

# **CITY OF ASTORIA, OREGON**

**Adopted Budget Document**

**Year Beginning July 1, 2017**

**Prepared by:**

**Brett Estes City Manager  
Budget Officer**

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**CITY OF ASTORIA, OREGON**

Adopted Budget  
Year Beginning July 1, 2017

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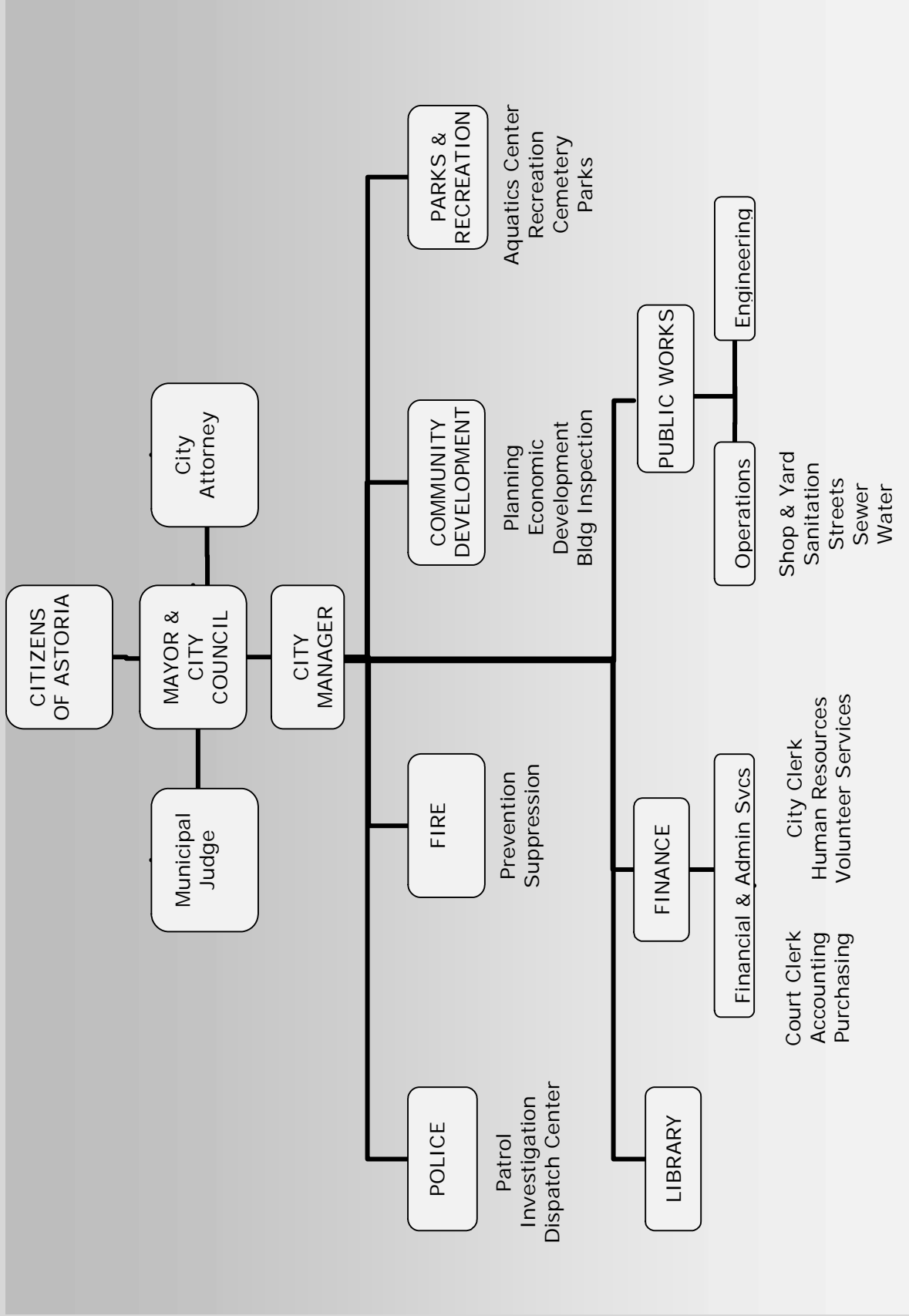
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# City of Astoria Organization Chart





CITY OF ASTORIA, OREGON

BUDGET

Year Beginning July 1, 2017

Honorable Arline LaMear, Mayor

BUDGET COMMITTEE

Council Members	Term Expires	Citizen Members	Term Expires
Arline LaMear, Mayor	12/31/18	David McElroy	12/31/17
Zetty Nemlowill, Councilor	12/31/18	Richard Hurley	12/31/18
Thomas Brownson, Councilor	12/31/20	Loran Mathews	12/31/17
Cindy Price, Councilor	12/31/18	Janet Miltenberger	12/31/17
Bruce Jones, Councilor	12/31/20	Shel Cantor	12/31/17

CITY MANAGER

Brett Estes, City Manager

ADMINISTRATIVE STAFF

Blair Henningsgaard	City Attorney
Kristopher A. Kaino	Municipal Judge
Susan Brooks, CPA	Director of Finance & Administrative Services
Kevin Cronin	Community Development Director
Ted Ames	Fire Chief
Brad Johnston	Police Chief / Assistant City Manager
Angela Cosby	Parks and Community Services Director
Jimmy Pearson	Library Director
Ken Cook	Public Works Director

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## CITY OF ASTORIA

Founded 1811 • Incorporated 1856

April 21, 2017

Honorable Mayor Arline LaMear,  
Councilor Zetty Nemlowill, Councilor Cindy Price,  
Councilor Tom Brownson, Councilor Bruce Jones,  
Budget Committee and Citizens:

The City of Astoria provides a broad range of services for its residents. Among the core services are public safety inclusive of fire, police, road infrastructure, safe and quality water distribution, wastewater and stormwater management, permitting, planning and other business and economic development services, a parks and recreation system which includes over 60 facilities, an aquatic center and a perpetual care cemetery and a public library. These locations for these services range from the cemetery located near Warrenton to a 3700 acre watershed and reservoirs located east of Astoria.

As an organization, the City enters this fiscal year with a full time workforce of 92 employees, part-time labor ranging between 100 to 110 individuals and a variety of volunteers with a total budget of \$ 37,082,864.

There are significant increases related to PERS rates beginning July, 2017 which are the result of two issues: the Oregon Supreme Court ruling against reforms and the over exuberant projections for interest earnings resulting in additional funding gap for the PERS plan. The City has received a PERS rate increases for FY 2017-18 as follows: Tier 1 and 2 rates will increase 21.7% (20.27% to 24.66%); OPSRP rates will increase 20.81% (13.07% to 15.79%); and OPSRP Safety rates will increase 19.7% (17.18% to 20.56%). The new PERS rates have been incorporated in the current budget.

Revenue will cover the FY 17-18 expenditures in the general fund allowing for a contingency balance of \$ 2,267,580. The General Fund requirements anticipate an increase in the transfer to the Parks Operation Fund of \$ 100,000. The appropriations for the General Fund have increased by \$ 228,590 with \$ 243,020 attributable to personnel services and a reduction in overall material and services in the amount of \$ 14,430. Contracts with the public safety unions (Police and Fire) are in place and retroactive wage payments draw down General Fund cash in the current year. The City needs to continue evaluating all service levels with a mindset toward long-term sustainability.

With this history and a glimpse of things to come, it is imperative for the City to maintain a sharp eye on budgets, programs, projects and funding. Personnel services represents a significant investment and is the largest expense a City can make to ensure assets, infrastructure and talent are maintained while constantly preparing for future trends, opportunities and challenges. To that end the City strives to never lose sight of attracting and retaining top talent. This is achieved by offering training, providing competitive benefits and celebrating the hard work and achievements achieved on behalf of the City every day. Residents should feel confident of the service and care provided at a fair and reasonable rate. We look forward to negotiations and renewal of contracts with the Public Works and General/Parks Employees Groups of the Teamsters Local 58 as these

contracts end June 30, 2017 along with renewed negotiations with International Association of Fire Fighters (IAFF) for contract ending June 30, 2018. The cost of materials and services vary every year as needs arise. Capital requirements across the City continue to vie for limited resources, even as carbon credits have provided some relief for the last two years. As City infrastructure and assets age and require updates it is important to note the City is not current with replacement schedules for all capital items and replacement has been deferred as available resources have been prioritized.

The fiscal indicators for the City and the State show a period of prolonged recovery. Resources through state and federal grants are waning, regulatory limitations continue to be placed on avenues previously available to generate revenues, interest rates are slowly rising and investment oversight is complicated and limiting. These areas of financial concern call for strong fiscal leadership, flexibility to effectively leverage limited resources and tenacity to manage the day to day operations of the City while anticipating and preparing for challenges and opportunities in the future. Following the passage of Measure 91, the City Council forwarded a ballot measure to Astoria residents to consider passage of a three percent tax on recreational marijuana sales which was approved in November. The resource picture is still unclear as first quarter distributions will not be made to the City until May, 2017 but we look forward to this resource in the future.

With the aforementioned in mind, the following presents some of the highlights for the 2017-2018 fiscal year budget for the City of Astoria:

## **GENERAL FUND**

### **Beginning Fund Balance / Contingency**

The beginning fund balance at July 1, 2017 is projected to be in the range of \$2,227,600 or 25.1% of total budgeted requirements. This is a decrease from the projected beginning fund balance for last fiscal year by \$ 54,400. The proposed budget for FY 2017-18 indicates a slight increase in the fund balance from the beginning of the year through the end of the year of \$ 39,980.

### **General Fund Resources / Expenditures**

The proposed budget is based on projected total resources of \$ 11,155,850. The prior year resources were \$ 10,807,620. This is an increase of \$ 348,230. This difference is attributable to the increases in property tax and Transient Room Tax collections.

The two primary expenditure components of General Fund departmental budgets are "Personnel Services" and "Materials and Services". Personnel Services, comprised of salary and benefit expenses, are projected to be \$ 5,735,640. The prior year personnel expenses were budgeted at \$ 5,492,620. This represents an increase of \$ 248,020 or 4.4%. The increase relates to increases in health insurance premiums, contractual and projected wage adjustments, including step increases and stability pay; however, as retroactive pay was anticipated in prior budgets and settled, the impact to the proposed budget is modest.

"Materials and Services" are projected to be \$1,648,580. The prior year Materials & Services were \$1,663,010. This represents a decrease of \$ 14,430 or approximately (0.9)%.



Each year, General Fund resources are transferred to support activities in other Funds. The transfers, budgeted under the category of "Transfers to Other Funds", are proposed as follows:

- \$ 978,100 to the proposed Parks and Recreation Fund (158).
- \$ 398,550 to the Emergency Communication (911) Fund (132).
- \$ 81,000 to the Public Works Improvement Fund (176) for the General Funds portion of landfill closure loan expense.
- \$ 30,000 to the Public Works Fund to offset landfill monitoring expenses (301).
- \$ 10,000 to the Public Works Fund for the Utility Assistance Program (301)
- \$ 5,000 to the Unemployment Fund for unemployment payments (104).
- \$ 1,400 to the Special Police Projects Fund (136)

The total General Fund transfers are \$1,504,050.

### **CAPITAL IMPROVEMENT FUND**

The intent of the Capital Improvement Fund is to dedicate state-shared revenue and one-time proceeds, such as the sale of timber and other property related transactions, for purchase of long-lived capital items. The beginning fund balance is projected to be \$ 1,630,000. The healthy beginning fund balance is due to the final installment of the carbon credits from the City of Astoria Watershed. Expected revenues from timber sales, and state shared revenues combine to provide for additional resources of \$ 463,000. A transfer of \$76,500 is budgeted to be received from the 17<sup>th</sup> Street Dock Fund and \$ 75,000 is budgeted to be received as a TGM Code Assistance grant, along with \$4,800 of interest earnings.

There are planned capital expenditures of \$ 594,150 and debt service payments for capital leases amounting to \$ 170,600 for the year. This will provide a contingency of \$ 150,000, retain \$ 750,000 for future support of the Library Project and provide an ending fund balance of \$ 256,350. The capital expenditure items in the 17-18 budget are as follows:

- \$ 1,000 in City Manager Administrative capital expenditures
- \$ 25,500 in Finance capital expenditures (\$ 23,500 is for RARE grant participation)
- \$ 210,000 for Parks & Recreation capital expenditures.
- \$ 158,000 for Library capital expenditures
- \$ 92,450 for Public Safety capital expenditures.
- \$ 89,700 for Technology capital expenditures.
- \$ 170,600 in lease payments on public safety vehicles. This payment adds one new vehicle and continues prior lease commitments

### **PUBLIC WORKS FUND / PUBLIC WORKS IMPROVEMENT FUND / CSO PROJECT FUNDS**

The Public Works Fund supports the day-to-day operations and maintenance of the City's Public Works infrastructure. The Public Works Improvement Fund is reserved for major capital repair and replacement of that infrastructure, including debt service on long term improvements. These two Funds receive their resources primarily from water and sewer rates. The CSO Project Funds budget resources for the combined sewer overflow (CSO) program. The projects are organized in phases and have been paid for through grants and loans from the Department of Environmental Quality (DEQ) and the Oregon Infrastructure Financing Authority (IFA).

## Water and Sewer Rates

The fiscal year 2017-18 Public Works budget contains a 0 % increase in sewer and water rates, respectively with a 6% increase in the CSO surcharge, raising the CSO surcharge from 91% to 97%. The proposed CSO rate increase would increase the average monthly residential bill approximately \$ 2.82 each month, based on utilization of 7,500 gallons of water.

## Public Works Budget

The Public Works budget for fiscal year 17-18 projects estimated resources of \$ 5,739,000 with expenditures of \$ 5,557,230 and a contingency of \$ 181,770. The proposed budget includes an additional full time equivalent utility worker in support of all public works departments.

## Public Works Improvement Fund

The Public Works Improvement Fund budget for FY17-18 proposes estimated resources of \$ 2,339,920 with expenditures of \$ 2,210,570, leaving a contingency and ending fund balance of \$ 129,350. Proposed expenditures for FY 17-18 are as follows:

- \$ 691,780 for debt service payments (other than Combined Sewer Overflow debt) and the final vector truck lease payment
- \$ 300,000 for water main rehabilitation.
- \$ 285,000 for sewer main rehabilitation.
- \$ 200,000 transfer (5 of 5) for water treatment plant slow sand filters re-sanding
- \$ 100,000 for Water Distribution Master Plan
- \$ 240,000 for various smaller projects throughout the City
- \$ 75,000 for CSO Modeling expense
- \$ 284,400 for Capital Outlay
- \$ 34,390 transfer to other funds for Debt Service

Public Works related debt will be paid off in FY 17-18 for Slow Sand Filter Loan # G97001 and funds transferred from Public Works to the East Astoria Waterline and 7<sup>th</sup> Street Dock funds will retire loan obligations # G97005 and L98005, respectively.

## Other Major Projects within Public Works

In addition to the above Public Works Improvement Fund projects, Public Works will also be involved in the following projects during the coming fiscal year:

- Design engineering for downtown street end "bridge"
- Design engineering for next CSO project

## Combined Sewer Overflow (CSO) Funds

In accordance with requirements of State and Federal law the City has taken action to carry out an approved CSO Facility Plan. The City Council took specific action during fiscal year 2002-2003 to approve an agreement with the Department of Environmental Quality (DEQ) to facilitate ability of the City obtaining compliance in accordance with specified timelines under the Stipulation and Final Order governing CSO control. CSO improvements are financed with loans provided through DEQ and the Oregon Infrastructure Financing Authority (IFA). The loans are



programmed to be paid back through a CSO surcharge on sewer billings. The CSO projects have been planned in seven phases running through the year 2028 at a projected cost of \$ 48,239,935. With the completion of the 16<sup>th</sup> Street Separation Project work is 75% completed. The two main areas where major projects are targeted are around Portway Street and also around 33<sup>rd</sup> Street. The next few years will be focused on collecting data, refining the hydraulic model and investigating disallowed discharges as well as scoping the next construction projects and researching funding options.

### **CSO Debt Service Fund**

The total borrowing to date is approximately \$ 24,493,462. The CSO Debt Service Fund accounts for the sewer surcharge and also tracks the City's payments of principal and interest on the loans. The surcharge is the minimum needed to cover the required loan payments, fund reserves and ongoing CSO costs. The sewer surcharge was initiated in 2002 at 3.5%. It has increased in annual increments and currently stands at 91%. City engineering staff worked with DEQ to extend the schedule for project completions from 2022 to 2028. As a result of the extension, loan payable dates were also extended. Several loans will be paid off before others come due. The result will smooth both the debt and the related CSO surcharge required to meet the debt obligations from a projected high of 151% in 2025 to 110% for one year in 2021. For FY 17-18 a 6% increase is proposed to cover debt service and provide required fund reserves. This will bring the CSO surcharge percentage to 97%.

The requirements of the surcharge include debt service of \$ 1,713,630 in the CSO Debt Service Fund.

### **PARKS OPERATION FUND**

The Parks operations (recreation/administration and maintenance) were part of the General Fund until FY 2012-13. As of July 2012 the Parks and Aquatic Facility operations were combined into the Parks Operation Fund, #158 that is organized into three departments: Aquatics; Recreation/Administration and Maintenance.

For FY 17-18 the revenues for these three functions are budgeted at \$1,156,884, the same level as FY 16-17. A General Fund transfer of \$ 978,100 and transfer of \$ 70,000 from the 17<sup>th</sup> Street Dock Fund provide for total resources for FY 17-18 of \$ 2,204,984. Projected expenditures are \$ 117,574 higher than the FY 16-17 budget and a contingency is not budgeted this year.

It should be noted that while an additional \$ 100,000 is being transferred from the General Fund for the FY 17-18 budget, analysis of the requirements for similar service levels as FY 16-17 indicate additional funds would be required. Therefore, there is ongoing dialogue between staff and the City Council on this matter. While there appears to be some consensus on adjustment to service levels, additional adjustments to Parks service level will be required otherwise City Council may need to plan for additional transfers to cover remaining amounts. It should be further noted these adjustments do not address long-term staffing and budget issues which need to be addressed sooner rather than later.

### **BUILDING INSPECTION FUND**

The Building Inspection Fund was established in March 2000. The resources of the Building Inspection program for Fiscal Year 17-18 are budgeted at \$ 661,160 which includes a beginning fund balance of \$ 408,160. The ending fund balance and contingency total \$ 411,715. Proposed expenditures for FY 17-18 include a full-time building inspector and administrative assistant. A transfer of \$ 20,800 to the General Fund is budgeted to defray the costs of General Fund services provided to the Building Inspection Program.

### **PROMOTE ASTORIA FUND**

As specified by State law, a total of 46.1% of the City's transient room tax collections are deposited into the Promote Astoria Fund. Total deposits of room tax collections for FY 17-18 are estimated at \$ 850,480. The beginning fund balance is projected to be \$ 499,000 with an ending contingency and fund balance of \$ 458,960.

Major expenditures for FY 17-18 are as follow:

- \$ 180,750 for the Astoria/Warrenton Chamber of Commerce LCTC.
- \$ 165,550 for Care & Maintenance of City Owned Tourism Facilities
- \$ 125,000 for the Astoria/Warrenton Chamber of Commerce Visitor Services.
- \$ 363,000 for Riverwalk Trestles and Street Ends
- \$ 35,000 for Tourism Promotion through Astoria Historic Downtown Development Assoc.
- \$ 50,000 for the Arts and Cultural Fund to Promote Tourism.
- \$ 22,000 related to Downtown District Parking Enforcement

### **EMERGENCY COMMUNICATIONS FUND**

The City's contribution to the Emergency Communication Fund is budgeted at \$ 398,550. This represents an increase of \$ 18,650 over the prior year. For the 17-18 budget year, the budget to defray the cost of General Fund services increased to \$25,000.



**CONCLUSION**

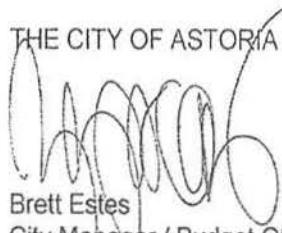
The proposed budget for FY 17-18 is adjusted to provide sustainability and cash reserves. It was designed to balance, prioritize and provide realistic service levels for our citizens while incorporating the goals adopted by the City Council for the coming year.

The Finance Department staff has assisted me in preparing this budget. Their skill and dedication are appreciated.

The proposed budget for FY 17-18 for the City of Astoria is ready for review by the Budget Committee.

Respectfully submitted,

THE CITY OF ASTORIA



Brett Estes  
City Manager / Budget Officer

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# BUDGET SECTION

City of Astoria, Oregon

Summary of Requirements

Year Beginning July 1, 2017

Fund	Personal Services	Materials and Services	Capital Outlay	Transfers to Other Funds	Debt Service	Special Payments	Contingency	Total Expenditures	Ending Fund Balance	Total Requirements
<b>General Fund (by department):</b>										
City Council	4,460	8,800						13,260		13,260
City Manager	261,480	18,400						279,880		279,880
Municipal Court	73,400	96,820						170,220		170,220
Finance	597,020	86,825						683,845		683,845
City Attorney	0	88,050						88,050		88,050
Community Development	325,300	43,435						368,735		368,735
City Hall	21,970	41,600						63,570		63,570
Non-Departmental - Unallocated	6,970	691,770		1,504,050				2,202,790		2,202,790
Fire	1,664,880	254,875						1,919,755		1,919,755
Police	2,419,640	183,000						2,602,640		2,602,640
Library	360,520	135,005						495,525		495,525
Other	-	-	-	-	-	-	2,267,580	2,267,580	-	2,267,580
<b>Total General Fund</b>	<b>5,735,640</b>	<b>1,648,580</b>	<b>-</b>	<b>1,504,050</b>	<b>-</b>	<b>-</b>	<b>2,267,580</b>	<b>11,155,850</b>	<b>-</b>	<b>11,155,850</b>
Capital Improvement		328,200	622,650		170,600		110,000	1,231,450	1,017,850	2,249,300
Unemployment		11,000					1,650	12,650	31,200	43,850
Revolving Loan		130,000					42,410	172,410	10,000	182,410
Housing Rehabilitation Loan								0		0
Building Inspection	213,970	14,675		20,800			75,000	324,445	336,715	661,160
Emergency Communications	1,143,600	125,180	189,000	25,000			150,000	1,632,780	167,370	1,800,150
Special Police Projects		15,730					6,400	22,130		22,130
Parks Project		20,000	54,380					74,380		74,380
Maritime Memorial		10,500	101,650					112,150		112,150
<b>Parks Operation (by department):</b>										
Aquatics	371,250	267,840						639,090		639,090
Recreation/Administration	811,754	183,620						995,374		995,374
Maintenance	369,190	201,330						570,520		570,520
<b>Total Parks Operation</b>	<b>1,552,194</b>	<b>652,790</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,204,984</b>	<b>-</b>	<b>2,204,984</b>
Astoria Road District		45,000	600,000				100,000	745,000	249,890	994,890
State Tax Street				775,000			63,930	838,930		838,930
Trails Reserve		5,000	35,820					40,820		40,820
Public Works Improvement		1,000,000	284,400	234,390	691,780		129,350	2,339,920		2,339,920
Public Works Capital Reserve			1,206,000					1,206,000		1,206,000
CSO Maintenance								0		0
CSO Projects										
16th Street Separation		0	0					0		0
Local Improvement Debt Service				22,000				22,000	165,160	187,160
E. Astoria Waterline Debt Service					69,410			69,410	70	69,480
7th Street Dock LID					81,760			81,760	90	81,850
CSO Debt Service		52,500		150,000	1,713,630		50,000	1,966,130	875,650	2,841,780

Fund	Personal Services	Materials and Services	Capital Outlay	Transfers to Other Funds	Debt Service	Special Payments	Contingency	Total Expenditures	Ending Fund Balance	Total Requirements
<b>Public Works (by department):</b>										
Engineering	977,200	94,420	11,000					1,082,620		1,082,620
Shop and Yard	412,800	125,800	2,400					541,000		541,000
Streets	285,780	314,835						600,615		600,615
Sanitation	45,630	37,750	800					84,180		84,180
Sewer	565,200	547,200	4,500	165,840				1,282,740		1,282,740
Stormwater	98,760	113,450	0					212,210		212,210
Water	945,640	547,865	11,600	248,760				1,753,865		1,753,865
Other	-	-	-	-	-	-	181,770	181,770	-	181,770
<b>Total Public Works</b>	<b>3,331,010</b>	<b>1,781,320</b>	<b>30,300</b>	<b>414,600</b>	<b>-</b>	<b>-</b>	<b>181,770</b>	<b>5,739,000</b>	<b>-</b>	<b>5,739,000</b>
Landfill Reserve								0		0
Cemetery			38,320					38,320		38,320
17th Street Dock	17,500	76,000	250,000	146,500	135,540		60,000	685,540	153,630	839,170
Aquatic Facility Trust		1,210						1,210	6,390	7,600
Astoria Public Library Endowment		33,000	4,500					37,500	112,420	149,920
Cemetery Irreducible								-	886,910	886,910
Promote Astoria		603,300	363,000				150,000	1,116,300	308,960	1,425,260
Logan Memorial Library			881,920					881,920	-	881,920
Library Renovation	-	-	7,570	-	-	-	-	7,570	-	7,570
<b>TOTAL ALL FUNDS</b>	<b>11,993,914</b>	<b>6,553,985</b>	<b>4,669,510</b>	<b>3,292,340</b>	<b>2,862,720</b>	<b>-</b>	<b>3,388,090</b>	<b>32,760,559</b>	<b>4,322,305</b>	<b>37,082,864</b>

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# GENERAL FUND

**FUND:           GENERAL**

The following pages contain summary information of resources and expenditures for the budgetary departments of the General Fund. Those departments are:

City Council  
City Manager  
Municipal Court  
City Attorney  
Finance  
Community Development  
City Hall  
Non-Departmental  
Fire  
Police  
Library

For FYE June 30, 2018, the General Fund expects to receive 51.18% of its resources from property taxes. Other resources include: non ad valorem taxes, license and permit fees, intergovernmental revenue, charges for services, fines and forfeits, interest earnings, transfers from other funds, and miscellaneous revenues.

The departments of the General Fund provide a variety of services both to the residents of the City, and to other departments. These activities are covered more specifically in each department's portion of the following pages.

Beginning with FYE June 30, 1998, based upon Measure 50, the Oregon Department of Revenue established permanent tax rates for local governments. The City's permanent rate is \$8.1738 per \$1,000 of assessed property valuation. This means that the City's property taxes will vary from year to year, depending on the change in assessed value.

All departments within the General Fund are overseen by a director who is responsible to the City Manager. The City Manager is responsible to the City Council.



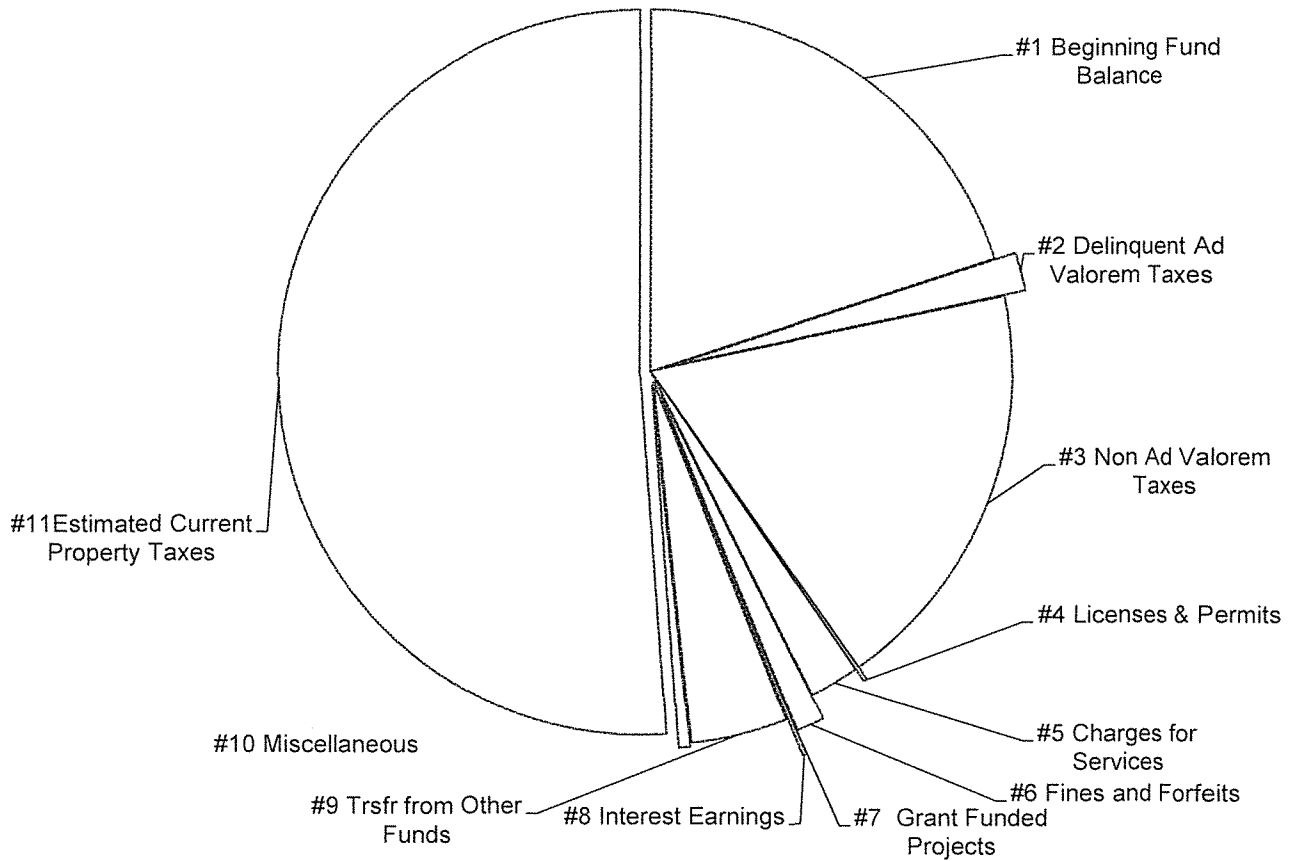
City of Astoria, Oregon  
Budget Document

GENERAL FUND

Historical Data			Budget for Fiscal Year 7/1/17 - 6/30/18			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
<b>Resources</b>						
2,230,271	3,221,154	2,282,000	Beginning Fund Balance	2,227,600	2,227,600	2,227,600
-	297,864	-	Prior Period Adjustment	-	-	-
230,605	198,290	225,000	Delinquent Ad Valorem Taxes	190,000	190,000	190,000
1,872,563	2,040,341	1,875,600	Non Ad Valorem Taxes	2,068,240	2,068,240	2,068,240
30,004	20,490	6,200	Licenses and Permits	17,100	17,100	17,100
213,661	203,050	187,210	Charges for Services	248,010	248,010	248,010
214,193	169,029	184,500	Fines and Forfeits	138,400	138,400	138,400
39,664	28,896	50,000	Grant Funded Projects	-	-	-
13,588	16,503	11,000	Interest Earnings	18,000	18,000	18,000
Transfers from Other Funds:						
379,000	379,000	379,000	Public Works Fund	414,600	414,600	414,600
21,000	21,000	21,000	Emergency Communication Fund	25,000	25,000	25,000
15,210	15,210	15,210	Building Inspection Fund	20,800	20,800	20,800
22,000	22,000	22,000	Local Improvement Debt Service Fund	22,000	22,000	22,000
	569		Aquatic Facility Debt Service Fund	-	-	-
97,475	54,993	53,500	Miscellaneous	56,800	56,800	56,800
5,379,234	6,688,389	5,312,220	Sub-Total Resources	5,446,550	5,446,550	5,446,550
5,208,780	5,417,357	5,495,400	Current Ad Valorem Taxes	5,709,300	5,709,300	5,709,300
10,588,014	12,105,746	10,807,620	<b>Total Resources</b>	<b>11,155,850</b>	<b>11,155,850</b>	<b>11,155,850</b>
<b>Requirements (by department)</b>						
9,918	13,046	13,220	City Council	13,260	13,260	13,260
223,013	265,424	278,920	City Manager	279,880	279,880	279,880
160,689	149,100	181,680	Municipal Court	170,220	170,220	170,220
475,497	578,920	678,190	Finance	683,845	683,845	683,845
83,995	84,527	88,050	City Attorney	88,050	88,050	88,050
334,528	412,779	403,110	Community Development	368,735	368,735	368,735
47,669	47,856	63,840	City Hall	63,570	63,570	63,570
667,604	699,746	678,500	Non-Departmental - Unallocated	698,740	698,740	698,740
1,580,934	1,635,665	1,829,980	Fire	1,919,755	1,919,755	1,919,755
2,150,294	2,225,259	2,439,500	Police	2,602,640	2,602,640	2,602,640
410,634	464,274	500,640	Library	495,525	495,525	495,525
6,144,775	6,576,596	7,155,630		7,384,220	7,384,220	7,384,220
<b>Transfer to Other Funds</b>						
30,000	10,000	5,000	Unemployment Fund	5,000	5,000	5,000
30,000	31,790	40,000	Public Works	40,000	40,000	40,000
309,120	332,710	379,900	Emergency Communications Fund	398,550	398,550	398,550
777,965	1,004,100	878,100	Parks Operation Fund	978,100	978,100	978,100
75,000	81,000	81,000	Public Works Improvement Fund	81,000	81,000	81,000
-	-	-	Special Police Projects Fund	1,400	1,400	1,400
-	965,000	250,000	Capital Improvement Fund	-	-	-
1,222,085	2,424,600	1,634,000	<b>Total Transfer to Other Funds</b>	<b>1,504,050</b>	<b>1,504,050</b>	<b>1,504,050</b>
-	-	2,017,990	Contingency	2,267,580	2,267,580	2,267,580
7,366,860	9,001,196	10,807,620	<b>Total Expenditures</b>	<b>11,155,850</b>	<b>11,155,850</b>	<b>11,155,850</b>
3,221,154	3,104,550	-	Ending Fund Balance	-	-	-
10,588,014	12,105,746	10,807,620	<b>Total Requirements</b>	<b>11,155,850</b>	<b>11,155,850</b>	<b>11,155,850</b>

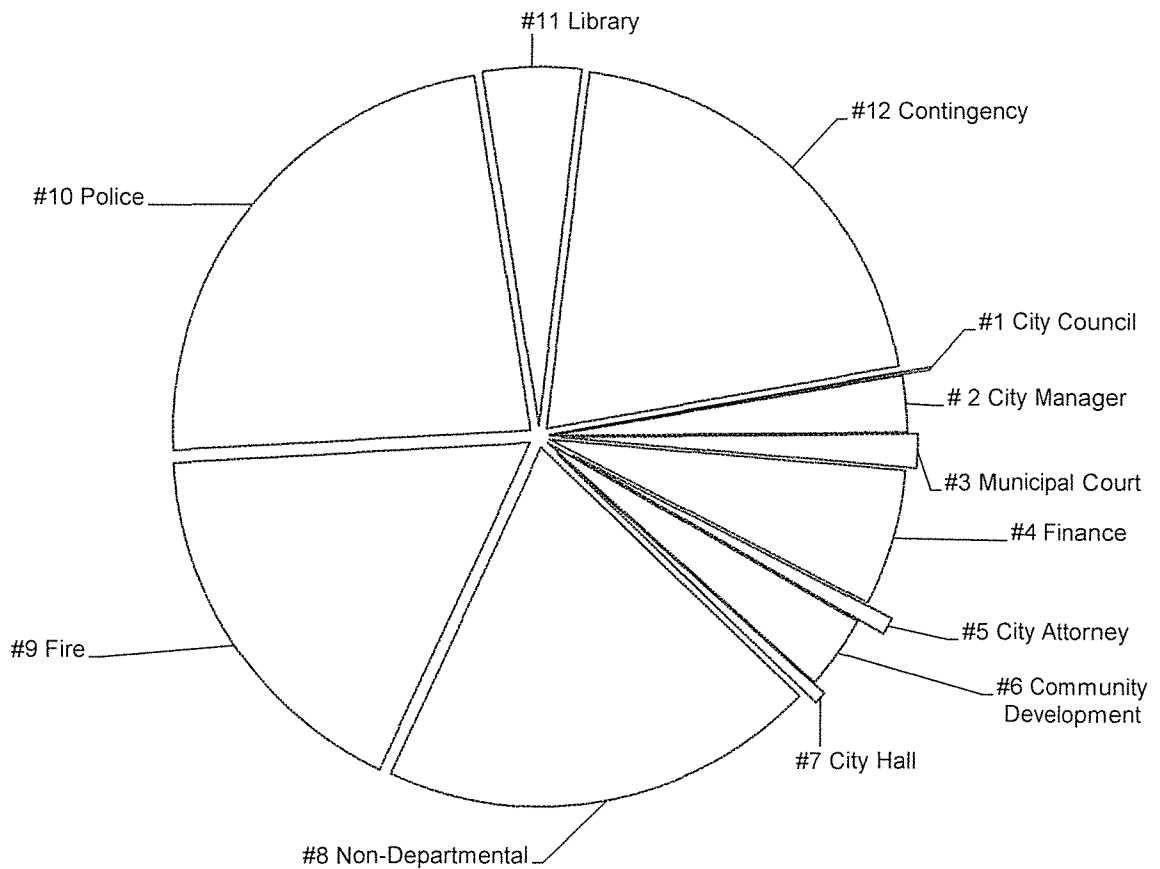
City of Astoria, Oregon  
 General Fund Resources  
 Year Beginning July 1, 2017

Segment #	Resources	Amount	Percentage
1	Beginning Fund Balance	2,227,600	19.97%
2	Delinquent Property Taxes	190,000	1.70%
3	Non Ad Valorem Taxes	2,068,240	18.54%
4	Licenses and Permits	17,100	0.15%
5	Charges for Services	248,010	2.22%
6	Fines and Forfeits	138,400	1.24%
7	Grant Funded Projects	-	0.00%
8	Interest Earnings	18,000	0.16%
9	Transfers from Other Funds	482,400	4.32%
10	Miscellaneous	56,800	0.51%
11	Estimated Current Property Taxes	<u>5,709,300</u>	<u>51.18%</u>
	<b>Total Resources</b>	<u><b>11,155,850</b></u>	<u><b>100.00%</b></u>



City of Astoria, Oregon  
 General Fund Requirements  
 Year Beginning July 1, 2017

Segment #	Requirements	Amount	Percentage
1	City Council	\$ 13,260	0.12%
2	City Manager	279,880	2.51%
3	Municipal Court	170,220	1.53%
4	Finance	683,845	6.13%
5	City Attorney	88,050	0.79%
6	Community Development	368,735	3.31%
7	City Hall	63,570	0.57%
8	Non-Departmental - Unallocated	2,202,790	19.75%
9	Fire	1,919,755	17.21%
10	Police	2,602,640	23.33%
11	Library	495,525	4.44%
12	Contingency	<u>2,267,580</u>	<u>20.33%</u>
Total Requirements		<u>\$ 11,155,850</u>	<u>100.00%</u>



City of Astoria, Oregon  
Budget Document  
GENERAL FUND #001  
Summary of Expenditures

Budget for Fiscal Year 7/1/17 - 6/30/18

<u>Historical Data</u>			<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Actual Data</u>							
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17					
			<u>Personnel Services:</u>				
4,430	4,425	4,470	City Council	4,460	4,460	4,460	
206,931	247,995	261,040	City Manager	261,480	261,480	261,480	
60,330	64,851	68,920	Municipal Court	73,400	73,400	73,400	
410,398	520,995	589,460	Finance	597,020	597,020	597,020	
293,331	382,966	318,050	Community Development	325,300	325,300	325,300	
10,367	8,463	21,740	City Hall	21,970	21,970	21,970	
7,207	352	6,890	Non-Departmental - Unallocated	6,970	6,970	6,970	
1,362,546	1,431,791	1,593,430	Fire	1,664,880	1,664,880	1,664,880	
1,990,165	2,076,135	2,267,750	Police	2,419,640	2,419,640	2,419,640	
<u>306,781</u>	<u>346,654</u>	<u>360,870</u>	Library	<u>360,520</u>	<u>360,520</u>	<u>360,520</u>	
4,652,486	5,084,627	5,492,620	Total Personnel Services	5,735,640	5,735,640	5,735,640	
			<u>Materials &amp; Services:</u>				
5,488	8,621	8,750	City Council	8,800	8,800	8,800	
16,082	17,429	17,880	City Manager - All Divisions	18,400	18,400	18,400	
100,359	84,248	112,760	Municipal Court	96,820	96,820	96,820	
65,099	57,925	88,730	Finance	86,825	86,825	86,825	
83,995	84,527	88,050	City Attorney	88,050	88,050	88,050	
41,197	29,813	85,060	Community Development	43,435	43,435	43,435	
37,301	39,393	42,100	City Hall	41,600	41,600	41,600	
660,397	699,395	671,610	Non-Departmental - Unallocated	691,770	691,770	691,770	
201,309	203,874	236,550	Fire	254,875	254,875	254,875	
152,677	149,124	171,750	Police	183,000	183,000	183,000	
<u>103,692</u>	<u>117,620</u>	<u>139,770</u>	Library	<u>135,005</u>	<u>135,005</u>	<u>135,005</u>	
1,467,596	1,491,969	1,663,010	Total Materials & Services	1,648,580	1,648,580	1,648,580	

Continued on Next Page

City of Astoria, Oregon  
Budget Document  
GENERAL FUND #001  
Summary of Expenditures

Budget for Fiscal Year 7/1/17 - 6/30/18

<u>Historical Data</u>			<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Actual Data</u>							
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17					
-	-	-		<u>Capital Outlay:</u>			
-	-	-		City Manager - All Divisions			
-	-	-		Municipal Court			
-	-	-		Finance			
-	-	-		Community Development			
17,078	-	-		Fire			
7,453	-	-		Police			
162	-	-		Library	-	-	-
24,693	-	-		Total Capital Outlay	-	-	-
				<u>Transfer to Other Funds:</u>			
30,000	10,000	5,000		Unemployment Fund	5,000	5,000	5,000
309,120	332,710	379,900		Emergency Communications Fund	398,550	398,550	398,550
881,000	1,004,100	878,100		Parks Operation Fund	978,100	978,100	978,100
	81,000	81,000		Public Works Improvement Fund Landfill	81,000	81,000	81,000
	-	10,000		Utility Assistance Program Public Works	10,000	10,000	10,000
1,965	31,790	30,000		Public Works Fund Landfill Monitoring	30,000	30,000	30,000
-	965,000	250,000		Capital Improvement Fund	-	-	-
-	-	-		Special Police Projects Fund	1,400	1,400	1,400
1,222,085	2,424,600	1,634,000		Total Transfer to Other Funds	1,504,050	1,504,050	1,504,050
-	-	2,017,990		Contingency	2,267,580	2,267,580	2,267,580
7,366,860	9,001,196	10,807,620		Total Expenditures	11,155,850	11,155,850	11,155,850

**FUND: GENERAL**

Department: City Council #1000

Basic Objectives

This department provides for the activities of the Mayor and four Councilors who comprise the City Council. The City Council is the policy making body for the City of Astoria. Members of the City Council are paid a modest stipend set by the City's Charter. Members of the Council serve as Council representatives on many boards and commissions of the City and other local governments and agencies.

Staffing

The Mayor and Councilors are elected on a non-partisan basis for four-year terms. The terms of office are staggered at two-year intervals and have the following term expiration dates:

<u>Name</u>	<u>Position</u>	<u>Term Expires</u>
Arline LaMear	Mayor	12/31/18
Zetty Nemlowill	Councilor - Ward 1	12/31/18
Tom Brownson	Councilor - Ward 2	12/31/20
Cindy Price	Councilor - Ward 3	12/31/18
Bruce Jones	Councilor - Ward 4	12/31/20

City of Astoria, Oregon  
Budget Document  
General

Expenditures (by department)  
CITY COUNCIL # 1000

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/17 - 6/30/18</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
			<b>Personnel Services:</b>			
4,080	4,080	4,080	Regular Salaries	4,080	4,080	4,080
312	312	350	FICA Taxes	350	350	350
38	33	40	Workers' Compensation	30	30	30
<u>4,430</u>	<u>4,425</u>	<u>4,470</u>	<b>Total Personnel Services</b>	<u>4,460</u>	<u>4,460</u>	<u>4,460</u>
			<b>Materials and Services:</b>			
603		500	Office Supplies	500	500	500
		-	Operating Supplies			
3,761	6,597	6,500	Conferences, Meetings & Travel	6,500	6,500	6,500
291	290	250	Memberships & Dues	300	300	300
833	1,734	1,500	Miscellaneous	1,500	1,500	1,500
<u>5,488</u>	<u>8,621</u>	<u>8,750</u>	<b>Total Materials and Services</b>	<u>8,800</u>	<u>8,800</u>	<u>8,800</u>
<u>9,918</u>	<u>13,046</u>	<u>13,220</u>	<b>Total Expenditures</b>	<u>13,260</u>	<u>13,260</u>	<u>13,260</u>

**GENERAL FUND (001)**

**CITY COUNCIL (1000)**

**Personnel Services (410 - 415)**

			<u>17-18</u>	
410	2020	Straight Time - Regular	4,080	
415	2220	FICA	350	
415	2240	Workers' Compensation	30	

**TOTAL PERSONNEL SERVICES** **4,460**

**TOTAL FTEs** **0**

**Materials and Services (510 - 675)**

510	3045	General Office Supplies	500	
		Sub-total of Office Supplies		<b>500</b>
615	4265	Travel, Conferences and Meetings	6,500	
		Sub-total Conferences, Meetings & Travel		<b>6,500</b>
630	4720	Sister Cities International Program	300	
		Sub-total Memberships & Dues		<b>300</b>
675	6035	Miscellaneous - General	1,500	
		Sub-total of Miscellaneous		<b>1,500</b>

**TOTAL MATERIALS & SERVICES** **8,800**

**TOTAL CITY COUNCIL** **13,260**



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**FUND:**                   **GENERAL**

Department:           City Manager #1101

Basic Objectives

This department provides for the activities of the City Manager's office. The City Manager is responsible for overall administration of the City organization and the supervision of the department heads of each of the seven other City functions which include: Finance and Administrative Services, Community Development, Fire, Police and Library in the General Fund; Parks Operations and Public Works.

The City Manager is responsible to the City Council.

Staffing

The staff consists of the City Manager and the Executive Assistant.

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

Expenditures (by department)  
CITY MANAGER # 1101

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/17 - 6/30/18</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
154,072	176,666	181,950	Regular Salaries	178,350	178,350	178,350
-	-	2,310	Extra Help	2,310	2,310	2,310
11,581	13,310	14,250	FICA Taxes	13,970	13,970	13,970
18,689	27,735	29,630	Insurance	30,440	30,440	30,440
22,108	29,783	32,380	Retirement Contributions	35,570	35,570	35,570
481	501	520	Workers' Compensation	840	840	840
206,931	247,995	261,040	<b>Total Personnel Services</b>	261,480	261,480	261,480
	2.0	2.1	FTEs	2.1	2.1	2.1
			<b>Materials and Services:</b>			
2,987	1,752	2,050	Office Supplies	2,050	2,050	2,050
46	784	300	Operating Supplies	300	300	300
43	57	-	Repair & Maintenance Supplies	-	-	-
1,639	3,166	3,680	Memberships & Dues	3,800	3,800	3,800
500	-	900	Employee Assistance Program	1,200	1,200	1,200
7,317	8,169	6,950	Conferences, Meetings & Travel	6,950	6,950	6,950
3,550	3,102	3,500	Miscellaneous	3,600	3,600	3,600
-	399	500	Technology Services	500	500	500
16,082	17,429	17,880	<b>Total Materials and Services</b>	18,400	18,400	18,400
			<b>Capital Outlay:</b>			
-	-	-	Machinery and Equipment	-	-	-
<u>223,013</u>	<u>265,424</u>	<u>278,920</u>	<b>Total Expenditures</b>	<u>279,880</u>	<u>279,880</u>	<u>279,880</u>

GENERAL FUND (001)				
<b>CITY MANAGER - Administration (1101)</b>				
<b>Personnel Services (410 - 415)</b>				
			17-18	
410	2020	Straight Time - Regular	178,350	
410	2085	Extra Help	2,310	
415	2220	FICA	13,970	
415	2230	Insurance	30,440	
415	2235	Retirement Contributions	35,570	
415	2240	Workers' Compensation	840	
<b>TOTAL PERSONNEL SERVICES</b>				<b>261,480</b>
			TOTAL FTEs	<b>2.1</b>
<b>Materials and Services (510 - 685)</b>				
510	3040	Printer Cartridges and Supplies	1,450	
510	3045	General Office Supplies	600	
Sub-total of Office Supplies				<b>2,050</b>
515	3310	General Operating Supplies	300	
Sub-total of Operating Supplies				<b>300</b>
615	4220	League of Oregon Cities	800	
615	4225	OCCMA - Spring / Summer	750	
615	4227	ICMA	2,250	
615	4230	CCIS	400	
615	4265	Travel, Conferences and Meetings	2,750	
Sub-total of Conferences, Meetings & Travel				<b>6,950</b>
620	4320	Employee Assistance Program (RBH)	1,200	
Sub-total of Employee Assistance Program				<b>1,200</b>
630	4730	ICMA	1,100	
630	4735	OCCMA	300	
630	4737	Local Government Personnel Institute	1,400	
630	4738	International Public Management	200	
630	4765	APA - AICP Certification	800	
Sub-total of Memberships & Dues				<b>3,800</b>

GENERAL FUND (001)			
<b>CITY MANAGER - Administration (1101)</b>			
675	5920	Employee Recognition	3,000
675	6035	General - Miscellaneous	600
		Sub-total of Miscellaneous	<b>3,600</b>
685	6207	Non-Contract IT Services	500
		Sub-total of Technology Services	<b>500</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>18,400</b>
<b>TOTAL CITY MANAGER - Administration</b>			<b>279,880</b>
<b>CAPITAL IMPROVEMENT - CITY MANAGER - ADMIN.</b>			
740	6,650	<b>Machinery &amp; Equipment</b>	
		Chair and Printer	600
		Sit Stand Desk	400
<b>Total Capital Improvement - City Mgr - Admin.</b>			<b>1,000</b>
<b>TOTAL CITY MANAGER ADMIN. - ALL FUNDS</b>			<b>280,880</b>

**FUND: GENERAL**

Department: Municipal Court #1400

Basic Objectives

The Municipal Court handles citations issued by the Astoria Police Department and Astoria Downtown Historic District Association (ADHDA) for traffic violations, misdemeanor law violations and city code violations, as well as citations for parking and animal control offenses.

Court procedures are administered by the Municipal Judge, who is an attorney licensed to practice in Oregon. The City Council appoints the Municipal Judge whose performance is reviewed annually by the Council.

Staffing

The Municipal Court is comprised of a part-time judge and a full time clerk. Kristopher Kaino, an area attorney, has been appointed by the City Council to serve as Municipal Judge on a contract basis.

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

Expenditures (by department)  
**MUNICIPAL COURT # 1400**

Historical Data			Budget for Fiscal Year 7/1/17- 6/30/18			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
			<b>Personnel Services:</b>			
41,607	42,351	43,410	Regular Salaries	45,390	45,390	45,390
3,060	3,086	3,440	FICA Taxes	3,590	3,590	3,590
9,922	13,764	15,170	Insurance	17,030	17,030	17,030
5,609	5,521	6,770	Retirement Contributions	7,170	7,170	7,170
132	129	130	Workers' Compensation	220	220	220
60,330	64,851	68,920	<b>Total Personnel Services</b>	73,400	73,400	73,400
	1.0	1.0	FTEs	1.0	1.0	1.0
			<b>Materials and Services:</b>			
1,344	597	500	Office Supplies	600	600	600
-	-	-	Operating Supplies	-	-	-
282	505	400	Conferences, Meetings & Travel	500	500	500
56,690	54,310	58,800	Professional Services	52,800	52,800	52,800
	250	150	Memberships & Dues	150	150	150
	-	-	Printing & Binding	-	-	-
2,821	-	-	Repair & Maintenance Services	-	-	-
	2,387	2,610	Technology Services	2,640	2,640	2,640
39,222	26,199	50,300	Miscellaneous	40,130	40,130	40,130
100,359	84,248	112,760	<b>Total Materials and Services</b>	96,820	96,820	96,820
			<b>Capital Outlay</b>			
-	-	-	Machinery & Equipment	-	-	-
160,689	149,099	181,680	<b>Total Expenditures</b>	170,220	170,220	170,220

GENERAL FUND (001)				
<b>MUNICIPAL COURT (1400)</b>				
<b>Personnel Services (410 - 415)</b>				
			<u>17-18</u>	
410	2020	Straight Time - Regular	45,390	
415	2220	FICA	3,590	
415	2230	Insurance	17,030	
415	2235	Retirement Contributions	7,170	
415	2240	Workers' Compensation	220	
<b>TOTAL PERSONNEL SERVICES</b>				<b>73,400</b>
			<b>TOTAL FTEs</b>	<b>1.0</b>
<b>Materials and Services (510 - 685)</b>				
510	3045	General Office Supplies	600	
Sub-total of Office Supplies				<b>600</b>
615	4265	Travel - Conferences and Meetings	500	
Sub-total Conferences, Meetings & Travel				<b>500</b>
620	4325	Municipal Court Judge	37,700	
620	4330	Indigent Defense Contract	12,000	
620	4335	Pro Tem Judge	2,000	
620	4340	Payments for Jury Trials	100	
620	4540	Interpreter Fees	1,000	
Sub-total of Professional Services				<b>52,800</b>
630	4750	Memberships & Dues	150	
Sub-total Memberships & Dues				<b>150</b>
675	5925	VISA Fees	2,200	
675	6040	State Assessments on Fines	27,730	
675	6045	Jury & Witness Fees	200	
675	6050	Jail Assessments	10,000	
Sub-total of Miscellaneous				<b>40,130</b>
685	6280	Municipal Court Software Maintenance	2,640	
Sub-total of Technology Services				<b>2,640</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>96,820</b>
<b>TOTAL MUNICIPAL COURT</b>				<b>170,220</b>
<b>TOTAL MUNICIPAL COURT - ALL FUNDS</b>				<b>170,220</b>



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**FUND: GENERAL**

Department: Finance #1600

Basic Objectives

The Finance Department offers a wide variety of services to the general public and to other departments of the City. The major activities include: utility billing, cashiering, accounts receivable, payroll, purchasing, accounts payable, data processing, financial planning, budget preparation, investing, cash management, and maintenance of official City records.

Services to other departments include financial control through the budget process, risk management, coordination of computer systems (except Public Safety Systems) with IT vendors and issuance of keys to most City owned buildings and facilities. Finance also provides accounting and other miscellaneous financial services for other departments, as needed. The Director of Finance and Administrative Services has been responsible for a variety of Human Resource activities since 2012. In 2017 a part-time Human Resource Assistant was hired to assist with Human Resource activities.

Staffing

There are 6.5 full-time equivalent employees in the Finance Department, including 2 accounting clerks, an operations supervisor, a financial reporting manager, a financial analyst, a part-time Human Resource assistant and the Director of Finance and Administrative Services. The Finance Department is under the supervision of the Director of Finance and Administrative Services, who is responsible to the City Manager.

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

Expenditures (by department)  
FINANCE # 1600

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/17 - 6/30/18</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
			<b>Personnel Services:</b>			
284,405	357,509	392,650	Regular Salaries	396,650	396,650	396,650
30	69	-	Overtime	-	-	-
-	-	4,500	Extra Help	4,500	4,500	4,500
20,816	26,136	30,770	FICA Taxes	31,080	31,080	31,080
72,100	90,088	96,190	Insurance	97,270	97,270	97,270
32,063	46,213	64,310	Retirement Contributions	65,670	65,670	65,670
984	980	1,040	Workers' Compensation	1,850	1,850	1,850
410,398	520,995	589,460	<b>Total Personnel Services</b>	597,020	597,020	597,020
	6.0	6.6		FTEs	6.6	6.6
			<b>Materials and Services:</b>			
4,778	3,605	6,000	Office Supplies	6,500	6,500	6,500
	449		Operating Supplies			
629	395	300	Repair & Maintenance Supplies	500	500	500
729	-	1,500	Training	1,500	1,500	1,500
282	1,930	2,500	Conferences, Meetings & Travel	2,500	2,500	2,500
29,534	20,922	44,200	Professional Services	41,000	41,000	41,000
280	890	970	Memberships & Dues	905	905	905
83	61	110	Communications	120	120	120
2,387	1,917	2,250	Advertising	2,350	2,350	2,350
773	3,550	2,500	Printing & Binding	3,000	3,000	3,000
-	-	500	Repair & Maintenance Services	500	500	500
44	24	150	Miscellaneous	200	200	200
25,580	24,182	27,750	Technology Services	27,750	27,750	27,750
65,099	57,925	88,730	<b>Total Materials and Services</b>	86,825	86,825	86,825
			<b>Capital Outlay:</b>			
-	-	-	Machinery & Equipment	-	-	-
475,497	578,920	678,190	<b>Total Expenditures</b>	683,845	683,845	683,845

**GENERAL FUND (001)**

**FINANCE (1600)**

**Personnel Services (410 - 415)**

			<u>17-18</u>	
410	2020	Straight Time - Regular	396,650	
410	2085	Extra Help	4,500	
415	2220	FICA	31,080	
415	2230	Insurance	97,270	
415	2235	Retirement Contributions	65,670	
415	2240	Workers' Compensation	1,850	

<b>TOTAL PERSONNEL SERVICES</b>			<b>597,020</b>
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<b>TOTAL FTEs</b>		<b>6.6</b>
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**Materials and Services (510 - 685)**

510	3045	General Office Supplies	6,500	
		Sub-total of Office Supplies		<b>6,500</b>
525	3640	Other Repair & Maintenance Supplies	500	
		Sub-total of Repair & Maintenance Supplies		<b>500</b>
610	4055	Computer Training	1,500	
		Sub-total of Training		<b>1,500</b>
615	4265	Travel - Conferences and Meetings	2,500	
		Sub-total Conferences, Meetings & Travel		<b>2,500</b>
620	4345	Audit Fee	32,500	
620	4346	OPEB Preparation Fee	1,000	
620	4350	State Filing Fee	500	
620	4540	Professional Services - General	7,000	
		Sub-total of Professional Services		<b>41,000</b>
630	4740	Other Dues and Fees	160	
630	4745	OGFOA	200	
630	4746	OSCPA	295	
630	4736	HR Management Association (SHRMA)	250	
		Sub-total Memberships & Dues		<b>905</b>
635	4975	Postage	120	
		Sub-total of Communications		<b>120</b>
640	5020	Advertising - Liquor Licenses	600	
640	5025	Advertising - Budget Notices	1,750	
		Sub-total of Advertising		<b>2,350</b>

<b>GENERAL FUND (001)</b>			
<b>FINANCE (1600)</b>			
650	5145	Printing & Binding - General	3,000
		Sub-total of Printing & Binding	<b>3,000</b>
660	5825	General Repair & Maintenance	500
		Sub-total of Repair & Maintenance Services	<b>500</b>
675	6035	General-Miscellaneous	200
		Sub-total of Miscellaneous	<b>200</b>
685	6205	Computer Software	500
685	6207	Non-Contract IT Services	750
685	6247	Financial Software Maintenance	26,500
		Sub-total of Technology Services	<b>27,750</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>86,825</b>
<b>TOTAL FINANCE</b>			<b>683,845</b>
<b>CAPITAL IMPROVEMENT - FINANCE</b>			
740	6,650	<b>Machinery &amp; Equipment</b>	
		Sit Stand Varidesks - 4 units w/mats	2,000
		RARE Program - Resiliency	23,500
<b>Total Capital Improvement - City Mgr - Admin.</b>			<b>25,500</b>
<b>TOTAL FINANCE DEPARTMENT - ALL FUNDS</b>			<b>709,345</b>

**FUND: GENERAL**

Department: City Attorney #1800

Basic Objectives

The City Attorney provides legal advice to departments concerning routine activities, prepares and reviews documents, provides legal representation in some Municipal Court cases and other legal advice, as needed. The City Attorney is appointed by the City Council on an annual basis.

Staffing

This department provides for no staff positions. Services are currently provided by agreement with Attorney Blair Henningsgaard.

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

Expenditures (by department)  
CITY ATTORNEY # 1800

Historical Data			Budget for Fiscal Year 7/1/17 - 6/30/18			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
<b>Materials and Services:</b>						
	527	550	Conferences Meetings & Travel	550	550	550
83,995	84,000	87,000	Professional Services	87,000	87,000	87,000
-	-	500	Miscellaneous	500	500	500
<u>83,995</u>	<u>84,527</u>	<u>88,050</u>	<b>Total Expenditures</b>	<u>88,050</u>	<u>88,050</u>	<u>88,050</u>

Detail Information 2016-17

GENERAL FUND (001)

CITY ATTORNEY (1800)

**Materials and Services (615 - 675)**

615	4220	League of Oregon Cities	550	
			87,000	
620	4355	City Attorney Agreement		
			500	
675	6035	General - Miscellaneous		
<b>TOTAL MATERIALS &amp; SERVICES</b>				<u>88,050</u>
<b>TOTAL CITY ATTORNEY</b>				<u>88,050</u>

**FUND:** GENERAL

Department: Community Development # 2001

#### Basic Objectives

The Community Development Department is responsible for economic development, land use planning, zoning administration, building inspection, and historic preservation.

#### Planning Commission/ Historic Landmarks Commission/Design Review Committee

The Department provides staff support to the Planning Commission, the Historic Landmarks Commission, and Design Review Committee. In that function, the Department serves as liaison between the Commissions and the public and prepares all reports and findings of fact necessary to support land use decisions. The Department administers both the City Comprehensive Plan and the Development Code. In 2002, the Planning Commission assumed the duties of the reorganized Traffic Safety Advisory Committee. The City continues to have Certified Local Government status with the State Historic Preservation Office (SHPO). In 1998, the City established a Design Review Committee to review development in the newly formed Gateway Master Plan Area which generally encompasses the area from 16th to 29th Streets and the River to Exchange Street.

#### Astoria Development Commission

The Community Development Department provides staff support to the Astoria Development Commission (ADC). The ADC's responsibility is to administer the City's two urban renewal districts. The Astor-East Urban Renewal District encompasses 56.95 acres of land located east of Astoria's Central Business District and includes the Liberty Theatre and Heritage Square property in the downtown area. The objectives of the AEURD Renewal Plan are to improve the physical conditions, functional relationships, and visual quality of the area, and to eliminate blight in order to create a climate more conducive for private development of property. Approximately four acres of riverfront property east of 20th Street were purchased in 2000 by the ADC and are being held for future development. In 2002 the City established a new 205.5 acre urban renewal district on the West End of Astoria in the Uniontown & Port of Astoria areas. The new Astor-West Urban Renewal District was formed to help with the redevelopment of the Uniontown and Port of Astoria area.

#### Waterfront Revitalization

A Master Plan for the redevelopment of Astoria's waterfront was adopted in 1990 and an update Riverfront Vision Plan was adopted in 2009. These Plans envisioned a pedestrian walkway along the river's edge, street end river viewing piers, improved lighting and pedestrian amenities such as benches and restrooms, interpretive signage, and museum quality exhibits. Since adoption of the 1990 Plan, the City has made steady progress in implementation. In 2014, staff initiated code amendments for implementation of the Riverfront Vision Plan. Through grant funding, Astoria's River Trail has been constructed in increments over the years and was completed in 2013 extending approximately six miles from Smith Point east to the Alderbrook neighborhood. The Astoria Riverfront Trolley Association, with City support, continues to operate a trolley car along a 3-mile section of the waterfront covering the area from Smith Point to 35th Street.

#### Building Inspection Services

The Community Development Department (CDD) administers the Building Inspection Program for the City. The activity of the Building Inspection Division of the CDD is accounted for in the Building Inspection Fund, to comply with ORS 455.210.

#### Staffing

Staff consists of four full-time positions: the director, a planner, building official / code enforcement officer, an administrative assistant and a building permit technician.



City of Astoria, Oregon  
Budget Document  
GENERAL FUND

Expenditures (by department)  
**COMMUNITY DEVELOPMENT # 2001**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/17 - 6/30/18</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
88,564	172,274	201,200	Regular Salaries	209,070	209,070	209,070
147,167	111,576	7,750	Extra Help	5,500	5,500	5,500
17,809	21,331	16,190	FICA Taxes	16,620	16,620	16,620
16,029	40,980	48,040	Insurance	46,830	46,830	46,830
23,284	36,290	44,380	Retirement Contributions	46,200	46,200	46,200
478	515	490	Workers' Compensation	1,080	1,080	1,080
293,331	382,966	318,050	<b>Total Personnel Services</b>	325,300	325,300	325,300
	3.5	3.2	FTEs	3.0	3.0	3.0
			<b>Materials and Services:</b>			
1,088	1,726	1,000	Office Supplies	1,000	1,000	1,000
25	383	-	Operating Supplies	-	-	-
4,034	3,784	4,000	Conferences, Meetings & Travel	5,000	5,000	5,000
9,934	4,830	12,500	Professional Services	11,500	11,500	11,500
6,223	5,767	7,100	Memberships & Dues	7,100	7,100	7,100
7,247	6,135	7,000	Advertising	5,000	5,000	5,000
1,173	1,259	500	Printing & Binding	500	500	500
1,235	4	600	Repair & Maintenance Services	975	975	975
10,078	5,775	52,000	Projects Funded by Grants	12,000	12,000	12,000
160	150	360	Technology Services	360	360	360
41,197	29,813	85,060	<b>Total Materials and Services</b>	43,435	43,435	43,435
			<b>Capital Outlay:</b>			
-	-	-	Machinery & Equipment	-	-	-
334,528	412,779	403,110	<b>Total Expenditures</b>	368,735	368,735	368,735

GENERAL FUND (001)			
COMMUNITY DEVELOPMENT (2001)			
<b>Personnel Services (410 - 415)</b>			
			17-18
410	2020	Straight Time - Regular	209,070
410	2085	Extra Help	5,500
415	2220	FICA	16,620
415	2230	Insurance	46,830
415	2235	Retirement Contributions	46,200
415	2240	Workers' Compensation	1,080
<b>TOTAL PERSONNEL SERVICES</b>			<b>325,300</b>
<b>TOTAL FTEs</b>			<b>3.0</b>
<b>Materials and Services (510 - 685)</b>			
510	3045	General Office Supplies	1,000
Sub-total of Office Supplies			1,000
515	3120	Books / Periodicals	0
Sub-total of Operating Supplies			0
615	4260	Conference / Meeting Expense	4,000
615	4266	Boards & Commission Training	1,000
Sub-total Conferences, Meetings & Travel			5,000
620	4360	Planning and Economic Development	9,000
620	4540	Public Involvement	2,500
Sub-total of Professional Services			11,500
630	4750	Dues - Miscellaneous	350
630	4760	CREST	5,000
630	4765	OCPDA-APA	1,200
630	4770	ODDA / IDA	0
630	4775	Historic Preservation	300
630	4780	Columbia-Pacific Economic Development Distric	250
Sub-total Memberships & Dues			7,100
640	5030	Advertising - Public Notices	5,000
Sub-total of Advertising			5,000
650	5145	Printing & Binding - General	500
Sub-total of Printing & Binding			500
660	5620	Office Machines	500
660	5825	General Repair & Maintenance	100
		Vehicle Repair & Maintenance	375
Sub-total of Repair & Maintenance Services			975

GENERAL FUND (001)				
<b>COMMUNITY DEVELOPMENT (2001)</b>				
680	6125	Certified Local Gov/SHPO	12,000	
		Sub-total of Projects Funded by Grants		<b>12,000</b>
685	6205	Computer Software	360	
		Sub-total of Technology Services		<b>360</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>43,435</b>
<b>TOTAL COMMUNITY DEVELOPMENT</b>				<b>368,735</b>

FUND: GENERAL

Department: City Hall #2200

Basic Objectives

This department provides for the operation and maintenance of the City Hall building.

Staffing

The public works director provides oversight for maintenance of City Hall. The public works administrative assistant monitors janitorial service performance. Routine maintenance services are provided by a City Shops employee.

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

Expenditures (by department)  
CITY HALL # 2200

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/17 - 6/30/18</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
			<b>Personnel Services:</b>			
275	533	1,250	Extra Help	770	770	770
6,291	4,642	15,000	Interfund Wages	15,380	15,380	15,380
1,594	384	1,370	FICA Taxes	1,360	1,360	1,360
1,278	1,578	1,100	Insurance	2,000	2,000	2,000
592	646	2,340	Retirement Contributions	2,430	2,430	2,430
337	680	680	Workers' Compensation	30	30	30
10,367	8,463	21,740	<b>Total Personnel Services</b>	21,970	21,970	21,970
	0.1	0.3	<b>FTEs</b>	0.1	0.1	0.1
			<b>Materials and Services:</b>			
1,165	1,065	1,500	Operating Supplies	1,500	1,500	1,500
5,219	6,593	4,400	Repair & Maintenance Supplies	3,900	3,900	3,900
-	-	-	City Shops Expense	-	-	-
15,861	17,858	20,800	Professional Services	20,800	20,800	20,800
15,057	13,877	15,400	Public Utility Services	15,400	15,400	15,400
37,302	39,393	42,100	<b>Total Materials and Services</b>	41,600	41,600	41,600
47,669	47,856	63,840	<b>Total Expenditures</b>	63,570	63,570	63,570

GENERAL FUND (001)				
CITY HALL (2200)				
Personnel Services (410 - 415)				
			17-18	
410	2085	Extra Help	770	
412	2095	Interfund Wages	15,380	
415	2220	FICA	1,360	
415	2230	Insurance	2,000	
415	2235	Retirement Contributions	2,430	
415	2240	Workers' Compensation	30	
<b>TOTAL PERSONNEL SERVICES</b>				<b>21,970</b>
			<b>TOTAL FTEs</b>	<b>0.1</b>
Materials and Services (515 - 675)				
515	3265	Custodial Supplies	1,500	
Sub-total of Operating Supplies				<b>1,500</b>
525	3520	Building Materials / Supplies	900	
525	3640	Other Repair & Maintenance Supplies	3,000	
Sub-total of Repair & Maintenance Supplies				<b>3,900</b>
620	4365	Janitorial Services	11,800	
620	4370	Pest Control	100	
620	4375	Elevator Maintenance	8,500	
620	4376	Fire Alarm System Services	400	
Sub-total of Professional Services				<b>20,800</b>
655	5205	Electricity - City Hall	11,000	
656	5475	Natural Gas- City Hall	2,000	
657	5505	Sanitation - City Hall	2,400	
Sub-total of Public Utility Services				<b>15,400</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>41,600</b>
<b>TOTAL CITY HALL</b>				<b>63,570</b>

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**FUND: GENERAL**

Department: Non-Departmental - Unallocated # 2400

Basic Objectives:

This department accounts for appropriations that benefit all or several departments and appropriations that do not apply to any specific department. Transfers to other funds from the General Fund are budgeted in this department. A schedule of individual transfers may be found in the Detail & Statistical Section.

Community Organization Grants (Social Services – Basic Needs) are distributed from this department with the Budget sub-committee recommendations listed on the last page. A process has been established to set the distribution maximum which equals 0.5% of the previously adopted General Fund budget. The maximum distribution amount for FY 17-18 is \$ 54,040

Staffing

This department provides for no staff positions. Finance Department staff monitors expenditures.



City of Astoria, Oregon  
Budget Document  
GENERAL FUND

Expenditures (by department)  
NON-DEPARTMENTAL - UNALLOCATED # 2400

Historical Data			Budget for Fiscal Year 7/1/17 - 6/30/18			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
5,275	-	5,000	Interfund Wages	5,000	5,000	5,000
470	-	450	FICA Taxes	450	450	450
105	-	-	Insurance	-	-	-
1,143	147	1,230	Retirement Contributions	1,240	1,240	1,240
214	205	210	Worker Compensation	280	280	280
7,207	352	6,890	<b>Total Personnel Services</b>	6,970	6,970	6,970
		0.1	<b>FTEs</b>	0.1	0.1	0.1
			<b>Materials and Services:</b>			
4,413	2,707	3,750	Office Supplies	3,750	3,750	3,750
3,871	5,481	7,500	Operating Supplies	5,000	5,000	5,000
8,440	5,742	7,500	Repair & Maintenance Supplies	7,500	7,500	7,500
235,869	303,552	222,030	Professional Services	243,690	243,690	243,690
10,199	9,862	10,350	Memberships & Dues	10,800	10,800	10,800
60,079	51,243	63,600	Communications	60,100	60,100	60,100
-	-	250	Advertising	250	250	250
226,173	239,892	261,600	Insurance	275,000	275,000	275,000
1,039	426	500	Public Utility Services	540	540	540
5,092	6,523	7,500	Rentals	8,000	8,000	8,000
103,311	72,472	83,530	Miscellaneous	73,640	73,640	73,640
1,911	1,495	3,500	Non-Contract IT Services	3,500	3,500	3,500
660,397	699,395	671,610	<b>Total Materials and Services</b>	691,770	691,770	691,770
			<b>Transfer to Other Funds:</b>			
30,000	10,000	5,000	Unemployment Trust	5,000	5,000	5,000
309,120	332,710	379,900	Emergency Communications Fund	398,550	398,550	398,550
881,000	1,004,100	878,100	Parks Operation Fund	978,100	978,100	978,100
-	-	10,000	UAP Transfer to Public Works Fund	10,000	10,000	10,000
-	81,000	81,000	Public Works Improvement Fund	81,000	81,000	81,000
-	-	-	Special Police Projects Fund	1,400	1,400	1,400
-	965,000	250,000	Capital Improvement Fund	-	-	-
1,965	31,790	30,000	Public Works - Landfill Monitoring	30,000	30,000	30,000
1,222,085	2,424,600	1,634,000	<b>Total Transfer to Other Funds</b>	1,504,050	1,504,050	1,504,050
1,889,689	3,124,347	2,312,500	<b>Total Expenditures</b>	2,202,790	2,202,790	2,202,790

**GENERAL FUND (001)**

**NON-DEPARTMENTAL - UNALLOCATED (2400)**

**Personnel Services (412)**

17-18

410	2095	Interfund Wages	5,000
415	2220	FICA	450
415	2230	Insurance	0
415	2235	Retirement Contributions	1,240
415	2240	Worker Compensation	280

**TOTAL PERSONNEL SERVICES**

**TOTAL FTEs**

**0.1**

**6,970**

**Materials and Services (510 - 675)**

510	3265	Paper	3,750	
		Sub-total of Office Supplies		<b>3,750</b>
515	3310	General Operating Supplies	5,000	
		Sub-total of Operating Supplies		<b>5,000</b>
525	3640	Other Repair & Maintenance Supplies	7,500	
		Sub-total of Repair & Maintenance Supplies		<b>7,500</b>
620	4390	Network Maintenance	64,400	
620	4395	Email Hosting	900	
620	4402	Website Hosting	19,320	
620	4400	Internet Connectivity	10,800	
620	4405	Website Consulting	1,500	
620	4410	Personnel Legal Services	60,000	
620	4415	General Professional Services	22,770	
620	4537	ABC Transcription Service	25,000	
620	4539	VOIP Cisco / Obsidian Support	8,000	
620	4542	Human Resource Contract	31,000	
		Sub-total of Professional Services		<b>243,690</b>
630	4785	League of Oregon Cities	7,050	
630	4796	CEDR	3,750	
		Sub-total of Memberships & Dues		<b>10,800</b>
635	4920	Cell Phones	20,000	
635	4930	Telephone - Century Link	15,000	
635	4975	Postage	24,500	
635	4980	Postage Meter Fees	600	
		Sub-total of Communications		<b>60,100</b>
640	5020	Advertising - Legal Ads / Notices	250	
		Sub-total of Advertising		<b>250</b>

**GENERAL FUND (001)**

**NON-DEPARTMENTAL - UNALLOCATED (2400)**

645	5060	Insurance - Liability	275,000	
		Sub-total of Insurance		<b>275,000</b>
655	5208	Miscellaneous Utilities	540	
		Sub-total of Public Utility Services		<b>540</b>
665	5860	Photocopy Machines	8,000	
		Sub-total of Rentals		<b>8,000</b>
675	5935	Retiree Medical Benefits	13,600	
675	5940	Taxes and Assessments	6,000	
675	5980	<b>Community Organization (Social Services) Grants</b>	<b>54,040</b>	
		Sub-total of Miscellaneous		<b>73,640</b>
685	6207	Non-Contract IT Services	1,500	
685	6209	Human Resource iApplicants	2,000	
		Sub-total of Technology		<b>3,500</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>691,770</b>
<b>Transfers to Other Funds (850)</b>				
850	7520	Unemployment Fund	5,000	
850	7522	UAP Transfer to PW	10,000	
850	7525	Emergency Communications Fund	398,550	
850	7532	Parks / Aquatic Fund	978,100	
850	7533	PWIF Loan Payment Landfill Closure	81,000	
850	7534	Special Police Projects	1,400	
850	7535	Capital Improvement Fund		
850	7550	Public Works Fund Landfill Monitoring	30,000	
		Sub-total Transfers to Other Funds		<b>1,504,050</b>
<b>TOTAL TRANSFERS TO OTHER FUNDS</b>				<b>1,504,050</b>
<b>TOTAL NON-DEPARTMENTAL - UNALLOCATED</b>				<b>2,202,790</b>

**GENERAL FUND (001)**

**NON-DEPARTMENTAL - UNALLOCATED (2400)**

**CAPITAL IMPROVEMENT FUND - NON-DEPARTMENTAL - UNALLOCATED**  
17-18

Software Support Renewals	29,700
Computer Replacements	18,000
Hardware, Server Replacements & Backup	42,000

**Total Capital Improvement Fund - Non-Departmental - Unallocated** **89,700**

**TOTAL NON-DEPARTMENTAL - UNALLOCATED** **2,292,490**

**COMMUNITY ORGANIZATION (SOCIAL SERVICES - BASIC NEEDS)**

<u>Organization</u>	<u>Requested</u>	<u>Recommended Distribution</u>
Astoria Alano Club	5,000	1,000
Astoria Warming Center	6,000	4,000
Clatsop CASA Program	4,500	4,000
Clatsop Community Action - Food Program	18,000	15,000
Friends of the Armory	10,000	1,040
The Harbor /Clatsop County Women's Resource Center	20,000	8,000
Helping Hands	20,000	8,000
Liberty Restoration	3,900	0
Lower Columbia Hispanic Center	10,000	7,000
Seaside Hall	1,000	0
Senior Citizens Services of Astoria	12,000	6,000
<b>Total Community Organizations (Basic Need Grants)</b>	<u><b>110,400</b></u>	<u><b>54,040</b></u>

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**FUND: GENERAL**

Department: Fire # 2600

Basic Objectives

The fire department is responsible for fire suppression, hazards to life safety, and the treatment of persons with serious medical emergencies. Emergency medical transportation is provided by Medix Ambulance Company. The department houses a regional hazardous materials response team through a contract with the Oregon State Fire Marshals' Office. Six of the team's ten members are provided by the department. In addition to responding within the city limits, the department provides response for the Tongue Point Job Corps Center through a contract for services with the Department of Labor. The department supports the US Coast Guard by providing response to property at Tongue Point as well as the USCG Cutters Alert and Steadfast through memorandums of agreement. A volunteer firefighter program has been in place since 1993 with varying levels of participation/staffing. A student/intern firefighter program was created in 2001 which offers college tuition and sleeping accommodations for three individuals. During "off" time, interns reside at Station 2 in Uniontown. Each intern is assigned to one of the three normal department work shifts. Department personnel have participated in a variety of regional programs including fire cause investigations, the Clatsop County Juvenile Fire Setter Network, the Clatsop County Firefighters Association and is active in assisting with providing firefighter training county-wide. The department provides public fire safety education programs, concentrating on school children regarding proper actions to be taken during a fire emergency. The department also provides portable fire extinguisher training to local businesses upon request. The department participates in a county-wide Mutual Aid system for response to greater alarm fires, both structural and wildland, as well as mass casualty incidents through established mutual aid agreements with all county departments and fire districts. The department also participates as one of 12 lower Columbia River fire agencies in the Maritime Fire Safety Association (MFSA) and the Fire Protection Agency Advisory Council. Consequently, department personnel have been specially trained in shipboard firefighting, and can receive the same from all participants should a shipboard fire emergency occur in Astoria.

Staffing

Fire Department staff currently includes a fire chief position, a deputy chief/training officer, three lieutenants, three driver/engineers, three firefighters, a half-time administrative assistant, three student/intern firefighters and 15 volunteer firefighters. There is a minimum of two career firefighters on duty at all times. When fully staffed, including intern firefighters, there can be as many as four persons on duty with varying levels of training, expertise and experience.

The department continues to work towards recruiting, training and maintaining a volunteer firefighter contingent to support and supplement career staff. At the present time, the mutual aid agreements with neighboring county departments and districts as well as MFSA agencies are essential to providing adequate emergency services to our community.

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

Expenditures (by department)  
FIRE # 2600

Historical Data			Budget for Fiscal Year 7/1/17 - 6/30/18			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
841,719	880,718	944,500	Regular Salaries	983,430	983,430	983,430
49,997	44,335	36,000	Overtime	48,600	48,600	48,600
13,475	-	17,500	Department Funded Intern Stipends	18,900	18,900	18,900
-	16,640	-	Grant Funded Intern Stipends	-	-	-
15,049	15,328	24,950	Volunteer Wages	17,870	17,870	17,870
11,423	13,015	20,000	Interfund Wages	20,000	20,000	20,000
70,053	73,018	80,490	FICA Taxes	84,250	84,250	84,250
176,970	176,068	198,060	Insurance	197,110	197,110	197,110
152,504	177,329	234,610	Retirement Contributions	244,760	244,760	244,760
31,356	35,340	37,320	Workers' Compensation	49,960	49,960	49,960
1,362,546	1,431,791	1,593,430	<b>Total Personnel Services</b>	1,664,880	1,664,880	1,664,880
	12.0	12.4	<b>FTEs</b>	12.4	12.4	12.4
			<b>Materials and Services:</b>			
1,136	909	1,600	Office Supplies	1,400	1,400	1,400
56,411	50,289	68,650	Operating Supplies	71,350	71,350	71,350
6,391	6,523	6,450	Repair & Maintenance Supplies	7,500	7,500	7,500
1,686	4,636	5,000	Small Tools & Minor Equipment	5,500	5,500	5,500
6,252	5,662	8,500	City Shop Expenses	8,000	8,000	8,000
8,044	7,879	15,000	Training	16,400	16,400	16,400
4,511	4,997	4,500	Conferences, Meetings & Travel	4,500	4,500	4,500
9,428	8,515	10,800	Professional Services	11,500	11,500	11,500
19,276	25,146	7,200	Volunteer Services	6,600	6,600	6,600
7,435	-	25,130	Fire Intern Expense	25,500	25,500	25,500
1,136	936	1,300	Memberships & Dues	1,200	1,200	1,200
	6		Communications	-	-	-
403	494	700	Advertising	750	750	750
45,427	40,348	47,770	Public Utility Services	48,800	48,800	48,800
33,773	45,933	32,300	Repair & Maintenance Services	44,125	44,125	44,125
-	1,601	1,650	Technology Services	1,750	1,750	1,750
201,309	203,874	236,550	<b>Total Materials and Services</b>	254,875	254,875	254,875
			<b>Capital Outlay:</b>			
2,881	-	-	Buildings			
-	-	-	Improvements Other Than Bldgs			
14,197	-	-	Machinery & Equipment			
17,078	-	-	<b>Total Capital Outlay</b>			
1,580,933	1,635,665	1,829,980	<b>Total Expenditures</b>	1,919,755	1,919,755	1,919,755

**GENERAL FUND (001)**

**FIRE DEPARTMENT (2600)**

**Personnel Services (410 - 415)**

			17-18
410	2020	Straight Time - Regular	983,430
410	2045	Overtime	48,600
410	2055	Department Funded Intern Stipends	18,900
410	2059	Volunteer Wages	17,870
412	2095	Interfund Wages	20,000
415	2220	FICA	84,250
415	2230	Insurance	197,110
415	2235	Retirement Contributions	244,760
415	2240	Workers' Compensation	49,960

<b>TOTAL PERSONNEL SERVICES</b>			<b>1,664,880</b>
			<b>TOTAL FTEs 12.4</b>

**Materials and Services (510 - 685)**

510	3045	General Office Supplies	1,400	
<b>Sub-total of Office Supplies</b>				<b>1,400</b>
515	3180	Fuel, Oil & Lubricants	15,000	
515	3185	Emergency Medical Supplies	4,000	
515	3190	Firefighting Equipment	5,500	
515	3195	Fire Prevention/Public Relations Supplies	2,000	
515	3200	HazMat Supplies	1,200	
515	3205	Clothing / Uniforms	6,500	
515	3210	Annual Turnout Purchase	13,500	
515	3215	Annual Radio / Pager Purchase	3,000	
515	3220	Annual Hose Purchase	5,650	
515	3225	Annual Nozzle Applications	2,500	
515	3230	SCBA Maintenance Supplies	2,750	
515	3240	Wildland / Interface	2,000	
515	3242	Structural Personal Protective Equipment	2,250	
515	3310	General Operating Supplies	5,500	
<b>Sub-total of Operating Supplies</b>				<b>71,350</b>
525	3510	Building Materials / Supplies Station 2	1,000	
525	3520	Building Materials / Supplies Headquarters	2,000	
525	3530	General - Repair & Maintenance Supplies	3,000	
525	3535	Radio / Pagers	1,500	
<b>Sub-total of Repair &amp; Maintenance Supplies</b>				<b>7,500</b>
530	3720	Small Tools	5,500	
<b>Sub-total of Small Tools</b>				<b>5,500</b>
545	3820	Vehicle Parts - City Shops	8,000	
<b>Sub-total of City Shop Expenses</b>				<b>8,000</b>



**GENERAL FUND (001)**

**FIRE DEPARTMENT (2600)**

610	4075	Outside Training & Schools	10,000	
610	4080	Resource Materials	2,900	
610	4090	Career Development/Career Tuition Reimbursement	3,500	
		<b>Sub-total of Training</b>		<b>16,400</b>
615	4265	Conferences / Meetings / Travel Expenses	4,500	
		<b>Sub-total of Conferences, Meetings &amp; Travel</b>		<b>4,500</b>
620	4420	Physician Adviser Services	3,200	
620	4540	General - Professional Services	1,500	
620	4515	Annual Medical Exams	6,500	
620	4520	Finger Printing/ Screening	300	
		<b>Sub-total of Professional Services</b>		<b>11,500</b>
625	4650	Volunteer Firefighter Insurance	3,000	
625	4660	Volunteer Awards & Program	3,600	
		<b>Sub-total of Volunteer Services</b>		<b>6,600</b>
625	4635	Department Funded Intern Tuition & Fees	25,500	
		<b>Sub-total of Fire Intern Expense</b>		<b>25,500</b>
630	4750	Various Dues	1,200	
		<b>Sub-total of Memberships &amp; Dues</b>		<b>1,200</b>
640	5020	Advertising - Legal Ads / Notices	750	
		<b>Sub-total of Advertising</b>		<b>750</b>
655	5211	Electricity - Public Safety Building	27,500	
655	5212	Electricity - Fire Station 2	2,500	
656	5450	Natural Gas - Fire Station 2	2,600	
656	5455	Natural Gas - Public Safety Building	11,500	
657	5508	Sanitation - Public Safety Building	4,100	
657	5509	Sanitation - Fire Station 2	600	
		<b>Sub-total of Public Utility Services</b>		<b>48,800</b>
660	5710	Radio / Pagers	2,500	
660	5715	Annual SCBA & Breathing Air Compressor Maint	6,500	
660	5716	Quarterly Breathing Air Quality Testing	650	
660	5717	Posi-Check & Porta-Count Annual Calibration	1,800	
660	5720	Defibrillator Maintenance	1,700	
660	5721	Personal Protective Equipment Maintenance	1,200	
660	5725	Eq other than Vehicles/Include Fire Extinguishers	2,000	
660	5726	Public Safety Bay Door Maintenance	2,200	
660	5727	Annual Hose Testing	3,500	

GENERAL FUND (001)			
<b>FIRE DEPARTMENT (2600)</b>			
660	5728	Annual Ground Ladder Testing	925
660	5729	Annual Aerial Device/Ladder Testing	1,850
660	5750	Buildings-Public Safety	5,500
660	5751	Buildings-Station 2	6,500
660	5752	Annual Pump Testing - 4 Apparatus	1,300
660	5785	Motor Vehicles / Auto Body Shop	2,500
660	5825	General - Repair & Maintenance Services	3,500
<b>Sub-total of Repair &amp; Maintenance Services</b>			<b>44,125</b>
685	6245	Firefighter Response System (FFRS)	900
685	6250	Firehouse Software Maintenance	850
<b>Sub-total of Technology Services</b>			<b>1,750</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>254,875</b>
<b>TOTAL FIRE DEPARTMENT</b>			<b>1,919,755</b>
<b>CAPITAL IMPROVEMENT FUND - FIRE DEPT</b>		<b>17-18</b>	
<b>Machinery and Equipment:</b>			
		Public Safety Building Asphalt	5,500
		Weight & Cardio Training Equipment	1,650
		Genesis Battery Auto-Extrication Combi-Tool	10,500
		Portable Around the Pump Firefighting Foam Sys	6,000
<b>Subtotal of Machinery and Equipment</b>			<b>23,650</b>
<b>Pumper Truck Lease Payment 4 of 7</b>			
		Principal Payment	68,300
		Interest Payment	8,200
<b>Subtotal Debt Service</b>			<b>76,500</b>
<b>TOTAL CAPITAL IMPROVEMENT FUND - FIRE DEPT</b>			<b>100,150</b>
<b>TOTAL FIRE DEPARTMENT - ALL FUNDS</b>			<b>2,019,905</b>

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**FUND: GENERAL**

Department: Police # 2800

### **Basic Objectives**

The members of the Astoria Police Department (APD) provide law enforcement services for the City's residents and visitors, 24 hours every day. The department places particular emphasis on responding to calls for service, investigating crimes and providing for traffic enforcement. The department relies heavily on the community policing method to achieve their goals. The Police Department's motto, developed by Department members, is:

*Dedicated to Duty – Committed to Community*

### **Community Policing**

The department has been committed to community policing since 1996. Community policing activities are embedded in the actions of the department and enhanced by the Citizen Police Academy, Coffee with a Cop, Social Media and other activities that bring residents into direct involvement with the police during routine conversations instead of during crisis. In 2013, CERT (Community Emergency Response Team) was transferred from the Fire Department to APD. The Team is currently led by a police officer. Funding for CERT activities moved to the Police Special Projects Fund # 136 in 2017.

### **Technology**

The department has made technology a priority to help the agency manage response in the most cost effective manner possible. The department is one of the first agencies in the country to replace the vehicle-mounted mobile computer with an inexpensive tablet technology solution which is completely integrated with the records management, dispatch and criminal justice information systems. The department is the only one in the North Coast using electronic ticket writers and in 2015 invested in a body camera system that integrates completely with their existing vehicle cameras.

### **Staffing**

This budget provides for a Chief of Police, deputy chief, three sergeants, two detectives, nine patrol officers, one administrative services manager, and one records specialist. A part time evidence custodian supplements full time staff. The current Chief of Police is also the Assistant City Manager.

When fully staffed, the three sergeants and nine patrol officers are assigned to patrol duties. This staffing provides a consistent two officers on duty 24 hours a day, seven days a week. The highest routine staffing level for patrol activities is three officers. In 2016 those officers responded to over 15,000 calls for service.

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

Expenditures (by department)  
POLICE # 2800

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/17 - 6/30/18</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
1,176,844	1,244,180	1,318,180	Regular Salaries	1,385,740	1,385,740	1,385,740
88,430	78,849	65,490	Overtime	97,470	97,470	97,470
25,077	7,528	23,390	Extra Help	23,680	23,680	23,680
19,891	21,511	22,000	Interfund Wages	22,000	22,000	22,000
98,898	101,638	110,630	FICA Taxes	118,500	118,500	118,500
330,540	331,604	371,140	Insurance	361,950	361,950	361,950
210,122	247,136	310,760	Retirement Contributions	333,270	333,270	333,270
40,363	43,689	46,160	Workers' Compensation	77,030	77,030	77,030
1,990,165	2,076,135	2,267,750	<b>Total Personnel Services</b>	2,419,640	2,419,640	2,419,640
	19.2	19.6	<b>FTEs</b>	19.6	19.6	19.6
			<b>Materials and Services:</b>			
7,178	5,238	8,000	Office Supplies	8,000	8,000	8,000
41,790	40,102	55,350	Operating Supplies	58,050	58,050	58,050
10,202	6,933	8,600	Repair & Maintenance Supplies	8,600	8,600	8,600
1,090	2,138	2,500	Small Tools & Minor Equipment	2,500	2,500	2,500
14,561	13,590	14,500	City Shop Expenses	14,500	14,500	14,500
17,063	21,535	26,400	Training	26,900	26,900	26,900
1,931	3,632	3,000	Conferences, Meetings & Travel	3,000	3,000	3,000
2,120	2,911	2,800	Professional Services	2,800	2,800	2,800
-	-	700	CERT	-	-	-
1,394	1,471	1,580	Memberships & Dues	1,580	1,580	1,580
602	732	1,400	Communications	1,400	1,400	1,400
520	302	1,000	Advertising	1,000	1,000	1,000
1,575	1,013	1,700	Printing & Binding	1,700	1,700	1,700
410	206	300	Public Utility Services	300	300	300
24,434	18,036	21,000	Repair & Maintenance Services	21,000	21,000	21,000
14,956	8,426	5,450	Miscellaneous	6,950	6,950	6,950
12,850	22,859	17,470	Technology Services	24,720	24,720	24,720
152,676	149,124	171,750	<b>Total Materials and Services</b>	183,000	183,000	183,000
			<b>Capital Outlay:</b>			
7,453	-	-	Machinery & Equipment	-	-	-
7,453	-	-	<b>Total Capital Outlay</b>	-	-	-
2,150,294	2,225,259	2,439,500	<b>Total Expenditures</b>	2,602,640	2,602,640	2,602,640

**GENERAL FUND (001)**

**POLICE DEPARTMENT (2800)**

**Personnel Services (410 - 415)**

			17-18
410	2020	Straight Time - Regular	1,385,740
410	2045	Overtime	97,470
410	2085	Extra Help	23,680
412	2095	Interfund Wages	22,000
415	2220	FICA	118,500
415	2230	Insurance	361,950
415	2235	Retirement Contributions	333,270
415	2240	Workers' Compensation	77,030

**TOTAL PERSONNEL SERVICES**

**FTEs 19.6 2,419,640**

**Materials and Services (510 - 685)**

510	3045	General Office Supplies	8,000	
Sub-total of Office Supplies				<b>8,000</b>
515	3120	Books / Periodicals	700	
515	3125	Clothing / Uniforms / Boots / Gloves	13,500	
515	3130	Photography Supplies	750	
515	3135	Food and Local Meetings	1,900	
515	3180	Fuel, Oil & Lubricants	40,000	
515	3310	General Operating Supplies	1,200	
Sub-total of Operating Supplies				<b>58,050</b>
525	3520	Building Materials / Supplies	3,000	
525	3640	Other Repair & Maintenance Supplies	5,600	
Sub-total of Repair & Maintenance Supplies				<b>8,600</b>
530	3720	Small Tools	2,500	
Sub-total of Small Tools				<b>2,500</b>
545	3820	Vehicle Parts - City Shops	6,500	
545	3825	Tires - City Shops	5,000	
545	3830	General Repair Supplies - City Shops	3,000	
Sub-total of City Shop Expenses				<b>14,500</b>
610	4055	Computer Training	500	
610	4060	Career Development	18,900	
610	4085	Travel Expenses - Training	2,500	
610	4086	Ammo Training	5,000	
Sub-total of Training				<b>26,900</b>

**GENERAL FUND (001)**

**POLICE DEPARTMENT (2800)**

615	4260	Conference / Meeting Expense	1,500	
615	4265	Travel - Conferences and Meetings	1,500	
		Sub-Total Conferences, Meetings & Travel		<b>3,000</b>
620	4425	Medical / Psychological Exams	2,000	
620	4430	OSHA Mandated Hearing Tests	800	
		Sub-total of Professional Services		<b>2,800</b>
630	4750	Various Dues	1,580	
		Sub-total Memberships & Dues		<b>1,580</b>
635	4935	Satellite Phones	1,200	
635	4975	Postage	200	
		Sub-total of Communications		<b>1,400</b>
640	5020	Advertising - Legal Ads / Notices	600	
640	5022	Advertising - Recruitment	400	
		Sub-total of Advertising		<b>1,000</b>
650	5135	Commercial Printing	800	
650	5145	General - Printing & Binding	900	
		Sub-total of Printing and Binding		<b>1,700</b>
655	5217	Electricity - Shooting Range	300	
		Sub-total of Public Utility Services		<b>300</b>
660	5710	Radio / Pagers	2,000	
660	5745	Janitorial Services Agreement	11,400	
660	5785	Motor Vehicles / Auto Body Shop	5,600	
660	5825	General - Repair & Maintenance Services	2,000	
		Sub-total of Repair & Maintenance Services		<b>21,000</b>
675	5985	County Drug Enforcement Program	2,250	
675	5995	Special Investigation	1,800	
675	6000	Towing	1,000	
675	6035	General - Miscellaneous	900	
675	6035	General -Veterinary Costs	1,000	
		Sub-total of Miscellaneous		<b>6,950</b>

GENERAL FUND (001)			
<b>POLICE DEPARTMENT (2800)</b>			
685	6245	Computer Hardware	3,500
		Software Maintenance	
685	6250	Lexipol / Lexipol DTB	5,785
685	6250	Saltus	1,900
685	6250	File On Q Evidence	2,970
685	6250	Recorder Maintenance	1,500
685	6250	WatchGuard; 3, 150; cellebrite: 80	3,950
685	6250	Other	5,115
		Sub-total of Technology Services	<b>24,720</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>183,000</b>
<b>TOTAL CAPITAL OUTLAY</b>			<b>0</b>
<b>TOTAL POLICE DEPARTMENT</b>			<b>2,602,640</b>
<b>CAPITAL IMPROVEMENT FUND - POLICE DEPARTMENT</b>			
17-18			
<b>Machinery and Equipment - Police Department</b>			
		Emergency Off-Road Access Vehicle (Public Safety Shared)	20,000
		(1) Computer set-up 2 monitors for Sgt	2,000
		Emergency supplies, cots food for 14 days	6,000
		Speaker System Back Door	5,000
		Redaction Software for Watchguard	4,000
		(4) Stand up desks for Patrol/Records \$500 ea	2,000
		1 Rifle	1,000
		3 Tasers \$1500 ea	4,500
		1 Portable Shield	1,500
		1 Duty Handgun	500
		4 Personal Body Armor \$800 ea	3,200
		3 Portable Radios	4,000
		5 iPad Upgrades \$600 ea	3,000
		1 Support Service Desk chair	600
			<b>57,300</b>
<b>Debt Services</b>			
		Principal Payments - Police Vehicle Leases	47,600
		Interest Payments - Police Vehicle Leases	5,900
			<b>53,500</b>
			<b>110,800</b>
<b>TOTAL POLICE DEPARTMENT - ALL FUNDS</b>			<b>2,713,440</b>



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**FUND:       GENERAL**

Department:   Library # 3200

Basic Objectives: Explore Ideas, Engage Minds, Excite Imagination...at the Astoria Library

The Astoria Library is an active and responsive part of the community. Its service priorities are: to create young readers through early childhood literacy, to create comfortable virtual and physical space for its citizens, to provide resources that enable residents of all ages and backgrounds to explore topics of personal interest, to provide access to technology and tools to help residents find, evaluate and use information resources, to stimulate imagination through reading, viewing and listening for pleasure and to work with supporters to maintain adequate financial resources. The Library's activities are guided by the goals and objectives of the Astoria Public Library strategic plan.

With the cooperation of the Astor Library Friends Association and other volunteers, the library offers programs and activities for all ages.

The Library Advisory Board, appointed by the Mayor, assists with the development of library policies. The City Council approves these policies and the library staff implements them.

Staffing

The Library staff consists of a director, two full time senior library assistants, and a pool of temporary part-time library assistants. Volunteers are recruited to serve in capacities to enhance core services.

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

Expenditures (by department)  
LIBRARY # 3200

Budget for Fiscal Year 7/1/17 - 6/30/18

Historical Data			Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Actual Data FYE 6/30/15	FYE 6/30/16	Adopted Budget FYE 6/30/17				
			<b>Personnel Services:</b>			
154,313	169,476	171,630	Regular Salaries	174,810	174,810	174,810
		100	Overtime	330	330	330
63,336	71,451	63,660	Extra Help	79,830	79,830	79,830
2,482	3,624	1,290	Interfund Wages	1,290	1,290	1,290
16,416	18,245	19,020	FICA Taxes	20,760	20,760	20,760
33,914	40,567	52,090	Insurance	34,550	34,550	34,550
35,826	42,766	52,520	Retirement Contributions	47,850	47,850	47,850
494	525	560	Workers' Compensation	1,100	1,100	1,100
306,781	346,654	360,870	<b>Total Personnel Services</b>	360,520	360,520	360,520
	5.6	5.5		FTEs 6.3	6.3	6.3
			<b>Materials and Services:</b>			
2,377	2,980	3,550	Office Supplies	3,550	3,550	3,550
4,938	3,329	6,570	Operating Supplies	7,020	7,020	7,020
44,631	54,033	53,920	Library Materials	48,970	48,970	48,970
1,970	1,217	2,100	Repair & Maintenance Supplies	2,400	2,400	2,400
1,768	3,557	4,400	Conferences, Meetings & Travel	2,500	2,500	2,500
1,469	984	5,300	Professional Services	5,300	5,300	5,300
538	-	580	Memberships & Dues	755	755	755
245	121	500	Communications	500	500	500
-	1,674	1,700	Advertising	1,700	1,700	1,700
133	48	100	Printing & Binding	100	100	100
13,276	11,319	15,650	Public Utility Services	16,300	16,300	16,300
16,935	17,774	20,100	Repair & Maintenance Services	20,100	20,100	20,100
1,107	503	1,000	Miscellaneous	1,000	1,000	1,000
		1,200	Projects Funded by Grants	1,200	1,200	1,200
14,305	20,081	23,100	Technology	23,610	23,610	23,610
103,692	117,620	139,770	<b>Total Materials and Services</b>	135,005	135,005	135,005
			<b>Capital Outlay:</b>			
162	-	-	Machinery & Equipment	-	-	-
410,635	464,274	500,640	<b>Total Expenditures</b>	495,525	495,525	495,525



**General Fund (001)**

**LIBRARY (3200)**

615	4265	Travel - Conferences and Meetings	2,500	
		Sub-total of Conferences, Meetings & Travel		<b>2,500</b>
620	4432	Background Checks	300	
620	4445	Staff Development	2,500	
620	4540	Professional Services - General	2,500	
		Sub-total of Professional Services		<b>5,300</b>
630	5805	Various Dues	175	
630	4810	American Library Association	350	
630	4815	Public Library Association	80	
630	4820	Oregon Library Association	150	
		Sub-total of Memberships & Dues		<b>755</b>
635	4975	Postage	500	
		Sub-total of Communications		<b>500</b>
640	5030	Advertising	1,700	
		Sub-total of Advertising		<b>1,700</b>
650	5145	Printing & Binding - General	100	
		Sub-total of Printing & Binding		<b>100</b>
655	5283	Electricity	10,500	
656	5470	Natural Gas	5,100	
657	5514	Sanitation	700	
		Sub-total of Public Utility Services		<b>16,300</b>
660	5635	Microfilm Reader/Printer Maintenance	1,200	
660	5745	Janitorial Services Agreement	14,900	
660	5760	Heating Systems	500	
660	5770	Lighting	3,500	
		Sub-total of Repair & Maintenance Services		<b>20,100</b>

General Fund (001)				
<b>LIBRARY (3200)</b>				
675	6035	General - Miscellaneous	1,000	
		Sub-total of Miscellaneous		<b>1,000</b>
680	6130	Oregon State Library	1,200	
		Sub-total of Projects Funded by Grants		<b>1,200</b>
685	6205	Computer Software / Mobile Hot Spot	5,755	
685	6210	Annual Technical Repair / Replacement	5,000	
685	6260	Library TLC Software Maintenance	12,600	
685	6205	Envisionware	255	
		Sub-total of Technology		<b>23,610</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>135,005</b>
<b>TOTAL LIBRARY</b>				<b>495,525</b>
<b>CAPITAL IMPROVEMENT FUND - LIBRARY</b>			17-18	
		Workstations - Public Access	6,000	
		Clean Furniture and Carpets	2,000	
		Renovation Projects	150,000	
<b>Total Capital Improvement Fund - Library</b>				<b>158,000</b>
<b>TOTAL LIBRARY - ALL FUNDS</b>				<b>653,525</b>

# SPECIAL REVENUE FUNDS

**FUND: CAPITAL IMPROVEMENT # 102**

Basic Objectives

This fund was established by Resolution No. 87-32, adopted May 4, 1987, with the proceeds from several sales of City-owned assets including real estate, timber, buildings, improvements, machinery and equipment. The purpose of the fund is to account for monies reserved for capital equipment and projects.

For several years, because of the constraints of the property tax limitation measure, all of the General Fund Capital Outlay was budgeted in this fund.

Oregon Housing Authority – Community Incentive Fund Loan # 2028 is a 15 year loan with 3% interest. Payments began December 31, 2005 and are made annually. The final payment is due December 1, 2020.

Outstanding housing rehabilitation receivables include thirteen (13) housing rehabilitation loans in the amount of \$ 126,294, as of June 30, 2016.

Staffing

This fund provides for no staff positions. The Finance Department provides oversight of the expenditures and fund balance.



City of Astoria, Oregon  
Budget Document

CAPITAL IMPROVEMENT FUND # 102

Historical Data			Budget for Fiscal Year 7/1/17 - 6/30/18			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
<b>Resources</b>						
486,490	808,159	1,266,900	Beginning Fund Balance	1,630,000	1,630,000	1,630,000
	(133,373)		Prior Period Adjustment			
243,512	240,011	242,000	Intergovernmental	263,000	263,000	263,000
3,316	3,464	3,000	Interest Earnings	4,800	4,800	4,800
434,185	271,792	200,000	Timber Sale	200,000	200,000	200,000
154,083	2,600,513	1,000,000	Gifts, Bequests & Grants	75,000	75,000	75,000
16,438	315,061	-	Miscellaneous	-	-	-
	64,221		Loan Proceeds			
			Transfer from Other Funds			
-	963,500	250,000	General Fund	-	-	-
75,000	76,500	76,500	17th Street Dock Fund			
168,217	-	-	Housing Rehabilitation Fund	76,500	76,500	76,500
<b>1,581,241</b>	<b>5,209,848</b>	<b>3,038,400</b>	<b>Total Resources</b>	<b>2,249,300</b>	<b>2,249,300</b>	<b>2,249,300</b>
<b>Requirements</b>						
<b>Materials &amp; Services:</b>						
151,558	226,849	154,000	Professional Services			
			Public Works	134,000	134,000	134,000
			Parks	14,000	14,000	14,000
			Professional Services-Unallocated	47,500	47,500	47,500
-	80	700	Advertising-Unallocated	700	700	700
27,199	21,294	35,500	Repair and Maintenance Services			
			Public Works	35,500	35,500	35,500
			Projects Funded by Grants			
			Community Development	89,500	89,500	89,500
174,306	1,793,685	7,000	Unallocated	7,000	7,000	7,000
<b>353,063</b>	<b>2,041,908</b>	<b>197,200</b>	<b>Total Materials &amp; Services</b>	<b>328,200</b>	<b>328,200</b>	<b>328,200</b>
<b>Capital Outlay:</b>						
20,040	2,130	10,000	Buildings-Unallocated	10,000	10,000	10,000
			Improvements Other Than Bldgs			
77,176	16,405	7,500	Unallocated	7,500	7,500	7,500
			Machinery and Equipment			
282,338	1,549,313	99,600	Network Appropriation-Unallocated	89,700	89,700	89,700
		391,500	Parks	210,000	250,000	250,000
		300,600	Library	158,000	158,000	158,000
		48,050	Police	57,300	57,300	57,300
		106,950	Fire	23,650	23,650	23,650
			City Manager Administrative	1,000	1,000	1,000
-	-	-	Finance	25,500	25,500	25,500
<b>379,554</b>	<b>1,567,848</b>	<b>964,200</b>	<b>Total Capital Outlay</b>	<b>582,650</b>	<b>622,650</b>	<b>622,650</b>
<b>Debt Service</b>						
	75,832	52,930	Principal-Police	47,600	47,600	47,600
	64,475	76,500	Principal-Fire	68,300	68,300	68,300
32,902	34,906	35,960	Principal-Unallocated	37,100	37,100	37,100
	4,893		Interest-Police	5,900	5,900	5,900
	11,886		Interest-Fire	8,200	8,200	8,200
7,563	5,560	4,520	Interest-Unallocated	3,500	3,500	3,500
<b>40,465</b>	<b>197,552</b>	<b>169,910</b>	<b>Total Debt Service</b>	<b>170,600</b>	<b>170,600</b>	<b>170,600</b>
-	-	50,000	<b>Contingency</b>	<b>150,000</b>	<b>110,000</b>	<b>110,000</b>
<b>773,082</b>	<b>3,807,308</b>	<b>1,381,310</b>	<b>Total Expenditures</b>	<b>1,231,450</b>	<b>1,231,450</b>	<b>1,231,450</b>
808,159	1,402,540	397,090	Fund Balance	267,850	267,850	267,850
-	-	750,000	Reserved for Future Expenditures	750,000	750,000	750,000
<b>808,159</b>	<b>1,402,540</b>	<b>1,147,090</b>	Ending Fund Balance	<b>1,017,850</b>	<b>1,017,850</b>	<b>1,017,850</b>
<b>1,581,241</b>	<b>5,209,848</b>	<b>2,528,400</b>	<b>Total Requirements</b>	<b>2,249,300</b>	<b>2,249,300</b>	<b>2,249,300</b>

CAPITAL IMPROVEMENT FUND (102 0000)			
<b><u>Materials &amp; Services (620 - 680)</u></b>			
620	4450	Property Appraisals	3,500
620	4455	Forest Management Plan Activities	80,000
620	4460	Hazardous Tree Removal - Public Works City Properties	35,000
620	4460	Hazardous Tree Removal - Parks	14,000
620	4465	Forest Fire Protection	13,000
620	4466	Millpond Taxes and HOA Dues	12,500
620	4467	City Property Sanitary/Refuse Removal	2,500
620	4540	Professional Services - General	35,000
		Sub-total of Professional Services	195,500
640	5030	Advertising - Public Notices	700
		Sub-total of Advertising	700
660	5800	Watershed Road Repairs	35,500
		Sub-total of Repair and Maintenance Services	35,500
680	6140	General-Projects Funded by Grants Grants	96,500
		Sub-total of Projects Funded by Grants	96,500
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>328,200</b>
<b><u>Capital Outlay (720 - 740)</u></b>			
<b>GENERAL FUND:</b>			
720	6400	<u>Buildings</u>	10,000
		Sub-total Buildings	10,000
730	6500	<u>Improvements Other Than Buildings</u>	7,500
		Sub-total Improvements Other Than Buildings	7,500
740	6650	<u>Machinery &amp; Equipment</u>	
		iFocus Recommended Expenditures	89,700
		Parks and Recreation	250,000
		Library	158,000
		Police Department	57,300
		Fire Department	23,650
		Finance Department	25,500
		City Manager Department	1,000
		Sub-total Machinery & Equipment	605,150
<b>TOTAL CAPITAL OUTLAY</b>			<b>622,650</b>

<u>Debt Service (810)</u>			
810	6820	Principal - Safeway Block	37,100
810	6825	Interest - Safeway Block	3,500
810	6026	Principal - Police Vehicle Leases	47,600
810	6027	Interest - Police Vehicle Leases	5,900
810	6028	Principal - Fire Pumper Truck Lease	68,300
810	6029	Interest - Fire Pumper Truck Lease	8,200
		Sub-total of Debt Service	<b>170,600</b>
<u>Contingent Expenditures (910)</u>			
910	8020	Contingency	110,000
		Sub-total of Contingency	<b>110,000</b>
<u>Ending Fund Balance (950)</u>			
950	8520	Unappropriated Ending Fund Balance	267,850
950	8520	Reserve for Library Project	750,000
		Sub-total Ending Fund Balance	<b>1,017,850</b>
<b>TOTAL CAPITAL IMPROVEMENT FUND</b>			<b>2,249,300</b>

**FUND:        UNEMPLOYMENT # 104**

Basic Objectives

This fund is maintained for the payment of unemployment claims. The revenue resources are provided by transfers from other operating funds.

Staffing

There is no provision for staff within this fund. The Finance Department supervises payments from this fund.

City of Astoria, Oregon  
Budget Document

UNEMPLOYMENT FUND # 104

Historical Data			Budget for Fiscal Year 7/1/17 - 6/30/18			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
<b>Resources</b>						
8,894	35,547	40,020	Beginning Fund Balance	38,620	38,620	38,620
154	237	140	Interest Earnings	230	230	230
30,000	10,000	5,000	Transfers from Other Fund: General Fund	5,000	5,000	5,000
<u>39,048</u>	<u>45,784</u>	<u>45,160</u>	<b>Total Resources</b>	<u>43,850</u>	<u>43,850</u>	<u>43,850</u>
<b>Requirements</b>						
3,501	7,201	15,000	Material and Services: Unemployment claims	11,000	11,000	11,000
-	-	2,250	Contingency	1,650	1,650	1,650
35,547	38,583	27,910	Ending Fund Balance	31,200	31,200	31,200
<u>39,048</u>	<u>45,784</u>	<u>45,160</u>	<b>Total Requirements</b>	<u>43,850</u>	<u>43,850</u>	<u>43,850</u>

2017 / 18 Budget Detail Information

UNEMPLOYMENT FUND (104 0000)

Materials and Services (675)			
675	6055	Services-Miscellaneous Unemployment Claims	11,000
		Contingency	1,650
		Ending Fund Balance	<u>31,200</u>
<b>TOTAL UNEMPLOYMENT FUND</b>			<u><b>43,850</b></u>

**FUND:       REVOLVING LOAN # 122**

Basic Objectives

This fund was created by Resolution No. 86-25, adopted by the City Council on June 2, 1986, to receive loan payments made by the Astoria Dairy Queen, which was the recipient of a Community Development Block Grant received by the City. The grant proceeds were loaned to finance a major expansion and remodeling project. The fund is intended for use as a revolving loan program for other business developments benefiting the community.

On June 1, 1998, by the adoption of Resolution No. 98-20, the City Council transferred the administration of the loan program and \$ 113,450 for use in financing business loans to Enterprise Cascadia, now Craft 3. The amount transferred to the bank is retained as a receivable from Craft 3 on the City financial statements and as a payable to the City of Astoria on Craft 3 financial statements.

Resolution No. 01-30, adopted by the City Council on November 5, 2001 replaced Resolution No. 98-20 and continues the relationship with Craft 3.

Resolution 15-24, adopted by the City Council on July 20, 2015, clarified the name change to Craft 3 and the use and management relationships previously adopted.

City Council approved a loan guarantee using Revolving Loan Funds for the renovation of the Astoria Armory on May 16, 2016. The loan guarantee is not a grant to the Armory and the guarantee amount will scale down over five years. Craft3 provided additional support for the Armory project with a \$ 45,000 capacity building grant.

Staffing

This fund provides for no staff positions. The Finance Department provides expenditure and fund balance oversight for the fund.

City of Astoria, Oregon  
Budget Document

REVOLVING LOAN FUND # 122

Historical Data			Budget for Fiscal Year 7/1/17- 6/30/18			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
<b>Resources</b>						
252,642	273,234	160,660	Beginning Fund Balance	181,000	181,000	181,000
592	886	960	Interest on Investments	1,410	1,410	1,410
20,000	-	-	Miscellaneous Income	-	-	-
<u>273,234</u>	<u>274,120</u>	<u>161,620</u>	<b>Total Resources</b>	<u>182,410</u>	<u>182,410</u>	<u>182,410</u>
<b>Requirements</b>						
<b>Materials &amp; Services</b>						
-	518	80,000	Miscellaneous	130,000	130,000	130,000
-	-	12,000	Contingency	42,410	42,410	42,410
<u>273,234</u>	<u>273,602</u>	<u>69,620</u>	<b>Ending Fund Balance</b>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
<u>273,234</u>	<u>274,120</u>	<u>161,620</u>	<b>Total Requirements</b>	<u>182,410</u>	<u>182,410</u>	<u>182,410</u>

2017 / 18 Budget Detail Information

REVOLVING LOAN FUND (122 0000)

Materials and Services (675)			
		Miscellaneous	
675	6025	Economic Development Projects	50,000
675	6035	Derelict Building Program Support	<u>80,000</u>
		Total Materials & Services	130,000
910	8020	Contingency	42,410
950	8520	Ending Fund Balance	<u>10,000</u>
<b>TOTAL REVOLVING LOAN FUND</b>			<b><u>182,410</u></b>

**FUND: HOUSING REHABILITATION LOAN # 124**

Basic Objectives

This fund was established by City Council Resolution No. 94-19 and adopted April 18, 1994 to account for the proceeds of Community Development Block Grants (CDBG) the City received in FYE June 30, 1993 (for \$325,000), in FYE June 30, 1994 (for \$300,000), in FYE June 30, 1998 (for \$300,000), in FYE June 30, 2002 (for \$300,000), in FYE June 30, 2007 (for \$300,000), and in FYE June 30, 2009 (for \$325,000). These grants allow low-interest loans to be made to low income property owners who would otherwise be unable to maintain or renovate their homes. The City was required to account for these resources in a separate fund as the loans are repaid.

Resolution No. 15-09 distributed program income receivables and cash to the Community Action Team (CAT) and distributed miscellaneous income receivable and cash to the Capital Improvement Fund. These distributions closed the Housing Rehabilitation Fund and budget is presented for historical reference.

Staffing

The budget provides for no staff positions.



City of Astoria, Oregon  
Budget Document

HOUSING REHABILITATION LOAN FUND # 124

Historical Data			Budget for Fiscal Year 7/1/17- 6/30/18			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
<b>Resources</b>						
530,299	-	-	Beginning Fund Balance			
			Prior Period Adjustment			
168	-	-	Loan Payments			
-	-	-	Interest			
-	-	-	Miscellaneous Revenue	-	-	-
<u>530,467</u>	<u>-</u>	<u>-</u>	<b>Total Resources</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Requirements</b>						
<b>Materials &amp; Services</b>						
330,909	-	-	Loan Disbursements	-	-	-
330,909	-	-	<b>Total Materials &amp; Services</b>	-	-	-
<b>Transfers to Other Funds</b>						
199,558	-	-	Capital Improvement Fund	-	-	-
-	-	-	<b>Contingent Expenditures</b>			
-	-	-	Ending Fund Balance	-	-	-
<u>530,467</u>	<u>-</u>	<u>-</u>	<b>Total Requirements</b>	<u>-</u>	<u>-</u>	<u>-</u>

Detail Budget Information 2017 / 18

HOUSING REHABILITATION LOAN FUND (124 0000)

<b>Materials and Services (515 - 660)</b>			
850	7565	Transfer to Other Fund	-
		Capital Improvement Fund	-
<b>TOTAL HOUSING REHABILITATION LOAN FUND</b>			<u>-</u>

**FUND: BUILDING INSPECTION # 128**

Basic Objectives

This fund accounts for the activity of the City's building inspection program. This fund was established by City Council Resolution No. 00-11, adopted on March 20, 2000. The activity of the Building Inspection Division is overseen by the Community Development Department of the General Fund and is accounted for as the Building Inspection fund in compliance with ORS 455.210. Maintaining a separate fund provides measurement of the costs of the program as they relate to revenue from charges for services.

Staffing

The Community Development Director oversees the expenditures of this fund. Personal Services provide for a building inspector and a building permit coordinator. These positions are listed in the Community Development Department staffing numbers.

City of Astoria, Oregon  
Budget Document

BUILDING INSPECTION FUND # 128

Historical Data			Budget for Fiscal Year 7/1/17 - 6/30/18			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
<b>Resources</b>						
111,874	186,197	336,000	Beginning Fund Balance	408,160	408,160	408,160
250,590	329,546	275,000	Charges for Services	250,000	250,000	250,000
2,871	-	-	Miscellaneous Income			
590	1,861	500	Interest on Investments	3,000	3,000	3,000
<u>365,925</u>	<u>517,604</u>	<u>611,500</u>	<b>Total Resources</b>	<u>661,160</u>	<u>661,160</u>	<u>661,160</u>
<b>Requirements</b>						
<b>Personnel Services:</b>						
102,436	43,833	134,321	Regular Salaries	128,180	128,180	128,180
			Extra Help	12,000	12,000	12,000
7,548	3,241	10,589	FICA Taxes	9,970	9,970	9,970
23,522	13,732	37,390	Insurance	39,940	39,940	39,940
14,647	8,958	28,460	Retirement Contributions	22,430	22,430	22,430
897	1,270	1,580	Workers' Compensation	1,450	1,450	1,450
<u>149,050</u>	<u>71,034</u>	<u>212,340</u>	<b>Total Personnel Services</b>	<u>213,970</u>	<u>213,970</u>	<u>213,970</u>
	1.0	2.0	FTEs	2.0	2.0	2.0
<b>Materials and Services:</b>						
725	1,501	2,000	Office Supplies	2,000	2,000	2,000
755	6,194	200	Operating Supplies	250	250	250
899	1,750	1,750	Conferences, Meetings & Travel	2,500	2,500	2,500
9,922	69,585	14,650	Professional Services	2,950	2,950	2,950
555	690	550	Memberships & Dues	350	350	350
209	211	250	Communications	500	500	500
620	183	250	Printing & Binding	250	250	250
-	115	200	Repair & Maintenance Services	375	375	375
1,783	548	8,100	Miscellaneous	5,500	5,500	5,500
<u>15,468</u>	<u>80,777</u>	<u>27,950</u>	<b>Total Materials and Services</b>	<u>14,675</u>	<u>14,675</u>	<u>14,675</u>
-	-	20,000	Contingency	75,000	75,000	75,000
<u>15,210</u>	<u>15,210</u>	<u>15,210</u>	<b>Transfers to Other Funds</b>	<u>20,800</u>	<u>20,800</u>	<u>20,800</u>
			General Fund			
<u>15,210</u>	<u>15,210</u>	<u>15,210</u>	<b>Total of Transfers</b>	<u>20,800</u>	<u>20,800</u>	<u>20,800</u>
<u>179,728</u>	<u>167,021</u>	<u>275,500</u>	<b>Total Expenditures</b>	<u>324,445</u>	<u>324,445</u>	<u>324,445</u>
<u>186,197</u>	<u>350,583</u>	<u>336,000</u>	Ending Fund Balance	<u>336,715</u>	<u>336,715</u>	<u>336,715</u>
<u>365,925</u>	<u>517,604</u>	<u>611,500</u>	<b>Total Requirements</b>	<u>661,160</u>	<u>661,160</u>	<u>661,160</u>

<b>BUILDING INSPECTION FUND (128 3300)</b>			
<b><u>Personnel Services (410 - 415)</u></b>			
410	2020	Straight Time - Regular	128,180
415	2085	Extra Help	12,000
415	2220	FICA Taxes	9,970
415	2230	Insurance	39,940
415	2235	Retirement Contributions	22,430
415	2240	Workers' Compensation	1,450
<b>TOTAL PERSONNEL SERVICES</b>			<b>213,970</b>
			<b>FTEs 2.0</b>
<b><u>Materials and Services (510 - 675)</u></b>			
510	3045	General Office Supplies	1,000
		Code Books and Periodicals	1,000
		Sub-total of Office Supplies	<b>2,000</b>
515	3310	General Operating Supplies	250
		Sub-total Operating Supplies	<b>250</b>
615	4260	Conference / Meeting Expense	2,000
615	4265	Travel - Conferences / Meetings	500
		Sub-total Conferences, Meetings & Travel	<b>2,500</b>
620	4485	Contract Building Inspection Services	2,000
620	4490	Microfilming	700
620	4539	VOIP Cisco	250
		Sub-total of Professional Services	<b>2,950</b>
630	4750	Various Dues	350
		Sub-total Memberships & Dues	<b>350</b>
635	4930	Communications	500
		Sub-total Communications	<b>500</b>
650	5145	General - Printing and Binding	250
		Sub-total of Printing and Binding	<b>250</b>
660	5825	General - Repair & Maintenance Services	375
		Sub-total of Repair & Maintenance Services	<b>375</b>

<b>BUILDING INSPECTION FUND (128 3300)</b>			
675	5925	VISA Fees	5,000
675	6035	General - Miscellaneous Services	500
		Sub-Total of Miscellaneous-Services	<b>5,500</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>14,675</b>
<b><u>Capital Outlay (740)</u></b>			
740	6650	Machinery & Equipment	
		Sub-total of Machinery & Equipment	<b>0</b>
<b>TOTAL CAPITAL OUTLAY</b>			<b>0</b>
<b><u>Transfer to Other Funds (850)</u></b>			
850	7555	General Fund	20,800
		Sub-total Transfer to Other Funds	<b>20,800</b>
<b><u>Contingent Expenditures (910)</u></b>			
910	8020	Contingency	75,000
		Sub-total Contingency	<b>75,000</b>
<b><u>Fund Balance (950)</u></b>			
950	8520	Unappropriated Ending Fund Balance	336,715
		Sub-total Ending Fund Balance	<b>336,715</b>
<b>TOTAL BUILDING INSPECTION FUND</b>			<b>661,160</b>
<b>CAPITAL IMPROVEMENT FUND - BUILDING INSPECTION</b>			
<b>Total Capital Improvement Fund - Building Inspection</b>			<b>0</b>
<b>TOTAL BUILDING INSPECTION - ALL FUNDS</b>			<b>661,160</b>

**FUND:           EMERGENCY COMMUNICATIONS # 132**

Basic Objectives

This fund was established by Resolution No. 82-14, adopted on July 19, 1982. It supports a Regional Communications Center, which provides emergency and non-emergency call answering and dispatching services for 16 public safety agencies, including the Astoria Police and Fire Departments. Revenues, which are received through the 9-1-1 Emergency Communications System and the agency subscribers to the Center, are deposited into this fund because their use is restricted to development and maintenance of the 9-1-1 emergency telephone system. During FYE June 30, 2000, the 9-1-1 telephone system was upgraded to Enhanced 9-1-1, which adds to the capability of a dispatcher to send appropriate police, fire or medical emergency assistance to an accurate location. All emergency communications costs are reflected in this fund, allowing consistent management of expenditures and realistic fees for the subscribers.

Staffing

This budget provides for a Center manager, a supervisor, six full-time dispatchers, three regular part-time dispatchers and temporary part-time dispatchers as needed. The Communications Center functions within the organizational structure of the Police Department.

City of Astoria, Oregon  
Budget Document

EMERGENCY COMMUNICATIONS FUND #132

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/17 - 6/30/18</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
359,698	440,456	195,000	Beginning Fund Balance	550,000	550,000	550,000
-	128,855	-	Prior Period Adjustment			
250,113	267,922	255,000	Intergovernmental	255,000	255,000	255,000
445,638	517,525	578,410	Charges for Services	594,100	594,100	594,100
1,527	2,627	1,200	Interest on Investments	2,500	2,500	2,500
			Transfer From Other Funds			
<u>309,120</u>	<u>332,710</u>	<u>379,900</u>	General Fund	<u>398,550</u>	<u>398,550</u>	<u>398,550</u>
<u>1,366,096</u>	<u>1,690,095</u>	<u>1,409,510</u>	<b>Total Resources</b>	<u>1,800,150</u>	<u>1,800,150</u>	<u>1,800,150</u>
<b><u>Requirements</u></b>						
<b>Personnel Services:</b>						
449,107	469,595	608,030	Regular Salaries	653,500	653,500	653,500
64,491	67,693	65,410	Overtime	86,100	86,100	86,100
2,756	-	-	Extra Help	-	-	-
39,072	40,653	52,180	FICA Taxes	57,400	57,400	57,400
130,290	120,981	198,690	Insurance	207,200	207,200	207,200
78,183	85,675	131,990	Retirement Contributions	136,500	136,500	136,500
1,551	1,526	1,680	Workers' Compensation	2,900	2,900	2,900
<u>765,450</u>	<u>786,123</u>	<u>1,057,980</u>	<b>Total Personnel Services</b>	<u>1,143,600</u>	<u>1,143,600</u>	<u>1,143,600</u>
	9.7	11.1		FTEs 11.1	11	11
<b>Materials and Services:</b>						
2,044	1,302	4,500	Office Supplies	4,500	4,500	4,500
2,292	1,454	6,000	Operating Supplies	6,000	6,000	6,000
647	1,085	3,500	Small Tools & Minor Equipment	3,500	3,500	3,500
1,417	1,607	3,500	General Repairs / City Shops	3,500	3,500	3,500
720	720	1,920	Training	2,200	2,200	2,200
8,465	8,914	10,000	Conferences, Meetings & Travel	12,000	12,000	12,000
7,841	8,120	11,500	Professional Services	12,800	12,800	12,800
1,072	820	1,200	Memberships & Dues	1,200	1,200	1,200
6,424	6,723	5,000	Communications	5,000	5,000	5,000
562	-	500	Advertising	500	500	500
3,392	3,268	5,580	Public Utility Services	5,580	5,580	5,580
22,842	17,726	24,000	Repair & Maintenance Services	25,000	25,000	25,000
50,201	19,144	35,700	Technology	40,900	40,900	40,900
-	-	2,500	Miscellaneous	2,500	2,500	2,500
<u>107,919</u>	<u>70,883</u>	<u>115,400</u>	<b>Total Materials and Services</b>	<u>125,180</u>	<u>125,180</u>	<u>125,180</u>
<b>Capital Outlay:</b>						
28,515	18,775	30,000	Buildings	30,000	30,000	30,000
2,756	84,197	36,000	Machinery & Equipment	159,000	159,000	159,000
<u>31,271</u>	<u>102,972</u>	<u>66,000</u>	<b>Total Capital Outlay</b>	<u>189,000</u>	<u>189,000</u>	<u>189,000</u>
<b>Transfer to Other Fund</b>						
21,000	21,000	21,000	General Fund	25,000	25,000	25,000
<u>-</u>	<u>-</u>	<u>31,200</u>	<b>Contingency</b>	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>
<u>925,640</u>	<u>980,978</u>	<u>1,291,580</u>	<b>Total Expenditures</b>	<u>1,632,780</u>	<u>1,632,780</u>	<u>1,632,780</u>
440,456	709,117	78,930	Ending Fund Balance	107,370	107,370	107,370
-	-	39,000	Reserved for Future Capital Expenditures	60,000	60,000	60,000
<u>1,366,096</u>	<u>1,690,095</u>	<u>1,409,510</u>	<b>Total Requirements</b>	<u>1,800,150</u>	<u>1,800,150</u>	<u>1,800,150</u>

<b>EMERGENCY COMMUNICATIONS (132 3400)</b>			
<b><u>Personnel Services (410 - 415)</u></b>			
410	2020	Straight Time - Regular	653,500
410	2045	Overtime	86,100
415	2220	FICA - Social Security	57,400
415	2230	Insurance	207,200
415	2235	Retirement Contributions	136,500
415	2240	Workers' Compensation	2,900
<b>TOTAL PERSONNEL SERVICES</b>			<b>1,143,600</b>
			<b>FTEs 11.1</b>
<b><u>Materials and Services (510 - 685)</u></b>			
510	3025	Stationery Envelopes	500
510	3030	Paper	500
510	3040	Printer Cartridges and Supplies	500
510	3045	General Office Supplies	3,000
Sub-total of Office Supplies			<b>4,500</b>
515	3180	Fuel and Lubricants	6,000
Sub-total of Operating Supplies			<b>6,000</b>
530	3720	Small Tools & Minor Equipment	3,500
Sub-total of Small Tools & Minor Equipment			<b>3,500</b>
545	3830	General Repairs / Vehicle Supplies City Shops	3,500
Sub-total of City Shops Supplies			<b>3,500</b>
610	4095	Certification	500
610	4100	EMD	500
610	4110	Dispatch Training	1,200
Sub-total of Training			<b>2,200</b>
615	4260	Conferences / Meeting Expenses / Recognition	10,000
615	4265	Travel-Conferences and Meetings	2,000
Sub-total of Conferences, Meetings & Travel			<b>12,000</b>
620	4495	APCO Frequency Coordination	3,500
620	4539	VOIP Cisco/Obsidian Support	1,800
620	4540	Professional Services-General	7,500
Sub-total of Professional Services			<b>12,800</b>
630	4750	Various Dues	1,200
Sub-Total of Memberships & Dues			<b>1,200</b>



<b>EMERGENCY COMMUNICATIONS (132 3400)</b>			
635	4940	911 Lines/Non Emergency	3,000
635	4955	AT&T Language Line	2,000
		Sub-total of Communications	<b>5,000</b>
640	5030	Advertising - Public Notices	500
		Sub-total of Advertising	<b>500</b>
655	5215	Electricity - 2210 Coxcomb Drive	2,040
655	5218	Electricity - L&C MW	500
655	5219	Electricity - L&C BLDNG	1,000
655	5216	Electricity - 2195 Coxcomb Drive	2,040
		Sub-total of Public Utility Services	<b>5,580</b>
660	5705	Server - Ifocus	25,000
		Sub-total of Repair & Maintenance Services	<b>25,000</b>
675	6035	General - Miscellaneous	2,500
		Sub-total of Miscellaneous	<b>2,500</b>
685	6205	911 Web Site Maintenance	1,500
685	6225	Eventide	3,000
685	6230	Web based Communication Software	10,000
685	6235	Computer Hardware Maintenance	8,700
685	6240	Justice App Maintenance	6,000
685	6245	Crime Reports	1,200
685	6265	CMI Software	8,500
685	6275	Tailored Solutions	2,000
		Sub-total of Technology Services	<b>40,900</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>125,180</b>
<b><u>Capital Outlay (740)</u></b>			
720	6400	Communication System Network Maintenance Radio Site Maintenance	30,000
		Sub-total of Buildings	<b>30,000</b>
740	6650	Machinery & Equipment	
		PC's	3,000
		UPS Batteries	1,000
		Network Upgrades	55,000
		Simulcast Radio	60,000
		Fiber Run for Cell Tower	20,000
		GTR Repeater (2)	20,000
		Sub-total of Machinery & Equipment	<b>159,000</b>
<b>TOTAL CAPITAL OUTLAY</b>			<b>189,000</b>

<b>EMERGENCY COMMUNICATIONS (132 3400)</b>			
		<b><u>Transfer to Other Funds (850)</u></b>	
850	7555	General Fund	25,000
		Sub-total Transfers to Other Funds	<b>25,000</b>
		<b><u>Contingent Expenditures (910)</u></b>	
910	8020	Contingent Expenditures	150,000
		Sub-total of Contingent Expenditures	<b>150,000</b>
		<b><u>Ending Fund Balance (950)</u></b>	
950	8520	Unappropriated Ending Fund Balance	107,370
950	8520	Reserved for Future Capital Expenditures	60,000
		Sub-total of Ending Fund Balance	<b>167,370</b>
		<b>TOTAL EMERGENCY COMMUNICATIONS FUND</b>	<b>1,800,150</b>

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**FUND: SPECIAL POLICE PROJECTS # 136**

Basic Objectives

This fund was established by Resolution No. 94-21, adopted on April 18, 1994. Since the passage of the tax limitation law in 1990, the Astoria Police Department has sought grants and alternate funding sources.

Resolution No. 16-17, adopted on August 1, 2016 changed the fund name to Special Police Project Fund to more closely describe the function and purpose of the fund. The fund may receive contributions from private individuals, organizations and businesses as well as certain grant funds and moneys from court ordered assessments. The Police Department uses these monies to achieve the intended purpose of the resources.

Community Emergency Response Team (CERT) activities are administrated through this fund.

Staffing

This fund operates within the organizational structure of the Police Department. No staff positions are paid from this fund.

City of Astoria, Oregon  
Budget Document

SPECIAL POLICE PROJECTS #136

Historical Data			Budget for Fiscal Year 7/1/17 - 6/30/18			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
<b>Resources</b>						
12,805	12,415	8,400	Beginning Fund Balance	20,630	20,630	20,630
53	62	50	Intergovernmental Revenue			
440		50	Interest Earnings	50	50	50
-	-	-	Gifts & Bequests	50	50	50
-	-	-	Transfers from Other Funds	1,400	1,400	1,400
<u>13,298</u>	<u>12,477</u>	<u>8,500</u>	<b>Total Resources</b>	<u>22,130</u>	<u>22,130</u>	<u>22,130</u>
<b>Requirements</b>						
<b>Materials and Services:</b>						
-	2,083	8,500	Operating Supplies	15,730	15,730	15,730
883	-	-	Projects Funded by Grants	-	-	-
883	2,083	8,500	<b>Total Materials and Services</b>	15,730	15,730	15,730
-	-	-	<b>Contingency</b>	6,400	6,400	6,400
883	2,083	8,500	<b>Total Expenditures</b>	22,130	22,130	22,130
12,415	10,394	-	Ending Fund Balance	-	-	-
<u>13,298</u>	<u>12,477</u>	<u>8,500</u>	<b>Total Requirements</b>	<u>22,130</u>	<u>22,130</u>	<u>22,130</u>

2017 / 18 Budget Detail Information

SPECIAL POLICE PROJECTS FUND (136 0000)

<b>Materials and Services</b>			
515	3310	Operating Supplies	15,730
Total Materials and Services			15,730
Contingency			6,400
<b>TOTAL SPECIAL POLICE PROJECTS FUND</b>			<b>22,130</b>

**FUND:            PARKS PROJECT FUND # 146**

Basic Objectives

The Parks and Recreation Fund was established by Resolution No. 93-52, adopted on December 6, 1993. Resolution No. 12-07, adopted June 4, 2012 revised the name to Parks Project Fund to recognize expanded scope of park related projects. The major resource for this fund is grants and donations, specifically for parks related programs as gifts or in memory of a person. Private individuals, organizations and businesses may contribute by donation to fund park improvements or program enhancements. It is envisioned the fund will grow to a substantial size to help subsidize programs the community wishes to maintain. This fund is the focal point for the development of the Garden of Surging Waves, a park in tribute to the Chinese heritage in Astoria. The Garden of Surging Waves was dedicated on April 19, 2014. The Parks Project Fund will continue to receive gifts and other resources for park related projects, including the Garden of Surging Waves.

Staffing

The Finance Department provides accounting services to this fund.

City of Astoria, Oregon  
Budget Document

PARKS PROJECT FUND #146

Budget for Fiscal Year 7/1/17 - 6/30/18

<u>Historical Data</u>						
<u>Actual Data</u>		<u>Adopted Budget</u>				
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			<b><u>Resources</u></b>			
204,333	80,574	77,670	Beginning Fund Balance	73,200	73,200	73,200
	195,000		Prior Period Adjustment			
51,260	100,156	20,000	Gifts & Bequests	500	500	500
515	556	300	Interest Earnings	680	680	680
<u>256,108</u>	<u>376,286</u>	<u>97,970</u>	<b>Total Resources</b>	<u>74,380</u>	<u>74,380</u>	<u>74,380</u>
			<b><u>Requirements</u></b>			
			<b>Materials &amp; Services:</b>			
125,534	2,373	20,000	Professional Services	20,000	20,000	20,000
125,534	2,373	20,000	<b>Total Materials &amp; Services</b>	20,000	20,000	20,000
			<b>Capital Outlay:</b>			
-	-	77,970	Improvements Other Than Bldgs	54,380	54,380	54,380
			<b>Transfer to Other Fund:</b>			
50,000	100,000	-	Local Improvement Debt Service Fund			
-	-	-	<b>Contingent Expenditures</b>	-	-	-
175,534	102,373	97,970	<b>Total Expenditures</b>	74,380	74,380	74,380
80,574	273,913	-	Ending Fund Balance	-	-	-
<u>256,108</u>	<u>376,286</u>	<u>97,970</u>	<b>Total Requirements</b>	<u>74,380</u>	<u>74,380</u>	<u>74,380</u>

2017 / 18 Budget Detail Information

PARKSPROJECT FUND (146 0000)

		<b><u>Materials &amp; Services</u></b>	
620	4540	Professional Services	20,000
		<b><u>Capital Outlay</u></b>	
		Improvements Other Than Buildings	
730	6500	Park Construction	54,380
		<b><u>Contingency</u></b>	
910	8020	Contingency	0
950	8,520	Ending Fund Balance	0
		Sub-total Ending Fund Balance	
		<b>TOTAL PARKSPROJECT FUND</b>	<b>74,380</b>

**FUND: MARITIME MEMORIAL # 148**

Basic Objectives

This fund was established by City Council Resolution No. 88-07, adopted on February 16, 1988, in recognition of a strong community desire to construct and maintain a maritime memorial. The resources from this fund come from donations of private citizens, businesses, and organizations to memorialize those lost at sea or to commemorate those with strong ties to the maritime industry.

General

Sited beside the Columbia River, phase one of the Maritime Memorial construction was completed with a dedication ceremony held in October, 1993. During FYE June 30, 1998, donations in the name of one individual were sufficient to construct the second phase of the memorial. There has been steady interest in the memorial with engravings completed in October and May each year. A memorial service, sponsored by the Uniontown Neighborhood Association, is held annually on Memorial Day. The memorial has received nation-wide recognition with donations received from various parts of the country commemorating individuals with Pacific Northwest maritime connections. The memorial continues to receive contributions and requests for new plaques.

Staffing

The Parks and Recreation Director coordinates donations to and expenditures from this fund. The Finance Department provides accounting services for the fund.



City of Astoria, Oregon  
Budget Document

MARITIME MEMORIAL FUND # 148

Historical Data			Budget for Fiscal Year 7/1/17 - 6/30/18			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
<b>Resources</b>						
81,184	90,858	89,820	Beginning Fund Balance	96,250	96,250	96,250
20,609	18,615	10,000	Gifts and Bequests	15,000	15,000	15,000
365	538	420	Interest Earnings	900	900	900
<u>102,158</u>	<u>110,011</u>	<u>100,240</u>	<b>Total Resources</b>	<u>112,150</u>	<u>112,150</u>	<u>112,150</u>
<b>Requirements</b>						
<b>Materials &amp; Services:</b>						
-	-	500	Office Supplies	500	500	500
11,300	14,838	17,500	Professional Services	5,000	5,000	5,000
-	-	7,000	Repair & Maintenance Services	5,000	5,000	5,000
11,300	14,838	25,000	<b>Total Materials &amp; Services</b>	10,500	10,500	10,500
<b>Capital Outlay:</b>						
-	5,960	75,240	Improvements Other Than Bldgs	101,650	101,650	101,650
-	-	-	<b>Contingent Expenditures</b>			
11,300	20,798	100,240	<b>Total Expenditures</b>	112,150	112,150	112,150
<u>90,858</u>	<u>89,213</u>	<u>-</u>	Ending Fund Balance	-	-	-
<u>102,158</u>	<u>110,011</u>	<u>100,240</u>	<b>Total Requirements</b>	<u>112,150</u>	<u>112,150</u>	<u>112,150</u>

2017 / 18 Budget Detail Information

MARITIME MEMORIAL FUND (148 0000)

<b>Materials and Services</b>			
510	3045	General - Office Supplies	500
620	4540	Professional Services - General	5,000
660	5825	General - Repair & Maintenance Services	5,000
<b>TOTAL MATERIALS &amp; SERVICES</b>			10,500
<b>Capital Outlay</b>			
730	6500	Improvements Other Than Buildings General Improvements	101,650
<b>TOTAL MARITIME MEMORIAL FUND</b>			112,150

**FUND:                    PARKS OPERATION # 158**

Basic Objectives

This fund was established by City Council Resolution 12-07 adopted on June 4, 2012 to consolidate parks functions into one fund.

The following pages contain summary information of resources and expenditures for the departments of the Parks Operation Fund. Those departments are:

Aquatics	# 4100
Parks Recreation and Administration	# 4200
Parks Maintenance	# 4300

The Parks Operation Fund is a governmental fund. It operates from program fees and a transfer from the City's General Fund. This fund accounts for the activities involved in providing recreational services to the residents of the City including operation of Astoria Aquatic Center; maintenance of City parks and operation of Oceanview Cemetery.

Staffing

All of the employees of this fund are under the supervision of the Parks and Recreation Director. Staffing includes: two recreation coordinators; one maintenance supervisor; one pool supervisor; two full time maintenance workers; and, part-time employees, as needed.

City of Astoria, Oregon  
Budget Document

PARKS OPERATION FUND #158

Historical Data			Budget for Fiscal Year 7/1/17- 6/30/18			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
5,207	5,474	-	Beginning Fund Balance	-	-	-
			Charges for Services			
368,178	330,057	422,047	Aquatic Fees	422,047	422,047	422,047
529,584	522,047	623,608	Recreation Fees	623,608	623,608	623,608
100,361	93,634	111,229	Maintenance Fees	111,229	111,229	111,229
			Transfers from Other Funds:			
881,000	1,004,100	878,100	General Fund	978,100	978,100	978,100
-	-	70,000	17th Street Dock	70,000	70,000	70,000
<u>1,884,330</u>	<u>1,955,312</u>	<u>2,104,984</u>	<b>Total Resources</b>	<u>2,204,984</u>	<u>2,204,984</u>	<u>2,204,984</u>
<b><u>Requirements (by department)</u></b>						
526,126	597,090	601,820	Aquatic	639,090	639,090	639,090
807,531	931,563	927,050	Parks-Recreation / Administration	995,374	995,374	995,374
545,199	420,462	558,540	Maintenance	570,520	570,520	570,520
-	-	17,574	Contingency			
<u>1,878,856</u>	<u>1,949,115</u>	<u>2,104,984</u>	<b>Total Expenditures</b>	<u>2,204,984</u>	<u>2,204,984</u>	<u>2,204,984</u>
5,474	6,197	-	Ending Fund Balance	-	-	-
<u>1,884,330</u>	<u>1,955,312</u>	<u>2,104,984</u>	<b>Total Requirements</b>	<u>2,204,984</u>	<u>2,204,984</u>	<u>2,204,984</u>

This fund (#158) is set up to account for all parks related functions: Aquatics; Recreation/Administration; Maintenance; and, Cemetery operations. The Aquatic function is designated as Department 4100; the Recreation/Administration as Department 4200; Maintenance and Cemetery operations are combined as Department 4300.

City of Astoria, Oregon  
Budget Document  
**PARKS OPERATION FUND # 158**  
Summary of Expenditures

<u>Historical Data</u>			<u>Resources and Requirements</u>	<u>Budget for Fiscal Year 7/1/17 - 6/30/18</u>		
<u>Actual Data</u> FYE 6/30/15	<u>Actual Data</u> FYE 6/30/16	<u>Adopted Budget</u> FYE 6/30/16		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			Personnel Services:			
263,953	321,536	333,980	Aquatic Facility	371,250	371,250	371,250
625,950	756,149	743,430	Recreation / Administration	811,754	811,754	811,754
353,094	312,312	357,210	Maintenance	369,190	369,190	369,190
<u>1,242,997</u>	<u>1,389,997</u>	<u>1,434,620</u>	Total Personal Services	<u>1,552,194</u>	<u>1,552,194</u>	<u>1,552,194</u>
			Materials & Services:			
262,173	275,554	267,840	Aquatic Facility	267,840	267,840	267,840
180,382	175,414	183,620	Recreation / Administration	183,620	183,620	183,620
192,105	108,150	201,330	Maintenance	201,330	201,330	201,330
<u>634,660</u>	<u>559,118</u>	<u>652,790</u>	Total Materials & Services	<u>652,790</u>	<u>652,790</u>	<u>652,790</u>
			Capital Outlay:			
-	-	-	Aquatic Facility	-	-	-
1,199	-	-	Recreation / Administration	-	-	-
-	-	-	Maintenance	-	-	-
<u>1,199</u>	<u>-</u>	<u>-</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
-	-	-	Contingency	-	-	-
<u>1,878,856</u>	<u>1,949,115</u>	<u>2,087,410</u>	Total Expenditures	<u>2,204,984</u>	<u>2,204,984</u>	<u>2,204,984</u>

This fund (#158) is set up to account for all parks related functions: Aquatics; Recreation/Administration; Maintenance; and, Cemetery operations. The Aquatic function is designated as Department 4100; the Recreation/Administration as Department 4200; Maintenance and Cemetery operations are combined as Department 4300. Prior year history, budget and actual, is retained in the respective budget presentations for these departments.

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**FUND:                    PARKS OPERATION**

Department:            Aquatics # 4100

Basic Objectives

The indoor Astoria Aquatic Center became operational on June 13, 1998. It offers a 6-lane lap pool, a warm water recreation pool with therapy swim apparatus, a river current channel, a splash fountain, a large slide, a wading pool and a spa. Dry land components include a large fitness room and a concession stand. The center attracts users from a large area around Astoria. Resources of the fund are from charges for services provided by the facility.

Staffing

Staffing consists of one full-time employee. Temporary employees fill the function of life guards and support staff.

City of Astoria, Oregon  
Budget Document  
PARKS OPERATION FUND

Expenditures (by department)  
PARKS OPERATION-AQUATICS # 4100

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/17 - 6/30/18</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
<b>Personnel Services:</b>						
40,325	56,673	48,230	Regular Salaries	60,690	60,690	60,690
181,863	208,272	227,250	Extra Help	231,870	231,870	231,870
16,938	20,007	21,650	FICA Taxes	23,010	23,010	23,010
4,245	14,067	14,870	Insurance	22,340	22,340	22,340
16,761	18,407	17,020	Retirement Contributions	20,470	20,470	20,470
3,821	4,110	4,960	Workers' Compensation	12,870	12,870	12,870
263,953	321,536	333,980	<b>Total Personal Services</b>	371,250	371,250	371,250
	9.9	9.9	<b>FTEs</b>	9.9	9.9	9.9
<b>Materials and Services:</b>						
2,427	2,711	1,000	Office Supplies	1,000	1,000	1,000
14,300	5,339	2,500	Concession Supplies	2,500	2,500	2,500
1,354	1,531	4,000	Retail Supplies	4,000	4,000	4,000
62,241	56,733	64,000	Operating Supplies	64,000	64,000	64,000
12,286	23,009	12,190	Repair & Maintenance Supplies	12,190	12,190	12,190
8,362	14,419	9,500	Training	9,500	9,500	9,500
1,081	894	1,500	Conferences, Meetings & Travel	1,500	1,500	1,500
2,489	2,703	8,500	Professional Services	8,500	8,500	8,500
-	-	350	Memberships & Dues	350	350	350
-	1,171	1,200	Communications	1,200	1,200	1,200
408	2,404	2,000	Advertising	2,000	2,000	2,000
100	730	500	Printing & Binding	500	500	500
129,779	129,061	130,000	Public Utility Services	130,000	130,000	130,000
17,195	28,985	18,800	Repair & Maintenance Services	18,800	18,800	18,800
1,892	260	3,000	Rentals	3,000	3,000	3,000
8,259	5,604	8,800	Miscellaneous	8,800	8,800	8,800
262,173	275,554	267,840	<b>Total Materials and Services</b>	267,840	267,840	267,840
<b>Capital Outlay:</b>						
-	-	-	Machinery & Equipment	-	-	-
-	-	-	<b>Total Capital Outlay</b>	-	-	-
526,126	597,090	601,820	<b>Total Expenditures</b>	639,090	639,090	639,090

This fund (#158) is set up to account for all parks related functions: Aquatics; Recreation/Administration; Maintenance; and, Cemetery operations. The Aquatic function is designated as Department 4100; the Recreation/Administration as Department 4200; Maintenance and Cemetery operations are combined as Department 4300. Prior year history, budget and actual, is retained in the respective budget presentations for these departments.

**PARKS OPERATION FUND (158)**

**PARKS OPERATION-AQUATICS (4100)**

**Personnel Services (410 - 415)**

			<u>17-18</u>
410	2020	Straight Time - Regular	60,690
410	2045	Overtime ADDED	
410	2085	Extra Help	231,870
412	2095	Interfund Wages	
415	2220	FICA - Social Security	23,010
415	2230	Insurance	22,340
415	2235	Retirement Contributions	20,470
415	2240	Workers' Compensation	12,870

**TOTAL PERSONNEL SERVICES** 371,250

FTEs 9.9

**Materials and Services (510 - 685)**

510	3020	Forms	
510	3025	Stationery Envelopes	
510	3030	Paper	
510	3035	Special Paper	
510	3040	Printer Cartridges and Supplies	
510	3045	General Office Supplies	1,000
Sub-total of Office Supplies			1,000
515	3140	First Aid Supplies	1,000
515	3160	Program Supplies	10,000
515	3170	Concession Stand Supplies	2,500
515	3175	Retail Item Supplies	4,000
515	3265	Custodial Supplies	8,000
515	3270	Chemicals	35,000
515	3310	General Operating Supplies	10,000
Sub-total of Operating Supplies			70,500
525	3520	Building Materials / Supplies	1,230
525	3540	Paint and Paint Supplies	1,190
525	3545	Plumbing Supplies	5,230
525	3550	Electrical Supplies	270
525	3640	Other Repair and Maintenance Supplies	4,270
Sub-total Repair and Maintenance Supplies			12,190



**PARKS OPERATION FUND (158)**

**PARKS OPERATION-AQUATICS (4100)**

610	4085	Travel Expense - Training	1,000	
610	4105	Life Guard Services	8,000	
610	4115	Workshops	500	
		Sub-total of Training		9,500
615	4260	Conferences / Meeting Expense	500	
615	4265	Travel - Conferences and Meeting	1,000	
		Sub-total of Conferences, Meetings & Travel		1,500
620	4540	General - Professional Services		
		Sub-total of Professional Services		
620	4432	Background Checks	500	
620	4540	Professional Services - General	8,000	
		Sub-total of Professional Services		8,500
630	4800	National Recreation & Parks Assn	350	
		Sub-total of Memberships & Dues		350
635	4965	Charter Cable	1,200	
		Sub-total of Communications		1,200
640	5030	Advertising - Public Notices	2,000	
		Sub-total of Advertising		2,000
650	5145	General - Printing & Binding	500	
		Sub-total of Printing & Binding		500
655	5289	Electricity	70,000	
656	5479	Natural Gas	55,000	
657	5517	Sanitation	5,000	
		Sub-total of Public Utility Services		130,000

PARKS OPERATION FUND (158)			
<b>PARKS OPERATION-AQUATICS (4100)</b>			
660	5750	Buildings	500
660	5755	Electrical	300
660	5760	Heating Systems	8,000
660	5765	Plumbing	7,000
660	5825	General Repair & Maintenance Services	3,000
		Sub-total of Repair & Maintenance Services	18,800
665	5865	Rental Equipment	3,000
		Sub-total of Rentals	3,000
675	5925	VISA Fees	6,300
675	6005	Licenses and Permits	1,500
675	6035	General - Miscellaneous	1,000
		Sub-total of Miscellaneous	8,800
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>267,840</b>
<b><u>Capital Outlay (720 - 740)</u></b>			
740	6650	Machinery & Equipment	
		Sub-total of Machinery & Equipment	0
<b>TOTAL CAPITAL OUTLAY</b>			<b>0</b>
<b>TOTAL PARKS OPERATION-AQUATICS</b>			<b>639,090</b>
<b><u>CAPITAL IMPROVEMENT FUND - AQUATICS</u></b>			
			<u>17-18</u>
		Aquatic Center Capital Repairs	35,000
		Critical Equipment	32,000
<b>Total Capital Improvement Fund - Recreation/Administration</b>			<b>67,000</b>
<b>TOTAL AQUATICS - ALL FUNDS</b>			<b>706,090</b>

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**FUND:                    PARKS OPERATION**

Department:            Recreation / Administration # 4200

Basic Objectives

This department oversees parks and recreation activities for the City. The department coordinates recreational sporting activities throughout the year, including softball, track meets, volleyball, basketball, football, and tennis. The department also coordinates a full program of classes and a variety of special events. Daycare services are provided through this department as well.

Staffing

The full-time staff for this department consists of a director and two recreation coordinators. Temporary employees are hired at various times throughout the year as recreation support staff.

City of Astoria, Oregon  
Budget Document  
PARKS OPERATION FUND

Expenditures (by department)  
RECREATION / ADMINISTRATION # 4200

Historical Data			Budget for Fiscal Year 7/1/17 - 6/30/18			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
184,491	198,994	199,040	Regular Salaries	201,880	201,880	201,880
82	622	870	Overtime	760	760	760
316,755	407,706	394,970	Extra Help	433,824	433,824	433,824
38,106	47,502	46,640	FICA Taxes	51,030	51,030	51,030
31,862	34,948	38,370	Insurance	42,300	42,300	42,300
49,432	60,864	56,580	Retirement Contributions	57,230	57,230	57,230
5,222	5,513	6,960	Workers' Compensation	24,730	24,730	24,730
<u>625,950</u>	<u>756,149</u>	<u>743,430</u>	<b>Total Personal Services</b>	<u>811,754</u>	<u>811,754</u>	<u>811,754</u>
	19.9	19.7	<b>FTEs</b>	19.7	19.7	19.7
			<b>Materials and Services:</b>			
8,722	7,921	10,140	Office Supplies	10,140	10,140	10,140
90,022	65,849	90,020	Operating Supplies	90,020	90,020	90,020
4,287	9,889	4,290	Repair & Maintenance Supplies	4,290	4,290	4,290
-	69	-	Small Tools & Minor Equipment	-	-	-
5,397	3,139	5,400	Training	5,400	5,400	5,400
3,924	2,240	3,930	Conferences, Meetings & Travel	3,930	3,930	3,930
9,292	26,288	9,290	Professional Services	9,290	9,290	9,290
333	39	-	Communications	-	-	-
4,379	4,270	9,000	Advertising	9,000	9,000	9,000
10,130	1,151	10,130	Printing & Binding	10,130	10,130	10,130
4,583	1,549	4,580	Repair & Maintenance Services	4,580	4,580	4,580
1,382	3,302	1,380	Rentals	1,380	1,380	1,380
37,227	38,421	34,760	Fee & Charge Programs	28,270	28,270	28,270
	9,208		Miscellaneous / VISA Fees	6,490	6,490	6,490
<u>704</u>	<u>2,079</u>	<u>700</u>	Technology Services	<u>700</u>	<u>700</u>	<u>700</u>
<u>180,382</u>	<u>175,414</u>	<u>183,620</u>	<b>Total Materials and Services</b>	<u>183,620</u>	<u>183,620</u>	<u>183,620</u>
<u>1,199</u>	<u>-</u>	<u>-</u>	<b>Capital Outlay:</b>			
			Machinery & Equipment	-	-	-
<u>1,199</u>	<u>-</u>	<u>-</u>	<b>Total Capital Outlay</b>	<u>-</u>	<u>-</u>	<u>-</u>
<u>-</u>	<u>-</u>	<u>17,574</u>	<b>Contingency</b>	<u>-</u>	<u>-</u>	<u>-</u>
<u>807,531</u>	<u>931,563</u>	<u>944,624</u>	<b>Total Expenditures</b>	<u>995,374</u>	<u>995,374</u>	<u>995,374</u>

This fund (#158) is set up to account for all parks related functions: Aquatics; Recreation/Administration; Maintenance; and, Cemetery operations. The Aquatic function is designated as Department 4100; the Recreation/Administration as Department 4200; Maintenance and Cemetery operations are combined as Department 4300. Prior year history, budget and actual, is retained in the respective budget presentations for these departments.

**PARKS OPERATION FUND (158)**

**PARKS OPERATION-RECREATION / ADMINISTRATION (4200)**

**Personnel Services (410 - 415)**

			<u>17-18</u>
410	2020	Straight Time - Regular	201,880
410	2045	Overtime	760
415	2085	Extra Help	433,824
415	2220	FICA -Social Security	51,030
415	2225	FICA -Medicare	
415	2230	Insurance	42,300
415	2235	Retirement Contributions	57,230
415	2240	Workers' Compensation	24,730

<b>TOTAL PERSONNEL SERVICES</b>			<b>811,754</b>
	<b>FTEs</b>		<b>19.7</b>

**Materials and Services (510 - 685)**

510	3025	Stationery Envelopes		
510	3030	Paper	550	
510	3035	Special Paper		
510	3040	Printer Cartridges and Supplies		
510	3030	Special Paper	70	
510	3040	Printer Cartridges and Supplies	0	
510	3040	Printer Cartridges and Supplies	2,000	
510	3045	General Office Supplies	7,520	
		<b>Sub-total of Office Supplies</b>		<b>10,140</b>
515	3125	Clothing / Uniforms / Boots / Gloves	1,920	
515	3135	Food and Local Meetings	2,750	
515	3140	First Aid Supplies	1,300	
515	3150	Awards	4,470	
515	3155	Sports Equipment	9,570	
515	3160	Program Supplies	63,720	
515	3165	Volunteer Program - General	6,290	
		<b>Sub-total of Operating Supplies</b>		<b>90,020</b>
525	3520	Building Materials / Supplies	3,590	
525	3640	Other Repair & Maintenance Supplies	700	
		<b>Sub-total Repair &amp; Maintenance Supplies</b>		<b>4,290</b>
530	3720	Small Tools		
		<b>Sub-total of Small Tools &amp; Minor Equipment</b>		<b>0</b>
610	4085	Travel Expenses - Training	2,720	
610	4115	Workshops	2,680	
		<b>Sub-total of Training</b>		<b>5,400</b>
615	4260	Conference / Meeting Expense	2,480	
615	4265	Travel - Conferences and Meetings	1,450	
		<b>Sub-total of Conferences, Meetings &amp; Travel</b>	<b>0</b>	<b>3,930</b>

PARKS OPERATION FUND (158)			
PARKS OPERATION-RECREATION / ADMINISTRATION (4200)			
620	4440	Senior Center Janitorial Service	0
620	4432	Background Checks	1,270
620	4435	Sports Officials	810
620	4540	General Professional Services	7,210
		Sub-total of Professional Services	9,290
635	4975	Postage	
		Sub-total of Communications	0
640	5030	Advertising - Public Notices	2,000
640	5035	Advertising - Recreation Promotion	7,000
		Sub-total of Advertising	9,000
650	5135	Commercial Printing	8,370
650	5145	General - Printing & Binding	1,760
		Sub-total of Printing & Binding	10,130
660	5620	Office Machines	1,780
660	5725	Equipment other than Vehicles	270
660	5730	Sports Equipment	2,530
		Sub-total of Repair & Maintenance Services	4,580
665	5865	Rental Equipment	1,380
		Sub-total of Rentals	0
			1,380
670	5890	Parks & Recreation Fee & Charge Programs	28,270
		Sub-total of Fee & Charge Programs	28,270
675	5925	Visa Fees	6,490
		Sub-total of Miscellaneous	6,490
685	6205	Computer Software	60
685	6245	Computer Hardware	310
685	6207	Non Contract IT Services	330
		Sub-total of Technology Services	700
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>183,620</b>

PARKS OPERATION FUND (158)			
PARKS OPERATION-RECREATION / ADMINISTRATION (4200)			
<b>Capital Outlay (740)</b>			
740	6650	Machinery & Equipment	
		Sub-total of Machinery & Equipment	0
<b>TOTAL CAPITAL OUTLAY</b>			<b>0</b>
<b>Contingent Expenditures (910)</b>			
910	8020	Contingency	
		<b>Sub-Total Contingency</b>	<b>0</b>
<b>Ending Fund Balance (950)</b>			
950	8520	Unappropriated Ending Fund Balance	0
<b>TOTAL PARKS OPERATION - RECREATION / ADMINISTRATION</b>			<b>995,374</b>
<b>CAPITAL IMPROVEMENT FUND - PARKS AND RECREATION - ADMINISTRATION</b>			
			<u>17-18</u>
		Implementation of Parks Master Plans	103,000
<b>Total Capital Improvement Fund - Recreation / Administration</b>			<b>103,000</b>
<b>TOTAL RECREATION / ADMINISTRATION - ALL FUNDS</b>			<b>1,098,374</b>



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**FUND:                    PARKS OPERATION**

Department:            Maintenance # 4300

Basic Objectives

The Parks Maintenance Department oversees parks and cemetery maintenance. The City maintains over sixty park sites, trails, community halls and Oceanview Cemetery. In addition, the department also provides maintenance for the aquatic facility, three tennis courts, eight playgrounds, ten ball fields, four basketball courts and one boat launch ramp/fishing dock. Employees of this department prepare graves as required and provide cemetery maintenance.

Staffing

The full-time staff for this department consists of a park maintenance supervisor and two park maintainers. Temporary employees are hired at various times throughout the year, to help maintain the parks and recreation facilities.

Budget Document  
PARKS OPERATION FUND

Expenditures (by department)  
MAINTENANCE # 4300

Historical Data			Budget for Fiscal Year 7/1/17 - 6/30/18			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
137,391	137,647	163,970	Regular Salaries	175,100	175,100	175,100
-	58	300	Overtime	250	250	250
85,688	63,559	72,260	Extra Help	72,260	72,260	72,260
17,023	11,331	3,080	Interfund Wages	3,080	3,080	3,080
17,883	15,553	18,660	FICA Taxes	19,500	19,500	19,500
59,446	50,535	51,540	Insurance	56,620	56,620	56,620
27,533	24,670	38,080	Retirement Contributions	33,180	33,180	33,180
8,130	8,959	9,320	Workers' Compensation	9,200	9,200	9,200
353,094	312,312	357,210	<b>Total Personnel Services</b>	369,190	369,190	369,190
	4.1	6.4	FTEs	6.4	6.4	6.4
			<b>Materials and Services:</b>			
1,541	425	1,540	Office Supplies	1,540	1,540	1,540
42,557	24,369	53,060	Operating Supplies	53,060	53,060	53,060
65,211	35,359	65,210	Repair & Maintenance Supplies	65,210	65,210	65,210
8,387	4,243	8,390	Small Tools & Minor Equipment	8,390	8,390	8,390
6,112	6,806	6,120	City Shop Expenses	6,120	6,120	6,120
1,714	2,965	1,710	Training	1,710	1,710	1,710
12,154	2,913	12,150	Professional Services	12,150	12,150	12,150
-	-	1,150	Membership & Dues	1,150	1,150	1,150
77	129	80	Communications	80	80	80
33,749	25,505	31,310	Public Utility Services	31,310	31,310	31,310
13,425	2,977	13,430	Repair & Maintenance Services	13,430	13,430	13,430
5,429	1,778	5,430	Rentals	5,430	5,430	5,430
1,749	681	1,750	Miscellaneous	1,750	1,750	1,750
-	-	-	Technology Services	-	-	-
192,105	108,150	201,330	<b>Total Materials and Services</b>	201,330	201,330	201,330
			<b>Capital Outlay:</b>			
-	-	-	Buildings	-	-	-
-	-	-	Improvements Other Than Buildings	-	-	-
-	-	-	Machinery & Equipment	-	-	-
-	-	-	<b>Total Capital Outlay</b>	-	-	-
545,199	420,462	558,540	<b>Total Expenditures</b>	570,520	570,520	570,520

This fund (#158) is set up to account for all parks related functions: Aquatics; Recreation/Administration; Maintenance; and, Cemetery operations. The Aquatic function is designated as Department 4100; the Recreation/Administration as Department 4200; Maintenance and Cemetery operations are combined as Department 4300. Prior year history, budget and actual, is retained in the respective budget presentations for these departments.

**PARKS OPERATION FUND (158)**

**PARKS OPERATION-MAINTENANCE (4300)**

**Personnel Services (410 - 415)**

			<u>17-18</u>
410	2020	Straight Time - Regular	175,100
410	2045	Overtime	250
415	2085	Extra Help	72,260
415	2095	Interfund Wages	3,080
415	2220	FICA -Social Security	19,500
415	2225	FICA -Medicare	-
415	2230	Insurance	56,620
415	2235	Retirement Contributions	33,180
415	2240	Workers' Compensation	9,200

**TOTAL PERSONNEL SERVICES** **369,190**

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**Materials and Services (510 - 685)**

510	3025	Stationery Envelopes	-
510	3030		990
510	3045	General Office Supplies	550

Sub-total of Office Supplies **1,540**

515	3118	Cemetery Liners	2,800
515	3125	Clothing / Uniforms / Boots / Gloves	3,380
515	3140	First Aid Supplies	950
515	3155	Sports Equipment	1,370
515	3180	Fuel, Oil & Lubricants	12,450
515	3235	Seed / Top Dressing Fields	2,000
515	3240	Trees / Shrubs / Flowers	4,000
515	3245	Fertilizers / Pesticides	20
515	3250	Bark Mulch / Top Soil / Sawdust	4,420
515	3255	Gypsum and Field Line Paint	500
515	3260	Playground Chips	4,000
515	3265	Custodial Supplies	3,380
515	3290	Heating Oil - Cemetery	510
515	3295	Heating Oil - Shively Hall	300
515	3310	General Operating Supplies	12,980

Sub-total of Operating Supplies **53,060**

525	3520	Building Materials / Supplies	24,380
525	3525	Motor Vehicle Repair Parts	11,080
525	3540	Paint & Paint Supplies	2,250
525	3545	Plumbing Supplies	4,100
525	3550	Electrical Supplies	2,070
525	3560	Trails Maintenance	8,300
525	3565	Vandalism Repair	450
525	3580	Signs	2,010
525	3620	Heating System Maintenance	-
525	3625	Plumbing & Irrigation Supplies	30
525	3630	Water and Sewer Repair	2,640
525	3640	Other Repair & Maintenance Supplies	7,900

Sub-total Repair & Maintenance Supplies **65,210**

**PARKS OPERATION FUND (158)**

**PARKS OPERATION-MAINTENANCE (4300)**

530	3720	Small Tools	8,200
530	3725	Irrigation Equipment	190
		Sub-total of Small Tools & Minor Equipment	<b>8,390</b>
545	3820	Vehicle Parts - City Shops	2,440
545	3825	Tires - City Shops	850
545	3830	General Repair Supplies - City Shops	2,830
		Sub-total of City Shop Expenses	<b>6,120</b>
610	4085	Travel Expenses - Training	20
610	4085	Travel Expenses - Training	1,340
610	4090	Registration	350
		Sub-total of Training	<b>1,710</b>
620	4432	Background Checks	190
620	4540	General Professional Services	11,960
		Sub-total of Professional Services	<b>12,150</b>
630	4880	Oregon Cemetery Association	250
630	4885	State Cemetery Board	900
		Sub-total of Memberships & Dues	<b>1,150</b>
635	4975	Postage	-
635	5145	General Printing and Binding	80
		Sub-total of Communications	<b>80</b>
655	5223	Electricity - Tennis Courts	470
655	5226	Electricity - Columbia Field	310
655	5229	Electricity - 1300 Klaskanine (Evergreen Park)	4,960
655	5235	Electricity - 32nd & Lief Erikson	2,590
655	5244	Electricity - Alderbrook Hall	160
655	5256	Electricity - Parks Shop	250
655	5259	Electricity - Parks Shop	570
655	5262	Electricity - Shively Hall	200
655	5265	Electricity - Tapiola Ball Field Lights	1,240
655	5271	Electricity - Tapiola Restroom	1,150
655	5274	Electricity - Tapiola Baseball Lights	990
655	5280	Electricity - Tapiola Park Lights / Skatepark	330
655	5292	Electricity - Cemetery	1,200
655	5332	Electricity - Parks Maint General	150
656	5461	Natural Gas - Alderbrook Hall	160
656	5468	Natural Gas - Parks Maint General	500
657	5535	Sanitation - Transfer Station Fees	850
657	5541	Sanitation - Other Locations	2,450
658	5555	Cem water and sewer	2,250
657	5535	Sanitation - Transfer Station Fees	7,780
657	5541	Sanitation - Other Locations	2,750
		Sub-total of Public Utility Services	<b>31,310</b>

PARKS OPERATION FUND (158)			
<b>PARKS OPERATION-MAINTENANCE (4300)</b>			
660	5725	Equipment other than Vehicles	
660	5735	Infield Maintenance	280
660	5740	Field Light Maintenance	5,470
660	5755	Electrical	3,190
660	5760	Heating Systems	1,660
660	5785	Motor Vehicles / Auto Body Shop	530
660	5824	RPR SVCS Contract Services	-
660	5825	General - Repair & Maintenance Services	2,300
		Sub-total of Repair & Maintenance Services	13,430
665	5865	Rental Equipment	2,030
665	5870	Rental Chemical Toilets	3,400
		Sub-total of Rentals	5,430
675	6005	Licenses & Permits	1,750
675	6060	Random Drug Screens	
		Sub-total of Miscellaneous	1,750
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>201,330</b>
<b>Capital Outlay (720 - 740)</b>			
720	6400	Buildings	
		Sub-total of Buildings	0
730	6500	Improvements Other than Buildings	
		Sub-total of Improvements Other than Buildings	0
<b>TOTAL CAPITAL OUTLAY</b>			<b>0</b>
<b>TOTAL PARKS OPERATION-MAINTENANCE</b>			<b>570,520</b>
<b>CAPITAL IMPROVEMENT FUND - PARKS MAINTENANCE</b>			
			<u>17-18</u>
		Garbage Can Replacement	80,000
<b>Total Capital Improvement Fund - Parks Maintenance</b>			<b>80,000</b>
<b>TOTAL MAINTENANCE - ALL FUNDS</b>			<b>650,520</b>

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FUND: ASTORIA ROAD DISTRICT # 170

Basic Objectives

This fund accounts for the local gas tax and prior year property tax collections of the Astoria Road District.

Significant Budget Information

In past years, the road maintenance and improvements were paid by a tax levy. The most recent tax levy was approved on November 5, 2002. Ordinance No 07-02 was adopted on August 20, 2007 by the City Council approving a fuel tax of \$.03 per gallon. The collections for this tax are administered by the Oregon Department of Transportation. Ordinance No 16-06, re-adopted provisions of Ordinance 07-02 on October 3, 2016 extending the gas tax indefinitely unless amended or repealed. Projected revenues for FY 2017-2018 are estimated at \$ 195,000, the same estimate as FY 2016-2017. Estimates of \$ 300,000 have been appropriated for FY 2017-2018 for street projects.

Staffing

This fund provides for no staff positions. The Public Works Director oversees the projects appropriated in this fund. The Finance Department provides expenditure and fund balance oversight.



City of Astoria, Oregon  
Budget Document

ASTORIA ROAD DISTRICT FUND #170

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/17 - 6/30/18</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
489,849	307,138	438,570	Beginning Fund Balance	496,760	496,760	496,760
	17,271		Prior Period Adjustment			
40	38	50	Delinquent Ad Valorem Taxes	20	20	20
194,423	190,513	195,000	Local Gas Tax	195,000	195,000	195,000
100,000	-	200,000	Transfer from State Tax Street Fund	300,000	300,000	300,000
1,500	-	-	Miscellaneous	-	-	-
1,131	2,047	2,040	Interest on Investments	3,110	3,110	3,110
786,943	517,007	835,660	Sub-Total Resources	994,890	994,890	994,890
<u>786,943</u>	<u>517,007</u>	<u>835,660</u>	<b>Total Resources</b>	<u>994,890</u>	<u>994,890</u>	<u>994,890</u>
<b><u>Requirements</u></b>						
<b>Materials &amp; Services</b>						
-	-	20,660	Repair & Maintenance Supplies	45,000	45,000	45,000
<b>Capital Outlay</b>						
479,805	56,035	500,000	Improvements Other Than Buildings	600,000	600,000	600,000
<b>Contingent Expenditures</b>						
		75,000		100,000	100,000	100,000
479,805	56,035	595,660	<b>Total Expenditures</b>	745,000	745,000	745,000
<u>307,138</u>	<u>460,972</u>	<u>240,000</u>	Ending Fund Balance	<u>249,890</u>	<u>249,890</u>	<u>249,890</u>
<u>786,943</u>	<u>517,007</u>	<u>835,660</u>	<b>Total Requirements</b>	<u>994,890</u>	<u>994,890</u>	<u>994,890</u>

2017 / 18 Detail Budget Information

ASTORIA ROAD DISTRICT FUND (170 0000)

Materials and Services (515 - 660)

660	5825	Repair & Maintenance Supplies	45,000
730	6500	Improvements Other Than Buildings	600,000
910	8020	Contingency	100,000
950	8520	Ending Fund Balance	249,890
<b>TOTAL ASTORIA ROAD DISTRICT FUND</b>			<b>994,890</b>

**FUND: STATE TAX STREET # 172**

Basic Objectives

This fund accounts for monies received from a 99% portion of the City's state gasoline tax allocation. The Oregon Constitution (Article IX, Section 3a) dedicates revenues to construction, improvement, maintenance, operation and use of public highways, roads, streets and roadside rest areas. Resources are transferred to the Street Department of the Public Works Fund for expenditures incurred by the Street Department.

Staffing

This budget provides for no staff positions. The Public Works Director oversees work done which will be paid for by this fund. The Finance Department provides expenditure and fund balance oversight.

City of Astoria, Oregon  
Budget Document

STATE TAX STREET FUND #172

Historical Data			Budget for Fiscal Year 7/1/17 - 6/30/18			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
180,665	151,191	260,550	Beginning Fund Balance	291,950	291,950	291,950
	51,538		Prior Period Adjustment			
538,092	560,779	545,050	Intergovernmental-Gas Tax	546,380	546,380	546,380
434	1,124	360	Interest on Investments	600	600	600
<u>719,191</u>	<u>764,632</u>	<u>805,960</u>	<b>Total Resources</b>	<u>838,930</u>	<u>838,930</u>	<u>838,930</u>
<b><u>Requirements</u></b>						
<b>Materials and Services</b>						
		-	Repair and Maintenance Services	-	-	-
<b>Transfer To Other Funds:</b>						
468,000	458,500	562,000	Public Works Fund	475,000	475,000	475,000
100,000	-	200,000	Astoria Road District Fund	300,000	300,000	300,000
568,000	458,500	762,000	<b>Total Transfer to Other Funds</b>	775,000	775,000	775,000
-	-	43,960	<b>Contingent Expenditures</b>	63,930	63,930	63,930
568,000	458,500	805,960	<b>Total Expenditures</b>	838,930	838,930	838,930
151,191	306,132	-	Ending Fund Balance	-	-	-
<u>719,191</u>	<u>764,632</u>	<u>805,960</u>	<b>Total Requirements</b>	<u>838,930</u>	<u>838,930</u>	<u>838,930</u>

2017 / 18 Budget Detail Information

STATE TAX STREET FUND (172 0000)

<u>Transfers to Other Funds (850)</u>			
850	7550	Public Works Fund	475,000
850	7560	Astoria Road District Fund	300,000
Sub-total of Transfers to Other Funds			775,000
910	8020	Contingent Expenditures	63,930
950	8520	Ending Fund Balance	-
<b>TOTAL STATE TAX STREET FUND</b>			<b>838,930</b>

**FUND: TRAILS RESERVE # 174**

Basic Objectives

The purpose of this fund is to account for the receipt of a 1% portion of the City's state gasoline tax allocation, Per ORS 366-514. Funds are restricted for the construction and maintenance of walkways and bikeways, including curb cuts or ramps as part of the project which is within the highway, road or street right-of-way. A 1980 Constitutional Amendment (Article IX, section 3a) prohibits expenditure of highway funds in parks and recreation areas. A subsequent Oregon Supreme Court opinion supports continued use for construction and maintenance of walkways and bikeways but only within the highway right-of-way

Staffing

This budget provides for no staff positions. The Public Works Director oversees work completed utilizing Trails Reserve funds. The Finance Department provides expenditure and fund balance oversight.

City of Astoria, Oregon  
Budget Document

TRAILS RESERVE FUND #174

Historical Data			Budget for Fiscal Year 7/1/17 - 6/30/18			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
<b><u>Resources</u></b>						
17,990	23,512	29,200	Beginning Fund Balance	35,000	35,000	35,000
5,435	5,683	5,500	Intergovernmental-Gas Tax	5,520	5,520	5,520
87	147	90	Interest on Investments	300	300	300
<u>23,512</u>	<u>29,342</u>	<u>34,790</u>	<b>Total Resources</b>	<u>40,820</u>	<u>40,820</u>	<u>40,820</u>
<b><u>Requirements</u></b>						
<b>Materials and Services:</b>						
-	-	5,000	Repair & Maintenance Supplies	5,000	5,000	5,000
-	-	5,000	<b>Total Materials and Services</b>	5,000	5,000	5,000
<b>Capital Outlay:</b>						
-	-	29,790	Improvements Other Than Bldgs	35,820	35,820	35,820
-	-	34,790	<b>Total Expenditures</b>	<u>40,820</u>	<u>40,820</u>	<u>40,820</u>
<u>23,512</u>	<u>29,342</u>	-	Ending Fund Balance	-	-	-
<u>23,512</u>	<u>29,342</u>	<u>34,790</u>	<b>Total Requirements</b>	<u>40,820</u>	<u>40,820</u>	<u>40,820</u>

2017 / 18 Budget Detail Information

TRAILS RESERVE FUND (174 0000)

<b><u>Materials and Services (620)</u></b>			
660	5820	Repair & Maintenance Supplies	5,000
<b><u>Capital Outlay (730)</u></b>			
730	6500	Improvements Other Than Buildings	35,820
910	8020	Contingency	-
950	8250	Ending Fund Balance	-
<b>TOTAL TRAILS RESERVE FUND</b>			<u>40,820</u>

**FUND: PUBLIC WORKS IMPROVEMENT #176**

Basic Objectives

This fund was established by Resolution No. 83-17, adopted by the City Council on June 6, 1983. This fund is designated to provide funding to plan, budget for, and accomplish major public works construction and improvement projects. Resolution No. 83-17 directs a portion of the water and sewer rates be designated, annually, for capital repairs and improvements for the public works system.

Long-Term Debt

IFA Loan # G97001 is for the Slow Sand Filter and is a 20 year loan with an interest rate of 5.01%. Payments began December 1, 1998 and are made annually, with the final payment due December 1, 2017.

Energy Trust of OR Loan # L00604 is for the Treatment Plant Aerator and is a 15 year loan with an interest rate of 5.40%. Payments began July, 2010 and are made monthly, with the final payment due October, 2018.

IFA Loan # L04001 is for the Skyline Water Tank and is a 20 year loan with an interest rate of 4.62%. Payments began December, 2007 and are made annually, with the final payment due December, 2026.

IFA Loan # S08003 is for the Reservoir Covers and is a 20 year loan with an interest rate of 1.00%. Payments began December 1, 2009 and are made annually, with the final payment due December 1, 2029.

IFA Loan # Y10002 is for the Dam - Waterline Replacement, is a 20 year loan with a 4.04% interest rate. Payments began December 1, 2011 and are made annually, with the final payment due December 1, 2031.

OR DEQ Loan # R11794 is for the Waste Water Treatment Plant - Upgrade Design, is a 5 year loan with a 1.04% interest rate. Payments are made semiannually, with the final payment due June 1, 2017.

IFA Loan # Y12006 is for Wastewater Treatment Plant - Upgrade, is a 25 year loan with a 2.03% interest rate. Payments began December 1, 2014 and are made annually with the final payment due December 1, 2038.

IFA Loan # L15001 is for the Landfill Closure, is a 6 year loan with a 3.25% interest rate. The initial payment is due December, 2015 with the final payment due December, 2019.

Note payable for Vactor Sewer Truck is a 5 year loan with a 2.70% interest rate. Payments are made annually, with the final payment due August, 2018.

Staffing

This budget provides for no staff positions. The Public Works Director directs the planning, improvements and programs funded by this budget. The City Engineer and Engineering staff provides engineering, design and contract administration services. Construction of improvement projects are accomplished primarily through contract work and, in part, by the Public Works Shops staff. The Finance Department provides expenditure and fund balance oversight.

City of Astoria, Oregon  
Budget Document

PUBLIC WORKS IMPROVEMENT FUND # 176

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/17 - 6/30/18</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
<b>Resources</b>						
818,528	659,768	250,000	Beginning Fund Balance	665,800	665,800	665,800
	267,756		Prior Period Adjustment			
1,070,470	49,256		Grant/Loan Proceeds			
<b>Charges for Services</b>						
621,910	752,610	752,610	Water	752,610	752,610	752,610
524,210	963,510	763,510	Sewer	763,510	763,510	763,510
-	-	75,000	Sewer Surcharge	-	-	-
1,146,120	1,716,120	1,591,120	<b>Total Charges for Services</b>	1,516,120	1,516,120	1,516,120
<b>Transfer from Other Fund</b>						
-	81,000	81,000	General Fund	81,000	81,000	81,000
-	91,526	-	Landfill Reserve Fund	-	-	-
-	28,068	-	CSO Maintenance Fund	-	-	-
400,000	-	-	Public Works Fund	-	-	-
31,341	-	-	Combined Sewer Overflow Debt Service Fund	75,000	75,000	75,000
-	-	-	Housing Rehabilitation Fund	-	-	-
431,341	200,594	81,000	<b>Total Transfers</b>	156,000	156,000	156,000
72,507	58,972		Miscellaneous			2,000
2,018	2,777	2,000	Interest on Investments	2,000	2,000	-
3,540,984	2,955,243	1,924,120	<b>Total Resources</b>	2,339,920	2,339,920	2,339,920
<b>Requirements</b>						
<b>Materials and Services:</b>						
2,253	9,609	85,000	Professional Services	310,000	310,000	310,000
927,516	558,643	683,000	Repair & Maintenance Services	690,000	690,000	690,000
929,769	568,252	768,000	<b>Total Materials and Services</b>	1,000,000	1,000,000	1,000,000
<b>Capital Outlay:</b>						
1,248,609	121,689	118,200	Improvements Other Than Bldgs	-	-	-
			Machinery & Equipment	284,400	284,400	284,400
1,248,609	121,689	118,200	<b>Total Capital Outlay</b>	284,400	284,400	284,400
<b>Debt Service:</b>						
355,238	736,133	484,260	Principal	579,480	579,480	579,480
132,080	147,048	124,910	Interest	112,300	112,300	112,300
487,318	883,181	609,170	<b>Total Debt Service</b>	691,780	691,780	691,780
<b>Transfer to Other Funds</b>						
200,000	200,000	200,000	Public Works Capital Reserve Fund	200,000	200,000	200,000
15,520	14,360	3,970	E Astoria Waterline Debt Service Fund	4,000	4,000	4,000
-	-	4,860	7th Street Dock Debt Service Fund	30,390	30,390	30,390
215,520	214,360	208,830	<b>Total Transfers to Other Funds</b>	234,390	234,390	234,390
-	-	219,920	<b>Contingency</b>	129,350	129,350	129,350
2,881,216	1,787,482	1,924,120	<b>Total Expenditures</b>	2,339,920	2,339,920	2,339,920
659,768	1,167,761	-	Ending Fund Balance	-	-	-
3,540,984	2,955,243	1,924,120	<b>Total Requirements</b>	2,339,920	2,339,920	2,339,920

Historical Data is presented on a budgetary basis as compared to the financial presentation which is accrual basis.

<b>PUBLIC WORKS IMPROVEMENT FUND (176 0000)</b>			
		<b><u>Materials and Services (620 - 660)</u></b>	<u>17-18</u>
620	4540	Professional Services	
		CSO Modeling	75,000
		WWTP Headworks Concept Design	30,000
		Water Rights	85,000
		Water Distribution Master Plan	100,000
		Cedar Creek Bridge Concept Plan	20,000
		Sub-total Professional Services	<b>310,000</b>
		<b>Repair &amp; Maintenance Services</b>	
		<b>Sewer:</b>	
660	5790	Sewer Main Rehabilitation	285,000
		Sub-total Sewer Projects	<b>285,000</b>
		<b>Stormwater:</b>	
660	5793	Bridgeview Court Utility Replacement	75,000
		Sub-total Stormwater Projects	<b>75,000</b>
		<b>Water:</b>	
660	5795	Water Main Rehabilitation / Replacement	300,000
		Sub-total Water Projects	<b>300,000</b>
660	5825	General Repair & Maintenance Services	
		Headworks Dam Maintenance	30,000
		Sub-total General Repair & Maint. Services	<b>30,000</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>1,000,000</b>
		<b><u>Capital Outlay (720 - 740)</u></b>	
740	6650	Machinery and Equipment	
		Bucket Truck	133,200
		Cornell Pump for Pump Station #6	8,400
		Utility Box for Truck # 640	8,700
		Mower Head	15,500
		Pickup Head for Sweeper	7,600
		2-8" Ultra Mag Meters for Floating Pumps	10,000
		Arden Industries Chlorine Booster Pump for Res #3	9,000
		Drying Bed at Sewer Lagoon	25,000
		6" Trash Pump	67,000
		Sub Total Machinery and Equipment	<b>284,400</b>
		Total Capital Outlay	<b>284,400</b>



**PUBLIC WORKS IMPROVEMENT FUND (176 0000)**

**Debt Service (810)**

		IFA G97001 Slow Sand Filter - 20 Year Loan	
810	6870	Principal	78,240
810	6875	Interest	4,000
		#L00604 Energy Trust of Oregon Aerator Loan	
810	6880	Principal	20,830
810	6885	Interest	1,010
		IFA L04001 Skyline Water Tank Loan	
810	6910	Principal	60,520
810	6915	Interest	34,550
		IFA S08003 Reservoir Covers	
810	6920	Principal	156,990
810	6925	Interest	21,630
		IFA Y10002 Bear Cr Dam - Waterline Replacement	
810	6930	Principal	27,600
810	6935	Interest	22,390
		IFA Y12006 WW Treatment Plant Construction	
810	6947	Principal - Y12006 WWTP Construction	24,650
810	6949	Interest - Y12006 WWTP Construction	13,820
		IFA L15001 Landfill Closure Loan	
810	6951	Principal - L15001 Landfill Closure	132,090
810	6952	Interest - L15001 Landfill Closure	12,780
		Vactor Lease # 3345430	
810	6953	Principal - Lease Payment 5 of 5	78,560
810	5954	Interest - Lease Payment 5 of 5	2,120
<b>TOTAL DEBT SERVICE</b>			<b>691,780</b>

<b>PUBLIC WORKS IMPROVEMENT FUND (176 0000)</b>			
<b><u>Transfer to Other Fund</u></b>			
850	7546	Public Works Capital Reserve Fund	
		Future Re-Sanding of Slow Sand Filter 5 of 5	200,000
850	7540	East Astoria Waterline Debt Service Fund	4,000
850	7545	7th Street Dock Debt Service Fund	30,390
		Sub-total of Transfer to Other Fund	<b>234,390</b>
<b><u>Contingent Expenditures (910)</u></b>			
910	8020	Contingency	129,350
		Sub-total Contingency	<b>129,350</b>
<b><u>Ending Fund Balance (950)</u></b>			<b>0</b>
950	8520	Unappropriated Ending Fund Balance	
<b>TOTAL PUBLIC WORKS IMPROVEMENT FUND</b>			<b>2,339,920</b>

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**FUND: PUBLIC WORKS CAPITAL RESERVE FUND # 178**

Basic Objectives

This fund was established by the adoption of City Council Resolution No. 13-04 on January 22, 2013. The purpose of this fund is to provide a reserve for transfers from the Public Works Improvement Fund that will address long term capital financial acquisitions and replacements for Public Works functions. Large capital purchases require that funds be set aside to accumulate a balance sufficient for the purchase. This fund will be used only for the set aside of funds from the annual Public Works Improvement Fund budget for future capital purchases/projects. Expenditures from this fund will be reviewed as part of the budget process and appropriated in the year that the capital acquisition is made.

An amount of \$200,000 is transferred to this fund from the Public Works Improvement Fund for Slow Sand Filter Projects. \$1,000,000 is available to re-sand the slow sand filters and has been appropriated for FY 2017-18.

Staffing

The Public Works Director provides the oversight for the activities of this fund. The Finance Department provides accounting services to this fund.

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PUBLIC WORKS CAPITAL RESERVE FUND # 178

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/17- 6/30/18</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	<u>Resources and Requirements</u>	<u>Proposed by</u>	<u>Approved by</u>	<u>Adopted by</u>
<u>FYE 6/30/15</u>	<u>FYE 6/30/16</u>	<u>FYE 6/30/17</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<b><u>Resources</u></b>						
400,000	600,000	800,000	Beginning Fund Balance	1,006,000	1,006,000	1,006,000
-	1,613	-	Interest Earnings	-	-	-
200,000	200,000	200,000	Transfer from Other Fund	200,000	200,000	200,000
			Public Works Improvement Fund			
<u>600,000</u>	<u>801,613</u>	<u>1,000,000</u>	<b>Total Resources</b>	<u>1,206,000</u>	<u>1,206,000</u>	<u>1,206,000</u>
<b><u>Requirements</u></b>						
<b>Capital Outlay</b>						
-	-	1,000,000	Slow Sand Filter Projects	1,206,000	1,206,000	1,206,000
-	-	1,000,000	<b>Total Capital Outlay</b>	1,206,000	1,206,000	1,206,000
-	-	-	<b>Contingency</b>	-	-	-
-	-	1,000,000	<b>Total Expenditures</b>	1,206,000	1,206,000	1,206,000
<u>600,000</u>	<u>801,613</u>	<u>-</u>	<b>Ending Fund Balance</b>	<u>-</u>	<u>-</u>	<u>-</u>
<u>600,000</u>	<u>801,613</u>	<u>1,000,000</u>	<b>Total Requirements</b>	<u>1,206,000</u>	<u>1,206,000</u>	<u>1,206,000</u>

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PUBLIC WORKS CAPITAL RESERVE FUND (178 0000)

		<u>Capital Outlay</u>	
730	6500	Slow Sand Filter Projects	1,206,000
910	8020	<u>Contingency</u>	-
950	8520	<u>Ending Fund Balance</u>	-
<b>TOTAL PUBLIC WORKS CAPITAL RESERVE FUND</b>			<b>1,206,000</b>

**FUND: COMBINED SEWER OVERFLOW (CSO) MAINTENANCE FUND # 180**

Basic Objectives

The CSO Maintenance Fund accounted for appropriated expenditures related to ongoing maintenance of the combined sewer overflow projects completed to date. Maintenance included monitoring combined sewer overflow outfalls and disconnecting roof drains and parking lot catch basins.

As of FYE June 30, 2015, the activities of this CSO maintenance is part of Stormwater and Sewer departments of the Public Works Fund. FYE June 30, 2016 budget accounts for the transfer of resources to Public Works Improvement Fund which will close this Fund. Prior year transactions will be shown for historical purposes.

Staffing

This budget provides for no staff positions. The Finance Department will facilitate the transfer to Public Works Improvement Fund and historical reporting as required.

City of Astoria, Oregon  
Budget Document

**COMBINED SEWER OVERFLOW (CSO) MAINTENANCE FUND # 180**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/17 - 6/30/18</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
<b>Resources</b>						
94,729	94,822	-	Beginning Fund Balance	-	-	-
-	(66,754)	-	Prior Period Adjustment	-	-	-
93	-	-	Intergovernmental Revenue	-	-	-
-	-	-	Interest on Investments	-	-	-
-	-	-	Charges for Services	-	-	-
<u>94,822</u>	<u>28,068</u>	<u>-</u>	<b>Total Resources</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Requirements</b>						
<b>Personnel Services:</b>						
-	-	-	Regular Salaries	-	-	-
-	-	-	FICA Taxes	-	-	-
-	-	-	Insurance	-	-	-
-	-	-	Retirement Contributions	-	-	-
-	-	-	Workers' Compensation	-	-	-
-	-	-	<b>Total Personnel Services</b>	-	-	-
<b>Materials and Services:</b>						
-	-	-	Repair & Maintenance Supplies	-	-	-
-	-	-	Professional Services	-	-	-
-	-	-	Communications	-	-	-
-	-	-	Public Utility Services	-	-	-
-	-	-	Repair & Maintenance Services	-	-	-
-	-	-	<b>Total Materials and Services</b>	-	-	-
<b>Capital Outlay:</b>						
-	-	-	Machinery & Equipment	-	-	-
<b>Transfer to Other fund</b>						
-	28,068	-	Public Works Improvement Fund	-	-	-
-	28,068	-	<b>Total Expenditures</b>	-	-	-
<u>94,822</u>	<u>-</u>	<u>-</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>94,822</u>	<u>28,068</u>	<u>-</u>	<b>Total Requirements</b>	<u>-</u>	<u>-</u>	<u>-</u>

2017 / 18 Detail Budget Information

**COMBINED SEWER OVERFLOW (CSO)**

			<b>Transfer to Other Fund</b>		
850	7557		Public Works Improvement Fund	-	
			<b>TOTAL CSO 11th STREET SEPARATION FUND</b>	<b>-</b>	

**FUND: COMBINED SEWER OVERFLOW (CSO) FUND #s 183 and 184**

Basic Objectives

Fund # 183 resources and appropriations are for the purpose of completing the 11<sup>th</sup> Street CSO separation project. This project started in April 2013 and was completed during the summer of 2014. This fund was closed in FY 2014-2015 and the budget is presented for historical reference.

Fund # 184 resources and appropriations are for the purpose of completing the 16<sup>th</sup> Street CSO separation project. This project started in June 2014. The project was completed in the fall of 2016. The project is funded by a grant of \$525,000 and loan of \$ 6,510,476 from the State of Oregon Infrastructure Finance Authority (IFA) at an interest rate of 2.09%, for 25 years. This fund was closed in FY 16-17 and the budget is presented for historical reference.

Staffing

This budget provides for no staff positions. The Public Works Director oversees the planning of improvements and programs funded by this budget. The City Engineer and the Engineering staff provide engineering, design and contract administration services. Construction is accomplished by contract work and, in part, by the Public Works shops staff. The Finance Department provides expenditure and fund balance oversight.



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**COMBINED SEWER OVERFLOW (CSO) 11th STREET SEPARATION FUND # 183**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/17- 6/30/18</u>			
<u>Actual Data</u> FYE 6/30/15	<u>Actual Data</u> FYE 6/30/16	<u>Adopted Budget</u> FYE 6/30/17	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<b><u>Resources</u></b>						
5,907	13,090	-	Beginning Fund Balance			
35,000	22,965	-	Intergovernmental			
52,144	-	-	Loan Proceeds			
86	179	-	Interest in Investments	-	-	-
<u>93,137</u>	<u>36,234</u>	<u>-</u>	<b>Total Resources</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Materials and Services:</b>						
-	-	-	Professional Services	-	-	-
-	-	-	<b>Total Materials and Services</b>	-	-	-
<b>Capital Outlay:</b>						
80,047	-	-	Improvements Other Than Bldgs	-	-	-
<b>Transfer Out:</b>						
-	36,234	-	Public Works Improvement Fund	-	-	-
80,047	36,234	-	<b>Total Expenditures</b>	-	-	-
13,090	-	-	Ending Fund Balance	-	-	-
<u>93,137</u>	<u>36,234</u>	<u>-</u>	<b>Total Requirements</b>	<u>-</u>	<u>-</u>	<u>-</u>

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**COMBINED SEWER OVERFLOW (CSO) 11th STREET SEPARATION FUND #183**

730	6500	Capital Outlay (730) Improvements Other Than Buildings CSO 11th Street Separation	-
910	8020	Contingent Expenditures (910) Contingency	-
<b>TOTAL CSO 11th STREET SEPARATION FUND</b>			<b>-</b>

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COMBINED SEWER OVERFLOW (CSO) 16th STREET SEPARATION FUND # 184

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/17- 6/30/18</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
<b>Resources</b>						
(29,054)	865,687	-	Beginning Fund Balance	-	-	-
2,382,067	2,775,933	2,300,000	Loan Proceeds	-	-	-
	227,425		Intergovernmental Revenue	-	-	-
3	34	-	Interest on Investments	-	-	-
-	51,757	-	Miscellaneous Revenue	-	-	-
<u>2,353,016</u>	<u>3,920,836</u>	<u>2,300,000</u>	<b>Total Resources</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Requirements</b>						
<b>Materials and Services:</b>						
290	46,745	225,000	Professional Services	-	-	-
290	46,745	225,000	<b>Total Materials and Services</b>	-	-	-
<b>Capital Outlay:</b>						
1,487,039	4,231,871	2,075,000	Improvements Other Than Bldgs	-	-	-
<b>Contingency</b>						
-	-	-	Transfer to Other Funds - General	-	-	-
1,487,329	4,278,616	2,300,000	<b>Total Expenditures</b>	-	-	-
865,687	(357,780)	-	Ending Fund Balance	-	-	-
<u>2,353,016</u>	<u>3,920,836</u>	<u>2,300,000</u>	<b>Total Requirements</b>	<u>-</u>	<u>-</u>	<u>-</u>

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COMBINED SEWER OVERFLOW (CSO) 16th STREET SEPARATION FUND #184

620	4540	<b>Materials and Services (515 - 660)</b> Professional Services	
730	6500	<b>Capital Outlay (730)</b> Improvements Other Than Buildings CSO 16th Street Separation	-
<b>TOTAL CSO 16th STREET SEPARATION FUND</b>			<u>-</u>

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**FUND: LOCAL IMPROVEMENT DEBT SERVICE # 250**

Basic Objectives

This fund was established to account for debt service requirements of a bond issue made for the financing of several local improvement projects. The fund, as such, has closed the local improvement loans and retains a small balance from those transactions. The fund is the repository of the refund the City received for the Wauna Mill tax dispute with Clatsop County tax authorities. This amount has been held to offset the amounts the City's share of Clatsop County issued bonds, as a result of the settlement with the Wauna Mill. Each year \$ 22,000 is transferred to the General Fund to make up for the property tax withheld by the County for Astoria's share of the bond repayment. The bonds continue through 2022.

Funds are reserved as a Due to Other Fund liability in the amount of \$ 219,420 to help defer anticipated PERS increases.

Staffing

This budget provides for no staff positions. The Finance Department monitors the collection of assessments, expenditures and fund balance.

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Budget Document

LOCAL IMPROVEMENT DEBT SERVICE FUND # 250

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/17 - 6/30/18</u>			
<u>Actual Data</u> FYE 6/30/15	<u>Actual Data</u> FYE 6/30/16	<u>Adopted Budget</u> FYE 6/30/17	<u>Resources and Requirements</u>	<u>Proposed by</u> <u>Budget</u> <u>Officer</u>	<u>Approved by</u> <u>Budget</u> <u>Committee</u>	<u>Adopted by</u> <u>Governing</u> <u>Body</u>
<b><u>Resources</u></b>						
93,371	122,662	209,770	Beginning Fund Balance	184,160	184,160	184,160
1,291	2,123	2,100	Interest Earnings	3,000	3,000	3,000
50,000	100,000	-	Transfers from Other Funds	-	-	-
<u>144,662</u>	<u>224,785</u>	<u>211,870</u>	<b>Total Resources</b>	<u>187,160</u>	<u>187,160</u>	<u>187,160</u>
<b><u>Requirements</u></b>						
<b>Materials and Services</b>						
-	-	-	Professional Services	-	-	-
<b>Transfer to Other Funds</b>						
22,000	22,000	22,000	General Fund	22,000	22,000	22,000
22,000	22,000	22,000	<b>Total Transfers</b>	22,000	22,000	22,000
-	-	-	Loss on Sale of Asset	-	-	-
-	-	-	<b>Contingency</b>	-	-	-
22,000	22,000	22,000	<b>Total Expenditures</b>	22,000	22,000	22,000
<u>122,662</u>	<u>202,785</u>	<u>189,870</u>	Ending Fund Balance	<u>165,160</u>	<u>165,160</u>	<u>165,160</u>
<u>144,662</u>	<u>224,785</u>	<u>211,870</u>	<b>Total Requirements</b>	<u>187,160</u>	<u>187,160</u>	<u>187,160</u>

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<u>LOCAL IMPROVEMENT DEBT SERVICE FUND (250 0000)</u>			
850	7567	Transfers to Other Funds General Fund	22,000
910	8020	Contingent Expenditures (910) Contingency	
950	8520	Ending Fund Balance	<u>165,160</u>
<b>TOTAL LOCAL IMPROVEMENT DEBT SERVICE FUND</b>			<u>187,160</u>

**FUND: EAST ASTORIA WATERLINE DEBT SERVICE # 265**

Basic Objectives

This fund was established by the adoption of Resolution No. 98-42 which was adopted on December 7, 1998. This fund accounts for the debt service requirements of a State of Oregon Economic Development Department loan used to finance waterline improvements serving the Tongue Point industrial area and the Blue Ridge and Emerald Heights housing areas located on the eastern edge of the City. Fund resources are derived from installment payments made by benefited property owners as assessed by Ordinance No. 98-12, adopted by the City Council on August 3, 1998 and interest earnings.

IFA Loan # G97005 is a 20 year loan with an interest rate of 5.01%. Payments began December 1, 1998 and are made annually, with the final payment due December 1, 2017.

Staffing

This budget provides for no staff positions. The Finance Department monitors the collection of assessments, expenditures and fund balance.

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Budget Document

EAST ASTORIA WATERLINE DEBT SERVICE FUND # 265

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/17 - 6/30/18</u>			
<u>Actual Data</u> FYE 6/30/15	<u>Actual Data</u> FYE 6/30/16	<u>Adopted Budget</u> FYE 6/30/17	<u>Resources and Requirements</u>	<u>Proposed by</u> <u>Budget</u> <u>Officer</u>	<u>Approved by</u> <u>Budget</u> <u>Committee</u>	<u>Adopted by</u> <u>Governing</u> <u>Body</u>
<b><u>Resources</u></b>						
86,316	69,866	49,610	Beginning Fund Balance	26,060	26,060	26,060
270	247	360	Interest Earnings	60	60	60
10,630	9,490	3,970	Transfer from Other Funds			
39,356	39,356	39,360	Public Works Improvement Fund	4,000	4,000	4,000
			Miscellaneous	39,360	39,360	39,360
<u>136,572</u>	<u>118,959</u>	<u>93,300</u>	<b>Total Resources</b>	<u>69,480</u>	<u>69,480</u>	<u>69,480</u>
<b><u>Requirements</u></b>						
<b>Debt Service</b>						
54,527	60,003	60,510	Principal	66,040	66,040	66,040
12,179	9,453	6,460	Interest	3,370	3,370	3,370
<u>66,706</u>	<u>69,456</u>	<u>66,970</u>	<b>Total Debt Service</b>	<u>69,410</u>	<u>69,410</u>	<u>69,410</u>
66,706	69,456	66,970	<b>Total Expenditures</b>	69,410	69,410	69,410
69,866	49,503	26,330	Ending Fund Balance	70	70	70
<u>136,572</u>	<u>118,959</u>	<u>93,300</u>	<b>Total Requirements</b>	<u>69,480</u>	<u>69,480</u>	<u>69,480</u>

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EAST ASTORIA WATERLINE DEBT SERVICE FUND (265 0000)

<b>Debt Service (810)</b>			
		Debt Service	
810	6850	Principal	66,040
810	6855	Interest	3,370
		<b>TOTAL DEBT SERVICE</b>	<u>69,410</u>
<b>Ending Fund Balance (950)</b>			
950	8520	Ending Fund Balance	70
		<b>TOTAL ENDING FUND BALANCE</b>	<u>70</u>
		<b>TOTAL E ASTORIA WATERLINE DEBT SERVICE FUND</b>	<u>69,480</u>

**FUND: 7th STREET DOCK LOCAL IMPROVEMENT DEBT SERVICE # 267**

Basic Objectives

This fund was established by the adoption of Resolution No. 99-21 which was adopted by the City Council on July 6, 1999. The fund accounts for debt service requirements of a State of Oregon Economic Development Department loan utilized to finance the reconstruction of the 7th Street Dock, the main access to two businesses on the waterfront. Fund resources are derived from installment payments being made by benefited property owners as assessed by Ordinance No. 99-10 which was adopted by the City Council on May 17, 1999 and interest earnings.

IFA Loan # L98005 is a 25 year loan with an interest rate of 6.00%. Payments began December 1, 1999 and are made annually. The final payment is due December 1, 2023, however, benefited property owners have paid off their assessments and it will be possible to retire the debt in FY 2017-2018.

Staffing

This budget provides for no staff positions. The Finance Department monitors the collection of assessments, expenditures and fund balance.



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7th STREET DOCK LOCAL IMPROVEMENT DEBT SERVICE FUND # 267

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/17 - 6/30/18</u>			
<u>Actual Data</u> FYE 6/30/15	<u>Actual Data</u> FYE 6/30/16	<u>Adopted Budget</u> FYE 6/30/17	<u>Resources and Requirements</u>	<u>Proposed by</u> Budget Officer	<u>Approved by</u> Budget Committee	<u>Adopted by</u> Governing Body
<b><u>Resources</u></b>						
23,545	21,303	19,010	Beginning Fund Balance	51,400	51,400	51,400
82	150	180	Interest Earnings	60	60	60
			Transfer from Other Funds			
4,890	4,870	4,860	Public Works Improvement Fund	30,390	30,390	30,390
6,867	47,933	6,870	Miscellaneous	-	-	-
<u>35,384</u>	<u>74,256</u>	<u>30,920</u>	<b>Total Resources</b>	<u>81,850</u>	<u>81,850</u>	<u>81,850</u>
<b><u>Requirements</u></b>						
<b><u>Debt Service</u></b>						
7,863	8,334	8,840	Principal	78,610	78,610	78,610
6,218	5,747	5,250	Interest	3,150	3,150	3,150
<u>14,081</u>	<u>14,081</u>	<u>14,090</u>	<b>Total Debt Service</b>	<u>81,760</u>	<u>81,760</u>	<u>81,760</u>
14,081	14,081	14,090	<b>Total Expenditures</b>	81,760	81,760	81,760
21,303	60,175	16,830	Ending Fund Balance	90	90	90
<u>35,384</u>	<u>74,256</u>	<u>30,920</u>	<b>Total Requirements</b>	<u>81,850</u>	<u>81,850</u>	<u>81,850</u>

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7th STREET DOCK DEBT SERVICE FUND (267 0000)

<b>Debt Service (810)</b>			
810	6860	Principal	78,610
810	6865	Interest	3,150
<b>TOTAL DEBT SERVICE</b>			81,760
<b><u>Ending Fund Balance (950)</u></b>			
950	8520	Ending Fund Balance	0
<b>TOTAL ENDING FUND BALANCE</b>			0
<b>TOTAL 7th STREET DOCK DEBT SERVICE FUND</b>			<u>81,760</u>

**FUND: COMBINED SEWER OVERFLOW DEBT SERVICE FUND # 270**

Basic Objectives

This fund was established by Resolution No. 03-05 which was adopted by the City Council on March 17, 2003. This fund accounts for the debt service on loans used to finance the combined sewer overflow projects. This multi-million dollar project is mandated by the Oregon Department of Environmental Quality to reduce the amount of contaminated water being discharged into the Columbia River. The resources of this fund are from a surcharge on the sewer portion of City of Astoria utility bills beginning in July of 2002.

<u>Loan Description</u>	<u>Rate</u>	<u>Term</u>	<u>Payments</u>	<u>Last Pmt</u>
OR DEQ Loan # R11790	3.14%	20 year	semi-annual	6/1/2026
OR DEQ Loan # R11791	3.06%	20 year	semi-annual	12/1/2027
OR DEQ Loan # R11792	2.85%	20 year	semi-annual	12/1/2029
OR DEQ Loan # R11793	2.95%	20 year	semi-annual	6/31/2031
OR DEQ Loan # R06117	0.00%	20 year	semi-annual	6/1/2031
IFA Loan # Y12004	1.94%	25 year	annual	12/1/2038
IFA Loan # Y14006	2.09%	25 year	annual	12/1/2042

Staffing

This budget provides for no staff positions. The Finance Department provides expenditure and fund balance oversight.

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COMBINED SEWER OVERFLOW (CSO) DEBT SERVICE FUND # 270

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/17 - 6/30/18</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
1,115,801	1,218,167	730,600	Beginning Fund Balance	963,340	963,340	963,340
1,394,180	1,296,048	1,541,430	Charges for Service	1,871,540	1,871,540	1,871,540
4,209	5,048	4,960	Interest Earnings	6,900	6,900	6,900
<u>2,514,190</u>	<u>2,519,263</u>	<u>2,276,990</u>	<b>Total Resources</b>	<u>2,841,780</u>	<u>2,841,780</u>	<u>2,841,780</u>
<b><u>Requirements</u></b>						
49,903	60,339	56,480	<b>Materials &amp; Services:</b> Professional Services	52,500	52,500	52,500
749,638	986,497	1,012,330	<b>Debt Service</b> Principal	1,037,410	1,037,410	1,037,410
496,482	444,377	418,610	Interest	676,220	676,220	676,220
<u>1,246,120</u>	<u>1,430,874</u>	<u>1,430,940</u>	<b>Total Debt Service</b>	<u>1,713,630</u>	<u>1,713,630</u>	<u>1,713,630</u>
<b><u>Transfer to Other Funds</u></b>						
-	-	-	Public Works Improvement Fund	75,000	75,000	75,000
-	-	-	Public Works Fund	75,000	75,000	75,000
<u>-</u>	<u>-</u>	<u>-</u>	<b>Total Transfer to Other Funds</b>	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>
-	-	50,000	Contingency	50,000	50,000	50,000
1,296,023	1,491,213	1,537,420	<b>Total Expenditures</b>	1,966,130	1,966,130	1,966,130
<u>1,218,167</u>	<u>1,028,050</u>	<u>739,570</u>	<b>Ending Fund Balance</b>	<u>875,650</u>	<u>875,650</u>	<u>875,650</u>
<u>2,514,190</u>	<u>2,519,263</u>	<u>2,276,990</u>	<b>Total Requirements</b>	<u>2,841,780</u>	<u>2,841,780</u>	<u>2,841,780</u>

<b>COMBINED SEWER OVERFLOW (CSO) DEBT SERVICE FUND (270 0000)</b>			
<b><u>Materials and Services (620)</u></b>			
620	4560	Professional Services DEQ Administrative Fees	52,500
Sub-total of Materials & Services			52,500
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>52,500</b>
<b><u>Debt Service (810)</u></b>			
810	6940	Principal-CSO Loan #11790	191,140
810	6945	Interest-CSO Loan #11790	59,900
810	6950	Principal-CSO Loan #11791	135,770
810	6955	Interest-CSO Loan #11791	49,570
810	6960	Principal-CSO Loan #11792	224,700
810	6965	Interest-CSO Loan #11792	84,230
810	6936	Principal-CSO Loan #11793	158,550
810	6938	Interest-CSO Loan #11793	78,610
810	6934	Principal-CSO Loan #R06117 ARRA	100,000
810	6984	Principal-CSO Loan IFA #Y12004	227,250
810	6985	Interest-CSO Loan IFA #Y12004	121,210
810	6986	Principal-CSO Loan IFA #Y14006	0
810	6987	Interest-CSO Loan IFA #Y14006	282,700
<b>TOTAL DEBT SERVICE</b>			<b>1,713,630</b>
<b><u>Transfer to Other Funds (850)</u></b>			
850	7557	Public Works Improvement Fund	75,000
850	7550	Public Works Fund	75,000
Sub-total of Transfer to Other Funds			<b>150,000</b>
<b><u>Contingent Expenditures (910)</u></b>			
910	8020	Contingency	50,000
Sub-total of Contingent Expenditures			<b>50,000</b>
<b><u>Ending Fund Balance (950)</u></b>			
950	8520	Ending Unencumbered Fund Balance	875,650
Sub-total of Ending Fund Balance			<b>875,650</b>
<b>TOTAL CSO DEBT SERVICE FUND</b>			<b>2,841,780</b>

# ENTERPRISE FUNDS

**FUND: PUBLIC WORKS**

The Public Works Fund was established by City Council Resolution No. 77-07, adopted on March 7, 1977, to account for the costs associated with operating and maintaining the City's streets, water, and sewer systems.

The following pages contain summary information of resources and expenditures for the departments of the Public Works Fund. Those departments are:

- Engineering
- Shop and Yard
- Streets
- Sanitation
- Stormwater
- Sewer
- Water

The Public Works Fund is an enterprise fund. It operates as a business and no property taxes are received as revenue by the fund. Resources are generated from ratepayer fees for water and sewer services and transfers in from other funds such as the gas tax funded State Tax Street Fund.

This fund accounts for the activities involved in providing water and sewer services to the residents of the City, and for maintaining City streets, streetlights and miscellaneous street-related property.

Staffing

The Public Works staff is under the oversight of the Public Works Director. Management staff includes the Public Works Superintendent, the Assistant Public Works Superintendent, the City Engineer and the Mechanic Supervisor. Other staff positions include: four engineering staff; eighteen utility workers; and, four clerical support staff. Temporary workers are hired, as needed.

Actual employee time is charged to each department based on type of work done and amount of time spent on it. On any given day, an employee may show time worked for one or for several departments.

City of Astoria, Oregon  
Budget Document

PUBLIC WORKS FUND # 301

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/17 - 6/30/18</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	<u>Resources &amp; Requirements</u>	<u>Proposed by</u>	<u>Approved by</u>	<u>Adopted by</u>
<u>FYE 6/30/15</u>	<u>FYE 6/30/16</u>	<u>FYE 6/30/17</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<b><u>Resources</u></b>						
42,236,990	44,741,796 (595,338)	653,000	Beginning Fund Balance	1,000,000	1,000,000	1,000,000
			Prior Period Adjustments			
			<b>Charges for Services:</b>			
8,861	23,038	-	Engineering	-	-	-
2,650,489	2,707,114	2,872,200	Water	2,886,500	2,886,500	2,886,500
1,430,940	1,334,777	1,259,240	Sewer	1,185,000	1,185,000	1,185,000
-	-	-	Streets	-	-	-
4,090,290	4,064,929	4,131,440	<b>Total Charges for Services</b>	<b>4,071,500</b>	<b>4,071,500</b>	<b>4,071,500</b>
			<b>Transfers from Other Funds:</b>			
468,000	458,500	562,000	State Tax Street Fund	475,000	475,000	475,000
1,965	31,790	40,000	General Fund	40,000	40,000	40,000
	36,234		Landfill Reserve Fund	-	-	-
3,924	4,246	2,500	CSO Debt Service Fund	75,000	75,000	75,000
20,267	70,676	75,000	Interest	2,500	2,500	2,500
			Miscellaneous	75,000	75,000	75,000
46,821,436	48,812,833	5,463,940	<b>Total Resources</b>	<b>5,739,000</b>	<b>5,739,000</b>	<b>5,739,000</b>
<b><u>Requirements</u></b>						
			<b>Expenditures by Department:</b>			
999,930	976,734	1,093,910	Engineering	1,082,620	1,082,620	1,082,620
379,454	421,713	517,720	Shop and Yard	541,000	541,000	541,000
490,051	465,634	589,090	Streets	600,615	600,615	600,615
44,467	39,243	68,780	Sanitation	84,180	84,180	84,180
873,407	936,754	1,082,920	Sewer	1,116,900	1,116,900	1,116,900
154,587	131,959	190,670	Stormwater	212,210	212,210	212,210
1,313,733	1,222,712	1,434,260	Water	1,505,105	1,505,105	1,505,105
-	-	107,590	Contingency	181,770	181,770	181,770
4,255,629	4,194,749	5,084,940	<b>Total Expenditures by Department</b>	<b>5,324,400</b>	<b>5,324,400</b>	<b>5,324,400</b>
			<b>Transfers to Other Departments</b>			
779,000	379,000	379,000	General Fund	414,600	414,600	414,600
779,000	379,000	379,000	<b>Total Transfers to Other Departments</b>	<b>414,600</b>	<b>414,600</b>	<b>414,600</b>
5,034,629	4,573,749	5,463,940	<b>Total Expenditures</b>	<b>5,739,000</b>	<b>5,739,000</b>	<b>5,739,000</b>
			<b>Accrual Adjustments for:</b>			
(1,511,808)	(2,972,893)	-	Depreciation	-	-	-
(1,443,181)	933,667	-	Capitalized Expenditures-GASB 68	-	-	-
-	(3,984)	-	Net OPEB Obligations	-	-	-
44,741,796	46,282,294	-	Ending Fund Balance	-	-	-
46,821,436	48,812,833	5,463,940	<b>Total Requirements</b>	<b>5,739,000</b>	<b>5,739,000</b>	<b>5,739,000</b>

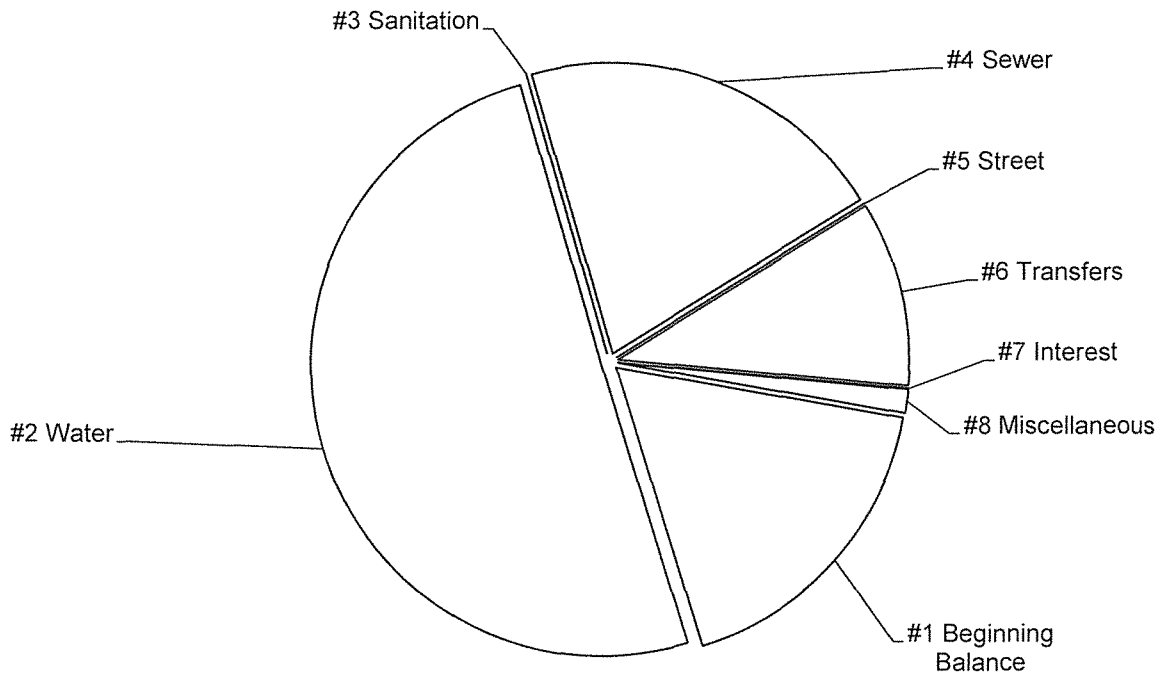
NOTE: Generally Accepted Accounting Principles (GAAP) require a business-type fund to maintain its budgetary fund balance on a full accrual basis. The fund balances for the June 30, 2015 and 2016 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the Public Works Fund at June 30, 2015 was \$ 812,433 and at June 30, 2016 was \$ 931,227.

City of Astoria, Oregon  
Public Works Fund Resources  
Year Beginning July 1, 2017

Segment #	Resources	Amount	Percentage
1	Beginning Fund Balance	1,000,000	17.42%
2	Charges for Water Services	2,886,500	50.30%
3	Charges for Sanitation Services	0	0.00%
4	Charges for Sewer Services	1,185,000	20.65%
5	Charges for Street Services	0	0.00%
6	Transfers from Other Funds	590,000	10.28%
7	Interest Earnings	2,500	0.04%
8	Miscellaneous	75,000	1.31%
	Total Resources	<u>5,739,000</u>	<u>100.00%</u>

This display shows the nature of the resources for the Public Works Fund.

\$ 475,000 is transferred in from the State Tax Street Fund, which receives State of Oregon gas tax revenues. This transfer subsidizes the cost of maintaining City streets.

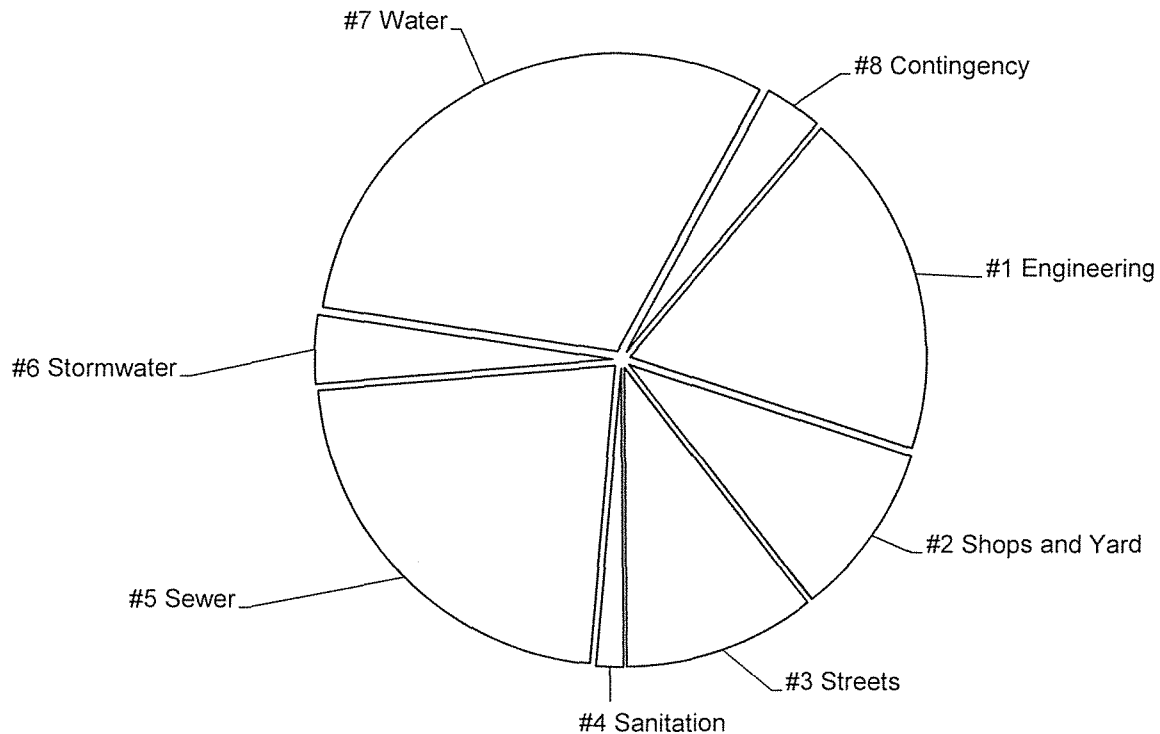




City of Astoria, Oregon  
Public Works Fund Requirements  
Year Beginning July 1, 2017

Segment #	Requirements	Amount	Percentage
1	Engineering	1,082,620	18.86%
2	Shops and Yard	541,000	9.43%
3	Streets	600,615	10.47%
4	Sanitation	84,180	1.47%
5	Sewer	1,282,740	22.35%
6	Stormwater	212,210	3.70%
7	Water	1,753,865	30.56%
8	Contingency	<u>181,770</u>	<u>4.68%</u>
	Total Requirements	<u>5,739,000</u>	<u>100.00%</u>

This display shows the relationships of the budget appropriations for the Public Works Fund. These requirements are addressed, specifically, in the individual budget narratives.



City of Astoria, Oregon  
Budget Document  
**PUBLIC WORKS FUND #301**

Summary of Expenditures

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/17 - 6/30/18</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	<u>Requirements</u>	<u>Proposed by</u>	<u>Approved by</u>	<u>Adopted by</u>
<u>FYE 6/30/15</u>	<u>FYE 6/30/16</u>	<u>FYE 6/30/17</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
			<b>Personnel Services:</b>			
909,912	902,431	981,170	Engineering	977,200	977,200	977,200
280,696	316,534	385,990	Shop & Yard	412,800	412,800	412,800
201,513	223,269	266,470	Streets	285,780	285,780	285,780
1,862	16,542	42,420	Sanitation	45,630	45,630	45,630
532,112	557,794	524,720	Sewer	565,200	565,200	565,200
63,356	78,467	92,320	Stormwater	98,760	98,760	98,760
890,138	807,864	880,780	Water	945,640	945,640	945,640
2,879,589	2,902,901	3,173,870	<b>Total Personnel Services</b>	3,331,010	3,331,010	3,331,010
				FTEs 35.2	35.2	35.2
			<b>Materials &amp; Services:</b>			
85,813	64,158	96,740	Engineering	94,420	94,420	94,420
89,907	105,179	127,130	Shop & Yard	125,800	125,800	125,800
288,538	242,365	322,620	Streets	314,835	314,835	314,835
37,401	22,701	26,360	Sanitation	37,750	37,750	37,750
334,602	378,960	544,900	Sewer	547,200	547,200	547,200
91,231	53,492	96,350	Stormwater	113,450	113,450	113,450
411,059	402,890	524,180	Water	547,865	547,865	547,865
1,338,551	1,269,745	1,738,280	<b>Total Materials &amp; Services</b>	1,781,320	1,781,320	1,781,320
			<b>Capital Outlay:</b>			
4,205	10,145	16,000	Engineering	11,000	11,000	11,000
8,851	-	4,600	Shop & Yard	2,400	2,400	2,400
-	-	-	Streets	-	-	-
5,204	-	-	Sanitation	800	800	800
6,693	-	13,300	Sewer	4,500	4,500	4,500
-	-	2,000	Stormwater	-	-	-
12,536	11,958	29,300	Water	11,600	11,600	11,600
37,489	22,103	65,200	<b>Total Capital Outlay</b>	30,300	30,300	30,300
			<b>Transfers to Other Funds:</b>			
779,000	379,000	379,000	General Fund	414,600	414,600	414,600
779,000	379,000	379,000	<b>Total Transfers to Other Funds</b>	414,600	414,600	414,600
-	-	107,590	<b>Contingency</b>	181,770	181,770	181,770
5,034,629	4,573,749	5,463,940	<b>Total Expenditures</b>	5,739,000	5,739,000	5,739,000

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**FUND: PUBLIC WORKS**

Department: Engineering #3700

Basic Objectives

The Engineering Department oversees design and construction associated with City infrastructure that supports the City and its citizens. The department designs and inspects projects to repair and improve City facilities such as street, sewer, storm and water lines. The department maintains map records of city infrastructure. This department serves as the City's administrator of city-owned real property by managing easements, vacations, licenses, and sales of City property. Engineering provides services to other City Departments such as management of design and construction of community development projects, including docks and walkways. The department also handles traffic, tree, sidewalk, junk, and hazard complaints lodged by citizens.

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

Expenditures (by department)  
ENGINEERING # 3700

Historical Data			Budget for Fiscal Year 7/1/17 - 6/30/18			
Actual Data		Adopted Budget	Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
494,621	590,042	655,110	Regular Salaries	646,510	646,510	646,510
-	-	-	Overtime	2,000	2,000	2,000
138,646	31,332		Extra Help	4,200	4,200	4,200
47,266	46,086	50,400	FICA Taxes	50,260	50,260	50,260
112,945	116,715	128,460	Insurance	137,890	137,890	137,890
95,071	94,960	120,530	Retirement Contributions	120,720	120,720	120,720
21,363	23,296	26,670	Workers' Compensation	15,620	15,620	15,620
909,912	902,431	981,170	<b>Total Personnel Services</b>	977,200	977,200	977,200
	8.9	8.8		FTEs	8.9	8.9
			<b>Materials and Services:</b>			
7,044	7,153	11,000	Office Supplies	11,000	11,000	11,000
3,818	3,483	4,500	Operating Supplies	4,500	4,500	4,500
2,008	3,324	2,500	Repair & Maintenance Supplies	2,500	2,500	2,500
748	158	1,460	Small Tools & Minor Equipment	1,460	1,460	1,460
77	639	5,000	Training	1,000	1,000	1,000
2,488	1,575	1,000	Conferences, Meetings & Travel	5,000	5,000	5,000
584	850	1,180	Memberships & Dues	900	900	900
-	266	500	Advertising	500	500	500
44,465	23,339	41,440	Professional Services	39,100	39,100	39,100
3,825	4,023	4,300	Communications	4,100	4,100	4,100
14,476	3,073	6,000	Repair & Maintenance Services	6,500	6,500	6,500
-	255	360	Licenses and Permits	360	360	360
300	-	-	Miscellaneous	-	-	-
5,980	16,020	17,500	Technology Services	17,500	17,500	17,500
85,813	64,158	96,740	<b>Total Materials and Services</b>	94,420	94,420	94,420
			<b>Capital Outlay:</b>			
4,205	10,145	16,000	Machinery & Equipment	11,000	11,000	11,000
4,205	10,145	16,000	<b>Total Capital Outlay</b>	11,000	11,000	11,000
999,930	976,734	1,093,910	<b>Total Expenditures</b>	1,082,620	1,082,620	1,082,620

**PUBLIC WORKS FUND (301)**

**ENGINEERING (3700)**

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	646,510
410	2045	Overtime	2,000
410	2085	Extra Help	4,200
415	2220	FICA	50,260
415	2230	Insurance	137,890
415	2235	Retirement Contributions	120,720
415	2240	Workers' Compensation	15,620

**TOTAL PERSONNEL SERVICES** **977,200**

FTEs 8.9

Materials and Services (510 - 685)

510	3045	General Office Supplies	11,000	
		Sub-total of Office Supplies		<b>11,000</b>
515	3120	Books / Periodicals	500	
515	3180	Fuel, Oil, Lubricants	3,000	
515	3310	General Operating Supplies	1,000	
		Sub-total of Operating Supplies		<b>4,500</b>
525	3525	Motor Vehicle Repair Parts	2,500	
		Sub-total of Repair & Maintenance Supplies		<b>2,500</b>
530	3720	Small Tools	1,000	
530	3730	Steel Toe Boots	460	
		Sub-total of Small Tools & Minor Equipment		<b>1,460</b>
615	4260	Travel, Conference and Meeting Expense	6,000	
		Sub-total of Travel, Conferences & Meetings		<b>6,000</b>
620	4390	Network Maintenance	15,750	
620	4395	Email Hosting	350	
620	4400	Internet Connectivity	0	
620	4498	Water System	10,000	
620	4499	Structural	5,000	
620	4500	Surveying	5,000	
620	4541	VOIP Cisco / Obsidian Support	3,000	
		Sub-total of Professional Services		<b>39,100</b>

PUBLIC WORKS FUND (301)				
<b>ENGINEERING (3700)</b>				
630	4830	American Public Works Association	620	
630	4835	American Society of Civil Engineers	280	
		Sub-total of Memberships & Dues		900
635	4920	Cell Phones	3,600	
635	4922	Conference Calls	500	
		Sub-total of Communications		4,100
640	5020	Advertising - Legal Ads / Notice	500	
		Sub-total of Advertising		500
660	5660	Engineering Plan Plotter / Scanner (Leases)	4,500	
660	5785	Motor Vehicles / Auto Body Shop	1,000	
660	5805	Survey & Other Equipment	1,000	
		Sub-total of Repair & Maintenance Services		6,500
675	6010	Professional License Renewal	360	
		Sub-total of Miscellaneous		360
685	6205	Computer Software	1,000	
685	6212	GIS Consulting	10,000	
685	6245	Computer Hardware	500	
685	6255	Software Maintenance Agreement	6,000	
		Sub-total of Technology Services		17,500
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>94,420</b>
<b>Capital Outlay (740)</b>				
740	6650	Machinery & Equipment		
		Computers 2	5,000	
		GIS Infrastructure Improvement	6,000	
		Sub-total Machinery & Equipment		11,000
<b>TOTAL CAPITAL OUTLAY</b>				<b>11,000</b>
<b>TOTAL ENGINEERING</b>				<b>1,082,620</b>

**FUND: PUBLIC WORKS**

Department: Shop and Yard # 3800

Basic Objectives

The Shop and Yard Department is responsible for providing support functions for all the Public Works Fund departments. It provides vehicle and equipment maintenance for all City departments. This department maintains and repairs a total of 285 pieces of automotive and mechanized equipment. It also provides for the procurement, warehousing, inventory and issue processes needed to support Public Works services.



City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

Expenditures (by department)  
SHOP AND YARD # 3800

Historical Data			Budget for Fiscal Year 7/1/17 - 6/30/18			
Actual Data		Adopted Budget	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
			<b>Personnel Services:</b>			
174,242	195,012	224,720	Regular Salaries	240,490	240,490	240,490
1,533	650	1,800	Overtime	1,800	1,800	1,800
897	2,745	7,000	Extra Help	5,000	5,000	5,000
13,169	14,316	18,690	FICA Taxes	19,960	19,960	19,960
57,712	65,414	81,760	Insurance	85,430	85,430	85,430
24,414	29,343	40,400	Retirement Contributions	44,120	44,120	44,120
8,729	9,054	11,620	Workers' Compensation	16,000	16,000	16,000
280,696	316,534	385,990	<b>Total Personnel Services</b>	412,800	412,800	412,800
	4.5	4.5	FTEs	4.7	4.7	4.7
			<b>Materials and Services:</b>			
770	1,023	1,450	Office Supplies	1,900	1,900	1,900
2,744	2,561	3,800	Small Tools & Minor Equipment	3,800	3,800	3,800
12,153	9,518	16,200	Operating Supplies	14,600	14,600	14,600
13,617	18,690	25,000	Repair & Maintenance Supplies	24,000	24,000	24,000
638	4,408	3,000	Training	3,000	3,000	3,000
-	-	500	Printing & Binding	500	500	500
21,015	21,342	20,550	Professional Services	24,200	24,200	24,200
4,282	4,367	4,600	Communications	4,600	4,600	4,600
17,420	15,864	19,800	Public Utility Services	20,200	20,200	20,200
10,753	14,316	15,400	Repair & Maintenance Services	15,400	15,400	15,400
160	113	1,000	Rentals	1,000	1,000	1,000
3,405	5,560	5,530	Miscellaneous	1,000	1,000	1,000
2,950	7,417	10,300	Technology Services	11,600	11,600	11,600
89,907	105,179	127,130	<b>Total Materials and Services</b>	125,800	125,800	125,800
8,851	-	4,600	<b>Capital Outlay:</b>			
			Machinery & Equipment	2,400	2,400	2,400
8,851	-	4,600	<b>Total Capital Outlay</b>	2,400	2,400	2,400
379,454	421,713	517,720	<b>Total Expenditures</b>	541,000	541,000	541,000

**PUBLIC WORKS FUND (301)**

**SHOP AND YARD (3800)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	240,490
410	2045	Overtime	1,800
410	2085	Extra Help	5,000
415	2220	FICA	19,960
415	2230	Insurance	85,430
415	2235	Retirement Contributions	44,120
415	2240	Workers' Compensation	16,000

<b>TOTAL PERSONNEL SERVICES</b>			<b>412,800</b>
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FTEs	4.7
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**Materials and Services (510 - 685)**

510	3030	Paper	500
510	3040	Printer, Cartridges and Supplies	1,000
510	3045	General Office Supplies	400
		Sub-total of Office Supplies	<b>1,900</b>
515	3120	Books & periodicals	300
515	3125	Clothing, Uniforms, Boots, Gloves	2,000
515	3140	First Aid Supplies	800
515	3180	Fuel, Oil, Lubricants	8,000
515	3265	Custodial Supplies	1,700
515	3310	General Operating Supplies	1,800
		Sub-total of Operating Supplies	<b>14,600</b>
525	3520	Building Materials / Supplies	6,000
525	3525	Motor Vehicle Repair Parts	3,500
525	3530	Tires	2,000
525	3540	Paint & Paint Supplies	500
525	3550	Electrical Supplies	4,500
525	3585	Safety Supplies	1,000
525	3640	Other Repair & Maintenance Supplies	6,500
		Sub-total of Repair & Maintenance Supplies	<b>24,000</b>
530	3720	Small Tools	2,000
530	3722	Mechanics Contractual Tool Allowance	1,800
		Sub-total of Small Tools	<b>3,800</b>
610	4085	Travel Expense - Training	1,500
610	4115	Workshops	1,500
		Sub-total of Training	<b>3,000</b>

**PUBLIC WORKS FUND (301)**

**SHOP AND YARD (3800)**

620	4390	Network Maintenance	15,700	
620	4395	Email Hosting	350	
620	4432	Background Checks	250	
620	4510	Drug / Alcohol Testing	500	
620	4515	CDL Physicals	600	
620	4539	VOIP Cisco/Obsidian Support	3,000	
620	4540	General - Professional Services	3,800	
		Sub-total of Professional Services		<b>24,200</b>
635	4920	Cell Phones	1,300	
635	4930	Telephone-Century Link	3,200	
635	4975	Postage	100	
		Sub-total of Communications		<b>4,600</b>
650	5145	General Printing and Binding	500	
		Sub-total of Printing and Binding		<b>500</b>
655	5304	Electricity - 535 31st - Old Shop	1,500	
655	5307	Electricity - 550 30th - Main PW	11,600	
656	5473	Natural Gas - PW Shops	3,500	
657	5520	Sanitation - PW Shops	3,600	
		Sub-total of Public Utility Services		<b>20,200</b>
660	5725	Equipment Other Than Vehicles	1,000	
660	5745	Janitorial Services Agreement	9,900	
660	5785	Motor Vehicles / Auto Body Shop	500	
660	5825	General Repair and Maintenance Services	4,000	
		Sub-total of Repair and Maintenance Services		<b>15,400</b>
665	5865	Rentals - Equipment	1,000	
		Sub-total of Rentals		<b>1,000</b>
675	6010	License Renewal - Certifications and CDL	200	
675	6015	Fuel Tank Insurance 2014-2015	100	
675	6020	Permits (Tank Assessments)	150	
675	6035	General - Miscellaneous	550	
		Sub-total of Miscellaneous		<b>1,000</b>

PUBLIC WORKS FUND (301)			
<b>SHOP AND YARD (3800)</b>			
685	6205	Computer Software	3,000
685	6245	Computer Hardware	4,600
685	6255	Software Maintenance Agreement	4,000
		Sub-total of Technology Services	11,600
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>125,800</b>
<b>Capital Outlay (730 - 740)</b>			
730	6500	Improvements Other than Buildings	
		Sub-total Improvements Other than Buildings	0
740	6650	Disk Grinder	2,400
		Sub-total of Machinery & Equipment	2,400
<b>TOTAL CAPITAL OUTLAY</b>			<b>2,400</b>
<b>TOTAL SHOP &amp; YARD</b>			<b>541,000</b>
<b>CAPITAL IMPROVEMENT FUND - PUBLIC WORKS - SHOP &amp; YARD</b>			
			0
<b>Total Capital Improvement Fund - Public Works - Shop &amp; Yard</b>			<b>0</b>
<b>TOTAL PUBLIC WORKS SHOP &amp; YARD - ALL FUNDS</b>			<b>541,000</b>

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**FUND: PUBLIC WORKS**

Department: Streets # 3900

Basic Objectives

The Street Department is responsible for the operations, maintenance, repair and improvement of City roads, streets, street ends, bridges and trails. The provision of street signs, signals, street patching, sanding/deicing, and brush cutting along rights-of way are also provided through this Department.

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

Expenditures (by department)  
STREETS # 3900

Historical Data			Budget for Fiscal Year 7/1/17 - 6/30/18			
Actual Data		Adopted Budget	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
			<b>Personnel Services:</b>			
115,412	123,441	149,810	Regular Salaries	160,330	160,330	160,330
1,346	730	2,000	Overtime	2,000	2,000	2,000
4,823	9,194	13,000	Extra Help	13,000	13,000	13,000
9,116	10,083	12,460	FICA Taxes	13,310	13,310	13,310
48,038	52,723	54,510	Insurance	56,950	56,950	56,950
16,858	19,720	26,940	Retirement Contributions	29,520	29,520	29,520
5,920	7,378	7,750	Workers' Compensation	10,670	10,670	10,670
201,513	223,269	266,470	<b>Total Personnel Services</b>	285,780	285,780	285,780
	3.0	3.0	FTEs	3.2	3.2	3.2
			<b>Materials and Services:</b>			
255	509	1,000	Small Tools & Minor Equipment	1,000	1,000	1,000
10,185	9,366	13,550	Operating Supplies	11,550	11,550	11,550
60,032	66,134	80,900	Repair & Maintenance Supplies	83,000	83,000	83,000
-	-	300	Training	300	300	300
9,885	6,794	4,220	Professional Services	10,335	10,335	10,335
15	-	-	Communications	-	-	-
155,075	131,858	160,000	Public Utility Services	150,150	150,150	150,150
51,627	26,629	57,450	Repair & Maintenance Services	53,300	53,300	53,300
-	-	4,000	Rentals	4,000	4,000	4,000
1,464	1,075	1,200	Miscellaneous	1,200	1,200	1,200
288,538	242,365	322,620	<b>Total Materials and Services</b>	314,835	314,835	314,835
			<b>Capital Outlay:</b>			
-	-	-	Machinery & Equipment	-	-	-
-	-	-	<b>Total Capital Outlay</b>	-	-	-
490,051	465,634	589,090	<b>Total Expenditures</b>	600,615	600,615	600,615

**PUBLIC WORKS FUND (301)**

**STREETS (3900)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	160,330
410	2045	Overtime	2,000
410	2085	Extra Help	13,000
415	2220	FICA	13,310
415	2230	Insurance	56,950
415	2235	Retirement Contributions	29,520
415	2240	Workers' Compensation	10,670

<b>TOTAL PERSONNEL SERVICES</b>			<b>285,780</b>
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<b>FTEs</b>		<b>3.2</b>
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**Materials and Services (515 - 675)**

515	3120	Books and Periodicals	100
515	3125	Clothing, Uniforms, Boots, Gloves	300
515	3180	Fuel, Oil, Lubricants	11,000
515	3310	General Operating Supplies	150
		<b>Sub-total of Operating Supplies</b>	<b>11,550</b>
525	3525	Motor Vehicle Repair Parts	16,500
525	3530	Tires	8,000
525	3540	Paint and Paint Supplies	27,000
525	3550	Electrical Supplies	2,500
525	3578	Road Maintenance Materials	4,000
525	3580	Signs	10,000
525	3585	Safety Supplies	2,000
525	3590	Cold Patch	2,000
525	3593	De-Icer	3,500
525	3595	Rock	2,500
525	3640	Other Repair and Maintenance Supplies	5,000
		<b>Sub-total of Repair and Maintenance Supplies</b>	<b>83,000</b>
530	3720	Small Tools	1,000
		<b>Sub-total of Small Tools</b>	<b>1,000</b>
610	4085	Travel Expense - Training	150
610	4115	Workshops	150
		<b>Sub-total of Training</b>	<b>300</b>



**PUBLIC WORKS FUND (301)**

**STREETS (3900)**

620	4460	Hazardous Tree Removal	3,000	
620	4510	Drug / Alcohol Testing	150	
620	4515	CDL Physicals	185	
620	4540	General - Professional Services	7,000	
		Sub-total of Professional Services		10,335
655	5310	Electricity - Street Lights	150,000	
657	5541	Sanitation	150	
		Sub-total of Public Utility Services		150,150
660	5725	Equipment Other Than Vehicles	800	
660	5785	Motor Vehicles / Auto Body Shop	3,000	
660	5815	Equipment with Operator	2,500	
660	5820	Paving, Street Repair, Concrete	18,000	
660	5825	General Repair and Maintenance Services	20,000	
660	5826	Street Sweeping Disposal	9,000	
		Sub-total of Repair & Maintenance Services		53,300
665	5865	Rentals - Equipment	1,500	
665	5875	General - Rentals	2,500	
		Sub-total of Rentals		4,000
675	6005	Licenses and Permits	100	
675	6010	License Renewal	100	
675	6035	General - Miscellaneous	1,000	
		Sub-total of Miscellaneous		1,200
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>314,835</b>
<b>TOTAL STREETS</b>				<b>600,615</b>

**FUND: PUBLIC WORKS**

Department: Sanitation # 5400

Basic Objectives

The Sanitation Department is responsible for maintenance and monitoring of the Landfill leachate and gas produced from the City's closed Landfill.

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

Expenditures (by department)  
SANITATION # 5400

Historical Data			Budget for Fiscal Year 7/1/17 - 6/30/18			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
			<b>Personnel Services:</b>			
1,550	9,198	24,970	Regular Salaries	26,720	26,720	26,720
-	682	500	Extra Help	500	500	500
118	750	2,080	FICA Taxes	2,220	2,220	2,220
-	3,228	9,090	Insurance	9,490	9,490	9,490
154	1,457	4,490	Retirement Contributions	4,920	4,920	4,920
40	1,227	1,290	Worker Compensation	1,780	1,780	1,780
1,862	16,542	42,420	<b>Total Personnel Services</b>	45,630	45,630	45,630
	0.5	0.5	FTEs	0.5	0.5	0.5
			<b>Materials and Services:</b>			
369	59	450	Operating Supplies	450	450	450
2,003	454	6,000	Repair & Maintenance Supplies	4,500	4,500	4,500
420	158	210	Memberships & Dues	200	200	200
-	-	50	Advertising	50	50	50
31,283	19,191	14,000	Professional Services	27,000	27,000	27,000
1,447	269	450	Public Utility Services	350	350	350
1,469	-	3,050	Repair & Maintenance Services	3,050	3,050	3,050
-	-	1,000	Rentals	1,000	1,000	1,000
410	2,570	1,150	Miscellaneous	1,150	1,150	1,150
37,401	22,701	26,360	<b>Total Materials and Services</b>	37,750	37,750	37,750
			<b>Capital Outlay</b>			
5,204	-	-	Machinery and Equipment	800	800	800
5,204	-	-	<b>Total Capital Outlay</b>	800	800	800
44,467	39,243	68,780	<b>Total Expenditures</b>	84,180	84,180	84,180

PUBLIC WORKS FUND (301)				
<b>SANITATION (5400)</b>				
<b>Personnel Services (410 - 415)</b>				
410	2020	Straight Time - Regular	26,720	
410	2085	Extra Help	500	
415	2220	FICA	2,220	
415	2230	Insurance	9,490	
415	2235	Retirement Contributions	4,920	
415	2240	Workers' Compensation	1,780	
<b>TOTAL PERSONNEL SERVICES</b>				<b>45,630</b>
			<b>FTEs</b>	<b>0.5</b>
<b>Materials and Services (515 - 675)</b>				
515	3275	Laboratory Supplies	150	
515	3310	General Operating Supplies	300	
Sub-total of Operating Supplies				<b>450</b>
525	3525	Motor Vehicle Repair Parts	1,500	
525	3610	Drainage Ditch Supplies	1,000	
525	3640	Other Repair and Maintenance Supplies	2,000	
Sub-total of Repair and Maintenance Supplies				<b>4,500</b>
620	4520	Lab Testing	7,000	
620	4540	Professional Services-General	20,000	
Sub-total of Professional Services				<b>27,000</b>
630	4850	Association of Oregon Recyclers	200	
Sub-total of Membership's and Dues				<b>200</b>
640	5030	Advertising - Public Notices	50	
Sub-total of Advertising				<b>50</b>
655	5367	Electricity - Transfer Station	250	
657	5538	Sanitation - Downtown Litter Baskets	100	
Sub-total of Public Utility Services				<b>350</b>

PUBLIC WORKS FUND (301)				
<b>SANITATION (5400)</b>				
660	5725	Equipment Other Than Vehicles	50	
660	5785	Motor Vehicles / Auto Body Shop	500	
660	5815	Equipment with Operator	2,500	
		Sub-total of Repair & Maintenance Services		3,050
665	5865	Rentals - Equipment	1,000	
		Sub-total of Rentals		1,000
675	6020	Permits	150	
675	6035	General - Miscellaneous	1,000	
		Sub-total of Miscellaneous		1,150
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>37,750</b>
<u>Capital Outlay (730 - 740)</u>				
740	6650	Machinery & Equipment Bulldozer arm Support	800	
		Sub-total Machinery & Equipment		800
<b>TOTAL SANITATION</b>				<b>84,180</b>

**FUND: PUBLIC WORKS**

Department: Sewer # 5600

Basic Objectives

This department operates, maintains and improves the City's sewer collection and treatment systems and sewage pumping stations. Staff maintains, repairs and monitors ten City sewage pumping stations. This department fulfills all Environmental Protection Agency and other Federal and State requirements for monitoring, testing, inspecting and reporting on wastewater collection and treatment.

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

Expenditures (by department)  
SEWER # 5600

Historical Data			Budget for Fiscal Year 7/1/17 - 6/30/18			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
			<b>Personnel Services:</b>			
348,885	342,877	299,620	Regular Salaries	320,660	320,660	320,660
1,307	2,752	4,500	Overtime	5,000	5,000	5,000
11,625	11,775	12,300	On Call	13,650	13,650	13,650
91	3,138	5,000	Extra Help	5,000	5,000	5,000
31,352	27,215	24,920	FICA Taxes	26,620	26,620	26,620
81,119	104,091	109,020	Insurance	113,900	113,900	113,900
42,141	49,392	53,870	Retirement Contributions	59,040	59,040	59,040
<u>15,592</u>	<u>16,554</u>	<u>15,490</u>	Workers' Compensation	<u>21,330</u>	<u>21,330</u>	<u>21,330</u>
532,112	557,794	524,720	<b>Total Personnel Services</b>	565,200	565,200	565,200
	6.0	6.0		6.3	6.3	6.3
			<b>Materials and Services:</b>			
722	811	1,050	Office Supplies	1,100	1,100	1,100
52,601	59,119	74,200	Operating Supplies	77,300	77,300	77,300
58,330	83,198	123,800	Repair & Maintenance Supplies	119,000	119,000	119,000
1,061	992	2,000	Small Tools & Minor Equipment	2,000	2,000	2,000
3,559	4,752	10,000	Training	11,500	11,500	11,500
19,657	29,454	33,900	Professional Services	40,650	40,650	40,650
625	644	700	Memberships & Dues	700	700	700
2,476	2,630	3,300	Communications	3,100	3,100	3,100
1,137	2,195	1,500	Advertising	2,500	2,500	2,500
6,732	6,846	7,300	Printing & Binding	7,300	7,300	7,300
149,599	128,897	156,500	Public Utility Services	152,650	152,650	152,650
23,047	33,967	108,000	Repair & Maintenance Services	102,000	102,000	102,000
85	2,085	2,000	Rentals	2,000	2,000	2,000
8,046	8,431	9,450	Licenses and Permits	8,700	8,700	8,700
232	9,155	4,000	Miscellaneous	4,000	4,000	4,000
<u>6,693</u>	<u>5,784</u>	<u>7,200</u>	Technology Services	<u>12,700</u>	<u>12,700</u>	<u>12,700</u>
334,602	378,960	544,900	<b>Total Materials and Services</b>	547,200	547,200	547,200
			<b>Capital Outlay:</b>			
6,693	-	13,300	Machinery & Equipment	4,500	4,500	4,500
6,693	-	13,300	<b>Total Capital Outlay</b>	4,500	4,500	4,500
			<b>Transfers to Other Funds:</b>			
551,600	151,600	151,600	General Fund	165,840	165,840	165,840
551,600	151,600	151,600	<b>Total Transfer to Other Funds</b>	165,840	165,840	165,840
<u>1,425,007</u>	<u>1,088,354</u>	<u>1,234,520</u>	<b>Total Expenditures</b>	<u>1,282,740</u>	<u>1,282,740</u>	<u>1,282,740</u>

**PUBLIC WORKS FUND (301)**

**SEWER (5600)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	320,660
410	2045	Overtime	5,000
410	2047	On Call	13,650
410	2085	Extra Help	5,000
415	2220	FICA	26,620
415	2230	Insurance	113,900
415	2235	Retirement Contributions	59,040
415	2240	Workers' Compensation	21,330

<b>TOTAL PERSONNEL SERVICES</b>			<b>565,200</b>
	<b>FTEs</b>		<b>6.3</b>

**Materials and Services (510 - 685)**

510	3030	Paper	200
510	3040	Printer, Cartridges and Supplies	400
510	3045	General Office Supplies	500
		<b>Sub-total of Office Supplies</b>	<b>1,100</b>
515	3120	Books & periodicals	200
515	3125	Clothing, Uniforms, Boots, Gloves	3,000
515	3180	Fuel, Oil, Lubricants	15,500
515	3265	Custodial Supplies	200
515	3275	Laboratory Supplies	5,600
515	3280	Chlorine	18,000
515	3281	Dechlorinating Chemical	30,000
515	3282	pH Adjustment	3,000
515	3310	General Operating Supplies	1,800
		<b>Sub-total of Operating Supplies</b>	<b>77,300</b>
525	3520	Building Materials / Supplies	5,000
525	3525	Motor Vehicle Repair Parts	10,000
525	3530	Tires	5,000
525	3540	Paint & Paint Supplies	1,500
525	3550	Electrical Supplies	6,000
525	3585	Safety Supplies	3,500
525	3590	Cold Patch	2,500
525	3595	Rock	5,500
525	3600	Sewer Supplies	35,000
525	3615	Pump Station Repair Parts	30,000
525	3640	Other Repair and Maintenance Supplies	15,000
		<b>Sub-total of Repair and Maintenance Supplies</b>	<b>119,000</b>
530	3720	Small Tools	2,000
		<b>Sub-total of Small Tools</b>	<b>2,000</b>



**PUBLIC WORKS FUND (301)**

**SEWER (5600)**

610	4085	Travel Expense - Training	6,500	
610	4115	Workshops	5,000	
		Sub-total of Training		<b>11,500</b>
620	4400	Internet Connectivity	3,400	
620	4510	Drug / Alcohol Testing	500	
620	4515	CDL Physicals	500	
620	4520	Lab Testing	7,000	
620	4525	Locate Requests	250	
620	4540	General - Professional Services	29,000	
		Sub-total Professional Services		<b>40,650</b>
630	4855	Association of Clean Water Agencies	700	
		Sub-total of Memberships & Dues		<b>700</b>
635	4920	Cell Phones	600	
635	4975	Postage	2,500	
		Sub-total of Communications		<b>3,100</b>
640	5022	Advertising - Recruitment	1,000	
640	5030	Advertising - Public Notices	1,500	
		Sub-total of Advertising		<b>2,500</b>
650	5140	Utility Bills, CCR, Meter Slips	7,000	
650	5145	General Printing and Binding	300	
		Sub-total of Printing and Binding		<b>7,300</b>
655	5370	Electricity - 4665 Birch #1	50,000	
655	5373	Electricity - 2165 Duane #3	14,000	
655	5376	Electricity - 175 W. Marine Dr.	5,200	
655	5379	Electricity - 580 W. Marine Dr.	6,800	
655	5382	Electricity - 1090 Olney #2	2,700	
655	5385	Electricity - 5555 Lagoon Rd/WW	68,500	
655	5388	Electricity - 5250 Ash #2	1,100	
655	5391	Electricity - 5340 Alder #3	450	
655	5394	Electricity - 5324 52nd Alderbrook	350	
655	5397	Electricity - 2700 Marine Drive	550	
657	5529	Sanitation - Sewer	3,000	
		Sub-total of Public Utility Services		<b>152,650</b>

PUBLIC WORKS FUND (301)				
<b>SEWER (5600)</b>				
660	5725	Equipment Other Than Vehicles	25,000	
660	5785	Motor Vehicles / Auto Body Shop	4,000	
660	5815	Equipment with Operator	12,000	
660	5820	Paving, Street Repair, Concrete	18,000	
660	5825	General Repair and Maintenance Services	43,000	
		Sub-total of Repair and Maintenance Services		102,000
665	5865	Rentals - Equipment	2,000	
		Sub-total of Rentals		2,000
675	6005	Licenses and Permits	8,500	
675	6010	License Renewal	200	
675	6035	General - Miscellaneous	4,000	
		Sub-total of Miscellaneous		12,700
685	6205	Computer Software	100	
685	6207	Non-Contract IT Services	6,500	
685	6245	Computer Hardware	500	
685	6255	Software Maintenance Agreement	5,600	
		Sub-total of Technology Services		12,700
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>547,200</b>
<b>Capital Outlay (730 - 740)</b>				
740	6650	Machinery & Equipment Remote Telemetry Unit PS #6	4,500	
		Sub-total of Machinery & Equipment		4,500
<b>TOTAL CAPITAL OUTLAY</b>				<b>4,500</b>
<b>Transfer to Other Funds (850)</b>				
850	7555	General Fund	165,840	
		Sub-total Transfers to Other Funds		165,840
<b>TOTAL SEWER</b>				<b>1,282,740</b>

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**FUND: PUBLIC WORKS**

Department: Stormwater # 7400

Basic Objectives

The Stormwater Department is responsible for the operation, inspection, maintenance, repairs and improvements of the stormwater system which includes catch basins, stormwater manholes, surface water runoff, culverts, and field inlets.

City of Astoria, Oregon  
 Budget Document  
 PUBLIC WORKS FUND

Expenditures (by department)  
 STORMWATER # 7400

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/17 - 6/30/18</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17				
<b>Personnel Services:</b>						
35,418	43,829	49,940	Regular Salaries	53,440	53,440	53,440
112	248	2,000	Overtime	2,000	2,000	2,000
1,504	3,256	6,500	Extra Help	6,500	6,500	6,500
2,699	3,592	4,150	FICA Taxes	4,440	4,440	4,440
14,887	17,574	18,170	Insurance	18,980	18,980	18,980
5,326	7,530	8,980	Retirement Contributions	9,840	9,840	9,840
3,410	2,438	2,580	Workers' Compensation	3,560	3,560	3,560
63,356	78,467	92,320	<b>Total Personnel Services</b>	98,760	98,760	98,760
	1.0	1.0	<b>FTEs</b>	1.1	1.1	1.1
<b>Materials and Services:</b>						
331	853	1,000	Small Tools & Minor Equipment	1,000	1,000	1,000
5,763	3,025	8,050	Operating Supplies	7,550	7,550	7,550
33,918	28,689	40,500	Repair & Maintenance Supplies	55,000	55,000	55,000
-	339	300	Training	400	400	400
-	-	300	Professional Services	5,300	5,300	5,300
11,892	-	7,000	Communications	7,500	7,500	7,500
4,044	6,487	4,500	Public Utility Services	4,000	4,000	4,000
34,783	14,099	33,000	Repair & Maintenance Services	31,000	31,000	31,000
500	-	1,000	Rentals	1,000	1,000	1,000
-	-	200	Licenses and Permits	200	200	200
-	-	500	Miscellaneous	500	500	500
91,231	53,492	96,350	<b>Total Materials and Services</b>	113,450	113,450	113,450
-	-	2,000	<b>Capital Outlay:</b>	-	-	-
-	-	2,000	<b>Total Capital Outlay</b>	-	-	-
154,587	131,959	190,670	<b>Total Expenditures</b>	212,210	212,210	212,210

**PUBLIC WORKS FUND (301)**

**STORMWATER (7400)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	53,440
410	2045	Overtime	2,000
410	2085	Extra Help	6,500
415	2220	FICA	4,440
415	2230	Insurance	18,980
415	2235	Retirement Contributions	9,840
415	2240	Workers' Compensation	3,560

**TOTAL PERSONNEL SERVICES** 98,760

FTEs 1.1

**Materials and Services (510 - 685)**

515	3120	Books & Periodicals	50
515	3125	Clothing, Uniforms, Boots, Gloves	500
515	3180	Fuel, Oil, Lubricants	6,500
515	3310	General Operating Supplies	500
		Sub-total of Operating Supplies	7,550
525	3520	Building Materials/Supplies	500
525	3525	Motor Vehicle Repair Parts	12,000
525	3530	Tires	500
525	3585	Safety Supplies	1,000
525	3585	Safety Supplies	1,500
525	3590	Cold Patch	1,000
525	3595	Rock	2,500
525	3605	Stormwater Maintenance Supplies	16,000
525	3640	Other Repair and Maintenance Supplies	20,000
		Sub-total of Repair and Maintenance Supplies	55,000
530	3720	Small Tools	1,000
		Sub-total of Small Tools	1,000
610	4115	Workshops	400
		Sub-total of Training	400
620	4510	Drug / Alcohol Testing	150
620	4515	CDL Physicals	150
620	4540	General Professional Services	5,000
		Sub-total Professional Services	5,300
635	4982	CSO AT&T Mobility	7,500
		Sub-total of Communications	7,500
655	5397	Electricity - Denver Storage	4,000
		Sub-total of Public Utility Services	4,000

PUBLIC WORKS FUND (301)			
<b>STORMWATER (7400)</b>			
660	5725	Equipment Other Than Vehicles	1,500
660	5785	Motor Vehicles / Auto Body Shop	1,500
660	5815	Equipment with Operator	3,000
660	5820	Paving, Street Repair, Concrete	5,000
660	5825	General Repair & Maintenance	10,000
660	5826	Street Sweeping Disposal	10,000
		Sub-total of Repair and Maintenance Services	<b>31,000</b>
665	5865	Rentals - Equipment	1,000
		Sub-total of Rentals	<b>1,000</b>
675	6010	License Renewal	200
675	6035	General - Miscellaneous	500
		Sub-total of Miscellaneous	<b>700</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>113,450</b>
<b>Capital Outlay (730 - 740)</b>			
740	6650	Machinery & Equipment	0
		Sub-total of Machinery & Equipment	<b>0</b>
<b>TOTAL CAPITAL OUTLAY</b>			<b>0</b>
<b>TOTAL STORMWATER</b>			<b>212,210</b>

**FUND: PUBLIC WORKS**

Department: Water # 8100

Basic Objectives

The Water Department provides safe, ample and quality supply of water to the citizens of Astoria and five outlying water Districts and Associations. This department oversees and protects the City's 3,700 acre Watershed. The Watershed is located about thirteen miles east of Astoria. Water is treated via a slow sand filter, piped to Astoria and held in short term storage at various points before entering the distribution system. This department operates, maintains, repairs and improves the City's water treatment and distribution system. It also administers the provision of water service; including starts, metering, servicing and testing.



City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

Expenditures (by department)  
WATER # 8100

Historical Data			Budget for Fiscal Year 7/1/17 - 6/30/18			
Actual Data		Adopted Budget	Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
561,373	483,754	499,360	Regular Salaries	534,430	534,430	534,430
10,753	9,402	13,500	Overtime	13,500	13,500	13,500
3,975	3,975	4,100	On Call	4,550	4,550	4,550
13,789	20,016	25,000	Extra Help	25,000	25,000	25,000
44,371	38,837	41,520	FICA Taxes	44,360	44,360	44,360
155,004	152,216	181,700	Insurance	189,850	189,850	189,850
77,716	75,135	89,780	Retirement Contributions	98,400	98,400	98,400
23,157	24,529	25,820	Workers' Compensation	35,550	35,550	35,550
890,138	807,864	880,780	<b>Total Personnel Services</b>	945,640	945,640	945,640
	10.0	10.0	FTEs	10.5	10.5	10.5
			<b>Materials and Services:</b>			
346	980	1,150	Office Supplies	1,350	1,350	1,350
2,918	3,709	3,700	Small Tools & Minor Equipment	3,700	3,700	3,700
57,397	43,021	67,050	Operating Supplies	67,150	67,150	67,150
177,395	210,128	256,500	Repair & Maintenance Supplies	261,500	261,500	261,500
2,764	6,331	8,000	Training	9,500	9,500	9,500
2,264	2,280	2,280	Memberships & Dues	2,275	2,275	2,275
41	199	1,000	Advertising	1,000	1,000	1,000
8,803	10,141	9,200	Printing & Binding	11,200	11,200	11,200
1,296	1,954	10,000	Rentals	10,000	10,000	10,000
36,884	35,864	47,250	Professional Services	44,900	44,900	44,900
5,399	4,376	6,000	Communications	6,400	6,400	6,400
29,101	17,229	26,500	Public Utility Services	22,700	22,700	22,700
74,864	60,455	76,000	Repair & Maintenance Services	80,000	80,000	80,000
1,685	230	2,150	Licenses and Permits	540	540	540
5,063	106	1,000	Miscellaneous	8,200	8,200	8,200
4,839	5,887	6,400	Technology Services	17,450	17,450	17,450
411,059	402,890	524,180	<b>Total Materials and Services</b>	547,865	547,865	547,865
			<b>Capital Outlay:</b>			
12,536	11,958	29,300	Machinery & Equipment	11,600	11,600	11,600
12,536	11,958	29,300	<b>Total Capital Outlay</b>	11,600	11,600	11,600
			<b>Transfer to Other Funds:</b>			
227,400	227,400	227,400	General Fund	248,760	248,760	248,760
227,400	227,400	227,400	<b>Total Transfer to Other Funds</b>	248,760	248,760	248,760
1,541,133	1,450,112	1,661,660	<b>Total Expenditures</b>	1,753,865	1,753,865	1,753,865

**PUBLIC WORKS FUND (301)**

**WATER (8100)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	534,430
410	2045	Overtime	13,500
410	2047	On Call	4,550
410	2085	Extra Help	25,000
415	2220	FICA	44,360
415	2230	Insurance	189,850
415	2235	Retirement Contributions	98,400
415	2240	Workers' Compensation	35,550

<b>TOTAL PERSONNEL SERVICES</b>			<b>945,640</b>
	<b>FTEs</b>		<b>10.5</b>

**Materials and Services (510 - 685)**

510	3020	Forms	100
510	3025	Stationery, Envelopes	50
510	3030	Paper	400
510	3040	Printer, Cartridges and Supplies	500
510	3045	General Office Supplies	300

Sub-total of Office Supplies			<b>1,350</b>
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515	3120	Books & Periodicals	300
515	3125	Clothing, Uniforms, Boots, Gloves	3,500
515	3180	Fuel, Oil, Lubricants	34,000
515	3265	Custodial Supplies	250
515	3270	Chemicals	6,000
515	3275	Laboratory Supplies	7,400
515	3280	Chlorine	8,000
515	3285	Fluoride	7,000
515	3310	General Operating Supplies	700

Sub-total of Operating Supplies			<b>67,150</b>
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525	3520	Building Materials / Supplies	20,000
525	3525	Motor Vehicle Repair Parts	20,000
525	3530	Tires	5,000
525	3540	Paint & Paint Supplies	1,500
525	3550	Electrical Supplies	14,000
525	3585	Safety Supplies	3,500
525	3590	Cold Patch	2,500
525	3595	Rock	18,000
525	3605	Water Maintenance Supplies	150,000
525	3640	Other Repair and Maintenance Supplies	27,000

Sub-total of Repair & Maintenance Supplies			<b>261,500</b>
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**PUBLIC WORKS FUND (301)**

**WATER (8100)**

530	3720	Small Tools	3,700	
		Sub-total Small Tools		<b>3,700</b>
610	4085	Travel Expense - Training	5,500	
610	4115	Workshops	4,000	
		Sub-total of Training		<b>9,500</b>
620	4510	Drug / Alcohol Testing	400	
620	4515	CDL Physicals	750	
620	4520	Lab Testing	6,500	
620	4525	Locate Requests	250	
620	4535	Water Meter Reading / Green Card	24,000	
620	4540	General - Professional Services	13,000	
		Sub-Total of Professional Services		<b>44,900</b>
630	4865	Association of State Dam Safety Officials	1,725	
630	4870	American Waterworks Association	350	
630	4875	OCCIRS - Cross Connections	200	
		Sub-Total of Memberships & Dues		<b>2,275</b>
635	4920	Cell Phones	2,400	
635	4930	Telephone - Qwest	1,000	
635	4975	Postage	3,000	
		Sub-total of Communications		<b>6,400</b>
640	5030	Advertising - Public Notices	1,000	
		Sub-total of Advertising		<b>1,000</b>
650	5140	Utility Bills, CCR, Meter Slips	10,000	
650	5145	General Printing and Binding	1,200	
		Sub-total of Printing & Binding		<b>11,200</b>

**PUBLIC WORKS FUND (301)**

**WATER (8100)**

655	5400	Electricity - 6th and Lexington	800	
655	5403	Electricity - RR2 Box 812	500	
655	5406	Electricity - Watershed Equipment	2,100	
655	5409	Electricity - Pipeline Res #3	3,500	
655	5412	Electricity - Niagara Pump Station	1,000	
655	5415	Electricity - 1499 Madison	3,900	
655	5424	Electricity - 1597 James St.	3,000	
655	5427	Electricity - Skyline Pump House	2,200	
655	5430	Electricity - Bear Creek Reservoir	5,000	
655	5433	Electricity - Headworks Rd	700	
		Sub-total of Public Utility Services		<b>22,700</b>
660	5725	Equipment Other Than Vehicles	7,000	
660	5785	Motor Vehicles / Auto Body Shop	6,000	
660	5815	Equipment with Operator	8,000	
660	5820	Paving, Street Repair, Concrete	35,000	
660	5825	General Repair and Maintenance Services	24,000	
		Sub-total of Repair and Maintenance Services		<b>80,000</b>
665	5865	Equipment	5,000	
665	5875	General Rentals	5,000	
		Sub-total of Rentals		<b>10,000</b>
675	6005	Licenses and Permits	475	
675	6010	License Renewal	65	
675	6035	General - Miscellaneous	8,200	
		Sub-total of Miscellaneous		<b>8,740</b>
685	6205	Computer Software	1,450	
685	6207	Non-Contract IT Services	2,000	
685	6245	Computer Hardware	8,000	
685	6255	Software Maintenance Agreement	6,000	
		Sub-total of Technology Services		<b>17,450</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>547,865</b>

PUBLIC WORKS FUND (301)			
<b>WATER (8100)</b>			
<u>Capital Outlay</u>			
740	6650	Machinery & Equipment	
		3/4" / 1" E-5 Tapping Machine	2,000
		RTU for Sandfilters	4,900
		Mower Chain Guard	500
		Cutting Torch - Headworks	500
		Locator	3,700
		Sub-total Machinery & Equipment	11,600
<b>TOTAL CAPITAL OUTLAY</b>			<b>11,600</b>
<u>Transfer to Other Funds (850)</u>			
850	7555	General Fund	248,760
		Sub-total Transfers to Other Funds	248,760
<b>TOTAL WATER</b>			<b>1,753,865</b>
<b>CAPITAL IMPROVEMENT FUND - PUBLIC WORKS - WATER</b>			
Total Capital Improvement Fund - Public Works - Water			0
<b>TOTAL PUBLIC WORKS WATER - ALL FUNDS</b>			<b>1,753,865</b>

FUND: LANDFILL RESERVE FUND # 305

Basic Objectives

This fund was closed during FYE June 30, 2016. The activities will be performed by the Sanitation Department of the Public Works Fund. Prior year transactions will be shown for historical purposes.

Staffing

This budget provides for no staff positions. The Finance Department provides expenditure and fund balance oversight.

City of Astoria, Oregon  
Budget Document

LANDFILL RESERVE FUND # 305

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/17 - 6/30/18</u>			
<u>Actual Data</u> FYE 6/30/15	<u>Actual Data</u> FYE 6/30/16	<u>Adopted Budget</u> FYE 6/30/17	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<b><u>Resources</u></b>						
91,139	91,526		Beginning Fund Balance			
-	-		Rents			
387	-		Interest Earnings			
-	-	-	Transfer from Other Fund			
-	-	-	General Fund	-	-	-
<u>91,526</u>	<u>91,526</u>	<u>-</u>	<b>Total Resources</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b><u>Materials and Services</u></b>						
-	-	-	Professional Services			
-	-	-	<b>Total Materials and Services</b>	-	-	-
<b><u>Capital Outlay</u></b>						
-	-	-	Improvements Other than Buildings	-	-	-
-	-	-	<b>Total Capital Outlay</b>	-	-	-
<b><u>Transfer to Other Funds</u></b>						
-	-	-	Public Works / Sanitation			
-	91,526	-	Public Works Improvement Fund	-	-	-
-	91,526	-	<b>Total Transfers to Other Funds</b>	-	-	-
<b><u>Contingency</u></b>						
91,526	-	-	Ending Fund Balance	-	-	-
<u>91,526</u>	<u>91,526</u>	<u>-</u>	<b>Total Landfill Reserve Fund</b>	<u>-</u>	<u>-</u>	<u>-</u>

2017 / 18 Budget Detail Information

LANDFILL RESERVE FUND (305 0000)

		<u>Transfer to Other Funds</u>	
850	7557	Public Works Improvement Fund	-
<b>TOTAL LANDFILL RESERVE FUND</b>			<b>-</b>

FUND: CEMETERY # 325

Basic Objectives

The Cemetery related functions were consolidated in the Parks Operation Fund (# 158) as of FYE June 30, 2012, pursuant to City Council Resolution 12-07, adopted on June 4, 2012.

The remaining balance of the Cemetery Fund represents the corpus balance from the sale of the caretaker house, less capital improvement expenditures. The remainder is appropriated to provide for capital improvements at the cemetery.

Staffing

This budget provides for no staff positions. The Parks and Recreation Director provides oversight for the capital improvements funded by this budget. The Finance Department provides expenditure and fund balance oversight.



City of Astoria, Oregon  
Budget Document

CEMETERY FUND # 325

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/17 - 6/30/18</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
519,769	483,318	38,820	Beginning Fund Balance	38,820	38,820	38,820
-	-	-	Sale of Graves			
-	-	-	Charges for Services			
-	-	-	Interest Earnings			
-	-	-	Transfer Other Fund - General			
-	-	-	Miscellaneous	-	-	-
<u>519,769</u>	<u>483,318</u>	<u>38,820</u>	<b>Total Resources</b>	<u>38,820</u>	<u>38,820</u>	<u>38,820</u>
<b><u>Requirements</u></b>						
-	-	-	Personnel Services	-	-	-
-	-	-	Materials and Services	-	-	-
<b><u>Capital Outlay</u></b>						
-	-	-	Buildings	-	-	-
30,440	-	38,820	Improvements Other than Buildings	38,820	38,820	38,820
<u>30,440</u>	<u>-</u>	<u>38,820</u>	<b>Total Capital Outlay</b>			
-	-	-	Transfers to Other Funds	-	-	-
-	-	-	Contingency	-	-	-
6,011	6,010	-	Accrual Adjustments for: Depreciation	-	-	-
<u>36,451</u>	<u>6,010</u>	<u>38,820</u>	<b>Total Expenditures</b>	<u>38,820</u>	<u>38,820</u>	<u>38,820</u>
<u>483,318</u>	<u>477,308</u>	<u>-</u>	Ending Fund Balance	-	-	-
<u>519,769</u>	<u>483,318</u>	<u>38,820</u>	<b>Total Requirements</b>	<u>38,820</u>	<u>38,820</u>	<u>38,820</u>

NOTE: Generally Accepted Accounting Principles (GAAP) require a business-type fund to maintain its budgetary fund balance on a full accrual basis. The fund balance for the June 30, 2015 actual data includes cash, inventory, accounts receivable and fixed assets. Cash for the Cemetery Fund at June 30, 2015 and 2016 was \$ 38,826.

2017 / 18 Budget Detail Information

CEMETERY FUND (325 8500)

<u>Capital Outlay (730)</u>			
730	6500	Improvements Other Than Buildings	38,820
910	8020	Contingent Expenditures	-
950	8520	Ending Fund Balance	-
<b>TOTAL CEMETERY FUND</b>			<u><b>38,820</b></u>

**FUND: 17TH STREET DOCK # 330**

Basic Objectives

The Maritime Park Fund was renamed 17<sup>th</sup> Street Dock Fund with the adoption of Resolution No. 96-31, May 6, 1996. The 17<sup>th</sup> Street Dock Fund was established to receive payments for moorage at and provide maintenance for the 17<sup>th</sup> Street dock and other sources as appropriate for dock activities. This fund accounts for payments made by the U. S. Coast Guard to lease dock space for two local Coast Guard vessels. These lease payments are the major resource of the fund and amount to approximately \$210,000 per year. The fund also receives moorage fees from several tour boats mooring regularly at the 17<sup>th</sup> Street Dock Facilities. The City has rebuilt the facility using a Connect Oregon III grant and a loan from the State of Oregon Infrastructure Finance Authority (IFA). The project was completed in the summer of 2013. The loan with IFA will be repaid from the Coast Guard dock lease which is executed for a one year lease with nineteen (19), one (1) year renewal terms beginning October 1, 2013 and ending September 30, 2033.

Long Term Debt

IFA Loan # B11002 for Dock Construction and is a 25 year loan with an interest rate of 4.00%. Payments, beginning December, 2014, are made annually with the final payment due December, 2039.

Staffing

This budget provides for no staff positions. Staff assistance provided by the Public Works Department is charged to this fund. The Finance Department monitors expenditures and fund balance.

City of Astoria, Oregon  
Budget Document

17TH STREET DOCK FUND # 330

Budget for Fiscal Year 7/1/17 - 6/30/18

Historical Data			Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Actual Data FYE 6/30/15	FYE 6/30/16	Adopted Budget FYE 6/30/17				
<b>Resources</b>						
3,876,301	3,825,907	600,300	Beginning Fund Balance	541,170	541,170	541,170
	(3,477)		Prior Period Adjustment			
222,309	225,763	213,840	Intergovernmental	219,900	219,900	219,900
72,256	52,979	85,000	Charge for Services	73,000	73,000	73,000
1,749	3,193	2,760	Interest on Investments	3,600	3,600	3,600
-	-	1,500	Miscellaneous	1,500	1,500	1,500
<u>4,172,615</u>	<u>4,104,365</u>	<u>903,400</u>	<b>Total Resources</b>	<u>839,170</u>	<u>839,170</u>	<u>839,170</u>
<b>Requirements</b>						
<b>Personnel Services:</b>						
11,920	21,522	12,500	Interfund Wages	17,500	17,500	17,500
<b>Materials and Services:</b>						
3,120	3,682	10,000	Repair & Maintenance Supplies	10,000	10,000	10,000
10,522	11,122	15,500	Public Utility Services	16,000	16,000	16,000
			Professional Services	30,000	30,000	30,000
<u>3,466</u>	<u>9,336</u>	<u>20,000</u>	Repair & Maintenance Services	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
17,108	24,140	45,500	<b>Total Materials and Services</b>	76,000	76,000	76,000
<b>Capital Outlay:</b>						
-	-	289,000	Improvements Other Than Bldgs	250,000	250,000	250,000
-	-	5,000	Machinery and Equipment	-	-	-
-	-	294,000	<b>Total Capital Outlay</b>	250,000	250,000	250,000
<b>Debt Service</b>						
		83,370	Principal	84,710	84,710	84,710
<u>46,345</u>	<u>52,697</u>	<u>52,170</u>	Interest	<u>50,830</u>	<u>50,830</u>	<u>50,830</u>
46,345	52,697	135,540	<b>Total Debt Service</b>	135,540	135,540	135,540
<b>Transfer to Other Funds</b>						
75,000	75,000	76,500	Transfer to Capital Improvement Fund	76,500	76,500	76,500
-	-	70,000	Transfer to Parks Operation Fund	70,000	70,000	70,000
75,000	75,000	146,500	<b>Total Transfer to Other Funds</b>	146,500	146,500	146,500
-	-	60,000	<b>Contingency</b>	60,000	60,000	60,000
Accrual Adjustment for:						
196,335	192,255	-	Depreciation	-	-	-
		-	Principal Payments	-	-	-
-	-	-	Capitalized Expenditures	-	-	-
346,708	365,614	694,040	<b>Total Expenditures</b>	685,540	685,540	685,540
3,825,907	3,738,751	126,480	Unappropriated Ending Fund Balance	17,880	17,880	17,880
-	-	82,880	Reserved for Future Capital Requirements	135,750	135,750	135,750
<u>3,825,907</u>	<u>3,738,751</u>	<u>209,360</u>	<b>Total Fund Balance</b>	<u>153,630</u>	<u>153,630</u>	<u>153,630</u>
<u>4,172,615</u>	<u>4,104,365</u>	<u>903,400</u>	<b>Total Requirements</b>	<u>839,170</u>	<u>839,170</u>	<u>839,170</u>

**NOTE:** Generally Accepted Accounting Principles (GAAP) require a business-type fund to maintain its budgetary fund balance on a full accrual basis. The fund balances for the June 30, 2015 and 2016 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the 17th Street Dock Fund at June 30, 2015 was \$ 536,201 and at June 30, 2016 was \$ 620,140

**17TH STREET DOCK FUND (330 0000)**

<b><u>Personal Services (412 - 415)</u></b>				
412	2095	Interfund Wages	17,500	
<b>TOTAL PERSONAL SERVICES</b>				<b>17,500</b>
<b><u>Materials &amp; Services (525 - 660)</u></b>				
525	3640	Other Repair & Maintenance Supplies	10,000	
		Sub-total of Repair & Maintenance Supplies		<b>10,000</b>
620	4540	Professional Services	30,000	
		Sub-total Professional Services		<b>30,000</b>
655	5297	Electricity - 17th Street Dock	3,500	
657	5544	Sanitation - 17th Street Dock	12,500	
		Sub-total of Public Utilities		<b>16,000</b>
660	5825	General - Repair & Maintenance Services	20,000	
		Sub-total of Repair & Maintenance Services		<b>20,000</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>76,000</b>
<b><u>Capital Outlay (730)</u></b>				
730	6500	Improvements Other than Buildings	250,000	
		Sub-total Improvements Other than Buildings		<b>250,000</b>
740	6650	Machinery and Equipment	-	
		Sub-total Machinery and Equipment		<b>-</b>
<b>TOTAL CAPITAL OUTLAY</b>				<b>250,000</b>
<b><u>Debt Service (810)</u></b>				
Oregon Economic Development Department 17th Street Dock Loan # IFA B11002 / Pmt 3 of 25 / Payoff 12/1/2039				
810	6977	Principal IFA Loan	84,710	
810	6979	Interest IFA Loan	50,830	
		Sub-total Debt Service		<b>135,540</b>

**17TH STREET DOCK FUND (330 0000)**

<b>Transfer to Other Fund (850)</b>			
850	7535	Transfer to Capital Improvement Fund	76,500
850	7532	Transfer to Parks Operation Fund	70,000
		Sub-total Transfer to Other Fund	<b>146,500</b>
<b><u>Contingent Expenditures (910)</u></b>			
910	8020	Contingency	60,000
		Sub-total of Contingency	<b>60,000</b>
<b><u>Ending Fund Balance (950)</u></b>			
950	8520	Unappropriated Ending Fund Balance	17,880
		Reserved for Future Capital Requirements	135,750
		Sub-total Ending Fund Balance	<b>153,630</b>
<b>TOTAL 17TH STREET DOCK FUND</b>			<b>839,170</b>

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# FIDUCIARY FUNDS

**FUND: AQUATIC FACILITY TRUST # 401**

Basic Objectives

The Aquatic Facility Trust Fund was established by City Council Resolution No. 00-12, adopted on March 20, 2000. This is an expendable trust. The resources are used for the purpose intended by the donor such as aquatic center improvements or equipment purchases and free swim programs. The ending fund balance represents prior year donations made to assist with installing an energy efficient cover for the pool.

During 2010 collections were gathered by Friends of the Aquatic Center to purchase a cover for the pool. Donations were submitted to the City and added to by a donation made in memory of Freda Englund. The total funds restricted for purchase of pool covers is \$ 6,390.

Staffing

The Parks & Community Services Director administers this fund. The Finance Department provides accounting services to this fund.



City of Astoria, Oregon  
Budget Document

AQUATIC FACILITY TRUST FUND # 401

Historical Data			Budget for Fiscal Year 7/1/17 - 6/30/18			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
6,915	6,944	6,970	Beginning Fund Balance	7,040	7,040	7,040
		500	Gifts and Bequests	500	500	500
29	38	50	Interest Earnings	60	60	60
<u>6,944</u>	<u>6,982</u>	<u>7,520</u>	<b>Total Resources</b>	<u>7,600</u>	<u>7,600</u>	<u>7,600</u>
<b><u>Requirements</u></b>						
-	-	1,130	Materials & Services: Fee & Charge Programs	1,210	1,210	1,210
-	-	1,130	<b>Total Expenditures</b>	1,210	1,210	1,210
<u>6,944</u>	<u>6,982</u>	<u>6,390</u>	Ending Fund Balance	<u>6,390</u>	<u>6,390</u>	<u>6,390</u>
<u>6,944</u>	<u>6,982</u>	<u>7,520</u>	<b>Total Requirements</b>	<u>7,600</u>	<u>7,600</u>	<u>7,600</u>

2017/ 18 Budget Detail Information

AQUATIC FACILITY TRUST FUND (401 0000)

			<u>Materials &amp; Services:</u>	
670	5895		Aquatic Facility Fee & Charge	1,210
			<u>Ending Fund Balance (950)</u>	
950	8520		Ending Fund Balance	<u>6,390</u>
<b>TOTAL AQUATIC FACILITY TRUST FUND</b>				<u><b>7,600</b></u>

**FUND:           ASTORIA PUBLIC LIBRARY ENDOWMENT TRUST # 403**

Basic Objectives

This fund was established by the adoption of City Council Resolution No. 00-13 on April 17, 2000. The fund accounts for the gift given to the City by Mr. Don A. Goodall who wished to establish an endowment fund in memory of his parents, Harris Allen and Mabel Mae Goodall. The intent was to establish a resource which would grow and provide an additional source of revenue for library needs.

On March 7, 2005, the City Council adopted Resolution No. 05-05 to transfer the assets from the Astor Library Far East, the Library Memorial and the Dorothy Whitney Trust Funds to the Astoria Public Library Endowment Trust Fund. The assets of these fund accounts are utilized in accordance with the original guidelines established by donors.

Staffing

The Library Director administers this fund for the Library. The Finance Department provides accounting services to this fund.

City of Astoria, Oregon  
Budget Document

**ASTOR PUBLIC LIBRARY ENDOWMENT TRUST FUND # 403**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/17 - 6/30/18</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
138,059	138,808	136,500	Beginning Fund Balance	148,340	148,340	148,340
581	10,522	500	Gifts and Bequests	500	500	500
168	779	660	Interest Earnings	1,080	1,080	1,080
-	-	-	Miscellaneous			
-	-	-	Transfers From Other Funds	-	-	-
<u>138,808</u>	<u>150,109</u>	<u>137,660</u>	<b>Total Resources</b>	<u>149,920</u>	<u>149,920</u>	<u>149,920</u>
<b><u>Requirements</u></b>						
<b>Materials &amp; Services:</b>						
-	-	3,000	Dorothy Whitney Trust Fund	3,000	3,000	3,000
-	-	<u>18,240</u>	Books Purchased from Endowment	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
-	-	21,240	<b>Total Materials &amp; Services</b>	33,000	33,000	33,000
-	3,037	<u>4,500</u>	<b>Capital Outlay</b>	<u>4,500</u>	<u>4,500</u>	<u>4,500</u>
-	3,037	25,740	<b>Total Expenditures</b>	37,500	37,500	37,500
<u>138,808</u>	<u>147,072</u>	<u>111,920</u>	Ending Fund Balance	<u>112,420</u>	<u>112,420</u>	<u>112,420</u>
<u>138,808</u>	<u>150,109</u>	<u>137,660</u>	<b>Total Requirements</b>	<u>149,920</u>	<u>149,920</u>	<u>149,920</u>

2017 / 18 Budget Detail Information

**ASTORIA PUBLIC LIBRARY ENDOWMENT FUND (403 0000 )**

<b><u>Materials and Services (520)</u></b>			
520	3460	Dorothy Whitney Trust Fund	3,000
520	3465	Books Purchased with Endowment	<u>30,000</u>
<b>TOTAL MATERIALS &amp; SERVICES</b>			33,000
740	6650	<b><u>Capital Outlay</u></b>	4,500
<b><u>Ending Fund Balance (950)</u></b>			
950	8500	Ending Fund Balance	<u>112,420</u>
<b>TOTAL ASTORIA PUBLIC LIBRARY ENDOWMENT FUND</b>			<u>149,920</u>

**FUND: CEMETERY IRREDUCIBLE # 408**

Basic Objectives

The Cemetery Irreducible Fund was created to receive a portion of each grave sale and is a nonexpendable trust fund. It is governed by City Code section 1.340. The resources of this fund accumulate to provide for perpetual care at the Oceanview Cemetery once all graves have been sold. Interest earned by this fund is used for the operations budgeted in the Maintenance Department of the Parks Operation Fund (#158).

Staffing

This budget provides for no staff positions. The Finance Department monitors fund activity.

City of Astoria, Oregon  
Budget Document

CEMETERY IRREDUCIBLE FUND # 408

Historical Data			Budget for Fiscal Year 7/1/17 - 6/30/18			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
<b>Resources</b>						
840,095	849,598	859,630	Beginning Fund Balance	872,910	872,910	872,910
9,421	14,674	10,040	Sale of Graves	14,000	14,000	14,000
82	82	-	Interest Earnings	-	-	-
<u>849,598</u>	<u>864,354</u>	<u>869,670</u>	<b>Total Resources</b>	<u>886,910</u>	<u>886,910</u>	<u>886,910</u>
<b>Requirements</b>						
<u>849,598</u>	<u>864,354</u>	<u>869,670</u>	<b>Ending Fund Balance</b>	<u>886,910</u>	<u>886,910</u>	<u>886,910</u>
<u>849,598</u>	<u>864,354</u>	<u>869,670</u>	<b>Total Requirements</b>	<u>886,910</u>	<u>886,910</u>	<u>886,910</u>

2017 - 18 Budget Detail Information

CEMETERY IRREDUCIBLE FUND (408 0000)

<u>Ending Fund Balance (950)</u>			
950	8520	Ending Fund Balance	
		Reserved for Perpetual Care	<u>886,910</u>
<b>TOTAL CEMETERY IRREDUCIBLE FUND</b>			<b><u>886,910</u></b>

**FUND:        PROMOTE ASTORIA # 410**

Basic Objectives

The Promote Astoria Fund was established by the adoption of City Council Resolution No. 81-36, on September 8, 1981. This fund was originally created to receive a portion of the transient room tax as required to be paid on the rental of short-term lodging within the City. City Code restricts use of the funds for activities which promote Astoria as a tourist destination. In 1993-94, the City Council approved changing the concept of this fund to promoting the region as a tourist destination.

In accordance with ORS 320.300 and as recognized by Council on June 7, 2004, 46.1% of collected motel taxes are being deposited into the Promote Astoria Fund to promote tourism and tourism facilities as defined by Oregon Laws 2003, Chapter 818.

Staffing

This fund provides for no staff positions. The Finance Department monitors expenditures and fund balance.

City of Astoria, Oregon  
Budget Document

PROMOTE ASTORIA FUND # 410

Historical Data			Budget for Fiscal Year 7/1/17 - 6/30/18			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
<b>Resources</b>						
521,548	626,767	825,520	Beginning Fund Balance	499,000	499,000	499,000
-	91,484	-	Prior Period Adjustment	-	-	-
704,428	817,244	700,000	Motel Tax	850,480	850,480	850,480
-	-	10,000	Intergovernmental Revenues	9,400	9,400	9,400
2,367	4,655	5,600	Interest Earnings	6,380	6,380	6,380
104,651	35	-	Miscellaneous	60,000	60,000	60,000
<u>1,332,994</u>	<u>1,540,185</u>	<u>1,541,120</u>	<b>Total Resources</b>	<u>1,425,260</u>	<u>1,425,260</u>	<u>1,425,260</u>
<b>Requirements</b>						
<b>Materials &amp; Services</b>						
20,000	151,192	44,000	Tourism Promotion	25,000	25,000	25,000
-	35,000	35,000	Astoria Downtown Historic District Association	35,000	35,000	35,000
-	-	22,000	Downtown District Parking Enforcement	22,000	22,000	22,000
30,000	30,000	50,000	Arts and Cultural Promotion	50,000	50,000	50,000
-	-	10,000	Citizens Helping in Parks (CHIPS)	-	-	-
-	-	-	Astoria/Warrenton Chamber of Commerce	-	-	-
115,000	125,000	125,000	Visitor Services	125,000	125,000	125,000
170,750	180,750	180,750	Astoria/Warrenton Chamber - LCTC	180,750	180,750	180,750
85,803	-	137,080	Tourism Related Facilities	165,550	165,550	165,550
421,553	521,942	603,830	<b>Total Materials &amp; Services</b>	603,300	603,300	603,300
<b>Capital Outlay</b>						
206,016	65,800	100,000	Riverwalk - Trestles	350,000	350,000	350,000
-	-	13,000	Riverwalk - Street Ends	13,000	13,000	13,000
206,016	65,800	113,000	<b>Total Capital Outlay</b>	363,000	363,000	363,000
<b>Debt Service</b>						
66,915	69,965	146,840	Heritage Square Principal Payment	-	-	-
11,743	8,692	2,100	Heritage Square Interest Payment	-	-	-
78,658	78,657	148,940	<b>Total Debt Service</b>	-	-	-
-	-	100,000	<b>Contingent Expenditures</b>	150,000	150,000	150,000
706,227	666,399	965,770	<b>Total Expenditures</b>	1,116,300	1,116,300	1,116,300
626,767	873,786	575,350	<b>Ending Fund Balance</b>	308,960	308,960	308,960
<u>1,332,994</u>	<u>1,540,185</u>	<u>1,541,120</u>	<b>Total Requirements</b>	<u>1,425,260</u>	<u>1,425,260</u>	<u>1,425,260</u>

**PROMOTE ASTORIA FUND (410 0000)**

**Materials & Services**

678	6085	Tourism Promotion	
		Tourism Advertising	5,000
		Parks Tourism Promotion	0
		Tourism Promotion Miscellaneous	20,000
		Sub-total Tourism Promotion	25,000
678	6086	Downtown District Parking Enforcement	22,000
678	6087	Arts and Cultural Community Funds	50,000
678	6089	Astoria Downtown Historic District Assoc	35,000
678	6090	Astoria/Warrenton Chamber of Commerce Visitor Services	125,000
678	6089	Astoria/Warrenton Chamber of Commerce Lower Columbia Tourism Committee	180,750
		Tourism Related Facilities Mowing, Care & Maint	
678	6091	Mowing, Care & Maint - Riverwalk	27,000
678	6091	Mowing, Care & Maint - Smith Point	20,000
678	6091	Mowing, Care & Maint - Portal Parks	11,000
678	6091	Mowing, Care & Maint - People Park	8,000
678	6091	Mowing, Care & Maint - Fort Astoria Park	8,000
678	6091	Mowing, Care & Maint - 9th & Astor Park	7,000
678	6091	Mowing, Care & Maint - 15th St Triangle	6,000
678	6091	Mowing, Care & Maint - Customs House, 11th St, Doughboy and 39th - Alderbrook on Riverwalk	23,440
678	6091	Mowing, Care & Maint - 8th,17th, 6th St Pier and West Bond Triangle	12,000
		Electricity for Tourism Related Facilities	
678	6092	Electricity - 16th Street	3,500
678	6093	Electricity - Coxcomb Hill Column	3,500
678	6094	Electricity - 1153 Duane / Heritage Square	3,000
678	6095	Electricity - Other	6,800
		Rest Room Maintenance Services	
678	6096	Downtown and Doughboy Restrooms	12,600
678	6096	Tapiola and Evergreen Restrooms	6,410
678	6097	Miscellaneous Supplies for Tourism Related Facilities	7,300
		Sub-total for Tourism Related Facilities	165,550
		Sub-total Materials and Services	603,300



**PROMOTE ASTORIA FUND (410 0000)**

		<b><u>Capital Outlay</u></b>	
		Improvements Other than Buildings	
730	6500	Riverwalk Trestles	350,000
730	6500	Riverwalk Street Ends	13,000
		Sub-total Capital Outlay	363,000
		<b><u>Debt Service</u></b>	
810	6980	Heritage Square Loan - Principal - Payoff	
810	6981	Heritage Square Loan - Interest	
		Sub-total Debt Service	0
		<b><u>Contingent Expenditures</u></b>	
910	8020	Contingent Expenditures	150,000
		Sub-total of Contingent Expenditures	150,000
		<b><u>Ending Fund Balance</u></b>	
950	8520	Ending Fund Balance	308,960
		Sub-total of Ending Fund Balance	308,960
		<b>TOTAL PROMOTE ASTORIA FUND</b>	<b><u>1,425,260</u></b>

**FUND: LOGAN MEMORIAL LIBRARY TRUST # 412**

Basic Objectives

The Logan Memorial Library Trust was established by City Council Resolution No. 98-18, adopted on June 1, 1998 to account for the proceeds from the Lorens F. Logan Estate and any other contributions. The City of Astoria was a longstanding beneficiary of the Lorens F. Logan estate. Mr. Logan was the grandson of former Astoria Mayor Dr. W. C. Logan. During FYE June 30, 1999, the last living beneficiary of the trust died and the assets distributed to beneficiaries. The City received a bequest of stock and investments valued at approximately \$620,000. Under Oregon State Law, municipalities cannot hold stock or be shareholders in private companies, so the assets were liquidated. The bequest was specifically designated for future library construction.

During FYE June 30, 2010, legal action was taken through the "cy pres" process to modify the trust for use of extensive remodeling of the current Astoria library building. The remodeling of the library shall be accompanied by a renaming of the library to "Logan Memorial Library". An appropriation was made available for FYE June 30, 2015 to assist with the planning and design for this project.

Staffing

The Library Director administers this fund. The Finance Department provides accounting services to this fund.

City of Astoria, Oregon  
Budget Document

**LOGAN MEMORIAL LIBRARY TRUST FUND # 412**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/17 - 6/30/18</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
859,052	862,664	867,240	Beginning Fund Balance	874,720	874,720	874,720
			Gifts and Bequests			
<u>3,612</u>	<u>4,788</u>	<u>4,800</u>	Interest Earnings	<u>7,200</u>	<u>7,200</u>	<u>7,200</u>
<u>862,664</u>	<u>867,452</u>	<u>872,040</u>	<b>Total Resources</b>	<u>881,920</u>	<u>881,920</u>	<u>881,920</u>
<b><u>Requirements</u></b>						
<b>Materials &amp; Services:</b>						
-	-	-	Professional Services	-	-	-
-	-	-	<b>Total Materials &amp; Services</b>	-	-	-
		872,040	Capital Outlay	881,920	881,920	881,920
-	-	-	Contingency	-	-	-
-	-	872,040	<b>Total Expenditures</b>	881,920	881,920	881,920
<u>862,664</u>	<u>867,452</u>	<u>-</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>862,664</u>	<u>867,452</u>	<u>872,040</u>	<b>Total Requirements</b>	<u>881,920</u>	<u>881,920</u>	<u>881,920</u>

2017 / 18 Budget Detail Information

**LOGAN MEMORIAL LIBRARY TRUST FUND (412 0000)**

<b><u>Materials and Services</u></b>			
730	6500	Capital Outlay	881,920
910	8020	Contingency	
950	8520	Ending Fund Balance	<u>                    </u>
<b>TOTAL LOGAN MEMORIAL TRUST FUND</b>			<u>881,920</u>

**FUND: LIBRARY RENOVATION FUND # 414**

Basic Objectives

The Library Renovation Fund was established by City Council Resolution No. 15-02, adopted on January 5, 2015 as an expendable trust fund for gifts designated for renovation of the Astoria Public Library. \$ 7,400 was received from the Estate of Ruth Jensen who was a dedicated friend of the public library and a school librarian devoted to the success of children everywhere to read well and succeed in school and in life. The Jensen bequest was specifically designated for furnishing the children's area in the renovated library.

Staffing

The Library Director administers this fund. The Finance Department provides accounting services to this fund.

City of Astoria, Oregon  
Budget Document

LIBRARY RENOVATION FUND # 414

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/17 - 6/30/18</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/15	FYE 6/30/16	FYE 6/30/17		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
-	-	-	Beginning Fund Balance	7,480	7,480	7,480
-	-	-	Gifts and Bequests			
-	-	-	Interest Earnings	90	90	90
-	-	-	<b>Total Resources</b>	<b>7,570</b>	<b>7,570</b>	<b>7,570</b>
<b><u>Requirements</u></b>						
<b>Materials &amp; Services:</b>						
-	-	-	Professional Services	-	-	-
-	-	-	<b>Total Materials &amp; Services</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Capital Outlay</b>						
-	-	-	Capital Outlay	7,570	7,570	7,570
-	-	-	Contingency	-	-	-
-	-	-	<b>Total Expenditures</b>	<b>7,570</b>	<b>7,570</b>	<b>7,570</b>
-	-	-	Ending Fund Balance	-	-	-
-	-	-	<b>Total Requirements</b>	<b>7,570</b>	<b>7,570</b>	<b>7,570</b>

2017 / 18 Budget Detail Information

LIBRARY RENOVATION FUND (414 0000)

Materials and Services

730	6500	Capital Outlay	7,570
910	8020	Contingency	
950	8520	Ending Fund Balance	

**TOTAL LIBRARY RENOVATION FUND** **7,570**

DETAIL & STATISTICAL SECTION

City of Astoria, Oregon  
 Summary of Interfund Transfers  
 Year Beginning July 1, 2017

Transfers From:			Transfers To:		
General Fund			Unemployment Fund	5,000	104-0000
Non Departmental - Unallocated			Emergency Communications Fund	398,550	132-3400
Unemployment Fund	5,000	001-2400	Parks Operation Fund	978,100	158-0000
UAP Transfer to PW	10,000	001-2400	Parks Operation Fund	70,000	158-0000
Emergency Communications Fund	398,550	001-2400	Public Works Improvement Fund for Landfill Closure	81,000	176-0000
Parks/Aquatic Fund	978,100	001-2400	Special Police Projects Fund	1,400	136-0000
PWIF Loan Payment Landfill Closure	81,000	001-2400			
Special Police Projects Fund	1,400	001-2400			
Public Works Fund	30,000	001-2400			
			General Fund		
<b>Sub-Total Transfers from General Fund</b>	<b>1,504,050</b>		From Building Inspection Fund	20,800	001-0000
Building Inspection Fund	20,800	128-3300	From Emergency Communication Fund	25,000	001-0000
Emergency Communication Fund	25,000	132-3400	From Local Improvement Debt Service Fund	22,000	001-0000
			From Public Works Fund	414,600	001-0000
Local Improvement Debt Service Fund			<b>Total Transfers to General Fund</b>	<b>482,400</b>	
General Fund	22,000	250-0000			
			Astoria Road District Fund	300,000	170-000
<b>Sub-total Local Improvement Debt Svc</b>	<b>22,000</b>				
State Tax Street Fund			Public Works Sewer Surcharge Trsfr	75,000	301-0000
Public Works Fund - Streets	475,000	172-0000	Public Works Fund Sanitation	30,000	301-0000
Astoria Road District Fund	300,000	172-0000	Public Works Fund Utility Assistance Program (UAP)	10,000	301-0000
			Public Works Fund Streets	475,000	301-0000
<b>Sub-total State Tax Street Fund</b>	<b>775,000</b>				
17th Street Dock			<b>Total Public Works Fund</b>	<b>590,000</b>	
Parks Operation Fund	70,000	330-0000	Public Works Capital Reserve Fund	200,000	178-0000
Capital Improvement Fund	76,500	330-0000	7th Street Dock Debt Service Fund	30,390	267-0000
			East Astoria Waterline Debt Service Fund	4,000	265-0000
<b>Subtotal 17th Street Dock</b>	<b>146,500</b>				
Public Works Improvement Fund			Public Works Capital Improvement Fund	75,000	176-0000
Public Works Capital Reserve Fund	200,000	176-0000			
E Astoria Waterline Debt Service Fund	30,390	176-0000			
7th Street Dock Debt Service Fund	4,000	176-0000			
<b>Subtotal Public Works Improvement Fund</b>	<b>234,390</b>				
Combined Sewer Overflow (CSO) Debt Service Fund					
Public Works Improvement Fund	75,000	270-0000			
Public Works Fund	75,000	270-0000			
<b>Subtotal CSO Debt Service Fund</b>	<b>150,000</b>				
Public Works Fund					
Sewer	165,840	301-5600	Capital Improvement Fund		
Water	248,760	301-8100	From 17th Street Dock	76,500	102-0000
			Subtotal Capital Improvement Fund	76,500	
<b>Subtotal Public Works Fund</b>	<b>414,600</b>				
<b>TOTAL TRANSFERS FROM:</b>	<b>3,292,340</b>		<b>TOTAL TRANSFERS TO:</b>	<b>3,292,340</b>	

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City of Astoria, Oregon  
Schedule of Tax Levies Imposed

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<u>Levy Description</u>	<u>Actual 2015-16</u>	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>
General Fund	<u>\$ 5,734,927</u>	<u>\$ 5,958,615</u>	<u>\$ 6,139,122</u>
Total	<u><u>\$ 5,734,927</u></u>	<u><u>\$ 5,958,615</u></u>	<u><u>\$ 6,139,122</u></u>

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In the property tax system, the Oregon Department of Revenue calculated a permanent tax rate of \$8.1738 for the City of Astoria. The tax to be imposed on tax payers in Astoria is calculated by multiplying the assessed property values by the permanent tax rate. In order to project a property tax revenue for 2017-18, a projected assessed value of \$758,532,854 was used. The assessed value for 2016-17 was \$736,439,664. This represents a projected increase in assessed value of 3%.

The budget committee authorized a levy of the full permanent rate of \$8.1738.



City of Astoria, Oregon  
Property Tax Levies and Collections  
Last Ten Fiscal Years

Year Ended	Total Tax Levy	Current Tax Collections	Percentage of Tax Levy Collected	Delinquent Tax Collections	Total Tax Collections	Percentage of Total Tax Collections to Tax Levy	Outstanding Delinquent Taxes	Percentage of Delinquent Taxes to Tax Levy
6/30/07	5,521,664	5,161,667	93.48%	241,220	5,402,887	97.85%	145,673	2.64%
6/30/08	6,044,423	5,592,670	92.53%	146,813	5,739,483	94.96%	160,240	2.65%
6/30/09	5,914,715	5,463,408	92.37%	218,104	5,681,512	96.06%	167,106	2.83%
6/30/10	6,154,012	5,643,969	91.71%	255,330	5,899,299	95.86%	226,515	3.68%
6/30/11	6,055,905	5,573,151	92.03%	309,818	5,882,969	97.14%	253,737	4.19%
6/30/12	6,206,944	5,724,294	92.22%	234,786	5,959,080	96.01%	334,157	5.38%
6/30/13	6,241,010	5,770,406	92.46%	246,299	6,016,705	96.41%	352,030	5.64%
6/30/14	6,218,028	5,790,305	93.12%	339,363	6,129,668	98.58%	302,144	4.86%
6/30/15	6,490,166	6,072,483	93.56%	291,161	6,363,644	98.05%	256,195	3.95%
6/30/16	6,774,006	6,362,786	93.93%	261,398	6,624,184	97.79%	231,912	3.42%

Source: Clatsop County Tax Assessor

# APPENDIX

## THE BUDGET PROCESS

The budget for the City of Astoria is implemented on July 1 of each year. The process begins in December, when the Finance Department distributes preliminary budget estimate forms to each department. Each department head prepares and submits estimated budget figures for the coming year, and submits them to the City Manager.

After budget estimates are prepared, the Finance Department enters the figures on Detail Budget sheets. Each department head meets with the City Manager and Finance Director to review and answer questions about specific line items. Budgeted amounts are refined during these meetings.

In the next step, the finalized expense figures are transferred to the Proposed Budget Document pages in a spreadsheet format. They are combined with projected revenue and resource information to obtain the Proposed Budget, which is presented to the Budget Committee.

By state law, the Budget Committee is comprised of the five members of the City Council (the governing body) and an equal number of citizens at large. Members of the Budget Committee are provided with background and supplemental information to assist them during the process.

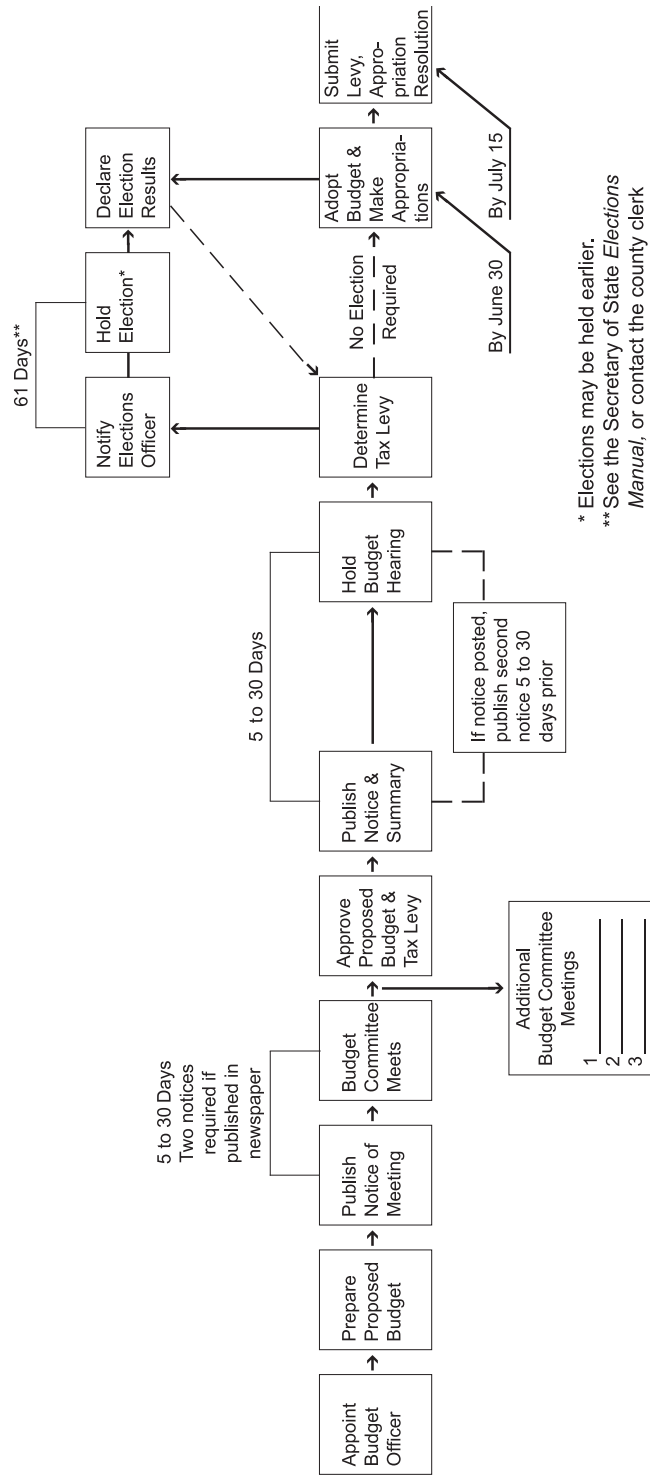
The first formal meeting of the Budget Committee includes a public hearing. Anyone wishing to present ideas or programs for which City funding is sought may make a presentation to the Budget Committee. The Committee sets several work sessions to review and/or revise the figures as presented in the Proposed Budget.

After the Budget Committee approves the Proposed Budget, a summary of the Approved Budget is published in the newspaper. Copies of the complete Approved Budget document are made available to the public at City Hall. Published legal notices also notify the public of the date on which the Approved Budget is submitted to the City Council for consideration at a public hearing. After the hearing, the City Council considers a resolution which adopts the budget, makes appropriations and levies taxes or sets a tax rate to cover the cost of the budgeted items. After this resolution is adopted by the City Council, the budget is filed with the County Clerk, and the County Tax Assessor.

During the year, the City Council may authorize transfers of appropriations within a fund by resolution. This allows for contingency or other unexpended funds to be used for unexpected expenses. With a few strictly-controlled exceptions, if extra revenue is received or needed, a supplemental budget must be adopted. This requires that the normal budget process be followed, with publication notices and a hearing before the City Council. A supplemental budget must be filed in the same manner as the regular budget.

The following graphic illustrates the flow of the budget process. Following the graphic is the City's budget calendar for the 2017-18 budget preparation process that shows the dates used to meet each step of the process graphic:

# The Budget Process



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# Index of Budget Terms

## Glossary of the Division of Accounts

The following definitions are found in alphabetical order under four separate headings for: Personal Services; Materials & Services; Capital Outlay; and Other.

### **PERSONAL SERVICES:**

Personal Services includes expenditures for salaries, wages and related employee benefits provided for all persons employed by the City:

#### Extra Help

Includes expenditures for wages provided to all persons employed by the City on a part-time or temporary basis.

#### FICA Taxes

Includes employer's share of social security taxes paid on the total compensation earned by each person employed by the City. The current rate is 7.65%.

#### FLSA Overtime

The Federal Fair Labor Standards Act (FLSA) requires the payment of overtime when an employee works more than 40 hours per week. Astoria firefighters work a 24-hour shift schedule which requires the payment of FLSA overtime.

#### Holiday Pay

Includes expenditures for overtime, provided for all public safety personnel, in lieu of time off on a holiday.

#### Holiday Pay Overtime

Includes expenditures for overtime, provided for some personnel required to work overtime on a holiday in lieu of time off.

#### Insurance

Includes employer contributions for medical, dental, life and long-term disability insurance provided for all persons employed full-time.

#### Interfund Wages

Includes expenditures in all funds except Public Works, for all personal services, provided by persons employed by Public Works, for other funds of the City.

#### Overtime

Includes all compensation paid for work in excess of 8 hours in a day or 40 hours in a week, or for call back time, to all persons employed by the City.

#### Regular Salaries

Includes expenditures for salaries and wages of all regular full and part-time employees of the City.

#### Retirement Contributions

Includes employer contributions and employee mandatory contributions for all regular full- and part-time employees after 6 months and 600 hours of employment. Temporary employees may be covered if they meet PERS membership criteria for hours worked in a period of time.

#### Workers' Compensation

Includes employer contributions for workers' compensation insurance on all persons employed by the City.

### **MATERIALS & SERVICES**

The Materials & Services section of the budget contains amounts to be spent for goods and services used in day-to-day operations and activities.

#### Advertising

Expenses for the cost of advertising in newspapers, etc.

#### Conferences, Meetings & Travel

Expenses incurred by employees who attend conferences and meetings related to their work duties. Also includes motor pool charges, freight and express charges, and messenger service charges.

#### Communication

Telephone and postage expenses.

#### Fee & Charge Programs

Expenses incurred for Parks & Recreation recreational and cultural special events, such as trips to plays outside of the Astoria area. The cost of each trip is generally borne by the participants who pay a fee that includes the event ticket and transportation. Also includes special programs at the Astoria Aquatic Center.



## Insurance

All insurance other than that related to Personal Services. This includes liability and property insurance.

## Memberships & Dues

Membership fees and dues for professional and associate groups.

## Miscellaneous

Court costs and investigations, judgments and damages, information and credit services, taxes, laundry and other contractual services not otherwise classified above.

## Office Supplies

Office stationery, forms, maps and other common office supplies.

## Operating Supplies

Agricultural supplies, chemicals, drugs, medicines, laboratory supplies, cleaning and sanitation supplies, feed for animals, food for human consumption, fuel, oil, and lubricants, household and industrial supplies, clothing, books and computer software.

## Printing & Binding

The cost of printing and binding items required to maintain operations. This may include forms, brochures, manuals and other documents such as the budget and annual report.

## Professional Services

Accounting and auditing, management consulting, engineering and architectural services, special legal services, medical, dental and hospital and other professional services.

## Projects Funded by Grants

Funds are budgeted here for projects that will be accomplished if anticipated grant monies are received.

## Public Utility Services

Natural gas, electric and refuse service.

## Rentals

Rental of land, buildings, or machinery and equipment.

#### Repair & Maintenance Services

Repair and maintenance of buildings, structures, improvements and equipment which is not done by City employees.

#### Repair & Maintenance Supplies

Building materials and supplies, paints and painting supplies, structural steel, iron and related metals, plumbing supplies, electrical supplies, motor vehicle repair materials and supplies, and other repair and maintenance supplies.

#### Small Tools & Minor Equipment

Items of small tools and equipment which would not be consumed or materially altered when used, but which cost less than \$100, excluding electronic equipment which must be included in Capital Outlay.

#### Training

Schools and workshops that enhance or maintain skills or knowledge which employees need to remain current in the technology of their position requirements.

### **CAPITAL OUTLAY:**

Capital Outlay includes outlays that result in the acquisition of or addition to fixed assets. They are classified as follows:

- Buildings
- Improvements other than buildings
- Land
- Machinery and equipment costing more than \$100

### **OTHER CLASSIFICATIONS:**

Some funds may have one or more of the following account categories:

#### Beginning Fund Balance – Prior Year Actual Basis

A fund balance that may include the net available of cash, fixed assets, value of inventory, accounts receivable and liabilities of the fund as stated in the financial statements according to Generally Accepted Accounting Principles.

#### Beginning Fund Balance – Budgetary Basis

All funds are proposed with the estimated cash balance in the fund at the beginning of a fiscal year. This cash balance may differ significantly from the prior year actual ending fund balance.

## Contingent Expenditures

An undesignated appropriation to accommodate unanticipated expenditures that become known after the budget is adopted. Funds are transferred to the appropriate department/fund by resolution of the City Council.

## Debt Service

Expenditures for repayment of principal and interest on bonds and loans.

## Ending Fund Balance

The appropriation budgeted to remain in a fund at June 30. This amount is carried over as the Beginning Fund Balance for the next fiscal year to allow for continued operations until budgeted revenues are received.

## Loan Disbursements

The loan of grant proceeds to qualified owners of low income property to make improvements to maintain and improve the housing stock available to low income residents.

## Special Payments

Extraordinary expenses not normally associated with fund budgeting. Specifically, these include payments from a revolving loan program to local businesses for improvement projects.

## Transfers to Other Funds

Funds transferred from one fund to another to pay for the cost of services provided by the receiving fund.

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