



AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON
REGULAR MEETING
June 11, 2024 – 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.warrentonoregon.us/administration/page/public-meeting-zoom-access> for connection instructions.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **CONSENT CALENDAR**

- A. City Commission Meeting Minutes – 5.28.2024
- B. Monthly Finance Report – March 2024

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@warrentonoregon.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 2024-2025 Budget Adoption; Resolution No. 2675

B. State Revenue Sharing; Resolution No. 2676

7. BUSINESS ITEMS

- A. Consideration of Declaration of Vacancy - City Commission, Position No. 2
- B. Consideration of Capital Improvement Plan (CIP) Adoption
- C. Consideration of Spruce Up Warrenton Fourth of July Event and FY 24/25 Grant Funds Request
- D. Consideration of SE Jetty Avenue Sanitary Sewer Advanced Finance District
- E. Consideration of Resolution No. 2680; Updating Water Rates; Second Reading
- F. Consideration of Resolution No. 2681; Updating Sewer Rates; Second Reading
- G. Consideration of Resolution No. 2682; Updating Recycling Rates; Second Reading
- H. Consideration of Ordinance No. 1266; Adding Chapter 8.32 to the WMC to Establish Regulations for Shipping Containers; Second Reading
- I. Consideration of Resolution No. 2672; Revising Planning Application Fees; Second Reading
- J. Consideration of Resolution No. 2667; Updating Public Records Fees – First Reading
- K. Consideration of Declaration of Vacancy – Planning Commission, Position No. 1
- L. Consideration of Planning Commission Appointment

8. DISCUSSION ITEMS

- A. Floodplain Development Permitting Options
- B. FEMA Floodplain Hazard Maps
- C. FEMA BiOp

9. GOOD OF THE ORDER

10. EXECUTIVE SESSION

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

MINUTES
 Warrenton City Commission
 May 28, 2024
 6:00 p.m.
 Warrenton City Hall - Commission Chambers
 225 S. Main
 Warrenton, OR 97146

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

Commissioners Present: Mayor Pro Tem Gerald Poe, Paul Mitchell, Mark Baldwin, and Tom Dyer

Excused: Mayor Henry Balensifer

Staff Present: City Manager Esther Moberg, Police Chief Mathew Workman, Public Works Director Greg Shafer, Finance Director Jessica Barrett, and City Recorder Dawne Shaw

Mayor Pro Tem Poe requested to add an item to the agenda, 7I; a letter from Mayor Balensifer regarding a rezone request; there were no objections.

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 5.14.2024
- B. Police Department Monthly Report – April 2024

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

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

COMMISSIONER REPORTS – None

PUBLIC COMMENT - None

PUBLIC HEARINGS

Mayor Pro Tem Poe opened the Public Hearing on the SE Jetty Sanitary Sewer Advanced Funding of Public Improvements. Formalities followed. No conflicts of interest or exparte contacts were reported. City Manager Esther Moberg presented the staff report. Mayor Pro Tem Poe asked for public comments. Josh Stellan, representing the applicant Jason Palmberg, spoke in regard to their application for an advanced finance district, and noted the client would like the opportunity to amend their application and request another public hearing at a later date with actual construction costs. Commissioner Mitchell discussed the hardship placed on other homeowners in the area; Commissioner Baldwin explained past history of sewer connection requests for this area and noted the consequences of postponing. Commissioner Dyer asked about the depth of the lines; discussion continued. The applicant, Jason Palmberg addressed

Commissioner Mitchell's concerns and also noted the benefits of the sewer connection. Mayor Pro Tem Poe asked if there was anyone wishing to speak in opposition of the sanitary sewer advanced finance district. Nathan Tussing spoke in opposition, noting his septic system was inspected and is in perfect shape and that he is in opposition due to the cost; Keith Soukkala spoke in opposition of the cost; Katrina Smith noted they had been requesting a sewer line since 1990 and noted her opposition to the cost of the district; Samuel Sadtler spoke in opposition of the cost and noted he doesn't understand the need for a pumpstation; Robert May asked when the City will accept the system; Ms. Moberg noted it will be accepted when it is all complete. Mr. May continued to note his opposition to the district. Mayor Pro Tem Poe noted we received two written comments in opposition - from Ken & Faye Katka and Steven & Rayla Goldberg. Commissioner Baldwin asked about past options to make payments; Ms. Moberg noted that would be a Local Improvement District (LID), not an Advanced Finance District. He also commented on the concerns on the depth and the connection costs. Commissioner Mitchell noted his concerns/opinion on the unburdened expense. Discussion continued on laterals. Jason Palmberg provided clarification on the laterals and Ts. There being no further comments, Mayor Pro Tem Poe closed the public hearing. Discussion continued. Commissioner Mitchell reiterated his concerns with cost. Consensus was to accept the numbers as is and further explore payment options.

Commissioner Mitchell made the motion to table the decision until the next meeting where the City Manager will come back with possible options for payment plans. Motion was seconded and passed unanimously.

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

BUSINESS ITEMS

Ms. Moberg discussed a request for an amplified sound exception from Kevin Byers for an old-fashioned gospel tent meeting between July 9th and 13th of this year. Commissioner Baldwin stated he has a problem with amplified noise in a residential area; Commissioner Mitchell agreed. Commissioner Dyer noted there is no parking in that area; Ms. Moberg noted the Planning Commission is addressing that aspect. Brief discussion continued.

Commissioner Mitchell made the motion to deny the permit for sound-amplifying system in relation to Temporary Use Permit TU-24-2. Motion was seconded and failed.

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

Public Works Director Greg Shafer discussed a resolution updating the schedule of land uses for transportation system development charges. Commissioner Baldwin noted he does not like the implementation of new fees; discussion continued. Commissioner Baldwin requested to table this and have a work session on SDC's.

Commissioner Baldwin made the motion to table the first reading, of Resolution No. 2679; a Resolution Updating the Schedule of Land Uses for Transportation System Development Charges. Motion was seconded and passed unanimously.

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

MINUTES

Warrenton City Commission

Regular Meeting 5.28.2024

Page: 2 of 5

Mr. Shafer requested to advertise for bids for the 2024 Pavement Management overlay projects. He provided a brief overview of the process that has taken place for the 2024 Pavement Management project.

Commissioner Mitchell made the motion to approve advertising the request for bids for the 2024 Pavement Management overlay projects, according to the approved 2024-2025 budget, including 10% contingency. Motion was seconded and passed by majority.

Commissioner Baldwin noted concerns with SW 11th Street being on the list of roads getting paved and that he thinks the road does not need to be done. Mr. Shafer explained the street assessment process. Commissioner Baldwin noted for the record it should be NW 9th Street getting paved instead of SW 11th Street.

Poe – aye; Mitchell – aye; Dyer – aye; Baldwin – nay

Mr. Shafer presented Resolution No. 2680, adopting water department monthly rates. Commissioner Mitchell noted that the city has been mindful of raising water rates and that he supports the resolution.

Commissioner Dyer made the motion to conduct the first reading, by title only, of Resolution No. 2680, Adopting Water Department Monthly Rates, Establishing July 1, 2024 as the Effective Date, and Repealing All Other Resolutions in Conflict. Motion was seconded and passed unanimously.

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

Mayor Pro Tem Poe conducted the first reading, by title only, of Resolution No. 2680.

Mr. Shafer presented Resolution No. 2681, adopting sewer department monthly rates.

Commissioner Dyer made the motion to conduct the first reading, by title only, of Resolution No. 2681, Adopting Sewer Department Monthly Rates, Establishing July 1, 2024 as the Effective Date, and Repealing All Other Resolutions in Conflict. Motion was seconded and passed unanimously.

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

Mayor Pro Tem Poe conducted the first reading, by title only, of Resolution No. 2681.

Commissioner Baldwin asked about the base sewer rate. He asked if some people were paying less than others for their base rate. Ms. Moberg noted that staff can provide a memo explaining the rates.

Mr. Shafer presented Resolution No. 2682, adopting residential recycling rates.

Commissioner Dyer made the motion to conduct the first reading, by title only, of Resolution No. 2682, Adopting and Setting New Rates for Residential Recycling Services,

Establishing July 1, 2024 as the Effective Date, and Repealing All Other Resolutions in Conflict. Motion was seconded and passed unanimously.

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

Mayor Pro Tem Poe conducted the first reading, by title only, of Resolution No. 2682.

Ms. Moberg noted the Fire Department's request for authorization to accept awarded funds from the Oregon State Fire Marshalls Office for the 2024 Wildfire Seasonal Staffing Grant. She noted the \$35,000 grant will allow additional staff during the summer months.

Commissioner Dyer made the motion to authorize the fire department to accept the awarded funds from the Oregon State Fire Marshall Office, wildfire seasonal staffing grant. Motion was seconded and passed unanimously.

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

City Recorder Dawne Shaw discussed an update to the Public Records Fees as outlined in Resolution No. 2667. It was noted the fee schedule was not included in the packet. Staff will bring back the current fees and the proposed updates at the next meeting for the first reading.

Commissioner Dyer made the motion to table the first reading of Resolution No. 2667, A Resolution Adopting Public Records Fees and Repealing Resolution No. 2658. Motion was seconded and passed unanimously.

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

Ms. Moberg noted a letter submitted by Mayor Balensifer relating to a rezone request. Brief discussion followed on what the process would look like. Consensus was in favor of option one - having the Planning Commission and staff begin work on creating a new zone to allow industrial supporting retail businesses, bulk goods, and other city-chosen commercial uses, and calling it an I-3 or I-C Industrial/Commercial Zone

Commissioner Baldwin made the motion to have staff move forward with option one. Motion was seconded and passed unanimously.

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

DISCUSSION ITEMS - None

GOOD OF THE ORDER

Commissioner Mitchell discussed the changes to the 4th of July parade, and noted his displeasure that candy is no longer allowed to be thrown; Commissioners Baldwin and Dyer agreed. Ms. Moberg noted it was a request from city management, due to the dangers and candy left in the streets. Brief discussion followed. Ms. Brenda Hoxsey, founder of Spruce Up Warrenton stated she started this request due to safety concerns.

There being no further business, Mayor Pro Tem Poe adjourned the meeting at 7:40 p.m.

Ms. Moberg requested to postpone the Urban Renewal Agency meeting.

Respectfully prepared and submitted by Hanna Bentley, Deputy City Recorder.

APPROVED:

ATTEST:

Henry A. Balensifer III, Mayor

Dawne Shaw, CMC, City Recorder

Volume 17, Issue 9

Monthly Finance Report
March 2024

June 11, 2024

Economic Indicators

	Current	1 year ago
◆ Interest Rates:		
LGIP :	5.20%	3.75%
Prime Rate:	8.50%	8.00%
◆ CPI-U change:	3.5%	5.00%
◆ Unemployment Rates:		
Clatsop County:	3.9%	3.5%
Oregon:	4.2%	4.4%
U.S.:	3.8%	3.5%

Department Statistics

◆ Utility Bills mailed	3,217
◆ New Service Connections	0
◆ Reminder Letters	302
◆ Door Hangers	76
◆ Water Service Discontinued	13
◆ Counter payments	439
◆ Mail payments	849
◆ Auto Pay Customers/pmts	639
◆ Online (Web) payments	1,498
◆ Checks issued	320

Current and Pending Projects

- ◆ 2025-2030 Capital Improvement Program
- ◆ 2024-202 Budget Finalization
- ◆ Training new staff
- ◆ Preparing for year end

Financial Narrative as of March 31, 2024

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

General Fund: Year to date revenues amount to \$5,075,001, which is 80.65% of the budget, compared to the prior year amount of \$4,024,385, which was 70.7% of the budget and are up by \$1,050,616. Increases are shown in property taxes, franchise fees, transient room tax, miscellaneous, interest, food pod receipts, proceeds from sale of assets and donations and are offset by decreases in state revenue sharing, municipal court, planning fees, police charges, fire charges, park charges, housing rehab payments and lease receipts.

Expenses year to date amount to \$4,799,055, which is 71.34% of the budget, compared to the prior year amount of \$3,886,472, which was 61.8% of the budget. All departments are tracking under budget.

WBL: Business license revenue amounts to \$83,390, compared to \$83,660 at this time last year. Year to date licenses issued is 743 compared to 769 at this time last year.

Building Department: Permit revenues this month amount to \$7,828 and \$96,002 year to date, which is 35.82% of the budgeted amount. Last year to date permit revenue was \$194,002, 63.5% of the budget.

State Tax Street: State gas taxes received this month amount to \$37,318.52 for fuel sold in February and \$334,364 year to

date. City fuels taxes received this month amount to \$24,191 for fuel sold in January and are \$220,561 year to date. Total gas taxes received year to date are \$554,925 compared to \$545,310 at this time last year.

Warrenton Marina: Total revenues to date are \$747,528, 99.94% of the budgeted amount, compared to the prior year amount of \$691,536, which was 96.5% of the budgeted amount. There is \$65,694 in moorage receivables outstanding.

Hammond Marina: Total revenues to date are \$457,028, 109.3% of the budgeted amount, compared to the prior year amount of \$412,953, which was 107.4% of the budgeted amount. There is \$2,427 in moorage receivables outstanding.

Of the total outstanding receivables:

\$18,561 (27.24%) is current,

\$5,633 (8.27%) is 30-60 days past due,

\$2,252 (3.31%) is 60-90 days past due and

\$41,676 (61.18%) is over 90 days past due.

Water Fund: Utility fees charged this month are \$163,506 and \$89,013, and \$2,014,578 and \$1,240,152 year to date for in-city and out-city respectively and totals \$3,254,730 and is 78.6% of the budget. Last year at this time, year to date fees were \$1,967,218 and

\$1,274,823, for in-city and out-city, respectively and totaled \$3,242,041.

Sewer Fund: Utility fees charged this month are \$241,786 and \$2,250,659 year to date, which is 82.1% of the budget. Last year at this time, year to date fees were \$2,009,176. Shoreline Sanitary fees year to date are \$109,895. Total revenues year to date are \$2,360,554 compared to \$2,294,993 at this time last year, an increase of \$65,561.

Storm Sewer: Utility fees (20% of sewer fees) this month are \$48,339 and \$449,933 year to date and is 82.1% of the budget. Last year to date revenues were \$401,777 which was 74.6% of the budget.

Sanitation Fund: Service fees charged this month for garbage and recycling were \$93,453 and \$20,539, and \$843,492 and \$182,271, year to date, and are 79.6% and 73.7% of the budget respectively.

Community Center Fund: Rental revenue year to date is \$53,251 and is 266.3% of the budget. Last year to date revenue was \$18,929, which was 135.2% of the budget.

Financial data as of March, 2024

	General Fund			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	2,274,435	2,192,384	1,400,000	156.60
Plus: Revenues	922,022	5,075,001	6,292,794	80.65
Less: Expenditures				
Municipal Court	15,236	118,569	195,278	60.72
Admin/Comm/Fin(ACF)	146,040	1,170,863	1,496,499	78.24
Planning	27,975	194,348	445,507	43.62
Police	148,899	1,633,775	2,331,713	70.07
Fire	71,572	736,599	1,149,355	64.09
Parks	15,310	127,932	237,467	53.87
Transfers	303,095	816,969	871,641	93.73
Total Expenditures	728,127	4,799,055	6,727,460	71.34
Ending Fund Balance	2,468,330	2,468,330	965,334	255.70

(see details of revenue, page 4)

	WBL			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	149,591	114,568	109,000	105.11
Plus: Revenues	841	88,712	87,800	101.04
Less: Expenditures	(1,132)	51,716	67,981	76.07
Ending Fund Balance	151,564	151,564	128,819	117.66

	Building Department			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	499,666	579,592	620,000	93.48
Plus: Revenues	10,079	119,642	282,998	42.28
Less: Expenditures	20,858	210,347	521,845	40.31
Ending Fund Balance	488,887	488,887	381,153	128.27

	State Tax Street			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	3,079,443	3,222,554	3,000,000	107.42
Plus: Revenues	76,121	1,053,438	4,793,347	21.98
Less: Expenditures	219,884	1,340,312	6,829,022	19.63
Ending Fund Balance	2,935,680	2,935,680	964,325	304.43

	Warrenton Marina			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	627,522	353,642	330,000	107.16
Plus: Revenues	40,509	747,528	747,995	99.94
Less: Expenditures	141,260	574,399	866,310	66.30
Ending Fund Balance	526,771	526,771	211,685	248.85

Financial data as of March 2024, continued

	Hammond Marina				Water Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	463,190	269,706	240,000	112.38	2,955,926	1,608,654	1,400,000	114.90
Plus: Revenues	8,206	457,028	419,161	109.03	304,390	3,652,261	7,075,602	51.62
Less: Expenditures	75,039	330,377	545,445	60.57	1,686,781	3,687,380	7,330,014	50.31
Ending Fund Balance	<u>396,357</u>	<u>396,357</u>	<u>113,716</u>	<u>348.55</u>	<u>1,573,535</u>	<u>1,573,535</u>	<u>1,145,588</u>	<u>137.36</u>

	Sewer Fund				Storm Sewer			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	4,497,584	3,430,433	2,900,000	118.29	2,268,018	2,012,233	1,680,000	119.78
Plus: Revenues	295,921	2,752,058	3,065,029	89.79	58,112	527,875	883,340	59.76
Less: Expenditures	1,834,167	3,223,153	4,410,805	73.07	32,639	246,617	2,003,002	12.31
Ending Fund Balance	<u>2,959,338</u>	<u>2,959,338</u>	<u>1,554,224</u>	<u>190.41</u>	<u>2,293,491</u>	<u>2,293,491</u>	<u>560,338</u>	<u>409.30</u>

	Sanitation Fund				Community Center			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	708,772	568,673	445,000	127.79	69,036	35,232	30,000	117.44
Plus: Revenues	118,219	1,059,774	1,322,595	80.13	5,011	62,158	25,950	239.53
Less: Expenditures	174,858	976,314	1,503,237	64.95	2,996	26,339	34,532	76.27
Ending Fund Balance	<u>652,133</u>	<u>652,133</u>	<u>264,358</u>	<u>246.69</u>	<u>71,051</u>	<u>71,051</u>	<u>21,418</u>	<u>331.73</u>

	Library				Warrenton Urban Renewal Agency Capital Projects Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	292,763	210,291	185,000	113.67	6,400	7,970	6,100	130.66
Plus: Revenues	8,666	271,614	276,280	98.31	569,421	788,241	5,184,828	15.20
Less: Expenditures	21,351	201,827	313,323	64.41	569,399	789,789	4,371,000	18.07
Ending Fund Balance	<u>280,078</u>	<u>280,078</u>	<u>147,957</u>	<u>189.30</u>	<u>6,422</u>	<u>6,422</u>	<u>819,928</u>	<u>0.78</u>

Financial data as of March 2024, continued

(\\$) Cash Balances as of March 31, 2024

General Fund	2,865,752	Warrenton Marina	473,932	Storm Sewer	2,282,124
WBL	151,654	Hammond Marina	399,238	Sanitation Fund	536,595
Building Department	491,495	Water Fund	1,646,596	Community Center	74,181
State Tax Street	3,386,165	Sewer Fund	2,716,546	Library	281,810

Warrenton Urban Renewal Agency

Capital Projects	127,919
Debt Service	2,350,637

General Fund Revenues	Collection Frequency	Actual as a % of				(over) under budget
		2023-2024 Budget	Current Budget	Collections/Accruals Year to date		
				March 2024	March 2023	
Property taxes-current	AP	1,347,187	96.30	1,297,332	1,260,926	49,855
Property taxes-prior	AP	30,000	72.83	21,849	28,963	8,151
County land sales	A	-	0.00	-	-	-
Franchise fees	MAQ	628,000	72.35	454,347	387,539	173,653
COW - franchise fees	M	331,911	76.87	255,137	237,702	76,774
Transient room tax	Q	648,269	61.15	396,406	389,656	251,863
Liquor licenses	A	625	100.00	625	625	-
State revenue sharing	MQ	209,754	59.12	124,011	127,289	85,743
Municipal court	M	103,200	55.84	57,625	58,024	45,575
Planning Fees	I	107,000	33.89	36,262	38,670	70,738
Police charges	I	25,000	61.55	15,388	19,601	9,612
Fire charges	SM, I	115,624	76.91	88,925	96,868	26,699
Park charges	I	-	0.00	780	1,065	-
Housing rehab loan payments	I	-	0.00	-	9,032	-
Miscellaneous	I	3,000	1634.20	49,026	14,635	(46,026)
Interest	M	50,000	208.06	104,028	53,882	(54,028)
Lease receipts	M	221,913	81.45	180,745	181,863	41,168
Food pod receipts	M	-	0.00	21,870	-	(21,870)
Proceeds from sale of assets	I	-	0.00	3,761	1	(3,761)
Donations	I	-	0.00	871	-	(871)
Grants	I	-	0.00	-	-	-
Sub-total		3,821,483	81.36	3,108,988	2,906,341	712,495
Transfers from other funds	I	974,812	0.00	795,150	167,842	179,662
Overhead	M	1,496,499	78.24	1,170,863	950,202	325,636
Total revenues		6,292,794	80.65	5,075,001	4,024,385	1,217,793

M - monthly
 Q - quarterly
 SM - Semi-annual in January then monthly
 AP - As paid by taxpayer beginning in November
 MAQ - Century Link, NW Nat & Charter-quarterly, all others monthly
 S - semi-annual
 I - intermittently
 MQ - Monthly, cigarette and liquor and Quarterly, revenue sharing
 A - annual

Note: Budget columns do not include contingencies as a separate line item but are included in the ending fund balance. Unless the Commission authorizes the use of contingency, these amounts should roll over to the following year beginning fund balance. For budget details, please refer to the City of Warrenton Adopted Budget for fiscal year ending June 30, 2024. Budget amounts reflect budget adjustments approved by the Commission during the fiscal year. Information and data presented in this report is unaudited.



**Finance Department
Agenda Memorandum**

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

Date: June 11, 2024

Regarding – Public Hearing and consideration of *Resolution No. 2675 Adopting the City of Warrenton FY 2024-2025 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, 2024 and ending June 30, 2025*

SUMMARY:

The Warrenton Budget Committee met in one session on May 18, 2024 to review and deliberate on the proposed fiscal year 2024-2025 City of Warrenton Budget (see attached *Budget Committee Action* and the *City of Warrenton Approved fiscal year 2024-2025 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.

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 2024-2025 as approved by the Warrenton Budget Committee. Then, the City Commission may move to adopt the *City of Warrenton FY 2024-2025 Budget* as approved by the Warrenton Budget Committee as set forth in Resolution No. 2675.

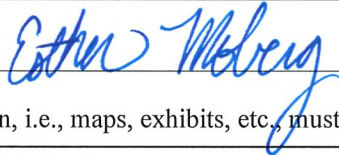
ALTERNATIVE:

The Commission may make changes as noted above. Please know that in order to conduct business and provide government services on July 1, 2024, an adopted budget must be in place by June 30, 2024.

FISCAL IMPACT:

The City budget includes total appropriations among all departments and funds totaling \$43,812,953 for the fiscal year ending June 30, 2025.

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 2024-2025 Budget Document

Approval of the FY 2024-2025 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 2024-2025;

WHEREAS, the proposed FY 2024-2025 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 2024-2025, 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 \$0.34 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 \$556,495 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 2024-2025 Proposed Budget, as amended*, comprised of revenues and expenditures for all City funds and departments and submits the *Approved FY 2024-2025 Budget* to the City Commission for further consideration and recommended adoption.

APPROVED BY THE BUDGET COMMITTEE ON THIS 18 DAY OF MAY 2024.



Budget Committee Chair



Budget Committee Vice-Chair

RESOLUTION NO. 2675

Introduced by All Commissioners

ADOPTING THE 2024-2025 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, 2024 AND ENDING JUNE 30, 2025

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 2024-2025 fiscal year, in the total sum of \$67,867,515 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	\$ 212,822	Public Works	\$ 2,996,186
Administration/Commission	1,596,972	Debt Service	312,694
Planning	444,512	Contingency	500,000
Police	2,678,362	Transfers to Other Funds	4,395,000
Fire	1,233,234	Fund Total	<u>\$ 8,203,880</u>
Parks	286,839		
Contingency	614,332	<u>Water Fund Capital Reserve</u>	
Transfers to Other Funds	270,778	Public Works	\$ 6,712,800
Fund Total	<u>\$ 7,337,851</u>	Fund Total	<u>\$ 6,712,800</u>
<u>Community Center Capital Reserve Fund</u>		<u>Water SDC Fund</u>	
Community Center	\$ 30,000	Public Works	\$ 0
Fund Total	<u>\$ 30,000</u>	Contingency	0
		Fund Total	<u>\$ 0</u>
<u>Community Center Fund</u>		<u>Storm Sewer Fund</u>	
Community Center	\$ 31,716	Public Works	\$ 2,283,391
Transfer to Other Fund	35,000	Contingency	200,000
Contingency	5,000	Fund Total	<u>\$ 2,483,391</u>
Fund Total	<u>\$ 71,716</u>		
<u>Facilities Maintenance Fund</u>		<u>Storm Sewer SDC Fund</u>	
Facilities Maintenance	\$ 248,150	Public Works	\$ 0
Contingency	45,000	Contingency	0
Fund Total	<u>\$ 293,150</u>	Fund Total	<u>\$ 0</u>
<u>Engineer Internal Service Fund</u>		<u>Parks SDC Fund</u>	
Engineering Department	\$ 0	Parks Department	\$ 0
Fund Total	<u>\$ 0</u>	Fund Total	<u>\$ 0</u>

Warrenton Business License Fund

WBL Program	\$	74,038
Transfers to Other Funds		3,000
Fund Total	\$	<u>77,038</u>

Grant Fund

Police Department	\$	18,500
Fire Department		55,617
Fund Total	\$	<u>74,117</u>

Library Fund

Library	\$	333,445
Contingency		25,000
Fund Total	\$	<u>358,445</u>

Transient Room Tax Fund

Transient Room Tax Program	\$	350,000
Fund Total	\$	<u>350,000</u>

Building Division Fund

Building Department	\$	446,132
Contingency		35,000
Fund Total	\$	<u>481,132</u>

State Tax Street Fund

Public Works	\$	5,215,225
Debt Service		0
Contingency		500,000
Fund Total	\$	<u>5,715,225</u>

Streets SDC Fund

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

Sewer Fund

Public Works	\$	2,814,657
Debt Service		176,264
Contingency		663,012
Transfers to Other Funds		2,000,000
Fund Total	\$	<u>5,653,933</u>

Sewer SDC Fund

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

Sewer Fund Capital Reserve

Public Works	\$	807,400
Fund Total	\$	<u>807,400</u>

Sanitation Fund

Public Works	\$	1,367,337
Contingency		200,000
Transfers to Other Funds		65,000
Fund Total	\$	<u>1,632,337</u>

Sanitation Fund Capital Reserve

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

Wastewater Treatment Facility GO Bond

Debt Service	\$	556,495
Fund Total	\$	<u>556,495</u>

Fire Apparatus & Equip. Replacement Fund

Fire Department	\$	30,000
Fund Total	\$	<u>30,000</u>

Police Vehicle Replacement Fund

Police Department	\$	150,000
Fund Total	\$	<u>150,000</u>

Warrenton Marina Fund

Marinas	\$	802,096
Transfers to Other Funds		90,000
Contingency		150,000
Fund Total	\$	<u>1,042,096</u>

Warrenton Marina Capital Reserve

Marinas	\$	310,000
Fund Total	\$	<u>310,000</u>

Hammond Marina Fund

Marinas	\$	513,469
Transfers to Other Funds		50,000
Contingency		100,000
Fund Total	\$	<u>663,469</u>

<u>Hammond Marina Capital Reserve</u>	
Marinas	\$ 140,000
Fund Total	<u>\$ 140,000</u>

<u>Quincy Robinson Trust Fund</u>	
Parks Department	\$ 284,000
Contingency	0
Fund Total	<u>\$ 284,000</u>

<u>Tansy Point Dock Capital Reserve Fund</u>	
Administration	\$ 303,778
Fund Total	<u>\$ 303,778</u>

Total Appropriations, All Funds	\$ 43,812,953
Total Unappropriated and Reserve Amounts, All Funds	<u>24,054,562</u>
Total Adopted Budget	<u>\$ 67,867,515</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, 0.34 per thousand dollars of assessed valuation for the Police Local Option Levy, and \$556,495 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, 2024. The following allocations and categorization subject to the limits of Section 11b, Article XI of the Oregon constitution make up the above aggregate levy:

	Rate Subject to the General Government Limitation	Excluded from the Limitation
General Fund	\$ 1.6701	\$
Library Local Option	0.3300	
Police Local Option	0.3400	
 Wastewater Treatment Facility GO Bond Debt Service		 556,495
 Totals	 * <u>\$ 2.3401</u>	 <u>\$ 556,495</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, 2024, 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, 2024.

PASSED by the City Commission of the City of Warrenton this ____ day of _____, 2024

APPROVED by the Mayor of the City of Warrenton this ____ day of _____, 2024

Mayor

ATTEST:

City Recorder

**APPROVED
BUDGET**



**FISCAL
YEAR
2024-2025**





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CITY OF WARRENTON
FISCAL YEAR 2024 – 2025 BUDGET
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FISCAL YEAR 2024 – 2025 BUDGET
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BUDGET MESSAGE

May 18, 2024

Dear Budget Committee Members:

Enclosed is the proposed budget for the City of Warrenton Fiscal Year (FY) 2024-2025.

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, 2024, and ends June 30, 2025.

Past Projects 2023-2024

In the past fiscal year, significant projects including sidewalk projects. The city completed widening the 9th and Main intersection. The City's goal in the next 2-3 years is to have sidewalks on the west side of Main Avenue all the way from 9th to the high school. Thanks to grants from ODOT and federal earmarks for Safe Routes to School we should get most if not all of this project

finished. We upgraded the City Commission audiovisual equipment, completed a feasibility study regarding several city buildings, replaced 3 HVAC systems in City Hall, design engineered tide gate #9, and added HR self-serve for staff. We started work on the Hammond Planting strip, replaced electrical at M and N docks in the Warrenton Marina. Staff removed 3 derelict vessels from the Warrenton and Hammond marinas. One significant City project was placement of revetment rock along the shoreline of the inner basin area at the Hammond Marina. A storm winter in 2022 had caused significant erosion on the shoreline. Several piles were replaced on E dock. The server at City Hall was replaced. We also started the design phase of the Hammond waterline project to update the undersized pipe. This project has been on the City's list of projects since 2015. Because of rising costs this pipeline will take multiple years to complete.

Current Projects 2024-2025

In the upcoming budget year (2024-2025) we will be working on phase #2 of Safe Routes to School, a 3.36 million dollars grant funded project from ODOT as well as a federal earmark. Due to the size of the project and funding scope, ODOT has been asked to be the city's project manager on this. We will also be working on the next section of raw water line replacement, continuing to replace docks at Hammond, starting work on the Warrenton Marina E Dock, putting a new roof on the Public Works Building, phase two of the Hammond Planting Strip, resurfacing the tennis courts at the Quincy Robinsons Park, engineering work on the new water reservoir, and completing the engineering design of the new Wastewater Treatment Plant. We will also be creating a new Community Garden in Hammond. The old one was removed last fiscal year.

The overall spending authority for the proposed FY 2024-2025 Budget is \$43,812,953.

Revenues across all funds are estimated to increase by approximately \$3.4 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 conservative budget approach last year.

We are proposing an increase of 4% in water rates and a 5% rate increase for sewer and storm sewer as we try to plan for increases for materials, staffing, and infrastructure projects. With an anticipated new Wastewater Treatment Plant projected to cost around \$35 million dollars and a \$1.5 million dollar 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. At the end of fiscal year 2023-2024 we anticipate having approximately \$6 million dollars reserved for the upcoming Wastewater Treatment Plant Capital Project.

In this budget year we are planning for a new position of Code Enforcement Officer to be added to our police department. The City will have a total of 63.98 FTE employees.

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.

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.

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, 2024.

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 2024-2025 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 November 7, 2023, and is 34 cents per \$1,000 of assessed property valuation. That levy begins July 1, 2024, and runs through June 30, 2029. It is estimated the current police levy will raise \$268,097 this fiscal year. The current levy for the library is 33 cents per \$1,000. That levy began July 1, 2023, and runs through June 30, 2028.

Personnel Cost

The proposed budget includes a 4% cost of living wage increase beginning July 1, 2024, for all police union employees and non-union police staff. The City is currently in negotiations for a cost-of-living wage increase beginning July 1, 2024, for AFSCME union members. Non-union staff receive the same cost of living wage increase as the general bargaining unit.

Indirect Costs

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

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

Full Cost Recovery The City will make every effort to assign costs where they occur through the use of interdepartmental/interfund charges and indirect cost assignments. The intent is to clearly define the 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>2023-2024</u>	<u>2024-2025</u>
Municipal Court	\$195,278	\$212,822
Administration/Commission	\$1,496,499	\$1,596,972
Planning Services	\$445,507	\$444,512
Police Services	\$2,331,713	\$2,678,362
Fire & Emergency Medical Services	\$1,149,355	\$1,233,234
Parks	\$247,467	\$286,839
Contingency	\$682,448	\$614,332
Transfers	\$871,641	\$270,778

Enterprise Funds

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

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

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

	<u>2023-2024</u>	<u>2024-2025</u>
Warrenton Marina Fund (010)	\$991,310	\$1,042,096
Hammond Marina Fund (011)	\$635,445	\$663,469
Water Fund (025)	\$7,830,014	\$8,203,880
Storm Sewer Fund (028)	\$2,128,002	\$2,483,391
Sewer (Wastewater) Fund (030)	\$5,073,817	\$5,653,933
Sanitation Fund (032)	\$1,678,237	\$1,632,337

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>2023-2024</u>	<u>2024-2025</u>
Community Center Fund (005)	\$39,532	\$71,716
Warrenton Business License Fund (006)	\$67,981	\$77,038
Grant Fund (015)	\$1,155,812	\$74,117
Library Fund (020)	\$338,323	\$358,445
Building Department Fund (021)	\$561,845	\$481,132
Transient Room Tax Fund (024)	\$345,000	\$350,000
Facilities Maintenance Fund (035)	\$350,072	\$293,150
State Tax Street Fund (040)	\$7,329,022	\$5,715,225
Quincy Robinson Trust Fund (065)	\$140,000	\$284,000

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>2023-2024</u>	<u>2024-2025</u>
Community Center Capital Reserve Fund (004)	\$19,812	\$30,000

Warrenton Marina Capital Reserve Fund (012)	\$280,000	\$310,000
Hammond Marina Capital Reserve Fund (013)	\$400,000	\$140,000
Water Systems Development Fund (026)	\$0	\$0
Water Fund Capital Reserve Fund (029)	\$7,470,800	\$6,712,800
Sewer Systems Development Fund (036)	\$0	\$0
Sewer Fund Capital Reserve Fund (038)	\$1,428,400	\$807,400
Storm Sewer Systems Development Fund (051)	\$0	\$0
Sanitation Fund Capital Reserve Fund (034)	\$50,700	\$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>2023-2024</u>	<u>2024-2025</u>
Wastewater Treatment GO Bond Fund (059)	\$559,038	\$556,495

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>2023-2024</u>	<u>2024-2025</u>
Parks SDC Fund (003)	\$0	\$0
Streets SDC Fund (041)	\$0	\$0
Police Vehicle Replacement Fund (070)	\$204,800	\$150,000
Fire Apparatus & Equipment Replacement Fund (071)	\$781,500	\$30,000
Tansy Point Dock Capital Reserve Fund (072)	\$264,778	\$303,778

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:

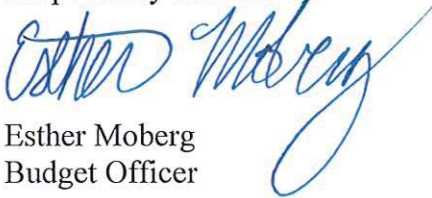
	<u>2023-2024</u>	<u>2024-2025</u>
Engineering Internal Service Fund (042)	\$143,622	\$0

CONCLUSION

Finance Director Jessica Barrett 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 which has enabled us to add crucial positions and/or hours to provide appropriate service levels as Warrenton continues to grow.

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 2024-2025

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 Dan Sollaccio
- Budget Committee Member Angelo Schaueremann
- Budget Committee Member Flint Carlson
- Budget Committee Member William Kerr

Budget Committee Staff

- Esther Moberg, Budget Officer
- Jessica Barrett, Finance Director
- Dawne Shaw, City Recorder

CITY OF WARRENTON
BUDGET CALENDAR
 FISCAL YEAR 2024 – 2025

<u>DATE</u>	<u>ACTION</u>
January 1, 2024 through February 16, 2024	Department Heads complete Capital Outlay/Improvements and major equipment requirements for 6 year period beginning July 1, 2025.
February 12, 2024 through February 16, 2024	Department Heads meet with City Manager to review Capital Outlay/Improvement Program requests.
March 18, 2024	Finance Department distribute personnel services costs, overhead costs, and revenue/resource estimates, and debt service requirements to Department Heads.
March 25, 2024	Department Heads complete Fiscal Year 2024/2025 budget requests and submit to Finance Director.
April 1, 2024 through April 5, 2024	Budget Officer meets with Department Heads and reviews budget requests.
April 9, 2024	Work session with Commission to review Capital Improvement Program (City Commission Chambers 5:15 p.m.)
April 8, 2024 through April 19, 2024	Budget Officer prepares proposed budget and budget message.
May 3, 2024 (Friday)	Proposed budget complete. Distribute to Budget Committee along with a current year Revenue and Expense report.
May 3, 2024	Publish notice of May 18, 2024 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. Only need to publish in The Astorian once, 10-30 days prior to meeting, if also posted on our website.
May 18, 2024 (Saturday)	Budget Committee meeting (City Commission Chambers, 9:00 a.m.) Receive Proposed Fiscal Year 2024/2025 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 2024/2025 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 2024 – 2025

<u>DATE</u>	<u>ACTION</u>
May 23, 2024 (Thursday)	2 nd Budget Committee meeting 3:00p.m. (if needed)
May 30, 2024	Budget Officer submit budget summary and public hearing notices to newspaper of record (The Astorian) for publishing. Hearings scheduled for June 11, 2024.
June 4, 2024	Publish budget summaries in advance of City Commission public hearing (5 days in advance; 5 - 25 required).
June 11, 2024	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 11, 2024	City Commission conduct Public Hearing on proposed uses of State Revenue Sharing funds (City Commission Chambers, 6:00 p.m.)
June 11, 2024	City Commission adopt Fiscal Year 2024/2025 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, 2024).
June 11, 2024	City Commission adopt Capital Improvement Program, 2024-2029.
July 1, 2024	Budget Officer submit Fiscal Year 2024/2025 Levy and Appropriation Resolution to County Tax Assessor (must be accomplished prior to July 15, 2024).

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

	FYE 2018		FYE 2019	FYE 2020	Actual FYE 2021	FYE 2022	FYE 2023		Adopted Budget FYE 2024	Proposed Budget FYE 2025	Projected FYE 2026	Projected FYE 2027				
Beginning Fund Balance	1,306,042	2%	1,337,045	-13%	1,156,780	-10%	1,043,091	41%	1,467,390	29%	1,885,859					
									-26%	1,400,000	32%	1,850,000	-89%	202,952	-	
Resources:																
Property Taxes	974,898	5%	1,021,528	5%	1,077,456	11%	1,200,859	4%	1,247,216	8%	1,348,838					
Permanent Rate									1,161,117	3%	1,190,902	3%	1,225,729	3%	1,262,501	
Police Local Option									216,070	24%	268,097	3%	276,140	3%	284,424	
Other Taxes, land sales	11,287	-100%	0	####	937		3,370	-100%	0		0					
Transient Room Tax	569,343	-2%	556,915	-18%	458,740	23%	562,166	15%	644,391	0%	647,261					
Franchise Fees	713,083	6%	758,590	2%	770,988	19%	918,595	1%	924,075	8%	994,262					
Licenses, Permits, Fees	750	-17%	625	-12%	550	-9%	500	15%	575	17%	675					
Grants	0		0		10,799		90,545	-100%	0		0					
State Revenue Sharing	48,302	3%	49,736	9%	54,419	19%	64,989	3%	66,919	10%	73,384					
State Cigarette Tax	6,510	-6%	6,092	-5%	5,808	-12%	5,121	-10%	4,612	2%	4,690					
State Liquor Tax	84,134	5%	88,306	7%	94,286	10%	104,104	7%	111,160	13%	125,552					
State Marijuana Tax	26,163		16,422	49%	24,468	-12%	21,501	-55%	9,579	3%	9,877					
Charges for Services	197,836	-7%	183,269	6%	194,089	35%	262,372	3%	270,399	-20%	216,949					
Fines and Forefeits	99,800	38%	138,185	-13%	120,204	-9%	109,518	-7%	102,086	-15%	86,952					
Interest Earnings	18,680	53%	28,618	-32%	19,379	-62%	7,365	45%	10,660	708%	86,082					
Lease Receipts	209,572	2%	213,814	1%	216,712	1%	219,383	3%	227,021	7%	241,779					
Miscellaneous	12,592	17%	14,688	-4%	14,068	-7%	13,089	14%	14,943	15%	17,193					
Overhead Charge	936,779	9%	1,016,874	7%	1,090,707	-8%	1,008,696	16%	1,165,524	0%	1,160,090					
One Time Revenues	0	100%	3,577	100%	0	100%	160	100%	140,378	100%	13,068					
Transfers In	25,629	0%	0	0%	0	0%	0	0%	0	0%	423,876					
									974,812		3,000		3,000		-	
Total Resources	3,935,358	4%	4,097,239	1%	4,153,610	11%	4,592,333	8%	4,939,538	10%	5,450,528					
									15%	6,292,794	-10%	5,690,803	3%	5,840,828	3%	6,040,703
Expenditures:																
Personal Services	2,505,613	8%	2,708,362	5%	2,832,602	-3%	2,736,496	5%	2,882,756	3%	2,974,787					
Materials and Services	1,167,733	-3%	1,130,555	12%	1,267,977	2%	1,288,905	8%	1,395,490	4%	1,453,903					
Capital Outlay	931	-45%	509	-79%	108	291%	422	-97%	11	-100%	0					
Debt Service	113,500		113,500		72,034		72,033		72,034	0%	72,034					
Transfers Out	116,578	178%	324,578	-71%	94,578	-26%	70,178	143%	170,778	277%	643,280					
									35%	871,641	-69%	270,778	-26%	200,778	-15%	170,798
Total Expenditures	3,904,355	10%	4,277,504	0%	4,267,299	-2%	4,168,034	8%	4,521,069	14%	5,144,004					
									31%	6,727,460	0%	6,723,519	3%	6,943,881	5%	7,281,889
Contingency									682,448	-10%	614,332	-43%	347,194	5%	364,094	
Ending Fund Balance	1,337,045	-13%	1,156,780	-10%	1,043,091	41%	1,467,390	29%	1,885,859	16%	2,192,383					
									-87%	282,886	-28%	202,952	-715%	(1,247,295)	29%	(1,605,280)
Months operating expenditures in ending fund balance	4.11		3.25		2.93		4.22		5.01		5.11					
									0.50		0.36		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 included the following types of services: 1) Bond Counsel, 2) Underwriters, 3) Financial Advisors, and; 4) Paying Agents.

Section H. Comprehensive Capital Planning & Financing

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

Section I. Limitations on City Indebtedness

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

Section J. Structure and Term of City Indebtedness

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

Section K. Method of Sale - Bonds

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

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

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

Section L. Short-Term Debt & Interim Financing

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

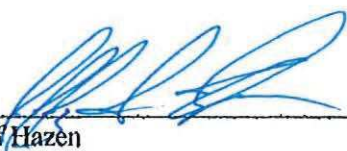
Section M. Improvement District and Assessment Contract Financing

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

Section N. Refunding of City Indebtedness


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

This resolution is effective December 1, 2003.



Mayor Jeff Hazen

Attest:



City Manager

Resolution Number 2032

A Resolution Establishing Budget Development Policies for the City of Warrenton

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

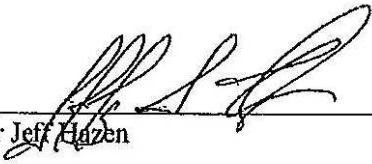
- A. Maximize the City Commission's Discretion. Wherever legally possible, revenues are to be treated as discretionary resources, rather than as dedicated to a particular program or service. The goal is to give the City Commission as much flexibility as possible in allocating resources to local priorities.
- 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.

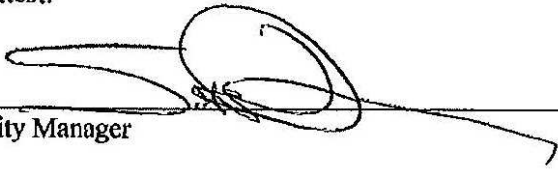
Passed and adopted November 20, 2002.

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 I - Guiding Policies & Principles

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

General Fund Priorities

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

RESOURCE REDUCTION STRATEGY

Section II - General Policies and Principles

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

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

Section III - Resource Reduction Priorities

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

General Fund Reduction Priorities

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

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

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

F. The City will consider a reduction in force.

This resolution is effective December 1, 2002.



Mayor Jeff Hazen

Attest:



City Manager

CITY OF WARRENTON

Budget 2024/2025

PERSONNEL ALLOCATION

		Gross Wage	001		001			005		015		020		021		
	FTE		FTE	413	Dept	Fund	FTE	General Fund	FTE	Community Center	FTE	Grant Fund	FTE	Library Fund	FTE	Bldg Div Fund
City Manager	1.00	141,654	1.00	141,654												
City Recorder /Assistant to City Manager	1.00	88,421	1.00	88,421												
Deputy City Recorder	1.00	49,112	1.00	49,112												
Finance Director	1.00	95,499	1.00	95,499												
Accounting Clerk	0.63	33,555	0.63	33,555												
Cashier/Accounting Clerk	1.00	47,751	0.20	9,550												
Accountant	1.00	71,108	1.00	71,108												
Accounting Technician	1.00	52,673	0.20	10,535												
Mayor		1,800		1,800												
Commissioners		7,200		7,200												
Community Center staff	0.15	5,088							0.1500	5,088						
Planning Director	1.00	93,333			CD	419	1.0000	93,333								
Planning Tech	1.00	56,210			CD	419	1.0000	56,210								
Permit Technician	1.00	63,774													1.0000	63,774
Building Official	1.00	96,790													1.0000	96,790
Fire Chief	1.00	101,629			Fire	422	1.0000	101,629								
Division Chief of Operations/Training	1.00	87,791			Fire	422	1.0000	87,791								
Firefighter/Lietenant	1.00	72,226			Fire	422	1.0000	72,226								
Fire Administrative Assistant	0.50	23,010			Fire	422	0.5000	23,010								
Fire Volunteers		170,000			Fire	422		170,000								
Librarian	1.00	70,220										1.0000	70,220			
Library Assistant	0.70	31,062										0.7000	31,062			
Library Assistant Youth Coordinator	0.63	24,447										0.6250	24,447			
Harbormaster	1.00	79,629														
Marina Accounting Clerk	1.00	53,688														
Marina Workers	3.00	157,659														
Assistant Harbormaster	1.00	68,787														
Police Chief	1.00	136,596			Police	421	1.0000	136,596								
Police Sergeant	2.00	202,241			Police	421	2.0000	202,241								
Police Officers	9.00	668,986			Police	421	9.0000	668,986								
Police Clerk/Property Evidence Clerk	1.00	64,688			Police	421	1.0000	64,688								
Police Clerk/Municipal Court	1.00	61,607			Court	412	1.0000	61,607								
Police Clerk Assistant	0.38	15,600			Police	421	0.3800	15,600								
Code Enforcement Officer	1.00	63,107			Police	421	0.6000	37,864							0.0500	3,155
					Planning	419	0.1000	6,311								
Public Works Director	1.00	117,648			Parks	429	0.0200	2,353								
Water Treatment Plant Supervisor	1.00	84,357														
Water Treatment Plant Operator II	1.00	65,324														
Public Works Foreman	1.00	65,511			Parks	429	0.1033	6,764								
Operations Manager	1.00	77,417			Parks	429	0.0200	1,548								
Project Coordinator	1.00	79,045			Parks	429	0.0200	1,581								
Public Works Analyst	1.00	52,467			Parks	429	0.0100	525								
Public Works Executive Secretary	1.00	46,764			Parks	429	0.0266	1,244								
Public Works Office Assistant	1.00	42,961			Parks	429	0.0266	1,143								
Public Works Water Quality Technician	1.00	63,514														
Public Works Sanitation	2.00	104,068														
Public Works Utility Worker	9.00	468,368			Parks	429	0.9293	48,362								
Publc Works Mechanic	1.00	55,982			Parks	429	0.0207	1,156								
Wastewater Treatment Plant Supervisor	1.00	87,791														
Wastewater Treatment Plant Operator II	1.00	65,324														
Engineering Tech	1.00	69,697														
		<u>4,603,182</u>														
Overtime		201,000		2,500	Fire	422		12,500								
					Court	412		1,000								
					CD	419		1,000								
					Police	421		80,000								
					Parks	429		2,000								
On-Call Time		14,287			Parks	429		1,372								
Temporary/Seasonal		47,250			Police	421		3,250								
					Parks	429		12,000								
GRAND TOTALS	63.980	<u>4,865,719</u>	6.0250	<u>510,935</u>			21.7564	<u>1,975,891</u>	0.1500	<u>5,088</u>	0.0000	-	2.3250	<u>125,730</u>	2.0500	<u>163,718</u>

General Fund Dept Summary

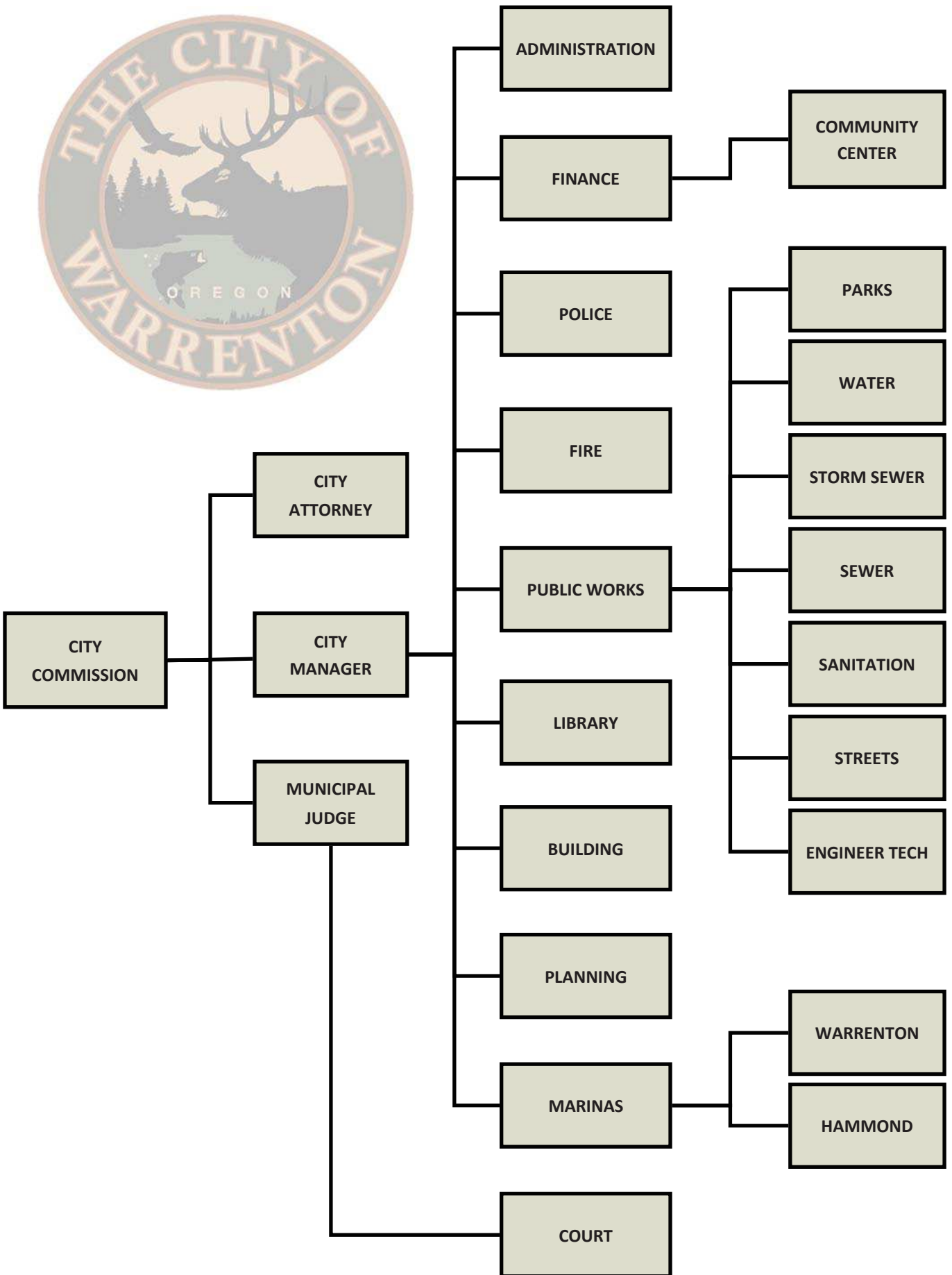
412	Municipal Court	1.0000	62,607
419	Community Development	2.1000	156,854
421	Police	13.9800	1,209,225
422	Fire	3.5000	467,156
429	Parks	1.1764	80,048
	Total	<u>21.7564</u>	<u>1,975,891</u>

CITY OF WARRENTON Budget 2024/2025 PERSONNEL ALLOCATION	040		010		011		025		030		028		032		042	
	FTE	State Tax Street	FTE	Warrenton Marina	FTE	Hammond Marina	FTE	Water	FTE	Sewer	FTE	Storm Sewer	FTE	Sanitation	FTE	Engineering
City Manager																
City Recorder /Assistant to City Manager																
Deputy City Recorder																
Finance Director																
Accounting Clerk																
Cashier/Accounting Clerk							0.2996	14,304	0.3133	14,961	0.0626	2,992	0.1245	5,944		
Accountant																
Accounting Technician							0.2996	15,779	0.3133	16,503	0.0626	3,300	0.1245	6,557		
Mayor																
Commissioners																
Community Center staff																
Planning Director																
Planning Tech																
Permit Technician																
Building Official																
Fire Chief																
Division Chief of Operations/Training																
Firefighter/Lietenant																
Fire Administrative Assistant																
Fire Volunteers																
Librarian																
Library Assistant																
Library Assistant Youth Coordinator																
Harbormaster			0.6154	49,005	0.3846	30,624										
Marina Accounting Clerk			0.6154	33,041	0.3846	20,647										
Marina Workers			1.8463	97,029	1.1537	60,630										
Assistant Harbormaster			0.6154	42,333	0.3846	26,454										
Police Chief																
Police Sergeant																
Police Officers																
Police Clerk/Property Evidence Clerk																
Police Clerk/Municipal Court																
Police Clerk Assistant																
Code Enforcement Officer	0.0625	3,944					0.063	3,944	0.063	3,944	0.063	3,944				
Public Works Director	0.1300	15,294					0.400	47,059	0.400	47,059	0.030	3,529	0.020	2,353		
Water Treatment Plant Supervisor							1.000	84,357								
Water Treatment Plant Operator II							1.0000	65,324								
Public Works Foreman	0.0856	5,607					0.438	28,717	0.332	21,732	0.041	2,691				
Operations Manager	0.1300	10,064					0.4000	30,967	0.4000	30,967	0.0300	2,323	0.0200	1,548		
Project Coordinator	0.1300	10,276					0.400	31,618	0.400	31,618	0.030	2,371	0.020	1,581		
Public Works Analyst	0.0900	4,722					0.5000	26,234	0.2000	10,493	0.1800	9,444	0.0200	1,049		
Public Works Executive Secretary	0.0571	2,672					0.423	19,775	0.357	16,707	0.045	2,086	0.092	4,279		
Public Works Office Assistant	0.0571	2,455					0.4229	18,166	0.3573	15,348	0.0446	1,917	0.0915	3,931		
Public Works Water Quality Technician							1.000	63,514								
Public Works Sanitation													2.0000	104,068		
Public Works Utility Worker	0.7702	40,082					3.945	205,312	2.986	155,373	0.370	19,240				
Pubic Works Mechanic	0.1171	6,556					0.2877	16,104	0.2663	14,911	0.1082	6,058	0.2000	11,196		
Wastewater Treatment Plant Supervisor									1.000	87,791						
Wastewater Treatment Plant Operator II									1.000	65,324						
Engineering Tech	0.2500	17,424					0.250	17,424	0.250	17,424	0.250	17,424				
Overtime		2,000		8,000		8,000		30,000		40,000		2,000		12,000		
On-Call Time		1137						6324		4908		546				
Temporary/Seasonal		1,000		12,000		12,000						6,000		1,000		
GRAND TOTALS	1.8797	123,234	3.6926	241,408	2.3074	158,356	11.1285	724,922	8.6373	595,065	1.3160	85,865	2.7120	155,508	-	-

City of Warrenton
Full Time Equivalents (FTE)

	Budget Year						
	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
General Fund							
Municipal Court	0.7317	0.7317	0.7317	0.7927	0.8500	0.8000	1.0000
Admin/Commission/Finance	5.9250	5.9250	5.9250	5.9250	5.9250	6.0250	6.0250
Planning	1.0250	1.2750	1.2750	1.2000	2.2000	2.0000	2.1000
Police	12.7683	12.7683	12.7683	13.1323	13.1500	13.2000	13.9800
Fire	3.0000	3.0000	3.0000	3.0000	3.5000	3.5000	3.5000
Parks	0.4656	0.7446	0.5357	0.7380	0.4438	1.0348	1.1764
Total General Fund	<u>23.9156</u>	<u>24.4446</u>	<u>24.2357</u>	<u>24.7880</u>	<u>26.0688</u>	<u>26.5598</u>	<u>27.7814</u>
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	1.0000	1.0000	0.0000	0.0000
Library Fund	1.6650	2.0050	2.0050	2.2500	2.3250	2.3250	2.3250
Building Division	2.0750	2.8250	2.8250	2.9000	2.9000	3.0000	2.0500
State Tax Street Fund	0.7949	0.8391	1.0511	1.3085	2.0715	2.1823	1.8797
Total Special Revenue Fund	<u>4.6849</u>	<u>5.8191</u>	<u>6.0311</u>	<u>7.6085</u>	<u>8.4465</u>	<u>7.6573</u>	<u>6.4047</u>
Enterprise Funds							
Warrenton Marina	3.6033	3.5200	3.2549	3.8512	3.8294	3.5754	3.6926
Hammond Marina	2.3967	2.4800	1.7451	2.1488	2.1706	2.4246	2.3074
Water Fund	8.2382	8.3076	7.3792	8.6377	9.8807	11.1161	11.1285
Sewer Fund	7.9261	8.0133	8.8139	8.5065	9.6329	8.6343	8.6373
Storm Sewer Fund	1.2694	0.7672	1.0122	0.6269	1.3535	1.1814	1.3160
Sanitation Fund	2.9058	2.9282	2.8079	2.7823	2.4977	2.7311	2.7120
Total Enterprise Fund	<u>26.3394</u>	<u>26.0163</u>	<u>25.0132</u>	<u>26.5535</u>	<u>29.3647</u>	<u>29.6630</u>	<u>29.7939</u>
Internal Service Funds							
Engineering	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	0.0000
Total All Funds	55.940	57.280	56.2800	59.9500	64.8800	64.880	63.980
Addition:							
Code Enforcement Officer							1.0000
Assistant Police Clerk							0.3800
Subtraction:							
Residential Building Official							(1.0000)
Engineer Tech							(1.0000)
Public Works Weekend Help							(0.2800)
Total 2024/2025 net change							<u>(0.9000)</u>

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 2024-2025 General Fund and its programs.

Municipal Court

The Warrenton Municipal Court processes traffic infractions 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 Court Clerk and one full-time Police/Property Evidence Clerk. The Police Department is partially funded by a local option levy which is 34 cents per \$1,000 of assessed property valuation.

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 and Fire.

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 2024-2025 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 expire in 2028. The current levy for the library is 33 cents per \$1,000 of assessed property valuation.

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 \$372,000 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 \$1,369,563.

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 \$741 per residential unit. The current fund balance is \$260,584.

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.

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.

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. Security Gates for E & F docks as well as pile replacements on E dock are 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 pile replacements, parking lot lighting and the continuation of the 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.

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 \$379,663.

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 homeowners would be required to buy flood insurance as part of the purchase closing. The city adopted the new FIRM in September 2010 and in 2018. A 5% 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 \$117,657.

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 5% rate increase is proposed for 2024-2025.

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 \$807,400 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 about 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 \$534,995.

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.



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

			Fiscal year 07/01/24 - 06/30/25			
Actual FYE 6/30/22	Actual FYE 6/30/23	Adopted Budget FYE 6/30/24	Resource Description	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
\$25,359,557	\$28,647,188	\$28,724,584	Beginning Fund Balance	33,636,478	33,636,478	
1,486,614	1,603,832	1,635,841	Property Taxes	1,723,210	1,723,210	
558,759	539,778	543,461	Property Taxes, Levied for Debt	546,015	546,015	
1,537,385	1,552,858	1,592,403	Other Taxes	1,605,865	1,605,865	
924,075	994,262	959,911	Franchise Fees	1,049,854	1,049,854	
10,906,697	11,217,201	11,279,540	Fees, Fines, and Charges for Service	11,748,658	11,748,658	
153,864	893,643	545,950	Investment Earnings	882,300	882,300	
4,166,778	3,772,155	7,904,453	Transfers In	6,908,778	6,908,778	
14,942	26,225	3,000	Miscellaneous Revenue	5,000	5,000	
-	-	1,645,000	Loan Proceeds	1,645,000	1,645,000	
772,677	1,546,804	1,942,305	Operating Grants and Contributions	815,806	815,806	
626,746	722,589	6,157,250	Capital Grants and Contributions	5,703,580	5,703,580	
1,165,525	1,160,090	1,496,499	Indirect Expense Allocation	1,596,971	1,596,971	
<u>\$ 47,673,619</u>	<u>\$ 52,676,625</u>	<u>\$ 64,430,197</u>	Total Resources	<u>\$ 67,867,515</u>	<u>\$ 67,867,515</u>	<u>\$ -</u>
6,154,035	6,313,859	8,655,123	Personnel Services	9,007,082	9,007,082	
5,675,866	6,970,906	8,243,781	Materials and Services	9,462,484	9,462,484	
1,499,590	1,349,815	1,347,901	Debt Service	1,117,487	1,117,487	
1,530,162	2,316,666	18,546,052	Capital Outlay	14,279,778	14,279,778	
4,166,778	3,772,155	7,904,453	Transfers Out	6,908,778	6,908,778	
		2,980,460	Contingency	3,037,344	3,037,344	
19,026,431	20,723,401	47,677,770	Total Requirements by Category	43,812,953	43,812,953	-
28,647,188	31,953,224	16,752,427	Ending Fund Balance	24,054,562	24,054,562	-
<u>\$47,673,619</u>	<u>\$52,676,625</u>	<u>\$64,430,197</u>	Total Requirements	<u>\$67,867,515</u>	<u>\$ 67,867,515</u>	<u>\$ -</u>

City of Warrenton
Summary of Requirements
Fiscal Year Beginning July 1, 2024 and ending June 30, 2025

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	\$ 118,866	\$ 93,956					\$ 212,822	\$ -	\$ 212,822
Administration/Commission	810,223	786,749					1,596,972		1,596,972
Planning	275,127	169,385					444,512		444,512
Police	2,069,151	609,211					2,678,362		2,678,362
Fire	748,445	362,755	50,000	72,034			1,233,234		1,233,234
Parks	159,622	116,417	10,800				286,839		286,839
Transfers					270,778		270,778		270,778
Contingency						614,332	614,332	202,952	817,284
Total General Fund	4,181,434	2,138,473	60,800	72,034	270,778	614,332	7,337,851	202,952	7,540,803
Special Revenue Funds									
Community Center Capital Reserve Fund		30,000					30,000	15,000	45,000
Community Center Fund	9,165	22,551			35,000	5,000	71,716	15,084	86,800
Warrenton Business License Fund	3,241	60,797	10,000		3,000		77,038	138,762	215,800
Grant Fund	38,500	35,617					74,117	3,947	78,064
Library Fund	210,299	123,146				25,000	358,445	145,434	503,879
Building Division Fund	291,966	154,166				35,000	481,132	185,348	666,480
Transient Room Tax Fund		350,000					350,000		350,000
Facilities Maintenance Fund		174,150	74,000			45,000	293,150	36,350	329,500
State Tax Street Fund	235,840	871,285	4,108,100			500,000	5,715,225	1,935,400	7,650,625
Quincy Robinson Trust Fund		19,000	265,000				284,000	46,000	330,000
Total Special Revenue Funds	789,011	1,840,712	4,457,100	-	38,000	610,000	7,734,823	2,521,325	10,256,148
Debt Service Funds									
Wastewater Treatment GO Bond				556,495			556,495	44,520	601,015
Total Debt Service Funds	-	-	-	556,495	-	-	556,495	44,520	601,015
Capital Projects Funds									
Parks SDC Fund							-	295,580	295,580
Streets SDC Fund							-	1,475,730	1,475,730
Police Vehicle Replacement Fund			150,000				150,000	100,000	250,000
Fire Apparatus Replacement Fund			30,000				30,000	175,000	205,000
Tansy Point Capital Reserve Fund			303,778				303,778		303,778
Total Capital Projects Funds	-	-	483,778	-	-	-	483,778	2,046,310	2,530,088
Enterprise Funds									
Warrenton Marina Fund	477,471	324,625			90,000	150,000	1,042,096	97,268	1,139,364
Warrenton Marina Fund Capital Reserve			310,000				310,000	35,000	345,000
Hammond Marina Fund	314,526	198,943			50,000	100,000	663,469	70,553	734,022
Hammond Marina Fund Capital Reserve			140,000				140,000	1,198,000	1,338,000
Water Fund	1,475,592	1,520,594		312,694	4,395,000	500,000	8,203,880	1,177,912	9,381,792
Water Systems Development							-	434,900	434,900
Water Fund Capital Reserve Fund			6,712,800				6,712,800	5,232,200	11,945,000
Sewer Fund	1,258,492	1,556,165		176,264	2,000,000	663,012	5,653,933	876,692	6,530,625
Sewer Systems Development							-	596,900	596,900
Storm Sewer Fund	174,486	851,705	1,257,200			200,000	2,483,391	768,873	3,252,264
Storm Sewer Systems Development							-	127,320	127,320
Sewer Fund Capital Reserve Fund			807,400				807,400	7,842,600	8,650,000
Sanitation Fund	336,070	1,031,267			65,000	200,000	1,632,337	316,373	1,948,710
Sanitation Fund Capital Reserve			50,700				50,700	464,300	515,000
Total Enterprise Funds	4,036,637	5,483,299	9,278,100	488,958	6,600,000	1,813,012	27,700,006	19,238,891	46,938,897
Internal Service Fund									
Engineer Internal Service Fund							-	564	564
Total Internal Service Fund	-	-	-	-	-	-	-	564	564
City of Warrenton All Funds	\$ 9,007,082	\$ 9,462,484	\$ 14,279,778	\$ 1,117,487	\$ 6,908,778	\$ 3,037,344	\$ 43,812,953	\$ 24,054,562	\$ 67,867,515

City of Warrenton
Fiscal Year 7/1/2024 - 6/30/2025
Summary of Interfund Transfers

Transfers Out:		Transfers In:	
[1] General Fund (001)	150,000	Facilities Maintenance Fund (035)	150,000
[2] General Fund (001)	50,000	Police Vehicle Replacement Fund (070)	50,000
[3] General Fund (001)	50,000	Fire Apparatus Replacement Fund (071)	50,000
[4] General Fund (001)	20,778	Tansy Point Dock Capital Reserve Fund (072)	20,778
[5] Community Center	35,000	Community Center Capital Reserve Fund (004)	35,000
[6] Warrenton Business License Fund (006)	3,000	General Fund (001)	3,000
[7] Warrenton Marina (010)	90,000	Warrenton Marina Capital Reserve Fund (012)	90,000
[8] Hammond Marina (011)	50,000	Hammond Marina Capital Reserve Fund (013)	50,000
[9] Water Fund (025)	4,395,000	Water Fund Capital Reserve (029)	4,395,000
[10] Sewer Fund (030)	2,000,000	Sewer Fund Capital Reserve (038)	2,000,000
[11] Sanitation Fund (032)	<u>65,000</u>	Sanitation Fund Capital Reserve (034)	<u>65,000</u>
Total Transfers Out	<u>\$6,908,778</u>	Total Transfers In	<u>\$6,908,778</u>

- [1] To fund current and future repair and maintenance and capital improvements.
- [2] To fund current and future capital acquisitions of police vehicles and equipment.
- [3] To fund current and future capital acquisitions of fire apparatus and equipment.
- [4] To fund current and future capital requirements for the Tansy Pt Dock.
- [5] To fund current and future capital requirements for the Community Center.
- [6] To fund current review of business licenses and code enforcement by planning department.
- [7] To fund current and future capital improvements for the Warrenton Marina.
- [8] To fund current and future capital improvements for the Hammond Marina.
- [9] To fund current and future capital requirements in the Water Fund and transfer loan proceeds and grants.
- [10] To fund current and future capital requirements in the Sewer Fund.
- [11] 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 7/1/2024-6/30/2025		
Historical Data		Adopted		Proposed by	Approved by	Adopted by
Actual		Budget		Budget	Budget	Governing
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Officer	Committee	Body	
<u>Resources</u>						
\$ 1,467,390	\$ 1,885,860	\$ 1,400,000	Beginning Fund Balance	\$ 1,850,000	\$ 1,850,000	\$ -
\$ 16,572	\$ 44,809	30,000	Delinquent Ad Valorem Taxes	30,000	30,000	-
644,391	647,261	648,269	Non Ad Valorem Taxes	650,000	650,000	-
924,075	994,262	959,911	Franchise Fees	1,049,854	1,049,854	-
575	675	625	Licenses and Permits	625	625	-
192,271	213,502	209,754	Intergovernmental	223,378	223,378	-
270,398	216,949	247,624	Charges for Services	246,018	246,018	-
102,086	86,952	103,200	Fines and Forfeits	94,200	94,200	-
10,660	86,082	50,000	Interest Earnings	90,000	90,000	-
227,021	241,779	221,913	Leases	272,758	272,758	-
1,320,846	1,190,353	1,499,499	Miscellaneous	1,601,971	1,601,971	-
-	423,876	974,812	Transfers from Other Funds	3,000	3,000	-
<u>5,176,285</u>	<u>6,032,360</u>	<u>6,345,607</u>		<u>6,111,804</u>	<u>6,111,804</u>	<u>-</u>
1,230,644	1,304,029	1,347,187	Taxes estimated to be received	1,428,999	1,428,999	-
<u>6,406,929</u>	<u>7,336,389</u>	<u>7,692,794</u>	Total Resources	<u>7,540,803</u>	<u>7,540,803</u>	<u>-</u>
<u>Requirements (by department)</u>						
127,031	153,682	195,278	Municipal Court	212,822	212,822	-
1,165,525	1,160,090	1,496,499	Administration/Commission	1,596,972	1,596,972	-
232,998	285,669	445,507	Planning	444,512	444,512	-
1,826,795	1,909,639	2,331,713	Police	2,678,362	2,678,362	-
856,271	889,355	1,149,355	Fire	1,233,234	1,233,234	-
141,671	102,290	237,467	Parks	286,839	286,839	-
170,778	643,280	871,641	Transfers	270,778	270,778	-
-	-	682,448	Contingency	614,332	614,332	-
4,521,069	5,144,005	7,409,908	Total Requirements by Department	7,337,851	7,337,851	-
1,885,860	2,192,384	282,886	Ending Fund Balance	202,952	202,952	-
<u>\$ 6,406,929</u>	<u>\$ 7,336,389</u>	<u>\$ 7,692,794</u>	Total Requirements	<u>\$ 7,540,803</u>	<u>\$ 7,540,803</u>	<u>\$ -</u>

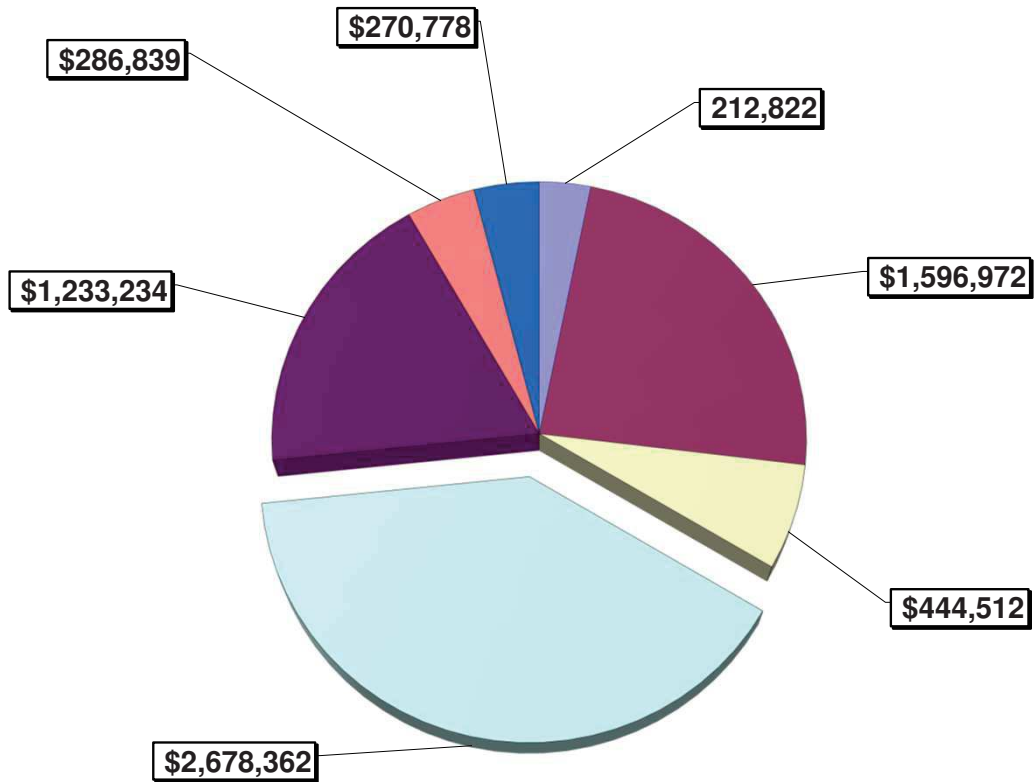
City of Warrenton
Budget Document
General Fund 001
Summary of Revenues

Historical Data				Budget for Fiscal Year 7/1/2024 - 6/30/2025		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
\$ 1,467,390	\$ 1,885,860	\$ 1,400,000	300000	\$ 1,850,000	\$ 1,850,000	
16,572	44,809	30,000	311200	30,000	30,000	
644,391	647,261	648,269	319300	650,000	650,000	
392,310	419,681	400,000	318100	450,000	450,000	
10,648	7,772	10,000	318200	10,000	10,000	
98,171	126,615	100,000	318300	128,725	128,725	
65,510	63,050	64,000	318400	56,500	56,500	
2,359	2,427		318600	-	-	
54,136	53,940	54,000	318700	50,000	50,000	
299,851	319,607	331,911	318800	354,629	354,629	
1,090	1,170		318000			
575	675	625	321100	625	625	
			314100			
66,919	73,384	71,125	335100	72,619	72,619	
4,613	4,690	4,687	335300	4,588	4,588	
111,160	125,552	125,274	335400	137,253	137,253	
9,579	9,876	8,668	335500	8,918	8,918	
24,807	26,360	32,000	341300	28,000	28,000	
73,758	19,335	75,000	342004	75,000	75,000	
23,772	20,713	20,000	342100	17,000	17,000	
1,500	6,050	5,000	342150	7,000	7,000	
106,630	109,829	113,124	342201	116,518	116,518	
39,111	33,192	2,500	342250	2,500	2,500	
820	1,470		347300			
7,319	6,390	7,000	341101	9,000	9,000	
18,855	13,920	25,000	341102	25,000	25,000	
1,209	3,240	3,000	341103	4,000	4,000	
59	51	200	341104	200	200	
67,449	56,781	60,000	351100	50,000	50,000	
7,195	6,570	8,000	351200	6,000	6,000	
10,660	86,082	50,000	361000	90,000	90,000	
227,021	241,779	221,913	363000	272,758	272,758	
	9,032		357000			
14,943	17,195	3,000	360000	5,000	5,000	
12			365000			
140,366	4,036		366000			
472,426	527,990	671,736	370000	786,749	786,749	
693,099	632,100	824,763	375000	810,222	810,222	
	3,000	3,000	391006	3,000	3,000	
	420,876	971,812	391015	-	-	
5,176,285	6,032,360	6,345,607		6,111,804	6,111,804	-
1,230,644	1,304,029	1,131,117	311100	1,160,902	1,160,902	
		216,070	311100	268,097	268,097	
\$ 6,406,929	\$ 7,336,389	\$ 7,692,794		\$ 7,540,803	\$ 7,540,803	\$ -

City of Warrenton
Budget Document
General Fund 001
Summary of Expenditures

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025			
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
Personnel Services:						
\$ 60,363	\$ 89,901	\$ 97,098	Municipal Court	\$ 118,866	\$ 118,866	\$ -
693,099	632,100	824,763	Administration/Commission	810,223	810,223	-
70,016	216,653	244,139	Planning	275,127	275,127	-
1,421,570	1,472,565	1,817,953	Police	2,069,151	2,069,151	-
561,657	523,480	713,257	Fire	748,445	748,445	-
76,052	40,088	136,206	Parks	159,622	159,622	-
<u>2,882,757</u>	<u>2,974,787</u>	<u>3,833,416</u>	Total Personnel Services	<u>4,181,434</u>	<u>4,181,434</u>	<u>-</u>
Materials and Services:						
66,668	63,781	98,180	Municipal Court	93,956	93,956	-
472,426	527,990	671,736	Administration/Commission	786,749	786,749	-
162,982	69,016	201,368	Planning	169,385	169,385	-
405,225	437,074	513,760	Police	609,211	609,211	-
222,580	293,841	342,064	Fire	362,755	362,755	-
65,609	62,202	93,461	Parks	116,417	116,417	-
<u>1,395,490</u>	<u>1,453,904</u>	<u>1,920,569</u>	Total Materials and Services	<u>2,138,473</u>	<u>2,138,473</u>	<u>-</u>
Capital Outlay:						
-	-	-	Police	-	-	-
		22,000	Fire	50,000	50,000	-
10	-	7,800	Parks	10,800	10,800	-
<u>10</u>	<u>-</u>	<u>29,800</u>	Total Capital Outlay	<u>60,800</u>	<u>60,800</u>	<u>-</u>
Debt Service:						
72,034	72,034	72,034	Fire	72,034	72,034	-
<u>72,034</u>	<u>72,034</u>	<u>72,034</u>	Total Debt Service	<u>72,034</u>	<u>72,034</u>	<u>-</u>
Transfers to Other Funds:						
		41,626	Warrenton Marina Capital Reserve	-	-	-
50,000	112,888	307,937	Facilities Maintenance Fund	150,000	150,000	-
75,000	220,582	254,800	Police Vehicle Replacement Fund	50,000	50,000	-
25,000	247,406	246,500	Fire Apparatus Replacement Fund	50,000	50,000	-
20,778	20,778	20,778	Tansy Point Dock Capital Reserve	20,778	20,778	-
<u>170,778</u>	<u>601,654</u>	<u>871,641</u>	Total Transfers to Other Funds	<u>270,778</u>	<u>270,778</u>	<u>-</u>
-	-	336,873	Contingency - 5% of expenditures	324,137	324,137	-
-	-	345,575	Contingency	290,195	290,195	-
<u>\$ 4,521,069</u>	<u>\$ 5,102,379</u>	<u>\$ 7,409,908</u>	Total Expenditures	<u>\$ 7,337,851</u>	<u>\$ 7,337,851</u>	<u>\$ -</u>

2024-2025 Proposed Budget General Fund Expenses by Department



■ Municipal Court	\$212,822
■ Administration/Commission	\$1,596,972
■ Planning	\$444,512
■ Police	\$2,678,362
■ Fire	\$1,233,234
■ Parks	\$286,839
■ Transfers to other Funds	\$270,778

City of Warrenton
Budget Document

General Fund 001
Expenditures by Department
Municipal Court (412)

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025					
Actual		Adopted Budget	Expenditures			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24						
\$ 27,358	\$ 46,163	\$ 47,250	110000	Personnel Services:		\$ 62,000	\$ 62,000	
208	28	1,000	110001	Regular Salaries		1,000	1,000	
1,744	3,186	3,691	141000	Overtime		4,820	4,820	
55	51	54	142000	FICA Taxes		76	76	
	89	193	142100	Workers' Compensation		252	252	
23	42	48	143000	Paid Family Leave		63	63	
8,519	12,049	13,071	144000	Unemployment		17,819	17,819	
6,970	14,938	14,575	145000	Retirement Contributions		19,279	19,279	
42	53	50	146000	Health Insurance		63	63	
57	91	93	149000	Life Insurance		125	125	
15,387	13,211	17,073	199999	Long Term Disability		13,369	13,369	
				Personnel Services overhead (.0994 FTE)				
60,363	89,901	97,098		Total Personnel Services		118,866	118,866	-
		0.8000		Total Full-Time Equivalent (FTE)		1.0000	1.0000	1.0000
237	793	1,200	210000	Materials and Services:		1,200	1,200	
	228	300	211000	Office Supplies		325	325	
21	220	150	223000	Postage		150	150	
174	38	400	310000	General Supplies/Small Tools		400	400	
756	822	1,300	320000	Print/Advert/Publicity		2,000	2,000	
191	359	325	340002	Dues/Meetings/Training/Travel		1,000	1,000	
521	705	800	360000	Communications		800	800	
976		1,000	366000	Bank Fees/Credit Cards		1,000	1,000	
30,757	29,577	37,000	380000	Equipment Maintenance		32,000	32,000	
20,124	17,211	35,000	380005	Professional Services		35,000	35,000	
642	888	1,000	380010	State/County Share of Fines		1,200	1,200	
1,781	1,905	3,800	380020	Rentals		3,900	3,900	
		1,000	380050	Computer Software Support		1,000	1,000	
		1,000	382000	Non-capital Equipment		1,000	1,000	
10,488	11,035	13,905	390090	Prisoner Expense		12,981	12,981	
				Overhead Cost (Indirect allocation)				
66,668	63,781	98,180		Total Materials and Services		93,956	93,956	-
-	-	-		Total Capital Outlay		-	-	-
\$ 127,031	\$ 153,682	\$ 195,278		Total Expenditures		\$ 212,822	\$ 212,822	\$ -

City of Warrenton
Budget Document

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

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025					
Actual		Adopted	Expenditures			Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	Budget FYE 6/30/24				Budget Officer	Budget Committee	Governing Body
			Personnel Services:					
\$ 438,142	\$ 420,072	\$ 516,000	110000	Salaries (Admin and Finance)	\$ 500,000	\$ 500,000		
406	475	2,000	110001	Overtime	2,500	2,500		
9,000	8,832	9,000	110002	Commissioner Stipends	9,000	9,000		
31,930	31,386	40,316	141000	FICA Taxes	39,130	39,130		
511	478	593	142000	Workers' Compensation	2,741	2,741		
	932	2,108	142100	Paid Family Leave	2,046	2,046		
418	411	527	143000	Unemployment	512	512		
120,815	91,513	148,275	144000	Retirement Contributions	141,304	141,304		
90,187	76,708	104,447	145000	Health Insurance	111,465	111,465		
649	534	591	146000	Life Insurance	591	591		
1,041	759	906	149000	Long Term Disability	934	934		
<u>693,099</u>	<u>632,100</u>	<u>824,763</u>	Total Personnel Services			<u>810,223</u>	<u>810,223</u>	-
		6.025	Total Full-Time Equivalent (FTE)			6.025	6.025	6.025
			Materials and Services:					
8,638	12,434	14,000	210000	Office Supplies	14,000	14,000		
3,934	1,490	5,500	211000	Postage	4,500	4,500		
2,587	4,076	4,500	223001	Janitorial	4,500	4,500		
117		500	223005	Committees	1,500	1,500		
3,482	3,001	6,000	310000	Printing/Advertising/Publicity	4,500	4,500		
1,198	3,361	5,000	320000	Dues/Meetings/Training/Travel-Finance	5,000	5,000		
14,264	14,003	17,000	320001	Dues/Meetings/Training/Travel-Administration	21,000	21,000		
2,352	4,650	4,000	320002	Dues/Meetings/Training/Travel-Commission	8,000	8,000		
3,841	4,253	5,000	340000	Electricity	5,300	5,300		
2,421	2,813	3,000	340001	Natural Gas	3,200	3,200		
2,485	3,774	6,000	340002	Communications	10,000	10,000		
487	699	809	340005	Water	1,200	1,200		
236	245	324	340006	Sewer	324	324		
47	48	65	340007	Storm Sewer	65	65		
200	200	323	340008	Sanitation	388	388		
239,245	275,704	320,000	350000	Insurance Bonds and Fire	375,000	375,000		
5,954	4,529	8,000	360000	Bank Fees	5,000	5,000		
4,411	5,650	6,000	366000	Equipment Maintenance	6,000	6,000		
113,978	114,069	154,445	380000	Professional Services	216,145	216,145		
547	889	1,000	380005	Recording/Title Fees	2,000	2,000		
1,665	1,849	1,950	380010	Storage Facilities Rental	2,000	2,000		
51,618	58,166	85,370	380020	Software and Computer Support	81,677	81,677		
6,838	10,059	19,450	380050	Non-capital equipment	13,450	13,450		
1,881	2,028	3,500	390000	Miscellaneous Expense	2,000	2,000		
<u>472,426</u>	<u>527,990</u>	<u>671,736</u>	Total Materials and Services			<u>786,749</u>	<u>786,749</u>	-
			620000	Capital Improvements				
-	-	-	Total Capital Outlay			-	-	-
<u>\$ 1,165,525</u>	<u>\$ 1,160,090</u>	<u>\$ 1,496,499</u>	Total Expenditures			<u>\$ 1,596,972</u>	<u>\$ 1,596,972</u>	<u>\$ -</u>

City of Warrenton
Budget Document

General Fund 001
Expenditures by Department
Planning (419)

Historical Data				Budget for Fiscal Year 7/1/2024 - 6/30/2025		
Actual		Adopted	Expenditures	Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	Budget FYE 6/30/24		Budget Officer	Budget Committee	Governing Body
Personnel Services:						
\$ 49,834	\$ 135,977	\$ 144,250	110000 Regular Salaries	\$ 156,250	\$ 156,250	
88	609	1,000	110001 Overtime	1,000	1,000	
3,778	10,117	11,112	141000 FICA Taxes	12,030	12,030	
88	146	1,961	142000 Workers' Compensation	2,641	2,641	
	299	581	142100 Paid Family Leave	629	629	
49	132	145	143000 Unemployment	157	157	
2,622	35,437	39,548	144000 Retirement Contributions	43,919	43,919	
4,871	28,631	36,437	145000 Health Insurance	47,647	47,647	
59	167	163	146000 Life Insurance	170	170	
102	271	282	149000 Long Term Disability	313	313	
8,525	4,867	8,660	199999 Personnel Services overhead (.0771 FTE)	10,371	10,371	
70,016	216,653	244,139	Total Personnel Services	275,127	275,127	-
		2	Total Full-Time Equivalent (FTE)	2.1	2.1	2.1
Materials and Services:						
200	1,403	750	210000 Office Supplies	750	750	
55	725	600	211000 Postage	600	600	
3	173		223000 General Supplies/Small Tools			
635	892	906	223001 Janitorial Supplies	906	906	
2,329	4,157	5,000	310000 Printing/Advertising/Publicity	5,000	5,000	
	2,876	7,000	320000 Dues/Meetings/Training/Travel	7,000	7,000	
73,758	19,335	75,000	330000 Application Processing Fees	75,000	75,000	
830	919	1,050	340000 Electricity	1,050	1,050	
523	608	630	340001 Natural Gas	630	630	
411	854	1,250	340002 Communications	1,250	1,250	
105	178	175	340005 Water	175	175	
51	53	70	340006 Sewer	70	70	
10	11	14	340007 Storm Sewer	14	14	
43	43	70	340008 Sanitation	70	70	
355	405	600	360000 Bank Fees/Credit Cards	600	600	
76,676	23,723	95,000	380000 Professional Services	60,000	60,000	
	973	1,000	380010 Facilities Rental	1,000	1,000	
947	2,703	3,200	380020 Computer and Software Support	3,200	3,200	
241	4,901	2,000	380050 Non-capital Equipment	2,000	2,000	
	18		390000 Miscellaneous Expense			
5,810	4,066	7,053	390090 Overhead Cost (Indirect allocation)	10,070	10,070	
162,982	69,016	201,368	Total Materials and Services	169,385	169,385	-
\$ 232,998	\$ 285,669	\$ 445,507	Total Expenditures	\$ 444,512	\$ 444,512	\$ -

City of Warrenton
Budget Document

General Fund 001
Expenditures by Department
Police (421)

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025			
Actual		Adopted Budget	Expenditures	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
			Personnel Services:			
\$ 785,483	\$ 840,824	\$ 1,018,250	110000	\$ 1,126,250	\$ 1,126,250	
91,529	81,505	85,000	110001	80,000	80,000	
		3,000	110002	3,000	3,000	
		250	110003	250	250	
65,075	68,994	84,647	141000	92,527	92,527	
20,972	18,347	28,566	142000	39,237	39,237	
	1,925	4,426	142100	4,838	4,838	
850	902	1,107	143000	1,210	1,210	
250,214	249,800	345,959	144000	439,379	439,379	
160,892	174,262	200,267	145000	236,240	236,240	
980	857	893	146000	1,103	1,103	
1,979	1,585	1,958	149000	2,175	2,175	
43,596	33,564	43,630	199999	42,942	42,942	
<u>1,421,570</u>	<u>1,472,565</u>	<u>1,817,953</u>	Total Personnel Services	<u>2,069,151</u>	<u>2,069,151</u>	<u>-</u>
		13.20	Total Full-Time Equivalent (FTE)	13.98	13.98	13.98
			Materials and Services:			
856	2,648	3,200	210000	4,000	4,000	
61	1,192	1,200	211000	1,200	1,200	
2,840	3,068	4,500	223000	4,500	4,500	
1,024	3,425	5,000	223001	5,500	5,500	
8,184	11,487	15,000	223004	18,000	18,000	
		4,000	233005	4,000	4,000	
1,604	1,527	2,500	310000	3,800	3,800	
2,934	2,216	4,500	320000	5,000	5,000	
18,005	17,369	30,000	320001	37,000	37,000	
2,597	2,875	3,286	340000	3,505	3,505	
1,636	1,901	1,971	340001	1,971	1,971	
13,190	17,153	19,000	340002	21,000	21,000	
330	509	548	340005	767	767	
159	172	219	340006	219	219	
32	34	44	340007	44	44	
135	141	219	340008	263	263	
234,556	231,864	224,388	340009	241,706	241,706	
21	21	50	360000	50	50	
23,827	26,401	31,000	362000	35,000	35,000	
11,083	17,617	23,000	366000	25,000	25,000	
735	329	1,500	371000	1,500	1,500	
15,702	26,409	33,000	380000	35,000	35,000	
684	987	1,600	380010	1,600	1,600	
24,130	31,647	39,000	380020	84,388	84,388	
11,184	8,047	27,000	380050	30,000	30,000	
		2,500	382000	2,500	2,500	
29,716	28,035	35,535	390090	41,698	41,698	
<u>405,225</u>	<u>437,074</u>	<u>513,760</u>	Total Materials and Services	<u>609,211</u>	<u>609,211</u>	<u>-</u>
-	-	-	Total Capital Outlay	-	-	-
<u>\$ 1,826,795</u>	<u>\$ 1,909,639</u>	<u>\$ 2,331,713</u>	Total Expenditures	<u>\$ 2,678,362</u>	<u>\$ 2,678,362</u>	<u>\$ -</u>

City of Warrenton
Budget Document

General Fund 001
Expenditures by Department
Fire (422)

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025				
Actual		Adopted Budget	Expenditures				
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body		
			Personnel Services:				
250,483	233,304	\$ 267,750	110000	Regular Salaries	\$ 285,000	\$ 285,000	
	12,774	10,000	110001	Overtime	12,500	12,500	
79,073	64,015	170,000	110003	Volunteer wages	170,000	170,000	
24,663	23,208	34,253	141000	FICA Taxes	35,764	35,764	
10,829	8,939	16,496	142000	Workers' Compensation	18,230	18,230	
	679	1,791	142100	Paid Family Leave	1,870	1,870	
313	298	448	143000	Unemployment	468	468	
78,266	77,049	89,252	144000	Retirement Contributions	105,953	105,953	
61,331	56,079	69,585	145000	Health Insurance	58,971	58,971	
388	364	412	146000	Life Insurance	412	412	
3,656	3,660	4,000	147000	AD & D	4,500	4,500	
534	445	527	149000	Long Term Disability	573	573	
52,121	42,666	48,743	199999	Personnel Services overhead (.4031 FTE)	54,204	54,204	
<u>561,657</u>	<u>523,480</u>	<u>713,257</u>		Total Personnel Services	<u>748,445</u>	<u>748,445</u>	-
		3.50		Total Full-Time Equivalent (FTE)	3.50	3.50	3.50
			Materials and Services:				
1,482	645	1,800	210000	Office Supplies	1,800	1,800	
43	93	200	211000	Postage	200	200	
21,783	25,008	40,000	223000	General Supplies/Small Tools	50,000	50,000	
	21		223001	Janitorial Supplies	-	-	
530	1,296	1,000	223002	Chemical Supplies	2,000	2,000	
5,626	552	2,000	223003	Medical Supplies	2,500	2,500	
4,020	4,006	25,000	223004	Uniforms	15,000	15,000	
178	326	2,500	310000	Printing/Advertising/Publicity	2,500	2,500	
9,111	10,991	22,800	320000	Dues/Meetings/Training/Travel	25,000	25,000	
4,529	5,163	5,761	340000	Electricity	5,078	5,078	
4,336	5,267	5,656	340001	Natural Gas	2,856	2,856	
4,047	11,797	6,000	340002	Communications	6,500	6,500	
855	1,109	1,293	340005	Water	3,500	3,500	
958	990	1,117	340006	Sewer	1,000	1,000	
192	196	263	340007	Storm Sewer	200	200	
412	610	517	340008	Sanitation	1,200	1,200	
31,802	33,887	37,407	340009	Dispatch Service	33,887	33,887	
44	69	50	360000	Bank/Credit Card Fees	100	100	
10,936	15,748	13,000	362000	Gasoline/Oil/Lubricants	15,000	15,000	
32,007	39,272	55,000	366000	Equipment Maintenance	55,000	55,000	
6,161	28,661	10,000	371000	Repair and Maintenance	4,800	4,800	
3,281	25,504	16,000	380000	Professional Services	16,000	16,000	
6,893	7,817	5,000	380020	Computer and Software Support	6,000	6,000	
37,828	39,173	50,000	380050	Non-capital Equipment	60,000	60,000	
35,526	35,640	39,700	390090	Overhead Cost (indirect allocation)	52,634	52,634	
<u>222,580</u>	<u>293,841</u>	<u>342,064</u>		Total Materials and Services	<u>362,755</u>	<u>362,755</u>	-
			Capital Outlay:				
			610000	Capital Equipment			
		14,000	610013	Digital Fire Extinguisher Trainer*			
		8,000	620003	Diesel Exhaust Removal System 27 & 27A*			
			620004	Apparatus Apron Replacement Hammond S27A	50,000	50,000	
<u>-</u>	<u>-</u>	<u>22,000</u>		Total Capital Outlay	<u>50,000</u>	<u>50,000</u>	-
			Debt Service:				
62,839	64,579	66,367	801003	Principal 12/29/23 (10 year term)	68,204	68,204	
9,195	7,455	5,667	801004	Interest 12/29/23 (payoff date = 12/29/25)	3,830	3,830	
<u>72,034</u>	<u>72,034</u>	<u>72,034</u>		Total Debt Service	<u>72,034</u>	<u>72,034</u>	-
<u>\$ 856,271</u>	<u>\$ 889,355</u>	<u>\$ 1,149,355</u>		Total Expenditures	<u>\$ 1,233,234</u>	<u>\$ 1,233,234</u>	<u>\$ -</u>

City of Warrenton
Budget Document

General Fund 001
Expenditures by Department
Parks (429)

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025		
Actual		Adopted Budget	Expenditures		
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			Personnel Services:		
\$ 33,965	\$ 17,703	\$ 57,468	110000	Regular Salaries	\$ 66,500
677	467	2,000	110001	Overtime	2,000
7,950	1,512	10,782	110002	Temporary/Seasonal Salaries	12,000
3,189	1,441	5,374	141000	FICA Taxes	6,158
1,459	778	2,805	142000	Workers' Compensation	4,261
	41	21	142100	Paid Family Leave	25
42	19	70	143000	Unemployment	81
6,378	3,620	20,604	144000	Retirement Contributions	34,398
8,695	4,469	20,176	145000	Health Insurance	20,964
36	19	52	146000	Life Insurance	58
76	32	111	149000	Long Term Disability	132
13,585	9,987	16,743	199999	Personnel Services overhead (.0970 FTE)	13,045
<hr/>			<hr/>		
76,052	40,088	136,206	Total Personnel Services		
		1.0348	Total Full-Time Equivalent (FTE)		
<hr/>			<hr/>		
			Materials and Services:		
334	169	500	210000	Office Supplies	500
		100	211000	Postage	100
3,317	3,104	4,000	223000	General Supplies/Small Tools	4,000
1,133	757	1,500	223001	Janitorial Supplies	1,500
966	85	1,000	223002	Chemical Supplies	1,000
243	145	250	223004	Uniforms	300
308	276	500	223005	Safety	400
62	138	500	310000	Printing/Advertising/Publicity	200
68	160	1,000	320000	Dues Meetings Training Travel	500
5,590	7,622	6,500	340000	Electricity	8,000
224	199	800	340002	Communications	500
7,087	8,366	8,200	340005	Water	9,000
1,984	3,591	2,100	340006	Sewer	4,000
397	718	500	340007	Storm Sewer	1,000
1,054	1,450	1,200	340008	Sanitation	1,500
		7,385	340040	Food Pod Operations	20,000
257	258	400	350000	Insurance-Bonds & Fire	400
26	312	300	360000	Bank Fees/Credit Cards	350
3,176	1,148	3,800	362000	Gasoline/Oil/Lubricants	3,500
786	694	3,000	366000	Equipment Maintenance	2,000
12,809	6,693	10,000	371000	Repair & Maint. Materials	15,000
270	457	1,000	371001	Rock	1,000
2,288	999	7,290	378000	Building Maintenance	10,000
12,263	13,352	15,000	380000	Professional Services	15,000
475	368	1,000	380020	Computer and Software Support	1,000
1,232	2,799	2,000	380050	Non-capital Equipment	3,000
9,260	8,342	13,636	390090	Overhead Cost (Indirect allocation)	12,667
<hr/>			<hr/>		
65,609	62,202	93,461	Total Materials and Services		
<hr/>			<hr/>		
			Capital Outlay:		
10		4,200	610005	Public Works Service Truck	4,200
		3,600	610024	Hoist Truck	3,600
			610032	Public Works Skidsteer	3,000
<hr/>			<hr/>		
10	-	7,800	Total Capital Outlay		
<hr/>			<hr/>		
\$ 141,671	\$ 102,290	\$ 237,467	Total Expenditures		
<hr/>			<hr/>		

City of Warrenton
Budget Document

General Fund 001
Expenditures by Department
Transfers (600)

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025				
Actual		Adopted Budget					
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
			Expenditures				
			Transfers to Other Funds:				
	41,626	41,626	860012	Warrenton Marina Capital Reserve Fund			
50,000	112,888	307,937	860035	Facilities Maintenance Fund	150,000	150,000	
75,000	220,582	254,800	860070	Police Vehicle Replacement Fund	50,000	50,000	
25,000	247,406	246,500	860071	Fire Apparatus & Equipment Replacement Fund	50,000	50,000	
20,778	20,778	20,778	860072	Tansy Point Dock Capital Reserve Fund	20,778	20,778	
\$ 170,778	\$ 643,280	\$ 871,641	Total Transfers		\$ 270,778	\$ 270,778	\$ -

City of Warrenton
Budget Document

General Fund 001
Expenditures by Department
Contingency (500)

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025			
Actual		Adopted Budget	Expenditures	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
\$ -	\$ -	\$ 336,873	800000 Contingency-5% of expenditures	\$ 324,137	\$ 324,137	
		345,575	800000 Contingency-Building Purchase	290,195	290,195	
\$ -	\$ -	\$ 682,448	Total	\$ 614,332	\$ 614,332	\$ -

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: 2033

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025			
Actual FYE 6/30/22	Actual FYE 6/30/23	Adopted Budget FYE 6/30/24	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			Resources			
\$ 67,418	\$ 95,459	\$ 151,754	300000	\$ 200,000	\$ 200,000	
458	4,293		361000			
75,000	220,582	254,800	391001	50,000	50,000	
5,000			391006			
	10,332		366000			
<u>147,876</u>	<u>330,666</u>	<u>406,554</u>	Total Resources	<u>250,000</u>	<u>250,000</u>	<u>-</u>
			Requirements			
52,417	133,778	145,000	610001	150,000	150,000	
	36,804		610003			
		59,800	610004			
<u>52,417</u>	<u>170,582</u>	<u>204,800</u>	Total Capital Outlay	<u>150,000</u>	<u>150,000</u>	<u>-</u>
-	-	-	800000	-	-	-
52,417	170,582	204,800	Total Expenditures	150,000	150,000	-
95,459	160,084	201,754	880001	100,000	100,000	-
<u>\$ 147,876</u>	<u>\$ 330,666</u>	<u>\$ 406,554</u>	Total Requirements	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ -</u>

City of Warrenton
Budget Document

Established by Resolution No. 2021

Fire Apparatus & Equipment Replacement Fund 071 (495)

To accumulate funds for the
purchase of fire apparatus

Review Year: 2033

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025			
Actual		Adopted	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	Budget FYE 6/30/24		Budget Officer	Budget Committee	Governing Body
			Resources			
\$ 128,855	\$ 159,065	\$ 125,000	300000	Beginning Fund Balance	\$ 155,000	\$ 155,000
735	5,031	1,500	361000	Interest Earnings		
160,952			367001	FEMA Grant-SCBA		
		541,500	367002	FEMA Grant-Engine		
		42,750	367003	FEMA Grant-E Tools		
				Transfers from Other Funds:		
25,000	247,406	246,500	391001	General Fund	50,000	50,000
5,000			391006	WBL Fund		
			392100	Sale of Surplus Equipment		
25,509	15,580		360000	Miscellaneous Revenue		
346,051	427,082	957,250	Total Resources		205,000	205,000
			Requirements			
		-	380050	Materials and Services-Fire Dept: Non-capital Equipment		
				Total Materials and Services	-	-
186,986		570,000	610009	Capital Outlay-Fire Dept: Self Contained Breathing Apparatus		
	66,503		610010	Type 3 Fire Engine		
		85,000	610011	Lifepak 15V4 Monitors/Defib(2)*		
	25,853	32,000	610012	Fire Utility/Rescue Vehicle*	30,000	30,000
	36,719		610013	Rehab/CERT/EMS Response Trailer*		
	26,836		610014	Side-By-Side-Sked Pump/Transport		
	107,998	40,000	610015	Mobile/Pump and Tank Sked		
		9,500	610016	Comand Staff Vehicles*		
	34,932		610017	LDH Hose Roller*		
		45,000	610018	Lucas CPR Device		
			610019	E-Tools/Extraction Tools		
186,986	298,841	781,500	Total Capital Outlay		30,000	30,000
			800000	Contingency		
				Total Expenditures	30,000	30,000
159,065	128,241	175,750	880001	Reserved for Future Expenditure	175,000	175,000
\$ 346,051	\$ 427,082	\$ 957,250	Total Requirements		\$ 205,000	\$ 205,000

Grant Fund 015

Historical Data			Budget for Fiscal Year 7/1/2024- 6/30/2025			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
Resources						
\$ 5,624	\$ 5,624	\$ 1,838	300000 Beginning Fund Balance	\$ 1,838	\$ 1,838	
		2,109	300000 Beginning Fund Balance-Memorial	2,109	2,109	
			300000 Beginning Fund Balance-Fire	10,617	10,617	
661	774	2,000	334111 Safety Belt Grant - Police	2,000	2,000	
672	1,012	2,000	334112 DUII Grant - Police	1,500	1,500	
		5,000	334113 Miscellaneous Grants - Police	5,000	5,000	
2,203	2,628	6,000	334121 Miscellaneous Grants - Vests Police	5,000	5,000	
768	3,589	3,000	334107 LEMHWA Grant			
5,000	3,500	5,000	334108 Walmart Shop With a Cop Grant	5,000	5,000	
			334126 ODF Wildland PPE Grant	10,000	10,000	
		9,000	334128 Homeland Security Grant			
	420,876	971,812	334129 ARPA Revenue			
		152,000	334130 FEMA AFG Grant-Diesel Removal			
		35,000	334140 OSFM Wildfire Staffing Grant	35,000	35,000	
<u>14,928</u>	<u>438,003</u>	<u>1,194,759</u>	Total Resources	<u>78,064</u>	<u>78,064</u>	<u>-</u>
Requirements						
Police Department						
Personnel Services						
			110000 Regular Salaries			
887	542	2,000	110001 Overtime - Safety Belt Grant	2,000	2,000	
208	825	2,000	110003 Overtime - DUII Grant	1,500	1,500	
	2,420		110006 LEMHWA Compensation			
81	103		141000 FICA			
1	1		142000 Worker's Compensation			
	3		142100 Paid Family Leave			
2	1		143000 Unemployment			
152	292		144000 Retirement			
	20		145000 Health Insurance			
1			146000 Life Insurance			
1			149000 LTD			
<u>1,333</u>	<u>4,207</u>	<u>4,000</u>	Total Personnel Services	<u>3,500</u>	<u>3,500</u>	<u>-</u>
		0	Total Full-Time Equivalent (FTE)	0	0	0
Materials and Services						
768	1,169	3,000	320001 LEMHWA Program			
			380000 Professional Services-Memorial Fund			
			380003 Professional Services-K-9			
5,000	3,500	5,000	380011 Walmart Shop With a Cop Program	5,000	5,000	
		5,000	380050 Non-Capital Equipment - Police Misc	5,000	5,000	
2,203	2,628	6,000	380054 Non-Capital Equipment - Police VESTS	5,000	5,000	
<u>7,971</u>	<u>7,297</u>	<u>19,000</u>	Total Materials and Services	<u>15,000</u>	<u>15,000</u>	<u>-</u>
<u>9,304</u>	<u>11,504</u>	<u>23,000</u>	Total Police Department Requirements	<u>18,500</u>	<u>18,500</u>	<u>-</u>

Grant Fund 015

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2024- 6/30/2025			
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24					
			<u>Requirements</u>				
			<u>Fire Department</u>				
			Personnel Services				
		23,980	110002	Temp/Seasonal Wages	23,980	23,980	
		1,830	141000	FICA	1,830	1,830	
		1,373	142000	Worker's Compensation	1,373	1,373	
		102	142100	Paid Family Leave	102	102	
		25	143000	Unemployment	25	25	
		7,690	144000	Retirement	7,690	7,690	
			145000	Health Insurance			
			146000	Life Insurance			
			149000	Long Term Disability			
		35,000		Total Personnel Services	35,000	35,000	-
				Total Full-Time Equivalent (FTE)			
			Materials and Services				
	1,059		380058	Non-Capital Equip	20,617	20,617	
	1,059	-		Total Materials and Services	20,617	20,617	-
			Capital Outlay				
		152,000	620003	Diesel Exhaust Removal System S27 & 27A			
		152,000					
	1,059	187,000		Total Fire Department Requirements	55,617	55,617	-
			<u>Requirements</u>				
			<u>Administration Department</u>				
			Material and Services				
		9,000	380010	EOP Update -HSG			
		9,000		Total Materials and Services			
		9,000		Total Administration Department Requirements			
			Not Allocated:				
			Transfers to Other Funds:				
	420,876	971,812	860001	General Fund - ARPA			
	420,876	971,812		Total Transfers to Other Funds			
9,304	433,439	1,190,812		Total Expenditures	74,117	74,117	-
5,624	4,564	3,947	880001	Ending Fund Balance	3,947	3,947	-
\$ 14,928	\$ 438,003	\$ 1,194,759		Total Requirements	\$ 78,064	\$ 78,064	\$ -

Community Center Fund 005 (401)

Historical Data			Budget for Fiscal Year 7/1/2024-6/30/2025			
Actual		Adopted	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	Budget FYE 6/30/24				
Resources						
\$ 16,757	\$ 21,718	\$ 30,000	300000	\$ 60,000	\$ 60,000	
14,015	29,774	20,000	347500	20,000	20,000	
510	287		348000			
120	11		360000			
122	1,058	650	361000	1,500	1,500	
3,915	3,497	2,300	364000	2,300	2,300	
5,412	6,206	3,000	365000	3,000	3,000	
<u>40,851</u>	<u>62,551</u>	<u>55,950</u>	Total Resources	<u>86,800</u>	<u>86,800</u>	<u>-</u>
Requirements						
Personnel Services-Community Center:						
3,942	4,110	5,000	110002	5,250	5,250	
302	314	383	141000	402	402	
99	83	144	142000	165	165	
	9	20	142100	21	21	
4	4	5	143000	5	5	
			144000			
			145000			
			146000			
			199999			
3,050	1,960	2,722	Personnel services overhead (.0247 FTE)	3,322	3,322	
<u>7,397</u>	<u>6,480</u>	<u>8,274</u>	Total Personnel Services	<u>9,165</u>	<u>9,165</u>	<u>-</u>
		0.15	Total Full-Time Equivalent (FTE)	0.15	0.15	0.15
Materials and Services-Community Center:						
6	89	200	223000	200	200	
266	557	600	223001	1,200	1,200	
26	19	250	310000	250	250	
1,739	1,923	2,250	340000	2,800	2,800	
1,204	1,724	2,000	340001	2,000	2,000	
1,661	1,710	1,800	340002	2,000	2,000	
607	799	731	340005	900	900	
727	756	775	340006	850	850	
145	151	160	340007	175	175	
579	1,358	2,900	340008	2,500	2,500	
196	382	375	360000	350	350	
434	2,292	1,200	371000	2,000	2,000	
			380000			
155	80	200	380020	1,400	1,400	
	711	1,000	380050	1,000	1,000	
912	1,651	1,600	390000	1,700	1,700	
<u>2,079</u>	<u>1,637</u>	<u>2,217</u>	390090	<u>3,226</u>	<u>3,226</u>	<u>-</u>
<u>10,736</u>	<u>15,839</u>	<u>18,258</u>	Total Materials and Services	<u>22,551</u>	<u>22,551</u>	<u>-</u>
Not allocated:						
Transfers to other Funds:						
1,000	5,000	8,000	860004	35,000	35,000	
		5,000	800000	5,000	5,000	
19,133	27,319	39,532		71,716	71,716	
<u>21,718</u>	<u>35,232</u>	<u>16,418</u>	880001	<u>15,084</u>	<u>15,084</u>	<u>-</u>
<u>\$ 40,851</u>	<u>\$ 62,551</u>	<u>\$ 55,950</u>	Total Requirements	<u>\$ 86,800</u>	<u>\$ 86,800</u>	<u>\$ -</u>

City of Warrenton
Budget Document

Established by Resolution No. 2328

Community Center Capital Reserve Fund 004 (401)

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

Review Year: 2031

Historical Data			Budget for Fiscal Year 7/1/2024- 6/30/2025				
Actual FYE 6/30/22	6,812 FYE 6/30/23	Adopted Budget 11,812 FYE 6/30/24	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
<u>Resources</u>							
7,587	6,812	\$ 11,812	300000	\$ 10,000	\$ 10,000		
1,516			365001				
			Transfers from Other Funds:				
1,000	5,000	8,000	391005	35,000	35,000		
10,103	11,812	19,812	Total Resources	45,000	45,000	-	
<u>Requirements</u>							
			Materials and Services-Community Center:				
3,291		14,000	371000	30,000	30,000		
		5,812	380050				
3,291	-	19,812	Total Materials and Services				-
			Capital Outlay-Community Center:				
			610000				
			620000				
-	-	-	Total Capital Outlay				-
			800000				
-	-	-	Contingency				-
3,291	-	19,812	Total Expenditures				-
6,812	11,812	-	880001	15,000	15,000	-	
\$ 10,103	\$ 11,812	\$ 19,812	Total Requirements	\$ 45,000	\$ 45,000	\$ -	

City of Warrenton
Budget Document

Transient Room Tax Fund 024 (465)

Historical Data			Budget for Fiscal Year 7/1/2024- 6/30/2025			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
<u>Resources</u>						
\$	-	\$	-	300000		
	18,975	19,059	22,000	319300	23,000	23,000
	55,407	55,654	63,000	319301	64,000	64,000
	229,977	231,002	260,000	319302	263,000	263,000
	<u>304,359</u>	<u>305,715</u>	<u>345,000</u>	Total Resources	<u>350,000</u>	<u>350,000</u>
						-
<u>Requirements</u>						
				Materials and Services-Transient Room Tax Program:		
				380000		
	229,977	231,002	260,000	380001	263,000	263,000
	18,975	19,059	22,000	380002	23,000	23,000
	55,407	55,654	63,000	380003	64,000	64,000
	<u>304,359</u>	<u>305,715</u>	<u>345,000</u>	Total Materials and Services	<u>350,000</u>	<u>350,000</u>
						-
	<u>304,359</u>	<u>305,715</u>	<u>345,000</u>	Total Expenditures	<u>350,000</u>	<u>350,000</u>
						-
	-	-	-	Ending Fund Balance	-	-
	<u>\$ 304,359</u>	<u>\$ 305,715</u>	<u>\$ 345,000</u>	Total Requirements	<u>\$ 350,000</u>	<u>\$ 350,000</u>
						\$ -

City of Warrenton
Budget Document

Established by Resolution No. 2329

Facilities Maintenance Fund 035 (410)

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

Review Year: 2031

Historical Data						Budget for Fiscal Year 7/1/2024 - 6/30/2025		
Actual FYE 6/30/22	Actual FYE 6/30/23	Adopted Budget FYE 6/30/24				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			Resources					
86,638	108,160	\$ 74,000	300000	Beginning Fund Balance		\$ 175,000	\$ 175,000	
517	3,441	2,000	361000	Interest Earnings		4,500	4,500	
50,000	112,888	307,937	391001	Transfers from Other Funds: General Fund		150,000	150,000	
137,155	224,489	383,937	Total Resources			329,500	329,500	-
			Requirements					
			Materials and Services-Facilities Maintenance:					
	262	1,200	340000	Electricity		1,000	1,000	
	149		340001	Natural Gas		150	150	
413	379	425	340005	Water				
758	693	800	340006	Sewer				
151	139	160	340007	Storm Sewer				
47	42	50	340008	Sanitation				
24,262	26,485	42,000	371000	Repair and Maintenance		94,000	94,000	
			371003	R & M -Senior Freezer				
3,364	3,683	3,500	371004	R & M -Community Center		4,000	4,000	
		9,000	371016	R & M Community Center Sewerline				
	47,803		371008	R&M Paint/Carpet City Hall		75,000	75,000	
		10,000	371009	R & M -Other				
		50,000	380000	Professional Services*				
	4,060		390000	VC-Property Taxes				
28,995	83,695	117,135	Total Materials and Services			174,150	174,150	-
			Capital Outlay-Facilities Maintenance:					
	5,085		610001	PBX Phone System Upgrade*				
		10,000	620008	Connect Internet to City Park & CC*				
		40,000	620009	Commission Chambers Audio Upgrade*				
		59,437	620010	City Hall Generator*		29,000	29,000	
		5,000	620011	City Hall Network Ports*		5,000	5,000	
		10,000	620012	City Hall LED Lighting*		10,000	10,000	
		18,500	620013	Upgrade Host Server*				
		30,000	620014	Planning/Building Safety Remodel*		30,000	30,000	
	4,736	10,000	620015	City Hall/Fire Parking Lot Redesign*				
-	9,821	182,937	Total Capital Outlay			74,000	74,000	-
			Not allocated:					
		50,000	800000	Contingency		45,000	45,000	
28,995	93,516	350,072	Total Expenditures			293,150	293,150	-
108,160	130,973	33,865	Reserved for Future Expenditures			36,350	36,350	-
\$ 137,155	\$ 224,489	\$ 383,937	Total Requirements			\$ 329,500	\$ 329,500	-

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: 2033

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025			
Actual FYE 6/30/22	Actual FYE 6/30/23	Adopted Budget FYE 6/30/24	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			Resources			
\$ 191,808	\$ 213,722	\$ 240,000	300000	\$ 275,000	\$ 275,000	
1,136	6,726	4,000	361000	8,000	8,000	
20,778	20,778	20,778	391001	20,778	20,778	
			391001			
<u>213,722</u>	<u>241,226</u>	<u>264,778</u>		<u>303,778</u>	<u>303,778</u>	<u>-</u>
			Requirements			
		30,000	380000			
			380050			
-	-	30,000		-	-	-
-	-	234,778	620000	303,778	303,778	
-	-	234,778		303,778	303,778	-
-	-		800000			
-	-	264,778		303,778	303,778	-
<u>213,722</u>	<u>241,226</u>	<u>-</u>	880001	-	-	-
<u>\$ 213,722</u>	<u>\$ 241,226</u>	<u>\$ 264,778</u>		<u>\$ 303,778</u>	<u>\$ 303,778</u>	<u>\$ -</u>

Wastewater Treatment Facility GO Bond 059 (435)

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025			
Actual		Adopted	Resources and Requirements	Proposed By Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
<u>Resources</u>						
\$ 106,167	\$ 102,626	\$ 54,000	300000	\$ 45,000	\$ 45,000	
8,892	22,385	13,000	311200	13,000	13,000	
1,608	8,749	6,300	361000	10,000	10,000	
116,667	133,760	73,300		68,000	68,000	-
549,867	517,393	530,461	311100	533,015	533,015	
666,534	651,153	603,761		601,015	601,015	-
<u>Requirements</u>						
Debt Service:						
472,890	486,895	248,829	471000	256,198	256,198	
		252,486	471000	259,964	259,964	
91,018	74,614	26,761	472000	19,392	19,392	
		30,962	472000	20,941	20,941	
563,908	561,509	559,038		556,495	556,495	-
-	-	-	800000	-	-	-
563,908	561,509	559,038		556,495	556,495	-
102,626	89,644	44,723	880001	44,520	44,520	-
\$ 666,534	\$ 651,153	\$ 603,761		\$ 601,015	\$ 601,015	\$ -

Quincy Robinson Trust Fund 065 (429)

Historical Data			Budget for Fiscal Year 7/1/2024- 6/30/2025			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
			Resources			
\$ 157,245	\$ 221,864	\$ 225,497	300000	\$ 274,000	\$ 274,000	
935	5,971	3,000	361000	8,000	8,000	
63,684	42,961	43,000	365000	48,000	48,000	
<u>221,864</u>	<u>270,796</u>	<u>271,497</u>	Total Resources	<u>330,000</u>	<u>330,000</u>	<u>-</u>
			Requirements			
	411		310000			
	20,000	25,000	390050	19,000	19,000	
-	20,411	25,000	Total Materials and Services	19,000	19,000	-
			Capital Outlay-Parks Dept:			
		60,000	620074	60,000	60,000	
	2,551		620013			
	840	55,000	620017	55,000	55,000	
	1,328		620018			
			620078	100,000	100,000	
			620087	50,000	50,000	
-	4,719	115,000		265,000	265,000	-
-	-	-	800000	-	-	
-	25,130	140,000	Total Expenditures	284,000	284,000	-
221,864	245,666	131,497	880001	46,000	46,000	-
<u>\$ 221,864</u>	<u>\$ 270,796</u>	<u>\$ 271,497</u>	Total Requirements	<u>\$ 330,000</u>	<u>\$ 330,000</u>	<u>\$ -</u>

**City of Warrenton
Budget Document**

Building Division Fund 021 (423)

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
			Resources			
\$ 847,148	\$ 736,201	\$ 620,000	300000 Beginning Fund Balance	\$ 460,000	\$ 460,000	
367,585	244,909	267,998	322100 Permits	177,600	177,600	
	3,382		322500 Technology Fee	8,880	8,880	
	263		337203 Intergovernmental			
523	362		360000 Miscellaneous			
4,277	18,900	15,000	361000 Interest Earnings	20,000	20,000	
1,219,533	1,004,017	902,998	Total Resources	666,480	666,480	-
			Requirements			
			Personnel Services-Building Dept:			
185,802	192,833	211,000	110000 Regular Salaries	164,100	164,100	
			110001 Overtime			
13,613	14,034	16,142	141000 FICA Taxes	12,554	12,554	
1,447	1,212	2,198	142000 Workers' Compensation	2,709	2,709	
	399	844	142100 Paid Family Leave	656	656	
178	183	211	143000 Unemployment	164	164	
46,577	50,101	57,548	144000 Retirement Contributions	50,562	50,562	
44,919	51,361	60,754	145000 Health Insurance	52,868	52,868	
221	198	203	146000 Life Insurance	167	167	
441	380	414	149000 Long Term Disability	327	327	
6,030	5,373	8,083	199999 Personnel services overhead (.0584 FTE)	7,859	7,859	
299,228	316,074	357,397	Total Personnel Services	291,966	291,966	-
		3	Total Full-Time Equivalent (FTE)	2.05	2.05	2.05
			Materials and Services-Building Dept:			
1,388	816	2,500	210000 Office Supplies	2,000	2,000	
39	41	50	211000 Postage	50	50	
73	721	500	223000 General Supplies	500	500	
516	892	906	223001 Janitorial Supplies	906	906	
10	17	400	310000 Printing/Advertising/Publicity	400	400	
8,757	11,309	15,000	320000 Dues Meetings Training Travel	13,000	13,000	
830	919	1,050	340000 Electricity	1,120	1,120	
523	608	630	340001 Natural Gas	630	630	
1,438	2,121	2,500	340002 Communications	2,500	2,500	
105	158	175	340005 Water	245	245	
51	53	70	340006 Sewer	70	70	
10	14	14	340007 Storm Sewer	14	14	
43	43	70	340008 Sanitation	100	100	
4,594	3,767	15,000	360000 Bank Fees/Credit Cards	5,000	5,000	
561	534	1,500	362000 Gasoline/Oil/Lubricants	1,500	1,500	
43	1,323	2,500	366000 Equipment Maintenance	2,500	2,500	
123,093	71,559	100,000	380000 Professional Services	100,000	100,000	
	974		380010 Facilities Rental	1,000	1,000	
5,877	5,042	10,000	380020 Computer Software Support	10,000	10,000	
2,594	2,952	5,000	380050 Non-capital equipment	5,000	5,000	
4,110	4,488	6,583	390090 Overhead Cost (Indirect Allocation)	7,631	7,631	
154,655	108,351	164,448	Total Materials and Services	154,166	154,166	-
			Capital Outlay-Building Dept:			
29,449			610001 Building Inspector Vehicle			
29,449	-	-	Total Capital Outlay	-	-	-
			Not allocated:			
		40,000	800000 Contingency	35,000	35,000	
483,332	424,425	561,845	Total Expenditures	481,132	481,132	-
736,201	579,592	341,153	880001 Ending Fund Balance	185,348	185,348	-
\$ 1,219,533	\$ 1,004,017	\$ 902,998	Total Requirements	\$ 666,480	\$ 666,480	\$ -

Library Fund 020 (455)

Historical Data					Budget for Fiscal Year 7/1/2024 - 6/30/2025		
Actual	Adopted Budget		Resources and Requirements		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24					
			Resources				
\$ 162,709	\$ 162,397	\$ 185,000	300000	Beginning Fund Balance	\$ 220,000	\$ 220,000	
2,790	8,498	4,000	311200	Prior Year Taxes	4,000	4,000	
963	3,800	6,500	334100	Grants-Misc	6,500	6,500	
1,000	1,000	1,000	334200	Grants-Ready to Read	1,000	1,000	
402	269	300	351200	Fines	300	300	
2,597	1,753	1,500	351500	Book Sales	1,500	1,500	
2,102	1,841	1,000	360000	Miscellaneous	1,000	1,000	
940	5,686	4,000	361000	Interest Earnings	6,000	6,000	
1,260	11,071	500	365000	Donations	500	500	
2,578	2,725	2,826	365200	Donations-OCF	2,868	2,868	
177,341	199,040	206,626		Sub-Total Resources	243,668	243,668	-
236,608	246,496	254,654	311100	Property Taxes - Local Option Levy	260,211	260,211	
413,949	445,536	461,280		Total Resources	503,879	503,879	-
			Requirements				
			Personnel Services-Library:				
103,216	95,844	113,000	110000	Regular Salaries	126,100	126,100	
			110002	Part-Time Regular Salaries			
7,771	7,270	8,645	141000	FICA	9,647	9,647	
128	122	127	142000	Workers Compensation	153	153	
	189	452	142100	Paid Family Leave	504	504	
102	95	113	143000	Unemployment	126	126	
20,874	16,822	30,760	144000	Retirement	34,324	34,324	
17,971	9,069	20,176	145000	Health Insurance	24,315	24,315	
200	145	199	146000	Life Insurance	203	203	
244	177	232	149000	Long Term Disability	262	262	
11,228	10,240	16,578	199999	Personnel services overhead (.1091 FTE)	14,665	14,665	
161,734	139,973	190,282		Total Personnel Services	210,299	210,299	-
		2.325		Total Full Time Equivalent (FTE)	2.325	2.325	2.325
			Materials and Services-Library:				
3,217	3,328	4,000	210000	Office Supplies	3,000	3,000	
62	26	300	211000	Postage	100	100	
17,278	10,905	18,000	223000	Books	15,000	15,000	
1,041	1,089	1,000	223001	Ready to Read Grant-Books	1,000	1,000	
1,716	4,318	5,100	223002	Janitorial	5,100	5,100	
1,534	238	3,316	223003	OCF Grant-Programs	6,707	6,707	
1,419	462	2,068	223004	OCF Grant-Building	4,329	4,329	
1,679	2,625	2,500	223006	Library Program Supplies	2,000	2,000	
250	1,947		223007	NWRP Grant Program Supplies			
388	650		223008	Community Connections Grant			
		2,500	223009	Miscellaneous Grant Program Supplies	2,500	2,500	
1,478	585	1,000	310000	Printing/Advertising/Publicity	800	800	
2,548	2,352	3,000	320000	Dues/Meetings/Training/Travel	3,500	3,500	
1,601	1,646	1,800	340000	Electricity	2,000	2,000	
1,661	1,542	1,875	340001	Natural Gas	1,875	1,875	
478	661	750	340002	Communications	750	750	
631	454	650	340005	Water	700	700	
727	756	800	340006	Sewer	850	850	
145	151	160	340007	Storm Sewer	175	175	
446	446	500	340008	Sanitation	600	600	
822		1,500	366000	Equipment Maintenance	1,200	1,200	
376	751	2,500	371000	Repair and Maintenance	2,000	2,000	
4,618	5,192	5,500	380000	Professional Services	5,000	5,000	
25,020	25,120	26,220	380010	Facilities Rental	26,220	26,220	
10,701	16,949	16,500	380020	Computer Support/high speed internet	16,500	16,500	
2,329	4,526	4,000	380050	Non-capital equipment	3,000	3,000	
		4,000	380051	Miscellaneous Grant Non-Capital Equip	4,000	4,000	
7,653	8,553	13,502	390090	Overhead Cost (Indirect Allocation)	14,240	14,240	
89,818	95,272	123,041		Total Materials and Services	123,146	123,146	-
			Not allocated:				
-	-	25,000	800000	Contingency	25,000	25,000	
251,552	235,245	338,323		Total Expenditures	358,445	358,445	-
		4,452	880001	Reserved for future expenditure - building	4,452	4,452	
162,397	210,291	118,505	880001	Ending Fund Balance	140,982	140,982	-
\$ 413,949	\$ 445,536	\$ 461,280		Total Requirements	\$ 503,879	\$ 503,879	\$ -

City of Warrenton
Budget Document

Warrenton Marina Fund 010 (461)

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
Resources						
\$ 266,345	\$ 323,922	\$ 330,000	300000	Beginning Working Capital	\$ 410,000	\$ 410,000
		2,400	334602	OSMB Grant - Operating		
303,647	330,848	345,000	347801	Annual Moorage Rentals	342,000	342,000
41,988	62,023	50,000	347802	Transient Daily Moorage	50,000	50,000
49,512	52,741	50,000	347803	Utilities	50,000	50,000
29,030	20,355	35,000	347804	Dry Storage	25,000	25,000
38,390	26,370	30,000	347805	Launch Ramp	22,000	22,000
38,550	25,850	30,000	347806	Hoist	23,000	23,000
35,839	36,541	35,000	347808	Monthly Moorage	50,000	50,000
32,751	30,640	30,000	347810	Parking	29,000	29,000
30,380	27,600	25,000	347812	Overnight Stays	28,000	28,000
3,965	3,900	4,000	347813	Liveaboard Fees	3,800	3,800
3,300	7,600	6,000	347814	Work Slip	3,000	3,000
4,411	5,012	5,000	347815	Repair Charges	2,000	2,000
28,431	15,980	15,000	347816	Pier Use	10,000	10,000
42,245	40,975	42,000	347818	Facilities Fee	42,000	42,000
		1,000	347819	Fisherman's/Farmer's Market	1,000	1,000
8,034	2,414	1,000	360000	Miscellaneous	5,000	5,000
10,102	34,689	25,000	361000	Interest Earnings	35,000	35,000
29,965	22,588	16,595	363000	Leases	8,564	8,564
			331500	CRF Grant		
996,885	1,070,048	1,077,995	Total Resources		1,139,364	1,139,364
						-
Requirements						
Personnel Services-Marinas:						
185,415	198,129	206,750	110000	Regular Salaries	221,750	221,750
4,118	3,148	8,000	110001	Overtime	8,000	8,000
9,185	1,892	12,000	110002	Temporary/Seasonal Salaries	12,000	12,000
14,695	15,047	17,346	141000	FICA	18,494	18,494
5,759	5,151	7,957	142000	Workers Compensation	9,737	9,737
	410	907	142100	Paid Family Leave	967	967
192	197	227	143000	Unemployment	242	242
51,229	51,265	64,802	144000	Retirement	85,213	85,213
47,847	44,410	51,893	145000	Health Insurance	66,894	66,894
238	239	242	146000	Life Insurance	249	249
457	390	411	149000	Long Term Disability	450	450
46,646	40,328	52,950	199999	Personnel services overhead (.3977 FTE)	53,475	53,475
\$ 365,781	\$ 360,606	\$ 423,485	Total Personnel Services		\$ 477,471	\$ 477,471
		3.5754	Total Full-Time Equivalent (FTE)		3.6926	3.6929
						\$ -

City of Warrenton
Budget Document

Warrenton Marina Fund 010 (461)

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
Requirements						
Materials and Services-Marinas:						
\$ 3,373	\$ 1,699	\$ 3,500	210000	\$ 3,000	\$ 3,000	
574	691	800	211000	800	800	
	85		223000			
1,678	1,984	4,000	223001	3,000	3,000	
813	1,594	2,000	223004	2,000	2,000	
96	25	1,000	310000	2,500	2,500	
335	277	2,000	320000	2,500	2,500	
39,469	43,838	45,000	340000	45,000	45,000	
816	1,197	2,000	340001	2,000	2,000	
2,595	2,953	5,000	340002	3,500	3,500	
13,318	11,027	16,000	340005	16,000	16,000	
3,981	4,063	6,000	340006	6,000	6,000	
796	813	1,500	340007	1,500	1,500	
22,784	24,690	30,000	340008	25,000	25,000	
2,622	1,424	4,000	362000	3,500	3,500	
	2	5,000	366000	7,000	7,000	
52,381	89,489	100,000	371000	100,000	100,000	
		2,400	375000	2,400	2,400	
		1,000	375100	1,000	1,000	
842	1,451	40,000	380000	5,000	5,000	
12,552	12,540	15,000	380005	15,000	15,000	
7,484	7,960	10,000	380010	12,000	12,000	
5,225	6,555	5,000	380020	6,000	6,000	
3,071	1,942	3,500	380040	3,000	3,000	
583	5,815	5,000	380050	5,000	5,000	
31,794	33,686	43,125	390090	51,925	51,925	
\$ 207,182	\$ 255,800	\$ 352,825	Total Materials and Services	\$ 324,625	\$ 324,625	\$ -
-	-	-	Total Debt Service	-	-	-
Transfers to Other Funds:						
100,000	100,000	90,000	860012	90,000	90,000	
100,000	100,000	90,000	Total Transfers to Other Funds	90,000	90,000	-
-	-	125,000	800000	150,000	150,000	
672,963	716,406	991,310	Total Expenditures	1,042,096	1,042,096	-
323,922	353,642	86,685	Ending Fund Balance	97,268	97,268	-
\$ 996,885	\$ 1,070,048	\$1,077,995	Total Requirements	\$ 1,139,364	\$ 1,139,364	\$ -

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: 2033

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025					
Actual		Adopted Budget	Resources and Requirements			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24						
			Resources					
\$ 402,175	\$ 463,257	\$ 317,840	300000	Beginning Fund Balance	\$ 255,000	\$ 255,000		
				Transfers from Other Funds:				
		41,626	391001	General Fund				
100,000		90,000	391030	Warrenton Marina Fund-operations	90,000	90,000		
<u>502,175</u>	<u>463,257</u>	<u>449,466</u>		Total Resources	<u>345,000</u>	<u>345,000</u>		<u>-</u>
			Requirements					
				Capital Outlay-Marinas:				
			610003	Work Truck				
22,925	275,893		620002	Commercial Work Pier Improvements				
	9,976		620004	Pay Stations				
	20,750		620009	E Dock Pile Replacement Project	200,000	200,000		
15,993			620010	Inner Basin Lighting Project				
		250,000	620011	Warrenton Inner Basin Docks	100,000	100,000		
		30,000	620012	M&N Electrical Upgrade				
			620014	E & F Dock Security Gate	10,000	10,000		
<u>38,918</u>	<u>306,619</u>	<u>280,000</u>		Total Capital Outlay	<u>310,000</u>	<u>310,000</u>		<u>-</u>
				Total Expenditures	310,000	310,000		-
463,257	156,638	169,466	880001	Reserved for future expenditures	35,000	35,000		-
<u>\$ 502,175</u>	<u>\$ 463,257</u>	<u>\$ 449,466</u>		Total Requirements	<u>\$ 345,000</u>	<u>\$ 345,000</u>	<u>\$</u>	<u>-</u>

City of Warrenton
Budget Document

Hammond Marina Fund 011 (461)

<u>Historical Data</u>						<u>Budget for Fiscal Year</u>		
<u>Actual</u>		<u>Adopted</u>				<u>Proposed by</u>		<u>Adopted by</u>
<u>FYE 6/30/22</u>	<u>FYE 6/30/23</u>	<u>Budget</u>	<u>Resources</u>			<u>Budget</u>	<u>Budget</u>	<u>Governing</u>
<u>FYE 6/30/22</u>	<u>FYE 6/30/23</u>	<u>FYE 6/30/24</u>	<u>Requirements</u>			<u>Officer</u>	<u>Committee</u>	<u>Body</u>
<u>Resources</u>								
\$ 239,353	\$ 206,211	\$ 240,000	300000	Beginning Working Capital	\$ 275,000	\$ 275,000		
123,543	139,711	150,000	347801	Annual Moorage Rentals	170,000	170,000		
10,231	10,815	10,000	347802	Transient Daily Moorage	9,000	9,000		
1,591	696	1,000	347803	Utilities	500	500		
			347804	Boat Storage				
117,090	113,620	105,000	347805	Launch Fees	105,000	105,000		
22,743	20,835	20,000	347808	Monthly Moorage	20,000	20,000		
37,983	40,070	35,000	347810	Parking	35,000	35,000		
73,950	43,630	50,000	347812	Overnight Stays	45,000	45,000		
15,066	15,825	15,000	347818	Facilities Fee	15,000	15,000		
3,398	3,357	3,000	360000	Miscellaneous	500	500		
6,690	33,188	20,000	361000	Interest Earnings	45,000	45,000		
13,908	13,568	10,161	363000	Lease Receipts	14,022	14,022		
665,546	641,526	659,161	Total Resources			734,022	734,022	-
<u>Requirements</u>								
Personnel Services-Marinas:								
103,448	112,298	140,250	110000	Regular Salaries	138,750	138,750		
8,489	4,008	8,000	110001	Overtime	8,000	8,000		
9,185	4,637	12,000	110002	Temporary/Seasonal Salaries	12,000	12,000		
8,977	8,969	12,259	141000	FICA	12,144	12,144		
3,421	3,110	5,622	142000	Workers Compensation	6,387	6,387		
	233	641	142100	Paid Family Leave	635	635		
117	117	160	143000	Unemployment	159	159		
31,039	29,636	46,081	144000	Retirement	60,751	60,751		
27,692	25,717	35,192	145000	Health Insurance	41,801	41,801		
136	137	164	146000	Life Insurance	156	156		
265	224	278	149000	Long Term Disability	281	281		
26,061	22,882	35,877	199999	Personnel services overhead (.2488 FTE)	33,462	33,462		
\$ 218,830	\$ 211,968	\$ 296,524	Total Personnel Services			\$ 314,526	\$ 314,526	\$ -
		2.4246	Total Full-Time Equivalent (FTE)			2.3074	2.3074	2.3074

City of Warrenton
Budget Document

Hammond Marina Fund 011 (461)

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
Requirements						
Materials and Services-Marinas:						
\$ 2,798	\$ 1,636	\$ 2,500	210000	Office Supplies	\$ 3,000	\$ 3,000
131	65	200	211000	Postage	200	200
	37		223000	General Supplies/Small Tools		
1,883	2,114	4,000	223001	Janitorial Supplies	4,000	4,000
881	1,594	2,000	223004	Uniforms	2,000	2,000
80	25	1,000	310000	Printing/Advertising	2,500	2,500
335	277	2,000	320000	Dues/Meetings/Training/Travel	2,500	2,500
4,286	3,745	6,000	340000	Electricity	4,500	4,500
2,806	3,557	4,000	340002	Communications	4,750	4,750
8,490	1,758	10,000	340005	Water	8,000	8,000
8,304	2,727	8,000	340006	Sewer	6,000	6,000
1,661	545	1,500	340007	Storm Sewer	1,500	1,500
13,418	8,281	20,000	340008	Sanitation	15,000	15,000
2,167	3,861	3,000	362000	Gasoline/Oil/Lubricants	3,000	3,000
	5	2,000	366000	Equipment Maintenance	4,000	4,000
48,041	81,355	68,000	371000	Repair and Maintenance	70,000	70,000
1,200	532	5,000	380000	Professional Services	5,000	5,000
9,888	11,850	13,000	380005	Merchant Fees	13,000	13,000
6,773	7,704	5,000	380020	Computer and Software Support	6,000	6,000
8,947	5,390	7,500	380040	Transient Room Tax	6,500	6,500
653	2,724	3,000	380050	Non-capital Equipment	3,000	3,000
	957	2,000	410000	Permits and fees	2,000	2,000
17,763	19,113	29,221	390090	Overhead Cost (Indirect Allocation)	32,493	32,493
\$ 140,505	\$ 159,852	\$ 198,921		Total Materials and Services	\$ 198,943	\$ 198,943
				Transfers to Other Funds:		
100,000		50,000	860013	Hammond Marina Cap. Reserve-operations	50,000	50,000
100,000	-	50,000		Total Transfers	50,000	50,000
				Not allocated:		
-	-	90,000	800000	Contingency	100,000	100,000
459,335	371,820	635,445		Total Expenditures	663,469	663,469
206,211	269,706	23,716	880001	Ending Fund Balance	70,553	70,553
\$ 665,546	\$ 641,526	\$ 659,161		Total Requirements	\$ 734,022	\$ 734,022

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: 2033

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
<u>Resources</u>						
\$ 670,858	\$ 742,633	\$ 975,000	300000	Beginning Fund Balance	\$ 1,000,000	\$ 1,000,000
57,986	55,330	55,000	334000	Clatsop County TRT Tourism Cont	55,000	55,000
229,977	231,002	231,000	364000	Transient Room Tax	233,000	233,000
100,000		50,000	391030	Transfers from Other Funds: Hammond Marina Fund-operations	50,000	50,000
<u>1,058,821</u>	<u>1,028,965</u>	<u>1,311,000</u>		Total Resources	<u>1,338,000</u>	<u>1,338,000</u>
<u>Requirements</u>						
				Capital Outlay-Marinas:		
	23,045		610003	Marina Vehicle		
304,271			620004	Paystations		
		250,000	620007	Hammond Marina Dredging		
11,917			620010	Bank Stabilization		
			620011	Hammond Dock Lighting		
			620012	Pile Replacement	20,000	20,000
	35,151		620013	Dredge Spoil Area		
		150,000	620014	Aluminum Gangways		
			620015	Marina Rebuild	70,000	70,000
			620016	Hammond Parking Lot Lighting	50,000	50,000
<u>316,188</u>	<u>58,196</u>	<u>400,000</u>		Total Capital Outlay	<u>140,000</u>	<u>140,000</u>
316,188	58,196	400,000		Total Expenditures	140,000	140,000
742,633	970,769	911,000		Ending Fund Balance	1,198,000	1,198,000
<u>\$ 1,058,821</u>	<u>\$ 1,028,965</u>	<u>\$ 1,311,000</u>		Total Requirements	<u>\$ 1,338,000</u>	<u>\$ 1,338,000</u>

Water Fund 025 (430)

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
<u>Resources</u>						
\$3,336,675	\$1,878,543	\$1,400,000	300000 Beginning Fund Balance	\$ 2,000,000	\$ 2,000,000	
		1,645,000	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	
45,120	45,863	45,000	340025 Connection Charges	45,000	45,000	
2,565			342004 Application Fee Revenue			
2,399,525	2,582,262	2,486,772	344000 Utilities - in city	2,645,939	2,645,939	
1,407,634	1,597,722	1,522,557	344500 Utilities - outside city	1,559,246	1,559,246	
		160,373	Rate increase: in and outside city 4%	168,207	168,207	
17,377	16,920	17,000	345000 Late Fees	16,000	16,000	
31,812	30,591	30,000	346000 Door Hanger Fees	30,000	30,000	
11,880	13,200	13,000	347000 Shut Off Fees	14,000	14,000	
6,650	6,200	6,000	348000 Service Calls - in city	5,000	5,000	
3,980	3,400	3,500	348500 Service Calls - outside city	2,000	2,000	
1,400	1,925	1,400	349000 NSF Fees	1,400	1,400	
13,123	8,737		360000 Miscellaneous			
40,215	232,004	145,000	361000 Interest Earnings	250,000	250,000	
	200		366000 Proceeds from Sale of Assets			
<u>7,317,956</u>	<u>6,417,567</u>	<u>8,475,602</u>	Total Resources	<u>9,381,792</u>	<u>9,381,792</u>	<u>-</u>
<u>Requirements</u>						
Personnel Services-Public Works:						
429,453	469,850	685,250	110000 Regular Salaries	695,250	695,250	
14,932	24,591	28,000	110001 Overtime	30,000	30,000	
32,686	36,219	54,564	141000 FICA	55,482	55,482	
11,953	11,399	20,709	142000 Workers Compensation	25,016	25,016	
	1,075	2,853	142100 Paid Family Leave	2,901	2,901	
427	474	713	143000 Unemployment	725	725	
98,381	117,418	214,488	144000 Retirement	235,307	235,307	
120,935	132,198	218,823	145000 Health Insurance	210,783	210,783	
402	396	621	146000 Life Insurance	628	628	
1,004	893	1,315	149000 Long Term Disability	1,388	1,388	
186,097	167,759	222,521	199999 Personnel services overhead(1.6219 FTE)	218,112	218,112	
<u>\$ 896,270</u>	<u>\$ 962,272</u>	<u>\$1,449,857</u>	Total Personnel Services	<u>\$ 1,475,592</u>	<u>\$ 1,475,592</u>	<u>\$ -</u>
		11.116	Total Full-Time Equivalent (FTE)	11.129	11.129	11.129

Water Fund 025 (430)

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
Requirements						
Public Works						
Distribution System:						
Materials and Services: (430)						
\$ 1,569	\$ 962	\$ 1,800	210000 Office Supplies	\$ 1,800	\$ 1,800	
2,588	1,732	2,800	211000 Postage	2,800	2,800	
13,013	5,533	12,000	223000 General Supplies	14,000	14,000	
2,177	3,187	2,500	223001 Janitorial Supplies	3,500	3,500	
709	208	800	223002 Chemical Supplies	800	800	
3,366	1,691	2,500	223004 Uniforms	3,500	3,500	
1,877	1,173	3,000	223005 Safety	2,000	2,000	
783	668	1,500	310000 Printing/Advertising	1,000	1,000	
3,412	4,965	7,500	320000 Dues/Meetings/Training/Travel	5,500	5,500	
2,565		2,000	330000 Application Processing Fees	3,000	3,000	
3,397	5,875	4,500	340000 Electricity	6,000	6,000	
4,191	4,772	5,000	340002 Communications	5,000	5,000	
283	283	400	340005 Water	400	400	
276	280	400	340006 Sewer	400	400	
55	56	100	340007 Storm Sewer	100	100	
3,317	3,230	4,000	340008 Sanitation	4,000	4,000	
2,804	4,096	3,000	360000 Bank Fees/Credit Cards	4,500	4,500	
11,120	14,671	10,000	362000 Gasoline/Oil/Lubricants	15,000	15,000	
22,564	15,984	20,000	366000 Equipment Maintenance	24,000	24,000	
107,665	74,012	115,000	371000 Construction and Materials	110,000	110,000	
236,412			Inventory Adjustment			
3,840	3,960	5,000	371001 Rock	5,000	5,000	
262	27,617	17,500	371004 Water Meter Replacement	28,000	28,000	
1,377	2,935	61,950	378000 Building Maintenance	90,000	90,000	
65,028	132,628	100,000	380000 Professional Services	305,000	305,000	
16,515	24,218	25,000	380005 Professional Services-online payments	25,000	25,000	
13,742	13,380	15,000	380006 Professional Services-utility billing	15,000	15,000	
11,202	11,239	20,000	380020 Computer and Software Support	20,000	20,000	
17,121	3,916	10,000	380050 Non-capital Equipment	18,000	18,000	
126,846	140,128	181,234	390090 Overhead Cost (Indirect Allocation)	211,793	211,793	
	200	1,000	410000 Permits and Fees	500	500	
119,976	129,113	130,992	420000 Franchise Fees (5%)	139,251	139,251	
800,052	632,712	766,476	Sub-total	1,064,844	1,064,844	-
Treatment Facility:						
Materials and Services: (435)						
\$ 51	\$ 283	\$ 200	210000 Office Supplies	\$ 300	\$ 300	
	\$ 6	\$ 100	211000 Postage	100	100	
1,532	1,369	2,500	223000 General Supplies	2,500	2,500	
	296	500	223001 Janitorial Supplies	500	500	
47,394	70,572	55,000	223002 Chemical Supplies	75,000	75,000	
540	190	1,000	223004 Uniforms	1,000	1,000	
		500	223005 Safety Supplies	500	500	
25	87	250	310000 Printing/Advertising	250	250	
1,865	1,596	2,000	320000 Dues/Meetings/Training/Travel	2,000	2,000	
54,840	62,420	60,000	340000 Electricity	65,000	65,000	
2,943	4,161	3,500	340002 Communications	4,500	4,500	
12,003	9,061	18,000	340005 Water	15,000	15,000	
165		1,000	362000 Gasoline/Oil/Lubricants	500	500	
81,914	120,946	125,000	366000 Equipment Maintenance	125,000	125,000	
10,095	402,143	20,000	371000 Repair and Maintenance	20,000	20,000	
7,578	4,791	5,500	380000 Professional Services	8,000	8,000	
4,504	5,387	5,000	380020 Computer and Software Support	6,000	6,000	
2,440	6,866	4,000	380050 Non-capital Equipment	8,000	8,000	
5,629	5,478	7,000	410000 Permits and Fees	7,000	7,000	
233,518	695,652	311,050	Sub-total	341,150	341,150	-

Water Fund 025 (430)

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
Requirements						
Raw Water:						
Materials and Services: (440)						
\$ 69	\$ 235	\$ 500	223000	General Supplies	\$ 500	\$ 500
2,098	2,285	2,500	340000	Electricity	2,500	2,500
6,931	6,417	7,500	362000	Gasoline/Oil/Lubricants	7,500	7,500
22,573	17,643	25,000	366000	Waterworks Maintenance	25,000	25,000
	4,806	6,500	371000	Waterworks Repairs	5,000	5,000
		25,000	380000	Professional Services	10,000	10,000
280		500	380020	Computer/Software Support	500	500
	150	500	380050	Non-capital Equipment	500	500
31	34	500	410000	Permits and Fees	500	500
		500	460000	Environmental Cleanup	500	500
31,982	31,570	69,000		Sub-total	52,500	52,500
South Water Reservoir:						
Materials and Services: (445)						
4,498	8,249	5,500	340000	Electricity	9,000	9,000
26,325	36,735	28,000	340002	Communications	40,000	40,000
4,208	788	5,000	362000	Gasoline/Oil/Lubricants	5,000	5,000
5,650	1,622	6,000	366000	Reservoir Maintenance	6,000	6,000
520		600	371000	Reservoir Repairs	600	600
280		500	380020	Computer/Software Support	500	500
287	359	2,500	380050	Non-capital Equipment	500	500
		500	410000	Permits & Fees	500	500
41,768	47,753	48,600		Sub-total	62,100	62,100
1,107,320	1,407,687	1,195,126		Total Public Works Materials and Services	1,520,594	1,520,594
Not allocated:						
Debt Service:						
575,337	449,731	466,992		Principal	256,619	256,619
110,486	89,224	73,039		Interest	56,075	56,075
685,823	538,955	540,031		Total Debt Service	312,694	312,694
Transfers to Other Funds:						
2,750,000	1,900,000	1,500,000	860029	Water Fund Capital Reserve-operations	1,500,000	1,500,000
				Water Fund Capital Reserve-Ft. Point ARPA	250,000	250,000
		1,000,000		Water Fund Capital Reserve-Federal Earmark	1,000,000	1,000,000
		1,645,000		Water Fund Capital Reserve-Loan	1,645,000	1,645,000
2,750,000	1,900,000	4,145,000		Total Transfers to Other Funds	4,395,000	4,395,000
-	-	500,000	800000	Contingency	500,000	500,000
-	-	500,000		Total Contingency	500,000	500,000
5,439,413	4,808,914	7,830,014		Total Expenditures	8,203,880	8,203,880
1,878,543	1,608,653	645,588	880001	Ending Fund Balance	1,177,912	1,177,912
\$7,317,956	\$6,417,567	\$8,475,602		Total Requirements	\$ 9,381,792	\$ 9,381,792

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: 2033

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025			
Actual FYE 6/30/22	FYE 6/30/23	Adopted Budget FYE 6/30/24	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			Resources			
\$ 3,663,177	\$ 6,295,699	\$ 6,900,000	300000	Beginning Fund Balance	\$ 7,550,000	\$ 7,550,000
				Transfers from Other Funds:		
		1,645,000	391025	Water Fund Loans	1,645,000	1,645,000
			391025	ARPA Funds Ft Point	250,000	250,000
		1,000,000	391025	Federal Earmark Funds	1,000,000	1,000,000
2,750,000	1,900,000	1,500,000	391025	Water Fund Operations	1,500,000	1,500,000
6,413,177	8,195,699	11,045,000	Total Resources		11,945,000	11,945,000
			Requirements			
		88,200	610005	Capital Outlay-Public Works Public Works Service Truck	88,200	88,200
	16,163		610025	Vacuum Excavator		
		75,600	610024	Hoist Truck	75,600	75,600
	8,734		610027	Locator Equipment		
		45,000	610029	WTP Mower		
			610030	WTP Air Compressor	35,000	35,000
			610031	WTP SCADA & Computer Upgrade	60,000	60,000
			610032	PW Skidsteer	63,000	63,000
647		540,000	620011	SE Marlin 18" Waterline(SE 7th-E Harbor)		
	104,079		620070	Upsize Design E. Harbor-Downtown		
	14,961	2,645,000	620075	Hammond Water Line (NW 13th St-Lake Dr)	3,000,000	3,000,000
		100,000	620081	Ultrasonic Algae Control Raw Water Res	90,000	90,000
		350,000	620082	N Main & NW 7th Pl (Warr Dr-NE 5th)	59,000	59,000
		1,175,000	620083	Recoat Epoxy Lining Inside Clearwell		
		58,000	620084	SW 4th Street (S Main Ave - SW Alder Ct)	7,000	7,000
			620086	Ridge Rd 18" Water Main (Pacific-KOA)	25,000	25,000
			620087	Water Reservoir at WTP	180,000	180,000
143			620091	Public Works Remodel		
111,695	942,938		620094	Replace Raw Water Pipe Downstream		
4,993			620095	Fuel Tank WTP		
	330	1,694,000	620096	Raw Water Upstream for Reservoir RP2	2,740,000	2,740,000
		700,000	620097	E Harbor to Downtown Waterline Upsize	30,000	30,000
			620098	Raw Water Upstream for Reservoir RP3	260,000	260,000
117,478	1,087,205	7,470,800	Total Capital Outlay-Public Works		6,712,800	6,712,800
117,478	1,087,205	7,470,800	Total Expenditures		6,712,800	6,712,800
		974,507	880001	Reserved for Water Filter Replacement Replacement year 2027	1,163,004	1,163,004
		1,378,000	880001	Reserved for Water Reservoir Replacement	1,484,000	1,484,000
6,295,699	7,108,494	1,221,693	880001	Reserved for future projects	2,585,196	2,585,196
6,295,699	7,108,494	3,574,200	Total Reserved for future expenditure		5,232,200	5,232,200
\$ 6,413,177	\$ 8,195,699	\$11,045,000	Total Requirements		\$ 11,945,000	\$ 11,945,000

Water System Development Charges Fund 026 (410)

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025			
Actual FYE 6/30/22	FYE 6/30/23	Adopted Budget FYE 6/30/24	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			<u>Resources</u>			
\$ 154,811	\$ 230,434	\$ 301,410	300000	Beginning Working Capital	\$ 375,000	\$ 375,000
74,598	83,988	100,000	339100	Reimbursement Fee	48,900	48,900
1,025	8,058	8,500	361000	Interest Earnings	11,000	11,000
<u>230,434</u>	<u>322,480</u>	<u>409,910</u>	Total Resources		<u>434,900</u>	<u>434,900</u>
			<u>Requirements</u>			
-	-	-	620000	Capital Outlay-Public Works: Improvements		
-	-	-		Total Capital Outlay	-	-
			800000	Contingency		
-	-	-		Total Expenditures	-	-
<u>230,434</u>	<u>322,480</u>	<u>409,910</u>		Ending Fund Balance	<u>434,900</u>	<u>434,900</u>
<u>\$ 230,434</u>	<u>\$ 322,480</u>	<u>\$ 409,910</u>	Total Requirements		<u>\$ 434,900</u>	<u>\$ -</u>

Storm Sewer Fund 028 (430)

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025			
Actual	Adopted Budget		Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
			Resources			
\$ 1,473,868	\$ 1,661,698	\$ 1,680,000	300000	\$ 1,515,000	\$ 1,515,000	
512,237	544,752	527,250	344000	587,870	587,870	
		21,090		29,394	29,394	
4,785	2,379		360000			
8,406	51,938	35,000	361000	40,000	40,000	
		200,000	331600			
		100,000	365002			
			365003	1,080,000	1,080,000	
			366000			
1,999,296	2,260,767	2,563,340		3,252,264	3,252,264	-
			Total Resources			
			Requirements			
30,074	50,448	71,109	110000	78,250	78,250	
1,669	494	2,500	110001	2,000	2,000	
3,975	756	5,391	110002	6,000	6,000	
2,666	3,803	6,044	141000	6,598	6,598	
870	1,299	1,834	142000	2,667	2,667	
	113	316	142100	345	345	
35	49	79	143000	86	86	
6,336	11,114	23,797	144000	30,430	30,430	
8,346	11,885	21,422	145000	21,883	21,883	
34	45	54	146000	62	62	
72	91	139	149000	157	157	
13,515	23,261	28,124	199999	26,008	26,008	
67,592	103,358	160,809		174,486	174,486	-
		1.1814		1.316	1.316	1.316
			Total Personnel Services			
			Materials and Services-Public Works			
157	172	200	210000	200	200	
330	192	500	211000	500	500	
825	402	1,500	223000	1,000	1,000	
104	42	300	223001	200	200	
	85	200	223002	200	200	
288	280	500	223004	350	350	
332	476	500	223005	500	500	
85	95	200	310000	200	200	
138	546	2,000	320000	1,000	1,000	
10,785	10,321	12,500	340000	12,500	12,500	
240	473	500	340002	500	500	
30	38	200	340005	200	200	
29	38	200	340006	200	200	
6	8	100	340007	100	100	
350	437	500	340008	500	500	
434	573	500	360000	600	600	
905	2,008	1,200	362000	2,200	2,200	
9,187	17,441	12,000	366000	18,500	18,500	
43,691	11,661	60,000	371000	100,000	100,000	
3,736						
1,040	1,317	2,000	371001	2,000	2,000	
		4,000	371002	100,000	100,000	
		30,000	371003	30,000	30,000	
193	484	9,200	378000	13,500	13,500	
21,219	13,147	25,000	380000	285,000	285,000	
3,150	37,260	285,000	380001	245,000	245,000	
2,277	3,115	3,000	380005	3,500	3,500	
1,729	1,766	2,000	380006	2,000	2,000	
1,917	2,373	3,000	380020	3,000	3,000	
1,355	283	1,500	380050	1,500	1,500	
9,212	19,430	22,906	390090	25,255	25,255	
		1,500	410000	1,500	1,500	
\$ 113,744	\$ 124,463	\$ 482,706		\$ 851,705	\$ 851,705	\$ -
			Total Materials and Services			

City of Warrenton
Budget Document

Storm Sewer Fund 028 (430)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2024 - 6/30/2025		
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
		\$ 6,300	610005 Capital Outlay-Public Works Public Works Service Truck	\$ 6,300	\$ 6,300	
		5,400	610024 Hoist Truck	5,400	5,400	
\$	5,388		610025 Vacuum Excavator			
		123,750	610031 Tractor & Boom Mower			
			610032 Public Works Skidsteer	4,500	4,500	
		60,000	620082 Tide Gates	75,000	75,000	
35			620091 Remodel of Public Works Offices			
		148,000	620084 SW 4th Street (S Main Ave - SW Alder Ct)	16,000	16,000	
31,373	14,891	365,000	620088 West Hammond Drainage	1,100,000	1,100,000	
		37,000	620089 SE 2nd King to Marlin Culverts	50,000	50,000	
124,854		123,000	620086 SW Alder Ave. (3rd to 2nd)			
		160,000	620095 O&M and Alder Monitoring			
	434	150,000	620028 Tide Gate #9 - Business Oregon			
156,262	20,713	1,359,487	Total Capital Outlay	1,257,200	1,257,200	-
-	-	125,000	800000 Not allocated: Contingency	200,000	200,000	
337,598	248,534	2,128,002	Total Expenditures	2,483,391	2,483,391	-
1,661,698	2,012,233	435,338	880001 Ending Fund Balance	768,873	768,873	-
<u>\$ 1,999,296</u>	<u>\$ 2,260,767</u>	<u>\$ 2,563,340</u>	Total Requirements	<u>\$ 3,252,264</u>	<u>\$ 3,252,264</u>	<u>\$ -</u>

City of Warrenton
Budget Document

Storm Sewer System Development Charges Fund 051 (410)

Historical Data						Budget for Fiscal Year 7/1/2024 - 6/30/2025		
Actual		Adopted Budget	Resources and Requirements			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24						
<u>Resources</u>								
\$ 83,969	\$ 96,574	\$ 109,300	300000	Beginning Fund Balance	\$ 118,000	\$ 118,000		
\$ 12,110	\$ 10,250	25,000	339200	Improvement Fee	5,820	5,820		
495	3,036	3,000	361000	Interest	3,500	3,500		
<u>96,574</u>	<u>109,860</u>	<u>137,300</u>	Total Resources			<u>127,320</u>	<u>127,320</u>	<u>-</u>
<u>Requirements</u>								
			Capital Outlay-Public Works					
-	-	-	Total Capital Outlay			-	-	-
			Not allocated:					
-	-	-	800000	Contingency				
-	-	-	Total Expenditures			-	-	-
96,574	109,860	137,300	880001	Ending Fund Balance	127,320	127,320		-
<u>\$ 96,574</u>	<u>\$ 109,860</u>	<u>\$ 137,300</u>	Total Requirements			<u>\$ 127,320</u>	<u>\$ 127,320</u>	<u>\$ -</u>

City of Warrenton
Budget Document

Sewer Fund 030 (430)

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
Resources						
\$ 3,110,781	\$ 2,978,749	\$ 2,900,000	300000	\$ 3,100,000	\$ 3,100,000	
35,535	40,641	35,000	340030	30,000	30,000	
2,561,994	2,724,275	2,636,252	344000	2,940,564	2,940,564	
		111,086				
1,107	1,151	1,800	344300	154,261	154,261	
135,479	140,894	140,891	344500	1,150	1,150	
13,587	4,536		360000	144,650	144,650	
39,401	222,707	140,000	361000			
	62		366000	160,000	160,000	
5,897,884	6,113,015	5,965,029	Total Resources	6,530,625	6,530,625	-
Requirements						
Personnel Services-Public Works:						
370,524	376,707	523,750	110000	555,500	555,500	
15,185	17,919	50,000	110001	40,000	40,000	
28,860	29,152	43,892	141000	45,556	45,556	
10,194	10,098	14,914	142000	19,598	19,598	
	837	2,295	142100	2,382	2,382	
378	381	574	143000	596	596	
87,206	90,727	174,073	144000	204,884	204,884	
84,460	88,687	151,481	145000	155,410	155,410	
384	341	428	146000	522	522	
870	705	999	149000	1,105	1,105	
177,988	174,017	225,078	199999	232,939	232,939	
\$ 776,049	\$ 789,571	\$ 1,187,484	Total Personnel Services	\$ 1,258,492	\$ 1,258,492	\$ -
		8.6343	Total Full-Time Equivalent (FTE)	8.6373	8.6373	8.6373
Public Works: Collection System						
Materials and Services (430):						
\$ 1,597	\$ 1,288	\$ 2,000	210000	\$ 2,000	\$ 2,000	
1,709	1,338	2,000	211000	2,000	2,000	
9,978	3,843	11,000	223000	11,000	11,000	
2,206	3,208	2,500	223001	3,500	3,500	
	90	1,000	223002	500	500	
3,115	1,668	3,500	223004	3,500	3,500	
4,354	2,540	5,000	223005	5,000	5,000	
871	921	2,000	310000	2,000	2,000	
3,270	3,716	7,500	320000	4,000	4,000	
2,440	2,960	3,000	340000	3,500	3,500	
2,873	3,645	5,000	340002	4,000	4,000	
283	290	500	340005	500	500	
545	530	1,000	340006	1,000	1,000	
109	106	400	340007	400	400	
3,317	3,317	4,000	340008	4,000	4,000	
43,629	44,478	50,000	340010	50,000	50,000	
2,232	3,441	2,500	360000	3,500	3,500	
13,449	15,635	15,000	362000	17,000	17,000	
38,404	28,437	40,000	366000	40,000	40,000	
30,740	95,331	100,000	366100	100,000	100,000	
66,818	17,190	80,000	371000	75,000	75,000	
84,401						
3,699	3,048	5,000	371001	5,000	5,000	
2,473	5,795	60,101	378000	90,000	90,000	
56,466	153,200	100,000	380000	160,000	160,000	
11,383	15,643	15,000	380005	16,000	16,000	
8,647	9,291	10,000	380006	10,000	10,000	
		40,000	380007	40,000	40,000	
28,458	30,298	42,000	380020	35,000	35,000	
18,929	7,429	15,000	380050	20,000	20,000	
121,319	145,356	183,317	390090	226,190	226,190	
		1,000	410000	1,000	1,000	
128,100	136,214	139,755	420000	156,625	156,625	
695,814	740,246	949,073	Total Materials and Services (430)	1,092,215	1,092,215	-

Sewer Fund 030 (430)

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025				
Actual		Adopted Budget	Resources and Requirements		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24					
Requirements							
Public Works:							
Shoreline Sanitary							
Materials and Services (433):							
		800	223000	General Supplies	500	500	
		800	223002	Chemical Supplies	500	500	
2,309	2,297	3,000	340001	Natural Gas	3,000	3,000	
8,547	7,212	10,000	340010	Pump Station Electricity	10,000	10,000	
		600	362000	Gasoline/Oil/Lubricants	500	500	
2,349	25,036	7,500	366100	Pump Station Maintenance	25,000	25,000	
567	193	1,000	371000	Repair and Maintenance	1,000	1,000	
	1,050	2,800	380000	Professional Services	2,000	2,000	
1,127	1,163	2,000	380020	Computer and Software Support	2,000	2,000	
14,899	36,951	28,500	Total Materials and Services (433)		44,500	44,500	-
Public Works:							
Sewer Plant							
Materials and Services (435):							
20	255	500	210000	Office Supplies	500	500	
		500	211000	Postage	500	500	
3,640	2,131	4,000	223000	General Supplies	4,000	4,000	
283		500	223001	Janitorial Supplies	500	500	
	259	500	223002	Chemical Supplies	500	500	
114	268	500	223004	Uniforms	500	500	
12,305	10,753	15,000	223005	Lab supplies	15,000	15,000	
164	1,037	1,000	223006	Safety	1,200	1,200	
25	473	200	310000	Printing/Advertising	500	500	
3,008	6,546	10,000	320000	Dues/Meetings/Training/Travel	7,500	7,500	
74,090	76,727	80,000	340000	Electricity	80,000	80,000	
5,849	8,543	6,500	340002	Communications	10,000	10,000	
1,165	1,358	2,000	340005	Water	2,000	2,000	
734	948	1,000	340006	Sewer	1,000	1,000	
147	190	250	340007	Storm Sewer	250	250	
7,516	7,966	8,500	340008	Sanitation	8,500	8,500	
2,070	1,753	3,000	362000	Gasoline/Oil/Lubricants	3,000	3,000	
60,658	37,673	70,000	366000	Equipment Maintenance	70,000	70,000	
21,050	42,722	25,000	371000	Repair and Maintenance	45,000	45,000	
24,833	129,258	100,000	380000	Professional Services	130,000	130,000	
24,686	1,249	25,000	380020	Computer and Software Support	25,000	25,000	
8,919	5,331	11,000	380050	Non-capital Equipment	10,000	10,000	
3,271	3,057	4,000	410000	Permits and Fees	4,000	4,000	
254,547	338,497	368,950	Total Materials and Services (435)		419,450	419,450	-
965,260	1,115,694	1,346,523	Total Public Works Materials and Services		1,556,165	1,556,165	-
Not allocated:							
Debt Service:							
138,172	142,142	146,246	Principal		150,486	150,486	
39,654	35,176	30,552	Interest		25,778	25,778	
177,826	177,318	176,798	Total Debt Service		176,264	176,264	-
Transfers to Other Funds:							
1,000,000	600,000	1,700,000	860038	Sewer Fund Capital Reserve-operations	2,000,000	2,000,000	
1,000,000	600,000	1,700,000	Total Transfers to Other Funds		2,000,000	2,000,000	-
-		63,012	800003	Contingency-debt reserves	63,012	63,012	
-		600,000	800000	Contingency-operations	600,000	600,000	
		663,012	Total Contingency		663,012	663,012	-
2,919,135	2,682,583	5,073,817	Total Expenditures		5,653,933	5,653,933	-
2,978,749	3,430,432	891,212	880001	Ending Fund Balance	876,692	876,692	-
\$ 5,897,884	\$ 6,113,015	\$ 5,965,029	Total Requirements		\$ 6,530,625	\$ 6,530,625	\$ -

Established by Resolution No. 2020

Sewer Fund Capital Reserve Fund 038 (430)

To accumulate funds for capital improvements to the Sewer Fund

Review Year: 2033

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2024 - 6/30/2025			
Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24					
Resources							
\$ 3,974,126	\$ 4,801,283	\$ 4,800,000	300000	Beginning Fund Balance	\$ 6,650,000	\$ 6,650,000	
1,000,000	600,000	1,700,000	391030	Transfers from Other Funds: Sewer Fund Operations	2,000,000	2,000,000	
<u>4,974,126</u>	<u>5,401,283</u>	<u>6,500,000</u>		Total Resources	<u>8,650,000</u>	<u>8,650,000</u>	-
Requirements							
Capital Outlay-Public Works:							
		65,100	610005	Public Works Service Truck	65,100	65,100	
		55,800	610024	Hoist Truck	55,800	55,800	
		27,500	610031	Tractor and Boom Mower			
	16,163		610025	Vacuum Excavator			
	8,734		610027	Locator Equipment			
		180,000	610030	Trailer Mounted Pumps	180,000	180,000	
			610032	Public Works Skidsteer	46,500	46,500	
115			620091	Remodel of Public Works Offices			
75,980			620023	SE Marlin & 101 Pump Station Upgrade			
		160,000	620024	WWTP North Lagoon Dewatering Pump and Filter			
15,814		120,000	620033	Pump Station Bypass Program	120,000	120,000	
13,300		100,000	620046	Pump Station Generator	100,000	100,000	
67,634	254,204		620078	N Main Ave & NW 7th Pl (NW Warr Dr to NE 5th St)			
		80,000	620095	4th UV Disinfection Module	100,000	100,000	
		100,000	620096	UV PLC Upgrade	100,000	100,000	
		40,000	620097	Headworks Parallel Finescreen	40,000	40,000	
		500,000	620006	Biosolids Removal			
<u>172,843</u>	<u>279,101</u>	<u>1,428,400</u>		Total Capital Outlay	<u>807,400</u>	<u>807,400</u>	-
<u>172,843</u>	<u>279,101</u>	<u>1,428,400</u>		Total Expenditures	<u>807,400</u>	<u>807,400</u>	-
		1,249,997	880001	Reserved for SBR Basin and Equipment	1,249,997	1,249,997	
			880001	Reserved for Biosolids Disposal	500,000	500,000	
		3,821,603	880001	Reserved for future projects	6,092,603	6,092,603	-
<u>4,801,283</u>	<u>5,122,182</u>	<u>5,071,600</u>	880001	Total Reservations for future Expenditures	<u>7,842,600</u>	<u>7,842,600</u>	-
<u>\$ 4,974,126</u>	<u>\$ 5,401,283</u>	<u>\$ 6,500,000</u>		Total Requirements	<u>\$ 8,650,000</u>	<u>\$ 8,650,000</u>	\$ -

City of Warrenton
Budget Document

Sewer System Development Charges Fund 036 (410)

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025			
Actual	Adopted Budget		Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
			<u>Resources</u>			
\$ 112,894	\$ 174,158	\$ 217,900	300000	Beginning Fund Balance	\$ 535,000	\$ 535,000
60,509	304,524	60,000	339100	Reimbursement Fee	48,900	48,900
755	7,636	6,000	361000	Interest Earnings	13,000	13,000
<u>174,158</u>	<u>486,318</u>	<u>283,900</u>		Total Resources	<u>596,900</u>	<u>596,900</u>
			<u>Requirements</u>			
-	-	-	620000	Capital Outlay-Public Works: Improvements		
-	-	-		Total Capital Outlay	-	-
			Not allocated:			
			Debt Service:			
			Principal-Y04001			
			Interest-Y04001			
-	-	-		Total Debt Service	-	-
-	-	-	800000	Contingency	-	-
-	-	-		Total Expenditures	-	-
<u>174,158</u>	<u>486,318</u>	<u>283,900</u>		Ending Fund Balance	<u>596,900</u>	<u>596,900</u>
<u>\$ 174,158</u>	<u>\$ 486,318</u>	<u>\$ 283,900</u>		Total Requirements	<u>\$ 596,900</u>	<u>\$ 596,900</u>

City of Warrenton
Budget Document

Sanitation Fund 032 (430)

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025			
Actual	Actual	Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
			Resources			
\$ 450,351	\$ 504,966	\$ 445,000	300000	Beginning Fund Balance	\$ 560,000	\$ 560,000
1,035,500	1,085,601	1,060,395	344000	Utilities	1,120,100	1,120,100
211,517	230,114	247,200	345000	Recycling Fees	238,610	238,610
2,379	1,015		360000	Miscellaneous		
3,271	21,567	15,000	361000	Interest Earnings	30,000	30,000
	5,050		366000	Proceeds from Sale of Assets		
<u>1,703,018</u>	<u>1,848,313</u>	<u>1,767,595</u>	Total Resources		<u>1,948,710</u>	<u>1,948,710</u>
			Requirements			
118,113	107,570	152,851	110000	Personnel Services-Public Works:		
1,696	1,100	8,000	110001	Regular Salaries	143,000	143,000
663	126	899	110002	Overtime	12,000	12,000
8,665	7,959	12,374	110002	Temporary/Seasonal Salaries	1,000	1,000
4,104	3,384	6,503	141000	FICA	11,934	11,934
	224	647	142000	Workers Compensation	7,739	7,739
113	104	162	142100	Paid Family Leave	624	624
24,124	21,927	45,945	143000	Unemployment	156	156
45,083	34,746	47,984	144000	Retirement	51,905	51,905
114	77	111	145000	Health Insurance	51,891	51,891
287	202	304	146000	Life Insurance	110	110
51,566	43,741	57,651	149000	Long Term Disability	292	292
			199999	Personnel services overhead (.4121 FTE)	55,419	55,419
<u>\$ 254,528</u>	<u>\$ 221,160</u>	<u>\$ 333,431</u>	Total Personnel Services		<u>\$ 336,070</u>	<u>\$ 336,070</u>
		2.7311	Total Full-Time Equivalent (FTE)		2.712	2.712
						\$ -

City of Warrenton
Budget Document

Sanitation Fund 032

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
Requirements						
Materials and Services-Public Works:						
\$ 652	\$ 647	\$ 800	210000	Office Supplies	\$ 700	\$ 700
596	443	700	211000	Postage	600	600
1,513	1,697	2,500	223000	General Supplies	1,800	1,800
1,649	3,979	2,000	223001	Janitorial Supplies	4,000	4,000
330	673	500	223002	Chemical Supplies	750	750
1,572	1,292	1,500	223004	Uniforms	1,600	1,600
508	444	1,000	223005	Safety	700	700
618	315	1,000	310000	Printing/Advertising	650	650
1,139	427	2,000	320000	Dues/Meetings/Training/Travel	1,200	1,200
708	857	1,000	340000	Electricity	900	900
1,961	2,097	3,300	340002	Communications	2,200	2,200
386,052	388,900	425,000	340003	Landfill Fees	400,000	400,000
209,054	228,366	247,200	340004	Residential Curbside Recycling	235,000	235,000
1,135	1,051	1,500	340005	Water	1,200	1,200
884	803	1,500	340006	Sewer	1,000	1,000
177	161	500	340007	Storm Sewer	200	200
960	873	1,200	340008	Sanitation	1,000	1,000
1,700	10,041	7,500	340015	Spring Cleanup/Voucher Program	10,000	10,000
37,309	39,843	42,200	340016	Commercial Recycling-Cardboard	41,000	41,000
28,930	36,567	79,500	340017	Yard Debris Recycling	38,000	38,000
14,655	14,236	17,500	340020	Landfill Postclosure Care Costs	15,000	15,000
14,854	15,757	16,200	340025	Recycling Education	16,200	16,200
		1,000	350000	Insurance-Bonds & Fire	500	500
837	983	1,000	360000	Bank Fees/Credit Cards	1,000	1,000
35,418	36,665	37,500	362000	Gasoline/Oil/Lubricants	37,500	37,500
29,256	32,634	45,000	366000	Equipment Maintenance	35,000	35,000
287	1,453	1,000	371000	Repair and Maintenance	1,500	1,500
219	152	1,500	371001	Rock	500	500
898	3,584	16,753	378000	Building Maintenance	25,000	25,000
12,236	10,425	12,000	380000	Professional Services	12,000	12,000
4,449	6,168	5,500	380005	Professional Services - online payments	6,500	6,500
3,380	3,995	3,500	380006	Professional Services - utility billing	4,000	4,000
2,863	3,388	7,000	380020	Computer/Software Support	4,000	4,000
3,240	18,748	7,000	380050	Non-capital equipment	17,500	17,500
21,561				Inventory Adjustment		
35,149	36,537	46,954	390090	Overhead Cost (Indirect Allocation)	53,814	53,814
51,775	54,280	62,999	420000	Franchise Fee (5%)	58,753	58,753
<u>908,524</u>	<u>958,481</u>	<u>1,104,806</u>		Total Materials and Services	<u>1,031,267</u>	<u>1,031,267</u>
				Not allocated:		
				Transfers to Other Funds:		
35,000	100,000	65,000	860034	Sanitation Fund Capital Reserve	65,000	65,000
<u>35,000</u>	<u>100,000</u>	<u>65,000</u>		Total Transfers to Other Funds	<u>65,000</u>	<u>65,000</u>
-	-	175,000	800000	Contingency	200,000	200,000
1,198,052	1,279,641	1,678,237		Total Expenditures	1,632,337	1,632,337
504,966	568,672	89,358	880001	Ending Fund Balance	316,373	316,373
<u>\$ 1,703,018</u>	<u>\$ 1,848,313</u>	<u>\$ 1,767,595</u>		Total Requirements	<u>\$ 1,948,710</u>	<u>\$ 1,948,710</u>

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 7/1/2024 - 6/30/2025		
Actual	Adopted Budget			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
<u>Resources</u>						
\$ 254,490	\$ 289,394	380,000	300000	Beginning Fund Balance	\$ 450,000	\$ 450,000
35,000	100,000	65,000	391032	Transfers from Other Funds: Sanitation Fund	65,000	65,000
<u>289,490</u>	<u>389,394</u>	<u>445,000</u>		Total Resources	<u>515,000</u>	<u>515,000</u>
						-
<u>Requirements</u>						
		27,300	610005	Capital Outlay-Public Works: Public Works Service Truck	27,300	27,300
		23,400	610024	Hoist Truck	23,400	23,400
96			620091	Remodel of Public Works		
<u>96</u>	<u>-</u>	<u>50,700</u>		Total Capital Outlay	<u>50,700</u>	<u>50,700</u>
						-
<u>96</u>	<u>-</u>	<u>50,700</u>		Total Expenditures	<u>50,700</u>	<u>50,700</u>
						-
<u>289,394</u>	<u>389,394</u>	<u>394,300</u>	880001	Reserved for future expenditure	<u>464,300</u>	<u>464,300</u>
						-
<u>\$ 289,490</u>	<u>\$ 389,394</u>	<u>\$ 445,000</u>		Total Requirements	<u>\$ 515,000</u>	<u>\$ 515,000</u>
						\$ -

State Tax Street Fund 040 (431)

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025		
Actual	Adopted	Resources	Proposed by	Approved by	Adopted by
FYE 6/30/22	Budget	and	Budget	Budget	Governing
FYE 6/30/23	FYE 6/30/24	Requirements	Officer	Committee	Body
Resources					
\$ 2,608,279	\$ 2,778,651	\$ 1,731,131	300000	Beginning Fund Balance (BFB)	\$ 2,347,884
		1,195,340		BFB (City Fuel Tax)	872,193
		42,764		BFB (State fuel tax 1% trails)	49,363
		30,765		BFB (Sidewalk in Lieu)	30,560
476,151	502,264	510,213	335700	State Gas Tax (per capita)	512,760
358,658	368,880	368,134	335800	City Fuel Tax (\$.03 per gallon)	372,865
5,212	4,579		360000	Miscellaneous	
14,445	86,610	50,000	361000	Interest Earnings	100,000
79,811			365000	Donations	
25,225	15,869	5,000	365002	Sidewalk Fee In Lieu	5,000
	6,538		366000	Proceeds From Sale of Asset	
	370,360		331700	ODOT STBG FEX	
	119,955	400,000	334301	SRTS Grant	
		100,000	334302	ODOT Contribution to SRTS	
		1,360,000	334303	SRTS Grant Phase 2-Federal	1,360,000
		2,000,000	334304	SRTS Grant Phase 2-ODOT	2,000,000
<u>3,567,781</u>	<u>4,253,706</u>	<u>7,793,347</u>		Total Resources	<u>7,650,625</u>
					<u>7,650,625</u>
					-
Requirements					
				Personnel Services-Public Works:	
61,060	78,125	134,351	110000	Regular Salaries	120,500
343	602	2,000	110001	Overtime	2,000
663	126	899	110002	Temporary/Seasonal Salaries	1,000
4,626	5,809	10,500	141000	FICA	9,448
2,113	2,594	4,394	142000	Workers Compensation	4,541
	171	549	142100	Paid Family Leave	494
61	76	137	143000	Unemployment	124
11,470	16,091	41,316	144000	Retirement	38,017
14,887	18,283	40,689	145000	Health Insurance	31,582
65	77	118	146000	Life Insurance	105
133	141	258	149000	Long Term Disability	238
31,675	34,702	35,960	199999	Personnel services overhead (.2067 FTE)	27,791
<u>127,096</u>	<u>156,797</u>	<u>271,171</u>		Total Personnel Services	<u>235,840</u>
		2.1823		Total Full-Time Equivalent (FTE)	<u>1.8797</u>
					<u>1.8797</u>
					1.8797
				Materials and Services-Public Works:	
290	243	350	210000	Office Supplies	350
		100	211000	Postage	100
1,799	847	3,000	223000	General Supplies	2,000
85	24	200	223001	Janitorial	100
		100	223002	Chemical	100
685	446	750	223004	Uniforms	700
976	503	1,200	223005	Safety	1,000
136	153	800	310000	Printing/Advertising	300
154	635	3,000	320000	Dues/Meetings/Training/Travel	750
391	467	500	340000	Electricity	500
509	753	600	340002	Communications	750
45	61	150	340005	Water	100
44	61	150	340006	Sewer	100
9	12	100	340007	Storm Sewer	100
4,181	4,356	5,000	340008	Sanitation	5,000
63,881	67,598	75,000	341000	Street Lighting - Electricity	70,000
443	594	500	360000	Bank Fees/Credit Cards	650
2,025	3,184	2,500	362000	Gasoline/Oil/Lubricants	3,200
11,047	4,171	12,000	366000	Equipment Maintenance	12,000
30,736	38,478	60,000	371000	Repair & Maintenance Materials	40,000
3,218	9,182	7,500	371001	Rock	10,000
41,764	619,627	450,000	371055	Overlays (city fuel tax)	600,000
546	2,071	14,213	378000	Building Maintenance	21,500
13,102	31,000	35,000	380000	Professional Services	65,000
2,472	3,616	5,000	380020	Computer & Software Support	5,000
4,636	2,843	5,000	380050	Non-Capital Equipment	5,000
21,590	28,987	29,288	390090	Overhead Cost (Indirect Allocation)	26,985
<u>204,764</u>	<u>819,912</u>	<u>712,001</u>		Total Materials and Services	<u>871,285</u>
					<u>871,285</u>
					-

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

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2024 - 6/30/2025		
Actual FYE 6/30/22	Actual FYE 6/30/23	Adopted Budget FYE 6/30/24		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Requirements						
Capital Outlay-Public Works:						
7,999	901	18,900	610005 Public Works Service Truck	18,900	18,900	
			610014 Emergency Response Trailer			
		16,200	610024 Hoist Truck	16,200	16,200	
	16,162		610025 Vacuum Excavator Trailer			
		15,000	610026 Tailgate spreader			
		123,750	610031 Tractor and Boom Mower			
			610032 Public Works Skidsteer	33,000	33,000	
		240,000	620068 SW 2nd St (Elm - Gardenia)			
1,420	771	487,000	620078 N Main & NW 7th Place (Warrenton Dr - NE 5th)	91,000	91,000	
10			620091 Public Works Remodel			
		320,000	620084 SW 4th St (S Main Ave-Alder Ct)	34,000	34,000	
3,225	12,987	220,000	620086 Intersection of SW 9th St and S Main Ave			
305,381			620087 SW Alder Ave. (2nd to 1st)			
		50,000	620012 Warrenton Trails Wayfinding Signs	25,000	25,000	
		40,000	620013 Upgrade Curb & Sidewalk at Elementary	50,000	50,000	
128,382	23,622	500,000	620014 SRTS Grade Sch-Main Ave Safe Ped Walk			
		3,360,000	620015 SRTS Grade Sch-Phase 2	3,360,000	3,360,000	
		455,000	620028 SE 2nd St (SE Marlin-Warr. Commercial Ctr)			
10,853			620029 Tansy Point Connection NW 11th Path			
			620031 Viewpoint Erosion Control	350,000	350,000	
			620032 Community Center/City Park Crosswalk	30,000	30,000	
			620033 Fourth Ave (Lake-Jetty) Impr. Project	100,000	100,000	
457,270	54,443	5,845,850	Total Capital Outlay	4,108,100	4,108,100	-
-	-	500,000	800000 Contingency	500,000	500,000	
789,130	1,031,152	7,329,022	Total Expenditures	5,715,225	5,715,225	-
2,778,651	3,222,554	464,325	880001 Ending Fund Balance	1,935,400	1,935,400	-
\$3,567,781	\$ 4,253,706	\$7,793,347	Total Requirements	\$7,650,625	\$7,650,625	\$ -

City of Warrenton
Budget Document

Streets System Development Charges Fund 041 (410)

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
			<u>Resources</u>			
\$1,072,687	\$ 1,216,418	\$ 1,282,100	300000	Beginning Fund Balance	\$ 1,411,000	\$1,411,000
137,523	49,011	160,000	339200	Improvement Fee	29,730	29,730
6,208	36,758	3,800	361000	Interest	35,000	35,000
<hr/>			<hr/>			
1,216,418	1,302,187	1,445,900	Total Resources		1,475,730	1,475,730
<hr/>			<hr/>			
			<u>Requirements</u>			
			620000	Capital Outlay-Public Works: Improvements		
<hr/>			<hr/>			
-	-	-	Total Capital Outlay		-	-
<hr/>			<hr/>			
-	-	-	800000	Contingency		
<hr/>			<hr/>			
-	-	-	Total Expenditures		-	-
<hr/>			<hr/>			
1,216,418	1,302,187	1,445,900	880001	Ending Fund Balance	1,475,730	1,475,730
<hr/>			<hr/>			
\$1,216,418	\$ 1,302,187	\$ 1,445,900	Total Requirements		\$ 1,475,730	\$1,475,730
<hr/>			<hr/>			

Engineer Internal Service Fund 042 (750)

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025					
Actual		Adopted Budget	Resources and Requirements			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24						
			Resources					
\$ 5,503	\$ 4,267	\$ 564	300000	Beginning Fund Balance	\$ 564	\$ 564		
88,883	61,182	143,058	347500	Engineering Services				
			348000	Other Billed Services				
	82		360000	Miscellaneous Income				
<u>94,386</u>	<u>65,531</u>	<u>143,622</u>		Total Resources	<u>564</u>	<u>564</u>		<u>-</u>
			Requirements					
			Personnel Services-Engineering Dept:					
59,330	41,368	76,250	110000	Regular Salaries				
479	861	1,000	110001	Overtime				
4,479	3,169	5,910	141000	FICA				
747	351	1,048	142000	Workers Compensation				
	48	309	142100	Paid Family Leave				
59	41	77	143000	Unemployment				
15,568	10,741	25,524	144000	Retirement				
8,557	6,393	24,316	145000	Health Insurance				
44	23	39	146000	Life Insurance				
148	73	149	149000	Long Term Disability				
<u>89,411</u>	<u>63,068</u>	<u>134,622</u>		Total Personnel Services		-	-	-
		1		Total Full-Time Equivalent	0	0	0	0
			Materials and Services-Engineering Dept:					
	913	1,000	210000	Office Supplies				
145		3,000	320000	Dues/Meetings/Training/Travel				
	292	500	340002	Communications				
32	22	500	380000	Professional Services				
531	642	2,000	380020	Computer/Software Support				
	30	2,000	380050	Non-capital equipment				
<u>708</u>	<u>1,899</u>	<u>9,000</u>		Total Materials and Services		-	-	-
90,119	64,967	143,622		Total Expenditures		-	-	-
4,267	564	-	880001	Ending Fund Balance	564	564		-
<u>\$ 94,386</u>	<u>\$ 65,531</u>	<u>\$ 143,622</u>		Total Requirements	<u>\$ 564</u>	<u>\$ 564</u>	<u>\$ -</u>	

Warrenton Business License Fund 006 (400)

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025			
Actual	Adopted Budget		Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
			Resources			
\$ 53,439	\$ 68,931	\$ 109,000	300000	Beginning Fund Balance	\$ 130,000	\$ 130,000
63,665	84,578	86,000	321600	Business License Fees	84,000	84,000
		35	360000	Miscellaneous		
406	3,140	1,800	361000	Interest Earnings	1,800	1,800
			364000	Fund Raising Revenues		
<u>117,510</u>	<u>156,684</u>	<u>196,800</u>	Total Resources		<u>215,800</u>	<u>215,800</u>
			Requirements			
			Personnel Services-WBL Program:			
6,030	3,540	4,371	199999	Personnel services overhead (.0241 FTE)	3,241	3,241
<u>6,030</u>	<u>3,540</u>	<u>4,371</u>		Total Personnel Services	<u>3,241</u>	<u>3,241</u>
			Materials and Services-WBL Program:			
946	1,227	1,000	211000	Postage	1,500	1,500
143	150	300	310000	Printing/Advertising/Publicity/Marketing	300	300
7,500	7,500	7,500	320000	Dues/Meetings/Training/Travel	7,500	7,500
50	108	250	360000	Bank/Credit Card Fees	250	250
		200	380000	Professional Services	200	200
		10,000	380019	Nuisance Abatement	20,000	20,000
1,748	1,836	2,000	380020	Computer & Software Support	2,100	2,100
550	475	800	380039	North and South Welcome Sign	800	800
1,000			380031	July 4th Parade		
16,502	21,323	25,000	380051	Holiday & Community Events	25,000	25,000
<u>4,110</u>	<u>2,957</u>	<u>3,560</u>	390090	Overhead Cost (Indirect Allocation)	<u>3,147</u>	<u>3,147</u>
<u>32,549</u>	<u>35,576</u>	<u>50,610</u>	Total Materials & Services		<u>60,797</u>	<u>60,797</u>
			Capital Outlay-WBL Program:			
		10,000	620005	Hammond Planting Strip Upgrade	10,000	10,000
<u>-</u>	<u>-</u>	<u>10,000</u>		Total Capital Outlay	<u>10,000</u>	<u>10,000</u>
			Not allocated:			
			Transfers to Other Funds			
5,000			860070	Police Vehicle Replacement Fund		
5,000			860071	Fire Apparatus & Equipment Fund	-	
			860015	Grants Fund - (Fire Equip. Match)		
	3,000	3,000	860001	General Fund - Planning Reviews/Code Enf.	3,000	3,000
<u>10,000</u>	<u>3,000</u>	<u>3,000</u>		Total Transfers	<u>3,000</u>	<u>3,000</u>
<u>-</u>	<u>-</u>	<u>-</u>	800000	Contingency		
<u>48,579</u>	<u>42,116</u>	<u>67,981</u>	Total Expenditures		<u>77,038</u>	<u>77,038</u>
<u>68,931</u>	<u>114,568</u>	<u>128,819</u>	880001	Ending Fund Balance	<u>138,762</u>	<u>138,762</u>
<u>\$ 117,510</u>	<u>\$ 156,684</u>	<u>\$ 196,800</u>	Total Requirements		<u>\$ 215,800</u>	<u>\$ 215,800</u>



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Dawne Shaw, City Recorder
DATE: June 11, 2024
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 2024 – 2025 fiscal year.

In order to receive State Revenue Sharing, the City must hold a public hearing before the Budget Committee (completed May 18) 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 2024-2025.

RECOMMENDATION/SUGGESTED MOTION

Conduct the public hearing and then adopt Resolution No. 2676.

Suggested Motion: *"I move to adopt Resolution No. 2676; A Resolution Declaring the City of Warrenton's Election to Receive State Revenues for Fiscal Year 2024-2025."*

CITY OF WARRENTON
fye 2025

STATE SHARED REVENUE ESTIMATES

	<u>RATE PER CAPITA</u>	<u>X POPULATION</u>	<u>TOTAL ESTIMATED REVENUE</u>	<u>FUND</u>
HIGHWAY USER TAXES	\$ 79.35	6,462	512,760	040
LIQUOR TAX	\$ 21.24	6,462	137,253	001
MARIJUANA TAX	\$ 1.38	6,462	8,918	001
CIGARETTE TAX	\$ 0.71	6,462	4,588	001
STATE REVENUE SHARING (LIQUOR)			72,619	001
TOTAL GENERAL FUND			223,377	
TOTAL STATE TAX STREET FUND			512,760	
GRAND TOTAL			736,137	

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

Liquor tax revenues: General Government purposes without program restrictions

Cigarette tax revenues: General Government purposes without program restrictions

Marijuana tax revenues: General Government purposes without program restrictions

RESOLUTION NO. 2676

INTRODUCED BY ALL COMMISSIONERS

A RESOLUTION DECLARING THE CITY OF WARRENTON' S
ELECTION TO RECEIVE STATE REVENUES FOR
FISCAL YEAR 2024-2025

WHEREAS, a public hearing before the Budget Committee was held on May 18, 2024, and a public hearing before the City Commission was held on June 11, 2024, 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 2024-2025.

Passed by the City Commission of the City of Warrenton this 11th day of June 2024.

APPROVED

Henry A. Balensifer III, Mayor

ATTEST

Dawne Shaw, CMC, City Recorder



**Finance Department
Agenda Memorandum**

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

Date: June 11, 2024

Regarding: Adoption of the 2025-2030 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, 2030. The City Commission reviewed a draft of the Capital Improvement Program in a work session on April 9, 2024 and the Warrenton Budget Committee approved the funding for current year capital projects during the budget meeting on May 18, 2024.

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

RECOMMENDATION:

Move to adopt the *2025-2030 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: _____

Esther M. King

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



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Esther Moberg, City Manager
DATE: June 11, 2024
SUBJ: July 4th Parade Application and FY 24/25 Grant Request

SUMMARY

The City has received an event application from Spruce Up Warrenton for the Annual 4th of July Parade, and also a request for FY 24/25 Grant Funds. Attached is the parade application and Spruce Up Warrenton's breakdown of this year's funds and last year's funds.

RECOMMENDATION/SUGGESTED MOTION

"I move to approve the 2024 Fourth of July Event and the grant funds request for Fiscal Year 2024-2025."

ALTERNATIVE

FISCAL IMPACT

N/A

Approved by City Manager:

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



CITY OF WARRENTON EVENT APPLICATION

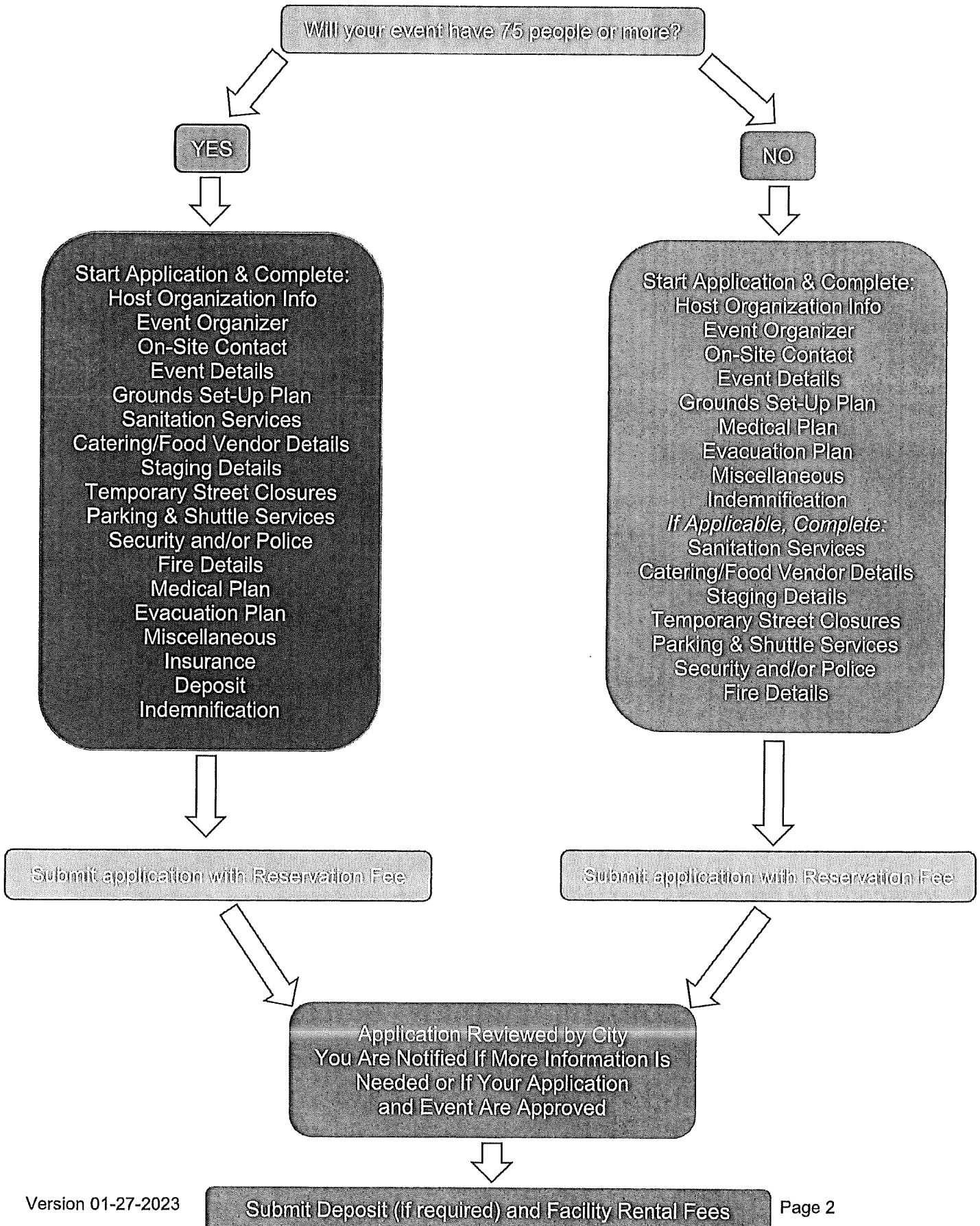


This application is for events that will utilize any City of Warrenton owned property and facilities, including public streets. This application is required for ALL events at these facilities regardless of size.

Any event where 75 people or more are expected to attend or participate is considered a "Group Event" and will have special requirements.

Please read ALL of the policies in this application to determine if they apply to your event as failure to completely fill this application out will result in a delay or denial of your application.

The following flow-chart is designed to assist you in determining what parts of this application you need to complete and what sections apply to your event.



City of Warrenton Event Policies

General Statement of Purpose

The following guidelines have been developed to help facilitate events and group usage of City facilities. These policies guide the organization and production of events promoted independently from City Sponsorship. Depending on the nature of a proposed co-sponsored event with the City, these policies may or may not apply. Final approval for any event will not be granted until the sponsoring party and City Management signs a Group Use Reservation Application and Agreement.

Policy

The following guidelines govern the usage of City parks, City streets, City facilities, and the adjacent public right of way for events involving 75 people or more.

A. Reservations

Five park locations and venues within them are available for reservation: *Seafarer's Park, Quincy & Bessie Robinson Community Park, Fort Stevens Parade Grounds, and Eben H. Carruthers Park, and Skipanon River Park*. The Community Center is also available for reservation but will have a different fee schedule and must be rented at City Hall. These locations will be reserved on a first-come, first served basis. Reservations can be made up to one year in advance of the event. The City reserves the right to cancel or preempt any event or the reservation of a park when it is deemed to be in the best interest of the City. Upon reservation a deposit will be required as provided in these guidelines. Applications will be available at City Hall, Public Works, and on the City website. Completed applications should be submitted to Public Works at:

Mail: Public Works
P.O. Box 250
Warrenton, OR 97146

Office: Public Works
45 SW. 2nd St.

Email: publicworks@ci.warrenton.or.us

and when it has been confirmed that all terms and schedules have been met, the event will be confirmed.

B. Reservation Fee

A non-refundable reservation fee and park rental fees are outlined in the attached schedule.

C. Deposit

A refundable deposit of \$250.00 shall be charged for group event reservations. The deposit may be held for up to 30 days following the event. **The deposit is due before the event will be scheduled.** Any expenses or damages incurred by the City for noncompliance will be withheld and are not refundable. *For the purpose of this section, a group event is any event at which more than 75 people are expected to attend or participate.*

D. Grounds Setup Plan

The applicant must submit a written Grounds Setup Plan to City Management no less than thirty (30) calendar days before the event. This plan shall specify:

- a. All temporary structures, stages, fence lines, entrance gates, access lanes, exits, etc.
- b. Parking, traffic flow, any closures, barricades, etc.
- c. Power usage to include: generators, propane, City provided power
- d. Location and number of portable toilets
- e. Location of First Aid and Security personnel
- f. Location and type of rides, attractions, or livestock
- g. Location of all food, beverage, and merchant vendors

E. On Site Management

Applicants must provide an adequate number of management staff (18 years of age minimum) on location at all times the event is open to the public. Management staff must be easily identifiable and able to assist City officials in dealing with any problems or situations that may arise. On-site security may be required as determined by City of Warrenton Police Department, which will be the responsibility of the permittee.

F. Age

Applicants must be 18 years or older to reserve a park for a group event. Groups of minors must be supervised at all times by at least one adult for every ten minors.

G. Park Hours

Park usage hours are from one hour before sunrise to one hour after sunset. Extension of these hours requires approval from the City and cannot violate any City ordinance that deals with noise or assembly (Ordinance 915A, 848A and 851A).

H. Tree, Vegetation and Utility Destruction

For the protection of maintenance workers and tree health, the use of nails in trees or power poles is prohibited. The cutting, removal or relocation of any part of trees or vegetation is prohibited. Before placing stakes in the ground, locates must be obtained from all utility companies 48 hours in advance. Damages to the utilities will be the responsibility of the permittee and any assessed damages will be billed to the permittee.

I. Garbage and Litter Removal

Litter removal and garbage expenses shall be the responsibility of the applicant for the duration of park usage for the event. Event organizers will require each vendor to provide at least one trash can for public use and one trash can for vendor use. Organizers are required to secure enough dumpster capacity at one location to accommodate all the trash generated by the event. This includes animal waste from dogs, horses, livestock, etc. The City trash receptacles are not to be used for animal waste. Permittee or organizers representative may make provisions for sanitation services through City Hall, 503-861-2233. These provisions should be made 14 days prior to the event to ensure availability of dumpsters.

J. Restrooms

The City of Warrenton provides restroom facilities in some of the parks available for reservation. The applicant shall ensure toilet capacity of one toilet for each 75 participants at the event, including the permanent toilet facilities available at the parks. If additional toilets are required, the applicant shall provide portable restrooms at the applicant's expense. All portable restrooms are to be removed within 24 hours after the completion of the event. If duration of event is less than 1½ hours, no extra restrooms are required, unless otherwise agreed upon.

K. Food Concessions

Food vendors or concessionaires must comply with all City, County and State codes; specifically a City of Warrenton Business License.

L. Alcohol

Consumption of alcohol within any park facility in the City of Warrenton requires prior approval from the City along with a \$200.00 permit fee. For any sale of alcohol, a Temporary Liquor License is required from both the City (\$25) and the Oregon Liquor Control Commission. Additional insurance is required if alcohol is to be dispensed at an event. (See "Insurance and Indemnification" below.)

M. Public Access

At no time will fencing or barricades across a sidewalk or other public right-of-way be permitted without an approved permit from City staff.

N. Vehicular Traffic

No vehicles are permitted within any park boundaries, except in designated parking areas or as authorized by City Staff. Events with an approved Grounds Set Up Plan, must adhere to that plan.

O. Vendors and Exhibitors

Event organizers are responsible to communicate all park and event rules, regulations and permit requirements. The City expects that organizers will make every effort to seek compliance with these rules. However, the City reserves the right to expel from a facility any vendor that the City determines is not in compliance with provisions of the agreement or City rules and regulations.

P. Promotion

Any promotion of the event shall be entirely by the permittee at its own expense. The permittee shall NOT publicize, promote or otherwise advertise the event until the permit is approved.

Q. Insurance and Indemnification

The applicant must agree to defend, indemnify and hold harmless the City of Warrenton, its officers, agents and employees from all claims, liabilities, demands, damages and actions, or whatever form or nature, for property damage, personal injury or death, arising out of or in any way relating to the event and the use by the permittee of any public park, public space or adjacent right-of-way. The applicant must agree to maintain liability insurance of not less than \$2,000,000 per occurrence with a minimum aggregate coverage of not less than \$2,000,000, to cover any liability arising out of or associated with the event. If alcohol is dispensed, an additional \$4,000,000 alcohol liability insurance policy is required with the City named as an additional insured. The applicant must name The City of Warrenton as additional insured and the coverage must include the date(s) of the event. The applicant must also provide the City of Warrenton with a certificate of liability insurance on a date not less than fourteen (14) calendar days prior to the scheduled event.

R. Authority to Suspend or Cancel

In the event that a City management staff person finds that activities being conducted under this Agreement endanger the health and safety of any person, or will cause damage to real or personal property, or that the permittee has not complied with the terms and conditions of this permit, the City, through the action of any City management staff person, may suspend or cancel the event at any time without incurring any liability to the permittee whatsoever.

S. Anti- Discrimination/Compliance with Laws

The permittee agrees not to discriminate against any individuals on account of color, race, religion, ancestry, or national origin and to comply with all applicable federal, state and local rules, regulations and ordinances.

T. Assignment

The permittee understands and agrees that this Agreement is a license agreement and is not a lease, and that the Agreement is personal, revocable and unassignable permission to perform the act herein set out without reserving or granting to the permittee any interest in real property or other interest.

U. Permittee Status

The parties hereto agree that the permittee, its officers, agents and employees, in the performance of this Agreement shall act in an independent capacity and not as officers, employees or agents of the city.

V. No Third Party Beneficiaries

The grant of permission to use a park or conduct an event is not intended nor shall it be construed as granting any rights, privileges, or interests to any third party without written consent of the City.

W. Compliance with All Laws

The permittee shall comply with all federal, state and local codes, rules, regulations, ordinances and laws in the conduct of the event. The City of Warrenton Fire Department shall be responsible for fire and life safety issues. Warrenton Police Department shall be responsible for local ordinance and law enforcement. Clatsop County is responsible for all food handling, alcohol, electrical and other event related permits.

X. Confirmation

A reservation confirmation will be mailed to the applicant upon approval of the application
The reservation confirmation will serve as a permit for park use.

CITY OF WARRENTON EVENTS APPLICATION

Application Date: 05/17/2024

Event Date(s): 07/04/2024

The City requires 60-business days for processing applications and 30-calendar days for approval of ground site plans not submitted with the application.

Reservation Fee (see attached schedule) \$25.00 \$50.00 \$100.00

EVENT INFORMATION

Host Organization:

Organization Name: Srpuce Up Warrenton

Type of Organization: In-City Personal/Non-Profit Out of City Personal/Non-Profit Commercial

Mailing Address: 225 Main Ave., Warrenton, OR 97146

(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____

(If Different from Mailing Address)

Cell Phone: Mike Moha 503-298-0470 Fax Number: _____

Website Address: http:// _____

Event Organizer:

Name: Mike Moha Title: Volunteer

Mailing Address: 351 SW Kalmia Ave., Warrenton, OR 97146

(Street Address or P.O. Box) (City) (State) (Zip)

Primary Phone: 503-861-0470 Cell Phone: _____

Fax Number: _____ Email: moham@warrentonk12.org

2nd Contact: Jeanne Smith Cell: 417-343-5589 Email: jeajea214@gmail.com

On-Site Contact:

Contact information for the person who will be on-site and will be the primary contact on the day of the event.

Name & Title: Mike Moha

Mailing Address: 351 SW Kalmia Ave., Warrenton, OR 97146

(Street Address or P.O. Box) (City) (State) (Zip)

Primary Phone: 503-298-0470 Cell Phone: _____

Fax Number: _____ Email: moham@warrentonk12.org

Alt. On-Site Contact 1: Jeanne Smith Phone: 417-343-5589 Email: jeajea214@gmail.com

Alt. On-Site Contact 2: _____ Phone: _____ Email: _____

****Please attach to this application a list of any other managers and security staff who may be contacts in the event of an incident or emergency****

Event Details:

Event Name / Title: 4th of July Parade and Car Show

START Date/Time: 7/04/2024 9am END Date/Time: 4:30pm

- Facility*: Gazebo Picnic Shelter Concession Stand Play Courts
 Baseball Field #1 Baseball Field #2 Baseball Field #3 Baseball Field #4
 Entire Q. Robinson Park* Carruthers Park* Ft. Stevens Parade Grounds*
 Seafarer's Park* Post Office Park Statue Park
 Skipanon River Park* Library Park* Triangle Park*

**Excludes any playgrounds or playground equipment at any of the parks.*

Tansy Point Park Other City Properties: _____

City Trails: _____

Community Center **** Reservation made through City Hall 503-861-2233**

City Streets: *See instructions under Temporary Street Closure section below.*

- Type of Event: 5k or 10k Runs Bike Races Block Party Celebration
 Ceremony Concert Festival Fundraiser
 Farmers Market Marathon Parade Procession
 Planned Demonstration or March Street Fair Walkathons
 Other: _____

Event Description (25-word Minimum):

Annual 4th of July Parade and Car Show

Is this an annual event? Yes No

Is there an admission/entry fee? Yes No

Details of Fee: _____

Anticipated Attendance: Thousands Choose One: Adult Juvenile Both

Grounds Set-Up Plan: *A complete Grounds Set-Up Plan is **required** for all events. The plan must be attached to this application and include a map with locations for sanitation dumpsters/cans, concessions, stages, toilets, parking, traffic flow, etc. Any changes to the Grounds Set-Up Plan after it is submitted will require additional approvals.*

Sanitation Services Required: Yes No *(If Yes, contact City Hall at 503-861-2233 for scheduling.)*

Quantity of Dumpsters: 1 2 3

Dumpster Size: 1.5 c.y. 2 c.y. 3 c.y

Service Required: Daily Once More: _____

Restrooms: Yes No Quantity of Portable Toilets: _____

Catering/Food Vendor Details: Not Applicable

Event will include the following: (Mark all that apply)

- Alcoholic Beverages Non-Profit Food Vendors Pre-Packaged Food/Beverage Items
- Professional Catering Pot Luck Items Retail Food Vendors

- Event Organizer must obtain health permits from all food handlers.
- If alcoholic beverages will be served an OLCC permit is REQUIRED as well as a \$200 permit fee.
- If a professional caterer will be hired for the event, please provide below information and attach copies of the company's Warrenton Business License, Liability Insurance Certificate, and Health Insurance.

Company Name: _____ Contact Name: _____

Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____
(If Different from Mailing Address)

Primary Phone: _____ Fax Number: _____

- Concession Facilities: City Portable Quantity: _____

All concessionaires and caterers will need to provide their own fire extinguishers sufficient to meet minimum emergency standards for their concession/catering area and facilities.

Staging Details: Not Applicable

Mark all of the following items that will be used at the event:

- Amplified Music Bleachers Dance Floors Live Entertainment
- Loud Speakers Microphone(s) Stage(s) Auxiliary/Stage Lights
- Other: _____

NOTE: If any of the above items will be used, indicate their location on your attached Grounds Set-Up Plan. Use of the above items may require the Event Organizer to meet ADA Regulations, Fire Code, and City Noise Ordinance regulations.

Temporary Street Closures:

Will you be requesting any street or sidewalk closures? Yes No *May require City Commission Approval

Street: Main, SW Alder from 3rd to 4th, 9th Start Date: 07/04/2024 Time: 3:00pm

End Date: 07/04/2024 Time: 4:30pm

Type of Closure: Street Closure Sidewalk Closure

*ODOT application says Road closure is from 3pm - 5pm JB

- If your event requires a multi-day closure you may be required to complete information for each day.
- Keep in mind that streets must be closed from intersection to intersection. No mid-block closures.
- It may be necessary to obtain a Professional Traffic Plan.
- The City of Warrenton may require that all affected residents/businesses both on and adjacent to the street closure be notified of the closure. The method of notification may be done by door hangers, personal contact, or other manner that is likely to get attention of building/business owner or tenant. The City may require proof of this notification in the form of a letter and date of mailing, a list of property owners notified, or similar methods. This assertion is made under potential penalty of ORS 162.085 "Unsworn Falsification." Applicant also acknowledges that any loss of income to an affected party not notified would be the responsibility of the applicant and not that of the City of Warrenton.

Do you have your own barricade equipment? Yes No

How will you meet barricade requirements?

- Host will rent barricade equipment, host will set-up & tear-down equipment.
- Host will rent barricade equipment, private company will set-up & tear-down.
- Host would like to use barricade equipment from the City of Warrenton.
 - Host will set-up & tear-down equipment.
 - Host would like City personnel to set-up and tear-down equipment.

It may be possible to use City equipment. A representative from the City will let you know if you can use any City equipment and if there will be any additional cost.

If renting barricades from a private company they must have a Warrenton Business License. Please provide:

Company Name: _____ Contact Name: _____
 Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)
 Physical Address: _____
(If Different from Mailing Address)
 Primary Phone: _____ Alternate Number: _____

Parking & Shuttle Services: Not Applicable

Parking Details: *Please describe Public Parking arrangements (Indicate location on Grounds Plan)*

Shuttle Service: Will a shuttle service be provided to the event site? Yes No

Shuttle Service Plan: **(Describe the plan. Indicate pick-up, drop-off locations on Grounds Plan)**

If providing a private shuttle service, please provide the following information and attach copies of the company's Warrenton Business License, Liability Insurance Certificate, and Oregon State License.

Company Name: _____ Contact Name: _____
 Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)
 Physical Address: _____
(If Different from Mailing Address)
 Primary Phone: _____ Alternate Number: _____

Security and/or Police: Not Applicable

- Event Organizer is requesting assistance from the Warrenton Police Department.
- Event Organizer will provide a private security company.

If providing a private security company, please provide the following information and attach copies of the company's Warrenton Business License, Liability Insurance Certificate, and Oregon State License.

Company Name: _____ Contact Name: _____
 Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____
(If Different from Mailing Address)

Primary Phone: _____ Alternate Number: _____

Fire Details: Not Applicable

All fire details below should be noted on the Grounds Set-Up Plan.

- Event will require the use of electrical generators.
- Event will host the use of fireworks, explosive devices, pyrotechnics, mock gunfire and/or the use of weaponry for special effects.

NOTE: Any use of weapons that are loaded and discharged may be prohibited by City Ordinance or may require a police officer or security on site when used. The Police will notify you.

- Event will include canopies/tents with over 200 feet of material but not more than 400 feet.
- Event will include canopies/tents with over 400 feet of material.
- Cooking equipment with excessive heat, spark and/or open flame will be used.

If hosting the use of fireworks, explosive devices, pyrotechnics, mock gunfire and/or the use of weaponry for special effects, please provide the following information:

Date of Demonstration: _____ Time: _____

Demo & Location Description (*Please indicate location of the show and/or launching on the Grounds Plan*)

Medical Plan:

All events are required to have a First Aid Station or First Aid Kit on-site. Please indicate the location on the Grounds Plan/Map. Please indicate which of the following applies:

If necessary, in the case of an emergency, the On-Site Contact will call 9-1-1.
(This option is only available to events under 500 daily attendance.)

Event Organizer will provide an ambulance company to be on site.

Event Organizer will provide a medical doctor, registered nurse, and/or EMT Staff to be on site.

If providing an ambulance company, please provide the following information and attach copies of their Warrenton Business License, Liability Insurance Certificate, and Oregon State License.

Company Name: _____ Contact Name: _____

Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____
(If Different from Mailing Address)

Primary Phone: _____ Alternate Number: _____

If hiring a medical doctor, RN, and/or EMT Staff, please provide the following information and attach a copy of their identification credentials.

Company Name: _____ Contact Name: _____

Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____
(If Different from Mailing Address)

Primary Phone: _____ Alternate Number: _____

Evacuation Plan:

Please provide a detailed description of your emergency evacuation plan.

Miscellaneous:

Animals:

Will there be any kind of animals at this event (e.g. petting zoo, pony rides, etc.)? Yes No

(If so, please indicate the location of the animals on the Grounds Plan/Map.)

NOTE: If animals will be present, food service canopies/tents must be at least fifty (50) feet away. It will also be required that Event Organizer provides portable hand-washing stations. All animal waste must be removed from the site and disposed of properly, not in any City garbage receptacles.

Balloons: **BALLOON LAUNCHING PROHIBITED AT CITY-APPROVED EVENTS/FACILITIES**

Due to the dangers posed by mylar balloons, latex balloons, balloon strings, valves, and etc. the City of Warrenton does not allow balloon launching of any form during City-Approved events or from City Facilities. Balloons are allowed for decoration ONLY and care should be taken to prevent any release.

Insurance: Not Applicable

Proof of valid Liability Insurance Policy coverage required 14-days in advance of event to cover all dates for the duration of the event.

Name of Insurance Provider: City Provided

Coverage Amount: _____

Insurance Agent: _____ Phone: _____

Deposit: Not Applicable

- A refundable deposit of **\$250** shall be charged for group event reservations.
- Remittance of the deposit at the time of the application will hold the site until the application is approved.
- The deposit may be held for up to 30-days following the event.
- The deposit is due before the event will be scheduled.
- Any expenses or damages incurred by the City for noncompliance will be withheld and are not refundable.
- For the purpose of this section, a group event is any event where 75 people or more are expected to attend or participate.
- Any request for waiver of the deposit can only be approved by the City Manager or the designee of the City Manager.

Indemnification:

Host Organization and/or Event Organizer(s) agree to defend, indemnify and hold harmless the City of Warrenton, and the City of Warrenton's employees, officers, managers, agents, council members, and volunteers harmless from any and all losses, damages, claims for damage, liability, lawsuits, judgment expense and cost(s) arising from any injury or death to any person or damage to any property including all reasonable costs for investigation and defense thereof (including, but not limited to, attorney fees, costs and expert fees) arising out of or attributed to the issuance of Applicant's Event Permit regardless of where the injury, death or damage may occur, unless such injury, death or damage is caused by the sole negligence or willful misconduct of the City.

Host Organization and/or Event Organizer agree to provide satisfactory evidence of, and shall thereafter maintain during the specified special event, such insurance policies and coverages in the types, limits, forms, and ratings required by the City Manager or City Attorney or their designee.

I certify that all of the information on this application is true and correct.

- Host Organization and/or Event Organizer hereby requests waiver of insurance under the prohibitive cost exemption. Note: This waiver is offered only to very small event applicants and will be determined by the City Manager.

Mike Moha
Print Name

Signature


Volunteer
Title
05/08/2024
Date

QUESTIONS?

If you have questions about facilities, you can call Public Works 503-861-0912.
 If you have question about this form you can call Police Chief Mathew Workman 503-861-2235.

Department Approvals:

- Initial and write "Approve", "Not Approved", or "N/A" if this event does not affect your department.
- If you write "No Approved" you must attach a memo with your reasons and what the applicant needs to do to gain your approval.

Finance	Public Works	Fire	Police	Planning	Building	Marinas
5/22/24 JTB	 5/23/24	3 APPROVE 5/22/24	M. Workman 05/24/24	Mathew Workman APPROVE 5/22/24	N/A	Don Becht 5-22-24

Schedule of Fees:

The City of Warrenton has three classes of reservations fees for facilities use:

1. *In-City Personal or Non-Profit* 2. *Outside City Personal or Non-Profit* 3. *Commercial*

	Time Allotment	In-City Personal & Non-Profit	Out of City Personal & Non-Profit	Commercial	Facility Address & Description
Reservation Fee	--	\$25.00	\$50.00	\$100.00	These fees are in addition to rental fees.
Deposit	--	\$250.00	\$250.00	\$250.00	
Facility					
Gazebo (by Comm. Cntr.)	4-hrs	\$30.00	\$50.00	\$75.00	300 SW Alder Ave.
Picnic Shelter	4-hrs	\$25.00	\$40.00	\$50.00	1560 NW Warrenton Dr.
Concession Stand	4-hrs	\$30.00	\$50.00	\$75.00	300 SW Alder Ave.
Baseball Field 1	Per Day	\$50.00	\$60.00	\$60.00	300 SW Alder Ave.
Baseball Field 1	2-3 Days	\$75.00	\$90.00	\$100.00	300 SW Alder Ave.
Baseball Fields 1,2	Per Day	\$75.00	\$85.00	\$90.00	300 SW Alder Ave.
Baseball Fields 1,2	2-3 Days	\$100.00	\$115.00	\$125.00	300 SW Alder Ave.
Baseball Fields 2,3,4	Per Day	\$90.00	\$100.00	\$110.00	300 SW Alder Ave.
Baseball Fields 2,3,4	2-3 Days	\$175.00	\$200.00	\$250.00	300 SW Alder Ave.
Baseball Fields 1,2,3,4	Per Day	\$100.00	\$110.00	\$125.00	300 SW Alder Ave.
Baseball Fields 1,2,3,4	2-3 Days	\$200.00	\$250.00	\$275.00	300 SW Alder Ave.
All Fields Warrenton Kids*	Scheduled	FREE*	FREE*	FREE*	300 SW Alder Ave.
Concession (Warr. Kids*)	Scheduled	FREE*	FREE*	FREE*	300 SW Alder Ave.
All Fields Warrenton HS*	Scheduled	FREE*	FREE*	FREE*	300 SW Alder Ave.
Play Courts	4-hrs	\$25.00	\$45.00	\$50.00	300 SW Alder Ave.
Entire Quincy & Bessie Robinson Park Facility	Per Day	\$400.00	\$500.00	\$750.00	4-ballfields, restrooms, concession stand, gazebo, play court, parking.
Eben Carruthers Park Facility	Per Day	\$150.00	\$200.00	\$400.00	1560 NW Warrenton Dr; Picnic Shelter, restrooms, viewing platform, Dog Park NOT Included
Fort Stevens Parade Grounds	Per Day	\$100.00	\$150.00	\$250.00	Russell Place; 2 picnic tables, limited parking on site
Seafarer's Park	4-hrs	\$25.00	\$40.00	\$150.00	1 st Ave. Hammond Marina; 2 picnic tables
Seafarer's Park	Per Day	\$150.00	\$200.00	\$300.00	Same as above
Post Office Park	FREE	FREE	FREE	FREE	Memorial, electricity, flagpoles, limited parking
Statue Park	FREE	FREE	FREE	FREE	Picnic table, on street parking
Skipanon River Park	FREE	FREE	FREE	FREE	SE 3 rd St; picnic tables
Other City Properties	Per Day	\$150.00	\$200.00	\$300.00	Any other properties owned by City.

*City has separate agreements with these entities.

Spruce Up Warrenton 2024/2025 Budget Request \$20,000

4th of July - \$1,100

- *Sweet Septic \$800
 - *Awards \$100
 - *Advertising \$200
- \$1,100.00

Family Fun Night - \$2,400

- *Sweet Septic \$500
 - *Advertising \$500
 - *Park Fees \$140
 - * Food/Drink \$600
 - *Table/Chair Rental \$200
 - *Movie Rental \$460
- \$2,400

Fall Festival \$8,300

- *Park Rental \$200
 - *U-Haul \$200
 - *Sweet Septic \$800
 - *Pumpkins \$1900
 - *Prizes \$3000
 - *Advertising \$500
 - *Petting Zoo Tent \$500
 - *Candy \$800
 - *Table/Chair Rental \$200
 - *Decorations/Supplies \$200
- \$8,300

Winter Wonderland - \$5,000

Easter Egg Hunt - \$1,400

- *Park Rental \$115
 - *Candy \$800
 - *Prizes \$200
 - *Advertising \$200
 - *Incidentals \$85
- \$1,400

Storage \$1,800

2023-2024 Budget Request vs Spent

\$20,000 (\$19,821.34)

4th of July - \$1,100 (\$245.75)

*Sweet Septic \$800 (\$0)

*Awards \$100 (\$112.03)

*Advertising \$200 (\$133.72)

\$1,100.00 (\$245.75)

Family Fun Night - \$2,400 (\$1,919.16)

*Sweet Septic \$500 (\$520)

*Advertising \$500 (\$326.33)

*Park Fees \$140 (\$140)

* Food/Drink \$600 (\$452.83)

*Table/Chair Rental \$200 (\$0)

*Movie Rental \$460 (\$480)

\$2,400 (\$1,919.16)

Fall Festival \$8300 (\$8,904.38)

*Park Rental \$200 (\$140)

*U-Haul \$500 (\$202.01)

*Sweet Septic \$800 (\$730)

*Pumpkins \$1900 (\$1525)

*Prizes \$3000 (\$4198.90)

*Advertising \$500 (\$654.12)

*Petting Zoo Tent \$200 (\$500)

*Candy \$800 (\$0)

*Table/Chair Rental \$200 (\$0)

*Decorations/Supplies \$200 (\$954.35)

\$8,300 (\$8,904.38)

Winter Wonderland - \$5,000 (\$5,059.62)

Decorations/Supplies (\$5,059.62)

Easter Egg Hunt - \$1400 (\$1,892.43)

*Park Rental \$115 (\$140)

*Candy \$800 (\$948.62)

*Prizes \$200 (\$460)

*Advertising \$200 (\$278.81)

*Incidentals \$85 (Plastic Eggs \$65)

\$1,400 (\$1,892.43)

Storage - \$1,800

Christmas 2023 Expenses

\$5,000 (\$5,059.62)

*Bulbs/light string \$1,209.48

*Home Depot \$735.40

(2 deer, 2 snowmen, candy canes, garland)

*Home Depot \$625.21 -\$295.76

Extension cords, zip ties, electric tape

*Home Depot \$228.12

Candy canes, rebar

*Home Depot \$135.92

Christmas tree storage bags

*Garland \$1,603.49

*Dollar tree \$340.30

(Flowers, zip ties, bows)

*Amazon \$477.46

(staplers, light clips and magnets, white lights)

vampire plugs)



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Esther Moberg, City Manger
DATE: June 11, 2024
SUBJ: Advanced Financing of Public Improvements

SUMMARY

The Commission requested clarification regarding payment terms for advanced financing reimbursements. Per City Code and the ORS the Commission can request benefiting property owners pay in full or allow benefiting property owners to apply for payment installments. Charges are based on Resolution 2674, including 3.5% per annum simple interest and Table 2: City Revised Cost Allocation Methodology provided by AKS Engineering. Frequency of installment payments and installment due dates will be set based on Commission recommendation.

Staff recommendation is to allow benefiting property owners required to connect immediately be allowed to apply for payment installments and that installments be due annually for a period of either 5 or 10 years.

Benefiting property owners may also apply for payment installments at a later date. The length of the installment plan should be no longer than the life of the AFD. For example, if an application is received in Year 7 of the AFD the reimbursement must be paid in full within the remaining 3 years left in the AFD.

All payment installments will be subject to 3.5% per annum simple interest.

RECOMMENDATION/SUGGESTED MOTION

"I move to approve the adoption of payment installments for ____ (5 or 10 select one) amount of years, due annually in August, not to exceed to length of the AFD"

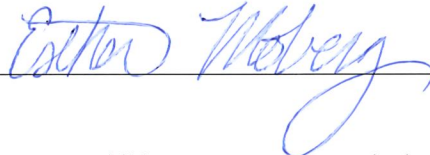
ALTERNATIVE

N/A

FISCAL IMPACT

None.

Approved by City Manager:

A handwritten signature in blue ink, reading "Estler Weber", written over a horizontal line.

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



AGENDA MEMORANDUM

TO: The Warrenton City Commission
 FROM: Greg Shafer, Public Works Director
 DATE: June 11, 2024
 SUBJ: Water Rates

SUMMARY

The Budget Committee approved a 4% monthly water rate increase for Fiscal year 2024–2025. Rate increase resolutions typically require two readings in order to give the public the opportunity to comment.

RECOMMENDATION/SUGGESTED MOTION

"I move to conduct the second reading, by title, of Resolution No. 2680; Adopting Water Department Monthly Rates, Establishing July 1, 2024, as the Effective Date; and Repealing All Other Resolutions in Conflict. "

"I move to adopt Resolution No. 2680."

ALTERNATIVE

None recommended.

FISCAL IMPACT

The 4% increase is expected to raise approximately \$168,207 in the water fund for fiscal year ending June 30, 2025.

Approved by City Manager: _____

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

RESOLUTION NO. 2680
Introduced by All Commissioners

**ADOPTING WATER DEPARTMENT RATES AND FEES;
ESTABLISHING July 1, 2024, AS THE EFFECTIVE DATE,
REPEALING ALL OTHER RESOLUTIONS 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 2024-2025 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. 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 3. This resolution shall take effect July 1, 2024.

First reading: May 28, 2024

Second reading: June 11, 2024

ADOPTED by the City Commission of the City of Warrenton this 11th day of June 2024.

APPROVED

ATTEST

Henry A. Balensifer III, Mayor

Dawne Shaw, City Recorder

City of Warrenton
Monthly Water Service Rates
Effective 7/1/24

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	\$	35.34	\$	52.95
1	\$	40.93	\$	61.38
1 1/2	\$	54.81	\$	82.20
2	\$	71.50	\$	107.24
3	\$	116.13	\$	174.17
4	\$	166.25	\$	249.35
6	\$	305.40	\$	458.13
8	\$	472.48	\$	708.73
10	\$	667.49	\$	1,001.24

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	\$	5.01	\$	7.56
Commercial	\$	7.51	\$	11.19
Industrial	\$	8.90	\$	13.40
Institutional	\$	6.10	\$	9.19
Government	\$	9.43	\$	14.13
City of Gearhart*	\$	9.43	\$	14.13

*Per agreement



AGENDA MEMORANDUM

TO: The Warrenton City Commission
 FROM: Greg Shafer, Public Works Director
 DATE: June 11, 2024
 SUBJ: Sewer Rates

SUMMARY

The Budget Committee approved a 5% monthly sewer rate increase for Fiscal year 2024–2025. Rate increase resolutions typically require two readings in order to give the public the opportunity to comment.

RECOMMENDATION/SUGGESTED MOTION

"I move to conduct the second reading, by title, of Resolution No. 2681; Adopting Sewer Department Monthly Rates, Establishing July 1, 2024, as the Effective Date; and Repealing All Other Resolutions in Conflict. "

"I move to adopt Resolution No. 2681."

ALTERNATIVE

None recommended.

FISCAL IMPACT

The 5% increase is expected to raise approximately \$154,261 in the sewer fund for fiscal year ending June 30, 2025.

Approved by City Manager: _____

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

RESOLUTION NO. 2681
Introduced by All Commissioners

**ADOPTING SEWER DEPARTMENT MONTHLY RATES;
ESTABLISHING July 1, 2024, 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 5% sewer department monthly rate increase during its Fiscal year 2024-2025 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, 2024.

First reading: May 28, 2024

Second reading: June 11, 2024

ADOPTED by the City Commission of the City of Warrenton this 11th day of June 2024.

APPROVED

ATTEST

Henry A. Balensifer III, Mayor

Dawne Shaw, City Recorder

City of Warrenton
Monthly Sewer Service Rates
Effective 7/1/24

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	\$ 68.84
Metered	\$ 68.84
Bio-Oregon	\$ 198.81
Warrenton Deep Sea	\$ 75.03
Fort Stevens	\$ 5,659.14
Pacific Coast Seafoods	\$ 250.79
Point Adams	\$ 406.80
Warrenton Boat Yard-Industrial Waste Permitted Use	\$ 104.76
Shoreline Sanitary District	\$ 86.05

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	\$ 9.67



AGENDA MEMORANDUM

TO: The Warrenton City Commission
 FROM: Greg Shafer, Public Works Director
 DATE: June 11, 2024
 SUBJ: Recycling Rates

SUMMARY

Recology Western Oregon is instituting an increase in the residential recycling service rates increase for Fiscal year 2024-2025. Resolution No. 2682 is presented for your consideration. The rate increase is from \$8.88 to \$9.37 (5.57%) monthly, for every other week pickup, effective July 1, 2024.

Rate increase resolutions typically require two readings in order to give the public the opportunity to comment.

RECOMMENDATION/SUGGESTED MOTION

"I move to conduct the second reading, by title only, of Resolution No. 2682; Adopting and Setting New Rates for Residential Recycling Services; Establishing July 1, 2024, as the effective date; and repealing all resolutions in conflict."

"I move to adopt Resolution No. 2682."

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:

Esther Weberg

RESOLUTION NO. 2682
Introduced by All Commissioners

**ADOPTING AND SETTING NEW RATES FOR RESIDENTIAL
RECYCLING SERVICES; ESTABLISHING JULY 1, 2024, 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 5.57%, from \$8.88 to \$9.37 monthly for Residential Recycling Services every other week.

Section 3: This resolution shall take effect July 1, 2024.

First reading: May 28, 2024

Second reading: June 11, 2024

ADOPTED by the City Commission of the City of Warrenton this 11th day of June 2024.

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: 7/1/2024**

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

MONTHLY RATES

90REC	90G COMMINGLED RECYCLING -CURB	\$ 8.88	5.57%	\$ 0.49	\$ 9.37
90RES	90G COMMINGLE-SIDE*	\$ 8.88	5.57%	\$ 0.49	\$ 9.37
1CBE	CARDBOARD CONTAINER - ALL SIZES	\$ 43.54	5.57%	\$ 2.43	\$ 45.97
2GEW	2YD WASTE WATER EOW	\$ 220.16	5.57%	\$ 12.26	\$ 232.42

*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	\$ 54.24	5.57%	\$ 3.02	\$ 57.26
APPL	APPLIANCE	\$ 12.05	5.57%	\$ 0.67	\$ 12.72
FURN	FURNITURE CHARGE	\$ 18.08	5.57%	\$ 1.01	\$ 19.09
IRSC	IN ROUTE SERVICE CHARGE	\$ 38.19	5.57%	\$ 2.13	\$ 40.32
SC	SERVICE CHARGE	\$ 152.79	5.57%	\$ 8.51	\$ 161.30

RELATED FEES

RATE PER EACH

CORDF	CONTAINER RE-DELIVERY FEE	\$ 152.79	5.57%	\$ 8.51	\$ 161.30
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Note: Re-Delivery fees apply for resume service after suspend.

RATE PER EACH

CCF	CART CLEANING FEE	\$ 26.25	5.57%	\$ 1.46	\$ 27.71
CRF	CART REPLACEMENT FEE	\$ 68.25	5.57%	\$ 3.80	\$ 72.05

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	\$ 116.57	5.57%	\$ 6.49	\$ 123.06
1XP	EXTRA PICK UP-1YD TRASH	\$ 42.88	5.57%	\$ 2.39	\$ 45.27

1.5 YARD CONTAINERS

MONTHLY RATES

1HXP	EXTRA PICK UP-1.5YD TRASH	\$ 55.19	5.57%	\$ 3.07	\$ 58.26
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2 YARD CONTAINERS

MONTHLY RATES

2GW	2YD TRASH	\$ 297.50	5.57%	\$ 16.57	\$ 314.07
2GE	2YD TRASH EOW	\$ 164.84	5.57%	\$ 9.18	\$ 174.02
2GM	2YD TRASH MONTHLY	\$ 93.44	5.57%	\$ 5.20	\$ 98.64
2OC	ON CALL-2YD TRASH	\$ 67.40	5.57%	\$ 3.75	\$ 71.15
2XP	EXTRA PICK UP-2YD TRASH	\$ 67.40	5.57%	\$ 3.75	\$ 71.15

3 YARD CONTAINERS

MONTHLY RATES

3GW	3YD TRASH	\$ 393.99	5.57%	\$ 21.95	\$ 415.94
3GE	3YD TRASH EOW	\$ 213.07	5.57%	\$ 11.87	\$ 224.94
3GM	3YD TRASH MONTHLY	\$ 115.70	5.57%	\$ 6.44	\$ 122.14
3OC	ON CALL-3YD TRASH	\$ 91.91	5.57%	\$ 5.12	\$ 97.03
3XP	EXTRA PICK UP-3YD TRASH	\$ 91.91	5.57%	\$ 5.12	\$ 97.03

**RECOLOGY WESTERN OREGON
WAR CITY OF WARRENTON**

**SUMMARY RATE SHEET
REVISED EFF. DATE: 7/1/2024**

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

4GW	4YD TRASH	\$ 482.40	5.57%	\$ 26.87	\$ 509.27
4GE	4YD TRASH EOW	\$ 257.26	5.57%	\$ 14.33	\$ 271.59
4GM	4YD TRASH MONTHLY	\$ 136.14	5.57%	\$ 7.58	\$ 143.72
4OC	ON CALL-4YD TRASH	\$ 114.38	5.57%	\$ 6.37	\$ 120.75
4XP	EXTRA PICK UP-4YD TRASH	\$ 114.38	5.57%	\$ 6.37	\$ 120.75

5 YARD CONTAINERS MONTHLY RATES

5GW	5YD TRASH	\$ 578.88	5.57%	\$ 32.24	\$ 611.12
5GE	5YD TRASH EOW	\$ 305.51	5.57%	\$ 17.02	\$ 322.53
5GM	5YD TRASH MONTHLY	\$ 158.43	5.57%	\$ 8.82	\$ 167.25
5OC	ON CALL-5YD TRASH	\$ 138.87	5.57%	\$ 7.74	\$ 146.61
5XP	EXTRA PICK UP-5YD TRASH	\$ 138.87	5.57%	\$ 7.74	\$ 146.61

6 YARD CONTAINERS MONTHLY RATES

6GW	6YD TRASH	\$ 675.39	5.57%	\$ 37.62	\$ 713.01
6GE	6YD TRASH EOW	\$ 353.76	5.57%	\$ 19.70	\$ 373.46
6GM	6YD TRASH MONTHLY	\$ 180.71	5.57%	\$ 10.07	\$ 190.78
6OC	ON CALL-6YD TRASH	\$ 163.41	5.57%	\$ 9.10	\$ 172.51
6XP	EXTRA PICK UP-6YD TRASH	\$ 163.41	5.57%	\$ 9.10	\$ 172.51

8 YARD CONTAINERS No new customers at this rate - safety issues

8GW	8YD TRASH	\$ 787.94	5.57%	\$ 43.89	\$ 831.83
8GE	8YD TRASH EOW	\$ 410.05	5.57%	\$ 22.84	\$ 432.89
8GM	8YD TRASH MONTHLY	\$ 206.71	5.57%	\$ 11.51	\$ 218.22
8OC	ON CALL-8YD TRASH	\$ 192.00	5.57%	\$ 10.69	\$ 202.69
8XP	EXTRA PICK UP-8YD TRASH	\$ 192.00	5.57%	\$ 10.69	\$ 202.69

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

RNT1	1YD RENT - TRASH	\$ 21.00	5.57%	\$ 1.17	\$ 22.17
RNT4	4YD RENT - TRASH	\$ 21.00	5.57%	\$ 1.17	\$ 22.17
RNT5	5YD RENT - TRASH	\$ 21.00	5.57%	\$ 1.17	\$ 22.17
RNT6	6YD RENT - TRASH	\$ 21.00	5.57%	\$ 1.17	\$ 22.17
RNT8	8YD RENT - TRASH	\$ 21.00	5.57%	\$ 1.17	\$ 22.17

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	\$ 21.98	5.57%	\$ 1.22	\$ 23.20
M10SC	10 QT SHARPS CONTAINER	\$ 25.45	5.57%	\$ 1.42	\$ 26.87
M23SC	23 QT SHARPS CONTAINER	\$ 49.16	5.57%	\$ 2.74	\$ 51.90
9CDBC	9GAL CONFIDENTIAL DOCUMENT BOX	\$ 35.26	5.57%	\$ 1.96	\$ 37.22
MLGPB	PATHOLOGY BOX	\$ 53.55	5.57%	\$ 2.98	\$ 56.53
MW17G	MEDICAL WASTE 17 GAL	\$ 23.63	5.57%	\$ 1.32	\$ 24.95
MW31G	MEDICAL WASTE 31 GAL	\$ 30.45	5.57%	\$ 1.70	\$ 32.15
MW43G	MEDICAL WASTE 43 GAL	\$ 36.75	5.57%	\$ 2.05	\$ 38.80
MOWPT	OVERWEIGHT MEDICAL TUB	\$ 21.00	5.57%	\$ 1.17	\$ 22.17

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

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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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	\$ 76.39	5.57%	\$ 4.25	\$ 80.64
10HD	RECYCLE HAULS TO TRAILS END	\$ 114.58	5.57%	\$ 6.38	\$ 120.96
10HG	10 YD TRASH BOX HAUL	\$ 152.78	5.57%	\$ 8.51	\$ 161.29
20HG	20 YD TRASH BOX HAUL	\$ 152.78	5.57%	\$ 8.51	\$ 161.29
30HG	30 YD TRASH BOX HAUL	\$ 152.78	5.57%	\$ 8.51	\$ 161.29
47HG	47 YD TRASH BOX HAUL	\$ 152.78	5.57%	\$ 8.51	\$ 161.29
40CG	COMPACTOR HAUL FEE (ALL SIZES)	\$ 182.41	5.57%	\$ 10.16	\$ 192.57

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

RATE PER TON

DFDM	DISPOSAL FEE - DEMOLITION	\$ 124.91	5.57%	\$ 6.96	\$ 131.87
DFG	DISPOSAL FEE - GARBAGE	\$ 123.54	5.57%	\$ 6.88	\$ 130.42
DFYD	DISPOSAL FEE - YARD DEBRIS	\$ 21.00	5.57%	\$ 1.17	\$ 22.17

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	\$ 15.26	5.57%	\$ 0.85	\$ 16.11
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Note: Daily Rent applies after 48 hours, excluding evenings and weekends.

RATE PER MONTH

RENTM	MONTHLY RENTAL FEE	\$ 152.17	5.57%	\$ 8.48	\$ 160.65
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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	\$ 152.78	5.57%	\$ 8.51	\$ 161.29
1T1E	1 TRUCK - 1 EMPLOYEE	\$ 152.79	5.57%	\$ 8.51	\$ 161.30
1T2E	1 TRUCK - 2 EMPLOYEES	\$ 229.14	5.57%	\$ 12.76	\$ 241.90

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 INSTRUCTIONS
ADDITIONAL FEES MAY APPLY FOR ITEMS FOUND IN LOADS.

RATE PER EACH

TOFFR	TIRE CHARGE NO RIM	\$ 4.82	5.57%	\$ 0.27	\$ 5.09
TONR	TIRE CHARGE ON RIM	\$ 9.64	5.57%	\$ 0.54	\$ 10.18
APPL	APPLIANCE	\$ 12.05	5.57%	\$ 0.67	\$ 12.72
APF	REFRIGERATOR/FREEZER	\$ 54.24	5.57%	\$ 3.02	\$ 57.26

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: Warrenton City Commission
FROM: Matthew Ellis, AICP, Planning Director
DATE: June 11, 2024
SUBJ: Shipping Container Ordinance No. 1266

SUMMARY:

The City of Warrenton Planning Commission was advised by City staff regarding the adoption of Ordinance No. 1266 to establish review criteria for shipping containers in residential zones. A hearing was held by the Planning Commission on January 11, 2024, to discuss this proposed ordinance and allow for public testimony.

The proposed code revision would establish a permit requirement, allowable locations, and general placement and use standards. Shipping containers would be regulated where the use of the property is primarily residential.

The first reading of this ordinance was conducted at the May 14 City Commission meeting. Staff is bringing back the same ordinance based on the feedback received during previous discussions, including allowable materials and temporary uses.

RECOMMENDATION/SUGGESTED MOTION:

"I move to conduct the second reading, by title only, of Ordinance No 1266, AN ORDINANCE ADDING A NEW CHAPTER 8.32 TO THE WARRENTON MUNICIPAL CODE TO ESTABLISH REGULATIONS FOR SHIPPING CONTAINERS."

"I move to adopt Ordinance No 1266, AN ORDINANCE ADDING A NEW CHAPTER 8.32 TO THE WARRENTON MUNICIPAL CODE TO ESTABLISH REGULATIONS FOR SHIPPING CONTAINERS."

FISCAL IMPACT

There are no fiscal impacts of the proposed code ordinance.

Approved by City Manager:  _____

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

ORDINANCE NO. 1266
INTRODUCED BY ALL COMMISSIONERS

AN ORDINANCE ADDING A NEW CHAPTER 8.32 TO THE WARRENTON
MUNICIPAL CODE TO ESTABLISH REGULATIONS FOR SHIPPING
CONTAINERS

WHEREAS, the public interest and welfare necessitate that the use of shipping containers on properties within the City of Warrenton be subject to reasonable regulations; and

WHEREAS, the current City code does not provide such regulations, and as such the use of shipping containers in the City has to this point been entirely unregulated;

NOW THEREFORE, the City of Warrenton ordains as follows:

Section 1. A new Chapter 8.32 is hereby added to the Warrenton Municipal Code as follows:

Chapter 8.32 Shipping Containers

8.32.010 Purpose.

The purpose of this chapter is to establish regulations pertinent to the use of shipping containers on properties within the City of Warrenton to protect public health, safety, and welfare against unkempt, unsightly, unsafe, and otherwise undesirable uses of shipping containers. The regulations are intended to protect the community from adverse effects on the value, utility, and habitability of property, including on adjoining and nearby properties. Through this chapter, the City intends to provide regulations that will enhance the character, livability, appearance, and the social, economic, and environmental conditions of the community.

8.32.020 Administration.

The regulations set forth in this chapter shall be administered by the Planning Director or their designee. The Planning Director is authorized to adopt such forms and administrative rules as may be necessary or appropriate to implement the regulations set forth herein.

8.32.030 Definitions.

“Shipping container.” A unit originally designed or currently or previously used for the transport, shipping, or hauling of materials or goods by land, sea, or air, capable of

being moved or mounted by rail, truck, or boat, or designed to resemble such a unit. This definition includes seagoing or oceangoing containers marked with the American Bureau of Shipping's emblem or meeting the International Standard Organization's standards, which can be detached from a trailer, chassis, or frame. Shipping containers are also commonly referred to as portable or moving storage unit containers, pods, cargo containers, oceangoing containers, transport containers, and portable moving storage pods.

"Vacant property." A property without any occupied structures.

8.32.040 Permit Required.

- A. No person shall place, cause to be placed, allow to be placed, or allow to remain in place, a shipping container on any property within the City of Warrenton without first obtaining a permit therefore, and without complying with the regulations set forth in this chapter.
- B. A person seeking to obtain a permit for the placement of a shipping container shall apply to the Planning Department, on a form specified by the Planning Director, and pay an application fee in an amount established by the City Commission by resolution. The application must include at least the following information, in addition to any other information determined by the Planning Director to be necessary for ensuring compliance with the requirements of City code:
 - 1. Site plan
 - 2. Elevations with dimensions of the shipping container
 - 3. Proposed use of the shipping container
 - 4. Demonstration of compliance with the requirements of this chapter

8.32.050 Allowable Locations.

Shipping containers are prohibited in the R-40, R-10, R-M, and RH zones, and in the CMU zone where the primary use of the property is residential, except as provided in Section 8.32.070. Shipping containers are permitted in the CMU zone where the primary use of the property is commercial and in all other zones subject to the requirements of this chapter.

8.32.060 General Shipping Container Requirements.

All shipping containers shall comply with the following requirements:

- A. Shipping containers shall be used only for storage of materials or goods, or temporarily placed as an empty structure, and in any case shall only be accessory to the primary use of a principal structure located on the same lot.

- B. Shipping containers shall be placed on concrete, asphalt, or other level, compact, hard surface.
- C. Shipping containers shall be no less than eight (8) feet high, eight (8) feet wide, and ten (10) feet long and no more than ten (10) feet high, eight (8) feet wide, and forty-five (45) feet long, with no alterations to their original manufactured physical dimensions (width, length, and height).
- D. Shipping containers shall be painted a similar color to the building(s) that they are associated with under subsection (A).
- E. Shipping containers shall be protected from rust and corrosion and kept free from holes, breaks, and any other conditions that might permit rain, dampness, or vermin to the interior portions of the walls.
- F. Shipping containers shall not be visible from the public right-of-way nor from adjacent properties used for residential purposes unless the visual impacts of such shipping containers are mitigated by screened fencing or vegetation that meets the standards of Chapter 16.124 of this Code.
- G. Placement of shipping containers shall abide by all setback requirements applicable to the zone in which they are located.
- H. Shipping containers may not be placed within the public right-of-way and may not be placed in such a manner as to obstruct or impair the free and full use of the sidewalk or street by the public and may not be placed in such a manner as to obstruct the view of pedestrians or users of vehicles within the public right of way, or otherwise interfere with the wires, poles or fixtures lawfully maintained thereon.
- I. Shipping containers shall not be placed on vacant property.
- J. Shipping containers shall not be stacked.
- K. Only one (1) shipping container shall be permitted on each lot, except that up to two (2) shipping containers may be permitted on a lot that is one (1) acre or greater in size.

8.32.070 Temporary Residential Shipping Container Requirements.

- A. In the R-40, R-10, R-M, and RH zones, and in the CMU zone where the primary use of the property is residential, shipping containers shall comply with either the requirements of subsection (B) or (C) below, in both cases in addition to the requirements in Section 8.32.060, except that such shipping containers need not comply with Section 8.32.060(D) or Section 8.32.060(F).
- B. Temporary Shipping Containers for Moving or Property Improvement.
 - 1. A permit may be issued only on a temporary basis and only once in a calendar year and shall be effective for a maximum of six (6) consecutive months.

2. The shipping container shall be used only for the purposes of temporarily storing or shipping personal property in association with moving or property improvement.
 3. Shipping containers shall be placed on designated driveways when possible but may be exempted from Section 8.32.060(H) when necessary.
 4. The shipping container shall be placed at least three (3) feet away from any residential structure and shall allow for at least five (5) feet of clear access between the shipping container and the property line.
- C. Temporary Shipping Containers for Construction
1. A permit may be issued only on a temporary basis and only in conjunction with an active building permit. The permit shall expire upon expiration or final approval of the building permit or fourteen (14) days after issuance of a certificate of occupancy, whichever occurs first.
 2. The shipping container must be placed on the same lot for which the building permit was issued.
 3. The shipping container must be placed a minimum of five (5) feet away from all adjacent property lines and public rights-of-way.

8.32.080 Shipping Containers as Permanent Structures.

Nothing in this chapter shall prevent a shipping container from being utilized as a permanent structure, provided that such structure complies with all applicable building codes, City regulations, and City design and development standards.

8.32.090 Transferability.

Shipping container permits are issued to a specific person for a specific property and are non-transferable and non-assignable to a different person (such as upon sale of the property) or a different property.

8.32.100 Enforcement.

- A. Any person violating any of the provisions of this chapter shall, upon conviction thereof in the municipal court of the City of Warrenton, be punished by a fine of not less than \$100 and not more than \$1,000.
- B. Each day on which such a violation continues shall constitute a separate violation.
- C. In addition to the other remedies in this section, the City may seek an injunction prohibiting a person from further violation of this chapter.
- D. In any action or suit authorized by this section, the City, if it prevails, shall recover reasonable attorney fees, in addition to the City's costs and disbursements.

Section 2. This ordinance shall take full force and effect 30 days after its adoption by the Commission of the City of Warrenton.

First Reading: May 14, 2024

Second Reading: June 11, 2024

ADOPTED by the City Commission of the City of Warrenton, Oregon this ____ day of _____, 2024.

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, CMC, City Recorder



AGENDA MEMORANDUM

TO: Warrenton City Commission
 FROM: Matthew Ellis, AICP, Planning Director
 DATE: June 11, 2024
 SUBJ: Updates to the Planning Application Fee Schedule

SUMMARY

Staff began assessing our fee schedule in fall 2023 to ensure we were charging fees in line with our neighboring planning departments. Attached, you will find a proposed fee schedule.

The first reading of this resolution was conducted on May 14, 2024.

RECOMMENDATION/SUGGESTED MOTION

"I move to conduct the second reading, by title only, of Resolution No. 2672, REVISING PLANNING APPLICATION FEES, AND REPEALING RESOLUTION NO. 2519 AND ALL RESOLUTIONS IN CONFLICT."

"I move to adopt Resolution No. 2672, REVISING PLANNING APPLICATION FEES, AND REPEALING RESOLUTION NO. 2519 AND ALL RESOLUTIONS IN CONFLICT."

FISCAL IMPACT

There are no fiscal impacts of the proposed code ordinance as fees are paid for permits and/or review services as needed to facilitate development.

Approved by City Manager: _____

Esther Madry

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

RESOLUTION NO. 2672
INTRODUCED BY ALL COMMISSIONERS

**REVISING PLANNING APPLICATION FEES, AND REPEALING RESOLUTION
NO. 2519 AND ALL RESOLUTIONS IN CONFLICT**

WHEREAS, it is the responsibility of the applicant to defray the cost of processing land use applications; and

WHEREAS, the current fees approved by Resolution No. 2519 on September 11, 2018, do not cover the full cost of processing an application, and certain applications and fees for services were not addressed; and

WHEREAS, the Planning Department strives to deliver the highest quality customer service for its programs and needs to periodically update the fee schedule to reflect the increased costs of processing applications;

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

Section 1. The minimum fees, hereby incorporated by reference and attached as Exhibit A, shall be paid to the City upon the filing of a land use application or request for service. Such fees shall not be refundable.

Section 2. The fee schedule shall be updated annually based on the Consumer Price Index (CPI) provided by the US Bureau of Labor Statistics.

Section 3. Resolution No. 2519 is hereby repealed, and Resolution No. 2672, Exhibit A: Planning Application Fee Schedule is hereby adopted.

Section 4. This resolution shall be in full force and effect on July 1, 2024.

First Reading: May 14, 2024

Second Reading: June 11, 2024

ADOPTED by the City Commission of the City of Warrenton, Oregon this ____ day of _____, 2024.

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, CMC, City Recorder

Exhibit A Planning Application Fee Schedule Effective July 1, 2024	Amount
Address Assignment (per lot)	\$50
Annexation	\$1,500
Appeals	
Planning Commission	\$500
City Commission	\$500
Comprehensive Plan Amendment	\$2,000
Conditional Use Permit	\$1,000
CRESO Review	AC
Development Code Text Amendment	\$1,500
Engineering Review (Development)	AC
Food Cart Permit	\$200
Floodplain Development Permit	\$350
Grading/Drainage Permit	\$100
Hearings Officer	AC, \$5,000 deposit
Homestay Lodging Permit and Inspection	\$500
Home Occupation – Type II	\$200
Land Use Compatibility Statement (LUCS)	\$75
License to Occupy	\$250
Lot Line Adjustment	\$150
Modification of Approved Plans or Conditions	
Type II	\$500
Type III/Type IV	\$750
Permit Extension	25% of Original Cost, capped at \$500
Recording with Clatsop County Clerk	AC
Pre-Application Conference	\$150
Reinspection	\$50
Residential Structure (Primary and Accessory)	\$150
Rezone	\$2,000
Shipping Container Permit	\$150
Sign Review	\$100
Site Design Review	
Food Cart Pod	\$250
Type II	\$500
Type III	
10,000 sf - 20,000 sf	\$1,000
20,001 sf - 30,000 sf	\$1,500

30,001 sf or larger	\$2,000
Street Vacation	
Type II	\$750
Type III	\$1,000
Subdivisions	
Land Partition, Preliminary	\$500
Land Partition, Final	\$250
Plat, Preliminary	\$1,000 + \$50/lot
Plat, Final	\$750
Plat Vacation	\$750
Planned Unit Development	\$1,500 + \$50/lot
Temporary Use/Structure	\$300
Urban Growth Boundary Amendment	\$2,000+AC
Variance	
Class 1 Administrative	\$500
Class 2 Planning Commission	\$1,000
Wetland Significance Determination Amendment	\$1,000 + AC
Wireless Communication Facility	\$3,000 + AC
Zoning Verification Letter	\$150

Notes:

AC stands for Actual Cost



AGENDA MEMORANDUM

TO: The Warrenton City Commission
 FROM: Dawne Shaw, City Recorder
 DATE: June 11, 2024
 SUBJ: Adopting Public Records Fees; First Reading of Resolution 2667

SUMMARY

At its November 28, 2023 meeting, the City Commission adopted Resolution No. 2657 to update the policy and procedures for Public Record Requests, with the implementation of new software and a new request process. A separate resolution (No. 2658) was also adopted to separate the current fees out from the policy. During the November 28th meeting, the Commission requested a review and potential update of the fees for public records requests. Public Records Fees have not been updated since 2019. Staff reviewed the fees with city departments, and completed comparisons with other cities. Resolution No. 2667 was tabled at the May 28th meeting, as the Exhibit was not included in the packet material. Staff are bringing the resolution back this evening for its consideration, along with the old rates for comparison.

In order to provide the public an opportunity to comment, rate increases are considered over two meetings.

RECOMMENDATION/SUGGESTED MOTION

"I move to conduct the first reading, by title only, of Resolution No. 2667; a Resolution Adopting Public Records Fees, and Repealing Resolution No. 2658."

ALTERNATIVE

Other action as deemed appropriate by the City Commission

FISCAL IMPACT

N/A

Approved by City Manager: _____

RESOLUTION NO. 2667

Introduced by All Commissioners

A RESOLUTION ADOPTING PUBLIC RECORDS FEES, AND
REPEALING RESOLUTION NO. 2658

WHEREAS, the City of Warrenton recognizes that Oregon Public Records Law (ORS 192.311)-192.478) gives the public the right to inspect and copy certain public records maintained by the City; and

WHEREAS, on November 28, 2023, the City of Warrenton adopted an updated Public Records Policy with the implementation of new software; and

WHEREAS, on November 28, 2023, the existing fees were adopted through Resolution No. 2658; and

WHEREAS, the City Commission noted the need to review and update the Public Records Fee; and

WHEREAS, after review, staff recommends updating the City of Warrenton the Public Records Fee Schedule as outlined in Attachment A;

NOW, THEREFORE, BE IT RESOLVED that the City Commission of the City of Warrenton resolves as follows:

Section 1: The Warrenton City Commission hereby adopts the updated Public Records Fee Schedule, as outlined in Attachment A.

Section 2: This resolution will take effect June 1, 2024.

First Reading:

Second Reading:

Adopted by the City Commission of the City of Warrenton this ___ day of _____, 2024.

APPROVED

Henry A. Balensifer III, Mayor

ATTEST

Dawne Shaw, CMC, City Recorder

City of Warrenton
Public Records Fee Schedule

(Some of these Records may be available on the City's website – www.warrentonoregon.us)

Records Research And Fulfillment	
Up to the 30 Minutes	\$15.00 + Copy cost (If applicable)
Over 30 Minutes	**Actual Staff Time/ Attorney Cost + Copy Cost (If applicable)

Standard Public Records Copy Cost	
Black And White 8.5 X 11 & 8.5 X 14 Per Page	\$0.25
Color 8.5x11 & 8.5x14 Per Page	\$1.00
Black And White 11x17 Per Page	\$0.50
Color 11x17 Per Page	\$1.25
B&W Large Format Printing (17x22, 22x34, 34x44) Per Page	\$15.00
Color Large Format Printing (17x22, 22x34, 34x44) Per Page	\$25.00
Printed Photographs Per 8.5x11 Page	\$5.00
Audio Recordings	\$15.00
Digital Records Uploaded to A USB Thumb Drive	\$15.00 Per USB
Maps And Other Large Documents Are Taken to A Commercial Copy Business For Reproduction. For Documents Reproduced at A Commercial Copy Business, The Fee Will Be the Actual Cost Plus Actual Staff Time (Including Benefits and Overhead).	

Police/Court Records	
Police Reports - Electronic up to the first 30 Minutes	\$15.00
Police Reports - Printed	\$15.00 + Printed Cost
DMV Crash Reports	\$15.00 + Printed Cost
Police Contact Lists	\$10.00
Report Research and/or Redactions Over 30 Minutes	**Actual Staff Time
Body Cam Video Processing	**Actual Staff Time
Audio/Video	\$15.00 + **Actual Staff Time
See "Page 2" For Police Department Body Cam Video Requests	

Fire Department Records	
Fire Reports	\$15.00

Other Records	
City Of Warrenton Municipal Code - Printed	Standard Copy Cost
City Charter- Printed	\$15.00
Finance (City Budget or City Audit) - Printed	\$30.00
Business License List	\$15.00
Building/Planning (Comprehensive Plan, Development Code, Wetland Conservation Plan) – Printed	\$40.00
Electronic Copies of Records Listed Above	\$15.00

****Actual Staff Time Includes Benefits and Overhead**



WARRENTON POLICE DEPARTMENT

ADDENDUM TO PUBLIC RECORDS REQUEST



Requests for Police Body Cam Video

A request for police body cam video is regulated and controlled by ORS 192.345. Such recordings are exempt from disclosure *“unless the public interest requires disclosure in the particular instance.”* ORS 192.345. In other words, the video will not normally be released, unless the requestor first establishes a public interest that requires such disclosure.

All such public record requests must be subjected to an additional process to determine whether the video must be released under the exception to the ORS 192.345 conditional exemption.

If such an exception is established, further guidelines for ORS 192.345(40) must be followed. Subsections (a), (b) and (c) of Section 40 provide the following:

- (a) *Recordings that have been sealed in a court’s record of a court proceeding or otherwise ordered by a court not to be disclosed may not be disclosed.*
- (b) *A request for disclosure under [ORS 192.345(40)] must identify the approximate date and time of an incident for which the recordings are requested and be reasonably tailored to include only that material for which a public interest requires disclosure.*
- (c) *A video recording disclosed under this subsection must, prior to disclosure, be edited in a manner as to render the faces of all persons within the recording unidentifiable.*

This means that the request must identify the date and time of an identified incident and be limited only to those materials justified by the identified public interest. Further, prior to releasing the recording, the faces of **ALL** persons in the recording must be blurred or blocked. Personal information must also be redacted (ex: someone reciting their date of birth or social security number).

In order to meet these conditions, it will take additional time to determine whether a body cam video is subject to disclosure and, if it is, additional time to process the video. It will also mean additional processing costs. You will receive an estimate for this cost before any processing is done and you may be required to put a deposit down prior to any processing. Either way, you will be given an estimate and the opportunity to decide if you want to proceed.

(Existing)

Attachment A
Resolution No. 2658

CITY OF WARRENTON
PUBLIC RECORDS FEE SCHEDULE

(Some of these records may be available on the city's website - www.ci.warrenton.or.us)

COPIES OF STANDARD PUBLIC RECORDS

8.5 x 11 per page	\$1.00 +	\$.25
8.5 x 14 per page	\$1.00 +	\$.25
11 x 17 per page	\$1.00 +	\$.50
Color Copies per page	\$1.00 +	\$ 1.50

Audio Recordings.....\$15.00 per CD/DVD/ USB Thumb Drive
 Emailed Records (readily available)..... \$10.00
 Emailed Records (requiring scanning).....\$15.00 up to first ½ hr time; Over ½ hr: Actual staff time (includes benefits and overhead)

Electronic Records (readily available)
 CD/DVD.....\$10.00 up to first ½ hr download time; Over ½ hr: Actual staff time (includes benefits and overhead)
 USB Thumb Drive.....\$15.00 up to first ½ hr download time; Over ½ hr: Actual staff time (includes benefits and overhead)

Digital Photographs.....\$ 5.00 per printed side **OR**
 \$15.00 per CD/DVD/ USB Thumb Drive

COPIES OF POLICE /COURT RECORDS - See "Attachment D" for Police Department Body Cam Video Requests

Misc. Paperwork (see costs for standard public records above)

Police Reports.....\$10.00 (up to 30 pgs)
 \$.25 per page (over 30)

Accident Reports.....\$10.00
 Add Digital Photos.....\$5.00 per page **OR** \$10.00 per CD

Audio/Video.....\$15.00 per CD/DVD or USB Thumb Drive

SPECIAL PUBLICATIONS

Administration

City of Warrenton Code (General Ordinances)..... As charged for standard copying
 City Charter.....\$15.00

RESEARCH FEES; SUPPLEMENTAL LABOR FEES

If a request requires additional staff time to locate, retrieve, research, or attorney review, additional labor fees may be charged based on the actual cost of the employee performing the work. Actual cost includes hourly payroll rate, benefits, and overhead.

Level 1 Request: Inspection of Records Research Fee: Up to 30 minutes to locate files \$15.00
Over 30 minutes - Actual Employee Cost (including benefits and overhead)

Level 2 Request: Up to 30 minutes of copying/\$15.00 + Copy Cost

Level 3 Request: Over 30 minutes/Copy Cost + Actual Employee/Attorney Cost (including benefits and overhead)

POSTAGE.....Actual Cost



AGENDA MEMORANDUM

TO: Warrenton City Commission
FROM: Matthew Ellis, AICP, Planning Director
DATE: June 11, 2024
SUBJ: Floodplain Development Permitting Options

SUMMARY:

The City of Warrenton adopted the FHO Flood Hazard Overlay on or before June 16, 1993, with Ordinance No. 911-A. Since at least 1993, the City has regulated what activities were and were not allowed in the FEMA-identified Areas of Special Flood Hazard, colloquially known as the floodplain. Separately, the National Flood Insurance Program (NFIP) requires cities to keep track of development proposals in the floodplain. Chapter 16.88 of the Warrenton Municipal Code houses the provisions for and the requirements of the floodplain development permit (16.88.030(A)), which meet the requirements of the NFIP. This section requires a floodplain development permit "before construction or development begins in any area of special flood hazard." However, based on reports from members of the development community, some previous planning directors have mistakenly required floodplain development permits on only some of the required projects. This is not a correct reading of the Warrenton Municipal Code as it is currently written, causing inconsistent application of development standards and confusion for developers as new planners join the City.

The term development is defined in Section 16.12.010 as, "Any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials located within the area of special flood hazard." This broad definition is inclusive of everything that would require permit review from the Planning, Building, or Public Works Departments. My interpretation of the ordinance, which has been concurred by Clatsop County staff, is that every activity that occurs in the

floodplain requires a floodplain development permit before other permit reviews.

Currently, the City of Warrenton has an Intergovernmental Agreement with Clatsop County designating them as the floodplain permit staff for the City. That means all floodplain development permits are reviewed externally. Additionally, most floodplain development permit applications end up with a letter of nonsignificant improvement, which means the value of the improvements is lower than 50% of the structure's total improvement value. These letters must, however, be signed by Clatsop County staff per the Intergovernmental Agreement. This can take anywhere from two weeks to over two months to review based on the availability of Clatsop County review staff.

In addition, the current floodplain development permit application fee is \$350. This applies to all applications, regardless of the size of the modification. The City Commission could ask staff to add a separate, lower application fee for floodplain development permit applications that are determined to be non-significant repairs or improvements.

RECOMMENDATION:

The City of Warrenton should terminate the Intergovernmental Agreement with Clatsop County and replace it with an agreement designating Clatsop County staff as reviewers for floodplain development permit applications which are determined to be significant improvements unless the City employs a qualified staff member to do the floodplain development permit reviews.



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Esther Moberg, City Manager
DATE: June 11, 2024
SUBJ: FEMA Floodplain Hazard Maps

SUMMARY

FEMA has presented some floodplain mapping for the City of Warrenton that shows increased floodplain zones, adding over 1,000 homes into floodplain areas. While these maps have not yet been adopted, they are very problematic for flood insurance and other development issues within the new floodplain mapping zones. These maps and modeling do not show the levee system of the City of Warrenton since while they are accredited, they are not currently certified.

What it is:

Once implemented, these maps will make the cost of flood insurance extremely costly for homes in these mapping areas. They will also create further issues for development within these zones including additional floodplain permitting on renovations and construction within those zones.

Given the City's levees have never failed or been overtopped, the City believes FEMA should allow time for the city to certify its levees (as much as 5-10 years) since the City has been working on this project over the past 3 years.

The City just had an Interior drainage study completed this year. It was initially started in 2020, showing how long some of the pieces of certification of levees can take.

What it Impacts:

A significant portion of Warrenton is impacted by these maps.

What is the Timeline:

At this time FEMA has not indicated they are moving forward immediately with the floodplain maps to put them in place. They have said that at soonest it will be two years but that is dependent on funding.

What Options the City of Warrenton Has:

The City has been working toward certification of its levees. Upon the recommendation of FEMA, we will be hiring the firm Cornforth using their engineer to take the data and see if it can challenge any of its points but we will start with using LIDAR data from FEMA, the flood modeling, and other raw data, an engineer reviewing what potential low spots on the levee the City could start working on first for certification and what are the major challenges we face.

Next steps may also include seeing what the maps project if the levees were certified. If they significantly change how the modeling impacts the City, then certification is very important.

Asking FEMA to slow down implementing these maps to give the City time for certification is important.

Also, finding mitigation funding for survey and Geotechnical work needed for certification (and finally any repairs or increased height of the levee is important). I will share with you what the certification process may look like as outlined by Cornforth, some of those steps have price tags between \$400,000-\$750,000 which would need to be grant funded.



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Esther Moberg
DATE: June 11, 2024
SUBJ: FEMA Biological Opinion (FEMA BiOp)

SUMMARY

What is the FEMA BiOp?

The FEMA Biological Opinion is the result of a lawsuit settlement against FEMA by environmental groups after which FEMA consulted with NOAA Fisheries for recommendations regarding protected fish habitats that have been encroached upon in floodplains. In the Warrenton area, development was made between 1899 to 1983 that would include floodplains behind the levees and dikes. FEMA has also defined this as construction near most waterways, lakes, and ponds in the floodplain areas throughout the United States and including Warrenton (Based on their initial presentation at the Astoria Library, 2023).

The agreed upon settlement by FEMA was that further requirements for permitting would be required for any lands adjacent to waterways, lakes, and floodplains. Basically any construction in the areas of significant flooding (Hazard Flooding Overlay Map) would be required to have an additional permit process to be rolled out in approximately 2 years. We already have a flood plain permit for construction, this would include additional permitting with a goal of “no net loss” for fish habitat.

What it Impacts

Any development defined as a human-made change to improved and unimproved

real estate including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation. So from paving to culverts to construction, all work in these areas will be impacted by this permit.

What is the Timeline:

Sometime between end of 2025 (at earliest) and 2027 it is expected this will be implemented.

What Options the City of Warrenton Has:

- The City should follow consistent existing implementation of floodplain development permits.
- The City May create its own plan if it meets or exceeds FEMA requirements.
- The City has the option to join the Tillamook coalition which is fighting back against the FEMA BiOp. The Mayor and City Manager have already expressed interest on behalf of the City of Warrenton.
- Further information on the permitting process should be asked of FEMA and the full requirements of the new plan should be presented with plenty of time for review and response.