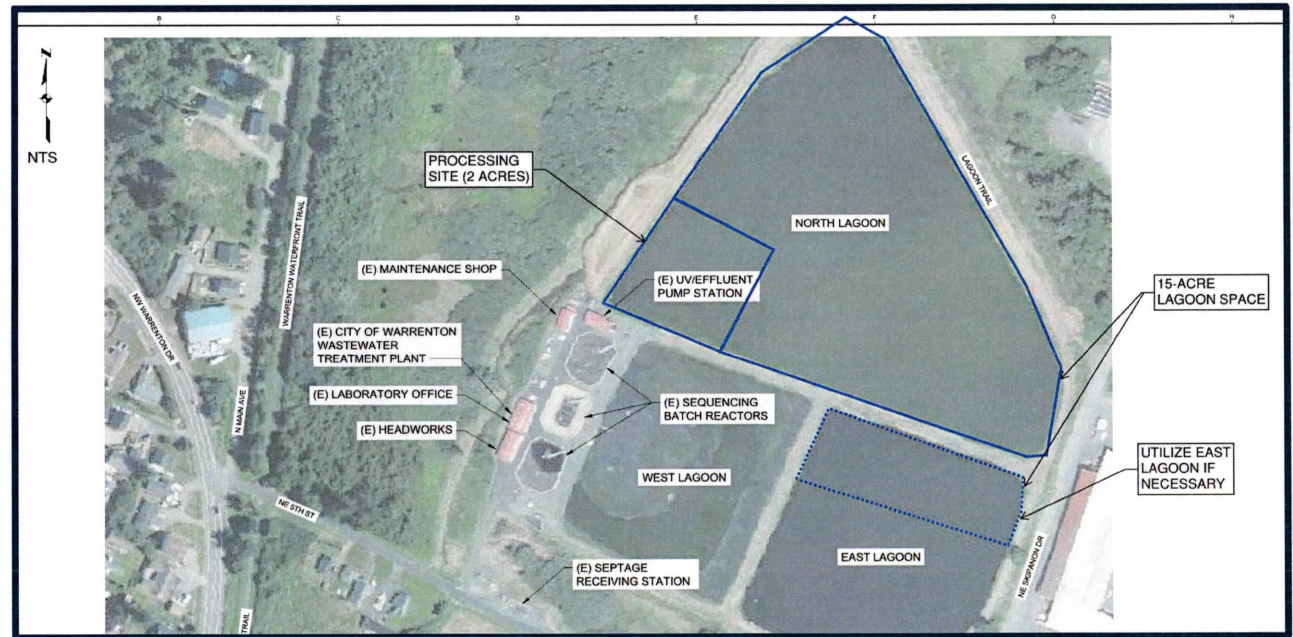
Power and Chemical Cost Comparison (SBR vs. MBR)

O&M Expenses Considered	Alternative 1: Sequencing Batch Reactor (SBR) Expansion	Alternative 2: Activated Sludge	Alternative 3: 4 Basin MBR Expansion	Alternative 3B: 2 Basin MBR Expansion, keep SBRs
Power, Electricity \$/yr	280k	333k	367k	346k
O&M labor, \$/yr	250k	110k	110k	155k
Chemicals, \$/yr	-	-	30k	15k
Equipment Replacement/Repair \$/yr	30k	31k	43k	39k
Total Annualized Cost	\$560k	\$474k	\$550k	\$555k



Regional Biodigester Overview

- Jacobs developed concept for high-strength organic material (waste from breweries, distilleries, seafood processors, etc.) in Clatsop County
- Potential for siting in North Lagoon area of plant
- Warrenton would likely NOT fund/own/operate facility
- Third-Party Design-Build-Own-Operate model
- Power costs for Warrenton WWTP could be offset by power generation from biodigester



Next Steps

1. Submit Draft Report to DEQ.
2. Address DEQ comments and revise.
3. Finalize and adopt Facility Plan.
4. Schedule One-stop funding meeting.



Questions/General Discussion



City of Warrenton

Board Recommendation

June 12, 2023

Marinas Advisory Committee

ADOPT-A MARINA PROPOSAL

Summary:

Due to the absence of Urban Renewal funds available for needed improvements for the Hammond Marina, donations would provide much needed funds to supplement the infrastructure (docks and piling replacements) as required to bring the marinas up to operation standards, annual maintenance and continued dredging of both the Warrenton & Hammond Marinas. The last estimation on a full replacement for Hammond was at or above 5 million. Donations could also support expansion of RV facilities, future full hook-ups which would raise revenues as well as park enhancements in order to have funding events such as concerts, weddings, tournaments, etc., with an eventual multi-use building, small conference center, an ADA compatible pier for public fishing or crabbing and seasonal food court as well as an enhanced bait shop. All of these were addressed in the Marinas' task force recommendations prior to the Marinas Advisory Committee formation. Donations can be made in favor of either marina for Capital Reserves or General fund for use on designated projects in a plan to be refined by the Marina Advisory Committee and staff. Donors may not be able to identify a specific purpose due to finance departments budgeting restrictions.

Fiscal Impact :

Undetermined at this time as it is a volunteer support program. The creation of this program was built on the interest from marina users both public and private, to be able to support the continued enhancement of the Warrenton//Hammond Marinas as a viable part of our highly recreational community. Losing the Hammond Marina to a launch location only, would be a detriment to the public usage of our "closest port to the fish". It has long been an integral part of the District of Hammond, Fort Stevens State park, KOA and additional RV parks. Losing the moorage and camping would be a loss for the future plans to revitalize not only the marina but Hammond's commercial sector as well. The underutilized property of the Hammond Mooring Basin's income opportunities with the support of public, private and other grant opportunities are endless if we can gain the support of our community.

RECOMMENDATION(S):

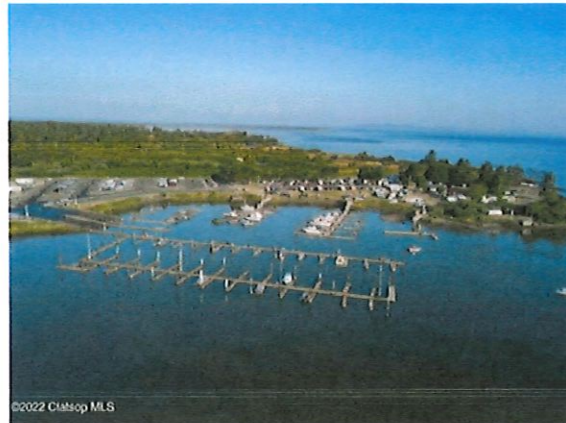
(Recommendation unanimous in favor with 1 absent committee member, Tim Kindred)

To support moving forward with the Adopt- A-Marina proposal , establish and adopt a formal plan for future improvements.

Respectfully Submitted,

Pam Ackley, Chair

A Partnership For Success



VISION STATEMENT

To Adopt A Marina or Sponsor A Marina as an effective way for businesses, contractors and the public to help marinas offset costs associated with litter removal, landscaping, maintenance and improvements.

Our Sponsors objective is to keep our marinas clean and safe. Our sponsors would take pride in giving back to the community they live in and the contributions made by our Sponsors allow the Adopt A Marina or Sponsor A Marina Programs to grow and have continued success for public access and enjoyment of the Warrenton and Hammond marinas.

Today's consumers see companies as more than just profit-making entities. Many believe businesses and community leaders have the responsibility and opportunity to drive effective social, recreational and eco-friendly opportunities for change.

Establishment of a policy on offering the public to invest in their community provides pride in maintaining the natural resources and livability of the abundant recreational facets of our parks, beaches, rivers and marinas making all of us better stewards of these resources.

Formation of a litter control group: See the attached volunteer proposal. This would be a volunteer committee and a plaque for these 2 groups would be posted at each marina.

Litter groups would have a designated member for contact with the groups.

Signage would use 3" letters and can have up to 13 characters per line

Suggested Sponsorships (open for obvious discussion on levels and category names)

Business Partners: 50K +? Could also be in the form of development opportunities

Captain: ~\$20000.00+

Chief Engineer: ~\$15,000+

Chief Mate: ~\$10,000+

Second Mate: ~\$5000.00+

Bosun: ~\$2500+

Able Bodied Seaman 1000+

Sponsorships may be a one time or annual donation

Signage recognizing sponsors to be displayed on one sign at each marina location

Sponsorships:

Checks to be payable to the City of Warrenton for deposit into the Capital Reserve Fund for each marina chosen by the donor per the finance manager. A budget line for this shall be established for each marina.

Funds would be designated to either Marina per the City Finance Department head and would be directed to the Capital Reserve Funds for each marina as chosen by the donor.

cap
reserve
7.2

Volunteer proposal

Who May Participate...

Volunteers may be individuals, families, groups or businesses. The adopting group does not need to be formal but it does need to be readily identifiable, as may be verified by group bylaws, or other methods such as vests or other identifiable means.

What is Required... Be willing to commit to 1 year of volunteer service. Be available to clean up litter Memorial Day through Labor Day every 2 weeks at a minimum and October through May 30th once a month or more as needed. Review safety information annually and sign a release of liability form to be resigned at the end of the commitment period. Be 16 years of age or older and signed by a parent or guardian.

At least one adult supervisor in each group who will be present when the work is being conducted. All volunteers should have the ability to walk in uneven terrain, lift and carry filled bags, and work safely around factors such as heavy traffic and high noise levels.

- **What We Provide...** The Marina's will provide: • Trash bags • Reflective vests • Safety information • Work area signs (public works?) • Flags to mark large or potential dangerous items and extra gloves.

What You Provide... • A concern for our marinas • A willingness to serve • Transportation to and from the work area • Your own gloves, drinking water and first aid kit.

All trash to be put in the Marina dumpsters @ end of the volunteer time frame

The Volunteer program would be advertised on the Marina and City (if allowed) Facebook site and in the local newspapers free volunteer opportunities sections.

LIABILITY RELEASE
ADOPT- A- MARINA VOLUNTEER PROGRAM

I have reviewed the volunteer guidelines and am aware of any danger involved in participating in the Adopt-A –Marina volunteer program. I am participating in the Hammond Marina ____, Warrenton Marina ____, or both marinas ____.

I understand that I will be responsible for damage or injury to any persons or property resulting from my actions during this activity.

I indemnify, hold harmless and release the City of Warrenton, its employees, agents and representatives, against any and all damages, claims, demands, actions, causes of actions, costs, and expenses of whatsoever nature as a result of my actions during this activity and will notify the City in the event a third party is injured as a result of this activity.

I, the undersigned participant, acknowledge that I have read and understand the above release.

_____	_____ Date _____
Print Name	Sign Name

If volunteer is under 18, a parent or guardian must sign this form.

As parent or legal guardian of the above listed minor, I hereby grant permission for my child to participate in Warrenton/Hammond Adopt-A-Marina program described above. My signature below represents that I have read, understand and consent to the terms and conditions of this document.

_____	_____ Date _____
Parent or Guardian Name	Sign Name
Relationship to participant _____	

Warrenton-Hammond

Vision Corridors and Hammond Marina Joint Task Force

Recommendations

Task Force Members

Staff: Jane Sweet, Jessica McDonald, City Commissioners Rick Newton & Pam Ackley

Gerry Poe, Ken Yuill, Paul Mitchell, County Commissioner Mark Kujala and Jim Dutcher

Our Goal:

Plan for the highest and best uses to generate funds to support revitalization projects.

Support clean marinas and aesthetically pleasing corridors to our vital community.

Phase 1 2019-2020

1. Possession from USACE

Recent contact with the City Manager and Harbor Master indicate that the package for transfer is in Washington DC and August is our target date for the transfer. Linda has been fielding email since that notice on June 12th so we appear to be getting very close!

2. Form an advisory committee

The current committee members consisting of Gerry Poe, Ken Yuill, Paul Mitchell, County Commissioner Mark Kujala and Jim Dutcher would like to retain their position with Commissioners Newton, Ackley as liaisons and staff Jane Sweet and Jessica McDonald as staff support.

3. Public Relations

Initiate a campaign to notify and promote our projects to get buy in on the community effort

Promotion of sponsor benches and picnic tables available to purchase and dedicate to loved ones lost at sea or families wishing to sponsor for the good of the projects.

- 4. Dredge.** Window of opportunity it 11/1 through 12/31, 2019. Bergerson Marine estimates 75,000 cubic yards of material can be removed within the 60 day window weather permitting cost to follow.
- 5. General clean-up and paint signage and remove old boom structure.**
- 6. Install decorative slats in the chain link fence at Sturgeon Paul's storage area**
- 7. Picnic tables at the east river beach with barriers preventing vehicle traffic on the river beach anticipating sponsorship opportunities for the picnic table (1/2 dozen to start) Volleyball sand court.**
- 8. T-shirt/Sweat shirt sales**
- 9. Annual parking and day use passes**
- 10. Pet waste stations- minimum 4 with one at Seafarer's park near lookout, 1 at or near A&B docks, 1 to the east of the restrooms and another at the river beach picnic area.**

Phase 11

2020-2025

1. Level & gravel or seed for grass West of Lake Drive in dredge spoils property next to Fort Stevens property to accommodate additional RV dry camping with a plan for future water and power connections as well as sewer down the road leaving ample space for a future Multi-use building at that site. This area would tie into the Fort Stevens Trail system and offer Columbia River views. We anticipate approx. 150 + RV sites which is currently our highest revenue source for funding repairs and projects.
2. Boardwalk from the east aide river beach to the lookout point at Seafarer's Park. Paved along the edge of the top bank on the marina. Sponsor Benches as noted above would help offset cost of the boardwalk project along with Marine board grants or in kind donations.
3. Offer a boat style fish and chips food truck location for seasonal lease at the east end by the river beach and picnic tables.
4. Garbage cans to be added at the east end park and Seafarer's parks
5. Signage – Work with City staff for applications to ODOT for signage off Hwy 101 at East Harbor noting "Downtown Warrenton & Marina ~ 1 mile and another at the 4 way in downtown directing N Main to

Phase 111

2025-2035

1. Docks-Current estimates to replace all docks appears to reach the 5 million mark ^{*i}
2. Pier of the east end of marina with day use fees for non-boaters crabbing and recreating near the river beach picnic tables. ^{*ii}
3. A new Bait shop/fish cleaning area
4. Boat Wash facility at the new bait shop/fish cleaning facility
5. RV Dump Station

Funding

A separate Urban Renewal District was discussed however the area does not have the potential for growth that could pay for these projects. Therefore we would be looking at grants through the Oregon Marine Board, Travel Oregon, Diamond in the Rough, and other potential recreational grants, low interest loans, leases for services and in kind donations.

RV full hook up recommendation- The local sewer bond expires 12/31/2026. The city will be working on solutions to our sewer needs and the task force would recommend adding this to the discussion. The current loan payoff date will need to be considered as well.

Attached please find information supplied by our Harbor Master on the High priority funding available to the Hammond Marina as well as the Warrenton Marina. They have earmarked just under 2 million dollars for many of the recreation items on our plan which are matching however are not full matching but rather approximately 25% which does not have to be monetary in nature. We could use in kind donations, services and equipment donations to qualify.

The Task Force has also discussed the revitalization of Hammond as well and feel that until we get the transfer of the marina and the new water line is completed to Hammond that our Downtown Revitalization Team will hold off working with businesses and community member in Hammond until we can show that there is a plan in process to promote an effort to see the Hammond Heritage District thrive once more. **We would like to see a recommendation for a theme on new development especially on Pacific Drive for a Nantucket Nautical Fishing Village appearance to honor the history of the Hammond Heritage Districts.** The old library location still serves a need in the community for summer lunches for children and the park is used by the community so we would also like to recommend restoration vs tearing it down.

Pier

Many may be asking how this will be accomplished and we realize that we will have to work with the DSL and potential other agencies however according to our Harbor master, The pilings outside the west side of the marina entrance do count against our being able to remove and get “credit” for them to place elsewhere (new ones) Jane can explain further.

This is an exciting and large undertaking however one this community has fought for on many levels for a very long time.

Once the Advisory Committee is approved, they will be tasked with implementing promotional activities such as movies in the park, BBQ's, small events and concerts or blue grass style events, And not to leave it out.. A HUGE celebration when we get the transfer completed at the marina and our first movie in the park “Free Willy”

ⁱ See section on Marine Board Funding

ⁱⁱ See section Pier

City of Warrenton

Board Recommendation

May 1, 2023
Marinas Advisory Committee

Summary:

The Committee recommends the City approve the proposed Daily & Monthly rate increases for the 2023-2024 budget.

Fiscal Impact (if any/known):

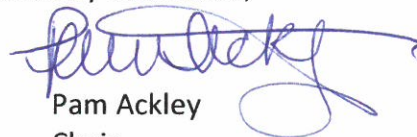
Upon review of the daily and monthly moorage rates from staff on other area moorage fees and the ongoing need for revenue to support the docks, float repairs and improvements, we find that we were under charging. The increased fees will generate additional income to support the operations of the marinas.

RECOMMENDATION(S):

(Recommendation 3-1 in favor, Malcombe Cotte was not in attendance)

To support moving forward to increase the daily and monthly moorage rates as noted on the attached staff review and proposed rates document.

Respectfully Submitted,


Pam Ackley
Chair

Review of Daily & Monthly Rates 2023

CURRENT RATES

PROPOSED INCREASE

PROPOSED RATES

Recreational Daily Rates - Including Facility Use Fee of \$5.00

CURRENT RATE		+	PROPOSED INCREASE		=	NEW RATE	
FEET	COST					FEET	COST
0-29	\$ 20.00		0-29	\$ 10.00		0-29	\$ 30.00
30-39	\$ 25.00		30-39	\$ 10.00		30-39	\$ 35.00
40-49	\$ 30.00		40-49	\$ 10.00		40-49	\$ 40.00
50-59	\$ 35.00		50-59	\$ 10.00		50-59	\$ 45.00
60-69	\$ 40.00		60-69	\$ 10.00		60-69	\$ 50.00
70-79	\$ 45.00		70-79	\$ 10.00		70-79	\$ 55.00
80-89	\$ 50.00		80-89	\$ 10.00		80-89	\$ 60.00
90-99	\$ 55.00		90-99	\$ 10.00		90-99	\$ 65.00

Commercial Daily Rate - Including Facility Use Fee of \$10.00

CURRENT RATE		+	PROPOSED INCREASE		=	NEW RATE	
FEET	COST					FEET	COST
0-29	\$ 25.00		0-29	\$ 20.00		0-29	\$ 45.00
30-39	\$ 30.00		30-39	\$ 20.00		30-39	\$ 50.00
40-49	\$ 35.00		40-49	\$ 20.00		40-49	\$ 55.00
50-59	\$ 40.00		50-59	\$ 20.00		50-59	\$ 60.00
60-69	\$ 45.00		60-69	\$ 25.00		60-69	\$ 70.00
70-79	\$ 50.00		70-79	\$ 30.00		70-79	\$ 80.00
80-89	\$ 55.00		80-89	\$ 35.00		80-89	\$ 90.00
90-99	\$ 60.00		90-99	\$ 40.00		90-99	\$ 100.00

Recreational Monthly Rates - Including Facility Use Fee of \$75.00

CURRENT RATE		+	PROPOSED INCREASE		=	NEW RATE	
DOCK	COST					DOCK	COST
AW	\$ 475.00		AW	\$ 125.00		AW	\$ 600.00
BW	\$ 425.00		BW	\$ 175.00		BW	\$ 600.00
CW	\$ 425.00		CW	\$ 125.00		CW	\$ 550.00
GW	\$ 475.00		GW	\$ 125.00		GW	\$ 600.00
HW	\$ 475.00		HW	\$ 125.00		HW	\$ 600.00
MW	\$ 475.00		MW	\$ 125.00		MW	\$ 600.00
CH	\$ 475.00		CH	\$ 125.00		CH	\$ 600.00
DH	\$ 575.00		DH	\$ 125.00		DH	\$ 700.00
EH	\$ 575.00		EH	\$ 125.00		EH	\$ 700.00

Commercial Monthly Rate - Additional Facility Use Fee of \$150.00

CURRENT RATE	NEW RATE
1/3 of Annual Rate	1/2 of Annual Rate
Must have slip available for whole month	Must have slip available for whole month

*Moorage calculated at overall size of boat or slip, whichever is greater

*Daily and Monthly Rates do not include parking

Dawne Shaw

From: Mike Balensifer <nonfinn@gmail.com>
Sent: Monday, April 17, 2023 7:06 PM
To: Pam Ackley
Cc: Dawne Shaw
Subject: Marinas recommendation explanation of opposition

Pam,

It's my understanding that under the board manual, objections to recommendations can be submitted with the form you send to the commission. I was hoping you could include mine when you submit the recommendation for rate increases. My opposition is for this only.

Re: Vote to increase marina Monthly and Daily rates

I completely understand the rationale for increasing the Daily and Monthly rates, my objection is based upon the public's image of a lack of maintenance to our crumbling infrastructure. How can we justify increases when we don't even spend our annual maintenance budgets? I don't have all the answers, but winners never win if they don't play the game.

Also I forgot to mention at today's meeting an item in last months minutes about the need for barriers on the south shore of the hammond marina, as chairman is it proper for you to ask about them or can I ?

Thanks Mike



**Finance Department
Agenda Memorandum**

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

Date: June 27, 2023

Regarding: Adoption of the 2024-2029 Capital Improvement Program

SUMMARY:

Staff prepares, reviews, updates, and then presents the City of Warrenton Capital Improvement Program annually to the City Commission. The document presented is for the six years ending June 30, 2029. The City Commission reviewed a draft of the Capital Improvement Program in a work session on April 11, 2023 and the Warrenton Budget Committee approved the funding for current year capital projects during the budget meeting on May 16, 2023.

The document can be viewed and/or printed from our website at ci.warrenton.or.us/finance/page/capital-improvement-program

RECOMMENDATION:

Move to adopt the *2024-2029 Capital Improvement Program* as presented.

ALTERNATIVE:

Other action as deemed appropriate.

FISCAL IMPACT:

This is a financial planning tool and is not governed by Oregon Budget Law. Adoption of this document will facilitate the completion of important infrastructure improvements and equipment purchases to ensure efficient delivery of quality services.

Approved by City Manager: _____

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



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Dawne Shaw, City Recorder
DATE: June 27, 2023
SUBJ: Consideration of Noise Variance – Fun in the Sun Food Truck Bash;
Hwy 101/Marlin Ave.

SUMMARY

The City has received a request from Robert Wirt for a noise variance for amplified music at the Hwy 101/Marlin Avenue food cart location. The Fun in the Sun Food Truck Bash is scheduled to take place on July 1st with a live band, during the hours of 2:00 pm – 9:00 pm. Staff has no objection to the use of amplified music at this event.

RECOMMENDATION/SUGGESTED MOTION

"I move to permit the use of amplified music at the Wirt Food Cart location on July 1, 2023, between the hours of 2:00 – 9:00 pm."

ALTERNATIVE

1) None recommended

FISCAL IMPACT

N/A

Approved by City Manager: _____

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



AGENDA MEMORANDUM

TO: The Warrenton City Commission
 FROM: Dawne Shaw, City Recorder
 DATE: June 27, 2023
 SUBJ: Recycling Rates

SUMMARY

The increase for residential recycling service rates for Fiscal year 2023-2024 was discussed at the June 13th meeting. Resolution No. 2648 is presented this evening for its adoption. The rate increase will be effective July 1, 2023. Rate increase resolutions are typically reviewed over to meetings in order to give the public the opportunity to comment.

RECOMMENDATION/SUGGESTED MOTION

"I move to adopt Resolution No. 2648; Adopting and Setting New Rates for Residential Recycling Services; Establishing July 1, 2023, as the effective date; and repealing all resolutions in conflict."

ALTERNATIVE

None Recommended

FISCAL IMPACT

If rates are not raised, the City will not recoup costs for recycling fees from Recology Western Oregon for recycling pickup.

Approved by City Manager:

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

RESOLUTION NO. 2648
Introduced by All Commissioners

**ADOPTING AND SETTING NEW RATES FOR RESIDENTIAL
RECYCLING SERVICES; ESTABLISHING JULY 1, 2023, AS THE
EFFECTIVE DATE; AND REPEALING ALL RESOLUTIONS IN
CONFLICT**

WHEREAS, Recology Western Oregon, the City's Residential Recycling Service Provider, is instituting an increase in the residential recycling service rates in the City of Warrenton; and

WHEREAS, the increase requires an adjustment in user rates to meet City of Warrenton recycling expenses in the City's Sanitation Fund; and

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

NOW THEREFORE, BE IT RESOLVED that the Warrenton City Commission does hereby adopt the following as its Residential Recycling Rates for the City of Warrenton:

Section 1: The Warrenton City Commission hereby adopts a rate increase for Residential Recycling as listed in Exhibit A for all users of its recycling service.

Section 2: The rate increase will be 5.00%, from \$8.46 to \$8.88 monthly for Residential Recycling Services every other week.

Section 3: This resolution shall affect rates July 1, 2023.

First reading: June 13, 2023

Second reading: June 27, 2023

ADOPTED by the City Commission of the City of Warrenton this 27th day of June 2023.

APPROVED

Henry A. Balensifer III, Mayor

ATTEST

Dawne Shaw, CMC, City Recorder

**RECOLOGY WESTERN OREGON
WAR CITY OF WARRENTON**

**SUMMARY RATE SHEET
REVISED EFF. DATE: 7/1/2023**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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COLLECTION SERVICES - BILLED TO CITY

MONTHLY RATES

90REC	90G COMMINGLED RECYCLING -CURB	\$ 8.46	5.00%	\$ 0.42	\$ 8.88
90RES	90G COMMINGLE-SIDE*	\$ 8.46	5.00%	\$ 0.42	\$ 8.88
1CBE	CARDBOARD CONTAINER - ALL SIZES	\$ 41.47	5.00%	\$ 2.07	\$ 43.54
2GEW	2YD WASTE WATER EOW	\$ 209.68	5.00%	\$ 10.48	\$ 220.16

*sideyard only available with City approval for customers with medical needs.

BULKY ITEM COLLECTION (SVC CHARGE + CHARGE PER ITEM)

RATES LISTED ARE FOR COLLECTION AT CURB. ADDITIONAL CHARGES MAY APPLY FOR RETRIEVAL **RATE PER EACH**

APF	REFRIGERATOR/FREEZER	\$ 51.66	5.00%	\$ 2.58	\$ 54.24
APPL	APPLIANCE	\$ 11.48	5.00%	\$ 0.57	\$ 12.05
FURN	FURNITURE CHARGE	\$ 17.22	5.00%	\$ 0.86	\$ 18.08
IRSC	IN ROUTE SERVICE CHARGE	\$ 36.37	5.00%	\$ 1.82	\$ 38.19
SC	SERVICE CHARGE	\$ 145.51	5.00%	\$ 7.28	\$ 152.79

RELATED FEES

RATE PER EACH

CORDF	CONTAINER RE-DELIVERY FEE	\$ 145.51	5.00%	\$ 7.28	\$ 152.79
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Note: Re-Delivery fees apply for resume service after suspend.

RATE PER EACH

CCF	CART CLEANING FEE	\$ 25.00	5.00%	\$ 1.25	\$ 26.25
CRF	CART REPLACEMENT FEE	\$ 65.00	5.00%	\$ 3.25	\$ 68.25

Note: Replacement fee is used for loss/damage beyond normal wear and tear.

RATE PER EACH

WLI	WIND LATCH INSTALLATION	No charge for Warrenton residents			
RF	REINSTATEMENT FEE	\$ 15.00	0.00%	\$ -	\$ 15.00
NSFCF	RETURNED CHECK FEE	\$ 25.00	0.00%	\$ -	\$ 25.00

FRONT-LOAD CONTAINER SERVICE

(City provides service for container sizes 3yds & under, unless City directs RWO to service)

1 YARD CONTAINERS

MONTHLY RATES

1GE	1YD TRASH EOW	\$ 111.02	5.00%	\$ 5.55	\$ 116.57
1XP	EXTRA PICK UP-1YD TRASH	\$ 40.84	5.00%	\$ 2.04	\$ 42.88

1.5 YARD CONTAINERS

MONTHLY RATES

1HXP	EXTRA PICK UP-1.5YD TRASH	\$ 52.56	5.00%	\$ 2.63	\$ 55.19
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2 YARD CONTAINERS

MONTHLY RATES

2GW	2YD TRASH	\$ 283.33	5.00%	\$ 14.17	\$ 297.50
2GE	2YD TRASH EOW	\$ 156.99	5.00%	\$ 7.85	\$ 164.84
2GM	2YD TRASH MONTHLY	\$ 88.99	5.00%	\$ 4.45	\$ 93.44
2OC	ON CALL-2YD TRASH	\$ 64.19	5.00%	\$ 3.21	\$ 67.40
2XP	EXTRA PICK UP-2YD TRASH	\$ 64.19	5.00%	\$ 3.21	\$ 67.40

3 YARD CONTAINERS

MONTHLY RATES

3GW	3YD TRASH	\$ 375.23	5.00%	\$ 18.76	\$ 393.99
3GE	3YD TRASH EOW	\$ 202.92	5.00%	\$ 10.15	\$ 213.07
3GM	3YD TRASH MONTHLY	\$ 110.19	5.00%	\$ 5.51	\$ 115.70
3OC	ON CALL-3YD TRASH	\$ 87.53	5.00%	\$ 4.38	\$ 91.91
3XP	EXTRA PICK UP-3YD TRASH	\$ 87.53	5.00%	\$ 4.38	\$ 91.91

**RECOLOGY WESTERN OREGON
WAR CITY OF WARRENTON**

**SUMMARY RATE SHEET
REVISED EFF. DATE: 7/1/2023**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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4 YARD CONTAINERS

MONTHLY RATES

4GW	4YD TRASH	\$ 459.43	5.00%	\$ 22.97	\$ 482.40
4GE	4YD TRASH EOW	\$ 245.01	5.00%	\$ 12.25	\$ 257.26
4GM	4YD TRASH MONTHLY	\$ 129.66	5.00%	\$ 6.48	\$ 136.14
4OC	ON CALL-4YD TRASH	\$ 108.93	5.00%	\$ 5.45	\$ 114.38
4XP	EXTRA PICK UP-4YD TRASH	\$ 108.93	5.00%	\$ 5.45	\$ 114.38

5 YARD CONTAINERS

MONTHLY RATES

5GW	5YD TRASH	\$ 551.31	5.00%	\$ 27.57	\$ 578.88
5GE	5YD TRASH EOW	\$ 290.96	5.00%	\$ 14.55	\$ 305.51
5GM	5YD TRASH MONTHLY	\$ 150.89	5.00%	\$ 7.54	\$ 158.43
5OC	ON CALL-5YD TRASH	\$ 132.26	5.00%	\$ 6.61	\$ 138.87
5XP	EXTRA PICK UP-5YD TRASH	\$ 132.26	5.00%	\$ 6.61	\$ 138.87

6 YARD CONTAINERS

MONTHLY RATES

6GW	6YD TRASH	\$ 643.23	5.00%	\$ 32.16	\$ 675.39
6GE	6YD TRASH EOW	\$ 336.91	5.00%	\$ 16.85	\$ 353.76
6GM	6YD TRASH MONTHLY	\$ 172.10	5.00%	\$ 8.61	\$ 180.71
6OC	ON CALL-6YD TRASH	\$ 155.63	5.00%	\$ 7.78	\$ 163.41
6XP	EXTRA PICK UP-6YD TRASH	\$ 155.63	5.00%	\$ 7.78	\$ 163.41

8 YARD CONTAINERS

No new customers at this rate - safety issues

8GW	8YD TRASH	\$ 750.42	5.00%	\$ 37.52	\$ 787.94
8GE	8YD TRASH EOW	\$ 390.52	5.00%	\$ 19.53	\$ 410.05
8GM	8YD TRASH MONTHLY	\$ 196.87	5.00%	\$ 9.84	\$ 206.71
8OC	ON CALL-8YD TRASH	\$ 182.86	5.00%	\$ 9.14	\$ 192.00
8XP	EXTRA PICK UP-8YD TRASH	\$ 182.86	5.00%	\$ 9.14	\$ 192.00

CONTAINER MONTHLY RENT (CHARGED TO WILL-CALL CUSTOMERS, SAME FOR ALL SIZES)

RNT1	1YD RENT - TRASH	N/C	0.00%	\$ -	N/C
RNT4	4YD RENT - TRASH	\$ 20.00	5.00%	\$ 1.00	\$ 21.00
RNT5	5YD RENT - TRASH	\$ 20.00	5.00%	\$ 1.00	\$ 21.00
RNT6	6YD RENT - TRASH	\$ 20.00	5.00%	\$ 1.00	\$ 21.00
RNT8	8YD RENT - TRASH	\$ 20.00	5.00%	\$ 1.00	\$ 21.00

FRONT-LOAD COMPACTOR RATE FACTORS - For all compacted material, including pre-compacted waste.

Compactor Rating	4 : 1	3 : 1	2 : 1
Factor applied to container rate of same size	1.5	1.3	1.12

MEDICAL WASTE COLLECTION SERVICES

RATE PER EACH

M4HSC	4.7 QT SHARPS CONTAINER	\$ 20.93	5.00%	\$ 1.05	\$ 21.98
M10SC	10 QT SHARPS CONTAINER	\$ 24.24	5.00%	\$ 1.21	\$ 25.45
M23SC	23 QT SHARPS CONTAINER	\$ 46.82	5.00%	\$ 2.34	\$ 49.16
9CDBC	9GAL CONFIDENTIAL DOCUMENT BOX	\$ 33.58	5.00%	\$ 1.68	\$ 35.26
MLGPB	PATHOLOGY BOX	\$ 51.00	5.00%	\$ 2.55	\$ 53.55
MW17G	MEDICAL WASTE 17 GAL	\$ 22.50	5.00%	\$ 1.13	\$ 23.63
MW31G	MEDICAL WASTE 31 GAL	\$ 29.00	5.00%	\$ 1.45	\$ 30.45
MW43G	MEDICAL WASTE 43 GAL	\$ 35.00	5.00%	\$ 1.75	\$ 36.75
MOWPT	OVERWEIGHT MEDICAL TUB	\$ 20.00	5.00%	\$ 1.00	\$ 21.00

Note: Additional fees may apply for overweight tubs. Improperly prepared materials cannot be collected

RECOLOGY WESTERN OREGON
WAR CITY OF WARRENTON

SUMMARY RATE SHEET
REVISED EFF. DATE: 7/1/2023

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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**RECOLOGY WESTERN OREGON
WAR CITY OF WARRENTON**

**SUMMARY RATE SHEET
REVISED EFF. DATE: 7/1/2023**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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DEBRIS BOX SERVICES

SET HAUL FEES (BASED ON AVERAGE TRUCK TIMES)

RATE PER HAUL

DEL	DELIVERY CHARGE	\$ 72.75	5.00%	\$ 3.64	\$ 76.39
10HD	RECYCLE HAULS TO TRAILS END	\$ 109.12	5.00%	\$ 5.46	\$ 114.58
10HG	10 YD TRASH BOX HAUL	\$ 145.50	5.00%	\$ 7.28	\$ 152.78
20HG	20 YD TRASH BOX HAUL	\$ 145.50	5.00%	\$ 7.28	\$ 152.78
30HG	30 YD TRASH BOX HAUL	\$ 145.50	5.00%	\$ 7.28	\$ 152.78
47HG	47 YD TRASH BOX HAUL	\$ 145.50	5.00%	\$ 7.28	\$ 152.78
40CG	COMPACTOR HAUL FEE (ALL SIZES)	\$ 173.72	5.00%	\$ 8.69	\$ 182.41

DEBRIS BOX DISPOSAL FEES (\$\$/TON)

RATE PER TON

DFDM	DISPOSAL FEE - DEMOLITION	\$ 118.96	5.00%	\$ 5.95	\$ 124.91
DFG	DISPOSAL FEE - GARBAGE	\$ 117.66	5.00%	\$ 5.88	\$ 123.54
DFYD	DISPOSAL FEE - YARD DEBRIS	\$ 20.00	5.00%	\$ 1.00	\$ 21.00

Note: Recycling ton fees will be equal to or less than trash fees, based on current market pricing.

RELATED FEES

RATE PER DAY

RENTD	DAILY RENTAL FEE	\$ 14.53	5.00%	\$ 0.73	\$ 15.26
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Note: Daily Rent applies after 48 hours, excluding evenings and weekends.

RATE PER MONTH

RENTM	MONTHLY RENTAL FEE	\$ 144.92	5.00%	\$ 7.25	\$ 152.17
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Note: Monthly rent applies for customers who keep a box for a year or longer.

RATE PER HOUR

TIME	TRUCK TIME FEE	\$ 145.50	5.00%	\$ 7.28	\$ 152.78
1T1E	1 TRUCK - 1 EMPLOYEE	\$ 145.51	5.00%	\$ 7.28	\$ 152.79
1T2E	1 TRUCK - 2 EMPLOYEES	\$ 218.23	5.00%	\$ 10.91	\$ 229.14

Note: Hourly Truck Time is used for hauls to destinations outside our normal operating areas.

BULKY ITEMS - DEBRIS BOX

STANDARD FEES APPLY FOR THESE ITEMS IF DECLARED & SEPARATED ACCORDING TO INSTRUCTION
ADDITIONAL FEES MAY APPLY FOR ITEMS FOUND IN LOADS.

RATE PER EACH

TOFFR	TIRE CHARGE NO RIM	\$ 4.59	5.00%	\$ 0.23	\$ 4.82
TONR	TIRE CHARGE ON RIM	\$ 9.18	5.00%	\$ 0.46	\$ 9.64
APPL	APPLIANCE	\$ 11.48	5.00%	\$ 0.57	\$ 12.05
APF	REFRIGERATOR/FREEZER	\$ 51.66	5.00%	\$ 2.58	\$ 54.24

Finance Charges (0.75% monthly, 9% annually) will be assessed on any past due amount
(excluding amounts in dispute over billing or service issues).

Billing Terms: Commercial Accounts are billed on a monthly basis.



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Greg Shafer, P.E., Public Works Director
DATE: June 27, 2023
SUBJ: Sewer Rates

SUMMARY

The Budget Committee approved a 4% monthly sewer rate increase for Fiscal year 2023–2024. Rate increase resolutions typically require two readings in order to give the public the opportunity to comment.

RECOMMENDATION/SUGGESTED MOTION

"I move to adopt Resolution No. 2650; Adopting Sewer Department Monthly Rates, Establishing July 1, 2023, as the Effective Date; and Repealing All Other Resolutions in Conflict. "

ALTERNATIVE

None Recommended.

FISCAL IMPACT

The 4% increase is expected to raise approximately \$111,086 in the sewer fund for fiscal year ending June 30, 2024.

Approved by City Manager:

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

RESOLUTION NO. 2650
Introduced by All Commissioners

**ADOPTING SEWER DEPARTMENT MONTHLY RATES;
ESTABLISHING July 1, 2023, AS THE EFFECTIVE DATE;
REPEALING ALL OTHER RESOLUTIONS IN CONFLICT**

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

WHEREAS, the City of Warrenton provides sewer services to customers both inside and outside (Shoreline Sanitary district) its city limits; and

WHEREAS, the City of Warrenton needs to update its sewer rates to keep up with increasing costs and debt service; and

WHEREAS, the Warrenton Budget Committee approved a 4% Sewer Department Monthly Rate Increase during its Fiscal Year 2023-2024 Budget Process.

NOW THEREFORE, The City Commission of the City of Warrenton resolves as follows:

Section 1: The Warrenton City Commission hereby adopts the attached schedule of monthly sewer rates, listed in Exhibit A for all users of its municipal sewer service.

Section 2: This resolution shall take effect July 1, 2023.

First reading: June 13, 2023

Second reading: June 27, 2023

ADOPTED by the City Commission of the City of Warrenton this 27th day of June 2023.

APPROVED

Henry A. Balensifer III, Mayor

ATTEST

Dawne Shaw, CMC, City Recorder

EXHIBIT A

City of Warrenton
Monthly Sewer Service Rates
Effective 7/1/23

Monthly sewer service rates for customers of the sewer system shall be a combination of the following:

Base Rate: Every unit shall pay a base rate per month, according to customer class. All customers are subject to the monthly "ready-to-serve" base rate:

Base Rate	
Class	Rate
Single Unit	\$ 65.56
Metered	\$ 65.56
Bio-Oregon	\$ 189.34
Warrenton Deep Sea	\$ 71.46
Fort Stevens	\$ 5,389.66
Pacific Coast Seafoods	\$ 238.85
Point Adams	\$ 387.43
Warrenton Boat Yard-Industrial Waste Permitted Use	\$ 99.77
Shoreline Sanitary District	\$ 81.95

Volume Rate: Accounts classified as "metered" sewer customers shall pay a volume rate for every thousand gallons of metered water consumption:

Volume Rate	
Class	Rate
0 to 5,000 gallons:	
Metered	\$ -
5,001 gallons and over:	
Metered	\$ 9.21



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Greg Shafer, P.E., Public Works Director
DATE: June 27, 2023
SUBJ: Water Rates

SUMMARY

The Budget Committee approved a 4% water rate increase for Fiscal Year 2023–2024. Resolution 2651 Exhibit A reflects these increases. Modifications to the wording in Exhibit B have been made to reconcile the resolution to Ordinance 1222 and there has been a \$5 increase to the charge for lien searches. Rate increase resolutions typically require two readings in order to give the public the opportunity to comment.

RECOMMENDATION/SUGGESTED MOTION

"I move to adopt Resolution No. 2651; Adopting Water Department Rates and Fees, Establishing July 1, 2023, as the Effective Date; and Repealing All Other Resolutions in Conflict. "

ALTERNATIVE

None Recommended.

FISCAL IMPACT

The 4% increase is expected to raise approximately \$160,373 in the water fund for fiscal year ending June 30, 2024.

Approved by City Manager

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

RESOLUTION NO. 2651
Introduced by All Commissioners

**ADOPTING WATER DEPARTMENT RATES AND FEES;
ESTABLISHING July 1, 2023, AS THE EFFECTIVE DATE,
REPEALING ANY OTHER RESOLUTION IN CONFLICT**

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

WHEREAS, the City of Warrenton needs to update its water rates to keep up with increasing costs and debt service; and

WHEREAS, the Warrenton Budget Committee approved a 4% water rate increase during its Fiscal year 2023-2024 budget process.

NOW THEREFORE, The City Commission of the City of Warrenton resolves as follows:

Section 1: The Warrenton City Commission hereby adopts the attached schedule of water rates, listed in Exhibit A for all users of its municipal water service.

Section 2. The Warrenton City Commission hereby adopts the attached schedule of installation and administrative fees, listed in Exhibit B, for all users of its municipal water service.

Section 3. Any fees, charges, taxes or penalties that are assessed, requested, or required by this resolution are deemed by the Warrenton City Commission to not be subject to the limits of Section 11b Article XI of the Oregon Constitution and will be adopted according to Section 1(b)(e) and Section 2 of ORS 310.145.

Section 4. This resolution shall effect rates July 1, 2023.

First reading: June 13, 2023

Second reading: June 27, 2023

ADOPTED by the City Commission of the City of Warrenton this 27th day of June 2023.

APPROVED

ATTEST

Henry A. Balensifer III, Mayor

Dawne Shaw, City Recorder

City of Warrenton
Monthly Water Service Rates
Effective 7/1/23

EXHIBIT A

Monthly water service rates for customers of the water system shall be a combination of the following:

Base Rate: Every account shall pay a base rate per month, according to the size of the meter, to include a consumption allowance of 2,000 gallons per month. All customers are subject to the monthly "ready-to-serve" base rate, regardless of consumption:

Base Rate			
Meter Size (inches)	Inside City		Outside City
3/4	\$	33.98	\$ 50.91
1	\$	39.36	\$ 59.02
1 1/2	\$	52.70	\$ 79.04
2	\$	68.75	\$ 103.12
3	\$	111.66	\$ 167.47
4	\$	159.86	\$ 239.76
6	\$	293.65	\$ 440.51
8	\$	454.31	\$ 681.47
10	\$	641.82	\$ 962.73

Volume Rate: Every meter shall pay a volume rate, according to customer class, for every thousand gallons of metered consumption:

Volume Rate		
Range/Customer Class	Inside City	Outside City

0 to 2,000 gallons:

Residential / Multi Family	\$	-	\$	-
Commercial	\$	-	\$	-
Industrial	\$	-	\$	-
Institutional	\$	-	\$	-
Government	\$	-	\$	-
City of Gearhart	\$	-	\$	-

2,001 gallons and over:

Residential / Multi Family	\$	4.82	\$	7.27
Commercial	\$	7.22	\$	10.76
Industrial	\$	8.56	\$	12.88
Institutional	\$	5.87	\$	8.84
Government	\$	9.07	\$	13.59
City of Gearhart*	\$	9.07	\$	13.59

*Per agreement

EXHIBIT B

City of Warrenton

Water Department Installation and Administrative Fees

INSTALLATIONS

Meter Size	Equivalent Meter Ratios	Capacity Allowance (GPD)	Connection Fee Base Rate*
¾"	1.0	690	\$1,300.00
1"	1.7	1,173	\$1,500.00
1 ½"	3.3	2,277	\$1,148.00
2"	5.3	3,657	\$1,844.00
3"	10.0	6,900	\$3,480.00
4"	16.7	11,523	\$5,812.00
6"	33.3	22,977	\$11,588.00
8"	53.3	36,777	\$18,548.00
10"	76.7	52,923	\$26,692.00

*Actual costs for a full-service connection installation above connection fee base rate will be billed to the applicant after installation is complete.

INSTALLATION ADMINISTRATION FEES

**Connection for which the owner has provided all infrastructure improvements for complete installation other than the meter and tailpiece.

Each subdivision lot for single-family or manufactured dwelling (meter only by City)	¾" \$ 500.00 ** 1" \$ 600.00 **
Each living unit in a multi-family dwelling, accessory building, each separate unit in a commercial, industrial, or institutional structure unless each unit has its own separate water meter.	\$ 178.00
Each RV space (in complex with a master meter)	\$ 136.00
Administrative fees for Requests for Information on water availability not associated with a proposed project or pre-application.	\$ 50.00

SERVICE CALL

Call requested by customer In-City	\$ 20.00
Call requested by customer Outside-City	\$ 30.00
Final Read In-City	\$ 20.00
Final Read Outside-City	\$ 30.00
Emergency Turn on Fee	\$ 150.00

LATE CHARGES

Additional charge for late payment NOT RECEIVED by 5:00 pm on last business day of each month	\$ 3.00
Door hanger penalty on Past-Due Accounts	\$ 33.00
Shutoff penalty on Past-Due Accounts	\$ 120.00

METER REMOVAL

Cancelled Account	\$ 75.00
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VACANCY/VACATION CHARGES

Temporary Billing Suspension Fee – Off	\$ 100.00
Temporary Billing Suspension Fee – On	\$ 100.00

MISCELLANEOUS CHARGES

Lien Searches	\$ 20.00
Returned Payment Fee Payment	\$ 35.00
Inaccessible to Read Penalty (daily)	\$ 100.00
Unauthorized Use Penalty (each)	\$ 1,000.00

HYDRANT METER CHARGES

Hydrant Meter Deposit	\$ 500.00
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AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Greg Shafer, Public Works Director
DATE: June 27, 2023
SUBJ: Hammond Transmission Waterline - Contract for engineering design, project management, survey, permitting, and construction management services.

SUMMARY

The Hammond Transmission Waterline Project, identified as "P-1" in the City's Water Master Plan/ Capital Improvements Plan, is a critical component in addressing fire flow deficiencies and creating a large diameter transmission network throughout the water distribution system. The project includes the installation of approximately 10,000 linear feet (LF) of 18-inch (in) diameter water transmission waterline. The project begins at the existing 18-in diameter waterline on NW 13th Street cul-de-sac, proceeds westward along NW 13th Street, State Highway 104, Seventh Avenue, and Sixth Avenue, until reaching Lake Drive.

To date, the City has assembled project design and construction contract documents and intends to utilize these documents with necessary updates/changes made by the Consultant. The Consultant understands that the City has previously coordinated with the Oregon Department of Transportation (ODOT) on plan review and received comments. The City has previously secured funding for a portion of the project development. This funding is from the US Environmental Protection Agency's Drinking Water State Revolving Fund administered by the Oregon Infrastructure Finance Authority of the Oregon Business Development Department (OBDD). The Consultant understands the City wishes to complete the

design/construction contract document updates for the full length of the new water transmission line but construct the project in phases. The City anticipates "Construction Phase 1" will begin at the cul-de-sac on NW 13th Street, proceed westward along NW 13th Street and State Highway 104 until reaching Seventh Avenue, connecting to the existing 8-in diameter waterline.

RECOMMENDATION/SUGGESTED MOTION

"I move to approve the attached contract with Consor Engineers, Inc. in the amount of \$411,920 and per the attached scope of work including project management, survey, utility, geotechnical, environmental permitting, engineering design, bid and construction management services."

ALTERNATIVE

None recommended

FISCAL IMPACT

The approved 2023 budget has \$2,645,000 allocated to this project.

Approved by City Manager: _____

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

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

CONTRACT:

This Contract, made and entered into this _____ day of June 2023, by and between the City of Warrenton, a municipal corporation of the State of Oregon, hereinafter called "CITY", and Consor Engineering, Inc., hereinafter called "CONSULTANT", duly authorized to do business in Oregon.

W I T N E S S E T H

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

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

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

1. CONSULTANT SERVICES:

A. CONSULTANT shall provide engineering services for the City of Warrenton, as outlined in the attached 'Hammond Transmission Waterline_ Exhibit A-Scope of Work_06-05-2023' (Exhibit A), and illustrated in 'Hammond Transmission Waterline_ Exhibit A1-City Plans' (Exhibit A1).

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 \$411,920.00 for the performance of project management, data collection, document review, supplemental survey, permitting support, preliminary design, final design, bid phase services, and construction phase services for the Hammond Transmission Waterline, as outlined in 'Hammond Transmission Waterline_ Exhibit B-Fee Estimate_06-05-2023' (Exhibit B);

B. The CONSULTANT will submit a final invoice referencing 029-430-620075 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. 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 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 Andy Miles.

6. CONSULTANT IS INDEPENDENT CONSULTANT

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

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

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

7. CANCELLATION FOR CAUSE

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

8. ACCESS TO RECORDS

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

9. FORCE MAJEURE

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

10. NONWAIVER

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

11. ATTORNEY'S FEES

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

12. APPLICABLE LAW

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

13. CONFLICT BETWEEN TERMS

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

14. INDEMNIFICATION

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

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

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

15. INSURANCE

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

- A. Commercial General Liability. CONSULTANT shall obtain, at CONSULTANT's expense and keep in effect during the term of this Contract, Commercial General Liability Insurance covering bodily injury and property damage with limits of not less than \$1,000,000 per occurrence and the annual aggregate of not less than \$2,000,000. Coverage shall include CONSULTANTS, sub-consultants and anyone directly or indirectly employed by either. This insurance will include personal and advertising injury liability, products, and completed operations. Coverage may be written in combination with Automobile Liability Insurance (with separate limits). Coverage will be written on an occurrence basis. If written in conjunction with Automobile Liability the combined single limit per occurrence will not be less than \$1,000,000 for each job site or location. Each annual aggregate limit will not be less than \$2,000,000.
- B. Professional Liability Insurance. The CONSULTANT shall have in force a policy of Professional Liability Insurance in an amount not less than \$1,000,000 per claim and \$2,000,000 aggregate. The CONSULTANT shall keep such policy in force and current during the term of this Agreement.
- C. Automobile Liability. CONSULTANT shall obtain, at CONSULTANT's expense and keep in effect during the term of the resulting Contract, Commercial Business Automobile Liability Insurance covering all owned, non-owned, or hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits). Combined single limit per occurrence will not be less than \$1,000,000, and annual aggregate not less than \$2,000,000.

D. Additional Insured. The liability insurance coverage shall include City and its officers and employees as Additional Insured but only with respect to CONSULTANT's activities to be performed under this Contract. Coverage will be primary and non-contributory with any other insurance and self-insurance. Prior to starting work under this Contract, CONSULTANT shall furnish a certificate to City from each insurance company providing insurance showing that the City is an additional insured, the required coverage is in force, stating policy numbers, dates of expiration and limits of liability, and further stating that such coverage is primary and not contributory.

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

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

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

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

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

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

17. WORKERS COMPENSATION INSURANCE

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

18. PAYMENT OF MEDICAL CARE ORS 279B.230

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

19. OVERTIME ORS 279B.235.

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

20. BUSINESS LICENSE

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

21. STANDARD OF CARE

The standard of care applicable to CONSULTANT's services will be the degree of skill and diligence normally employed by CONSULTANTS performing the same or similar services at the time CONSULTANT's services

are performed. CONSULTANT will re-perform any services not meeting this standard without additional compensation.

22. NO THIRD PARTY BENEFICIARIES

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

23. SEVERABILITY AND SURVIVAL

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

24. COMPLETE CONTRACT

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

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

City of Warrenton, a Municipal Corporation

CONSULTANT:

BY: _____
Henry A. Balensifer, Mayor Date

By: _____ Date: _____

ATTEST:

Printed Name: _____

Dawne Shaw, CMC, City Recorder Date

Title: _____

EXHIBIT A

SCOPE OF WORK

HAMMOND TRANSMISSION WATERLINE PROJECT

CITY OF WARRENTON

Introduction

In February 2023, the City of Warrenton (City) issued a Request for Qualifications soliciting Statements of Qualifications (SOQ) from firms/ individuals to provide design, bidding, and construction phase services for the Hammond Transmission Waterline Project (Project). The City scored received SOQs and selected Consor (Consultant) to provide the requested services.

Project Understanding and Assumptions

The Hammond Transmission Waterline Project, identified as “P-1” in the City’s Water Master Plan/ Capital Improvements Plan, is a critical component in addressing fire flow deficiencies and creating a large diameter transmission network throughout the water distribution system. The project includes the installation of approximately 10,000 linear feet (LF) of 18-inch (in) diameter water transmission waterline. The project begins at the existing 18-in diameter waterline on NW 13th Street cul-de-sac, proceed westward along NW 13th Street, State Highway 104, Seventh Avenue, and Sixth Avenue, until reaching Lake Drive. The new 18-in diameter transmission waterline will connect to the existing 8-in diameter waterline. To date, the City has performed the following Project activities:

- The City has assembled project design and construction contract documents and intends to utilize these documents with necessary updates/ changes made by the Consultant. The Consultant understands the City has previously coordinated with the Oregon Department of Transportation (ODOT) on plan review and received comments.
- The City has previously secured funding for a portion of the project development. This funding is from the US Environmental Protection Agency’s Drinking Water State Revolving Fund administered by the Oregon Infrastructure Finance Authority of the Oregon Business Development Department (OBDD). The Consultant understands the City wishes to complete the design/construction contract document updates for the full length of the new water transmission line but construct the project in phases. The City anticipates “Construction Phase 1” will begin at the cul-de-sac on NW 13th Street, proceed westward along NW 13th Street and State Highway 104 until reaching Seventh Avenue, connecting to the existing 8-in diameter waterline.

Based on the preceding information and the Consultant’s review of the City-prepared construction drawings, the Consultant has assembled “**Exhibit A1**,” which provides Project design and construction phase assumptions supporting the Scope of Services.

Scope of Services

Consultant will perform the following services.

Task 1 - Project Management

Objective

Provide overall leadership and team strategic guidance aligned with City staff objectives. Coordinate, monitor, and control the project resources to meet the technical, communication, and contractual obligations required for developing and implementing the project scope.

Activities

1.1 Invoices/Status Reports

Consultant will prepare monthly invoices, including expenditures by task, hours worked by project personnel, and other direct expenses with the associated backup documentation. Monthly status reports will accompany each invoice and include comparisons of monthly expenditures and cumulative charges to budget by Task, including cost-to-complete, earned value, cash flow, and certified firm participation.

1.2 Coordination with the City

Consultant will maintain communication with the City through meetings via voice and email communication.

1.3 Management and Coordination of Staff

Consultant will manage and coordinate the technical and scope issues of the overall project. Progress meetings will be conducted as appropriate.

Conсор is committed to supporting a safe and healthy work environment for all Consor employees by proactively providing and continually evaluating a program that ensures employees have the knowledge, training, and tools they need to identify and mitigate hazards, prevent injuries, and improve safety. During project planning a Field Safety Plan must be completed to include the scope of work and all applicable contact information for the project. The safety and health of our workforce is our priority and requires project staff to be familiar with the applicable sections of the Consor Safety Manual and the site supervisor must complete a Pre-job safety brief to include all identified hazards and how the hazards will be removed or mitigated as directed in the Consor Safety Manual.

1.4 Coordination of Subconsultants

Consultant will coordinate with subconsultants on specific tasks, scope, and budget. Conduct progress meetings as appropriate.

1.5 Project Meetings

Schedule and attend the following project meetings:

- Project 'kick-off.'
- Monthly 'check-in.'
- Preliminary and Final Design deliverables review.

For each meeting, Consultant will prepare agenda and summary notes.

1.6 Quality Assurance and Quality Control

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

1.7 Funding Program Support

As part of the project funding requirements, the City must provide an updated project cost estimate and schedule to OBDD. The City requests the Consultant provide support in assembling the required information.

Task Deliverables

- Monthly invoice and status report covering:
 - Work on the project performed during the previous month.
 - Meetings attended.
 - Problems encountered and actions taken for their resolution.
 - Potential impacts to submittal dates, budget shortfalls or optional services.
 - Budget Analysis.
 - Issues requiring project team action.
- Meeting agendas and summary notes for all meetings attended under this task.
- Project cost estimate and schedule update for OBDD.

Assumptions

- Task 1 includes project management activities for Design and Bid Phase Services, which assumes ten (10) month period.
- Schedule and conduct Project Kick-off meeting. This meeting will be held in-person at the City office and/or at Project site.
- Schedule and conduct monthly check-in meetings. These meetings will be held via phone or online platform (i.e., Microsoft Teams).
- Schedule and conduct Preliminary (50%) and Final (90% and 100%) Design deliverables review meetings. These meetings will be held in-person at the City office.

Task 2 – Data Collection, Document Review, and Supplemental Surveying

Objective

Identify, gather, and review project background information necessary to complete the Design. Perform supplemental land surveying necessary to update the City's Project Design Documents.

Activities

2.1 Review City-Provided Documents

This activity includes assimilating and reviewing the data and documents relating to the City's Project Design Documents. The City shall provide to Consor the following information and documents:

- Project construction drawings prepared by the City. Documents shall be in AutoCAD drawing (DWG) and PDF formats.
- Contact information for all utilities within the project limits.
- City utility as-built/record drawings. Documents shall be in PDF format.
- City GIS mapping. Data shall include georeferenced files of all database elements for the project area.

The preceding information list may be amended by the Consultant in writing. The City shall provide the requested information at no cost to the Consultant.

2.2 Site Visit & Field Review

This activity includes visiting the Project site and reviewing the proposed project design established by the City. Consultant personnel shall be guided by City personnel and provided authorized access necessary for completion of task activities. In addition to verifying the existing conditions and proposed design elements, Consultant will also identify areas that require supplemental surveying and mapping to provide topographical detail necessary for preparing the Design documents.

2.3 Supplemental Surveying and Mapping

Based on results of Activity 2.2 and Consultant's independent review of the City's Project Design Documents, Consultant will prepare a plan markup and list of requested supplemental mapping for the City's review and approval. Upon receiving notification to proceed for obtaining the supplemental data, Consultant's project team partner, S&F Land Services (S&F), will perform necessary surveying and mapping services.

2.4 Utility Coordination

The Consultant will perform utility coordination work related to public and private utilities that may be present within the project limits. The public utilities may include water, irrigation, sanitary sewer, storm sewer, gas, power, and communication facilities.

Utility coordination efforts include:

- Develop a utility contact information list and email project information letters to utility companies involved to explain the nature of the work.
- Provide project preliminary plans to each utility at 50% and 90% design levels.
- Maintain a record of correspondence with utility companies.
- Identify conflicts with water line relocation and notify impacted utilities.

- Meet with utilities on-site to review location of existing utilities.

2.5 Geotechnical Investigation

The Consultant's project team partner, Shannon & Wilson (S&W), will perform a geotechnical investigation to characterize the soil and groundwater conditions along the proposed project alignment. The investigation will consist of subsurface explorations, laboratory testing, limited engineering analyses and preparation of a report that will summarize conclusions and recommendations supporting the project design and construction. Following is a summary of S&W's services to be performed under this activity:

Geologic and Geohazard Data Collection

- Gather readily available, existing geological, geotechnical, and seismic data for the Project area.
- Perform site reconnaissance, observing ground surface features, and mark location of proposed subsurface explorations.

Geotechnical Field Explorations

- Perform one subsurface exploration every 2,000 feet along the proposed pipeline alignment. A total five (5) explorations are assumed, utilizing cone penetration test (CPT) pushed to depth of 30- to 60-feet or practical refusal with CPT.
- Pore pressure dissipation tests will be performed in each of the CPTs to provide an estimate of the groundwater level at the time the exploration is performed. At one location, soil samples will be obtained in a geoprobe to a depth 15 feet to help calibrate the estimated soil type from the CPT and install a standpipe piezometer to allow the City/Contractor to make additional water level measurements.

Geotechnical Report and Recommendations

- Data will be collected, and engineering evaluations performed that will lead to the preparation of conclusions and recommendations for the following:
 - Physical properties and characteristics of the subsurface soils including pavement and base rock thickness, including groundwater levels.
 - Evaluation of seismic hazards including liquefaction susceptibility and estimates of peak ground displacement due to liquefaction and lateral spreading;
 - General excavation methods and types of shoring system – specific approach and design by construction contractor;
 - Assessment of groundwater control and types of groundwater control methods;
 - Subgrade preparation and pipe bedding, and;
 - Trench backfill.
- Draft data and engineering reports will be assembled for Consultant and City review and final reports issues incorporating review comments.

Task Deliverables

- Base mapping and project designs will be prepared in AutoCAD® 2022 drawing format and provided to the City as electronic Portable Document Format (PDF) file.
- Draft and final reports of the Geotechnical Investigation will be prepared and provided to the City in PDF.

Assumptions

- City will provide to Consultant the data identified in Activity 2.1 within ten (10) working days of initial request.
- Supplemental Surveying & Mapping assumptions include:
 - Set survey control points as needed to locate boring holes, wetland delineations areas (performed by others). Control points shall be based on Oregon State Place horizontal datum and NAVD 88 vertical datum.
 - Locate boring holes (by S&W). Total of six (6) holes spread across project area are assumed.
 - Locate wetland delineation flags (by Mason, Bruce & Girard). Assumed four (4) distinct wetland areas spread across project area.
 - Up to three (3) days additional field work for supplemental mapping identified in Consultant's Activity 2.2.
- Consultant will contact One Call and provide utility location services as part of any supplemental survey work.
- City will contract or complete utility potholes as required to confirm depth and location of existing utilities to support final design.
- City will provide Consultant authorized access to water facilities. City personnel shall guide and accompany Consultant during site visit/field review.
- Site visit shall be attended by Consultant Project Manager and Project Engineer/Designer.
- Geotechnical Investigation assumptions include:
 - Drilling and sampling can be performed between hours of 8AM and 5PM.
 - Perform one water level measurement in the standpipe piezometer at the time of drilling; additional water level measurements will be performed by the City / Contractor.
 - Soils will not be contaminated and can be disposed of at a facility that accepts clean fill. If contaminated soils are encountered that require disposal at a landfill that accepts solid or hazardous waste, the owner and Consor will be notified, and the explorations will be halted until direction is received from the owner. Contaminated materials will be disposed of on a

time and materials basis at a regulated landfill and the exploration equipment will be decontaminated.

- Trenchless construction recommendations are not included.
- Pipelines are not located within areas of active or pre-historic landslides, or areas of high slope hazard, and slope stability analysis is not included in the scope and fee.
- ODOT Shoulder Soil Investigations are not included.

Task 3 – Permitting Support

Objective

Provide support for required project permitting.

Activities

3.1 Oregon DOT Utility Permit

Given that NW Warrenton Drive and Pacific Drive are State of Oregon highways, utility permits are required for the installation, maintenance, and operation of utility facilities on state highway right-of-way and properties under the jurisdiction of ODOT. This activity includes discussions with ODOT staff, review of draft permitting materials with ODOT staff, and preparing and applying for an ODOT Permit to Occupy or Perform Operations on a State Highway.

3.2 Oregon DEQ Construction Stormwater General Permit

Based on the anticipated land disturbance for the project (> 1 acre), the Oregon Department of Environmental Quality (DEQ) requires a Construction Stormwater General Permit (1200-C). The Design documents will include erosion and sediment control plans which will be utilized as supporting documents for the DEQ permit application. This activity includes preparing a Storm Water Pollution Prevention Plan (SWPPP) and Dewatering Plan and completing the application for the Construction Stormwater General Permit.

3.3 Wetlands and Waters Permitting

Based on the Clatsop County GIS environmental layer data and the project location, the proposed waterline construction is proximate to wetlands/waterways. The Consultant's project team partner, Mason, Bruce & Girard (MB&G), shall provide wetland/waters delineation, reporting, and permitting as required by project impacts. Following is a summary of MB&G's services to be performed under this activity:

Wetland and Waters Delineation

- Conduct a site visit to determine the project's Area of Potential Impact (API) and delineate wetlands, streams, or ditches within the API. The wetland and waters delineation will be conducted in accordance with the routine on-site wetland determination methodology described in the 1987 U.S. Army Corps of Engineers (USACE) Wetland Delineation Manual: Wetlands Research Program Technical Report Y-87-1, supplemented by the Western Mountain, Valleys, and Coast Regional Supplement, the Code of Federal Register (CFR) Title 33, Part 329.11, and Oregon Administrative Rules (OAR) Chapter 141, Division 85, Section 0515.

- In accordance with the USACE Wetland Delineation Manual, MB&G shall:
 - Obtain representative soil samples to assess hydric soil conditions and wetland hydrology.
 - Determine dominant vegetation for each cover class at these sampling locations.
 - Place flagging in the API to assist surveyors in mapping wetland/waters boundaries and
 - sample plot locations.

Wetland and Waters Delineation Report

- Prepare a draft and final wetland delineation report in accordance with DSL standards.
- Submit the draft wetland delineation report to Consultant and the City for review.
- Submit the final, City-reviewed report to the DSL for concurrence and address questions from DSL during concurrence review.

Joint Permit Application (JPA)

- Prepare a draft and final JPA to apply for a USACE Clean Water Act Section 404 Nationwide Permit (NWP) and for a DSL General Permit (GP) in accordance with requirements set forth in OAR 141-085-0025. If project impacts to wetlands and waters of the U.S. and State exceed NWP and/or GP thresholds, the JPA will be used to obtain an Individual Permit (IP) from the respective agency requiring an IP.
- Preparation of the JPA may include correspondence with regulatory agencies in the form of telephone calls, letters, and memorandums to document permit needs.
- Prepare brief narratives and descriptions on project purpose and need, potential impacts, and project alternatives using information provided by Consor and the City, as necessary to complete the JPA.
- Provide pre-submittal coordination with representatives of the USACE and DSL to confirm permitting requirements and application procedures. This coordination will include pre-application correspondence via phone or online meetings.
- Prepare all necessary non-engineering drawings, maps, and photographs for inclusion in the JPA.
- Evaluate potential wetland/waters impacts and methods for avoidance or minimization measures.
- Respond to questions or comments raised by the agencies during their review of the JPA. This task may include correspondence and clarification of the JPA and related tasks as necessary to clarify regulatory agency concerns and to facilitate the issuance of USACE's and DSL's permits for the proposed project.
- Provide the draft JPA to Consor and City for review and comment, revise the draft JPA once per review comments and prepare the final JPA for submittal to the USACE and DSL.

Task Deliverables

- Electronic PDF copies of the following documents:

- Completed application for the Permit to Occupy or Perform Operations on a State Highway (DOT)
- Completed application for the Construction Stormwater General Permit (1200-C) including SWPPP (DEQ)
- Flag locator map for wetland/waters features and sample plot locations.
- Draft/Final Wetland Delineation Report.
- Draft/Final Joint Permit Application.

Assumptions

- The City shall be responsible for payment of all application and permit fees.
- Wetlands and Waters Permitting Assumptions:
 - Two MB&G biologists will complete the wetland and waters delineation fieldwork for this task over 3 days, including travel. No other sites visits are included in this task.
 - Consor will provide MB&G with the final project API prior to initiating the wetland/waters delineation field work.
 - The Ordinary High-Water Mark of waters/ditches within the API will be delineated based on field indicators; a hydrologic analysis of stream gage data is not included in this task.
 - No groundwater monitoring or analysis is included in this task.
 - MB&G will perform an Oregon Rapid Wetland Assessment Protocol (ORWAP) functional assessment for wetlands within the API.
 - Additional fieldwork beyond the wetland/water delineation effort will not be required for this task.
 - Permittee-responsible wetland mitigation or plans will not be required. If necessary permanent wetland and/or waters impact mitigation will be satisfied through City purchase of environmental mitigation bank credits, in-lieu-fee, or payment in-lieu. If on-site restoration is required for temporary wetland impacts or for any temporary waters impacts, MB&G will provide a simple restoration planting list with selected species. Any formal landscape plans required for the bid package will be provided by Consor. No monitoring of restoration activities is included. If compensatory wetland/waters mitigation is addressed by use of a mitigation bank, in-lieu-fee or payment in-lieu, the City is responsible for any payment required.
 - USACE/DSL permit regulations will not change during the application phase.
 - The project will require an individual 401 Certification from DEQ.
 - The project will result in no effects on species listed under the Federal Endangered Species Act (ESA). No ESA compliance documentation will be required for the JPA.

- If cultural resource studies or documentation is required for the JPA, others on the Consor team will provide the required documentation for MB&G to include in the JPA.
- Engineering drawings, cross sections, details, impact calculations and project description support for inclusion in the JPA will be provided by Consor.
- DSL may require a permit fee, depending on the type of authorization needed, and the amount of fill or excavation to be performed in wetlands and/or waters. Payment of the DSL permit fees will be the responsibility of the City.
- The City will acquire signatures from all appropriate parties as required for completion of the JPA, including applicants, landowners, and local planning officials.
- Up to eight (8) hours of pre- and post-submittal coordination with the DSL and USACE are included in this task.
- Permit close-out inspection and reporting services will be provided under a separate contract or an amendment to this contract, if requested in the future.

Task 4 – Preliminary Design

Objective

Provide updated Preliminary Design documents based on the City's Project Design Documents and updates described in Task 2.

Activities

4.1 Develop 50% Design Documents

This activity includes updating the City's Project Design Documents to the 50% review level. This activity will primarily serve to incorporate any supplemental mapping and additional design elements identified during Task 2. The Preliminary (50%) Design documents include the following:

- **Construction Drawings** – see Construction Plan Submittal Matrix (Table 1).
- **Construction Specifications** – detailed table of contents.
- **Contract (Front-End) Documents** – detailed table of contents.
- **Engineer's Opinion of Probable Construction Costs (OPCC)** – summary of construction item quantities based on the Preliminary Design and estimated unit prices for developing an OPCC commensurate with 50% Design level.

Table 1 | Construction Plan Submittal Matrix

SHEET NAME ¹	SHEET COUNT	MILESTONE SUBMITTAL		
		50%	90%	100%
GENERAL				
Cover and Title	1	X	X	X
Symbols, Abbreviations, and Legend	1	X	X	X
General Notes	1		X	X
Project Overview Map and Survey Control	1	X	X	X
CIVIL				
Waterline Plans & Profiles ²	12	X (Plan Only)	X	X
Water System Details	3		X	X
Traffic Control Plans	6		X	X
Traffic Control Details	1		X	X
Erosion Control Plans	6		X	X
Erosion Control Details	2		X	X
TOTAL SHEETS	34	15	34	34

Notes:

1. Construction drawings will be prepared on 22" x 34" sheets.

2. Plan views will be drawn to 1"=20' horizontal scale. Profile views will be drawn to 1"=5' scale.

This activity also includes a Preliminary (50%) Design review meeting with the City and the Consultant to discuss comments and field questions from the 50% Design submittal.

Task Deliverables

- Electronic PDF copies of the Preliminary Design documents.

Assumptions

- City will provide their standard/required Front-End Documents in Microsoft Word format. Construction Specifications will be prepared by the Consultant using Construction Specifications Institute (CSI) format, Divisions 1 through 48.
- City will provide written review comments.
- City review time is two (2) weeks from document submittal.
- City will attend and participate in Preliminary (50%) Design review meeting.
- OPCC To be completed in accordance with the Association for the Advancement of Cost Engineering International (AACE) Class 4 standards, with an expected accuracy range of +30 to -20 percent, as recommended for a preliminary design level of project definition.

Task 5 – Final Design

Objective

Provide Final Design documents based on Preliminary Design documents, including Construction Drawings, Construction Specifications, and Front-End documents for soliciting bids and constructing the project.

Activities

5.1 Develop 90% Design Documents

This activity includes preparing 90% Design documents, including the following:

- **Construction Drawings** – see Table 1.
- **Construction Specifications** – technical specifications covering the materials and constructions included in the Construction Drawings.
- **Contract (Front-End) Documents** – front-end documents necessary for bidding by the City, including Bid Schedule.
- **Engineer's OPCC** – summary of construction item quantities based on the 90% Design and estimated unit prices for developing an OPCC commensurate with 90% Design level.

This activity also includes a 90% Design review meeting with the City and the Consultant to discuss comments and field questions from the 90% Design submittal.

5.2 Develop 100% Design Documents

This activity includes preparing 100% Design documents, including the following:

- **Construction Drawings** – see Table 1.
- **Construction Specifications** – technical specifications covering the materials and constructions included in the Construction Drawings and incorporating received City comments.
- **Contract (Front-End) Documents** – front-end documents necessary for bidding by the City, including Bid Schedule, and incorporating received City comments.
- **Engineer's OPCC** – summary of construction item quantities based on the 100% Design and estimated unit prices for developing an OPCC commensurate with 100% Design level.

This activity also includes a 100% Design review meeting with the City and the Consultant to discuss comments and field questions from the 100% Design submittal.

Task Deliverables

- Electronic PDF copies of the Final Design documents.

Assumptions

- City will provide written review comments.
- City review time is two (2) weeks from each document submittal.

- City will attend and participate in Final (90% and 100%) Design review meetings.

Task 6 – Bid Phase Services

Objective

Provide services during the Bid Phase.

Activities

6.1 Pre-Bid Conference

This activity includes preparing Pre-Bid conference agenda, conducting the conference, and providing written summary of questions and comments from the conference to the City.

6.2 Respond to Bidder Inquiries

This activity includes providing written responses to bidder inquiries (Requests for Information [RFI]) during the bid phase. Activity also includes assisting the City with preparing contract addenda as needed.

6.3 Review Bids and Recommend Award

This activity includes attending the bid opening, tabulating bids, assisting in review and evaluation of bids, and providing recommendation of award to the City.

Task Deliverables

- Electronic PDF copies of the following documents:
 - Pre-Bid Conference Meeting Agenda and Summary.
 - Response to Bidder RFIs and Addenda as required.
 - Bid Tabulation.
 - Recommendation of Award.

Assumptions

- City will publish the Invitation for Bids and pay all costs.
- The Consultant will distribute bidding documents, responses to bidder inquiries, addenda, and maintain a plan holders list.
- For purpose of budgeting, up to ten (10) RFI responses and one (1) addendum are assumed.

Task 7 – Construction Phase Services

Objective

Provide engineering services during construction that include construction management as the designated City's representative, contract administration, submittal review, construction observation, and project

closeout assistance. The intent is to ensure the project is constructed in accordance with the contract documents and satisfies permit requirements.

Activities

7.1 Project Management and Administration

Coordinate, monitor, and control the project resources to meet the technical, communication, and contractual obligations required for executing the project scope. Provide monthly progress reports and invoices for the anticipated project period.

7.2 Construction Contract Administration

Assist the City with construction administration duties, including coordination with the Contractor on behalf of the City. Anticipated activities include the following.

- Development and Project Manager review of Consultant construction observation reports.
- Phone conference and/or email correspondence with City Project Manager.
- Facilitate weekly construction progress meetings.
- Correspondence with permitting agencies and the Contractor.
- Provide City staff with weekly construction progress updates.
- Review and recommendation of Contractor monthly payment requests.
- Address changes to the contract and issues related to cost and/or schedule, tracking contract time, monthly review of construction progress relative to the schedule, and review of monthly progress payments.

Budget assumes 60 hours for contract administration from the time of construction Notice to Proceed through Final Inspection, including an allowance for administration support.

7.3 Pre-Construction Conference

Coordinate and conduct pre-construction conference, prepare meeting agenda, and distribute meeting summary.

7.4 Submittal Review

Receive, review, and log contractor submittals and shop drawings for conformance to the design requirements of the project. Provide draft review comments to City for substitute and "or-equal" items proposed for use by Contractor. Budget assumes up to eight (8) submittals and two (2) resubmittals (total of 10 submittals) will be reviewed.

7.5 Construction Engineering

Respond to Contractor Requests for Information (RFIs) and issue necessary clarifications or interpretations of the contract documents. Review Contractor requests for change orders, prepare change orders as needed, and solicit signatures from all parties. Budget assumes up to six (6) RFI responses and two (2) change order requests.

7.6 Construction Observation

The Consultant will provide construction observation and prepare observation reports after each visit. Copies of the reports will be provided to the City. Budget assumes 270 hours over the construction period. The construction observation level of effort is based on the following assumptions:

- Full time observation for the following construction activities:
 - Connecting new water transmission pipe to existing water main. Two locations are assumed – at project start on NE 13th Street and at project end on Seventh Avenue.
 - New water transmission pipe crossing of Hammond Avenue (State Highway 104) between NW 17th Place and City Dog Park (reference **Exhibit A1**).
- Periodic observations by the Consultant for the balance of construction activities:
 - One site visit each calendar week.
- Site visit hours include time for travel and observation report preparation.

Site visits and observations by the Consultant are not intended to be exhaustive or to extend to every aspect of the Contractor's work, but limited to spot checking, selective sampling, and similar methods of general observation of the work. The Consultant does not assume responsibility for the means and methods of construction selected by the Contractor nor for any failure to furnish and perform the work in accordance with the Contract Documents. Based on information obtained during such visits and observations, the Consultant shall determine in general if the Contractor's work is proceeding in accordance with the Contract Documents, and keep the City informed of the progress of the work.

7.7 Final Inspections

Perform an initial inspection at substantial completion, prepare a punch list, and attend the final inspection prior to City project acceptance.

7.8 Record Drawing Preparation

Prepare and provide to the City record drawings representative of the "as constructed" work based on Contractor redline drawings, as-built survey, and in construction observation reports. Record drawings shall be provided to the City in digital format.

Task Deliverables

- Electronic PDF copies of the following documents:
 - Pre-construction and weekly meeting agenda and summary.
 - Monthly invoices and progress reports.
 - Contractor monthly progress payment request review and recommendation.
 - Submittal review comments and maintain submittal log.
 - Responses to Contractor RFIs and maintain RFI log.

- Daily reports for construction observation.
- Weekly progress reports including change log, schedule, and financial summary.
- Substantial completion punch list.
- Recommendation for final payment and acceptance of project.
- Record Drawings (PDF and DWG file formats).

Assumptions

- City will coordinate and review Contractor BOLI submittals.
- The Consultant's labor hours assumed under Activities 7.2 and 7.6 are estimated as an average over the contract duration as outlined under Time and Performance below. The actual time required to perform the tasks included depends on Contractor competency, changed conditions, City staff availability and/or permitting agency requirements. If it appears that additional time will be needed to continue services through project completion, the City will be notified immediately.

Budget

Payment will be made at the Billing rates for personnel working directly on the project, which will be made at the Consultant's Hourly Rates, plus Direct Expenses incurred. Billing rates are as shown in the table below. Subconsultants, when required by the Consultant, will be charged at actual costs plus a 10 percent fee to cover administration and overhead. Direct expenses will be paid at the rates shown in the table below.

Direct Expenses

Expenses incurred in-house that are directly attributable to the project will be invoiced at actual cost. These expenses include the following.

Computer Aided Design and Drafting	\$18.00/hour
GIS and Hydraulic Modeling	\$10.00/hour
Mileage	Current IRS Rate
Postage and Delivery Services	At Cost
Printing and Reproduction	At Cost
Travel, Lodging and Subsistence	At Cost

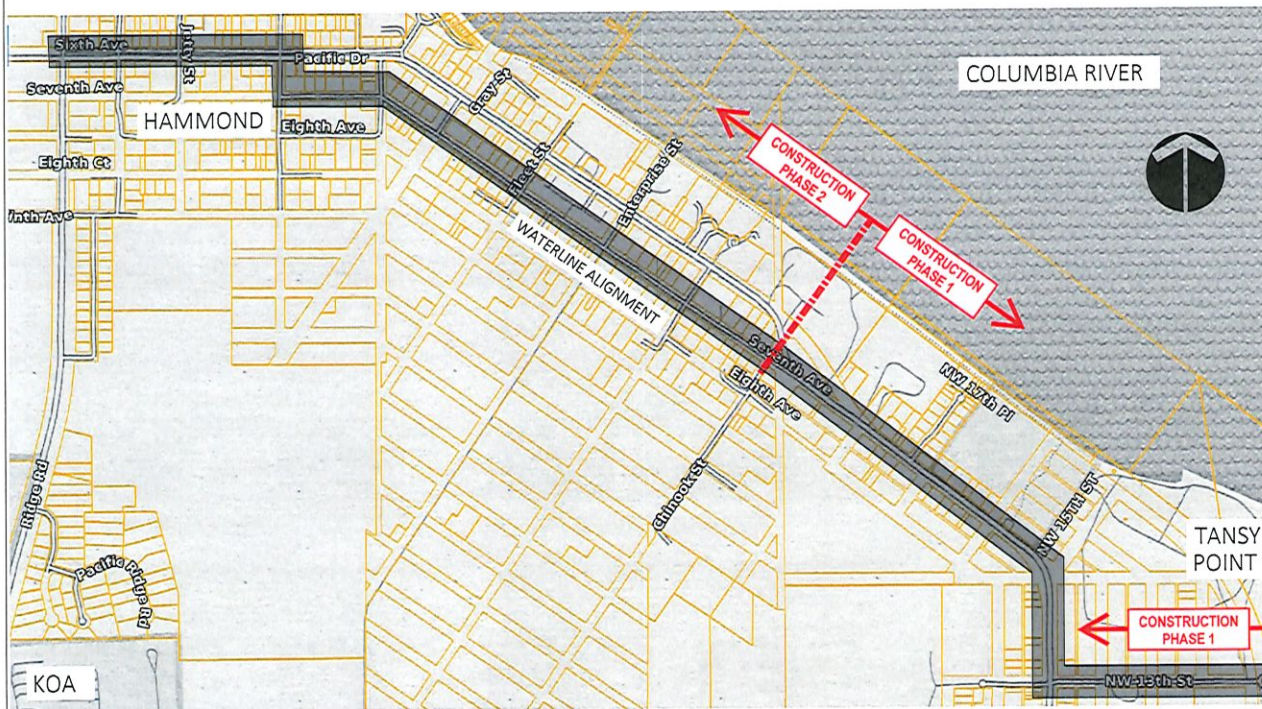
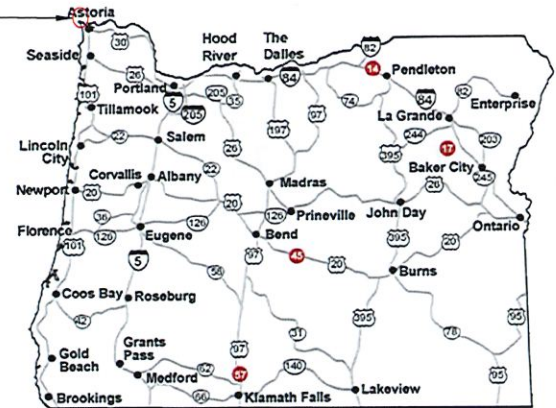
Project Schedule

Contract term shall be from the date contract is fully executed until conclusion of project construction phase, anticipated for November 2024 (approximately 16 months). The anticipated project schedule is shown in Table 2.

Table 2 | Project Schedule

TASK / ACTIVITY / MILESTONE	ANTICIPATED COMPLETION
Consultant Notice to Proceed Issued	June 1, 2023
DESIGN PHASE SERVICES	
Data Collection, Document Review, and Supplemental Surveying	August 15, 2023
Permitting Support	December 31, 2023
Preliminary Design	August 15, 2023
Final Design	November 1, 2023
BID PHASE SERVICES	
Invitation to Bid Advertised	January 15, 2024
Bid Opening	February 29, 2024
Notice of Intent to Award Issued	March 15, 2024
Notice of Award Issued	April 1, 2024
CONSTRUCTION PHASE SERVICES	
Construction Agreement Executed	May 1, 2024
Contractor Notice to Proceed Issued	May 15, 2024
Construction Substantial Completion	September 15, 2024
Construction Final Completion	October 15, 2024
Record Drawings Completed	November 15, 2024

PROJECT LOCATION
WARRENTON, OREGON



FILE NAME:HAMMOND WATER DESIGN 09 28 20.dwg

SHEET INDEX		
SHEET NO	SCHEDULE	DESCRIPTION
C0.1		VICINITY MAP, LOCATION MAP, SHEET INDEX
C0.2		GENERAL NOTES, LEGEND
C1.1		WATERLINE PLAN DESIGN (0+00 TO 15+50)
C1.2		WATERLINE PLAN DESIGN (15+50 TO 39+00)
C1.3		WATERLINE PLAN DESIGN (39+00 TO 64+00)
C1.4		WATERLINE PLAN DESIGN (64+00 TO 84+00)
C1.5		WATERLINE PLAN DESIGN (84+00 TO 99+86)
C2.1		WATERLINE PROFILE (0+00 TO 45+00)
C2.2		WATERLINE PROFILE (45+00 TO 90+00)
C2.3		WATERLINE PROFILE (90+00 TO 99+86)
C3.1		DETAILS
C3.2		DETAILS

REVISIONS

DRAWING
NUMBER
C0.1

RSTELZIG@CLWARRENTON.ORG - 503-861-0912

GENERAL SITE PLAN NOTES

- EROSION CONTROL NOTES

- PAVING PLAN NOTES

- [illegible]

- [illegible]

WATER AND SEWER UTILITY PLAN NOTES

- [illegible]

- [illegible]

DRAINAGE PLAN NOTES

- [illegible]

SOILS

- IN GENERAL SOILS CONSIST OF THE FOLLOWING:
WALDEPORT FINE SAND (FINE SAND)
COQUILLE CLAYSIP COARXER (SILT LOAM TO SILTY CLAY)
WARRLENTON LOAMY FINE SAND (LOAMY FINE SAND TO FINE SAND)

GROUND WATER

- GROUNDWATER SHOULD BE EXPECTED NEAR THE EXISTING SURFACE. ADJACENT AND SURROUNDING DITCHES WILL BE FULL DURING CONSTRUCTION. THESE DITCHES DO NOT DRAIN WELL AND HIGH GROUNDWATER AND HIGH DITCH WATER LEVELS SHOULD BE EXPECTED THROUGHOUT CONSTRUCTION.

DESIGN INTENT

- GREAT CARE WAS TAKEN TO PROVIDE A PLAN THAT REDUCES CONFLICTS WITH EXISTING UTILITIES AND MINIMIZES ASPHALT RENOVATION. MANY OF THE EXISTING UTILITIES SHOWN ON DESIGN PLANS ARE SHOWN IN AN APPROXIMATE LOCATION. CONTRACTOR WILL NEED TO ACTIVELY WORK WITH THE CITY TO DEVELOP ALTERNATIVE ALIGNMENTS IF UTILITY CONFLICTS ARE

SURVEY AND ALIGNMENT LAYOUT

- THE DESIGN WAS DEVELOPED USING AVAILABLE TOPOGRAPHIC SURVEYS, AERIAL PHOTOGRAPHY, GPS, GPS COORDINATES OF EXISTING UTILITIES, AND EXISTING AS-BUILT DRAWINGS. ALL INFORMATION PROVIDED WAS CONVERTED TO OREGON STATE PLANE NORTH AND NAVD-83. SURVEY INFORMATION MAY BE PROVIDED TO THE CONTRACTOR, BUT IT IS EXPECTED THAT THE CITY AND CONTRACTOR WILL LAYOUT THE PROPOSED DESIGN USING THE INFORMATION PROVIDED IN THESE PLANS. IN GENERAL, THE WATERLINE WILL BE "TIED IN" DURING CONSTRUCTION AFTER A POTHOLE HAS BEEN COMPLETED BY THE CONTRACTOR DURING THE FIRST PHASE OF THE

CONSTRUCTION NOTES

1. NO ASSURANCE IS GIVEN THAT THE INDICATED POSITION OF ANY EXISTING UTILITY IS CORRECT OR THAT THE INFORMATION IS COMPLETE. ALL LOCATIONS OF EXISTING UTILITIES SHOWN ARE APPROXIMATE AND IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE TRUE AND CORRECT LOCATION SO AS TO AVOID DAMAGE OR DISRUPTION.
2. ALL WATER PIPELINES SHALL HAVE CONTINUOUS USE OR FALL TO EXISTING PIPELINES OR AIR RELEASE VALVES.
3. ALL WATER PIPELINES SHALL BE PRESSURE TESTED AND DISINFECTED IN ACCORDANCE WITH THE SPECIFICATIONS. ALL PRESSURE TESTING SHALL BE DONE IN THE PRESENCE OF THE ENGINEER. PIPELINE DISINFECTION SHALL OCCUR PRIOR TO PLACING IN SERVICE.

4. CONTRACTOR SHALL PROVIDE TEMPORARY PLUGS, BLOW-OFF ASSEMBLIES, AND TAPS FOR PRESSURE TESTING AND DISINFECTION OF NEW PIPE LINES PRIOR TO CONNECTING TO EXISTING PIPING.
5. UN-SUPPORTED EXCAVATIONS ARE NOT PERMITTED AND JACKING PITS OR WHEN EXISTING UTILITIES ARE CLOSER THAN 3 FEET TO THE NEW SIDES, THIS IS ESPECIALLY REQUIRED WHEN WORKING NEXT TO EXISTING WATERLINE IN GOOD ROW.
6. OVERHEAD UTILITIES ARE PRESENT ALONG ENTIRE ALIGNMENT.

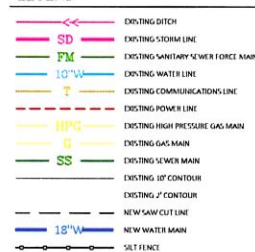
TRAFFIC CONTROL

1. CONTRACTOR MUST MAINTAIN TWO WAY TRAFFIC AND PROVIDE FLAGMEN AS NECESSARY ON NW WARRENTON DRIVE AND NW 13TH STREET. ONE BLOCK PORTIONS OF SEVENTH AVENUE, IREDALE STREET, AND SIXTH AVENUE MAY BE CLOSED FOR CONSTRUCTION. HOWEVER LOCAL ACCESS MUST BE PROVIDED AT ALL TIMES.
2. CONTRACTOR WILL BE REQUIRED TO PROVIDE A TRAFFIC CONTROL PLAN TO ODOT AND THE CITY THAT MEETS ALL ODOT REQUIREMENTS FOR WORK IN ODOT ROW.

ODOT NOTES

- [illegible]

LEGEND



ABBREVIATIONS

- | | |
|--------|--------------------------------------|
| ENC | BEGINNING VERTICAL CURVE |
| COVER | COVER OVER TOP OF CURVE |
| ENC | ENDING GRADE ELEVATION (APPROXIMATE) |
| ENC | END VERTICAL CURVE |
| FL | FLANGE |
| FM | FORD MAIN |
| GR | VERTICAL GRADE BREAK |
| H DET | HORIZONTAL PIPE DETECTION |
| H DET | HORIZONTAL BEAM HITTING |
| HPS | HIGH PRESSURE GAS |
| LE | LENGTH |
| MC | POINT OF CURVE |
| PI | POINT OF TANGENT INTERSECTION |
| PT | POINT OF TANGENT |
| R | RADIUS |
| SS | SANITARY SEWER |
| SD | STORM DRAIN |
| TOP | TOP OF PIPE (ELEVATION APPROXIMATE) |
| V BEND | VERTICAL BEND |
| | DETA. |

CONTACTS

- | | |
|-----------------------|--|
| CITY OF WARRENTON | |
| PUBLIC WORKS DIRECTOR | |
| 2201 1ST AVE. S. | |
| 725 S. MAIN | |
| P.O. BOX 240 | |
| WARRENTON, OR 97146 | |
| 503-862-0612 | |
| ELECTRICITY | |
| PACIFIC POWER | |
| MARLBOROUGH | |
| 2340 SE. DOLPHIN | |
| WARRENTON, OR 97146 | |
| 503-862-6009 | |
| GAS | |
| PORTLAND NATURAL GAS | |
| ATTN: TUESA ACCQUARD | |
| 126 W. MARINE DR. | |
| ASTORIA, OR 97103 | |
| 503-325-4600 | |
| TELEPHONE | |
| CENTRICORP | |
| 1400 MELCOR | |
| 4819 INDUSTRIAL | |
| ASTORIA, OR 97103 | |
| 503-242-7676 | |
| CABLE TELEVISION | |
| CHARTER COMMUNION | |
| HIGH MOUNTAIN | |
| 4219 GATWAY | |
| ASTORIA, OR 97103 | |
| 503-255-5887 | |
| 503-255-7871 (FAX) | |
| FIRE FIGHT CENTER | |
| RCO 332-2444 | |

Call before you Dig
Avoid cutting underground utility lines. It's costly.



REVISIONS

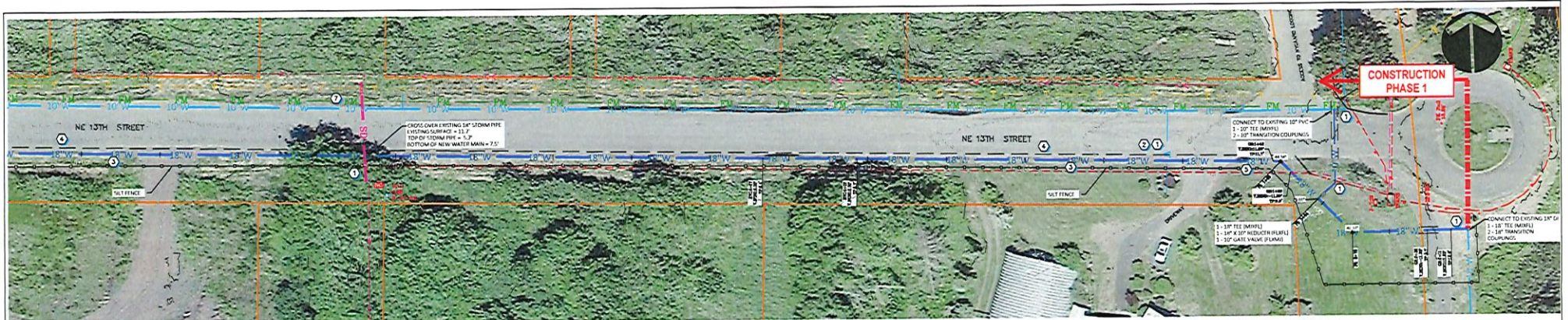
EXHIBIT A1

GENERAL NOTES AND LEGEND

CITY OF WARRENTON

	DRAWING NUMBER
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C0.2



GENERAL NOTES (STA 0+00 TO 13+50)

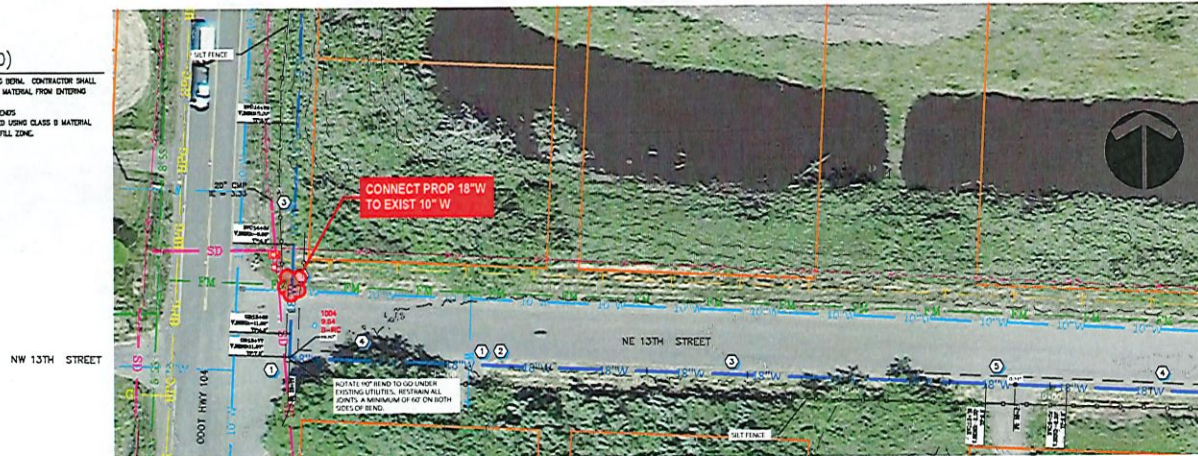
1. POTHOLE ALL EXISTING UTILITIES WITHIN THE ALIGNMENT OF NEW WATER SYSTEM.
2. CLEAN TRENCH SPILLS MAY BE SORECAST WHERE MATERIAL WONT IMPACT EXISTING DRAINAGE, LANDSCAPING, OR DRIVEWAY AND WONT RAISE SURFACE ABOVE EXISTING SHOULDER ELEVATION.
3. ALIGNMENT TO GENERALLY FOLLOW THE EXISTING EDGE OF PAVEMENT WITH A SLOPE LINE AT APPROXIMATELY 2" IN FROM EDGE OF PAVEMENT. ALIGNMENT MAY BE ADJUSTED IN THE FIELD TO REDUCE CONFLICTS AND RESTORATION COST.
4. MINIMUM 30" OF COVER TO TOP OF PIPE.

CONSTRUCTION NOTES

1. POTHOLE ALL EXISTING UTILITIES WITHIN THE ALIGNMENT OF NEW WATER SYSTEM. IMMEDIATELY REPORT ALL CONFLICTS TO CITY. NOTE ON AS-BUILT PLANS THE LOCATION, DEPTH, MATERIAL AND SIZE OF EXISTING UTILITY. POTHOLE WORK SHALL TAKE PLACE AT LEAST TWO WEEKS PRIOR TO START OF CONSTRUCTION OF WATERLINE.
2. ADJUST EXISTING WATER SERVICE OVER NEW WATERLINE USING MANHOLES AND APPROVED COUPLERS.
3. CONSTRUCT NEW CURB WATERLINE. SEE TRENCH DETAILS SHEET C3.2.
4. SANDWICH EXISTING ASPHALT.
5. INSTALL NEW AIR/VACUUM VALVE.

GENERAL NOTES (STA 13+50 TO 22+00)

1. CONSTRUCTION WILL TAKE PLACE THROUGH EXISTING BERM. CONTRACTOR SHALL PREPARE BERM FOR EQUIPMENT USE AND PROTECT MATERIAL FROM EXISTING DRAINAGE.
2. USE RESTRAINED JOINTS AT ALL PIPE JOINT AND BENDS.
3. PIPE BEDDING AND PIPE ZONE SHALL BE BACKFILLED USING CLASS B MATERIAL.
4. NATIVE MATERIAL MAY BE USED FOR TRENCH BACKFILL ZONE.
5. MINIMUM 30" OF COVER OVER TOP OF PIPE.



30' 0' 30' 60'
SCALE IN FEET

FILE NAME:HAMMOND WATER DESIGN 09 28 20.dwg



REVISIONS

EXHIBIT A1

WATERLINE PLAN DESIGN
STA (0+00 TO 15+50)

CITY OF WARRENTON

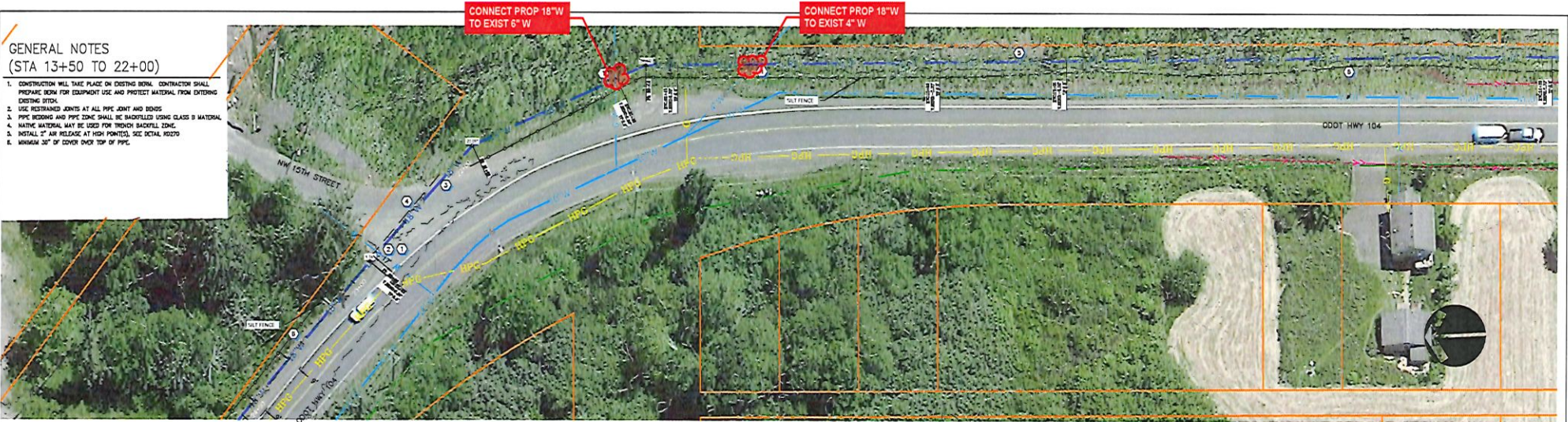
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DRAWING
NUMBER

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GENERAL NOTES (STA 13+50 TO 22+00)

- CONSTRUCTION SHALL TAKE PLACE ON EXISTING BORNS. CONTRACTOR SHALL PREPARE BORNS FOR EROSION CONTROL AND PROTECT MATERIAL FROM EXISTING BORNS.
- USE RESTRAINED JOINTS AT ALL PIPE JOINTS AND BODIES.
- PIPE BODIES AND PIPE JOINTS SHALL BE BACKFILLED USING CLASS B MATERIAL.
- NATIVE MATERIAL MAY BE USED FOR TRENCH BACKFILL ZONE.
- INSTALL 2" AIR RELEASE AT HIGH POINTS. SEE DETAIL R0270.
- MINIMUM 42" OF COVER OVER TOP OF PIPE.



CONSTRUCTION NOTES

- PORTHOLE ALL EXISTING UTILITIES WITHIN THE ALIGNMENT OF NEW WATER SYSTEM. IMMEDIATELY REPORT ALL CONFLICTS TO CITY. NOTE ON AS-BUILT PLANS THE LOCATION, DEPTH, MATERIAL AND SIZE OF EXISTING UTILITIES. PORTHOLES SHALL TAKE PLACE AT LEAST TWO WEEKS PRIOR TO START OF CONSTRUCTION OF WATERLINE.
- ADJUST EXISTING WATER SERVICE OVER NEW WATERLINE USING MANHOLES AND APPROVED COUPLERS.
- INSTALL NEW 18\"/>

GENERAL NOTES (STA 22+00 TO 29+75)

- CONSTRUCT NEW WATERLINE WITHIN EXISTING SHOULDER. EDGE OF TRENCH SHALL NOT IMPACT EXISTING PAYMENT EDGE. DAMAGE TO EXISTING PAYMENT WILL REQUIRE FULL PAYMENT REPAIR TO FOD LINE.
- MINIMUM 42\"/>

GENERAL NOTES (STA 29+75 TO 43+75)

- CONSTRUCT NEW WATERLINE WITHIN EXISTING SHOULDER. EDGE OF TRENCH SHALL NOT IMPACT EXISTING PAYMENT EDGE. DAMAGE TO EXISTING PAYMENT WILL REQUIRE FULL PAYMENT REPAIR TO FOD LINE.
- MINIMUM 42\"/>

GENERAL NOTES (STA 29+75 TO 43+75)

- CONSTRUCT NEW WATERLINE WITHIN EXISTING SHOULDER. EDGE OF TRENCH SHALL NOT IMPACT EXISTING PAYMENT EDGE. DAMAGE TO EXISTING PAYMENT WILL REQUIRE FULL PAYMENT REPAIR TO FOD LINE.
- MINIMUM 42\"/>



REVISIONS

EXHIBIT A1

WATERLINE PLAN DESIGN
STA (15+50 TO 39+00)

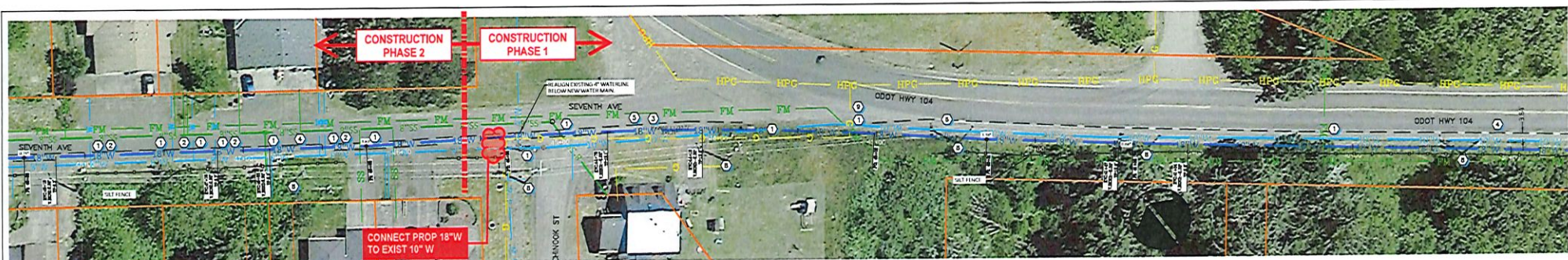
CITY OF WARRENTON

FILE NAME:HAMMOND WATER DESIGN 09 28 20.dwg

REVISIONS

503-861-0912

C1.2



CONSTRUCTION NOTES

1. PORTABLE ALL EXISTING UTILITIES WITHIN THE ALIGNMENT OF NEW WATER SYSTEM. IMMEDIATELY REPORT ALL CONFLICTS TO CITY. NOTE ON AS-BUILT PLANS THE LOCATION, DEPTH, MATERIAL AND SIZE OF EXISTING UTILITY. PORTABLES SHALL TAKE PLACE AT LEAST TWO WEEKS PRIOR TO START OF CONSTRUCTION OF WATERLINE.
2. ADJUST EXISTING WATER SERVICE OVER NEW WATERLINE USING MANHOLE AND APPROVED COUPLERS.
3. INSTALL NEW 1\"/>

2. INSTALL LOCATE VALVE HOLES JOINTS OR SPLICES IN PIPE SHALL BE WATERPROOF. ENDS OF PIPE SHALL BE ACCESSIBLE IN WATER VALVE BOXES OR WITHIN A VALVE BOX WITH A LID THAT DETAILS IT AS A LOCATE BOX (DINWID, JORDAN). LOCATE WRES SHALL BE WRAPPED ROUND 4\"/>

GENERAL NOTES (STA 43+75 TO 85+00)

1. WATERLINE ALIGNMENT INTERSECT MANY UTILITIES. ALL UTILITY SHALL BE PORTABLE PRIOR TO START OF CONSTRUCTION. WATERLINE MAY CONFLICT WITH SOWER LATERALS. IF CONFLICTS ARE FOUND, CONTRACTOR MAY BE DIRECTED TO REPAIR EXISTING SOWER LATERALS OR RAISE WATERLINE TO MINIMUM COVER OF 1'2\"/>

GENERAL NOTES (STA 29+75 TO 43+75)

1. CONSTRUCT NEW WATERLINE WITHIN EXISTING PAVED SHOULDER. EDGE OF TRUCKS SHALL NOT IMPACT EXISTING TRAVEL LANE OR EXCEED PAST EXISTING FOG LANE.
2. DAMAGE TO FOG LANE WILL NEED TO BE REPAIRED USING IN-BIND MATERIAL.
3. MINIMUM 4\"/>

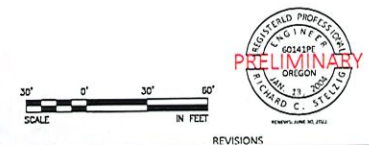
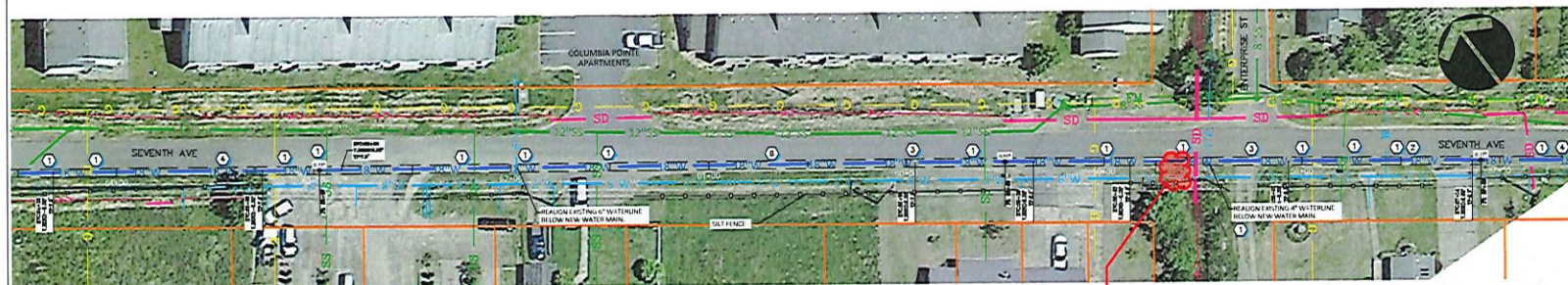
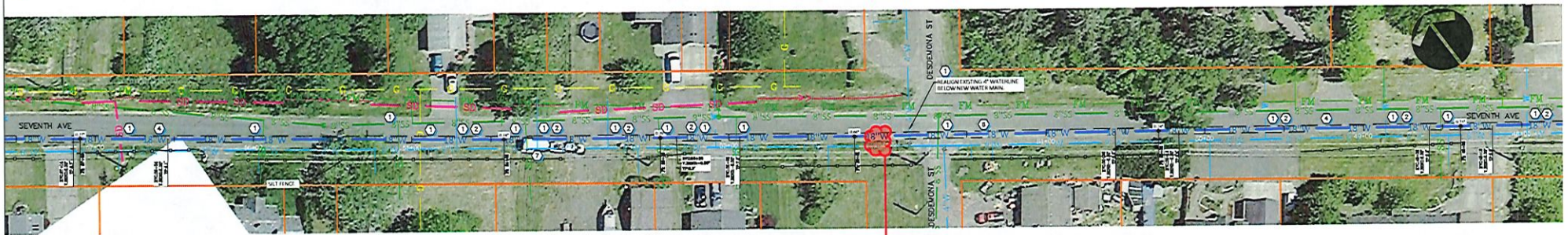


EXHIBIT A1

WATERLINE PLAN DESIGN
STA (39+00 TO 64+00)

CITY OF WARRENTON

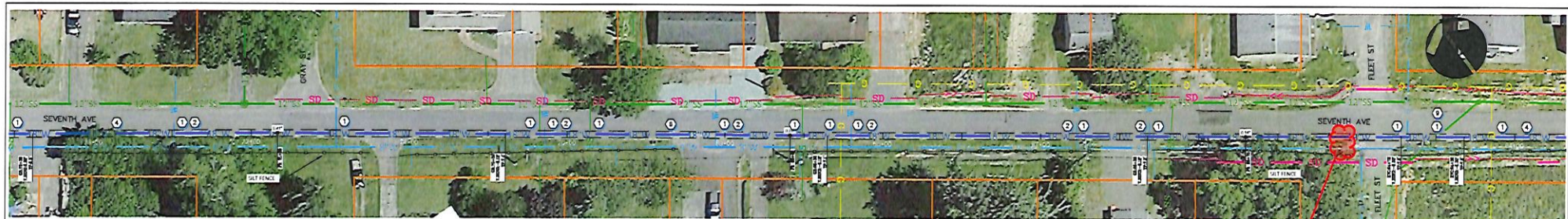
DRAWING
NUMBER

C1.3

FILE NAME:HAMMOND WATER DESIGN 09 28 20.dwg

RTLTZIG@CLWARRENTON.ORG

503-861-0912



CONNECT PROP 18"W
TO EXIST 8" W



CONNECT PROP 18"W
TO EXIST 8" W

GENERAL NOTES (STA 43+75 TO 85+00)

1. WATERLINE ALIGNMENT INTERSECT MANY UTILITIES. ALL UTILITY SHALL BE POTHOLED PRIOR TO START OF CONSTRUCTION. WATERLINE MAY CONFLICT WITH SENIOR LATERALS. IF CONFLICTS ARE FOUND, CONTRACTOR MAY BE DIRECTED TO REPAIR EXISTING SENIOR LATERALS OR MAKE WATERLINE TO MINIMUM COVER OF 1.5' AND USE CIP OR COLD PATCH ASPHALT AS BACKFILL MATERIAL (MINIMUM THICKNESS OF 8").
2. MINIMUM 30" OF COVER OVER TOP OF PIPE.

CONSTRUCTION NOTES

1. POTHOLE ALL EXISTING UTILITIES WITHIN THE ALIGNMENT OF NEW WATER SYSTEM. IMMEDIATELY REPORT ALL CONFLICTS TO CITY. NOTE ON AS-BUILT PLANS THE LOCATION, DEPTH, MATERIAL AND SIZE OF EXISTING UTILITY. POTHOLES SHALL TAKE PLACE AT LEAST TWO WEEKS PRIOR TO START OF CONSTRUCTION OF WATERLINE.
2. ADJUST EXISTING WATER SERVICE OVER NEW WATERLINE USING MANHOLE AND APPROVED COUPLING.
3. INSTALL NEW 18" BUTTERFLY VALVE AND VALVE BOX.
4. SAWCUT EXISTING ASPHALT.
5. INSTALL NEW AIR/VACUUM VALVE.
6. CONSTRUCT NEW CROSS (RCS) WATERLINE. SEE TRENCH DETAILS SHEET C1.2.
7. PROTECT AND SUPPORT EXISTING POWER POLE AS NECESSARY.
8. THE SENIOR LINE SHALL BE EXPOSED TO THE SENIOR LINE JOINTS ON BOTH SIDES OF THE CROSSING TO PERMIT EXAMINATION OF THE SENIOR PIPE. IF THE SENIOR PIPE IS IN GOOD CONDITION AND THERE IS NO EVIDENCE OF LEAKAGE FROM THE SENIOR LINE, THE 1.5-FOOT SEPARATION MAY BE REDUCED. HOWEVER, IN THIS SITUATION, THE CONTRACTOR MUST EXPOSE ONE LENGTH OF THE WATER LINE AT THE CROSSING AND MUST ALLOW THE CITY TO INSPECT. THE CITY WILL PREPARE A WRITTEN REPORT OF THE FINDINGS AND INDICATING THE REASONS FOR REDUCING THE SEPARATION. IF THE CITY DETERMINES THAT THE CONDITIONS ARE NOT FAVORABLE OR FINDS EVIDENCE OF LEAKAGE FROM THE SENIOR LINE, THE CONTRACTOR SHALL BE CHARGED SENIOR LINE IN A REINFORCED CONCRETE JACKET (24-IN DIA, FULL LENGTH) FOR A DISTANCE OF 10 FEET ON BOTH SIDES OF THE CROSSING.



REVISIONS

EXHIBIT A1

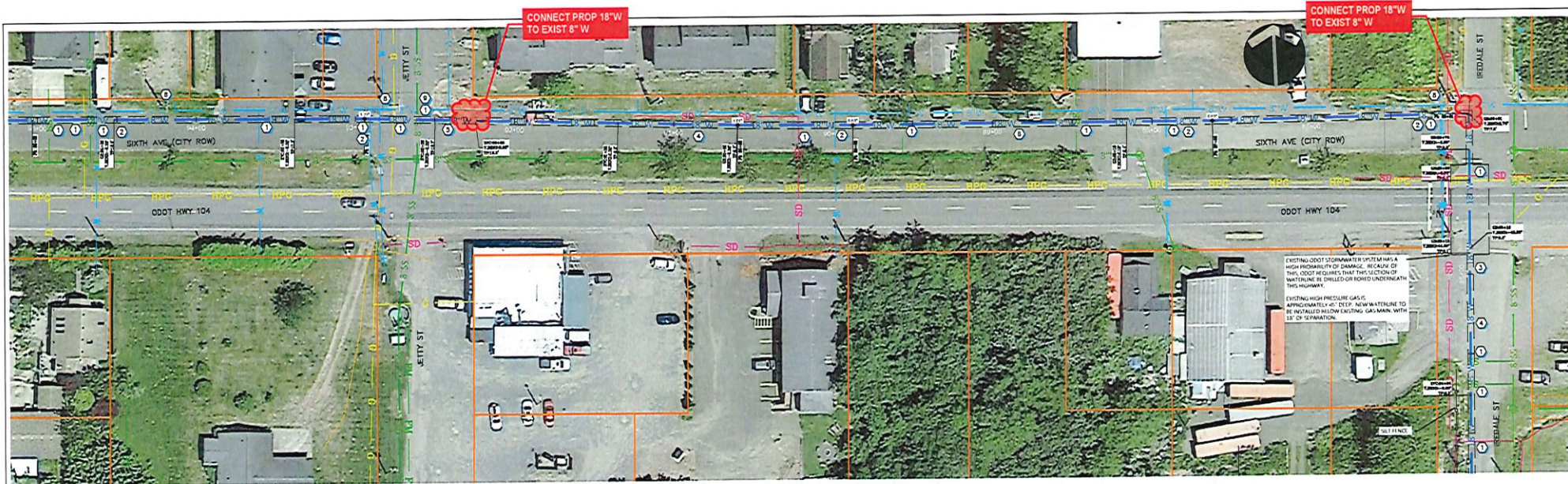
WATERLINE PLAN DESIGN
STA (64+00 TO 84+00)

CITY OF WARRENTON

DRAWING
NUMBER
C1.4

RT01212@CITY.WARRENTON.ORG - 503-861-0912

FILE NAME:HAMMOND WATER DESIGN 09 28 20.dwg

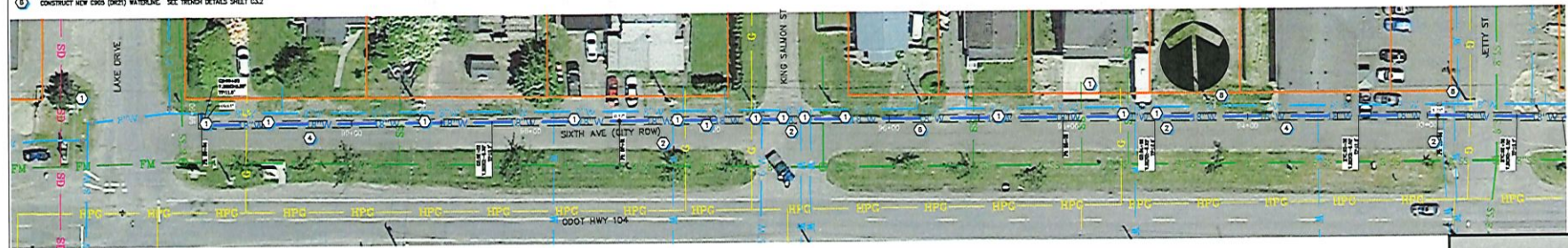


CONSTRUCTION NOTES

- ① POTHOLE ALL EXISTING UTILITIES WITHIN THE ALIGNMENT OF NEW WATER SYSTEM. IMMEDIATELY REPORT ALL CONFLICTS TO CITY. NOTE ON AS-BUILT PLANS THE LOCATION, DEPTH, MATERIAL, AND SIZE OF EXISTING UTILITY. POTHOLS SHALL TAKE PLACE AT LEAST TWO WEEKS PRIOR TO START OF CONSTRUCTION OF WATERLINE.
- ② ADJUST EXISTING WATER SERVICE OVER NEW WATERLINE USING MANHOLES AND APPROVED COUPLERS.
- ③ INSTALL NEW 18" BUTTERFLY VALVE AND VALVE CHAMBER.
- ④ SAWCUT EXISTING ASPHALT.
- ⑤ INSTALL NEW AIR/VACUUM VALVE.
- ⑥ CONSTRUCT NEW 8" (DMS) WATERLINE. SEE TRENCH DETAILS SHEET C02.

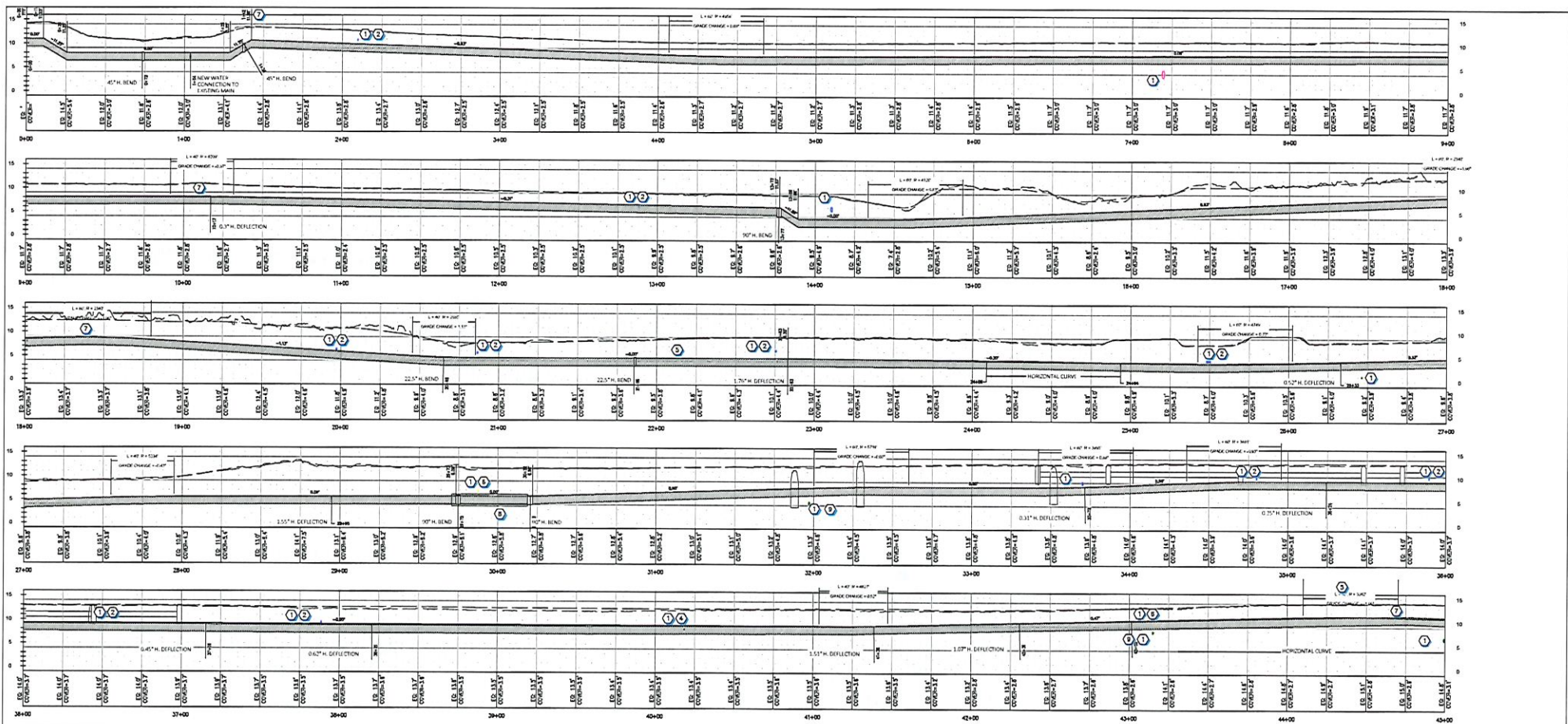
**GENERAL NOTES
(STA 85+80 TO 99+85)**

1. WATERLINE ALIGNMENT INTERSECT MANY UTILITIES. ALL UTILITY SHALL BE POTHOLED PRIOR TO START OF CONSTRUCTION. WATERLINE MAY CONFLICT WITH SEWER LATERALS. IF CONFLICTS ARE FOUND, CONTRACTOR MAY BE DIRECTED TO REALIGN EXISTING SEWER LATERALS OR RAISE WATERLINE TO MINIMUM COVER OF 12' AND USE 36" OR 48" PATCH ASPHALT AS BACKFILL. MATERIAL MINIMUM THICKNESS OF 8".
2. MINIMUM 30" OF COVER OVER TOP OF PIPE.



REVISIONS

EXHIBIT A1	
WATERLINE PLAN DESIGN STA (84+00 TO 99+85)	
CITY OF WARRENTON	DRAWING NUMBER
RS2ELZG@CLWARRENTON.ORG	C1.5



CONSTRUCTION NOTES

1. POT-HOLE ALL EXISTING UTILITIES WITHIN THE ALIGNMENT OF NEW WATER SYSTEM. IMMEDIATELY REPORT ALL CONFLICTS TO CITY. NOTE ON AS-BUILT PLANS THE LOCATION, DEPTH, MATERIAL AND SIZE OF EXISTING UTILITY. POT-HOLES SHALL TAKE PLACE AT LEAST TWO WEEKS PRIOR TO START OF CONSTRUCTION OF WATERLINE.
2. ADJUST EXISTING WATER SERVICE OVER NEW WATERLINE USING MUNICIPAL AND APPROVED COMPLIANCE.
3. ADJUST EXISTING SANITARY SEWER SERVICE 1.5' BELOW NEW WATER MAIN.
4. ADJUST EXISTING LOW PRESSURE SERVICE 1.5' BELOW NEW WATER MAIN.
5. INSTALL NEW 18" BUTTERFLY VALVE AND VALVE CASK.
6. COORDINATE ADJUSTMENT OF GAS UTILITY WITH GAS COMPANY.
7. INSTALL AIR/VACUUM VALVE.
8. ODOT REQUIRED CASING.
9. THE SEWER LINE SHALL BE EXPOSED TO THE SEWER LINE JOINTS ON BOTH SIDES OF THE CROSSING TO PERMIT EXAMINATION OF THE SEWER PIPE. IF THE SEWER PIPE IS IN GOOD CONDITION AND THERE IS NO EVIDENCE OF LEAKAGE FROM THE SEWER LINE, THE 1.5-FOOT SEPARATION MAY BE REDUCED. HOWEVER, IN THIS SITUATION, THE CONTRACTOR MUST CENTER ONE LENGTH OF THE WATER LINE AT THE CROSSING AND MUST ALLOW THE CITY TO INSPECT. THE CITY WILL PREPARE A WRITTEN REPORT OF THE FINDINGS AND INDICATE THE REASONS FOR REDUCING THE SEPARATION. IF THE CITY DETERMINES THAT THE CONDITIONS ARE NOT FAVORABLE OR FINDS EVIDENCE OF LEAKAGE FROM THE SEWER LINE, THE CONTRACTOR SHALL BE ENGAGED SEWER LINE IN A REINFORCED CONCRETE JACKET (2-4" DIA. FULL LENGTH) FOR A DISTANCE OF 10 FEET ON BOTH SIDES OF THE CROSSING.

PROFILE VIEWS

H. SCALE 1"=30' V. SCALE 1"=10'



FILE NAME:HAMMOND WATER DESIGN 09 28 20.dwg



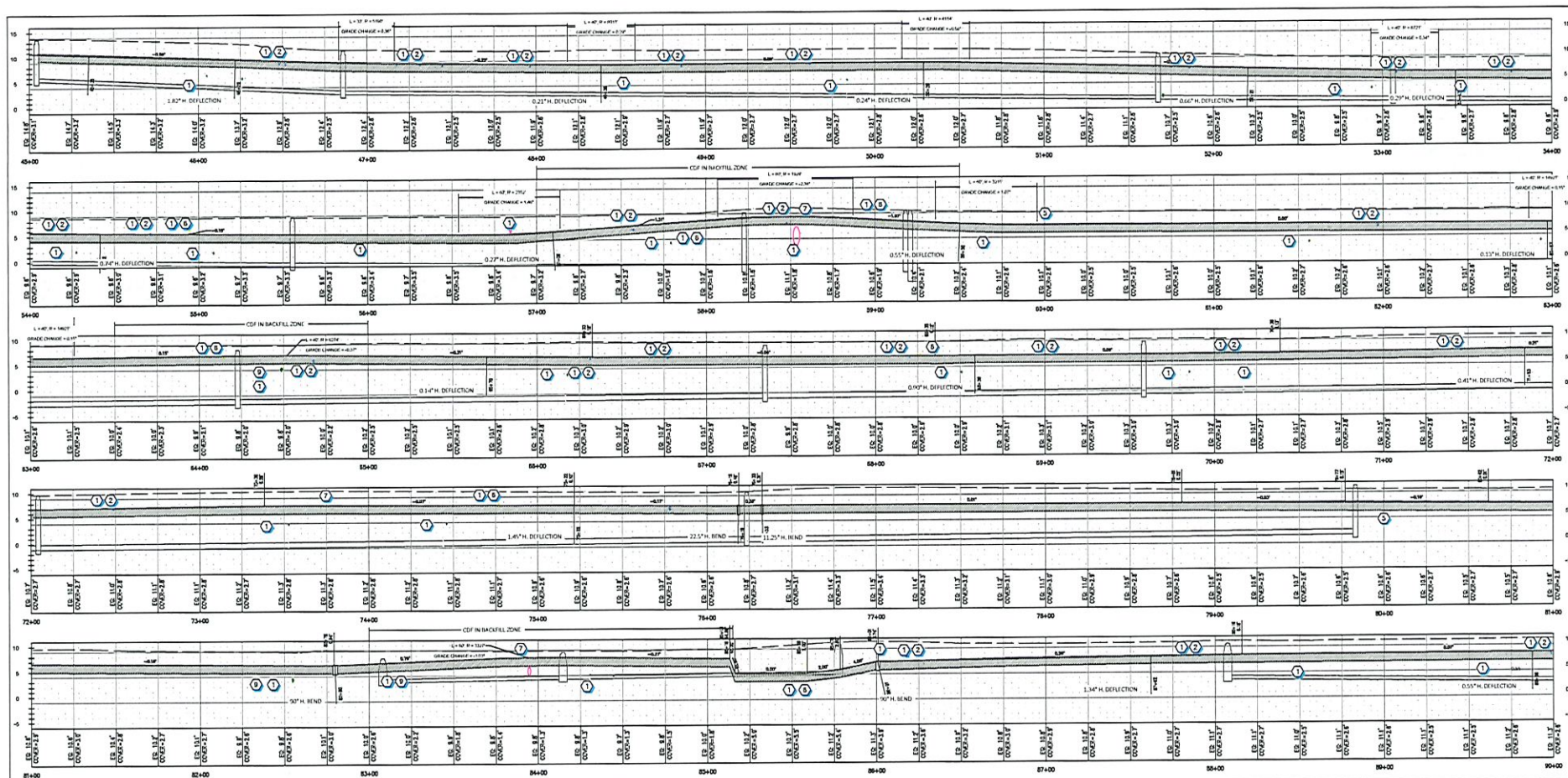
REVISIONS

EXHIBIT A1	
WATERLINE PROFILES STA (0+00 TO 45+00)	
CITY OF WARRENTON	
DRAWING NUMBER C1.5	REVISIONS

STA (0+00 TO 45+00)

CITY OF WARRENTON

RESTLEG@CI.WARRENTON.ORG US 503-861-0912



CONSTRUCTION NOTES

1. POT-HOLE ALL EXISTING UTILITIES WITHIN THE ALIGNMENT OF NEW WATER SYSTEM. IMMEDIATELY REPORT ALL CONFLICTS TO CITY. NOTE ON AS-BUILT PLANS THE LOCATION, DEPTH, MATERIAL AND SIZE OF EXISTING UTILITY. POT-HOLES SHALL TAKE PLACE AT LEAST TWO WEEKS PRIOR TO START OF CONSTRUCTION OF WATERLINE.
2. ADJUST EXISTING WATER SERVICE OVER NEW WATERLINE USING MONORAIL AND APPROVED COUPLERS.
3. ADJUST EXISTING SANITARY SERVICE 1.5' BELOW NEW WATER MAIN.
4. ADJUST EXISTING LOW PRESSURE SERVICE 1.5' BELOW NEW WATER MAIN.
5. INSTALL NEW 18\"/>

THE SENIOR LINE SHALL BE EXPOSED TO THE SENIOR LINE JOINTS ON BOTH SIDES OF THE CROSSING TO PERMIT EXAMINATION OF THE SENIOR PIPE. IF THE SENIOR PIPE IS IN GOOD CONDITION AND THERE IS NO EVIDENCE OF LEAKAGE FROM THE SENIOR LINE, THE 15-FOOT SEPARATION MAY BE REDUCED. HOWEVER, IN THIS SITUATION, THE CONTRACTOR MUST CENTER ONE LENGTH OF THE WATER LINE AT THE CROSSING AND MUST ALLOW THE CITY TO INSPECT. THE CITY WILL PREPARE A WRITTEN REPORT OF THE FINDINGS AND INDICATING THE REASONS FOR REDUCING THE SEPARATION. IF THE CITY DETERMINES THAT THE CONDITIONS ARE NOT FAVORABLE OR THERE EVIDENCE OF LEAKAGE FROM THE SENIOR LINE, THE CONTRACTOR SHALL DIGGAGE THE SENIOR LINE IN A REINFORCED CONCRETE JACKET (2-#4 BAR, FULL LENGTH) FOR A DISTANCE OF 10 FEET ON BOTH SIDES OF THE CROSSING.



PROFILE VIEWS
H. SCALE 1\"/>

FILE NAME:HAMMOND WATER DESIGN 09 28 20.dwg

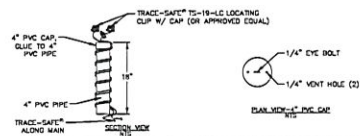


REVISIONS	
EXHIBIT A1	
WATERLINE PROFILES STA (45+00 TO 90+00)	
CITY OF WARRENTON	
DRAWING NUMBER C2.2	REGISTERED PROFESSIONAL ENGINEER STATE OF OREGON 001419P RICHARD C. STELLING PRELIMINARY
RSTEL2IG@COWARRENTON.ORG 503-861-0912	



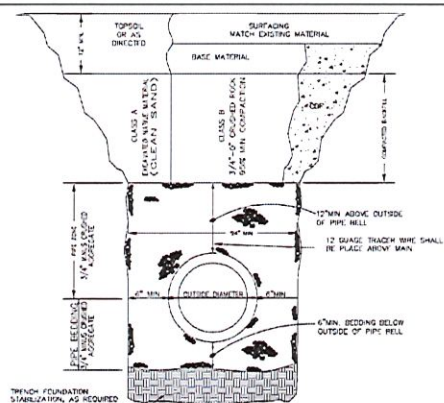
C1.5





1. TRACING WIRE TO BE SINGLE CONTINUOUS LENGTH OF WIRE BETWEEN LOCATE STATIONS. IF SPLICE IS NEEDED, CITY APPROVAL REQUIRED.
2. PROVIDE 36"x36"x4" CONCRETE PAD AROUND VALVE BOX IF LOCATED OUTSIDE OF PAVED AREAS.
3. INSTALL ON MAINS DEEPER THAN 7 FEET REGARDLESS OF SIZE. TRACER WIRES SHALL NOT BE INSTALLED DEEPER THAN 8 FEET, FOR PIPES DEEPER THAN 8 FEET INSTALL TRACER WIRE ABOVE PIPE AT 8 FEET DEPTH.

TRACER VALVE BOX DETAIL



PIPE BEDDING AND BACKFILL

NTS



REVISIONS

EXHIBIT A1

DETAILS

CITY OF WARRENTON

	DRAWING
--	---------

NUMBER
C3.2

HAMMOND TRANSMISSION WATERLINE
CITY OF WARRENTON, OREGON
PROPOSED FEE ESTIMATE

Staff Name	LABOR CLASSIFICATION (HOURS)													Hours	Labor	Subconsultants			Subconsultant Multiplier % Markup	Subconsultant Total with Markup	Expenses	CADD Units \$38/hr	GIS Units \$10/hr	Total				
	Principal Engineer VI	Principal Engineer IV	Professional Engineer VII	Professional Engineer IX	Principal Engineer III	Professional Engineer VIII	Principal III	Engineering Designer I	Cost Estimator III	Engineering Designer VI	Administrative II	S&P Land Services	Shannon & Wilson			Mason, Bruce & Girard												
	5207 Stangel	5204 Alderman	5216 Miles	5240 Buglino	5273 O'Sullivan	5229 Montgomery	5310 Toledo	5250 Martin	5276 Griesinger	5198 Broy	5112 Steinberg																	
Task 1 - PROJECT MANAGEMENT																												
Task 1.1 - Invoices/Status Reports			5								10			15	\$	2,209				1.1	\$	-	-	-	-	\$	2,209	
Task 1.2 - Coordination with City			40						15					55	\$	10,914				1.1	\$	-	-	-	-	\$	10,914	
Task 1.3 - Management and Coordination of Staff			40						10					50	\$	10,181				1.1	\$	-	-	-	-	\$	10,181	
Task 1.4 - Coordination of Subconsultants			5					4	10					29	\$	3,835				1.1	\$	-	-	-	-	\$	3,835	
Task 1.5 - Project Meetings			52						14					66	\$	16,992				1.1	\$	-	-	524	\$	-	\$ 16,992	
Task 1.6 - Quality Assurance and Quality Control	4	8							22					32	\$	3,514				1.1	\$	-	-	-	-	\$	3,514	
Task 1.7 - Funding Program Support	2	2	14						18	2	2			40	\$	7,885				1.1	\$	-	-	-	-	\$	7,885	
Task 1 Subtotal	6	10	156	0	0	0	4	87	2	2	10	277	\$	54,955	\$	-	\$	-	\$	-	\$	-	524	\$	-	\$	55,479	
Task 2 - SUPPLEMENTAL SURVEY																												
Task 2.1 - Review Client-provided Documents			8						16					16	\$	2,940				1.1	\$	-	-	-	-	\$	2,940	
Task 2.2 - Site Visit/Field Review			4						8					12	\$	2,472				1.1	\$	-	-	131	\$	-	\$ 3,603	
Task 2.3 - Supplemental Surveying and Mapping	2								4	8				14	\$	2,626	14,400			1.1	\$	15,840	-	-	-	\$	18,466	
Task 2.4 - Utility Coordination				24					60					84	\$	14,819				1.1	\$	-	-	-	-	\$	14,819	
Task 2.5 - Geotechnical Investigation			2						4					6	\$	1,036				1.1	\$	-	-	-	-	\$	1,036	
Task 2 Subtotal	0	0	16	24	0	0	0	80	0	8	0	128	\$	22,891	\$	14,400	\$	35,399	\$	-	\$	-	331	\$	-	\$	74,501	
Task 3 - PERMITTING SUPPORT																												
Task 3.1 - Oregon DGI Utility Permit			2						16					21	\$	5,169				1.1	\$	-	-	-	-	\$	5,169	
Task 3.2 - Oregon DEC Construction Stormwater General Permit			4						24					30	\$	4,839				1.1	\$	-	-	-	-	\$	4,839	
Task 3.3 - Wetlands and Waters Reinvesting			8					4	4					16	\$	3,542				1.1	\$	-	-	-	-	\$	4,144	
Task 3 Subtotal	0	0	14	8	0	0	4	44	0	4	0	74	\$	13,630	\$	-	\$	-	\$	-	\$	-	-	-	-	\$	51,732	
Task 4 - PRELIMINARY DESIGN																												
Task 4.1 - Develop 50% Design Documents	1	1	24	4	2	4		80	2	80	4	202	\$	37,181						1.1	\$	-	-	-	-	\$	41,621	
Task 4 Subtotal	1	1	24	4	2	4	0	80	2	80	4	202	\$	37,181	\$	-	\$	-	\$	-	\$	-	-	-	-	\$	38,621	
Task 5 - FINAL DESIGN																												
Task 5.1 - Develop 100% Design Documents	1	1	24	8	1	24		80	1	40	8	188	\$	34,692						1.1	\$	-	-	-	-	\$	40,412	
Task 5.2 - Develop 100% Design Documents	1	1	12	4	1	8		40	1	20	2	90	\$	16,773						1.1	\$	-	-	-	-	\$	17,111	
Task 5 Subtotal	2	2	36	12	2	32	0	120	2	60	10	278	\$	51,465	\$	-	\$	-	\$	-	\$	-	-	-	-	\$	52,545	
Task 6 - BID PHASE SERVICES																												
Task 6.1 - Pre-bid Conference			12						8					20	\$	3,802				1.1	\$	-	-	-	-	\$	4,182	
Task 6.2 - Response to Bidder Inquiries			22						22					44	\$	8,084				1.1	\$	-	-	-	-	\$	8,696	
Task 6.3 - Review Bids and Recommend Award	1	1	2						18	4	2	82	\$	15,457	\$	-	\$	-	\$	-	\$	-	-	-	-	\$	16,959	
Task 6 Subtotal	1	1	34	0	0	0	0	18	4	0	2	82	\$	27,343	\$	-	\$	-	\$	-	\$	-	212	\$	-	\$	27,555	
Task 7 - CONSTRUCTION PHASE SERVICES																												
Task 7.1 - Project Management and Administration	2	4	48									6	60	\$	12,881					1.1	\$	-	-	-	-	\$	14,161	
Task 7.2 - Construction Contract Administration			120						20				140	\$	29,016					1.1	\$	-	-	-	-	\$	29,016	
Task 7.3 - Pre-Construction Conference			12						8				20	\$	3,802					1.1	\$	-	-	131	\$	-	\$ 4,182	
Task 7.4 - Submittal Review			20						40				60	\$	10,361					1.1	\$	-	-	-	-	\$	11,391	
Task 7.5 - Construction Engineering			16						12				28	\$	5,789					1.1	\$	-	-	-	-	\$	6,319	
Task 7.6 - Construction Observation			40						20				60	\$	12,881					1.1	\$	-	-	4,716	\$	-	\$ 17,597	
Task 7.7 - Final Inspections	1	2	12						18				30	\$	6,081					1.1	\$	-	-	-	-	\$	6,693	
Task 7.8 - Record Drawing Preparation	1		2						8				10	\$	2,044					1.1	\$	-	-	-	-	\$	2,248	
Task 7 Subtotal	3	6	276	0	0	0	0	100	0	12	6	633	\$	118,760	\$	-	\$	-	\$	-	\$	-	4,847	\$	216	\$	123,603	
TOTAL - ALL TASKS	13	20	538	48	4	36	8	799	10	186	32	1094	\$	318,839	\$	14,400	\$	32,399	\$	34,638	\$	89,581	\$	5,764	\$	2,796	\$	411,900



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Greg Shafer, Public Works Director
DATE: June 27, 2023
SUBJ: Raw Waterline 2 (RWL-2) - Contract for engineering design, project management, survey, permitting, and construction management services.

SUMMARY

The replacement of the raw waterline is identified in the City's Water Master Plan (WMP) as Capital Improvement Projects (CIP) RP-2 through RP-8. The City intends to implement these raw waterline CIPs in a phased approach, beginning with Project RP-2, which consists of replacing approximately 4,300 linear feet (LF) of 24-in diameter raw water pipeline. Subsequent project phases will be authorized based on future funding availability and coordination with the City's Capital Improvement Program. A graphical representation of the raw waterline replacement projects is shown in Exhibit A1. In 2022, the City completed construction of Raw Waterline Replacement Project RP-1. The Consultant provided design, bidding, and construction phase services for that project. Building on the Project RP-1 success, the City wishes to utilize those design assumptions, construction details, and specifications for Project RP-2, including the following: proposed raw waterline will be 24-in diameter, HDPE DR17 pipe; proposed raw waterline will be installed generally parallel to existing waterline, offset approximately 5-ft.

RECOMMENDATION/SUGGESTED MOTION

"I move to approve the attached contract with Consor Engineers, Inc. in the amount of \$396,092 and per the attached scope of work including project management,

survey, utility, geotechnical, environmental permitting, engineering design, bid and construction management services."

ALTERNATIVE

None recommended

FISCAL IMPACT

The approved 2023 budget has \$1,694,000 allocated to this project.

Approved by City Manager: _____

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

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

CONTRACT:

This Contract, made and entered into this ____ day of June 2023, by and between the City of Warrenton, a municipal corporation of the State of Oregon, hereinafter called "CITY", and Consor Engineering, Inc., 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 the following engineering services for the City of Warrenton for Raw Waterline Replacement RP-2: project management, data collection, document review, supplemental survey, geotechnical report and recommendations, permitting support, preliminary design, final design, bid phase services, and construction phase services, as outlined in 'Scope of Work Raw Waterline Replacement Project RP-2 City of Warrenton' (Exhibit A) and illustrated in 'City of Warrenton Water Master Plan; Raw Water Line CIP' (Exhibit A1).

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 \$396,092.00 for the performance of project management, data collection, document review, supplemental survey, geotechnical report and recommendations, permitting support, preliminary design, final design, bid phase services, and construction phase services for the Raw Waterline Replacement RP-2, as outlined in 'Raw Waterline Replacement Project RP-2 City of Warrenton Proposed Fee Estimate' (Exhibit B).

B. The CONSULTANT will submit a final invoice referencing 029-430-620096 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. 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 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 Andy Miles, PE.

6. CONSULTANT IS INDEPENDENT CONSULTANT

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

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

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

7. CANCELLATION FOR CAUSE

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

8. ACCESS TO RECORDS

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

9. FORCE MAJEURE

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

10. NONWAIVER

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

11. ATTORNEY'S FEES

In the event suit or action is instituted to enforce any of the terms of this contract, the prevailing party shall be

entitled to recover from the other party such sum as the court may adjudge reasonable as attorney's fees at trial or on appeal of such suit or action, in addition to all other sums provided by law.

12. APPLICABLE LAW

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

13. CONFLICT BETWEEN TERMS

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

14. INDEMNIFICATION

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

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

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

15. INSURANCE

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

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

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

C. Automobile Liability. CONSULTANT shall obtain, at CONSULTANT's expense and keep in effect during the term of the resulting Contract, Commercial Business Automobile Liability Insurance

covering all owned, non-owned, or hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits). Combined single limit per occurrence will not be less than \$1,000,000, and annual aggregate not less than \$2,000,000.

D. Additional Insured. The liability insurance coverage shall include City and its officers and employees as Additional Insured but only with respect to CONSULTANT's activities to be performed under this Contract. Coverage will be primary and non-contributory with any other insurance and self-insurance. Prior to starting work under this Contract, CONSULTANT shall furnish a certificate to City from each insurance company providing insurance showing that the City is an additional insured, the required coverage is in force, stating policy numbers, dates of expiration and limits of liability, and further stating that such coverage is primary and not contributory.

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

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

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

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

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

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

17. WORKERS COMPENSATION INSURANCE

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

18. PAYMENT OF MEDICAL CARE ORS 279B.230

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

19. OVERTIME ORS 279B.235.

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

20. BUSINESS LICENSE

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

21. STANDARD OF CARE

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

22. NO THIRD PARTY BENEFICIARIES

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

23. SEVERABILITY AND SURVIVAL

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

24. COMPLETE CONTRACT

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

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

City of Warrenton, a Municipal Corporation

CONSULTANT:

BY: _____
Henry A. Balensifer, Mayor Date

By: _____ Date: _____

ATTEST:

Printed Name: _____

Dawne Shaw, CMC, City Recorder Date

Title: _____

EXHIBIT A

SCOPE OF WORK

RAW WATERLINE REPLACEMENT PROJECT RP-2

CITY OF WARRENTON

Introduction

In February 2023, the City of Warrenton (City) issued a Request for Qualifications soliciting Statements of Qualifications (SOQ) from firms/ individuals to provide design, bidding, and construction phase services for the Raw Waterline Replacement Projects. The City scored received SOQs and selected Consor (Consultant) to provide the requested services.

Project Understanding and Assumptions

The replacement of the raw waterline is identified in the City's Water Master Plan (WMP) as Capital Improvement Projects (CIP) RP-2 through RP-8. The City intends to implement these raw waterline CIPs in a phased approach, beginning with Project RP-2, which consists of replacing approximately 4,300 linear feet (LF) of 24-in diameter raw water pipeline. Subsequent project phases will be authorized based on future funding availability and coordination with the City's Capital Improvement Program. A graphical representation of the raw waterline replacement projects is shown in Exhibit A1.

In 2022, the City completed construction of Raw Waterline Replacement Project RP-1. The Consultant provided design, bidding, and construction phase services for that project. Building on the Project RP-1 success, the City wishes to utilize those design assumptions, construction details, and specifications for Project RP-2, including the following elements:

- Proposed raw waterline will be 24-in diameter, HDPE DR17 pipe.
- Proposed raw waterline will be installed generally parallel to existing waterline, offset approximately 5-ft (pipe edge to pipe edge).

Scope of Services

Consultant will perform the following services.

Task 1 - Project Management

Objective

Provide overall leadership and team strategic guidance aligned with City staff objectives. Coordinate, monitor, and control the project resources to meet the technical, communication, and contractual obligations required for developing and implementing the project scope.

Activities

1.1 Invoices/Status Reports

Consultant will prepare monthly invoices, including expenditures by task, hours worked by project personnel, and other direct expenses with the associated backup documentation. Monthly status reports will accompany each invoice and include comparisons of monthly expenditures and cumulative charges to budget by Task, including cost-to-complete, earned value, cash flow, and certified firm participation.

1.2 Coordination with the City

Consultant will maintain communication with the City through meetings via voice and email communication.

1.3 Management and Coordination of Staff

Consultant will manage and coordinate the technical and scope issues of the overall project. Progress meetings will be conducted as appropriate.

Conсор is committed to supporting a safe and healthy work environment for all Consor employees by proactively providing and continually evaluating a program that ensures employees have the knowledge, training, and tools they need to identify and mitigate hazards, prevent injuries, and improve safety. During project planning a Field Safety Plan must be completed to include the scope of work and all applicable contact information for the project. The safety and health of our workforce is our priority and requires project staff to be familiar with the applicable sections of the Consor Safety Manual and the site supervisor must complete a Pre-job safety brief to include all identified hazards and how the hazards will be removed or mitigated as directed in the Consor Safety Manual.

1.4 Coordination of Subconsultants

Consultant will coordinate with subconsultants on specific tasks, scope, and budget. Conduct progress meetings as appropriate.

1.5 Project Meetings

Schedule and attend the following project meetings:

- Project 'kick-off.'
- Monthly 'check-in.'
- Preliminary and Final Design deliverables review.

For each meeting, Consultant will prepare agenda and summary notes.

1.6 Quality Assurance and Quality Control

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

Task Deliverables

- Monthly invoice and status report covering:

- Work on the project performed during the previous month.
 - Meetings attended.
 - Problems encountered and actions taken for their resolution.
 - Potential impacts to submittal dates, budget shortfalls or optional services.
 - Budget Analysis.
 - Issues requiring project team action.
- Meeting agendas and summary notes for all meetings attended under this task.

Assumptions

- Task 1 includes project management activities for Design and Bid Phase Services, which assumes fifteen (15) month period. It is assumed Consultant will complete 15 monthly invoices with associated project status reporting.
- Schedule and conduct Project Kick-off meeting. This meeting will be held in-person at the City office and/or at project site.
- Schedule and conduct monthly check-in meetings. These meetings will be held via phone or online platform (i.e., Microsoft Teams).
- Schedule and conduct Preliminary (50%) and Final (90% and 100%) Design deliverables review meetings. These meetings will be held in-person at the City office.

Task 2 – Data Collection, Document Review, and Supplemental Surveying

Objective

Identify, gather, and review project background information necessary to complete the Design. Perform land surveying necessary to develop base mapping for Design.

Activities

2.1 Review City-Provided Documents

This activity includes assimilating and reviewing the data and documents relating to the City's Project Design Documents. The City shall provide to Consor the following information and documents:

- Contact information for all utilities within the project limits.
- City utility as-built/record drawings. Documents shall be in PDF format.
- City GIS mapping. Data shall include georeferenced files of all database elements for the project area.

The preceding information list may be amended as needed by the Consultant in writing. The City shall provide the requested information at no cost to the Consultant.

2.2 Site Visit & Field Review

This activity includes visiting the project site and reviewing the existing raw waterline alignment and field conditions. Consor personnel shall be guided by City personnel and provided authorized access necessary for completion of task activities. In addition to verifying the existing conditions, Consor and City personnel will delineate preliminary alignment of the new waterline and potential locations of water system appurtenances such as gate valves and blow-off valves. The preliminary alignment and appurtenance locations shall be used to develop the Design documents.

2.3 Land Surveying and Mapping

This activity includes performing land surveying and mapping along the project alignment. The proposed mapping area will begin at the RP-1 raw waterline stub-out connection and follow the existing raw waterline route for approximately 4,300 LF to an existing valve. Surveying and mapping services will be performed by Consultant's project team partner, S&F Land Services (S&F).

Detailed topographic survey work will include:

- Field survey of existing above ground features (i.e., edges of roadway, grade breaks, concrete sidewalk joints, buildings, improvements, treeline [individual trees greater than 6-in dbh and not part of treeline will be located, labeled with size and species], shrubs, utilities, signs, survey monuments, etc.)
- Elevations with one-foot contour intervals.
- Below-ground utilities located from One Call locate paint marks, including at grade castings.
- Wetland delineation flag locations (flags placed by Mason, Bruce & Girard).
- Utility pothole location flag locations (flags placed by the City).

2.4 Utility Coordination

The Consultant will perform utility coordination work related to public and private utilities that may be present within the project limits. The public utilities may include water, irrigation, sanitary sewer, storm sewer, gas, power, and communication facilities.

Utility coordination efforts include:

- Develop a utility contact information list and email project information letters to utility companies involved to explain the nature of the work.
- Provide project preliminary plans to each utility at 50% and 90% design levels.
- Maintain a record of correspondence with utility companies.
- Identify conflicts with water line relocation and notify impacted utilities.
- Meet with utilities on-site to review location of existing utilities.

2.5 Geotechnical Investigation

The Consultant's project team partner, Shannon & Wilson (S&W), will perform a geotechnical investigation to characterize the soil and groundwater conditions along the proposed project alignment. The investigation will consist of subsurface explorations, laboratory testing, limited engineering analyses and preparation of a report that will summarize conclusions and recommendations supporting the project design and construction. Following is a summary of S&W's services to be performed under this activity:

Geologic and Geohazard Data Collection

- Gather readily available, existing geological, geotechnical, and seismic data for the Project area.
- Perform site reconnaissance, observing ground surface features, and mark location of proposed subsurface explorations.

Geotechnical Field Explorations

- Perform one subsurface exploration every 1,000 feet along the proposed pipeline alignment and one on each side of the creek crossing. A total of eight (8) explorations are assumed. The depths of borings will vary depending on location, but for planning purposes, four (4) will have depth of 15-ft, two (2) will have depth of 30-ft, and two (2) will have depth between 30- and 50-ft.
- The two borings on each side of the creek will include a 2-in diameter standpipe piezometer and pump tests will be performed to characterize soil hydraulic conductivity.
- In addition to the proposed borings, two test pits will be excavated to visually identify gravel, cobbles, and boulders that may be encountered for the project.

Geotechnical Report and Recommendations

- Data will be collected, and engineering evaluations performed that will lead to the preparation of conclusions and recommendations for the following:
 - Physical properties and characteristics of the subsurface soils including pavement and base rock thickness, including groundwater levels.
 - Evaluation of seismic hazards including liquefaction susceptibility.
 - Evaluation of slope stability based on requirements in the County's Geohazard Overlay (GHO).
 - Evaluation of feasibility of trenchless construction methods at one creek crossing.
 - General excavation methods and types of shoring system – specific approach and design by construction contractor.
 - Assessment of groundwater control and types of groundwater control methods.
 - Subgrade preparation and pipe bedding, and trench backfill.
- Draft data and engineering reports will be assembled for Consultant and City review and final reports issues incorporating review comments.

Task Deliverables

- Base mapping and project designs will be prepared in AutoCAD® 2022 drawing format and provided to the City as an electronic Portable Document Format (PDF) file.
- Draft and final reports of the Geotechnical Investigation will be prepared and provided to the City in PDF.

Assumptions

- City will provide to Consultant the data identified in Activity 2.1 within ten (10) working days of initial request.
- The topographic survey shall be based on Oregon State Place horizontal datum and NAVD 88 vertical datum.
- Land Surveying & Mapping assumptions include:
 - Control points shall be based on Oregon State Place horizontal datum and NAVD 88 vertical datum.
 - Property/boundary information will be County GIS/tax lot lines only.
 - Utility pothole location flags will be marked by the City prior to start of survey field work. A total of forty (40) locations are assumed.
 - Wetland delineation flags will be marked by Mason, Bruce & Girard prior to start of survey field work.
 - No boundary surveying or construction staking is included.
- Consultant will contact One Call and provide utility location services as part of any survey work.
- City will contract or complete utility potholes to confirm depth and location of existing utilities to support final design.
- City will provide Consultant authorized access to water facilities. City personnel shall guide and accompany Consultant during site visit/field review.
- Site visit shall be attended by Consultant Project Manager and Project Engineer/Designer.
- Geotechnical Investigation assumptions include:
 - Drilling and sampling can be performed between the hours of 8AM and 5PM.
 - Right of entry, if required, will be provided by others.
 - Formal traffic control with flaggers will not be required.
 - Soils will not be contaminated and can be disposed of on-site. If contaminated soils are encountered that require disposal at a landfill that accepts solid or hazardous waste, the City and Consultant will be notified, and the explorations will be halted until direction is received

from the City. Contaminated materials will be disposed of on a time and materials basis at a regulated landfill and the exploration equipment will be decontaminated.

- The geologic and geohazard review will support the conclusion that surrounding slopes do not indicate a landslide risk that could impact the pipeline. If the initial review identifies a significant slope hazard that requires a mitigation design plan, S&W will notify the Consultant.
- The slope hazard can be adequately characterized with 2 cross-sections consisting of 4 borings to a maximum depth of 50 feet and a site reconnaissance. If a conclusive determination of the hazard cannot be achieved to the satisfaction of Clatsop County or the Consultant, additional explorations may be required.
- Design of dewatering system and baselining of flow rates is not included.

Task 3 – Permitting Support

Objective

Provide support for required project permitting.

Activities

3.1 Clatsop County Land Use Permit

Based on the Clatsop County GIS, the waterline alignment is located within the Forest-80 (F-80) land use zone. The Clatsop County Land and Water Development and Use Ordinance (Ordinance) allows for the "maintenance or in-kind replacement of water intake facilities, related treatment facilities, pumping stations/ and distribution lines in existing utility rights-of-ways" subject to a Type I review and permit. This activity includes preparing supporting documents and completing application for the Land Use Permit subject to a Type I review.

3.2 Clatsop County Geologic Hazard Permit

Based on the Clatsop County GIS, the waterline alignment is located within the Landslide Susceptibility (DOGAMI) zone, Moderate area. The Ordinance outlines that any activity requiring a development permit within these zones must obtain a Geologic Hazard Permit.

This activity includes preparing a geotechnical report in accordance with Ordinance Section 4.044 Geotechnical Report Requirements and completing application for a geologic hazard permit. Geotechnical engineering services required for permitting will be performed by S&W as part of Task 2.5, Geotechnical Investigations. Report recommendations shall be incorporated into the Design documents.

3.3 Clatsop County Grading, Drainage & Erosion Control Permit

Based on the anticipated land disturbance for the project (>3,000 square feet), Clatsop County requires a Grading, Drainage and Erosion Control Plan review and permit. The Design documents will include erosion and sediment control plans which will be utilized as supporting documents for the County permit application. This activity includes completing the application for the Grading, Drainage and Erosion Control Permit.

3.4 Oregon DEQ Construction Stormwater General Permit

Based on the anticipated land disturbance for the project (> 1 acre), the Oregon Department of Environmental Quality (DEQ) requires a Construction Stormwater General Permit (1200-C). The Design documents will include erosion and sediment control plans which will be utilized as supporting documents for the DEQ permit application. This activity includes preparing a Storm Water Pollution Prevention Plan (SWPPP) and Dewatering Plan and completing the application for the Construction Stormwater General Permit.

3.5 Wetlands and Waters Permitting

Based on previous permitting experience with the Raw Waterline Replacement Project RP-1, the Consultant's project team partner, Mason, Bruce & Girard (MB&G), shall provide wetland/waters delineation, reporting, and permitting as required by project impacts. Following is a summary of MB&G's services to be performed under this activity:

Wetland and Waters Delineation

- Conduct a site visit to determine the project's Area of Potential Impact (API) and delineate wetlands, streams, or ditches within the API. The wetland and waters delineation will be conducted in accordance with the routine on-site wetland determination methodology described in the 1987 U.S. Army Corps of Engineers (USACE) Wetland Delineation Manual: Wetlands Research Program Technical Report Y-87-1, supplemented by the Western Mountain, Valleys, and Coast Regional Supplement, the Code of Federal Register (CFR) Title 33, Part 329.11, and Oregon Administrative Rules (OAR) Chapter 141, Division 85, Section 0515.
- In accordance with the USACE Wetland Delineation Manual, MB&G shall:
 - Obtain representative soil samples to assess hydric soil conditions and wetland hydrology.
 - Determine dominant vegetation for each cover class at these sampling locations.
 - Place flagging in the API to assist surveyors in mapping wetland/waters boundaries and sample plot locations.

Wetland and Waters Delineation Report

- Prepare a draft and final wetland delineation report in accordance with DSL standards.
- Submit the draft wetland delineation report to Consultant and the City for review.
- Submit the final, City-reviewed report to the DSL for concurrence and address questions from DSL during concurrence review.

Joint Permit Application (JPA)

- Prepare a draft and final JPA to apply for a USACE Clean Water Act Section 404 Nationwide Permit (NWP) and for a DSL General Permit (GP) in accordance with requirements set forth in OAR 141-085-0025. If project impacts to wetlands and waters of the U.S. and State exceed NWP and/or GP thresholds, the JPA will be used to obtain an Individual Permit (IP) from the respective agency requiring an IP.

- Preparation of the JPA may include correspondence with regulatory agencies in the form of telephone calls, letters, and memorandums to document permit needs.
- Prepare brief narratives and descriptions on project purpose and need, potential impacts, and project alternatives using information provided by Consor and the City, as necessary to complete the JPA.
- Provide pre-submittal coordination with representatives of the USACE and DSL to confirm permitting requirements and application procedures. This coordination will include pre-application correspondence via phone or online meetings.
- Prepare all necessary non-engineering drawings, maps, and photographs for inclusion in the JPA.
- Evaluate potential wetland/waters impacts and methods for avoidance or minimization measures.
- Respond to questions or comments raised by the agencies during their review of the JPA. This task may include correspondence and clarification of the JPA and related tasks as necessary to clarify regulatory agency concerns and to facilitate the issuance of USACE's and DSL's permits for the proposed project.
- Provide the draft JPA to Consor and City for review and comment, revise the draft JPA once per review comments and prepare the final JPA for submittal to the USACE and DSL.

Task Deliverables

- Electronic PDF copies of the following documents:
 - Completed application for the County Land Use Permit.
 - Completed application for the County Geologic Hazard Permit including Geotechnical Report.
 - Completed application for the County Grading, Drainage and Erosion Control Permit.
 - Completed application for the Construction Stormwater General Permit (1200-C) including SWPPP (DEQ).
 - Flag locator map for wetland/waters features and sample plot locations.
 - Draft/Final Wetland Delineation Report.
 - Draft/Final Joint Permit Application.

Assumptions

- The City shall be responsible for payment of all application and permit fees.
- Wetlands and Waters Permitting Assumptions:
 - Two MB&G biologists will complete the wetland and waters delineation fieldwork for this task over 3 days, including travel. No other sites visits are included in this task.
 - Consultant will provide MB&G with the final project API prior to initiating the wetland/waters delineation field work.

- The Ordinary High-Water Mark of waters/ditches within the API will be delineated based on field indicators; a hydrologic analysis of stream gage data is not included in this task.
- No groundwater monitoring or analysis is included.
- No wetland or waters functions and value assessments are included.
- Permanent project wetland impacts will be below 0.2 acre and will therefore not require a Principal Objective Analysis or Oregon Rapid Wetland Assessment Protocol (ORWAP) or Hydrogeomorphic functional assessment. A best professional judgement functional assessment for wetlands and waters impacts is included in preparation of the JPA under this task.
- Additional fieldwork beyond the wetland/water delineation effort will not be required for this task.
- Permittee-responsible wetland mitigation or plans will not be required. If necessary permanent wetland and/or waters impact mitigation will be satisfied through City purchase of environmental mitigation bank credits, in-lieu-fee, or payment in-lieu. If on-site restoration is required for temporary wetland impacts or for any temporary waters impacts, MB&G will provide a simple restoration planting list with selected species. Any formal landscape plans required for the bid package will be provided by the Consultant. No monitoring of restoration activities is included.
- USACE/DSL permit regulations will not change during the application phase.
- The project will require an individual 401 Certification from the Oregon Department of Environmental Quality.
- The project will result in no effects on species listed under the Federal Endangered Species Act (ESA). No ESA compliance documentation will be required for the JPA.
- If cultural resource studies or documentation is required for the JPA, others on the Consultant team will provide the required documentation for MB&G to include in the JPA.
- Engineering drawings, cross sections, details, impact calculations and project description support for inclusion in the JPA will be provided by the Consultant.
- DSL may require a permit fee, depending on the type of authorization needed, and the amount of fill or excavation to be performed in wetlands and/or waters. Payment of the DSL permit fees will be the responsibility of the City.
- The City will acquire signatures from all appropriate parties as required for completion of the JPA, including applicants, landowners, and local planning officials.
- Up to eight (8) hours of pre- and post-submittal coordination with the DSL and USACE are included in this task.
- Permit close-out inspection and reporting services will be provided under a separate contract or an amendment to this contract, if requested in the future.

Task 4 – Preliminary Design

Objective

Prepare Preliminary Design documents based on the preliminary alignment routing developed in Task 2.

Activities

4.1 Develop 50% Design Documents

This activity includes updating the City's Project Design Documents to the 50% review level. This activity will primarily serve to incorporate any supplemental mapping and additional design elements identified during Task 2. The Preliminary (50%) Design documents include the following:

- **Construction Drawings** – see Construction Plan Submittal Matrix (Table 1).
- **Construction Specifications** – detailed table of contents.
- **Contract (Front-End) Documents** – detailed table of contents.
- **Engineer's Opinion of Probable Construction Costs (OPCC)** – summary of construction item quantities based on the Preliminary Design and estimated unit prices for developing an OPCC commensurate with 50% Design level.

Table 1 | Construction Plan Submittal Matrix

SHEET NAME ¹	SHEET COUNT	MILESTONE SUBMITTAL		
		50%	90%	100%
GENERAL				
Cover and Title	1	X	X	X
Symbols, Abbreviations, and Legend	1	X	X	X
General Notes	1		X	X
Project Overview Map and Survey Control	1	X	X	X
CIVIL				
Waterline Plans & Profiles ^{2,3}	9	X (Plan Only)	X	X
Water System Details	4		X	X
Erosion Control Cover and Notes	1		X	X
Erosion Control Plan – Staging & Storage Areas	1		X	X
Erosion Control Details	2		X	X
TOTAL SHEETS	21	13	21	21

Notes:

1. Construction drawings will be prepared on 22" x 34" sheets.

2. Plan views will be drawn to 1"=20' horizontal scale. Profile views will be drawn to 1"=5' scale.

3. Plan views include erosion control elements.

This activity also includes a Preliminary (50%) Design review meeting with the City and the Consultant to discuss comments and field questions from the 50% Design submittal.

Task Deliverables

- Electronic PDF copies of the Preliminary Design documents, sized at 11"x17".

Assumptions

- City will provide their standard/required Front-End Documents in Microsoft Word format. Construction Specifications will be prepared by the Consultant using Construction Specifications Institute (CSI) format, Divisions 1 through 48.
- City will provide written review comments.
- City review time is two (2) weeks from document submittal.
- City will attend and participate in Preliminary (50%) Design review meeting.
- OPCC To be completed in accordance with the Association for the Advancement of Cost Engineering International (AACE) Class 4 standards, with an expected accuracy range of +30 to -20 percent, as recommended for a preliminary design level of project definition.

Task 5 – Final Design

Objective

Prepare Final Design documents based on Preliminary Design documents, including Construction Drawings, Construction Specifications, and Front-End documents for soliciting bids and constructing the project.

Activities

5.1 Develop 90% Design Documents

This activity includes preparing 90% Design documents, including the following:

- **Construction Drawings** – see Table 1.
- **Construction Specifications** – technical specifications covering the materials and constructions included in the Construction Drawings.
- **Contract (Front-End) Documents** – front-end documents necessary for bidding by the City, including Bid Schedule.
- **Engineer's OPCC** – summary of construction item quantities based on the 90% Design and estimated unit prices for developing an OPCC commensurate with 90% Design level.

This activity also includes a 90% Design review meeting with the City and the Consultant to discuss comments and field questions from the 90% Design submittal.

5.2 Develop 100% Design Documents

This activity includes preparing 100% Design documents, including the following:

- **Construction Drawings** – see Table 1.

- **Construction Specifications** – technical specifications covering the materials and constructions included in the Construction Drawings and incorporating received City comments.
- **Contract (Front-End) Documents** – front-end documents necessary for bidding by the City, including Bid Schedule, and incorporating received City comments.
- **Engineer's OPCC** – summary of construction item quantities based on the 100% Design and estimated unit prices for developing an OPCC commensurate with 100% Design level.

This activity also includes a 100% Design review meeting with the City and the Consultant to discuss comments and field questions from the 100% Design submittal.

Task Deliverables

- Electronic PDF copies of the Final Design documents.

Assumptions

- City will provide written review comments.
- City review time is two (2) weeks from each document submittal.
- City will attend and participate in Final (90% and 100%) Design review meetings.

Task 6 – Bid Phase Services

Objective

Provide services during the Bid Phase.

Activities

6.1 Pre-Bid Conference

This activity includes preparing Pre-Bid conference agenda, conducting the conference, and providing written summary of questions and comments from the conference to the City.

6.2 Respond to Bidder Inquiries

This activity includes providing written responses to bidder inquiries (Requests for Information [RFI]) during the bid phase. Activity also includes assisting the City with preparing contract addenda as needed.

6.3 Review Bids and Recommend Award

This activity includes attending the bid opening, tabulating bids, assisting in review and evaluation of bids, and providing recommendation of award to the City.

Task Deliverables

- Electronic PDF copies of the following documents:
 - Pre-Bid Conference Meeting Agenda and Summary.
 - Response to Bidder RFIs and Addenda as required.

- Bid Tabulation.
- Recommendation of Award.

Assumptions

- City will publish the Invitation for Bids and pay all costs.
- The Consultant will distribute bidding documents, responses to bidder inquiries, addenda, and maintain a plan holders list.
- For purpose of budgeting, up to ten (10) RFI responses and two (2) addendum are assumed.

Task 7 – Construction Phase Services

Objective

Provide engineering services during construction that include construction management as the designated City's representative, contract administration, submittal review, construction observation, and project closeout assistance. The intent is to ensure the project is constructed in accordance with the contract documents and satisfies permit requirements.

Activities

7.1 Project Management and Administration

Coordinate, monitor, and control the project resources to meet the technical, communication, and contractual obligations required for executing the project scope. Provide monthly progress reports and invoices for the anticipated project period.

7.2 Construction Contract Administration

Assist the City with construction administration duties, including coordination with the Contractor on behalf of the City. Anticipated activities include the following.

- Review of Consultant construction observation reports.
- Phone conference and/or email correspondence with City Project Manager.
- Facilitate weekly construction progress meetings.
- Correspondence with permitting agencies and the Contractor.
- Provide City staff with weekly construction progress updates.
- Review and recommendation of Contractor monthly payment requests.
- Address changes to the contract and issues related to cost and/or schedule, tracking contract time, monthly review of construction progress relative to the schedule, and review of monthly progress payments.

Budget assumes 100 hours for contract administration from the time of construction Notice to Proceed through Final Inspection, including an allowance for administration support.

7.3 Pre-Construction Conference

Coordinate and conduct pre-construction conference, prepare meeting agenda, and distribute meeting summary.

7.4 Submittal Review

Receive, review, and log contractor submittals and shop drawings for conformance to the design requirements of the project. Provide draft review comments to City for substitute and "or-equal" items proposed for use by Contractor. Budget assumes up to eight (8) submittals and two (2) resubmittals (total of 10 submittals) will be reviewed.

7.5 Construction Engineering

Respond to Contractor Requests for Information (RFIs) and issue necessary clarifications or interpretations of the contract documents. Review Contractor requests for change orders, prepare change orders as needed, and solicit signatures from all parties. Budget assumes up to six (6) RFI responses and two (2) change order requests.

7.6 Construction Observation

The Consultant will provide construction observation and prepare observation reports after each visit. Copies of the reports will be provided to the City. Budget assumes 270 hours over the construction period. The construction observation level of effort is based on the following assumptions:

- Full time observation for the following construction activities:
 - HDPE pipe fusing for first six (6) joints of 24-in pipe
 - Connections of new pipe to existing pipe (two [2] total)
- Periodic observations by the Consultant for the balance of construction activities:
 - One site visit each calendar week.
- Site visit hours include time for travel and observation report preparation.

Site visits and observations by the Consultant are not intended to be exhaustive or to extend to every aspect of the Contractor's work, but limited to spot checking, selective sampling, and similar methods of general observation of the work. The Consultant does not assume responsibility for the means and methods of construction selected by the Contractor nor for any failure to furnish and perform the work in accordance with the Contract Documents. Based on information obtained during such visits and observations, the Consultant shall determine in general if the Contractor's work is proceeding in accordance with the Contract Documents, and keep the City informed of the progress of the work.

7.7 Final Inspections

Perform an initial inspection at substantial completion, prepare a punch list, and attend the final inspection prior to City project acceptance.

7.8 Record Drawing Preparation

Prepare and provide to the City record drawings representative of the “as constructed” work based on Contractor redline drawings, as-built survey, and in construction observation reports. Record drawings shall be provided to the City in digital format.

Task Deliverables

- Electronic PDF copies of the following documents:
 - Pre-construction and weekly meeting agenda and summary.
 - Monthly invoices and progress reports.
 - Contractor monthly progress payment request review and recommendation.
 - Submittal review comments and maintain submittal log.
 - Responses to Contractor RFIs and maintain RFI log.
 - Daily reports for construction observation.
 - Weekly progress reports including change log, schedule, and financial summary.
 - Substantial completion punch list.
 - Recommendation for final payment and acceptance of project.
 - Record Drawings (PDF and DWG file formats).

Assumptions

- City will coordinate and review Contractor BOLI submittals.
- The Consultant’s labor hours assumed under Activities 7.2 and 7.6 are estimated as an average over the contract duration as outlined under Time and Performance below. The actual time required to perform the tasks included depends on Contractor competency, changed conditions, City staff availability and/or permitting agency requirements. If it appears that additional time will be needed to continue services through project completion, the City will be notified immediately.

Budget

Payment will be made at the Billing rates for personnel working directly on the project, which will be made at the Consultant’s Hourly Rates, plus Direct Expenses incurred. Billing rates are as shown in the table below. Subconsultants, when required by the Consultant, will be charged at actual costs plus a 10 percent fee to cover administration and overhead. Direct expenses will be paid at the rates shown in the table below.

Direct Expenses

Expenses incurred in-house that are directly attributable to the project will be invoiced at actual cost. These expenses include the following.

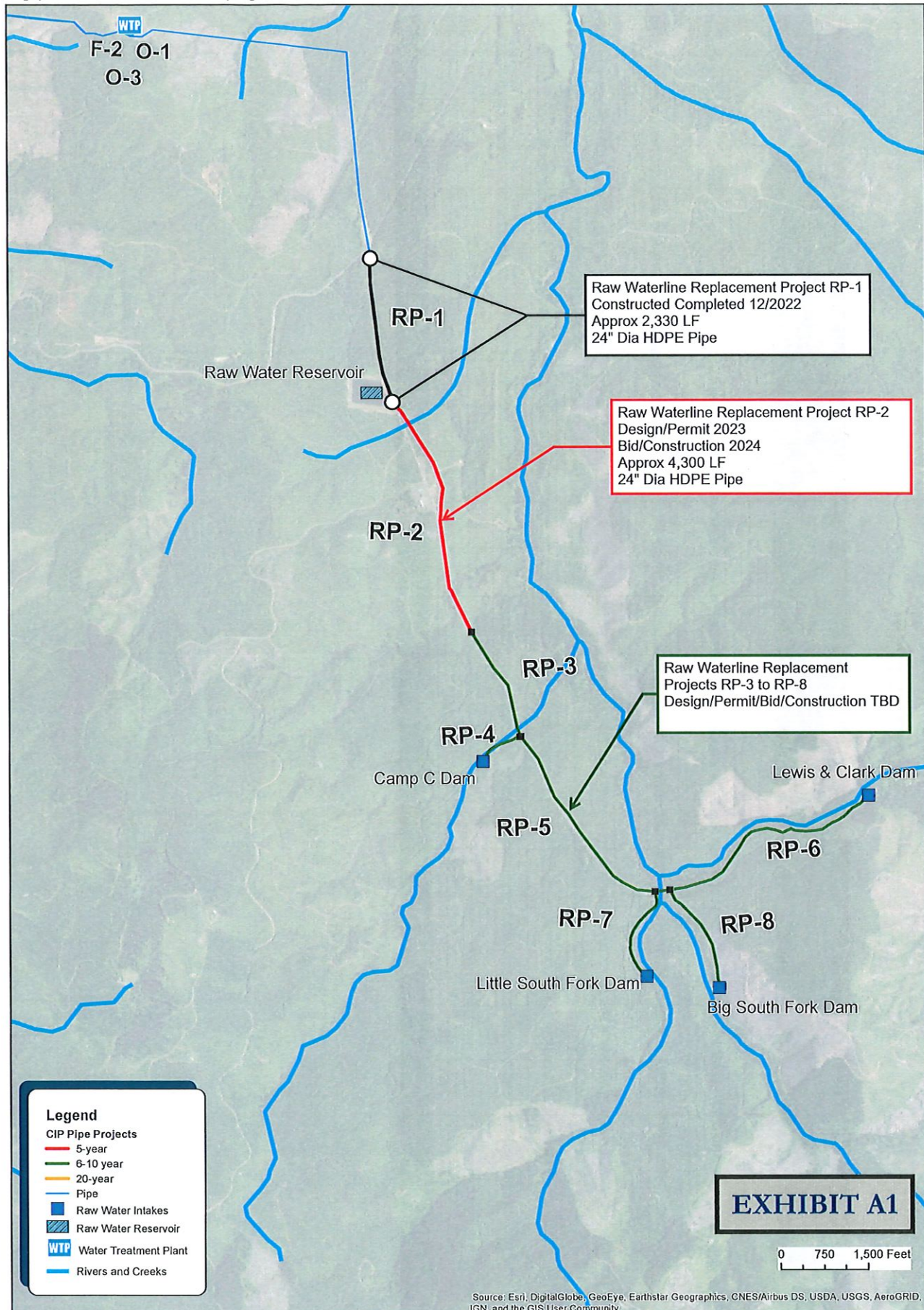
Computer Aided Design and Drafting	\$18.00/hour
GIS and Hydraulic Modeling	\$10.00/hour
Mileage	Current IRS Rate
Postage and Delivery Services	At Cost
Printing and Reproduction	At Cost
Travel, Lodging and Subsistence	At Cost

Project Schedule

Contract term shall be from the date contract is fully executed until conclusion of project construction phase, anticipated for January 2025 (approximately 20 months). The anticipated project schedule is shown in Table 2.

Table 2 | Project Schedule

TASK / ACTIVITY / MILESTONE	ANTICIPATED COMPLETION
Consultant Notice to Proceed Issued	June 1, 2023
DESIGN PHASE SERVICES	
Data Collection, Document Review, and Supplemental Surveying	August 15, 2023
Permitting Support	May 31, 2024
Preliminary Design	November 15, 2023
Final Design	April 15, 2024
BID PHASE SERVICES	
Invitation to Bid Advertised	May 1, 2024
Bid Opening	June 1, 2024
Notice of Intent to Award Issued	June 15, 2024
Notice of Award Issued	June 30, 2024
CONSTRUCTION PHASE SERVICES	
Construction Agreement Executed	July 15, 2024
Contractor Notice to Proceed Issued	July 31, 2024
Construction Substantial Completion	November 30, 2024
Construction Final Completion	December 31, 2024
Record Drawings Completed	January 31, 2025



RAW WATERLINE REPLACEMENT PROJECT RP-2
CITY OF WARRENTON, OREGON
PROPOSED FEE ESTIMATE

	JASON CLASSIFICATION (HOURS)																Subconsultants				Subconsultant Multiplier % Markup	Subconsultant Total with Markup	Expenses	CADD Units \$18/hr	GIS Units \$24/hr	Total				
	Principal Engineer VI	Principal Engineer IV	Professional Engineer III	Principal Engineer II	Professional Engineer III	Professional Engineer V	Principal III	Engineering Designer I	Cost Estimator II	Engineering Designer VI	Administrative II	Hours	Labor	S&B Land Services	Shannon & Wilson	Mason, Bruce & Girard														
Shift Name	\$207 Janet	\$204 Adamson	\$216 Sara	\$279 O'Sullivan	\$216 Loree	\$104 Rebecca	\$330 Tatiana	\$250 Marlene	\$276 Gleninger	\$108 Temp	\$112 Stemberg																			
Task 1 - PROJECT MANAGEMENT																														
Task 1.1 - Interview/Status Reports			8								15	23	\$	3,313				13.5	-	\$	-	\$	-	\$	-	\$	3,313			
Task 1.2 - Coordination with City			8			8						15	\$	1,087				13.5	-	\$	-	\$	-	\$	-	\$	1,087			
Task 1.3 - Management and Coordination of Staff			8			8						15	\$	3,087				13.5	-	\$	-	\$	-	\$	-	\$	3,087			
Task 1.4 - Collaboration of Subconsultants			8			8						23	\$	9,422				13.5	-	\$	-	\$	-	\$	-	\$	9,422			
Task 1.5 - Project Meetings			18			9						27	\$	5,567				13.5	-	\$	-	\$	-	\$	-	\$	6,193			
Task 1.6 - Quality Assurance and Quality Control	4	8										12	\$	1,344				13.5	-	\$	-	\$	-	\$	-	\$	1,344			
Task 1 Subtotal	4	8	48	0	0	32	8	0	0	0	15	314	\$	24,080	\$	-	\$	-	\$	524	\$	-	\$	-	\$	-	\$	24,080		
Task 2 - DATA COLLECTION, SURVEY, AND MAPPING																														
Task 2.1 - Review Client Provided Documents			4			4		2				10	\$	1,948				13.5	-	\$	-	\$	-	\$	-	\$	1,948			
Task 2.2 - Site Visit & Field Review			8			8						16	\$	3,291				13.5	-	\$	133	\$	-	\$	-	\$	3,424			
Task 2.3 - Land Surveying and Mapping			2							8		14	\$	2,401	\$	9,950		13.5	-	\$	10,945	\$	-	\$	-	\$	13,346			
Task 2.4 - Utility Coordinates			2					2				8	\$	1,334				13.5	-	\$		\$	-	\$	-	\$	1,334			
Task 2.5 - Unearthed Investigations			2			8		2				12	\$	2,261			% MAJOR	13.5	-	\$	58,971	\$	-	\$	-	\$	62,266			
Task 2 Subtotal	0	0	18	0	0	28	0	0	8	0	0	60	\$	11,851	\$	9,950	\$	44,710	\$	331	\$	-	\$	-	\$	-	\$	82,898		
Task 3 - PERMITTING SUPPORT																														
Task 3.1 - Clatsop County Land Use Permit								8				10	\$	1,679				13.5	-	\$	-	\$	-	\$	-	\$	1,679			
Task 3.2 - Clatsop County General Hazard Permit								1				1	\$	526				13.5	-	\$	-	\$	-	\$	-	\$	538			
Task 3.3 - Clatsop County Cleanwater, Grading and Erosion Control Permit								12				14	\$	2,241				13.5	-	\$	-	\$	-	\$	-	\$	2,241			
Task 3.4 - Oregon D.G. Construction Stormwater General Permit								24				26	\$	4,048				13.5	-	\$	-	\$	-	\$	-	\$	4,048			
Task 3.5 - Wetlands and Waters Permittng								4				12	\$	2,725			%	13.5	-	\$	40,645	\$	-	\$	-	\$	47,424			
Task 3 Subtotal	0	0	0	0	0	0	4	30	0	0	0	6	\$	18,360	\$	-	\$	-	\$	40,645	\$	-	\$	-	\$	-	\$	59,070		
Task 4 - PRELIMINARY DESIGN																														
Task 4.1 - Develop 10% Design Documents			24	24	24	80	48	2	24	2	278	\$	48,100				13.5	-	\$	-	\$	832	\$	-	\$	48,732				
Task 4 Subtotal	0	0	24	24	24	80	48	2	24	2	278	\$	48,100	\$	-	\$	-	\$	-	\$	832	\$	-	\$	-	\$	48,732			
Task 5 - FINAL DESIGN																														
Task 5.1 - Develop 10% Design Documents			1	1	16	16	48	24	2	24	4	148	\$	29,716				13.5	-	\$	-	\$	432	\$	-	\$	30,190			
Task 5.2 - Develop 10% Design Documents			1	1	8	12	12	12	2	12	2	72	\$	14,254				13.5	-	\$	-	\$	216	\$	-	\$	14,470			
Task 5 Subtotal	0	0	2	2	20	24	72	0	38	4	36	220	\$	44,051	\$	-	\$	-	\$	-	\$	648	\$	-	\$	-	\$	44,699		
Task 6 - BID PHASE SERVICES																														
Task 6.1 - Initial Conference			12			12						24	\$	4,180				13.5	-	\$	131	\$	-	\$	-	\$	4,311			
Task 6.2 - Respond to Bidder Inquiries			12			24						36	\$	7,277				13.5	-	\$	-	\$	-	\$	-	\$	7,277			
Task 6.3 - Review Bids and Recommendation Award			2			8			4		2	16	\$	3,325				13.5	-	\$	133	\$	-	\$	-	\$	3,456			
Task 6 Subtotal	0	0	26	0	0	44	0	0	4	0	2	76	\$	15,242	\$	-	\$	-	\$	-	\$	262	\$	-	\$	-	\$	15,804		
Task 7 - CONSTRUCTION PHASE SERVICES																														
Task 7.1 - Project Management and Administration	2	4	48								6	60	\$	12,841				13.5	-	\$	-	\$	-	\$	-	\$	12,841			
Task 7.2 - Construction Contract Administration			40			40						100	\$	20,803				13.5	-	\$	-	\$	-	\$	-	\$	20,803			
Task 7.3 - Pre-Construction Conference			4			20						20	\$	4,301				13.5	-	\$	133	\$	-	\$	-	\$	4,292			
Task 7.4 - Submittals Review			5			10						55	\$	10,381				13.5	-	\$	-	\$	-	\$	-	\$	10,381			
Task 7.5 - Construction Inspection			4			2						8	\$	1,625				13.5	-	\$	-	\$	-	\$	-	\$	1,625			
Task 7.6 - Construction Observation			40			230						270	\$	53,473				13.5	-	\$	4,716	\$	-	\$	-	\$	56,189			
Task 7.7 - Final Inspections			1			2						11	\$	2,119				13.5	-	\$	-	\$	-	\$	-	\$	2,119			
Task 7.8 - Record Drawing Preparation			2			4						12	\$	4,177				13.5	-	\$	-	\$	-	\$	-	\$	4,501			
Task 7 Subtotal	3	6	189	0	0	370	0	38	0	33	8	604	\$	123,461	\$	-	\$	-	\$	4,947	\$	-	\$	-	\$	-	\$	128,524		
TOTAL - ALL TASKS	9	10	336	42	48	626	52	259	10	80	31	1267	\$	277,406	\$	9,950	\$	54,519	\$	40,645	\$	115,423	\$	3,764	\$	1,290	\$	-	\$	396,092



AGENDA MEMORANDUM

TO: The Warrenton City Commission *Jay Blake*
 FROM: Jay Blake, Planning Director *Jay Blake*
 DATE: June 27, 2023
 SUBJ: Declaration of Public Nuisance – Derelict Building
 235 North Main Avenue, Warrenton, OR 97146
 Parcel # 81016DD01100

BACKGROUND:

The city adopted Section 8.28 of the Warrenton Municipal Code to address derelict buildings and chronic nuisances within the City. Section 8.28.030 establishes a definition of conditions that meet the requirements of a nuisance and prescribes a process through which the city can order the abatement of the nuisance situation.

Staff Notified the property owner in writing (Certified Letter) and posted the property as required by the City Code. The property owner contacted the Planning Department and indicated that he intends n removing the existing structure and replace it this fall.

CONCLUSIONS AND RECOMMENDATION

Staff believes that the condition of the property and structures meets the definition of a derelict building. See the attached notice and photos from May of this year. The City Commission may by motion direct staff to order the abatement of the nuisance pursuant to Section 8.16.160.

8.16.160 Notice to abate.

A. On determination by the Commission that a nuisance exists, the Commission shall cause a notice to be posted on the premises or at the site of the nuisance, directing the person responsible to abate the nuisance.

B. At the time of posting, the City Auditor shall cause a copy of the notice to be forwarded by registered or certified mail to the person responsible at the person's last known address.

C. The notice to abate shall contain:

1. A description of the real property, by street address or otherwise, on which the nuisance exists.

2. A direction to abate the nuisance within 10 days from the date of the notice.

3. A description of the nuisance.

4. A statement that, unless the nuisance is removed, the City may abate the nuisance and the cost of abatement will be charged to the person responsible.

5. A statement that failure to abate a nuisance may warrant imposition of a fine.

6. A statement that the person responsible may protest the order to abate by giving notice to the City Auditor within 10 days from the date of the notice.

D. If the person responsible is not the owner, an additional notice shall be sent to the owner, stating that the cost of abatement not paid by the person responsible may be assessed to and become a lien on the property.

E. Upon completion of the posting and mailing, the persons posting and mailing shall execute and file certificates stating the date and place of the mailing and posting.

F. An error in the name or address of the person responsible shall not make the notice void, and in such case the posted notice shall be sufficient. (Ord. 848-A § 32, 1989)

Recommended Motion:

I move that the Warrenton City Commission declare a public nuisance exists at 235 North Main Avenue, Warrenton, OR 97146 and direct staff to move forward with the appropriate abatement procedures as outlined in the municipal code.

FISCAL IMPACT

There is a potential cost for abatement that will need to be determined if the property owner fails to remove the nuisance.

Approved by City Manager: _____

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

