



CITY OF ASTORIA, OREGON

ADOPTED BUDGET

YEAR BEGINNING JULY 1, 2016

CITY OF ASTORIA, OREGON

Adopted Budget Document

Integrated Budget Document and Detail Pages

Year Beginning July 1, 2016

Prepared by:

**Brett Estes City Manager
Budget Officer**

July 1, 2016

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CITY OF ASTORIA, OREGON
Adopted Budget
Year Beginning July 1, 2016

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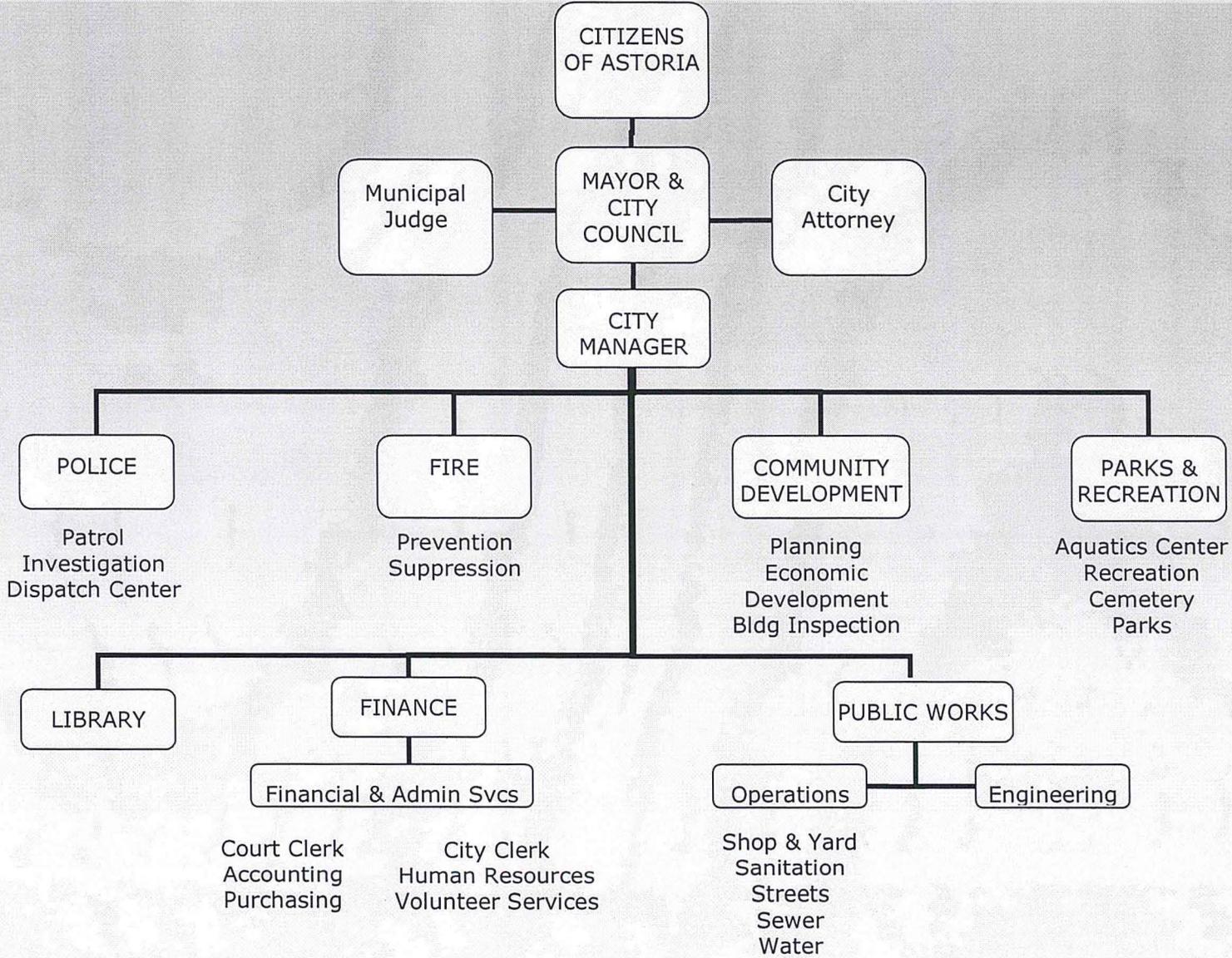
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City of Astoria Organization Chart



CITY OF ASTORIA, OREGON

BUDGET

Year Beginning July 1, 2016

Honorable Arline LaMear, Mayor

BUDGET COMMITTEE

Arline LaMear, Mayor

Zetty Nemlowill, Councilor

Drew Herzig, Councilor

Cindy Price, Councilor

Russ Warr, Councilor

David McElroy

Richard Hurley

Loran Mathews

Janet Miltenberger

Shel Cantor

CITY MANAGER

Brett Estes, City Manager

ADMINISTRATIVE STAFF

Blair Henningsgaard

Kristopher A. Kaino

Susan Brooks, CPA

Kevin Cronin

Ted Ames

Brad Johnston

Angela Cosby

Jane Tucker

Ken Cook

City Attorney

Municipal Judge

Director of Finance & Administrative Services

Community Development Director

Fire Chief

Police Chief / Assistant City Manager

Parks and Community Services Director

Library Director

Public Works Director

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CITY OF ASTORIA

Founded 1811 • Incorporated 1856

April 20, 2016

Honorable Mayor Arline LaMear,
Councilor Zetty Nemlowill, Councilor Cindy Price,
Councilor Drew Herzig, Councilor Russ Warr,
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 parks, an aquatic facility 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 about \$ 42 million. The resources and expenditures presented for FY 2016 17 reflect provision of this wide continuum of services within the context of financial sustainability.

Analysis of the City's financial statement from FY 2011 to FY 2015 shows the General Fund Ending Fund Balance increasing by a total of \$1,997,315, indicating an increased cash flow for the General Fund. During a stagnant economy and rising prices, it is important to look back over this period and understand the unique circumstances which allowed for this increase and how the City was able to utilize a portion of the funding to purchase a new ladder fire truck and maintain a healthy fund balance going into the new budget year. During the referenced period, Human Resource activities and responsibilities were distributed among several staff positions including the Finance Director with assistance of contracted services through Xenium HR. Parks functions were combined with the Aquatic Facility into a separate fund and most recently the City Manager, Director of Finance and Administrative Services, Community Development Director, Planner and Building Inspector have had vacancies. These vacancies resulted in cumulative savings over several years. We have sufficient funds to cover cash requirements in the first four months of the year until tax collection and turnover begins and are reasonably prepared for outside factors looming on the horizon. There are significant increases related to PERS rates anticipated beginning in 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 projection from PERS of rate increases for FY 2017-18. Tier 1 and 2 rates will increase 21.2%. OPSRP and OPSRP Safety rates will increase 19.2% and 18.6%, respectively. Using current wages, we project a \$ 148,477 impact to the City's General Fund. Two additional legislative actions approved in 2016 will create consequences which we have addressed and are anticipating have available funding for: mandatory sick leave legislation provides sick leave accrual for all employees based on the number of hours they work and implementation of increased minimum wage rates to reach \$ 13.50 per hour by July, 2022.

The proposed FYE June 30, 2017 budget includes reduction of the available Beginning General Fund Balance resource by \$ 264,010. The events resulting in the increase to the available balance are one-time situations and should not be relied on as a sustainable resource to draw from in future years. As such we recommend one time use for capital requirements which have been deferred. In this instance there is a one-time transfer to the Capital Improvement Fund of \$250,000 in support of projects requiring attention, as described below in the discussion of the Capital Improvement Fund. In order to balance the resources with the expenditures in the current budget we have proposed utilizing a small portion of the existing fund balance. There are some one time increases which we anticipate dropping off after this budget cycle. At this time we have sufficient funding available to cover the budget as proposed and are confident we can address the ongoing expenses in a sustainable fashion moving forward.

With this history and a glimpse of things to come, it is imperative for the City to remain vigilant and keep a sharp eye on our budgets, programs, projects and funding. Personnel services represent a significant investment and is the largest expense a City can make to ensure the City can maintain what it has and be prepared for the future. 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 finalizing renewal negotiations on our contracts with the International Association of Fire Fighters and the Astoria Public Safety Association. 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. As City infrastructure and assets age and require updates it is important to note the City is not current with replacement schedules of all capital items and replacement has been deferred as resources were scarce.

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. Opportunities on the horizon include the passage of Measure 91 legalizing recreational marijuana and the City Ballot measure to tax recreational marijuana sales. The true impact of this measure and the ballot results is not yet known and may not be known for several years. .

With the aforementioned in mind, the following presents some of the highlights for the 2015-2016 fiscal year budget for the City of Astoria:

GENERAL FUND

Beginning Fund Balance / Contingency

The beginning fund balance at July 1, 2016 is projected to be in the range of \$2,282,000 or 21.1% of total budgeted requirements. This is a decrease from the projected beginning fund balance for last fiscal year. The proposed budget for FY 2016-17 indicates a decrease in the fund balance from the beginning of the year through the end of the year. This is due to a capital improvement transfer in support of library projects and a small one-time expenditure.

General Fund Resources / Expenditures

The proposed budget is based on projected total resources of \$ 10,807,620. The prior year resources were \$ 10,588,014. This is an increase of \$ 219,616. 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 \$ 5,492,620. The prior year personnel expenses were budgeted at \$ 5,220,030. This represents an increase of \$ 272,590 or 5.22%. The increase relates to increases in health insurance premiums, contractual and projected wage adjustments, including step increases and stability pay.

"Materials and Services" are projected to be \$1,663,010. The prior year Materials & Services were \$1,607,770. This represents an increase of \$ 55,240 or approximately 3.43%.

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:

- \$ 878,100 to the proposed Parks and Recreation Fund (158).
- \$ 379,900 to the Emergency Communication (911) Fund (132).
- \$ 250,000 to the Capital Improvement Fund (102) to support Library Projects.
- \$ 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).

The total of transfers is \$1,634,000. Budgeted transfers in FY 2015-16 were \$ 1,841,810.

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 \$ 1,266,900. The healthy beginning fund balance is anticipated due to the projected May, 2016 payment of the carbon credits from the City of Astoria Watershed. Expected revenues from timber sales, state shared revenues and the second carbon credit payment combine to provide for additional resources of \$ 1,771,500. The City anticipates receiving \$ 1,000,000 as a carbon exchange credit payment in

May, 2017. A transfer of \$76,500 is budgeted to be received from the 17th Street Dock Fund and \$ 250,000 is budgeted to be received from the General Fund.

There are planned capital expenditures for the year of \$ 1,781,310 leaving a projected contingency of \$ 50,000, a reserve for Future Expenditures in support of the Library Project of \$ 750,000 an ending fund balance of \$ 457,090. Significant and new capital expenditure items in the 16-17 budget are as follows:

- \$ 450,000 in Public Works capital expenditures.
- \$ 391,500 for Parks & Recreation capital expenditures.
- \$ 300,600 for Library capital expenditures
- \$ 155,000 for Public Safety capital expenditures.
- \$ 129,430 in lease payments on public safety vehicles. This payment adds one new vehicles and continues prior lease commitments
- \$ 99,600 for Technology capital expenditures.

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 2016-17 Public Works budget contains a 6 % increase in sewer and water rates, respectively with no increase in the CSO surcharge percentage which will remain at 91%. The proposed increases would increase the average monthly residential bill approximately \$ 6.76 each month, based on utilization of 7,500 gallons of water.

Public Works Budget

The Public Works budget for fiscal year 16-17 projects estimated resources of \$5,463,940 with expenditures of \$ 5,356,350, leaving a contingency and ending fund balance of \$ 107,590.

Public Works Improvement Fund

The Public Works Improvement Fund budget for FY16-17 proposes estimated resources of \$ 1,924,120 with expenditures of \$ 1,704,200, leaving a contingency and ending fund balance of \$ 219,920. Major expenditures proposed for FY 15-16 are as follows:

- \$ 618,000 for debt service payments other than CSO
- \$ 225,000 for water main rehabilitation.
- \$ 225,000 for sewer main rehabilitation.
- \$ 200,000 transfer (5 of 5) for water treatment plant slow sand filters re-sanding
- \$ 190,000 for Pump Station #1 Improvements.
- \$ 90,500 for various smaller projects throughout the City
- \$ 80,700 for the (4 of 5) lease payments on the vector truck.
- \$ 75,000 for CSO Modeling expense.

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 six phases running through the year 2028 at a projected cost of \$48,331,000. With the completion of the 11th Street Separation Project the overall CSO work is 60% complete. Construction of the 16th Street Separation Project began in the spring of 2015 and is expected to be completed during the summer of 2016.

CSO Debt Service Fund

The total approved borrowing to date is approximately \$ 27,200,000. 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 smooths 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 16-17 no percentage increase is proposed to the current rate of 91%, as current fund levels are anticipated to cover debt service and provide fund reserves.

The requirements of the surcharge include debt service of \$ 1,430,940 in the CSO Debt Service Fund.

BUILDING INSPECTION FUND

The Building Inspection Fund was established in March 2000. The resources of the Building Inspection program for Fiscal Year 16-17 are budgeted at \$ 611,500 which includes a beginning fund balance of \$ 336,000. The ending fund balance and contingency total \$ 356,000. Proposed expenditures for FY 16-17 include a full-time building inspector and administrative assistant. A transfer of \$15,210 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 16-17 are estimated at \$ 700,000. The beginning fund balance is projected to be \$ 825,520 with an ending contingency and fund balance of \$ 675,350.

Major expenditures for FY 16-17 are as follow:

- \$ 180,750 for the Astoria/Warrenton Chamber of Commerce LCTC.
- \$ 148,940 for payoff of the Heritage Square loan.
- \$ 132,080 for Care & Maintenance of City Owned Tourism Facilities
- \$ 125,000 for the Astoria/Warrenton Chamber of Commerce Visitor Services.
- \$ 113,000 for Riverwalk Trestles and Street Ends
- \$ 79,000 for Tourism Promotion
- \$ 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 \$ 379,900. This represents an increase of \$ 47,190 over the prior year. For the 16-17 budget year, the budget to defray the cost of General Fund services remained constant at \$21,000.

CONCLUSION

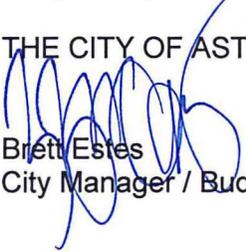
The proposed budget for FY 16-17 is adjusted to provide sustainability and cash reserves. It was designed to support existing service levels to our citizens and the goals and aspirations of the City Council for the coming year.

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

The proposed budget for FY 16-17 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

BUDGET SECTION

City of Astoria, Oregon

Summary of Requirements

Year Beginning July 1, 2016

Fund	Personal Services	Materials and Services	Capital Outlay	Transfers to Other Funds	Debt Service	Special Payments	Contingency	Total Expenditures	Ending Fund Balance	Total Requirements
General Fund (by department):										
City Council	4,470	8,750						13,220		13,220
City Manager	261,040	17,880						278,920		278,920
Municipal Court	68,920	112,760						181,680		181,680
Finance	589,460	88,730						678,190		678,190
City Attorney		88,050						88,050		88,050
Community Development	318,050	85,060						403,110		403,110
City Hall	21,740	42,100						63,840		63,840
Non and Interdepartmental	6,890	671,610		1,634,000				2,312,500		2,312,500
Fire	1,593,430	236,550						1,829,980		1,829,980
Police	2,267,750	171,750						2,439,500		2,439,500
Library	360,870	139,770						500,640		500,640
Other	-	-	-	-	-	-	2,017,990	2,017,990	-	2,017,990
Total General Fund	5,492,620	1,663,010	-	1,634,000	-	-	2,017,990	10,807,620	-	10,807,620
Capital Improvement		197,200	1,603,630		40,480		50,000	1,891,310	1,147,090	3,038,400
Unemployment		15,000					2,250	17,250	27,910	45,160
Revolving Loan		80,000					12,000	92,000	69,620	161,620
Building Inspection	212,340	27,950		15,210			20,000	275,500	336,000	611,500
Emergency Communications	1,057,980	115,400	66,000	21,000			31,200	1,291,580	117,930	1,409,510
Community Policing		8,500						8,500		8,500
Parks Project		20,000	77,970					97,970		97,970
Maritime Memorial		25,000	75,240					100,240		100,240
Parks Operation (by department):										
Aquatics	333,980	267,840						601,820		601,820
Recreation/Administration	743,430	183,620					17,574	944,624		944,624
Maintenance	357,210	201,330					-	558,540		558,540
Total Parks Operation	1,434,620	652,790	-	-	-	-	17,574	2,104,984	-	2,104,984
Astoria Road District		20,660	500,000				75,000	595,660	240,000	835,660
State Tax Street				762,000			43,960	805,960		805,960
Trails Reserve		5,000	29,790					34,790		34,790
Public Works Improvement		768,000	118,200	208,830	609,170		219,920	1,924,120		1,924,120
Public Works Capital Reserve			1,000,000					1,000,000		1,000,000
CSO Maintenance								0		0
CSO Projects										
16th Street Separation		225,000	2,075,000					2,300,000		2,300,000
Local Improvement Debt Service				22,000				22,000	189,870	211,870
E. Astoria Waterline Debt Service					66,970			66,970	26,330	93,300
7th Street Dock LID					14,090			14,090	16,830	30,920
CSO Debt Service		56,480			1,430,940		50,000	1,537,420	739,570	2,276,990
Public Works (by department):										
Engineering	981,170	96,740	16,000					1,093,910		1,093,910

Fund	Personal Services	Materials and Services	Capital Outlay	Transfers to Other Funds	Debt Service	Special Payments	Contingency	Total Expenditures	Ending Fund Balance	Total Requirements
Shop and Yard	385,990	127,130	4,600					517,720		517,720
Streets	266,470	322,620						589,090		589,090
Sanitation	42,420	26,360						68,780		68,780
Sewer	524,720	544,900	13,300	151,600				1,234,520		1,234,520
Stormwater	92,320	96,350	2,000					190,670		190,670
Water	880,780	524,180	29,300	227,400				1,661,660		1,661,660
Other	-	-	-	-	-	-	107,590	107,590	-	107,590
Total Public Works	3,173,870	1,738,280	65,200	379,000	-	-	107,590	5,463,940	-	5,463,940
Landfill Reserve								0		0
Cemetery			38,820					38,820		38,820
17th Street Dock	12,500	45,500	294,000	146,500	135,540		60,000	694,040	209,360	903,400
Aquatic Facility Trust		1,130						1,130	6,390	7,520
Astoria Public Library Endowment		21,240	4,500					25,740	111,920	137,660
Cemetery Irreducible								-	869,670	869,670
Promote Astoria		603,830	113,000		148,940		100,000	965,770	575,350	1,541,120
Logan Memorial Library	-	-	-	-	-	-	-	-	872,040	872,040
TOTAL ALL FUNDS	11,383,930	6,289,970	6,061,350	3,188,540	2,446,130	-	2,807,484	32,177,404	5,555,880	37,733,284

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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 & Interdepartmental
- Fire
- Police
- Library

For FYE June 30, 2016, the General Fund expects to receive 49.62% 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.

The Detail, Statistical and Appendix sections at the end of the budget document provide more detailed information about the General Fund.

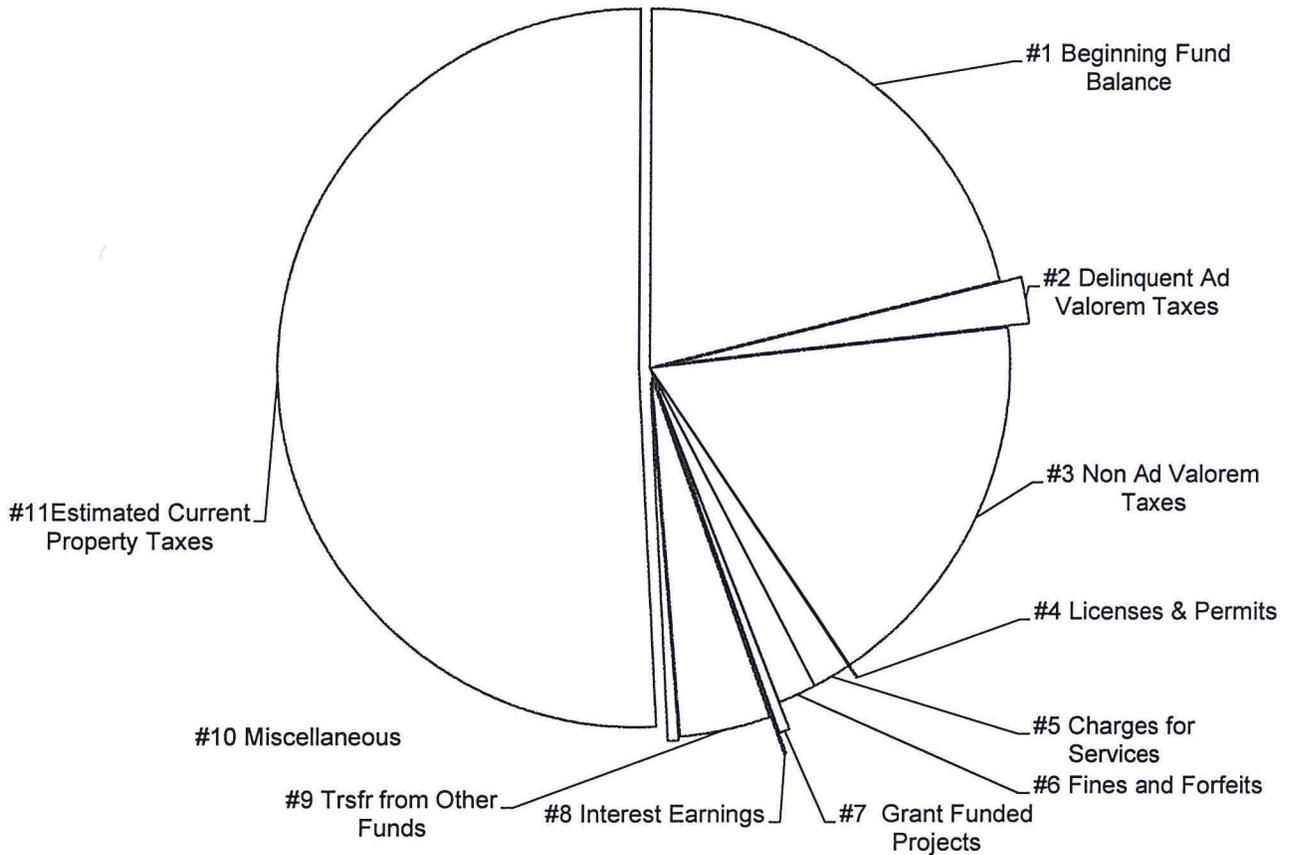
City of Astoria, Oregon
Budget Document

GENERAL FUND

Historical Data			Budget for Fiscal Year 7/1/16 - 6/30/17			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/14	FYE 6/30/15	FYE 6/30/16				
Resources						
1,511,723	2,230,271	2,965,000	Beginning Fund Balance	2,282,000	2,282,000	2,282,000
265,941	230,605	225,000	Delinquent Ad Valorem Taxes	225,000	225,000	225,000
1,743,552	1,872,563	1,736,640	Non Ad Valorem Taxes	1,875,600	1,875,600	1,875,600
15,682	30,004	6,700	Licenses and Permits	6,200	6,200	6,200
209,338	213,661	184,410	Charges for Services	187,210	187,210	187,210
287,313	214,193	184,500	Fines and Forfeits	184,500	184,500	184,500
42,124	39,664	29,150	Grant Funded Projects	50,000	50,000	50,000
10,071	13,588	11,000	Interest Earnings	11,000	11,000	11,000
Transfers from Other Funds:						
379,000	379,000	379,000	Public Works Fund	379,000	379,000	379,000
21,000	21,000	21,000	Emergency Communication Fund	21,000	21,000	21,000
15,210	15,210	15,210	Building Inspection Fund	15,210	15,210	15,210
22,000	22,000	22,000	Local Improvement Debt Service Fund	22,000	22,000	22,000
81,933	97,475	71,620	Miscellaneous	53,500	53,500	53,500
4,604,887	5,379,234	5,851,230	Sub-Total Resources	5,312,220	5,312,220	5,312,220
5,028,042	5,208,780	5,305,460	Current Ad Valorem Taxes	5,495,400	5,495,400	5,495,400
9,632,929	10,588,014	11,156,690	Total Resources	10,807,620	10,807,620	10,807,620
Requirements (by department)						
10,243	9,918	13,220	City Council	13,220	13,220	13,220
224,140	223,013	271,660	City Manager	278,920	278,920	278,920
155,611	160,689	175,040	Municipal Court	181,680	181,680	181,680
562,229	475,497	654,320	Finance	678,190	678,190	678,190
83,739	83,995	84,900	City Attorney	88,050	88,050	88,050
334,155	334,528	397,880	Community Development	403,110	403,110	403,110
54,105	47,669	63,670	City Hall	63,840	63,840	63,840
640,931	667,604	667,250	Non and Interdepartmental	678,500	678,500	678,500
1,535,230	1,580,934	1,741,590	Fire	1,829,980	1,829,980	1,829,980
2,086,427	2,150,294	2,284,010	Police	2,439,500	2,439,500	2,439,500
413,523	410,634	474,260	Library	500,640	500,640	500,640
6,100,333	6,144,775	6,827,800		7,155,630	7,155,630	7,155,630
Transfer to Other Funds						
35,000	30,000	10,000	Unemployment Fund	5,000	5,000	5,000
40,000	30,000	40,000	Public Works	40,000	40,000	40,000
294,220	309,120	332,710	Emergency Communications Fund	379,900	379,900	379,900
867,105	777,965	878,100	Parks Operation Fund	878,100	878,100	878,100
66,000	75,000	81,000	Public Works Improvement Fund	81,000	81,000	81,000
-	-	965,000	Landfill Reserve			
-	-	-	Capital Improvement Fund	250,000	250,000	250,000
1,302,325	1,222,085	2,306,810	Total Transfer to Other Funds	1,634,000	1,634,000	1,634,000
-	-	-	Contingency	2,017,990	2,017,990	2,017,990
7,402,658	7,366,860	9,134,610	Total Expenditures	10,807,620	10,807,620	10,807,620
2,230,271	3,221,154	2,022,080	Ending Fund Balance	-	-	-
9,632,929	10,588,014	11,156,690	Total Requirements	10,807,620	10,807,620	10,807,620

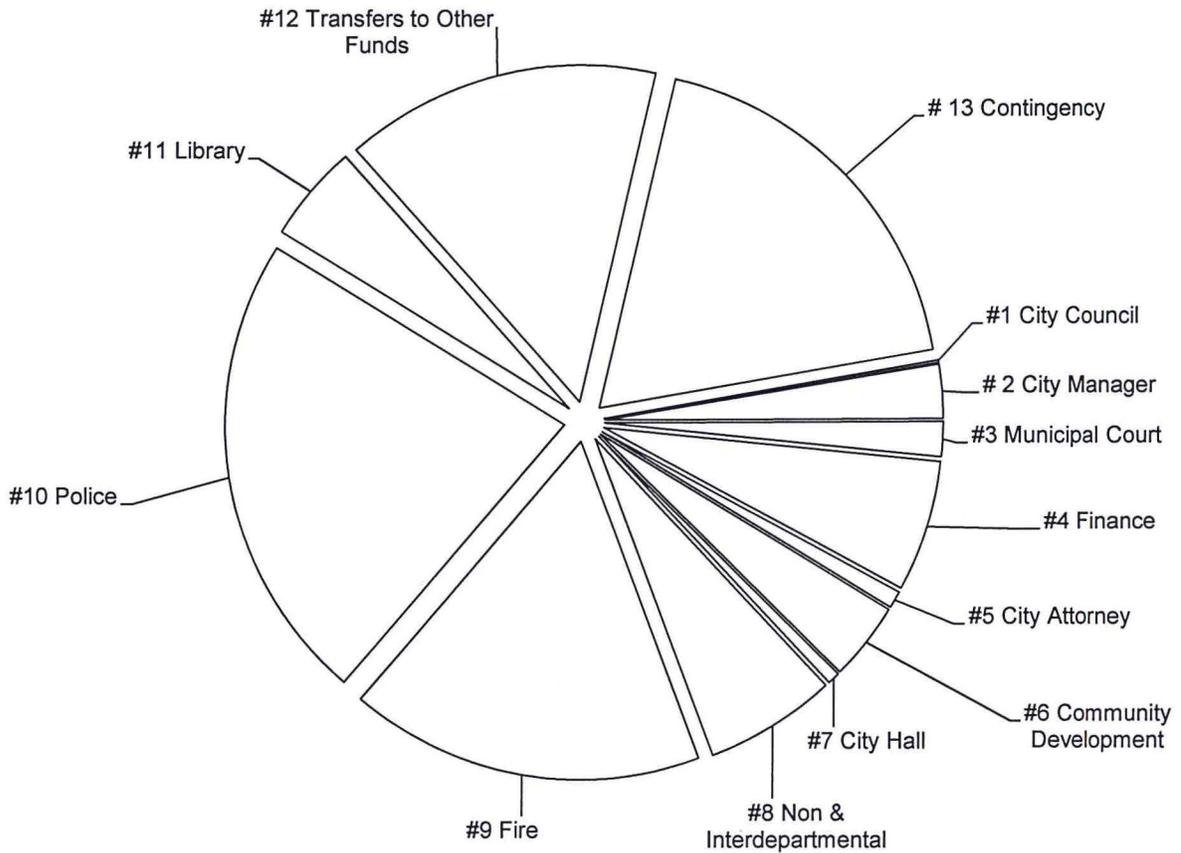
City of Astoria, Oregon
 General Fund Resources
 Year Beginning July 1, 2016

Segment #	Resources	Amount	Percentage
1	Beginning Fund Balance	\$2,282,000	21.11%
2	Delinquent Property Taxes	225,000	2.08%
3	Non Ad Valorem Taxes	1,875,600	17.35%
4	Licenses and Permits	6,200	0.06%
5	Charges for Services	187,210	1.73%
6	Fines and Forfeits	184,500	1.71%
7	Grant Funded Projects	50,000	0.46%
8	Interest Earnings	11,000	0.10%
9	Transfers from Other Funds	437,210	4.05%
10	Miscellaneous	53,500	0.50%
11	Estimated Current Property Taxes	<u>5,495,400</u>	<u>49.64%</u>
	Total Resources	<u>\$10,807,620</u>	<u>100.00%</u>



City of Astoria, Oregon
 General Fund Requirements
 Year Beginning July 1, 2016

Segment #	Requirements	Amount	Percentage
1	City Council	\$ 13,220	0.12%
2	City Manager	278,920	2.58%
3	Municipal Court	181,680	1.68%
4	Finance	678,190	6.28%
5	City Attorney	88,050	0.81%
6	Community Development	403,110	3.73%
7	City Hall	63,840	0.59%
8	Non and Interdepartmental	678,500	6.28%
9	Fire	1,829,980	16.93%
10	Police	2,439,500	22.57%
11	Library	500,640	4.63%
12	Transfers to Other Funds	1,634,000	15.12%
13	Contingency	2,017,990	18.67%
Total Requirements		<u>\$10,807,620</u>	<u>100.00%</u>



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
Drew Herzig	Councilor - Ward 2	12/31/16
Cindy Price	Councilor - Ward 3	12/31/18
Russ Warr	Councilor - Ward 4	12/31/16

City of Astoria, Oregon
Budget Document
General

Expenditures (by department)
CITY COUNCIL #1000

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/16 - 6/30/17</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	<u>Resources and Requirements</u>	<u>Proposed by Budget Officer</u>	<u>Approved by Budget Committee</u>	<u>Adopted by Governing Body</u>
<u>FYE 6/30/14</u>	<u>FYE 6/30/15</u>	<u>FYE 6/30/16</u>				
			Personnel Services:			
4,080	4,080	4,080	Regular Salaries	4,080	4,080	4,080
312	312	350	FICA Taxes	350	350	350
31	38	40	Workers' Compensation	40	40	40
<u>4,423</u>	<u>4,430</u>	<u>4,470</u>	Total Personnel Services	<u>4,470</u>	<u>4,470</u>	<u>4,470</u>
			Materials and Services:			
10	603	500	Office Supplies	500	500	500
		-	Operating Supplies			
4,850	3,761	6,500	Conferences, Meetings & Travel	6,500	6,500	6,500
250	291	250	Memberships & Dues	250	250	250
710	833	1,500	Miscellaneous	1,500	1,500	1,500
<u>5,820</u>	<u>5,488</u>	<u>8,750</u>	Total Materials and Services	<u>8,750</u>	<u>8,750</u>	<u>8,750</u>
<u>10,243</u>	<u>9,918</u>	<u>13,220</u>	Total Expenditures	<u>13,220</u>	<u>13,220</u>	<u>13,220</u>

GENERAL FUND (001)				
CITY COUNCIL (1000)				
Personnel Services (410 - 415)				
410	2020	Straight Time - Regular	4,080	
415	2220	FICA -Social Security	350	
415	2240	Workers' Compensation	40	
TOTAL PERSONNEL SERVICES				4,470
			Total FTEs	0.0
Materials and Services (510 - 675)				
510	3045	General Office Supplies	500	
Sub-total of Office Supplies				500
615	4265	Travel - Conferences and Meetings	6,500	
Sub-total Conferences, Meetings & Travel				6,500
630	4720	Sister Cities International Program	250	
Sub-total Memberships & Dues				250
675	6035	Miscellaneous - General	1,500	
Sub-total of Miscellaneous				1,500
TOTAL MATERIALS & SERVICES				8,750
TOTAL CITY COUNCIL				13,220

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FUND: GENERAL

Department: City Manager #1101

Basic Objectives

This department provides for the activities of the City Manager's office and Human Resource administration. 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, 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 Secretary.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
CITY MANAGER #1101

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/16 - 6/30/17</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/14	FYE 6/30/15	FYE 6/30/16		Budget Officer	Budget Committee	Governing Body
Personnel Services:						
161,788	154,072	175,450	Regular Salaries	181,950	181,950	181,950
1,721	-	2,310	Extra Help	2,310	2,310	2,310
11,519	11,581	13,750	FICA Taxes	14,250	14,250	14,250
14,759	18,689	29,250	Insurance	29,630	29,630	29,630
20,270	22,108	32,520	Retirement Contributions	32,380	32,380	32,380
486	481	500	Workers' Compensation	520	520	520
<u>210,543</u>	<u>206,931</u>	<u>253,780</u>	Total Personnel Services	<u>261,040</u>	<u>261,040</u>	<u>261,040</u>
Materials and Services:						
1,641	2,987	2,050	Office Supplies	2,050	2,050	2,050
20	46	300	Operating Supplies	300	300	300
117	43	-	Repair & Maintenance Supplies	-	-	-
3,285	1,639	3,680	Memberships & Dues	3,680	3,680	3,680
556	500	900	Employee Assistance Program	900	900	900
2,383	7,317	6,950	Conferences, Meetings & Travel	6,950	6,950	6,950
5,595	3,550	3,500	Miscellaneous	3,500	3,500	3,500
-	-	500	Technology Services	500	500	500
<u>13,597</u>	<u>16,082</u>	<u>17,880</u>	Total Materials and Services	<u>17,880</u>	<u>17,880</u>	<u>17,880</u>
Capital Outlay:						
-	-	-	Machinery and Equipment	-	-	-
<u>224,140</u>	<u>223,013</u>	<u>271,660</u>	Total Expenditures	<u>278,920</u>	<u>278,920</u>	<u>278,920</u>

GENERAL FUND (001)			
CITY MANAGER (1101)			
Personnel Services (410 - 415)			
410	2020	Straight Time - Regular	181,950
410	2085	Extra Help	2,310
415	2220	FICA -Social Security	14,250
415	2230	Insurance	29,630
415	2235	Retirement Contributions	32,380
415	2240	Workers' Compensation	520
TOTAL PERSONNEL SERVICES			261,040
Total FTEs			2.1
Materials and Services (510 - 685)			
510	3040	Printer Cartridges and Supplies	1,450
510	3045	General Office Supplies	600
Sub-total of Office Supplies			2,050
515	3310	General Operating Supplies	300
Sub-total of Operating Supplies			300
615	4220	League of Oregon Cities	800
615	4225	OOCMA - Spring / Summer	750
615	4227	ICMA	2,000
615	4230	CCIS	400
615	4260	Conference/Meeting Expense	1,500
615	4265	Travel - Conferences and Meetings	1,500
Sub-total of Conferences, Meetings & Travel			6,950
620	4320	Employee Assistance Program (RBH)	900
Sub-total of Employee Assistance Program			900
630	4730	ICMA	1,000
630	4735	OCCMA	270
630	4737	Local Government Personnel Institute	1,400
630	4738	International Public Management	200
630	4755	Columbia Forum	60
630	4765	APA - AICP Certification	750
Sub-total of Memberships & Dues			3,680

GENERAL FUND (001)				
CITY MANAGER (1101)				
675	5920	Employee Recognition	3,000	
675	6035	General - Miscellaneous	500	
				3,500
685	6205	Computer Software		
685	6207	Non-Contract IT Services	500	
				500
TOTAL MATERIALS & SERVICES				17,880
TOTAL CITY MANAGER				278,920

FUND: GENERAL

Department: Municipal Court #1400

Basic Objectives

The Municipal Court handles citations issued by the Astoria Police Department 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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/16- 6/30/17</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/14	FYE 6/30/15	FYE 6/30/16		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
40,910	41,607	42,350	Regular Salaries	43,410	43,410	43,410
3,074	3,060	3,360	FICA Taxes	3,440	3,440	3,440
1,823	9,922	14,320	Insurance	15,170	15,170	15,170
5,516	5,609	7,530	Retirement Contributions	6,770	6,770	6,770
121	132	130	Workers' Compensation	130	130	130
<u>51,444</u>	<u>60,330</u>	<u>67,690</u>	Total Personnel Services	<u>68,920</u>	<u>68,920</u>	<u>68,920</u>
			Materials and Services:			
1,766	1,344	1,200	Office Supplies	500	500	500
-	-	-	Operating Supplies	-	-	-
85	282	400	Conferences, Meetings & Travel	400	400	400
56,339	56,690	57,190	Professional Services	58,800	58,800	58,800
145	-	150	Memberships & Dues	150	150	150
-	-	-	Printing & Binding	-	-	-
217	2,821	-	Repair & Maintenance Services	-	-	-
2,170	-	2,610	Technology Services	2,610	2,610	2,610
<u>43,445</u>	<u>39,222</u>	<u>45,800</u>	Miscellaneous	<u>50,300</u>	<u>50,300</u>	<u>50,300</u>
<u>104,167</u>	<u>100,359</u>	<u>107,350</u>	Total Materials and Services	<u>112,760</u>	<u>112,760</u>	<u>112,760</u>
			Capital Outlay			
-	-	-	Machinery & Equipment	-	-	-
<u>155,611</u>	<u>160,689</u>	<u>175,040</u>	Total Expenditures	<u>181,680</u>	<u>181,680</u>	<u>181,680</u>

GENERAL FUND (001)				
<u>MUNICIPAL COURT (1400)</u>				
<u>Personnel Services (410 - 415)</u>				
410	2020	Straight Time - Regular	43,410	
415	2220	FICA -Social Security	3,440	
415	2230	Insurance	15,170	
415	2235	Retirement Contributions	6,770	
415	2240	Workers' Compensation	130	
TOTAL PERSONNEL SERVICES				68,920
			Total FTEs	1.0
<u>Materials and Services (510 - 685)</u>				
510	3045	General Office Supplies	500	
Sub-total of Office Supplies				500
615	4265	Travel - Conferences and Meetings	400	
Sub-total Conferences, Meetings & Travel				400
620	4325	Municipal Court Judge	37,700	
620	4330	Indigent Defense Contract	17,500	
620	4335	Pro Tem Judge	2,000	
620	4340	Payments for Jury Trials	100	
620	4540	Interpreter Fees	1,500	
Sub-total of Professional Services				58,800
630	4750	Memberships & Dues	150	
Sub-total Memberships & Dues				150
675	5925	VISA Fees	2,100	
675	6040	State Assessments on Fines	35,000	
675	6045	Jury & Witness Fees	200	
675	6050	Jail Assessments	13,000	
Sub-total of Miscellaneous				50,300
685	6280	Municipal Court Software Maintenance	2,610	
Sub-total of Technology Services				2,610
TOTAL MATERIALS & SERVICES				112,760
TOTAL MUNICIPAL COURT				181,680

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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, financial statement preparation, cash management, and maintenance of official City records. Additionally, Finance provides accounting, key maintenance for most City owned buildings and facilities, and other financial services and analysis as required.

The Director of Finance and Administrative Services serves as the City Clerk and City Treasurer and is responsible for a variety of Human Resource activities, election official duties, risk management and City-wide information services contract in addition to financial and budgetary aspects of the City.

Staffing

Six full-time Finance employees include 2 accounting clerks, an operations supervisor, a financial reporting manager and a financial analyst. A part-time administrative support position and the Municipal Court Clerk are also under the supervision of the Director of Finance and Administrative Services. The Director reports to the City Manager.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
FINANCE #1600

Historical Data			Budget for Fiscal Year 7/1/16 - 6/30/17			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/14	FYE 6/30/15	FYE 6/30/16		Budget Officer	Budget Committee	Governing Body
339,366	284,405	374,240	Personnel Services:			
22	30	-	Regular Salaries	392,650	392,650	392,650
2,561	-	4,620	Overtime	-	-	-
25,125	20,816	29,340	Extra Help	4,500	4,500	4,500
79,525	72,100	95,700	FICA Taxes	30,770	30,770	30,770
46,313	32,063	66,510	Insurance	96,190	96,190	96,190
975	984	990	Retirement Contributions	64,310	64,310	64,310
			Workers' Compensation	1,040	1,040	1,040
493,887	410,398	571,400	Total Personnel Services	589,460	589,460	589,460
			Materials and Services:			
4,015	4,778	6,000	Office Supplies	6,000	6,000	6,000
487	629	300	Operating Supplies			
1,634	729	1,500	Repair & Maintenance Supplies	300	300	300
1,206	282	3,000	Small Tools & Minor Equipment			
26,292	29,534	38,200	Training	1,500	1,500	1,500
264	280	710	Conferences, Meetings & Travel	2,500	2,500	2,500
17	83	110	Professional Services	44,200	44,200	44,200
1,964	2,387	2,450	Memberships & Dues	970	970	970
2,902	773	2,000	Communications	110	110	110
574	-	750	Advertising	2,250	2,250	2,250
196	44	150	Printing & Binding	2,500	2,500	2,500
28,791	25,580	27,750	Repair & Maintenance Services	500	500	500
68,342	65,099	82,920	Miscellaneous	150	150	150
			Technology Services	27,750	27,750	27,750
			Total Materials and Services	88,730	88,730	88,730
			Capital Outlay:			
-	580	-	Machinery & Equipment	-	-	-
562,229	476,077	654,320	Total Expenditures	678,190	678,190	678,190

GENERAL FUND (001)				
FINANCE (1600)				
Personnel Services (410 - 415)				
410	2020	Straight Time - Regular	392,650	
410	2085	Extra Help	4,500	
415	2220	FICA -Social Security	30,770	
415	2230	Insurance	96,190	
415	2235	Retirement Contributions	64,310	
415	2240	Workers' Compensation	1,040	
TOTAL PERSONNEL SERVICES				589,460
			Total FTEs	6.6
Materials and Services (510 - 685)				
510	3045	General Office Supplies	6,000	
Sub-total of Office Supplies				6,000
525	3640	Other Repair & Maintenance Supplies	300	
Sub-total of Repair & Maintenance Supplies				300
610	4055	Computer Training	1,500	
Sub-total of Training				1,500
615	4265	Travel - Conferences and Meetings	2,500	
Sub-total Conferences, Meetings & Travel				2,500
620	4345	Audit Fees	33,500	
620	4346	OPEB Preparation Fee	3,600	
620	4350	State Filing Fee	600	
620	4540	Professional Services - General	6,500	
Sub-total of Professional Services				44,200
630	4740	AICPA	230	
630	4745	OMFOA	200	
630	4750	OSCPA	290	
630	4736	Society of Human Resources	250	
Sub-total Memberships & Dues				970
635	4975	Postage	110	
Sub-total of Communications				110
640	5020	Advertising - Liquor Licenses	750	
640	5025	Advertising - Budget Notices	1,500	
Sub-total of Advertising				2,250

GENERAL FUND (001)				
FINANCE (1600)				
650	5145	Printing & Binding - General	2,500	
		Sub-total of Printing & Binding		2,500
660	5825	General Repair & Maintenance	500	
		Sub-total of Repair & Maintenance Services		500
675	6035	General-Miscellaneous	150	
		Sub-total of Miscellaneous		150
685	6205	Computer Software	500	
685	6207	Non-Contract IT Services	750	
685	6247	Financial Software Maintenance	26,500	
		Sub-total of Technology Services		27,750
TOTAL MATERIALS & SERVICES				88,730
TOTAL FINANCE				678,190

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/16 - 6/30/17</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	<u>Resources and Requirements</u>	<u>Proposed by Budget Officer</u>	<u>Approved by Budget Committee</u>	<u>Adopted by Governing Body</u>
<u>FYE 6/30/14</u>	<u>FYE 6/30/15</u>	<u>FYE 6/30/16</u>				
		400	Materials and Services:			
83,313	83,995	84,000	Conferences Meetings & Travel	550	550	550
426	-	500	Professional Services	87,000	87,000	87,000
			Miscellaneous	500	500	500
<u>83,739</u>	<u>83,995</u>	<u>84,900</u>	Total Expenditures	<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	
620	4355	City Attorney Agreement	87,000	
675	6035	General - Miscellaneous	500	
TOTAL MATERIALS & SERVICES				<u>88,050</u>
TOTAL CITY ATTORNEY				<u>88,050</u>

FUND: GENERAL

Department: Community Development #2001

Basic Objectives

The Community Development Department is responsible for economic development, redevelopment, housing, land use planning, zoning administration, code enforcement, 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, as well as project based committees. 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), which provides grant opportunities and strategic investments in historic preservation. 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 development of the Astoria-Warrenton Area Chamber of Commerce and Port of Astoria Conference Center project and revitalization of the Uniontown 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 Codes Division of the CDD is accounted for in the Building Inspection Fund, to comply with ORS 455.210.

Staffing

Community Development staffing consists of three full-time positions: the director, a city planner and an administrative assistant. Building Inspection staffing consists of two full-time positions: building official / code enforcement officer and a building permit technician.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
COMMUNITY DEVELOPMENT #2001

Historical Data			Budget for Fiscal Year 7/1/16 - 6/30/17			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/14	FYE 6/30/15	FYE 6/30/16		Budget Officer	Budget Committee	Governing Body
194,742	88,564	189,620	Personnel Services:			
23,833	147,167	35,500	Regular Salaries	201,200	201,200	201,200
16,352	17,809	17,430	Extra Help	7,750	7,750	7,750
35,923	16,029	58,670	FICA Taxes	16,190	16,190	16,190
35,760	23,284	35,640	Insurance	48,040	48,040	48,040
484	478	520	Retirement Contributions	44,380	44,380	44,380
			Workers' Compensation	490	490	490
307,094	293,331	337,380	Total Personnel Services	318,050	318,050	318,050
			Materials and Services:			
948	1,088	1,600	Office Supplies	1,000	1,000	1,000
298	25	100	Operating Supplies	-	-	-
15	-	-	Training	-	-	-
3,750	4,034	3,500	Conferences, Meetings & Travel	4,000	4,000	4,000
6,976	9,934	10,000	Professional Services	12,500	12,500	12,500
6,766	6,223	7,500	Memberships & Dues	7,100	7,100	7,100
-	-	-	Communications	-	-	-
6,294	7,247	6,700	Advertising	7,000	7,000	7,000
1,357	1,173	1,000	Printing & Binding	500	500	500
557	1,235	750	Repair & Maintenance Services	600	600	600
-	10,078	29,150	Projects Funded by Grants	52,000	52,000	52,000
100	160	200	Technology Services	360	360	360
27,061	41,197	60,500	Total Materials and Services	85,060	85,060	85,060
			Capital Outlay:			
-	-	-	Machinery & Equipment	-	-	-
334,155	334,528	397,880	Total Expenditures	403,110	403,110	403,110

GENERAL FUND (001)			
COMMUNITY DEVELOPMENT (2001)			
<u>Personnel Services (410 - 415)</u>			
410	2020	Straight Time - Regular	201,200
410	2085	Extra Help	7,750
415	2220	FICA - Social Security	16,190
415	2230	Insurance	48,040
415	2235	Retirement Contributions	44,380
415	2240	Workers' Compensation	490
TOTAL PERSONNEL SERVICES			318,050
Total FTEs			3.2
<u>Materials and Services (510 - 685)</u>			
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
Sub-total Conferences, Meetings & Travel			4,000
620	4360	Planning and Economic Development	10,000
620	4540	Public Involvement	2,500
Sub-total of Professional Services			12,500
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 Dist	250
Sub-total Memberships & Dues			7,100
640	5030	Advertising - Public Notices	7,000
Sub-total of Advertising			7,000
650	5145	Printing & Binding - General	500
Sub-total of Printing & Binding			500

GENERAL FUND (001)				
COMMUNITY DEVELOPMENT (2001)				
660	5620	Office Machines	500	
660	5825	General Repair & Maintenance	100	
		Sub-total of Repair & Maintenance Services		600
680	6125	Certified Local Government/SHPO	12,000	
680	6140	Coastal Economic Development	40,000	
		Sub-total of Projects Funded by Grants		52,000
685	6205	Computer Software	360	
		Sub-total of Technology Services		360
TOTAL MATERIALS & SERVICES				85,060
TOTAL COMMUNITY DEVELOPMENT				403,110

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 7/1/16 - 6/30/17</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 6/30/14	FYE 6/30/15	FYE 6/30/16				
			Personnel Services:			
275	31	1,250	Extra Help	1,250	1,250	1,250
11,729	8,438	15,000	Interfund Wages	15,000	15,000	15,000
1,594	718	1,370	FICA Taxes	1,370	1,370	1,370
1,278	331	1,100	Insurance	1,100	1,100	1,100
592	516	2,670	Retirement Contributions	2,340	2,340	2,340
337	333	680	Workers' Compensation	680	680	680
<u>15,805</u>	<u>10,367</u>	<u>22,070</u>	Total Personnel Services	<u>21,740</u>	<u>21,740</u>	<u>21,740</u>
			Materials and Services:			
1,165	1,318	750	Operating Supplies	1,500	1,500	1,500
5,219	2,981	5,450	Repair & Maintenance Supplies	4,400	4,400	4,400
-	-	-	City Shops Expense	-	-	-
16,859	16,886	20,300	Professional Services	20,800	20,800	20,800
15,057	16,116	15,100	Public Utility Services	15,400	15,400	15,400
<u>38,300</u>	<u>37,301</u>	<u>41,600</u>	Total Materials and Services	<u>42,100</u>	<u>42,100</u>	<u>42,100</u>
<u>54,105</u>	<u>47,668</u>	<u>63,670</u>	Total Expenditures	<u>63,840</u>	<u>63,840</u>	<u>63,840</u>

GENERAL FUND (001)				
CITY HALL (2200)				
Personnel Services (410 - 415)				
410	2085	Extra Help	1,250	
412	2095	Interfund Wages	15,000	
415	2220	FICA - Social Security	1,370	
415	2230	Insurance	1,100	
415	2235	Retirement Contributions	2,340	
415	2240	Workers' Compensation	680	
TOTAL PERSONNEL SERVICES				21,740
			Total FTEs	0.3
Materials and Services (515 - 675)				
515	3265	Custodial Supplies	1,500	
Sub-total of Operating Supplies				1,500
525	3520	Building Materials / Supplies	900	
525	3640	Other Repair & Maintenance Supplies	3,500	
Sub-total of Repair & Maintenance Supplies				4,400
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				20,800
655	5205	Electricity - City Hall	11,100	
656	5475	Natural Gas- City Hall	2,100	
657	5505	Sanitation - City Hall	2,200	
Public Involvement				
Sub-total of Public Utility Services				15,400
TOTAL MATERIALS & SERVICES				42,100
TOTAL CITY HALL				63,840

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FUND: GENERAL

Department: Non & Interdepartmental #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.

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 AND INTERDEPARTMENTAL #2400

Historical Data			Budget for Fiscal Year 7/1/16 - 6/30/17			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/14	FYE 6/30/15	FYE 6/30/16		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
	5,275	5,000	Interfund Wages	5,000	5,000	5,000
	470	450	FICA Taxes	450	450	450
	105	-	Insurance	-	-	-
	1,143	1,110	Retirement Contributions	1,230	1,230	1,230
-	214	210	Worker Compensation	210	210	210
-	7,207	6,770	Total Personnel Services	6,890	6,890	6,890
			Materials and Services:			
3,105	4,413	3,750	Office Supplies	3,750	3,750	3,750
6,297	3,871	7,500	Operating Supplies	7,500	7,500	7,500
4,656	8,440	7,500	Repair & Maintenance Supplies	7,500	7,500	7,500
227,769	235,869	220,480	Professional Services	222,030	222,030	222,030
10,228	10,199	10,350	Memberships & Dues	10,350	10,350	10,350
58,265	60,079	63,600	Communications	63,600	63,600	63,600
49	-	250	Advertising	250	250	250
181,889	226,173	240,000	Insurance	261,600	261,600	261,600
1,132	1,039	1,200	Public Utility Services	500	500	500
			Repair & Maintenance Services			
6,130	5,092	7,500	Rentals	7,500	7,500	7,500
139,286	103,311	94,850	Miscellaneous	83,530	83,530	83,530
2,125	1,911	3,500	Non-Contract IT Services	3,500	3,500	3,500
640,931	660,397	660,480	Total Materials and Services	671,610	671,610	671,610
			Transfer to Other Funds:			
35,000	30,000	10,000	Unemployment Trust	5,000	5,000	5,000
294,220	309,120	332,710	Emergency Communications Fund	379,900	379,900	379,900
867,105	881,000	878,100	Parks Operation Fund	878,100	878,100	878,100
-	-	10,000	UAP Transfer to Public Works Fund	10,000	10,000	10,000
-	-	81,000	Public Works Improvement Fund	81,000	81,000	81,000
40,000	1,965	30,000	Public Works Fund	30,000	30,000	30,000
-	-	965,000	Capital Improvement Fund	250,000	250,000	250,000
66,000	-	-	Landfill Reserve Fund	-	-	-
1,302,325	1,222,085	2,306,810	Total Transfer to Other Funds	1,634,000	1,634,000	1,634,000
1,943,256	1,889,689	2,974,060	Total Expenditures	2,312,500	2,312,500	2,312,500

GENERAL FUND (001)

NON & INTERDEPARTMENTAL (2400)

Personnel Services (412)

412	2095	Interfund Wages	5,000	
415	2220	FICA	450	
415	2235	Retirement Contributions	1,230	
415	2240	Worker Compensation	210	

TOTAL PERSONNEL SERVICES			0.1	6,890
		Total FTEs		

Materials and Services (510 - 675)

510	3030	Paper	3,750	
		Sub-total of Office Supplies		3,750
515	3310	General Operating Supplies	7,500	
		Sub-total of Operating Supplies		7,500
525	3640	Other Repair & Maintenance Supplies	7,500	
		Sub-total of Repair & Maintenance Supplies		7,500
620	4390	Network Maintenance	62,040	
620	4395	Email Hosting	1,170	
620	4400	Internet Connectivity	10,000	
620	4402	Website Hosting	11,320	
620	4405	Website Consulting	1,500	
620	4410	Personnel Legal Services	40,000	
620	4415	General Professional Services	32,000	
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		222,030
630	4785	League of Oregon Cities	6,600	
630	4796	CEDR	3,750	
		Sub-total of Memberships & Dues		10,350
635	4920	Cell Phones	22,500	
635	4930	Telephone - Century Link	15,600	
635	4975	Postage	24,500	
635	4980	Postage Meter Fees	1,000	
		Sub-total of Communications		63,600
640	5020	Advertising - Legal Ads / Notices	250	
		Sub-total of Advertising		250
645	5060	Insurance - Liability	261,600	
		Sub-total of Insurance		261,600

GENERAL FUND (001)

NON & INTERDEPARTMENTAL (2400)

655	5208	Miscellaneous Utilities	500	
		Sub-total of Misc Utility Services		500
665	5860	Photocopy Machines	7,500	
		Sub-total of Rentals		7,500
675	5935	Retiree Medical Benefits	24,070	
675	5940	Taxes and Assessments	6,000	
675	5980	Other Community Organizations- <i>see listing at end</i>	53,460	
		Sub-total of Miscellaneous		83,530
685	6207	Non-Contract IT Services	1,500	
685	6209	Human Resource iApplicants	2,000	
		Sub-total of Technology		3,500

TOTAL MATERIALS & SERVICES 671,610

Transfers to Other Funds (850)

850	7520	Unemployment Fund	5,000	
850	7522	UAP Transfer to PW	10,000	
850	7525	Emergency Communications Fund	379,900	
850	7532	Parks / Aquatic Fund	878,100	
850	7533	PWIF Loan Payment Landfill Closure	81,000	
850	7535	Capital Improvement Fund	250,000	
850	7550	Public Works Fund Landfill Monitoring	30,000	
		Sub-total Transfers to Other Funds		1,634,000

TOTAL TRANSFERS TO OTHER FUNDS 1,634,000

TOTAL NON & INTERDEPARTMENTAL 2,312,500

CAPITAL IMPROVEMENT FUND - NON AND INTERDEPARTMENTAL

	16-17	
Software Support Renewals	11,000	
Computer Replacements	18,000	
Hardware, Server Replacements and Backup	70,600	

Total Capital Improvement Fund - Non and Interdepartmental 99,600

TOTAL NON AND INTERDEPARTMENTAL - ALL FUNDS 2,412,100

COMMUNITY ORGANIZATION (SOCIAL SERVICES - BASIC NEEDS)

<u>Organization</u>	<u>Requested</u>	<u>Recommended Distribution</u>
Clatsop CASA Program	4,500	3,700
Clatsop Comm Action - Food Program	15,000	15,000
The Harbor /Clatsop County Women's Resource Center	20,000	12,350
Lower Columbia Hispanic Center	7,500	5,500
Helping Hands	10,000	7,900
Astoria Warming Center	4,500	4,000
Friends of the Armory	15,000	5,000
Total Community Organizations (Basic Need Grants)	<u>76,500</u>	<u>53,450</u>

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 7/1/16 - 6/30/17			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/14	FYE 6/30/15	FYE 6/30/16		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
801,084	841,719	907,150	Regular Salaries	880,160	944,500	944,500
30,240	49,997	31,500	Overtime	100,340	36,000	36,000
11,540	13,475	17,500	Department Funded Intern Stipends	17,500	17,500	17,500
11,541	-	-	Grant Funded Intern Stipends	-	-	-
23,081	15,049	20,100	Volunteer Wages	24,950	24,950	24,950
15,487	11,423	20,000	Interfund Wages	20,000	20,000	20,000
67,010	70,053	76,930	FICA Taxes	80,490	80,490	80,490
168,653	176,970	200,700	Insurance	198,060	198,060	198,060
147,970	152,504	209,890	Retirement Contributions	234,610	234,610	234,610
30,486	31,356	35,690	Workers' Compensation	37,320	37,320	37,320
1,307,092	1,362,546	1,519,460	Total Personnel Services	1,593,430	1,593,430	1,593,430
			Materials and Services:			
1,520	1,136	1,700	Office Supplies	1,600	1,600	1,600
56,475	56,411	66,650	Operating Supplies	68,650	68,650	68,650
4,433	6,391	6,150	Repair & Maintenance Supplies	6,450	6,450	6,450
3,096	1,686	5,500	Small Tools & Minor Equipment	5,000	5,000	5,000
10,828	6,252	9,000	City Shop Expenses	8,500	8,500	8,500
14,707	8,044	15,000	Training	15,000	15,000	15,000
5,045	4,511	4,250	Conferences, Meetings & Travel	4,500	4,500	4,500
5,272	9,428	10,300	Professional Services	10,800	10,800	10,800
7,506	19,276	7,200	Volunteer Services	7,200	7,200	7,200
35,848	7,435	21,500	Fire Intern Expense	25,130	25,130	25,130
1,059	1,136	1,200	Memberships & Dues	1,300	1,300	1,300
			Communications			
240	403	650	Advertising	700	700	700
43,297	45,427	42,480	Public Utility Services	47,770	47,770	47,770
20,708	33,773	28,950	Repair & Maintenance Services	32,300	32,300	32,300
767	-	1,600	Technology Services	1,650	1,650	1,650
210,801	201,309	222,130	Total Materials and Services	236,550	236,550	236,550
			Capital Outlay:			
320	2,881		Buildings			
1,060	-		Improvements Other Than Bldgs			
15,957	14,197	-	Machinery & Equipment	-	-	-
17,337	17,078	-	Total Capital Outlay	-	-	-
1,535,230	1,580,933	1,741,590	Total Expenditures	1,829,980	1,829,980	1,829,980

GENERAL FUND (001)

FIRE DEPARTMENT (2600)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	944,500
410	2045	Overtime	36,000
410	2055	Department Funded Intern Stipends	17,500
410	2059	Volunteer Wages	24,950
412	2095	Interfund Wages	20,000
415	2220	FICA - Social Security	80,490
415	2230	Insurance	198,060
415	2235	Retirement Contributions	234,610
415	2240	Workers' Compensation	37,320

TOTAL PERSONNEL SERVICES

Total FTEs

12.4

1,593,430

Materials and Services (510 - 685)

510	3045	General Office Supplies	1,600
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Sub-total of Office Supplies

1,600

515	3180	Fuel, Oil & Lubricants	15,000
515	3185	Emergency Medical Supplies	3,900
515	3190	Firefighting Equipment	4,500
515	3195	Fire Prevention/Public Relations Supplies	2,000
515	3200	HazMat Supplies	1,000
515	3205	Clothing / Uniforms	6,750
515	3210	Annual Turnouts	10,000
515	3215	Annual Radio / Pager Purchase	4,000
515	3220	Annual Hose Purchase	4,500
515	3225	Annual Nozzle Applications	3,000
515	3230	SCBA Maintenance Supplies	2,500
515	3240	Wildland / Interface	2,500
515	3242	Structural Personal Protective Equipment	3,500
515	3310	General Operating Supplies	5,500

Sub-total of Operating Supplies

68,650

525	3510	Building Materials / Supplies Station 2	600
525	3520	Building Materials / Supplies Headquarters	1,500
525	3530	General - Repair & Maintenance Supplies	2,850
525	3535	Radio / Pagers	1,500

Sub-total of Repair & Maintenance Supplies

6,450

530	3720	Small Tools	5,000
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Sub-total of Small Tools

5,000

GENERAL FUND (001)

FIRE DEPARTMENT (2600)

545	3820	Vehicle Parts - City Shops	8,500	
		Subtotal of City Shop Expense		8,500
	6140	Coastal Economic Development	40,000	
610	4075	Outside Training & Schools	10,000	
610	4080	Resource Materials	1,500	
610	4090	Career Development/Career Tuition Reimbursement	3,500	
		Sub-total of Training		15,000
615	4260	Conferences / Meetings / Travel Expenses	4,500	
		Sub-total of Conferences, Meetings & Travel		4,500
620	4420	Physician Adviser Services	3,300	
620	4540	General - Professional Services	1,750	
620	4515	Annual Medical Exams	5,000	
620	4520	Finger Printing / Screening	750	
		Sub-total of Professional Services		10,800
625	4635	Department Funded Intern Tuition & Fees		
625	4650	Volunteer Firefighter Insurance	3,000	
625	4655	Volunteer Length of Service Program		
625	4660	Volunteer Awards & Program	3,500	
625	4665	CERT Program	700	
		Sub-total of Volunteer Services		7,200
625	4635	Department Funded Intern Tuition & Fees	25,130	
		Sub-total of Fire Intern Expense		25,130
630	4750	Various Dues	1,300	
		Sub-total of Memberships & Dues		1,300
640	5020	Advertising - Legal Ads / Notices	700	
		Sub-total of Advertising		700
655	5211	Electricity - Public Safety Building	27,600	
655	5212	Electricity - Fire Station 2	2,900	
656	5450	Natural Gas - Fire Station 2	2,000	
656	5455	Natural Gas - Public Safety Building	10,700	
657	5508	Sanitation - Public Safety Building	4,010	
657	5509	Sanitation - Fire Station 2	560	
		Sub-total of Public Utility Services		47,770

GENERAL FUND (001)			
FIRE DEPARTMENT (2600)			
660	5710	Radio / Pagers	2,500
660	5715	Annual SCBA & Breathing Air Compressor Maint	3,500
660	5716	Quarterly Breathing Air Quality Testing	650
660	5717	Posi-Check & Porta-Count Annual Calibration	1,800
660	5720	Defibrillator Maintenance	1,600
660	5721	Personal Protective Equipment Maintenance	1,500
660	5725	Eq other than Vehicles/Include Fire Extinguishers	1,800
660	5726	Public Safety Bay Door Maintenance	2,000
660	5727	Annual Hose Testing	3,400
660	5728	Annual Ground Ladder Testing	650
660	5750	Buildings-Public Safety	4,000
660	5751	Buildings-Station 2	2,000
660	5752	Annual Pump Testing - 4 Apparatus	1,400
660	5785	Motor Vehicles / Auto Body Shop	2,500
660	5825	General - Repair & Maintenance Services	3,000
Sub-total of Repair & Maintenance Services			32,300
685	6245	Firefighter Response System (FFRS)	850
685	6250	Firehouse Software Maintenance	800
Sub-total of Technology Services			1,650
TOTAL MATERIALS & SERVICES			236,550
Capital Outlay (720 - 740)			
720	6400	Buildings / Office Equipment	
Sub-total of Buildings / Office Equipment			-
730	6500	Improvements Other than Buildings	
Sub-total of Improvements Other than Buildings			-
740	6652	Machinery & Equipment	
Sub-total of Machinery & Equipment			-
TOTAL CAPITAL OUTLAY			0
TOTAL FIRE DEPARTMENT			1,829,980

GENERAL FUND (001)

FIRE DEPARTMENT (2600)

CAPITAL IMPROVEMENT FUND - FIRE DEPT

16-17

Buildings / Office Equipment	
Electrical Upgrades to Apparatus Bay at Headquarters	6,100
2 each - iPad Air II for use on Apparatus	2,000
Replace 2 ea-18 year old Water Heaters-Public Sfty Bldg.	2,000

Improvements Other than Buildings	
1 ea. Rear Vision/Back-up Camera for Engine 2523	1,000

HEALTH & WELLNESS IMPROVEMENTS

Weight & Cardio Training Equipment	1,350
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Improvements other than Buildings	
2 - Computers (Replacements)	

Sub-total of Improvements other than Buildings

Machinery & Equipment	
1 Non-Invasive Cardiac (CPR) Support Pump System	14,000

FIREFIGHTING EQUIPMENT

2 ea. 4-Gas Monitors & Docking/Charging Station	5,400
2 ea. 45 Minute High Pressure SCBA Cylinders	2,500
1 ea. Rapid Intervention/Rescue SCBA/Pack	3,600

Pumper Truck Lease Payment 3 of 7	76,500
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New Ladder Truck Change Orders/Bond	69,000
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183,450

TOTAL FIRE DEPARTMENT - ALL FUNDS

2,013,430

FUND: GENERAL

Department: Police #2800

Basic Objectives

The Astoria Police Department knows that it cannot do the job of creating public safety and quality of life on its own. It requires the assistance of the community. To this end, the department takes every effort to ensure many connections exist between the department and the community. You see this in programs such as Coffee with a Cop, Social Media, Safety City, the Citizen's Police Academy and our Ride-along program. Where you see it at the deepest level though is the connection to the community by being present in the community and not apart from it. You will see our officers at the grocery store, the soccer field, the baseball diamond, Rotary meetings, and many other places. We are your neighbors, the parents of your kid's friend, and so many other roles besides police officer. All those roles come with us when we are working on this coproduction of public safety and livability.

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 rugged vehicle-mounted mobile computer with an inexpensive tablet technology solution which is completely integrated with the records management, dispatch and criminal justice information systems.

Staffing

The Astoria Police Department staffs with a minimum of two officers twenty-four hours a day, seven days a week. This is accomplished with staffing of sixteen sworn officers, two full time records clerks, and two casual employees who assist in records. The officers are deployed as Chief, Deputy Chief, two sergeants, two detectives, and ten police officers. The Chief and Deputy Chief fulfill largely administrative, leadership and supervisory roles. The Sergeants are responding to calls for service while providing leadership and supervision. Patrol officers have the primary responsibility to deliver service. The detectives investigate most major crimes or complicated cases. They also participate in the Major Crime Team that helps provide additional resources to work the most significant of crimes in our communities. The Chief of Police is also the Assistant City Manager.

The Astoria Police Department lives out its motto in the way it conducts its day-to-day business and living.

Dedicated to Duty – Committed to Community

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
POLICE #2800

Historical Data			Budget for Fiscal Year 7/1/16 - 6/30/17			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/14	FYE 6/30/15	FYE 6/30/16		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
1,122,150	1,176,844	1,250,150	Regular Salaries	1,318,180	1,318,180	1,318,180
72,772	88,430	51,110	Overtime	65,490	65,490	65,490
47,108	25,077	43,120	Extra Help	23,390	23,390	23,390
22,286	19,891	22,000	Interfund Wages	22,000	22,000	22,000
95,081	98,898	105,920	FICA Taxes	110,630	110,630	110,630
301,340	330,540	306,650	Insurance	371,140	371,140	371,140
193,327	210,122	281,200	Retirement Contributions	310,760	310,760	310,760
40,089	40,363	44,140	Workers' Compensation	46,160	46,160	46,160
<u>1,894,153</u>	<u>1,990,165</u>	<u>2,104,290</u>	Total Personnel Services	<u>2,267,750</u>	<u>2,267,750</u>	<u>2,267,750</u>
			Materials and Services:			
6,454	7,178	7,500	Office Supplies	8,000	8,000	8,000
55,548	41,790	55,350	Operating Supplies	55,350	55,350	55,350
8,515	10,202	8,600	Repair & Maintenance Supplies	8,600	8,600	8,600
2,416	1,090	2,500	Small Tools & Minor Equipment	2,500	2,500	2,500
26,408	14,561	14,500	City Shop Expenses	14,500	14,500	14,500
18,854	17,063	16,400	Training	26,400	26,400	26,400
10,796	1,931	3,000	Conferences, Meetings & Travel	3,000	3,000	3,000
3,244	2,120	2,800	Professional Services	2,800	2,800	2,800
-	-	-	CERT	700	700	700
700	1,394	1,580	Memberships & Dues	1,580	1,580	1,580
769	602	1,400	Communications	1,400	1,400	1,400
253	520	1,000	Advertising	1,000	1,000	1,000
352	1,575	1,700	Printing & Binding	1,700	1,700	1,700
2,074	410	300	Public Utility Services	300	300	300
17,639	24,434	21,000	Repair & Maintenance Services	21,000	21,000	21,000
7,975	14,957	17,450	Miscellaneous	5,450	5,450	5,450
17,395	12,850	24,640	Technology Services	17,470	17,470	17,470
<u>179,392</u>	<u>152,677</u>	<u>179,720</u>	Total Materials and Services	<u>171,750</u>	<u>171,750</u>	<u>171,750</u>
			Capital Outlay:			
12,882	7,453	-	Machinery & Equipment	-	-	-
<u>12,882</u>	<u>7,453</u>	<u>-</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
<u>2,086,427</u>	<u>2,150,295</u>	<u>2,284,010</u>	Total Expenditures	<u>2,439,500</u>	<u>2,439,500</u>	<u>2,439,500</u>

GENERAL FUND (001)

POLICE DEPARTMENT (2800)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	1,318,180
410	2045	Overtime	65,490
410	2085	Extra Help	23,390
412	2095	Interfund Wages	22,000
415	2220	FICA - Social Security	110,630
415	2230	Insurance	371,140
415	2235	Retirement Contributions	310,760
415	2240	Workers' Compensation	46,160

TOTAL PERSONNEL SERVICES

2,267,750

Total FTEs

19.6

Materials and Services (510 - 685)

510	3045	General Office Supplies	8,000	
		Sub-total of Office Supplies		8,000
515	3120	Books / Periodicals	700	
515	3125	Clothing / Uniforms / Boots / Gloves	9,000	
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	3,000	
		Public Involvement		
		Sub-total of Operating Supplies		55,350
525	3520	Building Materials / Supplies	3,000	
525	3640	Other Repair & Maintenance Supplies	5,600	
		Sub-total of Repair & Maintenance Supplies		8,600
530	3720	Small Tools	2,500	
		Sub-total of Small Tools		2,500
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		14,500
610	4055	Computer Training	500	
610	4060	Career Development	18,900	
610	4085	Travel Expenses - Training	2,500	
610	4086	Ammo Training	4,500	
		Sub-total of Training		26,400

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		3,000
620	4425	Medical / Psychological Exams	2,000	
620	4430	OSHA Mandated Hearing Tests	800	
				2,800
625	4665	CERT	700	
		Sub-total of CERT		700
630	4750	Various Dues	1,580	
		Sub-total Memberships & Dues		1,580
635	4935	Satellite Phones	1,200	
635	4975	Postage	200	
		Sub-total of Communications		1,400
640	5020	Advertising - Legal Ads / Notices	600	
640	5022	Advertising - Recruitment	400	
		Sub-total of Advertising		1,000
650	5135	Commercial Printing	800	
650	5145	General - Printing & Binding	900	
		Sub-total of Printing and Binding		1,700
655	5217	Electricity - Shooting Range	300	
		Sub-total of Public Utility Services		300
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		21,000
675	5985	County Drug Enforcement Program	2,250	
675	5990	Prisoner Lodging	.0	
675	5995	Special Investigation	1,300	
675	6000	Towing	1,000	
675	6035	General - Miscellaneous	900	
		Sub-total of Miscellaneous		5,450

GENERAL FUND (001)			
POLICE DEPARTMENT (2800)			
685	6245	Computer Hardware	3,500
685	6250	Software Maintenance	
		Lexipol / Lexipol DTB	4,450
		Saltus	1,900
		File On Q Evidence	2,970
		WatchGuard: 3,150; Cellebrite: 800	3,950
		Other, W2W, IACP Net	700
		Sub-total of Technology Services	17,470
TOTAL MATERIALS & SERVICES			171,750
TOTAL POLICE DEPARTMENT			2,439,500
CAPITAL IMPROVEMENT FUND - POLIC DEPT			<u>16-17</u>
Project: Body and Vehicle Cameras & Computer Setup			
		New Recorder	30,000
		2 Portable Shields	2,000
		1 Moving Target for Armory	1,600
		Tiger Flares and batteries	600
		5 Pelican cases for flares	750
		3 Tasers	3,600
		2 Duty Handguns	1,000
		4 Personal Body Armor	2,400
		3 Portable Radios	2,500
		5 iPad Upgrades	3,000
		2 Support Service Desk chairs	600
		Server, Software and Setup	48,050
Lease Payments for Vehicles			
		Lease 2 2014-15 1 Tahoe	15,520
		Lease 3 2015-16 2 Tahoes	21,410
		Replace patrol car 719	16,000
			52,930
TOTAL CAPITAL IMPROVEMENT FUND - POLICE			100,980
TOTAL POLICE DEPARTMENT - ALL FUNDS			2,540,480

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FUND: GENERAL

Department: Library #3200

Basic Objectives:

The mission of the Astoria Public Library is to Explore Ideas, Engage Minds, and Excite Imagination ... at the Astoria Public Library. The library is an active and responsive partner in 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.

In collaboration with 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 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

Historical Data			Budget for Fiscal Year 7/1/16 - 6/30/17			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/14	FYE 6/30/15	FYE 6/30/16		Budget Officer	Budget Committee	Governing Body
157,522	154,313	160,890	Personnel Services:			
		100	Regular Salaries	171,630	171,630	171,630
		60,670	Overtime	100	100	100
51,366	63,336		Extra Help	63,660	63,660	63,660
3,827	2,482	1,290	Interfund Wages	1,290	1,290	1,290
15,908	16,416	17,980	FICA Taxes	19,020	19,020	19,020
44,566	33,914	43,570	Insurance	52,090	52,090	52,090
36,112	35,826	47,690	Retirement Contributions	52,520	52,520	52,520
491	494	530	Workers' Compensation	560	560	560
309,792	306,781	332,720	Total Personnel Services	360,870	360,870	360,870
			Materials and Services:			
3,372	2,377	3,500	Office Supplies	3,550	3,550	3,550
2,849	4,938	6,570	Operating Supplies	6,570	6,570	6,570
45,771	44,631	53,400	Library Materials	53,920	53,920	53,920
555	1,970	1,700	Repair & Maintenance Supplies	2,100	2,100	2,100
2,172	1,768	4,200	Conferences, Meetings & Travel	4,400	4,400	4,400
368	1,469	5,300	Professional Services	5,300	5,300	5,300
538	538	770	Memberships & Dues	580	580	580
525	245	500	Communications	500	500	500
292	-	1,700	Advertising	1,700	1,700	1,700
	133	100	Printing & Binding	100	100	100
13,174	13,276	15,650	Public Utility Services	15,650	15,650	15,650
15,617	16,935	19,600	Repair & Maintenance Services	20,100	20,100	20,100
893	1,107	1,000	Miscellaneous	1,000	1,000	1,000
		1,200	Projects Funded by Grants	1,200	1,200	1,200
16,105	14,305	26,350	Technology	23,100	23,100	23,100
102,231	103,692	141,540	Total Materials and Services	139,770	139,770	139,770
1,500	162	-	Capital Outlay:			
			Machinery & Equipment	-	-	-
413,523	410,635	474,260	Total Expenditures	500,640	500,640	500,640

General Fund (001)

LIBRARY (3200)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	171,630
410	2045	Overtime	100
410	2085	Extra Help	63,660
412	2095	Interfund Wages	1,290
415	2220	FICA -Social Security	19,020
415	2230	Insurance	52,090
415	2235	Retirement Contributions	52,520
415	2240	Workers' Compensation	560

TOTAL PERSONNEL SERVICES **360,870**

Total FTEs **5.5**

Materials and Services (510 - 685)

510	3025	Stationery Envelopes	150
510	3030	Paper	150
510	3040	Printer Cartridges and Supplies	1,750
510	3045	General Office Supplies	1,500

Sub-total of Office Supplies **3,550**

515	3165	Volunteer Program - General	700
515	3308	Barcodes/Book Jackets/Processing Supply	2,550
515	3310	General Operating Supplies	3,320

Sub-total of Operating Supplies **6,570**

520	3420	Book Collections, non-fiction	3,100
520	3421	Book Collections, fiction	5,100
520	3422	Book Collections, large print	5,000
520	3423	Audio Books on CD	3,000
520	3424	Adult/Family/Teen Programs	2,620
520	3430	DVD Collection	5,000
520	3435	Magazines	3,000
520	3440	Newspapers / Review Sources	1,000
520	3441	Children's collections-birth to age 5	3,000
520	3442	Children's collections-K-3rd grade	3,750
520	3443	Children's collections- 4th to 6th	3,500
520	3444	Children's collections- 7th to 12th	3,000
520	3445	Children's Programs	3,500
520	3450	ODLC-Library2Go Consortium	3,170
520	3453	Sanborn Maps	730
520	3457	Fundraising Research Materials	500
520	3458	Mango Language Database	1,550
520	3459	Freegal Database	3,400

Sub-total of Library Materials **53,920**

525	3520	Building Materials / Supplies	300
525	3555	Flooring and Lighting	600
525	3640	Other Repair & Maintenance Supplies	1,200

Sub-total of Repair & Maintenance Supplies **2,100**

General Fund (001)

LIBRARY (3200)

615	4245	Oregon Library Association	900	
615	4250	Oregon Public Library Director Meeting	400	
615	4265	Travel - Conferences and Meetings	3,100	
		Sub-total of Conferences, Meetings & Travel		4,400
620	4432	Background Checks	300	
620	4445	Staff Development	2,500	
620	4540	Professional Services - General	2,500	
		Sub-total of Professional Services		5,300
630	4810	American Library Association	350	
630	4815	Public Library Association	80	
630	4820	Oregon Library Association	150	
630	4821	Astoria Warrenton Chamber of Commerce	0	
630	4823	ADHDA	0	
		Sub-total of Memberships & Dues		580
635	4975	Postage	500	
		Sub-total of Communications		500
640	5030	Advertising - Public Notices	1,700	
		Sub-total of Advertising		1,700
650	5145	Printing & Binding - General	100	
		Sub-total of Printing & Binding		100
655	5283	Electricity	9,950	
656	5470	Natural Gas	5,000	
657	5514	Sanitation	700	
		Sub-total of Public Utility Services		15,650
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		20,100

General Fund (001)				
LIBRARY (3200)				
675	6035	General - Miscellaneous	1,000	
		Sub-total of Miscellaneous		1,000
680	6130	Oregon State Library	1,200	
		Sub-total of Projects Funded by Grants		1,200
685	6205	Computer Software / Mobile Hot Spot	5,500	
685	6210	Annual Technical Repair / Replacement	5,000	
685	6260	Library TLC Software Maintenance	12,600	
		Sub-total of Technology		23,100
TOTAL MATERIALS & SERVICES				139,770
<u>Capital Outlay (740)</u>				
740	6650	Machinery & Equipment Landscaping		
		Sub-Total Machinery & Equipment		0
TOTAL LIBRARY				500,640
CAPITAL IMPROVEMENT FUND - LIBRARY			16-17	
		Workstations - Public Access	6,000	
		Landscaping	2,000	
		Wash & Seal Building	12,600	
		Roof	280,000	
Total Capital Improvement Fund - Library				300,600
TOTAL LIBRARY - ALL FUNDS				801,240

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. In an effort to provide stability for the Capital Improvement Fund, items which were either considered operational or cost less than \$5,000 have been budgeted in the General Fund since July 1, 1995. Some items costing less than \$5,000 may be budgeted in this fund, if they meet the criteria for capital Assets.

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/16 - 6/30/17</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 6/30/14</u>	<u>FYE 6/30/15</u>	<u>FYE 6/30/16</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<u>Resources</u>						
(11,907)	486,490	760,000	Beginning Fund Balance	1,266,900	1,266,900	1,266,900
235,067	243,512	236,000	Intergovernmental	242,000	242,000	242,000
1,831	3,316	3,000	Interest Earnings	3,000	3,000	3,000
479,271	434,185	250,000	Timber Sale	200,000	200,000	200,000
439,682	154,083	1,855,000	Gifts, Bequests & Grants	1,000,000	1,000,000	1,000,000
14,386	16,438	325,000	Miscellaneous	-	-	-
-	-	965,000	Transfer from Other Funds			
-	75,000	75,000	General Fund	250,000	250,000	250,000
-	168,217	-	17th Street Dock Fund	76,500	76,500	76,500
-	-	-	Housing Rehabilitation Fund	-	-	-
<u>1,158,330</u>	<u>1,581,241</u>	<u>4,469,000</u>	Total Resources	<u>3,038,400</u>	<u>3,038,400</u>	<u>3,038,400</u>
<u>Requirements</u>						
Materials & Services:						
147,169	151,558	144,500	Professional Services	154,000	154,000	154,000
-	-	700	Advertising	700	700	700
26,786	27,199	25,000	Repair and Maintenance Services	35,500	35,500	35,500
<u>225,701</u>	<u>174,306</u>	<u>1,855,000</u>	Projects Funded by Grants	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>
399,656	353,063	2,025,200	Total Materials & Services	197,200	197,200	197,200
Capital Outlay:						
5,779	20,040	90,000	Buildings	10,000	10,000	10,000
60,702	77,176	27,500	Improvements Other Than Bldgs	7,500	7,500	7,500
<u>165,238</u>	<u>282,338</u>	<u>1,785,000</u>	Machinery and Equipment	<u>1,586,130</u>	<u>1,526,130</u>	<u>1,586,130</u>
231,719	379,554	1,902,500	Total Capital Outlay	1,603,630	1,543,630	1,603,630
Debt Service						
32,902	33,889	35,960	Principal	35,960	35,960	35,960
<u>7,563</u>	<u>6,576</u>	<u>4,520</u>	Interest	<u>4,520</u>	<u>4,520</u>	<u>4,520</u>
40,465	40,465	40,480	Total Debt Service	40,480	40,480	40,480
-	-	95,000	Contingency	50,000	50,000	50,000
671,840	773,082	4,063,180	Total Expenditures	1,891,310	1,831,310	1,891,310
486,490	808,159	405,820	Fund Balance	397,090	457,090	397,090
-	-	-	Reserved for Future Expenditures	<u>750,000</u>	<u>750,000</u>	<u>750,000</u>
486,490	808,159	405,820	Ending Fund Balance	1,147,090	1,207,090	1,147,090
<u>1,158,330</u>	<u>1,581,241</u>	<u>4,469,000</u>	Total Requirements	<u>3,038,400</u>	<u>3,038,400</u>	<u>3,038,400</u>

CAPITAL IMPROVEMENT FUND (102 0000)

Materials & Services (620 - 680)

620	4450	Property Appraisals	3,500	
620	4455	Forest Management Plan Activities	75,000	
620	4460	Hazardous Tree Removal	12,500	
620	4465	Forest Fire Control: Non-Watershed Property	4,000	
620	4466	Millpond Taxes and HOA Dues	9,000	
620	4540	Professional Services - General	50,000	
		Sub-total of Professional Services		154,000
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	7,000	
		Sub-total of Projects Funded by Grants		7,000

TOTAL MATERIALS & SERVICES 197,200

Capital Outlay (720 - 740)

GENERAL FUND:

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 & Equipment</u>		
		iFocus Recommended Expenditures	99,600	
		Parks and Recreation	391,500	
		Library	300,600	
		Police Department	48,050	
		Fire Department	37,950	
		Fire Engine Lease Payment 2 of 10	76,500	
		Fire Truck Change Orders - carry over item	69,000	
		Lease Payments on Public Safety Vehicles - Recurring	52,930	
		Public Works	510,000	
		Sub-total Machinery & Equipment		1,586,130

CAPITAL IMPROVEMENT FUND (102 0000)

TOTAL CAPITAL OUTLAY			1,603,630
<u>Debt Service (810)</u>			
810	6820	Principal - Safeway Block	35,960
810	6825	Interest - Safeway Block	4,520
Sub-total of Debt Service			40,480
<u>Contingent Expenditures (910)</u>			
910	8020	Contingency	50,000
Sub-total of Contingency			50,000
<u>Ending Fund Balance (950)</u>			
950	8520	Unappropriated Ending Fund Balance	397,090
950	8520	Reserve for Library Project	750,000
Sub-total Ending Fund Balance			1,147,090
TOTAL CAPITAL IMPROVEMENT FUND			3,038,400

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/16 - 6/30/17</u>			
<u>Actual Data</u> FYE 6/30/14	<u>Actual Data</u> FYE 6/30/15	<u>Adopted Budget</u> FYE 6/30/16	<u>Resources and Requirements</u>	<u>Proposed by</u> Budget Officer	<u>Approved by</u> Budget Committee	<u>Adopted by</u> Governing Body
Resources						
5,765	8,894	30,650	Beginning Fund Balance	40,020	40,020	40,020
93	154	140	Interest Earnings	140	140	140
35,000	30,000	10,000	Transfers from Other Fund: General Fund	5,000	5,000	5,000
<u>40,858</u>	<u>39,048</u>	<u>40,790</u>	Total Resources	<u>45,160</u>	<u>45,160</u>	<u>45,160</u>
Requirements						
31,964	3,501	30,000	Material and Services: Unemployment claims	15,000	15,000	15,000
-	-	4,500	Contingency	2,250	2,250	2,250
8,894	35,547	6,290	Ending Fund Balance	27,910	27,910	27,910
<u>40,858</u>	<u>39,048</u>	<u>40,790</u>	Total Requirements	<u>45,160</u>	<u>45,160</u>	<u>45,160</u>

2016 / 17 Budget Detail Information

UNEMPLOYMENT FUND (104 0000)

Materials and Services (675)			
675	6055	Services-Miscellaneous Unemployment Claims	15,000
		Contingency	2,250
		Ending Fund Balance	<u>27,910</u>
TOTAL UNEMPLOYMENT FUND			45,160

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 in Ilwaco, Washington. The amount transferred to the bank is retained as a receivable from Craft 3 on the City financial statements and as a payable to 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, continuing the relationship with Enterprise Cascadia, now 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.

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 7/1/16- 6/30/17			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/14	FYE 6/30/15	FYE 6/30/16		Budget Officer	Budget Committee	Governing Body
Resources						
249,798	252,642	139,750	Beginning Fund Balance	160,660	160,660	160,660
596	592	600	Interest on Investments	960	960	960
2,356	20,000	-	Miscellaneous Income	-	-	-
<u>252,750</u>	<u>273,234</u>	<u>140,350</u>	Total Resources	<u>161,620</u>	<u>161,620</u>	<u>161,620</u>
Requirements						
Materials & Services						
108	-	80,000	Miscellaneous	80,000	80,000	80,000
-	-	12,000	Contingency	12,000	12,000	12,000
<u>252,642</u>	<u>273,234</u>	<u>48,350</u>	Ending Fund Balance	<u>69,620</u>	<u>69,620</u>	<u>69,620</u>
<u>252,750</u>	<u>273,234</u>	<u>140,350</u>	Total Requirements	<u>161,620</u>	<u>161,620</u>	<u>161,620</u>

2016 / 17 Budget Detail Information

REVOLVING LOAN FUND (122 0000)

Materials and Services (675)			
		Miscellaneous	
675	6035	Derelict Building Program Support	80,000
910	8020	Contingency	12,000
950	8520	Ending Fund Balance	<u>69,620</u>
TOTAL REVOLVING LOAN FUND			161,620

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/16- 6/30/17</u>				
<u>Actual Data</u>		<u>Adopted Budget</u>			<u>Proposed by</u>	<u>Approved by</u>	<u>Adopted by</u>
FYE 6/30/14	FYE 6/30/15	FYE 6/30/16	Resources and Requirements	Budget Officer	Budget Committee	Governing Body	
<u>Resources</u>							
39,100	530,299		Beginning Fund Balance				
470,531			Prior Period Adjustment				
256	168		Loan Payments				
20,412	-	-	Interest	-	-	-	-
			Miscellaneous Revenue				
<u>530,299</u>	<u>530,467</u>	<u>-</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>Requirements</u>							
Materials & Services							
-	330,909	-	Loan Disbursements	-	-	-	-
-	330,909	-	Total Materials & Services	-	-	-	-
Transfers to Other Funds							
-	199,558	-	Capital Improvement Fund			-	-
-	-	-	Contingent Expenditures				
<u>530,299</u>	<u>-</u>	<u>-</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>530,299</u>	<u>530,467</u>	<u>-</u>	Total Requirements	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Detail Budget Information 2016 / 17

HOUSING REHABILITATION LOAN FUND (124 0000)

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

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/16- 6/30/17</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/14	FYE 6/30/15	FYE 6/30/16		Budget Officer	Budget Committee	Governing Body
Resources						
107,001	111,874	150,800	Beginning Fund Balance	336,000	336,000	336,000
164,512	250,590	200,000	Charges for Services	275,000	275,000	275,000
	2,871		Miscellaneous Income			
<u>462</u>	<u>590</u>	<u>500</u>	Interest on Investments	<u>500</u>	<u>500</u>	<u>500</u>
<u>271,975</u>	<u>365,925</u>	<u>351,300</u>	Total Resources	<u>611,500</u>	<u>611,500</u>	<u>611,500</u>
Requirements						
Personnel Services:						
80,779	102,436	113,070	Regular Salaries	134,321	134,321	134,321
6,106	7,548	8,820	FICA Taxes	10,589	10,589	10,589
19,735	23,522	36,310	Insurance	37,390	37,390	37,390
17,140	14,647	21,970	Retirement Contributions	28,460	28,460	28,460
<u>1,109</u>	<u>897</u>	<u>1,280</u>	Workers' Compensation	<u>1,580</u>	<u>1,580</u>	<u>1,580</u>
124,869	149,050	181,450	Total Personnel Services	212,340	212,340	212,340
Materials and Services:						
903	725	1,500	Office Supplies	2,000	2,000	2,000
705	756	1,250	Operating Supplies	200	200	200
			Small Tools & Minor Equipment			
			Training			
4,310	899	1,750	Conferences, Meetings & Travel	1,750	1,750	1,750
10,211	9,922	13,730	Professional Services	14,650	14,650	14,650
1,085	555	710	Memberships & Dues	550	550	550
207	209	240	Communications	250	250	250
863	620	250	Printing & Binding	250	250	250
275		200	Repair & Maintenance Services	200	200	200
<u>1,463</u>	<u>1,782</u>	<u>1,570</u>	Miscellaneous	<u>8,100</u>	<u>8,100</u>	<u>8,100</u>
20,022	15,468	21,200	Total Materials and Services	27,950	27,950	27,950
-	-	10,000	Contingency	20,000	20,000	20,000
<u>15,210</u>	<u>15,210</u>	<u>15,210</u>	Transfers to Other Funds			
			General Fund	<u>15,210</u>	<u>15,210</u>	<u>15,210</u>
<u>15,210</u>	<u>15,210</u>	<u>15,210</u>	Total of Transfers	<u>15,210</u>	<u>15,210</u>	<u>15,210</u>
160,101	179,728	227,860	Total Expenditures	275,500	275,500	275,500
111,874	186,197	123,440	Ending Fund Balance	336,000	336,000	336,000
<u>271,975</u>	<u>365,925</u>	<u>351,300</u>	Total Requirements	<u>611,500</u>	<u>611,500</u>	<u>611,500</u>

BUILDING INSPECTION FUND (128 3300)			
<u>Personnel Services (410 - 415)</u>			
410	2020	Straight Time - Regular	134,321
415	2220	FICA Taxes	10,589
415	2230	Insurance	37,390
415	2235	Retirement Contributions	28,460
415	2240	Workers' Compensation	1,580
TOTAL PERSONNEL SERVICES			212,340
			FTEs 2.0
<u>Materials and Services (510 - 675)</u>			
510	3045	General Office Supplies	1,000
		Code Books and Periodicals	1,000
		Sub-total of Office Supplies	2,000
515	3310	General Operating Supplies	200
		Sub-total Operating Supplies	200
615	4260	Conference / Meeting Expense	1,500
615	4265	Travel - Conferences / Meetings	250
		Sub-total Conferences, Meetings & Travel	1,750
620	4485	Contract Building Inspection Services	14,000
620	4490	Microfilming	650
		Sub-total of Professional Services	14,650
630	4750	Various Dues	550
		Sub-total Memberships & Dues	550
635	4930	Communications	250
		Sub-total Communications	250
650	5145	General - Printing and Binding	250
		Sub-total of Printing and Binding	250
660	5825	General - Repair & Maintenance Services	200
		Sub-total of Repair & Maintenance Services	200

BUILDING INSPECTION FUND (128 3300)			
675	5925	VISA Fees	7,600
675	6035	General - Miscellaneous Services	500
		Sub-Total of Miscellaneous-Services	8,100
TOTAL MATERIALS & SERVICES			27,950
<u>Capital Outlay (740)</u>			
740	6650	Machinery & Equipment	
		Sub-total of Machinery & Equipment	0
TOTAL CAPITAL OUTLAY			0
<u>Transfer to Other Funds (850)</u>			
850	7555	General Fund	15,210
		Sub-total Transfer to Other Funds	15,210
<u>Contingent Expenditures (910)</u>			
910	8020	Contingency	20,000
		Sub-total Contingency	20,000
<u>Fund Balance (950)</u>			
950	8520	Unappropriated Ending Fund Balance	336,000
		Sub-total Ending Fund Balance	336,000
TOTAL BUILDING INSPECTION FUND			611,500
CAPITAL IMPROVEMENT FUND - BUILDING INSPECTION			
Total Capital Improvement Fund - Building Inspection			0
TOTAL BUILDING INSPECTION - ALL FUNDS			611,500

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 7/1/16 - 6/30/17</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 6/30/14</u>	<u>FYE 6/30/15</u>	<u>FYE 6/30/16</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
Resources						
332,475	359,698	338,000	Beginning Fund Balance	195,000	195,000	195,000
254,108	250,113	255,000	Intergovernmental	255,000	255,000	255,000
357,356	445,638	521,950	Charges for Services	578,410	578,410	578,410
1,295	1,527	1,200	Interest on Investments	1,200	1,200	1,200
			Transfer From Other Funds			
294,220	309,120	332,710	General Fund	379,900	379,900	379,900
1,239,454	1,366,096	1,448,860	Total Resources	1,409,510	1,409,510	1,409,510
Requirements						
Personnel Services:						
431,488	449,107	548,110	Regular Salaries	608,030	608,030	608,030
61,483	64,491	65,410	Overtime	65,410	65,410	65,410
22,329	2,756	-	Extra Help	-	-	-
39,191	39,072	47,690	FICA Taxes	52,180	52,180	52,180
111,556	130,290	176,580	Insurance	198,690	198,690	198,690
76,552	78,183	122,290	Retirement Contributions	131,990	131,990	131,990
1,489	1,551	1,540	Workers' Compensation	1,680	1,680	1,680
744,088	765,450	961,620	Total Personnel Services	1,057,980	1,057,980	1,057,980
Materials and Services:						
1,568	2,044	4,500	Office Supplies	4,500	4,500	4,500
2,287	2,292	5,000	Operating Supplies	6,000	6,000	6,000
738	647	2,000	Small Tools & Minor Equipment	3,500	3,500	3,500
923	1,417	2,500	General Repairs / City Shops	3,500	3,500	3,500
740	720	1,420	Training	1,920	1,920	1,920
7,197	8,465	10,000	Conferences, Meetings & Travel	10,000	10,000	10,000
8,420	7,841	9,000	Professional Services	11,500	11,500	11,500
912	1,072	1,200	Memberships & Dues	1,200	1,200	1,200
6,347	6,424	4,500	Communications	5,000	5,000	5,000
1,537	562	500	Advertising	500	500	500
-	3,392	5,520	Public Utility Services	5,580	5,580	5,580
22,842	22,842	24,000	Repair & Maintenance Services	24,000	24,000	24,000
28,547	50,201	45,200	Techology	35,700	35,700	35,700
-	-	7,000	Miscellaneous	2,500	2,500	2,500
82,058	107,919	122,340	Total Materials and Services	115,400	115,400	115,400
Capital Outlay:						
24,596	28,515	30,000	Buildings	30,000	30,000	30,000
8,014	2,756	89,000	Machinery & Equipment	36,000	36,000	36,000
32,610	31,271	119,000	Total Capital Outlay	66,000	66,000	66,000
Transfer to Other Fund						
21,000	21,000	21,000	General Fund	21,000	21,000	21,000
-	-	30,000	Contingency	31,200	31,200	31,200
879,756	925,640	1,253,960	Total Expenditures	1,291,580	1,291,580	1,291,580
359,698	440,456	194,900	Ending Fund Balance	78,930	78,930	78,930
-	-	-	Reserved for Future Capital Expenditures	39,000	39,000	39,000
1,239,454	1,366,096	1,448,860	Total Requirements	1,409,510	1,409,510	1,409,510

EMERGENCY COMMUNICATIONS (132 3400)			
<u>Personnel Services (410 - 415)</u>			
410	2020	Straight Time - Regular	608,030
410	2045	Overtime	65,410
415	2220	FICA - Social Security	52,180
415	2230	Insurance	198,690
415	2235	Retirement Contributions	131,990
415	2240	Workers' Compensation	1,680
TOTAL PERSONNEL SERVICES			1,057,980
		FTEs	11.1
<u>Materials and Services (510 - 685)</u>			
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			4,500
515	3180	Fuel and Lubricants	6,000
Sub-total of Operating Supplies			6,000
530	3720	Small Tools & Minor Equipment	3,500
Sub-total of Small Tools & Minor Equipment			3,500
545	3830	General Repairs / Vehicle Supplies City Shops	3,500
Sub-total of City Shops Supplies			3,500
610	4095	Certification	500
610	4100	EMD	500
610	4110	Police Legal	920
Sub-total of Training			1,920
615	4260	Conferences / Meeting Expenses / Recognition	8,000
615	4265	Travel-Conferences and Meetings	2,000
Sub-total of Conferences, Meetings & Travel			10,000
620	4495	APCO Frequency Coordination	3,500
620	4539	VOIP Cisco/Obsidian Support	500
620	4540	Professional Services-General	7,500
Sub-total of Professional Services			11,500
630	4750	Various Dues	1,200
Sub-Total of Memberships & Dues			1,200

EMERGENCY COMMUNICATIONS (132 3400)			
635	4940	911 Lines/Non Emergency	3,000
635	4955	AT&T Language Line	2,000
		Sub-total of Communications	5,000
640	5030	Advertising - Public Notices	500
		Sub-total of Advertising	500
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	5,580
660	5705	Server - Ifocus	24,000
		Sub-total of Repair & Maintenance Services	24,000
675	6035	General - Miscellaneous	2,500
		Sub-total of Miscellaneous	2,500
685	6205	911 Web Site Maint	1,500
685	6225	Eventide	3,000
685	6230	Pier	6,000
685	6235	Computer Hardware Maintenance	7,500
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	35,700
TOTAL MATERIALS & SERVICES			115,400
<u>Capital Outlay (740)</u>			
720	6400	Communication System Network Maintenance Radio Site Maint	30,000
		Sub-total of Buildings	30,000
740	6650	Machinery & Equipment PC's UPS Batteries Logging Recorder Replacement	3,000 1,000 32,000
		Sub-total of Machinery & Equipment	36,000
TOTAL CAPITAL OUTLAY			66,000

EMERGENCY COMMUNICATIONS (132 3400)			
<u>Transfer to Other Funds (850)</u>			
850	7555	General Fund	21,000
		Sub-total Transfers to Other Funds	21,000
<u>Contingent Expenditures (910)</u>			
910	8020	Contingent Expenditures	31,200
		Sub-total of Contingent Expenditures	31,200
<u>Ending Fund Balance (950)</u>			
950	8520	Unappropriated Ending Fund Balance	78,930
950	8520	Reserved for Future Capital Expenditures - Dispatch Consoles	39,000
		Sub-total of Ending Fund Balance	117,930
TOTAL EMERGENCY COMMUNICATIONS FUND			1,409,510

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FUND: COMMUNITY POLICING #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. Money from these sources is deposited in the Community Policing Fund. The fund receives contributions from private individuals, organizations and businesses, certain grant funds and moneys from court ordered assessments. The Police Department uses these monies to achieve the intended purpose of the proceeds

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

COMMUNITY POLICING #136

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/16 - 6/30/17</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 6/30/14	FYE 6/30/15	FYE 6/30/16				
<u>Resources</u>						
18,714	12,805	12,800	Beginning Fund Balance	8,400	8,400	8,400
			Intergovernmental Revenue			
56	53	40	Interest Earnings	50	50	50
40,516	440	500	Gifts & Bequests	50	50	50
<u>59,286</u>	<u>13,298</u>	<u>13,340</u>	Total Resources	<u>8,500</u>	<u>8,500</u>	<u>8,500</u>
<u>Requirements</u>						
Materials and Services:						
-	-	13,340	Operating Supplies	8,500	8,500	8,500
46,481	883	-	Projects Funded by Grants	-	-	-
46,481	883	13,340	Total Materials and Services	8,500	8,500	8,500
-	-	-	Contingency	-	-	-
46,481	883	13,340	Total Expenditures	8,500	8,500	8,500
12,805	12,415	-	Ending Fund Balance	-	-	-
<u>59,286</u>	<u>13,298</u>	<u>13,340</u>	Total Requirements	<u>8,500</u>	<u>8,500</u>	<u>8,500</u>

2016 / 17 Budget Detail Information

COMMUNITY POLICING FUND (136 0000)

<u>Materials and Services</u>			
515	3310	Operating Supplies	<u>8,500</u>
TOTAL COMMUNITY POLICING FUND			<u>8,500</u>

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/16 - 6/30/17</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	<u>Resources and Requirements</u>	<u>Proposed by Budget Officer</u>	<u>Approved by Budget Committee</u>	<u>Adopted by Governing Body</u>
<u>FYE 6/30/14</u>	<u>FYE 6/30/15</u>	<u>FYE 6/30/16</u>				
			<u>Resources</u>			
214,671	204,333	80,670	Beginning Fund Balance	77,670	77,670	77,670
449,526	51,260	120,000	Gifts & Bequests	20,000	20,000	20,000
634	515	500	Interest Earnings	300	300	300
			<u>Transfers from Other Funds</u>			
150,000	-	-	Local Improvement Debt Service Fund	-	-	-
<u>814,831</u>	<u>256,108</u>	<u>201,170</u>	Total Resources	<u>97,970</u>	<u>97,970</u>	<u>97,970</u>
			<u>Requirements</u>			
			<u>Materials & Services:</u>			
-	125,534	5,000	Professional Services	20,000	20,000	20,000
-	125,534	5,000	Total Materials & Services	20,000	20,000	20,000
			<u>Capital Outlay:</u>			
610,498	-	15,500	Improvements Other Than Bldgs	77,970	77,970	77,970
			<u>Transfer to Other Fund:</u>			
-	50,000	100,000	Local Improvement Debt Service Fund			
-	-	15,000	Contingent Expenditures	-	-	-
<u>204,333</u>	<u>80,574</u>	<u>65,670</u>	Ending Fund Balance	-	-	-
<u>814,831</u>	<u>256,108</u>	<u>201,170</u>	Total Requirements	<u>97,970</u>	<u>97,970</u>	<u>97,970</u>

2016 / 17 Budget Detail Information

PARKS AND RECREATION FUND (146 0000)

			<u>Materials & Services</u>	
620	4540		Professional Services	20,000
			<u>Capital Outlay</u>	
730	6500		Improvements Other Than Buildings Park Construction	77,970
			<u>Contingency</u>	
910	8020		Contingency	-
TOTAL PARKS AND RECREATION FUND				97,970

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 7/1/16 - 6/30/17			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/14	FYE 6/30/15	FYE 6/30/16		Budget Officer	Budget Committee	Governing Body
Resources						
78,467	81,184	85,290	Beginning Fund Balance	89,820	89,820	89,820
33,413	20,609	10,000	Gifts and Bequests	10,000	10,000	10,000
392	365	370	Interest Earnings	420	420	420
<u>112,272</u>	<u>102,158</u>	<u>95,660</u>	Total Resources	<u>100,240</u>	<u>100,240</u>	<u>100,240</u>
Requirements						
Materials & Services:						
-	-	500	Office Supplies	500	500	500
10,560	11,300	12,500	Professional Services	17,500	17,500	17,500
-	-	7,000	Repair & Maintenance Services	7,000	7,000	7,000
<u>10,560</u>	<u>11,300</u>	<u>20,000</u>	Total Materials & Services	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
Capital Outlay:						
20,528	-	75,660	Improvements Other Than Bldgs	75,240	75,240	75,240
Contingent Expenditures						
31,088	11,300	95,660	Total Expenditures	100,240	100,240	100,240
<u>81,184</u>	<u>90,858</u>	<u>-</u>	Ending Fund Balance	-	-	-
<u>112,272</u>	<u>102,158</u>	<u>95,660</u>	Total Requirements	<u>100,240</u>	<u>100,240</u>	<u>100,240</u>

2016 / 17 Budget Detail Information

MARITIME MEMORIAL FUND (148 0000)

Materials and Services			
510	3045	General - Office Supplies	500
620	4540	Professional Services - General	17,500
660	5825	General - Repair & Maintenance Services	7,000
TOTAL MATERIALS & SERVICES			25,000
Capital Outlay			
730	6500	Improvements Other Than Buildings General Improvements	75,240
TOTAL MARITIME MEMORIAL FUND			100,240

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, and for maintaining City parks and Oceanview Cemetery.

Staffing

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

City of Astoria, Oregon
Budget Document

PARKS OPERATION FUND #158

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/16- 6/30/17</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 6/30/14</u>	<u>FYE 6/30/15</u>	<u>FYE 6/30/16</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
Resources						
(13,701)	5,207	-	Beginning Fund Balance	-	-	-
362,327	368,178	375,150	Charges for Services			
414,672	529,584	432,430	Aquatic Fees	422,047	422,047	422,047
85,988	100,361	135,000	Recreation Fees	623,608	623,608	623,608
			Maintenance Fees	111,229	111,229	111,229
			Transfers from Other Funds:			
867,105	881,000	878,100	General Fund	878,100	878,100	878,100
			17th Street Dock	70,000	70,000	70,000
<u>1,716,391</u>	<u>1,884,330</u>	<u>1,820,680</u>	Total Resources	<u>2,104,984</u>	<u>2,104,984</u>	<u>2,104,984</u>
Requirements (by department)						
524,526	526,126	511,260	Aquatic	601,820	601,820	601,820
732,517	807,531	726,820	Parks-Recreation / Administration	927,050	927,050	927,050
454,141	545,199	582,600	Maintenance	558,540	558,540	558,540
-	-	-	Contingency	17,574	17,574	17,574
<u>1,711,184</u>	<u>1,878,856</u>	<u>1,820,680</u>	Total Expenditures	<u>2,104,984</u>	<u>2,104,984</u>	<u>2,104,984</u>
<u>5,207</u>	<u>5,474</u>	<u>-</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>1,716,391</u>	<u>1,884,330</u>	<u>1,820,680</u>	Total Requirements	<u>2,104,984</u>	<u>2,104,984</u>	<u>2,104,984</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.

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/16 - 6/30/17</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/14	FYE 6/30/15	FYE 6/30/16		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
241,391	263,953	271,410	Aquatic Facility	333,980	333,980	333,980
566,087	625,950	612,470	Recreation / Administration	743,430	743,430	743,430
278,661	353,094	353,760	Maintenance	357,210	357,210	357,210
<u>1,086,139</u>	<u>1,242,997</u>	<u>1,237,640</u>	Total Personal Services	<u>1,434,620</u>	<u>1,434,620</u>	<u>1,434,620</u>
			Materials & Services:			
283,135	262,173	239,850	Aquatic Facility	267,840	267,840	267,840
152,044	180,382	114,350	Recreation / Administration	183,620	183,620	183,620
175,480	192,105	228,840	Maintenance	201,330	201,330	201,330
<u>610,659</u>	<u>634,660</u>	<u>583,040</u>	Total Materials & Services	<u>652,790</u>	<u>652,790</u>	<u>652,790</u>
			Capital Outlay:			
-	-	-	Aquatic Facility	-	-	-
14,386	1,199	-	Recreation / Administration	-	-	-
-	-	-	Maintenance	-	-	-
<u>14,386</u>	<u>1,199</u>	<u>-</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
-	-	-	Contingency	17,574	17,574	17,574
<u>1,711,184</u>	<u>1,878,856</u>	<u>1,820,680</u>	Total Expenditures	<u>2,104,984</u>	<u>2,104,984</u>	<u>2,104,984</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

Historical Data			Budget for Fiscal Year 7/1/16 - 6/30/17			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/14	FYE 6/30/15	FYE 6/30/16		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
40,244	40,325	48,000	Regular Salaries	48,230	48,230	48,230
165,461	181,863	182,370	Extra Help	227,250	227,250	227,250
15,844	16,938	17,830	FICA Taxes	21,650	21,650	21,650
708	4,245	1,030	Insurance	14,870	14,870	14,870
15,647	16,761	18,030	Retirement Contributions	17,020	17,020	17,020
3,487	3,821	4,150	Workers' Compensation	4,960	4,960	4,960
<u>241,391</u>	<u>263,953</u>	<u>271,410</u>	Total Personal Services	333,980	333,980	333,980
			Materials and Services:			
3,365	2,427	1,000	Office Supplies	1,000	1,000	1,000
13,822	14,300	13,000	Concession Supplies	2,500	2,500	2,500
3,985	1,354	4,000	Retail Supplies	4,000	4,000	4,000
66,260	62,241	47,500	Operating Supplies	64,000	64,000	64,000
14,183	12,286	7,500	Repair & Maintenance Supplies	12,190	12,190	12,190
9,635	8,362	9,500	Training	9,500	9,500	9,500
2,873	1,081	1,500	Conferences, Meetings & Travel	1,500	1,500	1,500
5,183	2,489	2,500	Professional Services	8,500	8,500	8,500
-	-	350	Memberships & Dues	350	350	350
-	-	500	Communications	1,200	1,200	1,200
1,979	408	2,000	Advertising	2,000	2,000	2,000
2,117	100	3,200	Printing & Binding	500	500	500
133,059	129,779	122,500	Public Utility Services	130,000	130,000	130,000
16,097	17,195	14,000	Repair & Maintenance Services	18,800	18,800	18,800
3,297	1,892	3,000	Rentals	3,000	3,000	3,000
7,280	8,259	7,800	Miscellaneous	8,800	8,800	8,800
<u>283,135</u>	<u>262,173</u>	<u>239,850</u>	Total Materials and Services	267,840	267,840	267,840
			Capital Outlay:			
-	-	-	Machinery & Equipment	-	-	-
-	-	-	Total Capital Outlay	-	-	-
<u>524,526</u>	<u>526,126</u>	<u>511,260</u>	Total Requirements	601,820	601,820	601,820

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>16-17</u>
410	2020	Straight Time - Regular	48,230
410	2045	Overtime ADDED	
410	2085	Extra Help	227,250
412	2095	Interfund Wages	
415	2220	FICA - Social Security	21,650
		Insurance	14,870
415	2235	Retirement Contributions	17,020
415	2240	Workers' Compensation	4,960

TOTAL PERSONNEL SERVICES			333,980
	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)			
PARKS OPERATION-AQUATICS (4100)			
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
TOTAL MATERIALS & SERVICES			267,840
<u>Capital Outlay (720 - 740)</u>			
740	6650	Machinery & Equipment	
		Sub-total of Machinery & Equipment	0
TOTAL CAPITAL OUTLAY			0
TOTAL PARKS OPERATION-AQUATICS			601,820
<u>CAPITAL IMPROVEMENT FUND - AQUATICS</u>			
			<u>16-17</u>
		Aquatic Center Capital Repairs	45,000
Total Capital Improvement Fund - Recreation/Administration			45,000
TOTAL AQUATICS - ALL FUNDS			646,820

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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 such as trips to the theater, Breakfast with Santa, two Easter egg hunts, and family movie nights throughout the year. Recreation activities are provided at the Port of Play and Astoria Recreation Center facilities.

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/16 - 6/30/17</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/14	FYE 6/30/15	FYE 6/30/16		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
174,006	184,491	189,390	Regular Salaries	199,040	199,040	199,040
-	82	850	Overtime	870	870	870
274,167	316,755	285,270	Extra Help	394,970	394,970	394,970
33,939	38,106	36,580	FICA Taxes	46,640	46,640	46,640
33,219	31,862	38,000	Insurance	38,370	38,370	38,370
45,640	49,432	56,810	Retirement Contributions	56,580	56,580	56,580
5,116	5,222	5,570	Workers' Compensation	6,960	6,960	6,960
566,087	625,950	612,470	Total Personal Services	743,430	743,430	743,430
			Materials and Services:			
5,662	8,722	8,500	Office Supplies	10,140	10,140	10,140
51,555	90,022	40,100	Operating Supplies	90,020	90,020	90,020
9,077	4,287	3,500	Repair & Maintenance Supplies	4,290	4,290	4,290
146	-	-	Small Tools & Minor Equipment	-	-	-
80	5,397	2,500	Training	5,400	5,400	5,400
2,695	3,924	3,000	Conferences, Meetings & Travel	3,930	3,930	3,930
10,294	9,292	9,900	Professional Services	9,290	9,290	9,290
65	333	-	Communications	-	-	-
1,617	4,379	3,350	Advertising	9,000	9,000	9,000
6,802	10,130	6,000	Printing & Binding	10,130	10,130	10,130
1,769	4,583	3,500	Repair & Maintenance Services	4,580	4,580	4,580
875	1,382	1,500	Rentals	1,380	1,380	1,380
57,347	37,227	30,000	Fee & Charge Programs	34,760	34,760	34,760
4,060	704	2,500	Technology Services	700	700	700
152,044	180,382	114,350	Total Materials and Services	183,620	183,620	183,620
			Capital Outlay:			
14,386	1,199	-	Machinery & Equipment	-	-	-
14,386	1,199	-	Total Capital Outlay	-	-	-
-	-	-	Contingency	17,574	17,574	17,574
732,517	807,531	726,820	Total Expenditures	944,624	944,624	944,624

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>16-17</u>	
410	2020	Straight Time - Regular	199,040	
410	2045	Overtime	870	
415	2085	Extra Help	394,970	
415	2220	FICA -Social Security	46,640	
415	2225	FICA -Medicare		
415	2230	Insurance	38,370	
415	2235	Retirement Contributions	56,580	
415	2240	Workers' Compensation	6,960	

TOTAL PERSONNEL SERVICES 743,430

FTEs **19.7**

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	
		Sub-total of Office Supplies		10,140
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	
		Sub-total of Operating Supplies		90,020
525	3520	Building Materials / Supplies	3,590	
525	3640	Other Repair & Maintenance Supplies	700	
		Sub-total Repair & Maintenance Supplies		4,290
530	3720	Small Tools		
		Sub-total of Small Tools & Minor Equipment		0
610	4085	Travel Expenses - Training	2,720	
610	4115	Workshops	2,680	
		Sub-total of Training		5,400
615	4260	Conference / Meeting Expense	2,480	
615	4265	Travel - Conferences and Meetings	1,450	
		Sub-total of Conferences, Meetings & Travel	0	3,930

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
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
		TOTAL MATERIALS & SERVICES	183,620

PARKS OPERATION FUND (158)			
PARKS OPERATION-RECREATION / ADMINISTRATION (4200)			
Capital Outlay (740)			
740	6650	Machinery & Equipment	
		Sub-total of Machinery & Equipment	0
TOTAL CAPITAL OUTLAY			0
Contingent Expenditures (910)			
910	8020	Contingency	17,574
		Sub-Total Contingency	17,574
Ending Fund Balance (950)			
950	8520	Unappropriated Ending Fund Balance	0
TOTAL PARKS OPERATION - RECREATION / ADMINISTRATION			944,624
CAPITAL IMPROVEMENT FUND - PARKS AND RECREATION - ADMINISTRATION			
			<u>16-17</u>
		Parks and Recreation Master Plan Implementation	122,000
		Yacht Club Capital Repairs	125,000
		Recreation Equipment	6,000
Total Capital Improvement Fund - Recreation / Administration			253,000
TOTAL RECREATION / ADMINISTRATION - ALL FUNDS			1,197,624

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FUND: PARKS OPERATION

Department: Maintenance #4300

Basic Objectives

The Parks Maintenance Department oversees parks and cemetery maintenance. The City maintains forty-three park sites, trails, community halls and Oceanview Cemetery. In addition, the department also provides maintenance for the senior center, the aquatic facility, four public restroom buildings, 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 needed, assist visitors and individuals wishing to purchase cemetery lots.

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/16 - 6/30/17</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 6/30/14</u>	<u>FYE 6/30/15</u>	<u>FYE 6/30/16</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
125,679	137,391	156,940	Personnel Services:			
351	-	290	Regular Salaries	163,970	163,970	163,970
56,025	85,688	72,260	Overtime	300	300	300
10,290	17,023	3,080	Extra Help	72,260	72,260	72,260
14,589	17,883	18,120	Interfund Wages	3,080	3,080	3,080
39,909	59,446	51,020	FICA Taxes	18,660	18,660	18,660
24,048	27,533	43,000	Insurance	51,540	51,540	51,540
7,770	8,130	9,050	Retirement Contributions	38,080	38,080	38,080
			Workers' Compensation	9,320	9,320	9,320
278,661	353,094	353,760	Total Personnel Services	357,210	357,210	357,210
			Materials and Services:			
2,722	1,541	450	Office Supplies	1,540	1,540	1,540
57,541	42,557	66,590	Operating Supplies	53,060	53,060	53,060
46,112	65,211	53,800	Repair & Maintenance Supplies	65,210	65,210	65,210
8,034	8,387	8,000	Small Tools & Minor Equipment	8,390	8,390	8,390
2,093	6,112	4,000	City Shop Expenses	6,120	6,120	6,120
5,301	1,714	4,500	Training	1,710	1,710	1,710
6,299	12,154	37,750	Professional Services	12,150	12,150	12,150
-	-	1,150	Membership & Dues	1,150	1,150	1,150
611	77	100	Communications	80	80	80
30,730	33,749	31,250	Public Utility Services	31,310	31,310	31,310
10,797	13,425	15,000	Repair & Maintenance Services	13,430	13,430	13,430
4,019	5,429	4,000	Rentals	5,430	5,430	5,430
1,221	1,749	2,250	Miscellaneous	1,750	1,750	1,750
-	-	-	Technology Services	-	-	-
175,480	192,105	228,840	Total Materials and Services	201,330	201,330	201,330
			Capital Outlay:			
-	-	-	Buildings	-	-	-
-	-	-	Improvements Other Than Buildings	-	-	-
-	-	-	Machinery & Equipment	-	-	-
-	-	-	Total Capital Outlay	-	-	-
454,141	545,199	582,600	Total Expenditures	558,540	558,540	558,540

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>16-17</u>
410	2020	Straight Time - Regular	163,970
410	2045	Overtime	300
415	2085	Extra Help	72,260
415	2095	Interfund Wages	3,080
415	2220	FICA -Social Security	18,660
415	2225	FICA -Medicare	
415	2230	Insurance	51,540
415	2235	Retirement Contributions	38,080
415	2240	Workers' Compensation	9,320

TOTAL PERSONNEL SERVICES			357,210
	FTEs		6.4

Materials and Services (510 - 685)

510	3030	Paper	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	3300	Heating Oil - Parks Shops	-
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	3530	Tires	-
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		8,390
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		6,120
610	4085	Travel Expenses - Training	20	
610	4085	Travel Expenses - Training	1,340	
610	4090	Registration	350	
		Sub-total of Training		1,710
620	4432	Background Checks	190	
620	4540	General Professional Services	11,960	
		Sub-total of Professional Services		12,150
630	4880	Oregon Cemetery Association	250	
630	4885	State Cemetery Board	900	
		Sub-total of Memberships & Dues		1,150
635	4975	Postage	-	
635	5145	General Printing and Binding	80	
		Sub-total of Communications		80
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	5247	Electricity - Portal Park	-	
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	8,630	
657	5541	Sanitation - Other Locations	5,200	
658	5555	Cem water and sewer	2,250	
		Sub-total of Public Utility Services		31,310

PARKS OPERATION FUND (158)			
PARKS OPERATION-MAINTENANCE (4300)			
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
TOTAL MATERIALS & SERVICES			201,330
Capital Outlay (720 - 740)			
720	6400	Buildings	-
730	6500	Improvements Other than Buildings	-
		Sub-total of Improvements Other than Buildings	-
TOTAL PARKS OPERATION-MAINTENANCE			558,540
CAPITAL IMPROVEMENT FUND - PARKS MAINTENANCE			
			16-17
		Tree Inventory	30,000
		Maintenance Truck	23,500
		Parks Maintenance Shop Repairs/Improvements	25,000
		Winterize Cemetery Building	15,000
Total Capital Improvement Fund - Parks Maintenance			93,500
CAPITAL IMPROVEMENT FUND - MAINTENANCE			652,040

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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. The Ordinance will terminate as of July 1, 2017, unless readopted. Projected revenues for FY 2015-2016 are estimated at \$200,000 from local fuel taxes. Estimates of \$ 500,000 have been appropriated for FY 2016-2017 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 7/1/16 - 6/30/17</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 6/30/14</u>	<u>FYE 6/30/15</u>	<u>FYE 6/30/16</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<u>Resources</u>						
573,646	489,849	295,920	Beginning Fund Balance	438,570	438,570	438,570
201	40	200	Delinquent Ad Valorem Taxes	50	50	50
197,140	194,423	200,000	Local Gas Tax	195,000	195,000	195,000
75,000	100,000	-	Transfer from State Tax Street Fund	200,000	200,000	200,000
-	1,500	-	Miscellaneous	-	-	-
2,703	1,131	3,000	Interest on Investments	2,040	2,040	2,040
848,690	786,943	499,120	Sub-Total Resources	835,660	835,660	835,660
<u>848,690</u>	<u>786,943</u>	<u>499,120</u>	Total Resources	<u>835,660</u>	<u>835,660</u>	<u>835,660</u>
<u>Requirements</u>						
Materials & Services						
1,500	-	10,000	Repair & Maintenance Supplies	20,660	20,660	20,660
Capital Outlay						
<u>357,341</u>	<u>479,805</u>	<u>440,000</u>	Improvements Other Than Buildings	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>
358,841	479,805	450,000	Total Expenditures	520,660	520,660	520,660
		49,120	Contingent Expenditures	75,000	75,000	75,000
<u>489,849</u>	<u>307,138</u>	<u>-</u>	Ending Fund Balance	<u>240,000</u>	<u>240,000</u>	<u>240,000</u>
<u>848,690</u>	<u>786,943</u>	<u>499,120</u>	Total Requirements	<u>835,660</u>	<u>835,660</u>	<u>835,660</u>

2016 / 17 Detail Budget Information

ASTORIA ROAD DISTRICT FUND (170 0000)

<u>Materials and Services (515 - 660)</u>			
660	5825	Repair & Maintenance Supplies	20,660
730	6500	Improvements Other Than Buildings	500,000
910	8020	Contingency	75,000
950	8520	Ending Fund Balance	<u>240,000</u>
TOTAL ASTORIA ROAD DISTRICT FUND			835,660

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 7/1/16 - 6/30/17			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/14	FYE 6/30/15	FYE 6/30/16		Budget Officer	Budget Committee	Governing Body
Resources						
95,584	180,665	114,140	Beginning Fund Balance	260,550	260,550	260,550
542,600	538,092	549,450	Intergovernmental-Gas Tax	545,050	545,050	545,050
481	434	180	Interest on Investments	360	360	360
<u>638,665</u>	<u>719,191</u>	<u>663,770</u>	Total Resources	<u>805,960</u>	<u>805,960</u>	<u>805,960</u>
Requirements						
Materials and Services						
		-	Repair and Maintenance Services	-	-	-
Transfer To Other Funds:						
383,000	468,000	551,100	Public Works Fund	562,000	562,000	562,000
75,000	100,000	-	Astoria Road District Fund	200,000	200,000	200,000
458,000	568,000	551,100	Total Transfer to Other Funds	762,000	762,000	762,000
-	-	20,000	Contingent Expenditures	43,960	43,960	43,960
458,000	568,000	571,100	Total Expenditures	805,960	805,960	805,960
180,665	151,191	92,670	Ending Fund Balance	-	-	-
<u>638,665</u>	<u>719,191</u>	<u>663,770</u>	Total Requirements	<u>805,960</u>	<u>805,960</u>	<u>805,960</u>

2016 / 17 Budget Detail Information

STATE TAX STREET FUND (172 0000)

<u>Transfers to Other Funds (850)</u>			
850	7550	Public Works Fund	562,000
850	7560	Astoria Road District Fund	200,000
		Sub-total of Transfers to Other Funds	762,000
910	8020	Contingent Expenditures	43,960
950	8520	Ending Unencumbered Fund Balance	-
TOTAL STATE TAX STREET FUND			805,960

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 are 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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/16 - 6/30/17</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 6/30/14	FYE 6/30/15	FYE 6/30/16				
<u>Resources</u>						
19,683	17,990	22,300	Beginning Fund Balance	29,200	29,200	29,200
5,481	5,435	5,550	Intergovernmental-Gas Tax	5,500	5,500	5,500
94	87	100	Interest on Investments	90	90	90
<u>25,258</u>	<u>23,512</u>	<u>27,950</u>	Total Resources	<u>34,790</u>	<u>34,790</u>	<u>34,790</u>
<u>Requirements</u>						
Materials and Services:						
-	-	5,000	Repair & Maintenance Supplies	5,000	5,000	5,000
-	-	5,000	Total Materials and Services	5,000	5,000	5,000
Capital Outlay:						
7,268	-	22,950	Improvements Other Than Bldgs	29,790	29,790	29,790
<u>7,268</u>	<u>-</u>	<u>27,950</u>	Total Expenditures	<u>34,790</u>	<u>34,790</u>	<u>34,790</u>
17,990	23,512	-	Ending Fund Balance	-	-	-
<u>25,258</u>	<u>23,512</u>	<u>27,950</u>	Total Requirements	<u>34,790</u>	<u>34,790</u>	<u>34,790</u>

2016 / 17 Budget Detail Information

TRAILS RESERVE FUND (174 0000)

<u>Materials and Services (620)</u>			
660	5,820	Repair & Maintenance Supplies	5,000
<u>Capital Outlay (730)</u>			
730	6500	Improvements Other Than Buildings	29,790
910	8020	Contingency	-
950	8520	Ending Unencumbered Fund Balance	-
TOTAL TRAILS RESERVE FUND			34,790

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.

Significant Information - 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 Vector Sewer Truck is a 3 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

Historical Data			Budget for Fiscal Year 7/1/16 - 6/30/17			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/14	FYE 6/30/15	FYE 6/30/16		Budget Officer	Budget Committee	Governing Body
			Resources			
920,381	818,528	431,300	Beginning Fund Balance	250,000	250,000	250,000
1,315,923	1,070,470	65,000	Grant/Loan Proceeds			
			Charges for Services			
572,610	621,910	752,610	Water	752,610	752,610	752,610
478,510	524,210	763,510	Sewer	763,510	763,510	763,510
-	-	200,000	Sewer Surcharge	75,000	75,000	75,000
1,051,120	1,146,120	1,716,120	Total Charges for Services	1,591,120	1,591,120	1,591,120
			Transfer from Other Fund			
-	-	81,000	General Fund	81,000	81,000	81,000
-	-	91,970	Landfill Reserve Fund	-	-	-
-	-	28,200	CSO Maintenance Fund	-	-	-
-	400,000	-	Public Works Fund	-	-	-
-	31,341	-	Housing Rehabilitation Fund	-	-	-
-	431,341	201,170	Total Transfers	81,000	81,000	81,000
			Miscellaneous			
2,136	72,507	2,000	Interest on Investments	2,000	2,000	2,000
3,289,560	3,540,984	2,415,590	Total Resources	1,924,120	1,924,120	1,924,120
			Requirements			
			Materials and Services:			
7,195	2,253	130,000	Professional Services	85,000	85,000	85,000
1,614,073	927,516	735,000	Repair & Maintenance Services	683,000	683,000	683,000
1,621,268	929,769	865,000	Total Materials and Services	768,000	768,000	768,000
			Capital Outlay:			
65,779	-	-	Improvements Other Than Bldgs	-	-	-
117,730	1,248,609	207,680	Machinery & Equipment	118,200	118,200	118,200
183,509	1,248,609	207,680	Total Capital Outlay	118,200	118,200	118,200
			Debt Service:			
327,387	355,238	647,630	Principal	484,260	484,260	484,260
122,398	132,080	143,610	Interest	124,910	124,910	124,910
449,785	487,318	791,240	Total Debt Service	609,170	609,170	609,170
			Transfer to Other Funds			
200,000	200,000	200,000	Public Works Capital Reserve Fund	200,000	200,000	200,000
11,590	15,520	9,490	E Astoria Waterline Debt Service Fund	3,970	3,970	3,970
4,880	-	4,870	7th Street Dock Debt Service Fund	4,860	4,860	4,860
216,470	215,520	214,360	Total Transfers to Other Funds	208,830	208,830	208,830
-	-	337,310	Contingency	219,920	219,920	219,920
2,471,032	2,881,216	2,415,590	Total Expenditures	1,924,120	1,924,120	1,924,120
818,528	659,768	-	Ending Fund Balance	-	-	-
3,289,560	3,540,984	2,415,590	Total Requirements	1,924,120	1,924,120	1,924,120

PUBLIC WORKS IMPROVEMENT FUND (176 0000)			
		<u>Materials and Services (620 - 660)</u>	<u>16-17</u>
620	4540	Professional Services	
		Asset Management	10,000
		CSO Modeling	75,000
		Sub-total Professional Services	85,000
		Repair & Maintenance Services	
		Sewer:	
660	5790	Sewer Main Rehabilitation	225,000
		Pump Station #1 Improvements	190,000
		Sub-total Sewer Projects	415,000
		Water:	
660	5795	Water Main Rehabilitation / Replacement	225,000
		Sub-total Water Projects	225,000
660	5825	General Repair & Maintenance Services	
		Headworks Dam Main Valve Repair	30,000
		Street Ends (1/2 contributed by Promote Astoria)	13,000
		Sub-total General Repair & Maint. Services	43,000
TOTAL MATERIALS & SERVICES			768,000
		<u>Capital Outlay (720 - 740)</u>	
740	6650	Machinery and Equipment	
		Vactor Payment 4 of 5	80,700
		Composite Samplers (WWTP)	13,000
		Thermoplastic Burner	8,300
		Ornamental Street Light Upgrade	6,200
		Automatic Blow Off (Headworks)	10,000
		Sub-total Machinery and Equipment	118,200
TOTAL CAPITAL OUTLAY			118,200

PUBLIC WORKS IMPROVEMENT FUND (176 0000)				
Debt Service (810)				
		IFA G97001	Slow Sand Filter - 20 Year Loan	
810	6870	Principal		72,600
810	6875	Interest		7,700
		#L00604	Energy Trust of Oregon Aerator Loan	
810	6880	Principal		19,740
810	6885	Interest		2,100
		IFA L04001	Skyline Water Tank Loan	
810	6910	Principal		57,850
810	6915	Interest		37,220
		IFA S08003	Reservoir Covers	
810	6920	Principal		155,440
810	6925	Interest		23,190
		IFA Y10002	Bear Cr Dam - Waterline Replacement	
810	6930	Principal		26,530
810	6935	Interest		23,460
		IFA Y12006	WW Treatment Plant Construction	
810	6947	Principal - Y12006 WWTP Construction		24,160
810	6949	Interest - Y12006 WWTP Construction		14,310
		IFA L15001	Landfill Closure Loan	
810	6951	Principal - L15001 Landfill Closure		127,940
810	6952	Interest - L15001 Landfill Closure		16,930
TOTAL DEBT SERVICE				609,170

PUBLIC WORKS IMPROVEMENT FUND (176 0000)			
<u>Transfer to Other Fund</u>			
850	7546	Public Works Capital Reserve Fund	
		Future Re-Sanding of Slow Sand Filter 4 of 5	200,000
850	7540	East Astoria Waterline Debt Service Fund	3,970
850	7545	7th Street Dock Debt Service Fund	4,860
		Sub-total of Transfer to Other Fund	208,830
<u>Contingent Expenditures (910)</u>			
910	8020	Contingency	219,920
		Sub-total Contingency	219,920
<u>Ending Fund Balance (950)</u>			0
950	8520	Unappropriated Ending Fund Balance	
TOTAL PUBLIC WORKS IMPROVEMENT FUND			1,924,120

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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 has been transferred to this fund from the Public Works Improvement Fund over the past four fiscal years for the purpose of re-sanding the slow sand filters. With the transfer of \$200,000 in FY 2016-17 there will be \$1,000,000 available to re-sand the slow sand filters. This amount has been appropriated for this project for FY 2016-17.

Staffing

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

City of Astoria, Oregon
Budget Document

PUBLIC WORKS CAPITAL RESERVE FUND #178

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/16- 6/30/17</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	<u>Resources and Requirements</u>	<u>Proposed by Budget Officer</u>	<u>Approved by Budget Committee</u>	<u>Adopted by Governing Body</u>
<u>FYE 6/30/14</u>	<u>FYE 6/30/15</u>	<u>FYE 6/30/16</u>				
<u>Resources</u>						
200,000	400,000	600,000	Beginning Fund Balance	800,000	800,000	800,000
			Interest Earnings			
			Transfer from Other Fund			
<u>200,000</u>	<u>200,000</u>	<u>200,000</u>	Public Works Improvement Fund	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>
<u>400,000</u>	<u>600,000</u>	<u>800,000</u>	Total Resources	<u>1,000,000</u>	<u>1,000,000</u>	<u>1,000,000</u>
<u>Capital Outlay</u>						
-	-	800,000	Slow Sand Filter Re-Sanding	<u>1,000,000</u>	<u>1,000,000</u>	<u>1,000,000</u>
-	-	800,000	Total Capital Outlay	1,000,000	1,000,000	1,000,000
-	-	-	<u>Contingency</u>	-	-	-
<u>400,000</u>	<u>600,000</u>	<u>-</u>	<u>Ending Fund Balance</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>400,000</u>	<u>600,000</u>	<u>800,000</u>	Total Landfill Reserve Fund	<u>1,000,000</u>	<u>1,000,000</u>	<u>1,000,000</u>

2016 / 17 Budget Detail Information

PUBLIC WORKS CAPITAL RESERVE FUND (0000-178)

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

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 7/1/16 - 6/30/17</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 6/30/14	FYE 6/30/15	FYE 6/30/16				
			<u>Resources</u>			
130,848	94,729	28,120	Beginning Fund Balance			
92,320			Intergovernmental Revenue			
329	93	80	Interest on Investments			
-	-	-	Charges for Services	-	-	-
<u>223,497</u>	<u>94,822</u>	<u>28,200</u>	Total Resources	-	-	-
			<u>Requirements</u>			
			Personnel Services:			
1,168			Regular Salaries			
89			FICA Taxes			
42			Insurance			
157			Retirement Contributions			
80	-	-	Workers' Compensation	-	-	-
<u>1,536</u>	<u>-</u>	<u>-</u>	Total Personnel Services	-	-	-
			Materials and Services:			
14,696			Repair & Maintenance Supplies			
94,569			Professional Services			
973			Communications			
3,754			Public Utility Services			
5,083	-	-	Repair & Maintenance Services	-	-	-
<u>119,075</u>	<u>-</u>	<u>-</u>	Total Materials and Services	-	-	-
			Capital Outlay:			
8,157	-	-	Machinery & Equipment	-	-	-
<u>-</u>	<u>-</u>	<u>28,200</u>	Transfer to Other fund			
			Public Works Improvement Fund	-	-	-
<u>128,768</u>	<u>-</u>	<u>28,200</u>	Total Expenditures	-	-	-
<u>94,729</u>	<u>94,822</u>	<u>-</u>	Ending Fund Balance	-	-	-
<u>223,497</u>	<u>94,822</u>	<u>28,200</u>	Total Requirements	-	-	-

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

Basic Objectives

Fund # 183 resources and appropriations are for the purpose of completing the 11th 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 16th Street CSO separation project. This project started in June 2014. It is anticipated to be completed by the end of FYE June 30, 2017. The project is funded by a grant of \$525,000 and loan of \$6,688,000 from the State of Oregon Infrastructure Finance Authority (IFA) at an interest rate of 2.09%, for 25 years.

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.

City of Astoria, Oregon
Budget Document

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/16- 6/30/17</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 6/30/14	FYE 6/30/15	FYE 6/30/16				
<u>Resources</u>						
(1,689,582)	5,907	-	Beginning Fund Balance			
577,035	35,000	-	Intergovernmental			
5,473,267	52,144	-	Loan Proceeds			
78	86	-	Interest in Investments	-	-	-
<u>4,360,798</u>	<u>93,137</u>	-	Total Resources	-	-	-
<u>Requirements</u>						
Materials and Services:						
4,163	-	-	Professional Services	-	-	-
4,163	-	-	Total Materials and Services	-	-	-
Capital Outlay:						
4,350,728	80,047	-	Improvements Other Than Bldgs	-	-	-
4,354,891	80,047	-	Total Expenditures	-	-	-
5,907	13,090	-	Ending Fund Balance	-	-	-
<u>4,360,798</u>	<u>93,137</u>	-	Total Requirements	-	-	-

2016 / 17 Detail Budget Information

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	-
TOTAL CSO 11th STREET SEPARATION FUND			-

City of Astoria, Oregon
Budget Document

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

Budget for Fiscal Year 7/1/16- 6/30/17

<u>Historical Data</u>			Resources and Requirements	<u>Budget for Fiscal Year 7/1/16- 6/30/17</u>		
<u>Actual Data</u> FYE 6/30/14	<u>Actual Data</u> FYE 6/30/15	<u>Adopted Budget</u> FYE 6/30/16		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Resources</u>						
	(29,054)	-	Beginning Fund Balance	-	-	-
	2,382,067	6,430,350	Loan Proceeds	2,300,000	2,300,000	2,300,000
			Intergovernmental Revenue			
-	3	-	Interest on Investments	-	-	-
-	2,353,016	6,430,350	Total Resources	2,300,000	2,300,000	2,300,000
<u>Requirements</u>						
Materials and Services:						
-	290	1,173,000	Professional Services	225,000	225,000	225,000
-	290	1,173,000	Total Materials and Services	225,000	225,000	225,000
Capital Outlay:						
-	1,487,039	5,257,350	Improvements Other Than Bldgs	2,075,000	2,075,000	2,075,000
Contingency						
-	-	-	Transfer to Other Funds - General	-	-	-
-	1,487,329	6,430,350	Total Expenditures	2,300,000	2,300,000	2,300,000
-	865,687	-	Ending Fund Balance	-	-	-
-	2,353,016	6,430,350	Total Requirements	2,300,000	2,300,000	2,300,000

2016 / 17 Detail Budget Information

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

620	4540	Materials and Services (515 - 660) Professional Services	225,000
730	6500	Capital Outlay (730) Improvements Other Than Buildings CSO 16th Street Separation	2,075,000
TOTAL CSO 11th STREET SEPARATION FUND			2,300,000

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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.

Staffing

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

City of Astoria, Oregon
Budget Document

LOCAL IMPROVEMENT DEBT SERVICE FUND #250

Historical Data			Budget for Fiscal Year 7/1/16 - 6/30/17			
Actual Data FYE 6/30/14	FYE 6/30/15	Adopted Budget FYE 6/30/16	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Resources						
313,891	93,371	342,010	Beginning Fund Balance	209,770	209,770	209,770
1,337	1,291	1,200	Interest Earnings	2,100	2,100	2,100
-	50,000	100,000	Transfers from Other Funds	-	-	-
<u>315,228</u>	<u>144,662</u>	<u>443,210</u>	Total Resources	<u>211,870</u>	<u>211,870</u>	<u>211,870</u>
Requirements						
Materials and Services						
3,915	-	-	Professional Services	-	-	-
Transfer to Other Funds						
22,000	22,000	22,000	General Fund	22,000	22,000	22,000
150,000	-	-	Parks Project Fund	-	-	-
-	-	219,420	PERS Amounts Due to Funds	-	-	-
<u>172,000</u>	<u>22,000</u>	<u>241,420</u>	Total Transfers	<u>22,000</u>	<u>22,000</u>	<u>22,000</u>
45,942	-	-	Loss on Sale of Asset	-	-	-
-	-	-	Contingency	-	-	-
<u>221,857</u>	<u>22,000</u>	<u>241,420</u>	Total Expenditures	<u>22,000</u>	<u>22,000</u>	<u>22,000</u>
<u>93,371</u>	<u>122,662</u>	<u>201,790</u>	Ending Fund Balance	<u>189,870</u>	<u>189,870</u>	<u>189,870</u>
<u>315,228</u>	<u>144,662</u>	<u>443,210</u>	Total Requirements	<u>211,870</u>	<u>211,870</u>	<u>211,870</u>

2016 / 17 Budget Detail Information

LOCAL IMPROVEMENT DEBT SERVICE FUND (250 0000)

850	7567	Transfers to Other Funds General Fund	22,000
910	8020	Contingent Expenditures (910) Contingency	-
		Ending Fund Balance	<u>189,870</u>
TOTAL LOCAL IMPROVEMENT DEBT SERVICE FUND			<u>211,870</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.

City of Astoria, Oregon
Budget Document

EAST ASTORIA WATERLINE DEBT SERVICE FUND #265

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/16 - 6/30/17</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 6/30/14	FYE 6/30/15	FYE 6/30/16				
<u>Resources</u>						
103,970	86,316	69,830	Beginning Fund Balance	49,610	49,610	49,610
355	270	240	Interest Earnings	360	360	360
11,590	10,630	9,490	Transfer from Other Funds			
39,357	39,356	39,360	Public Works Improvement Fund	3,970	3,970	3,970
			Miscellaneous	39,360	39,360	39,360
<u>155,272</u>	<u>136,572</u>	<u>118,920</u>	Total Resources	<u>93,300</u>	<u>93,300</u>	<u>93,300</u>
<u>Requirements</u>						
Debt Service						
54,073	54,527	60,020	Principal	60,510	60,510	60,510
14,883	12,179	9,470	Interest	6,460	6,460	6,460
<u>68,956</u>	<u>66,706</u>	<u>69,490</u>	Total Debt Service	<u>66,970</u>	<u>66,970</u>	<u>66,970</u>
68,956	66,706	69,490	Total Expenditures	66,970	66,970	66,970
86,316	69,866	49,430	Ending Fund Balance	26,330	26,330	26,330
<u>155,272</u>	<u>136,572</u>	<u>118,920</u>	Total Requirements	<u>93,300</u>	<u>93,300</u>	<u>93,300</u>

2016 / 17 Detail Budget Information

EAST ASTORIA WATERLINE DEBT SERVICE FUND (265 0000)

Debt Service (810)			
		Debt Service	
810	6840	Principal	60,510
810	6845	Interest	6,460
		TOTAL DEBT SERVICE	66,970
Ending Fund Balance (950)			
950	8520	Ending Unencumbered Fund Balance	26,330
		TOTAL ENDING FUND BALANCE	26,330
TOTAL EAST ASTORIA WATERLINE DEBT SERVICE FUND			93,300

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, with the final payment due December 1, 2023.

Staffing

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

City of Astoria, Oregon
Budget Document

7th STREET DOCK LOCAL IMPROVEMENT DEBT SERVICE FUND #267

Historical Data			Budget for Fiscal Year 7/1/16 - 6/30/17			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/14	FYE 6/30/15	FYE 6/30/16		Budget Officer	Budget Committee	Governing Body
Resources						
25,778	23,545	21,280	Beginning Fund Balance	19,010	19,010	19,010
3,221	82	180	Interest Earnings	180	180	180
4,880	4,890	4,900	Transfer from Other Funds			
3,747	6,867	6,870	Public Works Improvement Fund	4,860	4,860	4,860
			Miscellaneous	6,870	6,870	6,870
<u>37,626</u>	<u>35,384</u>	<u>33,230</u>	Total Resources	<u>30,920</u>	<u>30,920</u>	<u>30,920</u>
Requirements						
Debt Service						
7,418	7,863	8,350	Principal	8,840	8,840	8,840
6,663	6,218	5,760	Interest	5,250	5,250	5,250
<u>14,081</u>	<u>14,081</u>	<u>14,110</u>	Total Debt Service	<u>14,090</u>	<u>14,090</u>	<u>14,090</u>
14,081	14,081	14,110	Total Expenditures	14,090	14,090	14,090
<u>23,545</u>	<u>21,303</u>	<u>19,120</u>	Ending Fund Balance	16,830	16,830	16,830
<u>37,626</u>	<u>35,384</u>	<u>33,230</u>	Total Requirements	<u>30,920</u>	<u>30,920</u>	<u>30,920</u>

2016 / 17 Detail Budget Information

7th STREET DOCK DEBT SERVICE FUND (267 0000)

Debt Service (810)			
		Debt Service	
810	6850	Principal	8,840
810	6855	Interest	5,250
		TOTAL DEBT SERVICE	14,090
Ending Fund Balance (950)			
950	8520	Ending Unencumbered Fund Balance	16,830
		TOTAL ENDING FUND BALANCE	16,830
TOTAL 7th STREET DOCK DEBT SERVICE FUND			30,920

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

Staffing

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

City of Astoria, Oregon
Budget Document

COMBINED SEWER OVERFLOW (CSO) DEBT SERVICE FUND #270

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/16 - 6/30/17</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 6/30/14</u>	<u>FYE 6/30/15</u>	<u>FYE 6/30/16</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<u>Resources</u>						
908,977	1,115,801	903,670	Beginning Fund Balance	730,600	730,600	730,600
1,317,413	1,394,180	1,345,690	Charges for Service	1,541,430	1,541,430	1,541,430
3,918	4,209	4,500	Interest Earnings	4,960	4,960	4,960
<u>2,230,308</u>	<u>2,514,190</u>	<u>2,253,860</u>	Total Resources	<u>2,276,990</u>	<u>2,276,990</u>	<u>2,276,990</u>
<u>Requirements</u>						
33,854	49,903	60,410	Materials & Services:			
			Professional Services	56,480	56,480	56,480
729,951	749,638	994,940	Debt Service			
350,702	496,482	422,720	Principal	1,012,330	1,012,330	1,012,330
			Interest	418,610	418,610	418,610
<u>1,080,653</u>	<u>1,246,120</u>	<u>1,417,660</u>	Total Debt Service	<u>1,430,940</u>	<u>1,430,940</u>	<u>1,430,940</u>
1,114,507	1,296,023	1,478,070	Total Expenditures	1,487,420	1,487,420	1,487,420
		50,000	Contingency	50,000	50,000	50,000
<u>1,115,801</u>	<u>1,218,167</u>	<u>725,790</u>	Ending Fund Balance	<u>739,570</u>	<u>739,570</u>	<u>739,570</u>
<u>2,230,308</u>	<u>2,514,190</u>	<u>2,253,860</u>	Total Requirements	<u>2,276,990</u>	<u>2,276,990</u>	<u>2,276,990</u>

COMBINED SEWER OVERFLOW (CSO) DEBT SERVICE FUND (270 0000)			
<u>Materials and Services (620)</u>			
620	4560	Professional Services DEQ Administrative Fees	56,480
		Sub-total of Materials & Services	56,480
TOTAL MATERIALS & SERVICES			56,480
<u>Debt Service (810)</u>			
810	6940	Principal-CSO Loan #11790	185,280
810	6945	Interest-CSO Loan #11790	65,760
810	6950	Principal-CSO Loan #11791	131,710
810	6955	Interest-CSO Loan #11791	53,640
810	6960	Principal-CSO Loan #11792	218,430
810	6965	Interest-CSO Loan #11792	90,500
810	6936	Principal-CSO Loan #11793	153,980
810	6938	Interest-CSO Loan #11793	83,180
810	6934	Principal-CSO Loan #R06117 ARRA	100,000
810	6984	Principal-CSO Loan IFA #Y12004	222,930
810	6985	Interest-CSO Loan IFA #Y12004	125,530
TOTAL DEBT SERVICE			1,430,940
<u>Contingent Expenditures (910)</u>			
910	8020	Contingency	50,000
		Sub-total of Contingent Expenditures	50,000
<u>Ending Fund Balance (950)</u>			
950	8520	Ending Unencumbered Fund Balance	739,570
		Sub-total of Ending Fund Balance	739,570
TOTAL CSO DEBT SERVICE FUND			2,276,990

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 7/1/16 - 6/30/17</u>				
<u>Actual Data</u>		<u>Adopted Budget</u>			Proposed by	Approved by	Adopted by
FYE 6/30/14	FYE 6/30/15	FYE 6/30/16	Resources & Requirements	Budget Officer	Budget Committee	Governing Body	
Resources							
37,505,681	42,236,990	** 850,000	Beginning Fund Balance	653,000	653,000	653,000	
Charges for Services:							
6,321	8,861		Engineering				
2,762,305	2,650,489	2,557,000	Water	2,872,200	2,872,200	2,872,200	
1,510,036	1,430,940	1,194,350	Sewer	1,259,240	1,259,240	1,259,240	
6,659	-	-	Streets	-	-	-	
4,285,321	4,090,290	3,751,350	Total Charges for Services	4,131,440	4,131,440	4,131,440	
Transfers from Other Funds:							
383,000	468,000	551,100	State Tax Street Fund	562,000	562,000	562,000	
40,000	1,965	40,000	General Fund	40,000	40,000	40,000	
24,640			Landfill Reserve Fund				
4,568	3,924	2,000	Interest	2,500	2,500	2,500	
16,956	20,267	50,000	Miscellaneous	75,000	75,000	75,000	
-	-	-	Licenses and Permits	-	-	-	
42,260,166	46,821,436	5,244,450	Total Resources	5,463,940	5,463,940	5,463,940	
Requirements							
Expenditures by Department:							
933,239	999,930	984,040	Engineering	1,093,910	1,093,910	1,093,910	
385,653	379,454	429,410	Shop and Yard	517,720	517,720	517,720	
394,047	490,051	543,140	Streets	589,090	589,090	589,090	
14,959	44,467	62,880	Sanitation	68,780	68,780	68,780	
860,694	873,407	1,058,920	Sewer	1,082,920	1,082,920	1,082,920	
81,081	154,587	186,790	Stormwater	190,670	190,670	190,670	
1,243,979	1,313,733	1,355,110	Water	1,434,260	1,434,260	1,434,260	
-	-	245,160	Contingency	107,590	107,590	107,590	
3,913,652	4,255,629	4,865,450	Total Expenditures by Department	5,084,940	5,084,940	5,084,940	
Transfers to Other Departments							
379,000	<u>400,000</u> 379,000	379,000	Public Works Improvement Fund				
			General Fund	379,000	379,000	379,000	
379,000	779,000	379,000	Total Transfers to Other Departments	379,000	379,000	379,000	
4,292,652	5,034,629	5,244,450	Total Expenditures	5,463,940	5,463,940	5,463,940	
Accrual Adjustments for:							
(1,346,789)	(1,511,808)	-	Depreciation	-	-	-	
(3,597,101)	(732,028)	-	Capitalized Expenditures	-	-	-	
	(711,153)	** -	Adjustment for GASB 68 Expense	-	-	-	
42,911,404	44,741,796	-	Ending Fund Balance	-	-	-	
42,260,166	46,821,436	5,244,450	Total Requirements	5,463,940	5,463,940	5,463,940	

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, 2014 and 2015 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the Public Works Fund at June 30, 2014 was \$ 1,383,404 and at June 30, 2015 was \$ 812,433.

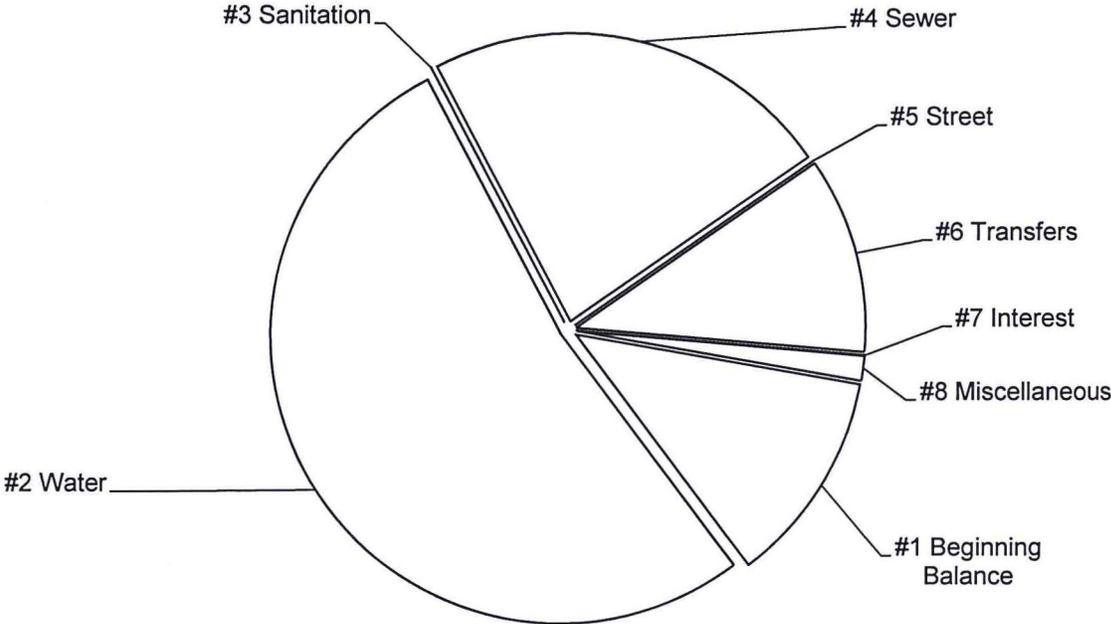
** The Beginning Fund Balance for FYE 6/30/15 was restated for GASB 68 implementation in the Audited Financial Statements. An adjustment is shown for Net Pensi

City of Astoria, Oregon
Public Works Fund Resources
Year Beginning July 1, 2016

Segment #	Resources	Amount	Percentage
1	Beginning Fund Balance	653,000	11.95%
2	Charges for Water Services	2,872,200	52.56%
3	Charges for Sanitation Services	0	0.00%
4	Charges for Sewer Services	1,259,240	23.05%
5	Charges for Street Services	0	0.00%
6	Transfers from Other Funds	602,000	11.02%
7	Interest Earnings	2,500	0.05%
8	Miscellaneous	<u>75,000</u>	<u>1.37%</u>
	Total Resources	<u>5,463,940</u>	<u>100.00%</u>

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

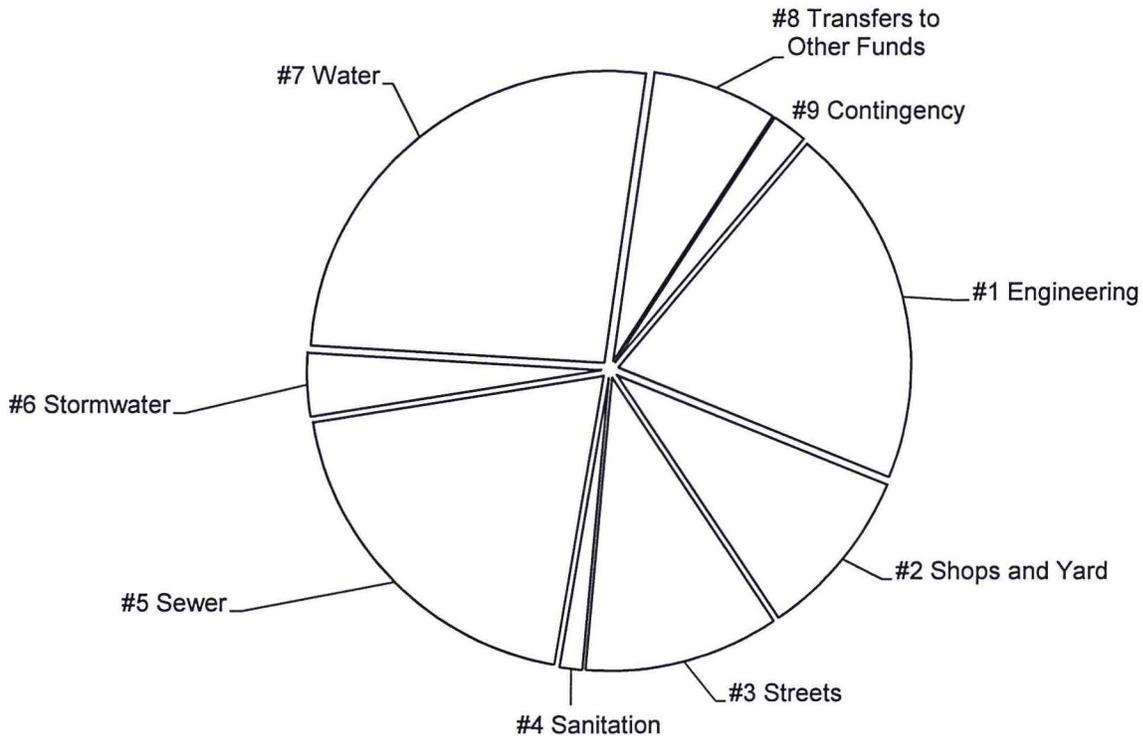
\$ 562,000 is transferred in from the State Tax Street Fund, which receives State of Oregon gas tax revenues. This transfer subsidizes the cost of maintaining City streets.



City of Astoria, Oregon
Public Works Fund Requirements
Year Beginning July 1, 2016

Segment #	Requirements	Amount	Percentage
1	Engineering	1,093,910	20.02%
2	Shops and Yard	517,720	9.48%
3	Streets	589,090	10.78%
4	Sanitation	68,780	1.26%
5	Sewer	1,082,920	19.82%
6	Stormwater	190,670	3.49%
7	Water	1,434,260	26.25%
8	Transfers to Other Funds	379,000	6.94%
9	Contingency	<u>107,590</u>	<u>1.97%</u>
	Total Requirements	<u>5,463,940</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 7/1/16 - 6/30/17</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 6/30/14</u>	<u>FYE 6/30/15</u>	<u>FYE 6/30/16</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
			Personnel Services:			
860,906	909,912	877,600	Engineering	981,170	981,170	981,170
292,920	280,696	304,810	Shop & Yard	385,990	385,990	385,990
162,635	201,513	248,810	Streets	266,470	266,470	266,470
6,986	1,862	39,870	Sanitation	42,420	42,420	42,420
481,166	532,112	554,420	Sewer	524,720	524,720	524,720
49,985	63,356	86,940	Stormwater	92,320	92,320	92,320
819,198	890,138	831,460	Water	880,780	880,780	880,780
<u>2,673,796</u>	<u>2,879,589</u>	<u>2,943,910</u>	Total Personnel Services	<u>3,173,870</u>	<u>3,173,870</u>	<u>3,173,870</u>
			Materials & Services:			
69,798	85,813	95,440	Engineering	96,740	96,740	96,740
86,734	89,907	124,600	Shop & Yard	127,130	127,130	127,130
231,412	288,538	294,330	Streets	322,620	322,620	322,620
5,145	37,401	23,010	Sanitation	26,360	26,360	26,360
377,528	334,602	504,500	Sewer	544,900	544,900	544,900
31,096	91,231	99,850	Stormwater	96,350	96,350	96,350
416,420	411,059	512,550	Water	524,180	524,180	524,180
<u>1,218,133</u>	<u>1,338,551</u>	<u>1,654,280</u>	Total Materials & Services	<u>1,738,280</u>	<u>1,738,280</u>	<u>1,738,280</u>
			Capital Outlay:			
2,535	4,205	11,000	Engineering	16,000	16,000	16,000
5,999	8,851	-	Shop & Yard	4,600	4,600	4,600
-	-	-	Streets	-	-	-
2,828	5,204	-	Sanitation	-	-	-
2,000	6,693	-	Sewer	13,300	13,300	13,300
-	-	-	Stormwater	2,000	2,000	2,000
8,361	12,536	11,100	Water	29,300	29,300	29,300
<u>21,723</u>	<u>37,489</u>	<u>22,100</u>	Total Capital Outlay	<u>65,200</u>	<u>65,200</u>	<u>65,200</u>
			Transfers to Other Funds:			
379,000	379,000	379,000	General Fund	379,000	379,000	379,000
<u>379,000</u>	<u>379,000</u>	<u>379,000</u>	Total Transfers to Other Funds	<u>379,000</u>	<u>379,000</u>	<u>379,000</u>
-	-	245,160	Contingency	<u>107,590</u>	<u>107,590</u>	<u>107,590</u>
<u>4,292,652</u>	<u>4,634,629</u>	<u>5,244,450</u>	Total Expenditures	<u>5,463,940</u>	<u>5,463,940</u>	<u>5,463,940</u>

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FUND: PUBLIC WORKS

Department: Engineering #3700

Basic Objectives

The Engineering Department oversees design and construction associated with City infrastructure that support 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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/16 - 6/30/17</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/14	FYE 6/30/15	FYE 6/30/16		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
473,083	494,621	566,150	Regular Salaries	655,110	655,110	655,110
113,770	138,646	12,000	Extra Help			
44,075	47,266	44,540	FICA Taxes	50,400	50,400	50,400
116,972	112,945	120,550	Insurance	128,460	128,460	128,460
86,694	95,071	110,820	Retirement Contributions	120,530	120,530	120,530
26,312	21,363	23,540	Workers' Compensation	26,670	26,670	26,670
<u>860,906</u>	<u>909,912</u>	<u>877,600</u>	Total Personnel Services	<u>981,170</u>	<u>981,170</u>	<u>981,170</u>
			Materials and Services:			
6,206	7,044	11,000	Office Supplies	11,000	11,000	11,000
4,328	3,818	4,500	Operating Supplies	4,500	4,500	4,500
2,443	2,008	2,500	Repair & Maintenance Supplies	2,500	2,500	2,500
558	748	1,460	Small Tools & Minor Equipment	1,460	1,460	1,460
656	77	5,000	Training	5,000	5,000	5,000
3,879	2,488	1,000	Conferences, Meetings & Travel	1,000	1,000	1,000
808	584	1,180	Memberships & Dues	1,180	1,180	1,180
-	-	500	Advertising	500	500	500
31,050	44,465	41,440	Professional Services	41,440	41,440	41,440
3,681	3,825	3,800	Communications	4,300	4,300	4,300
3,642	14,476	5,200	Repair & Maintenance Services	6,000	6,000	6,000
-	-	360	Licenses and Permits	360	360	360
304	300	-	Miscellaneous			
<u>12,243</u>	<u>5,980</u>	<u>17,500</u>	Technology Services	17,500	17,500	17,500
<u>69,798</u>	<u>85,813</u>	<u>95,440</u>	Total Materials and Services	<u>96,740</u>	<u>96,740</u>	<u>96,740</u>
			Capital Outlay:			
<u>2,535</u>	<u>4,205</u>	<u>11,000</u>	Machinery & Equipment	16,000	16,000	16,000
<u>2,535</u>	<u>4,205</u>	<u>11,000</u>	Total Capital Outlay	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>
<u>933,239</u>	<u>999,930</u>	<u>984,040</u>	Total Expenditures	<u>1,093,910</u>	<u>1,093,910</u>	<u>1,093,910</u>

PUBLIC WORKS FUND (301)			
ENGINEERING (3700)			
<u>Personnel Services (410 - 415)</u>			
410	2020	Straight Time - Regular	655,110
410	2085	Extra Help	0
415	2220	FICA -Social Security	50,400
415	2230	Insurance	128,460
415	2235	Retirement Contributions	120,530
415	2240	Workers' Compensation	26,670
TOTAL PERSONNEL SERVICES			981,170
			FTEs 8.8
<u>Materials and Services (510 - 685)</u>			
510	3045	General Office Supplies	11,000
Sub-total of Office Supplies			11,000
515	3120	Books / Periodicals	500
515	3180	Fuel, Oil, Lubricants	3,000
515	3310	General Operating Supplies	1,000
Sub-total of Operating Supplies			4,500
525	3525	Motor Vehicle Repair Parts	2,500
Sub-total of Repair & Maintenance Supplies			2,500
530	3720	Small Tools	1,000
530	3730	Steel Toe Boots	460
Sub-total of Small Tools & Minor Equipment			1,460
610	4115	Workshops	5,000
Sub-total of Training			5,000
615	4260	Conference / Meeting Expense	1,000
Sub-total of Conferences, Meetings & Travel			1,000
620	4390	Network Maintenance	15,400
620	4395	Email Hosting	320
620	4400	Internet Connectivity	3,900
620	4498	Water System	10,000
620	4499	Structural	5,000
620	4500	Surveying	5,000
620	4541	VOIP Cisco / Obsidian Support	1,820
Sub-total of Professional Services			41,440

PUBLIC WORKS FUND (301)				
ENGINEERING (3700)				
630	4830	American Public Works Association	500	
630	4835	American Society of Civil Engineers	680	
		Sub-total of Memberships & Dues		1,180
635	4920	Cell Phones	3,800	
635	4922	Conference Calls	500	
		Sub-total of Communications		4,300
640	5020	Advertising - Legal Ads / Notice	500	
		Sub-total of Advertising		500
660	5660	Engineering Plan Plotter / Scanner (Leases)	4,000	
660	5785	Motor Vehicles / Auto Body Shop	1,000	
660	5805	Survey & Other Equipment	1,000	
		Sub-total of Repair & Maintenance Services		6,000
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
TOTAL MATERIALS & SERVICES				96,740
Capital Outlay (740)				
740	6650	Machinery & Equipment		
		Computers 2	5,000	
		GIS Infrastructure Improvement	6,000	
		Organizational Systems (file cabinets and microfiche)	5,000	
		Sub-total Machinery & Equipment		16,000
TOTAL CAPITAL OUTLAY				16,000
TOTAL ENGINEERING				1,093,910

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/16 - 6/30/17</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/14	FYE 6/30/15	FYE 6/30/16				
			Personnel Services:			
170,096	174,242	179,300	Regular Salaries	224,720	224,720	224,720
11,446	1,533	1,800	Overtime	1,800	1,800	1,800
2,070	897	7,000	Extra Help	7,000	7,000	7,000
12,946	13,169	14,970	FICA Taxes	18,690	18,690	18,690
66,114	57,712	59,390	Insurance	81,760	81,760	81,760
21,168	24,414	33,060	Retirement Contributions	40,400	40,400	40,400
9,080	8,729	9,290	Workers' Compensation	11,620	11,620	11,620
<u>292,920</u>	<u>280,696</u>	<u>304,810</u>	Total Personnel Services	<u>385,990</u>	<u>385,990</u>	<u>385,990</u>
			Materials and Services:			
810	770	1,000	Office Supplies	1,450	1,450	1,450
1,994	2,744	3,500	Small Tools & Minor Equipment	3,800	3,800	3,800
12,480	12,153	14,800	Operating Supplies	16,200	16,200	16,200
13,860	13,617	20,000	Repair & Maintenance Supplies	25,000	25,000	25,000
684	638	3,000	Training	3,000	3,000	3,000
-	-	500	Printing & Binding	500	500	500
21,392	21,015	23,500	Professional Services	20,550	20,550	20,550
4,284	4,282	4,550	Communications	4,600	4,600	4,600
17,143	17,420	18,800	Public Utility Services	19,800	19,800	19,800
11,154	10,753	15,400	Repair & Maintenance Services	15,400	15,400	15,400
-	160	1,000	Rentals	1,000	1,000	1,000
767	3,405	9,250	Miscellaneous	5,530	5,530	5,530
2,166	2,950	9,300	Technology Services	10,300	10,300	10,300
<u>86,734</u>	<u>89,907</u>	<u>124,600</u>	Total Materials and Services	<u>127,130</u>	<u>127,130</u>	<u>127,130</u>
			Capital Outlay:			
5,999	8,851	-	Improvements Other Than Buildings	-	-	-
-	-	-	Machinery & Equipment	4,600	4,600	4,600
<u>5,999</u>	<u>8,851</u>	<u>-</u>	Total Capital Outlay	<u>4,600</u>	<u>4,600</u>	<u>4,600</u>
<u>385,653</u>	<u>379,454</u>	<u>429,410</u>	Total Expenditures	<u>517,720</u>	<u>517,720</u>	<u>517,720</u>

PUBLIC WORKS FUND (301)

SHOP AND YARD (3800)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	224,720
410	2045	Overtime	1,800
410	2085	Extra Help	7,000
415	2220	FICA -Social Security	18,690
415	2230	Insurance	81,760
415	2235	Retirement Contributions	40,400
415	2240	Workers' Compensation	11,620

TOTAL PERSONNEL SERVICES			385,990
	FTEs		4.5

Materials and Services (510 - 685)

510	3030	Paper		
510	3040	Printer, Cartridges and Supplies	1,050	
510	3045	General Office Supplies	400	
		Sub-total of Office Supplies		1,450
515	3120	Books & periodicals	300	
515	3125	Clothing, Uniforms, Boots, Gloves	2,000	
515	3140	First Aid Supplies	400	
515	3180	Fuel, Oil, Lubricants	10,000	
515	3265	Custodial Supplies	1,700	
515	3310	General Operating Supplies	1,800	
		Sub-total of Operating Supplies		16,200
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	6,000	
525	3585	Safety Supplies	1,000	
525	3640	Other Repair & Maintenance Supplies	6,000	
		Sub-total of Repair & Maintenance Supplies		25,000
530	3720	Small Tools	2,000	
530	3722	Mechanics Contractual Tool Allowance	1,800	
		Sub-total of Small Tools		3,800
610	4085	Travel Expense - Training	1,500	
610	4115	Workshops	1,500	
		Sub-total of Training		3,000

PUBLIC WORKS FUND (301)

SHOP AND YARD (3800)

620	4390	Network Maintenance	15,400	
620	4395	Email Hosting	350	
620	4400	Internet conectivity	0	
620	4432	Background Checks	250	
620	4510	Drug / Alcohol Testing	500	
620	4515	CDL Physicals	450	
620	4539	VOIP Cisco/Obsidian Support	1,800	
620	4540	General - Professional Services	1,800	
		Sub-total of Professional Services		20,550
635	4920	Cell Phones	1,300	
635	4930	Telephone-Century Link	3,200	
635	4975	Postage	100	
		Sub-total of Communications		4,600
650	5145	General Printing and Binding	500	
		Sub-total of Printing and Binding		500
655	5304	Electricity - 535 31st - Old Shop	1,400	
655	5307	Electricity - 550 30th - Main PW	11,000	
656	5473	Natural Gas - PW Shops	4,000	
657	5520	Sanitation - PW Shops	3,400	
		Sub-total of Public Utility Services		19,800
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		15,400
665	5865	Rentals - Equipment	1,000	
		Sub-total of Rentals		1,000
675	6010	License Renewal - Certifications and CDL	230	
675	6015	Fuel Tank Insurance 2014-2015	4,600	
675	6020	Permits (Tank Assessments)	150	
675	6035	General - Miscellaneous	550	
		Sub-total of Miscellaneous		5,530

PUBLIC WORKS FUND (301)			
SHOP AND YARD (3800)			
685	6245	Computer Hardware	6,300
685	6255	Software Maintenance Agreement	4,000
		Sub-total of Technology Services	10,300
TOTAL MATERIALS & SERVICES			127,130
Capital Outlay (730 - 740)			
730	6500	Improvements Other than Buildings	
		Sub-total Improvements Other than Buildings	0
740	6650	Tire Pressure Monitor System Tool	1,800
		Jump Jack	500
		Transmission Jack	2,300
		Sub-total of Machinery & Equipment	4,600
TOTAL CAPITAL OUTLAY			4,600
TOTAL SHOP & YARD			517,720
CAPITAL IMPROVEMENT FUND - PUBLIC WORKS - SHOP & YARD			
		Above Ground Fuel System	220,000
Total Capital Improvement Fund - Public Works - Shop & Yard			220,000
TOTAL PUBLIC WORKS SHOP & YARD - ALL FUNDS			737,720

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FUND: PUBLIC WORKS

Department: Streets #3900

Basic Objectives

The Street Division 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 Division.

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
STREETS #3900

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/16 - 6/30/17</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/14	FYE 6/30/15	FYE 6/30/16		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
92,328	115,412	143,440	Regular Salaries	149,810	149,810	149,810
1,381	1,346	2,000	Overtime	2,000	2,000	2,000
7,076	4,823	10,000	Extra Help	13,000	13,000	13,000
7,623	9,116	11,970	FICA Taxes	12,460	12,460	12,460
32,391	48,038	47,510	Insurance	54,510	54,510	54,510
15,401	16,858	26,450	Retirement Contributions	26,940	26,940	26,940
6,435	5,920	7,440	Workers' Compensation	7,750	7,750	7,750
162,635	201,513	248,810	Total Personnel Services	266,470	266,470	266,470
			Materials and Services:			
136	255	500	Small Tools & Minor Equipment	1,000	1,000	1,000
11,706	10,185	14,500	Operating Supplies	13,550	13,550	13,550
44,431	60,032	63,500	Repair & Maintenance Supplies	80,900	80,900	80,900
13	-	300	Training	300	300	300
1,235	9,885	4,330	Professional Services	4,220	4,220	4,220
-	15	-	Communications			
139,881	155,075	150,000	Public Utility Services	160,000	160,000	160,000
33,508	51,627	56,000	Repair & Maintenance Services	57,450	57,450	57,450
-	-	4,000	Rentals	4,000	4,000	4,000
502	1,464	1,200	Miscellaneous	1,200	1,200	1,200
231,412	288,538	294,330	Total Materials and Services	322,620	322,620	322,620
			Capital Outlay:			
-	-	-	Machinery & Equipment	-	-	-
-	-	-	Total Capital Outlay	-	-	-
394,047	490,051	543,140	Total Expenditures	589,090	589,090	589,090

PUBLIC WORKS FUND (301)			
<u>STREETS (3900)</u>			
<u>Personnel Services (410 - 415)</u>			
410	2020	Straight Time - Regular	149,810
410	2045	Overtime	2,000
410	2085	Extra Help	13,000
415	2220	FICA -Social Security	12,460
415	2230	Insurance	54,510
415	2235	Retirement Contributions	26,940
415	2240	Workers' Compensation	7,750
TOTAL PERSONNEL SERVICES			266,470
			FTEs 3.0
<u>Materials and Services (515 - 675)</u>			
515	3120	Books and Periodicals	100
515	3125	Clothing, Uniforms, Boots, Gloves	300
515	3180	Fuel, Oil, Lubricants	13,000
515	3310	General Operating Supplies	150
Sub-total of Operating Supplies			13,550
525	3525	Motor Vehicle Repair Parts	15,000
525	3530	Tires	8,000
525	3540	Paint and Paint Supplies	26,000
525	3550	Electrical Supplies	1,900
525	3578	Road Maintenance Materials	4,000
525	3580	Signs	10,000
525	3585	Safety Supplies	2,000
525	3590	Cold Patch	2,500
525	3593	De-icer	3,500
525	3595	Rock	3,000
525	3640	Other Repair and Maintenance Supplies	5,000
Sub-total of Repair and Maintenance Supplies			80,900
530	3720	Small Tools	1,000
Sub-total of Small Tools			1,000
610	4085	Travel Expense - Training	150
610	4115	Workshops	150
Sub-total of Training			300

PUBLIC WORKS FUND (301)			
STREETS (3900)			
620	4460	Hazardous Tree Removal	3,000
620	4510	Drug / Alcohol Testing	150
620	4515	CDL Physicals	70
620	4540	General - Professional Services	1,000
		Sub-total of Professional Services	4,220
655	5310	Electricity - Street Lights	160,000
		Sub-total of Public Utility Services	160,000
660	5541	Roadside Debris Disposal	150
660	5725	Equipment Other Than Vehicles	800
660	5785	Motor Vehicles / Auto Body Shop	4,000
660	5815	Equipment with Operator	2,500
660	5820	Paving, Street Repair, Concrete	20,000
660	5825	General Repair and Maintenance Services	20,000
660	5826	Street Sweeping Disposal	10,000
		Sub-total of Repair & Maintenance Services	57,450
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
TOTAL MATERIALS & SERVICES			322,620
TOTAL STREETS			589,090

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/16 - 6/30/17</u>				
<u>Actual Data</u>		<u>Adopted Budget</u>	<u>Requirements</u>	<u>Proposed by Budget Officer</u>	<u>Approved by Budget Committee</u>	<u>Adopted by Governing Body</u>	
<u>FYE 6/30/14</u>	<u>FYE 6/30/15</u>	<u>FYE 6/30/16</u>					
			Personnel Services:				
3,868	1,550	23,900	Regular Salaries	24,970	24,970	24,970	
272	-	400	Extra Help	500	500	500	
311	118	2,000	FICA Taxes	2,080	2,080	2,080	
1,258	-	7,920	Insurance	9,090	9,090	9,090	
387	154	4,410	Retirement Contributions	4,490	4,490	4,490	
890	40	1,240	Worker Compensation	1,290	1,290	1,290	
6,986	1,862	39,870	Total Personnel Services	42,420	42,420	42,420	
			Materials and Services:				
105	369	700	Operating Supplies	450	450	450	
25	2,003	2,600	Repair & Maintenance Supplies	6,000	6,000	6,000	
-	420	210	Memberships & Dues	210	210	210	
-	-	50	Advertising	50	50	50	
4,046	31,283	13,000	Professional Services	14,000	14,000	14,000	
813	1,447	1,750	Public Utility Services	450	450	450	
-	1,469	3,050	Repair & Maintenance Services	3,050	3,050	3,050	
6	-	1,000	Rentals	1,000	1,000	1,000	
150	410	650	Miscellaneous	1,150	1,150	1,150	
5,145	37,401	23,010	Total Materials and Services	26,360	26,360	26,360	
			Capital Outlay				
2,828	5,204	-	Machinery and Equipment	-	-	-	
2,828	5,204	-	Total Capital Outlay	-	-	-	
14,959	44,467	62,880	Total Expenditures	68,780	68,780	68,780	

PUBLIC WORKS FUND (301)			
SANITATION (5400)			
Personnel Services (410 - 415)			
410	2020	Straight Time - Regular	24,970
410	2085	Extra Help	500
415	2220	FICA -Social Security	2,080
415	2230	Insurance	9,090
415	2235	Retirement Contributions	4,490
415	2240	Workers' Compensation	1,290
TOTAL PERSONNEL SERVICES			42,420
			FTEs 0.5
Materials and Services (515 - 675)			
515	3275	Laboratory Supplies	150
515	3310	General Operating Supplies	300
Sub-total of Operating Supplies			450
525	3525	Motor Vehicle Repair Parts	1,500
525	3610	Drainage Ditch Supplies	1,000
525	3640	Other Repair and Maintenance Supplies	3,500
Sub-total of Repair and Maintenance Supplies			6,000
620	4520	Lab Testing	7,000
620	4540	Professional Services-General	7,000
Sub-total of Professional Services			14,000
630	4850	Association of Oregon Recyclers	210
Sub-total of Membership's and Dues			210
640	5030	Advertising - Public Notices	50
Sub-total of Advertising			50
655	5367	Electricity - Transfer Station	250
657	5538	Sanitation - Downtown Litter Baskets	200
Sub-total of Public Utility Services			450

PUBLIC WORKS FUND (301)			
SANITATION (5400)			
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
TOTAL MATERIALS & SERVICES			26,360
<u>Capital Outlay (730 - 740)</u>			
740	6650	Machinery & Equipment	
		Sub-total Machinery & Equipment	0
TOTAL SANITATION			68,780

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 7/1/16 - 6/30/17			
Actual Data		Adopted Budget	Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/14	FYE 6/30/15	FYE 6/30/16		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
301,905	348,885	322,740	Regular Salaries	299,620	299,620	299,620
3,339	1,307	4,500	Overtime	4,500	4,500	4,500
3,900	11,625	12,300	On Call	12,300	12,300	12,300
4,858	91	4,800	Extra Help	5,000	5,000	5,000
23,701	31,352	26,940	FICA Taxes	24,920	24,920	24,920
84,691	81,119	106,900	Insurance	109,020	109,020	109,020
43,703	42,141	59,510	Retirement Contributions	53,870	53,870	53,870
15,069	15,592	16,730	Workers' Compensation	15,490	15,490	15,490
<u>481,166</u>	<u>532,112</u>	<u>554,420</u>	Total Personnel Services	<u>524,720</u>	<u>524,720</u>	<u>524,720</u>
			Materials and Services:			
845	722	1,000	Office Supplies	1,050	1,050	1,050
33,648	52,601	58,200	Operating Supplies	74,200	74,200	74,200
91,742	58,330	114,000	Repair & Maintenance Supplies	123,800	123,800	123,800
682	1,061	1,000	Small Tools & Minor Equipment	2,000	2,000	2,000
1,898	3,559	8,000	Training	10,000	10,000	10,000
19,276	19,657	39,650	Professional Services	33,900	33,900	33,900
607	625	700	Memberships & Dues	700	700	700
2,165	2,476	3,050	Communications	3,300	3,300	3,300
4,854	1,137	2,000	Advertising	1,500	1,500	1,500
6,603	6,732	7,300	Printing & Binding	7,300	7,300	7,300
138,257	149,599	150,400	Public Utility Services	156,500	156,500	156,500
59,437	23,047	97,000	Repair & Maintenance Services	108,000	108,000	108,000
1,881	85	2,000	Rentals	2,000	2,000	2,000
8,342	8,046	8,600	Licenses and Permits	9,450	9,450	9,450
1,899	232	4,000	Miscellaneous	4,000	4,000	4,000
5,392	6,693	7,600	Technology Services	7,200	7,200	7,200
<u>377,528</u>	<u>334,602</u>	<u>504,500</u>	Total Materials and Services	<u>544,900</u>	<u>544,900</u>	<u>544,900</u>
			Capital Outlay:			
2,000	6,693	-	Machinery & Equipment	13,300	13,300	13,300
<u>2,000</u>	<u>6,693</u>	<u>-</u>	Total Capital Outlay	<u>13,300</u>	<u>13,300</u>	<u>13,300</u>
			Transfers to Other Funds:			
	400,000		Public Works Improvement Fund			
151,600	151,600	151,600	General Fund	151,600	151,600	151,600
<u>151,600</u>	<u>551,600</u>	<u>151,600</u>	Total Transfer to Other Funds	<u>151,600</u>	<u>151,600</u>	<u>151,600</u>
<u>1,012,294</u>	<u>1,425,007</u>	<u>1,210,520</u>	Total Expenditures	<u>1,234,520</u>	<u>1,234,520</u>	<u>1,234,520</u>

PUBLIC WORKS FUND (301)

SEWER (5600)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	299,620
410	2045	Overtime	4,500
410	2047	On Call	12,300
410	2085	Extra Help	5,000
415	2220	FICA -Social Security	24,920
415	2230	Insurance	109,020
415	2235	Retirement Contributions	53,870
415	2240	Workers' Compensation	15,490

TOTAL PERSONNEL SERVICES			524,720
	FTEs		6.0

Materials and Services (510 - 685)

510	3030	Paper	150
510	3040	Printer, Cartridges and Supplies	400
510	3045	General Office Supplies	500
		Sub-total of Office Supplies	1,050
515	3120	Books & periodicals	200
515	3125	Clothing, Uniforms, Boots, Gloves	3,000
515	3180	Fuel, Oil, Lubricants	18,000
515	3265	Custodial Supplies	200
515	3275	Laboratory Supplies	5,000
515	3280	Chlorine	15,000
515	3281	Dechloranation Chemical	30,000
515	3282	pH Adjustment	1,000
515	3310	General Operating Supplies	1,800
		Sub-total of Operating Supplies	74,200
525	3520	Building Materials / Supplies	10,000
525	3525	Motor Vehicle Repair Parts	9,000
525	3530	Tires	5,000
525	3540	Paint & Paint Supplies	1,500
525	3550	Electrical Supplies	6,800
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
		Sub-total of Repair and Maintenance Supplies	123,800
530	3720	Small Tools	2,000
		Sub-total of Small Tools	2,000

PUBLIC WORKS FUND (301)

SEWER (5600)

610	4085	Travel Expense - Training	5,000	
610	4115	Workshops	5,000	
		Sub-total of Training		10,000
620	4400	Internet Conectivity	3,400	
620	4510	Drug / Alcohol Testing	500	
620	4515	CDL Physicals	1,250	
620	4520	Lab Testing	8,500	
620	4525	Locate Requests	250	
620	4540	General - Professional Services	20,000	
		Sub-total Professional Services		33,900
630	4855	Association of Clean Water Agencies	700	
		Sub-total of Memberships & Dues		700
635	4920	Cell Phones	800	
635	4975	Postage	2,500	
		Sub-total of Communications		3,300
640	5022	Advertising - Recruitment	1,000	
640	5030	Advertising - Public Notices	500	
		Sub-total of Advertising		1,500
650	5140	Utility Bills, CCR, Meter Slips	7,000	
650	5145	General Printing and Binding	300	
		Sub-total of Printing and Binding		7,300
655	5370	Electricity - 4665 Birch #1	60,000	
655	5373	Electricity - 2165 Duane #3	13,500	
655	5376	Electricity - 175 W. Marine Dr.	5,000	
655	5379	Electricity - 580 W. Marine Dr.	6,500	
655	5382	Electricity - 1090 Olney #2	2,500	
655	5385	Electricity - 5555 Lagoon Rd/WW	65,500	
655	5388	Electricity - 5250 Ash #2	1,050	
655	5391	Electricity - 5340 Alder #3	400	
655	5394	Electricity - 5324 52nd Alderbrook	300	
655	5397	Electricity - 2700 Marine Drive	500	
657	5529	Sanitation - Sewer	1,250	
		Sub-total of Public Utility Services		156,500

PUBLIC WORKS FUND (301)			
SEWER (5600)			
660	5725	Equipment Other Than Vehicles	30,000
660	5785	Motor Vehicles / Auto Body Shop	5,000
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	108,000
665	5865	Rentals - Equipment	2,000
		Sub-total of Rentals	2,000
675	6005	Licenses and Permits	8,500
675	6010	License Renewal	950
675	6035	General - Miscellaneous	4,000
		Sub-total of Miscellaneous	13,450
685	6207	Non-Contract IT Services	1,500
685	6255	Software Maintenance Agreement	5,700
		Sub-total of Technology Services	7,200
TOTAL MATERIALS & SERVICES			544,900
Capital Outlay (730 - 740)			
740	6650	Machinery & Equipment	
		Laser Level	1,800
		1/3 Shoring	2,000
		RTU @ PS #1	5,000
		pH Meter @ WWTP	2,000
		Scale @ WWTP	2,500
		Sub-total of Machinery & Equipment	13,300
TOTAL CAPITAL OUTLAY			13,300
Transfer to Other Funds (850)			
850	7555	General Fund	151,600
		Sub-total Transfers to Other Funds	151,600
TOTAL SEWER			1,234,520

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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 7/1/16 - 6/30/17</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/14	FYE 6/30/15	FYE 6/30/16		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
27,672	35,418	47,810	Regular Salaries	49,940	49,940	49,940
745	112	2,000	Overtime	2,000	2,000	2,000
2,693	1,504	6,000	Extra Help	6,500	6,500	6,500
2,366	2,699	3,990	FICA Taxes	4,150	4,150	4,150
11,958	14,887	15,840	Insurance	18,170	18,170	18,170
4,536	5,326	8,820	Retirement Contributions	8,980	8,980	8,980
15	3,410	2,480	Workers' Compensation	2,580	2,580	2,580
49,985	63,356	86,940	Total Personnel Services	92,320	92,320	92,320
			Materials and Services:			
273	331	1,000	Small Tools & Minor Equipment	1,000	1,000	1,000
6,019	5,763	9,050	Operating Supplies	8,050	8,050	8,050
22,626	33,918	35,500	Repair & Maintenance Supplies	40,500	40,500	40,500
-	-	300	Training	300	300	300
60	-	300	Professional Services	300	300	300
-	11,892	12,000	Communications	7,000	7,000	7,000
-	4,044	4,500	Public Utility Services	4,500	4,500	4,500
1,964	34,783	35,500	Repair & Maintenance Services	33,000	33,000	33,000
-	500	1,000	Rentals	1,000	1,000	1,000
154	-	200	Licenses and Permits	200	200	200
-	-	500	Miscellaneous	500	500	500
31,096	91,231	99,850	Total Materials and Services	96,350	96,350	96,350
			Capital Outlay:			
-	-	-	Share of Shoring-One Third	2,000	2,000	2,000
-	-	-	Total Capital Outlay	2,000	2,000	2,000
81,081	154,587	186,790	Total Expenditures	190,670	190,670	190,670

PUBLIC WORKS FUND (301)

STORMWATER (7400)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	49,940
410	2045	Overtime	2,000
410	2085	Extra Help	6,500
415	2220	FICA -Social Security	4,150
415	2230	Insurance	18,170
415	2235	Retirement Contributions	8,980
415	2240	Workers' Compensation	2,580

TOTAL PERSONNEL SERVICES

FTEs 1.0 92,320

Materials and Services (510 - 685)

515	3120	Books & Periodicals	50
515	3125	Clothing, Uniforms, Boots, Gloves	500
515	3180	Fuel, Oil, Lubricants	7,000
515	3310	General Operating Supplies	500

Sub-total of Operating Supplies **8,050**

525	3525	Motor Vehicle Repair Parts	10,000
525	3530	Tires	500
525	3585	Safety Supplies	1,500
525	3590	Cold Patch	1,000
525	3595	Rock	2,500
525	3605	Stormwater Maintenance Supplies	10,000
525	3640	Other Repair and Maintenance Supplies	15,000

Sub-total of Repair and Maintenance Supplies **40,500**

530	3720	Small Tools	1,000
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Sub-total of Small Tools **1,000**

610	4115	Workshops	300
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Sub-total of Training **300**

620	4510	Drug / Alcohol Testing	150
620	4515	CDL Physicals	150

Sub-total Professional Services **300**

635	4982	CSO AT&T Mobility	7,000
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Sub-total of Communications **7,000**

655	5397	Electricity - Denver Storage	4,500
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Sub-total of Public Utility Services **4,500**

PUBLIC WORKS FUND (301)			
STORMWATER (7400)			
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	12,000
		Sub-total of Repair and Maintenance Services	33,000
665	5865	Rentals - Equipment	1,000
		Sub-total of Rentals	1,000
675	6010	License Renewal	200
675	6035	General - Miscellaneous	500
		Sub-total of Miscellaneous	700
TOTAL MATERIALS & SERVICES			96,350
Capital Outlay (730 - 740)			
740	6650	Machinery & Equipment 1/3 Shoring	2,000
		Sub-total of Machinery & Equipment	2,000
TOTAL CAPITAL OUTLAY			2,000
TOTAL STORMWATER			190,670

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 Division 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 division 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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/16 - 6/30/17</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/14	FYE 6/30/15	FYE 6/30/16		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
487,094	561,373	478,120	Regular Salaries	499,360	499,360	499,360
13,287	10,753	13,000	Overtime	13,500	13,500	13,500
3,900	3,975	4,100	On Call	4,100	4,100	4,100
27,866	13,789	25,000	Extra Help	25,000	25,000	25,000
39,963	44,371	39,910	FICA Taxes	41,520	41,520	41,520
137,834	155,004	158,370	Insurance	181,700	181,700	181,700
85,162	77,716	88,170	Retirement Contributions	89,780	89,780	89,780
24,092	23,157	24,790	Workers' Compensation	25,820	25,820	25,820
<u>819,198</u>	<u>890,138</u>	<u>831,460</u>	Total Personnel Services	880,780	880,780	880,780
			Materials and Services:			
538	346	750	Office Supplies	1,150	1,150	1,150
2,580	2,918	3,700	Small Tools & Minor Equipment	3,700	3,700	3,700
75,531	57,397	75,000	Operating Supplies	67,050	67,050	67,050
195,147	177,395	238,500	Repair & Maintenance Supplies	256,500	256,500	256,500
5,898	2,764	8,000	Training	8,000	8,000	8,000
2,264	2,264	2,300	Memberships & Dues	2,280	2,280	2,280
628	41	1,000	Advertising	1,000	1,000	1,000
8,793	8,803	9,200	Printing & Binding	9,200	9,200	9,200
1,403	1,296	10,000	Rentals	10,000	10,000	10,000
54,223	36,884	42,750	Professional Services	47,250	47,250	47,250
5,934	5,399	6,400	Communications	6,000	6,000	6,000
26,017	29,101	31,200	Public Utility Services	26,500	26,500	26,500
30,281	74,864	73,000	Repair & Maintenance Services	76,000	76,000	76,000
1,581	1,685	2,000	Licenses and Permits	2,150	2,150	2,150
467	5,063	1,000	Miscellaneous	1,000	1,000	1,000
5,135	4,839	7,750	Technology Services	6,400	6,400	6,400
<u>416,420</u>	<u>411,059</u>	<u>512,550</u>	Total Materials and Services	524,180	524,180	524,180
			Capital Outlay:			
-	-	-	Improvements other than Buildings	-	-	-
8,361	12,536	11,100	Machinery & Equipment	29,300	29,300	29,300
<u>8,361</u>	<u>12,536</u>	<u>11,100</u>	Total Capital Outlay	29,300	29,300	29,300
			Transfer to Other Funds:			
227,400	227,400	227,400	General Fund	227,400	227,400	227,400
<u>227,400</u>	<u>227,400</u>	<u>227,400</u>	Total Transfer to Other Funds	227,400	227,400	227,400
<u>1,471,379</u>	<u>1,541,133</u>	<u>1,582,510</u>	Total Expenditures	1,661,660	1,661,660	1,661,660

PUBLIC WORKS FUND (301)			
WATER (8100)			
<u>Personnel Services (410 - 415)</u>			
410	2020	Straight Time - Regular	499,360
410	2045	Overtime	13,500
410	2047	On Call	4,100
410	2085	Extra Help	25,000
415	2220	FICA -Social Security	41,520
415	2230	Insurance	181,700
415	2235	Retirement Contributions	89,780
415	2240	Workers' Compensation	25,820
TOTAL PERSONNEL SERVICES			880,780
			FTEs 10.0
<u>Materials and Services (510 - 685)</u>			
510	3020	Forms	100
510	3025	Stationery, Envelopes	50
510	3030	Paper	200
510	3040	Printer, Cartridges and Supplies	500
510	3045	General Office Supplies	300
Sub-total of Office Supplies			1,150
515	3120	Books & Periodicals	400
515	3125	Clothing, Uniforms, Boots, Gloves	3,500
515	3180	Fuel, Oil, Lubricants	35,000
515	3265	Custodial Supplies	150
515	3270	Chemicals	6,500
515	3275	Laboratory Supplies	6,500
515	3280	Chlorine	8,000
515	3285	Fluoride	6,500
515	3310	General Operating Supplies	500
Sub-total of Operating Supplies			67,050
525	3520	Building Materials / Supplies	19,000
525	3525	Motor Vehicle Repair Parts	20,000
525	3530	Tires	5,000
525	3540	Paint & Paint Supplies	1,500
525	3550	Electrical Supplies	14,500
525	3585	Safety Supplies	3,500
525	3590	Cold Patch	3,000
525	3595	Rock	20,000
525	3605	Water Maintenance Supplies	145,000
525	3640	Other Repair and Maintenance Supplies	25,000
Sub-total of Repair & Maintenance Supplies			256,500

PUBLIC WORKS FUND (301)

WATER (8100)

530	3720	Small Tools	3,700	
		Sub-total Small Tools		3,700
610	4085	Travel Expense - Training	4,000	
610	4115	Workshops	4,000	
		Sub-total of Training		8,000
620	4510	Drug / Alcohol Testing	500	
620	4515	CDL Physicals	1,000	
620	4520	Lab Testing	6,000	
620	4525	Locate Requests	250	
620	4535	Water Meter Reading / Green Card	24,000	
620	4540	General - Professional Services	15,500	
		Sub-Total of Professional Services		47,250
630	4865	Association of State Dam Safety Officials	1,730	
630	4870	American Waterworks Association	350	
630	4875	OCCIRS - Cross Connections	200	
		Sub-Total of Memberships & Dues		2,280
635	4920	Cell Phones	2,000	
635	4930	Telephone - Qwest	1,000	
635	4975	Postage	3,000	
		Sub-total of Communications		6,000
640	5030	Advertising - Public Notices	1,000	
		Sub-total of Advertising		1,000
650	5140	Utility Bills, CCR, Meter Slips	8,000	
650	5145	General Printing and Binding	1,200	
		Sub-total of Printing & Binding		9,200

PUBLIC WORKS FUND (301)

WATER (8100)

655	5400	Electricity - 6th and Lexington	1,000	
655	5403	Electricity - RR2 Box 812	700	
655	5406	Electricity - Watershed Equipment	2,000	
655	5409	Electricity - Pipeline Res #3	3,500	
655	5412	Electricity - Niagara Pump Station	1,500	
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	8,000	
655	5433	Electricity - Headworks Rd	700	
		Sub-total of Public Utility Services		26,500
660	5725	Equipment Other Than Vehicles	7,000	
660	5785	Motor Vehicles / Auto Body Shop	8,000	
660	5815	Equipment with Operator	8,000	
660	5820	Paving, Street Repair, Concrete	30,000	
660	5825	General Repair and Maintenance Services	23,000	
		Sub-total of Repair and Maintenance Services		76,000
665	5865	Equipment	5,000	
665	5875	General Rentals	5,000	
		Sub-total of Rentals		10,000
675	6005	Licenses and Permits	1,100	
675	6010	License Renewal	1,050	
675	6035	General - Miscellaneous	1,000	
		Sub-total of Miscellaneous		3,150
685	6205	Computer Software		
685	6207	Non-Contract IT Services	2,000	
685	6245	Computer Hardware	100	
685	6255	Software Maintenance Agreement	4,300	
		Sub-total of Technology Services		6,400
TOTAL MATERIALS & SERVICES				524,180

PUBLIC WORKS FUND (301)			
<u>WATER (8100)</u>			
<u>Capital Outlay</u>			
740	6650	Machinery & Equipment	
		Prominate Fluoride / Chlorine Analyzer	8,000
		1/3 Shoring	2,000
		Portable Welder-Headworks	1,100
		RTU - Res #3	5,900
		Regal Chlorinator-Headworks	6,900
		Headworks Lab Flooring	2,500
		Headworks Weatherstation	800
		Headworks Mower Deck	1,500
		Portable Pipe Freezer	600
		Sub-total Machinery & Equipment	29,300
TOTAL CAPITAL OUTLAY			29,300
<u>Transfer to Other Funds (850)</u>			
850	7555	General Fund	227,400
		Sub-total Transfers to Other Funds	227,400
TOTAL WATER			1,661,660
CAPITAL IMPROVEMENT FUND - PUBLIC WORKS - WATER			
		Spur 14 Waterline	290,000
Total Capital Improvement Fund - Public Works - Water			290,000
TOTAL PUBLIC WORKS WATER - ALL FUNDS			1,951,660

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 7/1/16 - 6/30/17</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 6/30/14	FYE 6/30/15	FYE 6/30/16				
<u>Resources</u>						
42,536	91,139	91,550	Beginning Fund Balance			
37,620	-	-	Rents			
448	387	420	Interest Earnings			
			Transfer from Other Fund			
66,000	-	-	General Fund	-	-	-
<u>146,604</u>	<u>91,526</u>	<u>91,970</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
<u>Materials and Services</u>						
30,825	-	-	Professional Services			
30,825	-	-	Total Materials and Services	-	-	-
<u>Capital Outlay</u>						
-	-	-	Improvements Other than Buildings	-	-	-
-	-	-	Total Capital Outlay	-	-	-
<u>Transfer to Other Funds</u>						
24,640	-	-	Public Works / Sanitation			
-	-	91,970	Public Works Improvement Fund	-	-	-
24,640	-	91,970	Total Transfers to Other Funds	-	-	-
-	-	-	<u>Contingency</u>			
91,139	91,526	-	Ending Fund Balance	-	-	-
<u>146,604</u>	<u>91,526</u>	<u>91,970</u>	Total Landfill Reserve Fund	<u>-</u>	<u>-</u>	<u>-</u>

2016 / 17 Budget Detail Information

LANDFILL RESERVE FUND (305 0000)

850	7557	Transfer to Other Funds			
		Public Works Improvement Fund		-	
TOTAL LANDFILL RESERVE FUND				-	-

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 represent 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

Historical Data			Budget for Fiscal Year 7/1/16 - 6/30/17			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/14	FYE 6/30/15	FYE 6/30/16				
Resources						
571,079	519,769	52,960	Beginning Fund Balance	38,820	38,820	38,820
-	-	-	Sale of Graves			
-	-	-	Charges for Services			
-	-	-	Interest Earnings			
-	-	-	Miscellaneous	-	-	-
<u>571,079</u>	<u>519,769</u>	<u>52,960</u>	Total Resources	<u>38,820</u>	<u>38,820</u>	<u>38,820</u>
Requirements						
-	-	-	Personnel Services			
45,301	-	-	Materials and Services			
-	30,440	52,960	Capital Outlay			
-	-	-	Improvements Other than Buildings	38,820	38,820	38,820
-	-	-	Contingency			
6,009	6,011	-	Accrual Adjustments for:			
			Depreciation	-	-	-
<u>51,310</u>	<u>36,451</u>	<u>52,960</u>	Total Expenditures	<u>38,820</u>	<u>38,820</u>	<u>38,820</u>
<u>519,769</u>	<u>483,318</u>	-	Ending Fund Balance	-	-	-
<u>571,079</u>	<u>519,769</u>	<u>52,960</u>	Total Requirements	<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 balances for the June 30, 2014 and 2015 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the Cemetery Fund at June 30, 2014 was \$ 83,176 and at June 30, 2015 was \$ 38,826

2016 / 17 Budget Detail Information

CEMETERY FUND (325 8500)			
Capital Outlay (730)			
730	6500	Improvements Other Than Buildings	38,820
910	8,020	Contingent Expenditures	-
950	8,520	Ending Unencumbered Fund Balance	-
TOTAL CEMETERY FUND			38,820

FUND: 17TH STREET DOCK #330

Basic Objectives

The Maritime Park Fund was renamed 17th Street Dock Fund with the adoption of Resolution No. 96-31, May 6, 1996. The 17th Street Dock Fund was established to receive payments for moorage at and provide maintenance for the 17th 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 17th 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 7/1/16 - 6/30/17

<u>Historical Data</u>			Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Actual Data FYE 6/30/14	FYE 6/30/15	Adopted Budget FYE 6/30/16				
<u>Resources</u>						
3,068,160	3,876,301	561,470	Beginning Fund Balance	600,300	600,300	600,300
1,285,843	222,309	210,000	Intergovernmental	213,840	213,840	213,840
43,218	72,256	60,360	Charge for Services	85,000	85,000	85,000
			Gifts and Bequests/Grants			
1,161	1,749	1,380	Interest on Investments	2,760	2,760	2,760
14,563	-	1,500	Miscellaneous	1,500	1,500	1,500
<u>4,412,945</u>	<u>4,172,615</u>	<u>834,710</u>	Total Resources	<u>903,400</u>	<u>903,400</u>	<u>903,400</u>
<u>Requirements</u>						
Personnel Services:						
11,195	11,920	12,000	Interfund Wages	12,500	12,500	12,500
Materials and Services:						
1,687	3,120	10,000	Repair & Maintenance Supplies	10,000	10,000	10,000
			Conferences, Meetings & Travel			
			Communications			
9,031	10,522	16,500	Public Utility Services	15,500	15,500	15,500
5,552	3,466	30,000	Repair & Maintenance Services	20,000	20,000	20,000
<u>16,270</u>	<u>17,108</u>	<u>56,500</u>	Total Materials and Services	<u>45,500</u>	<u>45,500</u>	<u>45,500</u>
Capital Outlay:						
284,456	-	200,000	Improvements Other Than Bldgs	289,000	289,000	289,000
-	-	-	Machinery and Equipment	5,000	5,000	5,000
<u>284,456</u>	<u>-</u>	<u>200,000</u>	Total Capital Outlay	<u>294,000</u>	<u>294,000</u>	<u>294,000</u>
Debt Service						
79,489		32,090	Principal	83,370	83,370	83,370
25,258	46,345	53,450	Interest	52,170	52,170	52,170
<u>104,747</u>	<u>46,345</u>	<u>85,540</u>	Total Debt Service	<u>135,540</u>	<u>135,540</u>	<u>135,540</u>
Transfer to Other Funds						
-	75,000	75,000	Transfer to Capital Improvement Fund	76,500	76,500	76,500
-	-	-	Transfer to Parks Operation Fund	70,000	70,000	70,000
<u>-</u>	<u>75,000</u>	<u>75,000</u>	Total Transfer to Other Funds	<u>146,500</u>	<u>146,500</u>	<u>146,500</u>
-	-	50,000	Contingency	60,000	60,000	60,000
Accrual Adjustment for:						
199,465	196,335	-	Depreciation	-	-	-
(79,489)	-	-	Principal Payments	-	-	-
-	-	-	Capitalized Expenditures	-	-	-
<u>536,644</u>	<u>346,708</u>	<u>479,040</u>	Total Expenditures	<u>619,040</u>	<u>619,040</u>	<u>619,040</u>
3,876,301	3,825,907	355,670	Unappropriated Ending Fund Balance	126,480	126,480	126,480
-	-	-	Reserved for Future Capital Requirements	82,880	82,880	82,880
<u>3,876,301</u>	<u>3,825,907</u>	<u>355,670</u>	Total Fund Balance	<u>209,360</u>	<u>209,360</u>	<u>209,360</u>
<u>4,412,945</u>	<u>4,172,615</u>	<u>834,710</u>	Total Requirements	<u>903,400</u>	<u>903,400</u>	<u>903,400</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, 2014 and 2015 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the 17th Street Dock Fund at June 30, 2014 was \$ 380,680 and at June 30, 2015 was \$ 537,141.

17TH STREET DOCK FUND (330 0000)				
<u>Personal Services (412 - 415)</u>				
412	2095	Interfund Wages	12,500	
TOTAL PERSONAL SERVICES				12,500
<u>Materials & Services (525 - 660)</u>				
525	3640	Other Repair & Maintenance Supplies	10,000	
Sub-total of Repair & Maintenance Supplies				10,000
655	5297	Electricity - 17th Street Dock	3,500	
657	5544	Sanitation - 17th Street Dock	12,000	
Sub-total of Public Utilities				15,500
660	5825	General - Repair & Maintenance Services	20,000	
Sub-total of Repair & Maintenance Services				20,000
TOTAL MATERIALS & SERVICES				45,500
<u>Capital Outlay (730)</u>				
730	6500	Improvements Other than Buildings		
		Parking Lot	250,000	
		Sidewalk Handrail Materials	28,000	
		Chairwall Enclosure Materials	11,000	
Sub-total Improvements Other than Buildings				289,000
740	6650	Machinery and Equipment	-	
		High Lift	5,000	
Sub-total Machinery and Equipment				5,000
TOTAL CAPITAL OUTLAY				294,000
<u>Debt Service (810)</u>				
Oregon Economic Development Department				
17th Street Dock				
Loan #IFA B11002 / Pmt 2 of 25 / Payoff 12/1/2039				
810	6977	Principal IFA Loan	83,370	
810	6979	Interest IFA Loan	52,170	
Sub-total Debt Service				135,540

17TH STREET DOCK FUND (330 0000)

		Transfer to Other Fund (850)		
		Transfer to Capital Improvement Fund	76,500	
		Transfer to Parks Operation Fund	70,000	
		Sub-total Transfer to Other Fund		146,500
		<u>Contingent Expenditures (910)</u>		
910	8020	Contingency	60,000	
		Sub-total of Contingency		60,000
		<u>Ending Fund Balance (950)</u>		
950	8520	Unappropriated Ending Fund Balance	126,480	
		Reserved for Future Capital Requirements	82,880	
		Sub-total Ending Fund Balance		209,360
		TOTAL 17TH STREET DOCK FUND		903,400

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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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/16 - 6/30/17</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/14	FYE 6/30/15	FYE 6/30/16		Budget Officer	Budget Committee	Governing Body
<u>Resources</u>						
6,885	6,915	6,940	Beginning Fund Balance	6,970	6,970	6,970
		500	Gifts and Bequests	500	500	500
<u>30</u>	<u>29</u>	<u>30</u>	Interest Earnings	<u>50</u>	<u>50</u>	<u>50</u>
<u>6,915</u>	<u>6,944</u>	<u>7,470</u>	Total Resources	<u>7,520</u>	<u>7,520</u>	<u>7,520</u>
<u>Requirements</u>						
		1,080	Materials & Services:			
-	-		Fee & Charge Programs	1,130	1,130	1,130
<u>6,915</u>	<u>6,944</u>	<u>6,390</u>	Ending Fund Balance	<u>6,390</u>	<u>6,390</u>	<u>6,390</u>
<u>6,915</u>	<u>6,944</u>	<u>7,470</u>	Total Requirements	<u>7,520</u>	<u>7,520</u>	<u>7,520</u>

2016/ 17 Budget Detail Information

AQUATIC FACILITY TRUST FUND (401 0000)

670	5895	<u>Materials & Services:</u>	
		Aquatic Facility Fee & Charge	1,130
		<u>Ending Fund Balance (950)</u>	
950	8520	Ending Unencumbered Fund Balance	<u>6,390</u>
TOTAL AQUATIC FACILITY TRUST FUND			<u>7,520</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

ASTORIA PUBLIC LIBRARY ENDOWMENT TRUST FUND #403

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/16 - 6/30/17</u>			
<u>Actual Data</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 6/30/14	FYE 6/30/15	FYE 6/30/16				
<u>Resources</u>						
136,833	138,059	139,160	Beginning Fund Balance	136,500	136,500	136,500
636	581	750	Gifts and Bequests	500	500	500
590	168	600	Interest Earnings	660	660	660
<u>138,059</u>	<u>138,808</u>	<u>140,510</u>	Total Resources	<u>137,660</u>	<u>137,660</u>	<u>137,660</u>
<u>Requirements</u>						
Materials & Services:						
-	-	3,000	Dorothy Whitney Trust Fund	3,000	3,000	3,000
-	-	21,090	Purchases from Endowment	18,240	18,240	18,240
-	-	24,090	Total Materials & Services	21,240	21,240	21,240
Capital Outlay						
-	-	4,500		4,500	4,500	4,500
<u>138,059</u>	<u>138,808</u>	<u>111,920</u>	Ending Fund Balance	<u>111,920</u>	<u>111,920</u>	<u>111,920</u>
<u>138,059</u>	<u>138,808</u>	<u>140,510</u>	Total Requirements	<u>137,660</u>	<u>137,660</u>	<u>137,660</u>

2016 / 17 Budget Detail Information

ASTORIA PUBLIC LIBRARY ENDOWMENT FUND (403 0000)

Materials and Services (520)			
520	3460	Dorothy Whitney Trust Fund	3,000
520	3465	Books Purchased with Endowment	<u>18,240</u>
TOTAL MATERIALS & SERVICES			21,240
740	6650	Capital Outlay	4,500
Ending Fund Balance (950)			
950	8500	Ending Unencumbered Fund Balance	<u>111,920</u>
TOTAL ASTORIA PUBLIC LIBRARY ENDOWMENT FUND			<u>137,660</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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/16 - 6/30/17</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 6/30/14	FYE 6/30/15	FYE 6/30/16				
<u>Resources</u>						
828,743	840,095	858,550	Beginning Fund Balance	859,630	859,630	859,630
11,224	9,421	12,500	Sale of Graves	10,040	10,040	10,040
128	82	-	Interest Earnings	-	-	-
<u>840,095</u>	<u>849,598</u>	<u>871,050</u>	Total Resources	<u>869,670</u>	<u>869,670</u>	<u>869,670</u>
<u>Requirements</u>						
<u>840,095</u>	<u>849,598</u>	<u>871,050</u>	Ending Fund Balance	<u>869,670</u>	<u>869,670</u>	<u>869,670</u>

2016 / 17 Budget Detail Information

CEMETERY IRREDUCIBLE FUND (408 0000)

<u>Ending Fund Balance (950)</u>			
950	8520	Ending Unencumbered Fund Balance Reserved for Perpetual Care	<u>869,670</u>
TOTAL CEMETERY IRREDUCIBLE FUND			<u>869,670</u>

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/16 - 6/30/17</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 6/30/14	FYE 6/30/15	FYE 6/30/16				
<u>Resources</u>						
409,248	521,548	613,380	Beginning Fund Balance	825,520	825,520	825,520
610,928	704,428	600,000	Motel Tax	700,000	700,000	700,000
-	-	-	Intergovernmental Revenues	10,000	10,000	10,000
2,325	2,367	2,400	Interest Earnings	5,600	5,600	5,600
-	104,651	-	Miscellaneous	-	-	-
<u>1,022,501</u>	<u>1,332,994</u>	<u>1,215,780</u>	Total Resources	<u>1,541,120</u>	<u>1,541,120</u>	<u>1,541,120</u>
<u>Requirements</u>						
Materials & Services						
20,000	20,000	35,000	Tourism Promotion	79,000	79,000	79,000
			Downtown District Parking Enforcement	22,000	22,000	22,000
34,000	30,000	30,000	Arts and Cultural Promotion	50,000	50,000	50,000
		10,000	Citizens Helping in Parks (CHIPS)	10,000	10,000	10,000
			Astoria/Warrenton Chamber of Commerce			
115,000	115,000	125,000	Visitor Services	125,000	125,000	125,000
			Astoria/Warrenton Chamber of Commerce			
170,750	170,750	180,750	Lower Columbia Tourism Committee	180,750	180,750	180,750
<u>82,546</u>	<u>85,803</u>	<u>235,000</u>	Tourism Related Facilities	<u>137,080</u>	<u>137,080</u>	<u>137,080</u>
422,296	421,553	615,750	Total Materials & Services	603,830	603,830	603,830
Capital Outlay						
		13,000	Riverwalk - Street Ends	13,000	13,000	13,000
-	206,016	<u>75,000</u>	Riverwalk - Trestles	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
-	206,016	88,000	Total Capital Outlay	113,000	113,000	113,000
Debt Service						
65,122	66,915	71,450	Heritage Square Principal Payment	146,840	146,840	146,840
<u>13,535</u>	<u>11,743</u>	<u>7,230</u>	Heritage Square Interest Payment	<u>2,100</u>	<u>2,100</u>	<u>2,100</u>
78,657	78,658	78,680	Total Debt Service	148,940	148,940	148,940
-	-	95,000	Contingent Expenditures	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
500,953	706,227	877,430	Total Expenditures	965,770	965,770	965,770
<u>521,548</u>	<u>626,767</u>	<u>338,350</u>	Ending Fund Balance	<u>575,350</u>	<u>575,350</u>	<u>575,350</u>
<u>1,022,501</u>	<u>1,332,994</u>	<u>1,215,780</u>	Total Requirements	<u>1,541,120</u>	<u>1,541,120</u>	<u>1,541,120</u>

PROMOTE ASTORIA FUND (410 0000)

Materials & Services

678	6085	Tourism Promotion		
		Tourism Advertising	5,000	
		Parks Tourism Promotion	19,000	
		Astoria Downtown Historic District Assoc	35,000	
		Tourism Promotion Miscellaneous	20,000	
		Sub-total Tourism Promotion		79,000
678	6086	Downtown District Parking Enforcement		22,000
678	6087	Arts and Cultural Community Funds		50,000
678	6088	Citizens Helping in Parks (CHIP-IN)		10,000
678	6095	Astoria/Warrenton Chamber of Commerce Lower Columbia Tourism Committee		180,750
678	6090	Astoria/Warrenton Chamber of Commerce Visitor Services		125,000
678	6091	Tourism Related Facilities		
		Mowing, Care & Maint - Riverwalk	26,000	
		Mowing, Care & Maint - Smith Point	20,000	
		Mowing, Care & Maint - Portal Parks	11,000	
		Mowing, Care & Maint - People Park	8,000	
		Mowing, Care & Maint - Fort Astoria Park	8,000	
		Mowing, Care & Maint - 9th & Astor Park	7,000	
		Mowing, Care & Maint - 15th St Triangle	6,000	
		Mowing, Care & Maint - 8th,17th, 6th St Pier and West Bond Triangle	12,000	
		Sub-Total Maintenance of Tourism Related Facilities		98,000
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	6098	Electricity - Other	6,800	
		Sub-total Public Utility Services		16,800
678	6096	Rest Room Maintenance Services		
		Downtown and Doughboy Restrooms	11,880	
		Tapiola and Evergreen Restrooms	5,400	
		Sub-total Rest Room Maintenance Services		17,280
678	6097	Rented Restrooms		5,000
		Sub-total Materials and Services		603,830

PROMOTE ASTORIA FUND (410 0000)			
		<u>Capital Outlay</u>	
730	6500	Riverwalk- Trestles	100,000
730	6500	Riverwalk- Street Ends	13,000
		Sub-total Capital Outlay	113,000
		<u>Debt Service</u>	
810	6980	Heritage Square Loan - Principal	146,840
810	6981	Heritage Square Loan - Interest	2,100
		Sub-total Debt Service	148,940
		<u>Contingent Expenditures</u>	
910	8020	Contingent Expenditures	100,000
		Sub-total of Contingent Expenditures	100,000
		<u>Ending Fund Balance</u>	
950	8520	Ending Fund Balance	575,350
		Sub-total of Ending Fund Balance	575,350
		TOTAL PROMOTE ASTORIA FUND	1,541,120
<u>ARTS AND CULTURAL PROGRAMS TO PROMOTE TOURISM GRANTS</u>			
		<u>Arts and Cultural Programs to Promote Tourism</u>	
			Recommended Amount Applicant Requested Distribution
		Astoria Arts and Movement Center	\$6,400 \$3,000
		Astoria Music Festival	10,000 10,000
		Astoria Scandinavian Heritage Association	5,000 5,000
		Astoria Visual Arts	3,000 3,000
		Coast Community Radio	3,850 3,000
		Fisher Poets Gathering	3,000 3,000
		Astoria Regatta Association	9,000 7,000
		Astor Street Opry	2,000 1,000
		Tenor Guitar Foundation	5,000 3,000
		North Coast Symphonic Band	3,000 1,000
		Liberty Restoration, Inc.	<u>20,000</u> <u>8,000</u>
		Total Arts and Cultural Program Grants	<u>\$70,250</u> <u>\$47,000</u>

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 7/1/16 - 6/30/17</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 6/30/14</u>	<u>FYE 6/30/15</u>	<u>FYE 6/30/16</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<u>Resources</u>						
922,436	859,052	862,750	Beginning Fund Balance	867,240	867,240	867,240
<u>3,745</u>	<u>3,612</u>	<u>3,600</u>	Interest Earnings	<u>4,800</u>	<u>4,800</u>	<u>4,800</u>
<u>926,181</u>	<u>862,664</u>	<u>866,350</u>	Total Resources	<u>872,040</u>	<u>872,040</u>	<u>872,040</u>
<u>Requirements</u>						
Materials & Services:						
67,129	-	100,000	Professional Services	-	-	-
67,129	-	100,000	Total Materials & Services	-	-	-
			Capital Outlay	872,040	872,040	872,040
-	-	15,000	Contingency	-	-	-
<u>859,052</u>	<u>862,664</u>	<u>751,350</u>	Ending Fund Balance	-	-	-
<u>926,181</u>	<u>862,664</u>	<u>866,350</u>	Total Requirements	<u>872,040</u>	<u>872,040</u>	<u>872,040</u>

2016 / 17 Budget Detail Information

LOGAN MEMORIAL LIBRARY TRUST FUND (412 0000)

<u>Materials and Services</u>			
730	6500	Capital Outlay	872,040
910	8020	Contingency	-
950	8520	Ending Unencumbered Fund Balance	<u>-</u>
TOTAL LOGAN MEMORIAL TRUST FUND			<u>872,040</u>

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DETAIL & STATISTICAL SECTION

**City of Astoria, Oregon
Summary of Interfund Transfers
Year Beginning July 1, 2016**

<u>Transfers From:</u>			<u>Transfers To:</u>		
General Fund			Unemployment Fund		5,000
Non & Interdepartmental			Emergency Communications Fund		379,900
Unemployment Fund	5,000		Parks Operation Fund		878,100
Emergency Communications Fund	379,900		Parks Operation Fund		70,000
Parks/Aquatic Fund	878,100		Public Works Improvement Fund for Landfill Closure		81,000
PWIF Loan Payment Landfill Closure	81,000				
Capital Improvement Fund	250,000		General Fund		
Public Works Fund Landfill Monitoring	30,000		From Building Inspection Fund	15,210	
UAP Transfer to PW	10,000		From Emergency Communication Fund	21,000	
Sub-Total Transfers from General Fund		1,634,000	From Local Improvement Debt Service Fund	22,000	
Building Inspection Fund		15,210	From Public Works Fund	379,000	
Emergency Communication Fund		21,000			
			Total Transfers to General Fund		437,210
Parks Project Fund					
Local Improvement Debt Service Fund			Astoria Road District Fund		200,000
General Fund	22,000				
Sub-total Local Improvement Debt Svc		22,000			
State Tax Street Fund					
			Public Works Fund Sanitation	30,000	
	562,000		Public Works Fund Utility Assistance Program (UAP)	10,000	
	200,000		Public Works Fund Streets	562,000	
Subtotal State Tax Street Fund		762,000	Total Public Works Fund		602,000
			Public Works Capital Reserve Fund		200,000
17th Street Dock			Astor East Waterline Debt Service Fund		3,970
Parks Operation Fund	70,000		7th Street Dock Debt Service Fund		4,860
Capital Improvement Fund	76,500				
Subtotal 17th Street Dock		146,500	Capital Improvement Fund		
Public Works Improvement Fund		200,000	From General Fund	250,000	
E Astoria Waterline Debt Service Fund		3,970	From 17th Street Dock	76,500	
Public Works Improvement Fund		4,860	Subtotal Capital Improvement Fund		326,500
Public Works Fund					
Sewer	151,600				
Water	<u>227,400</u>				
Total Public Works Fund		379,000			
TOTAL TRANSFERS FROM:		3,188,540	TOTAL TRANSFERS TO:		3,188,540

City of Astoria, Oregon
Schedule of Tax Levies Imposed

<u>Levy Description</u>	<u>Actual 2014-15</u>	<u>Actual 2015-16</u>	<u>Estimated 2016-17</u>
General Fund	<u>\$ 5,537,137</u>	<u>\$ 5,734,927</u>	<u>\$ 5,978,280</u>
Total	<u><u>\$ 5,537,137</u></u>	<u><u>\$ 5,734,927</u></u>	<u><u>\$ 5,978,280</u></u>

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 2016-17, a projected assessed value of \$731,395,436 was used. The assessed value for 2015-16 was \$710,092,656. 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
6/30/06	5,123,281	4,784,588	93.39%	242,832	5,027,420	98.13%	184,219	3.60%
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%

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.

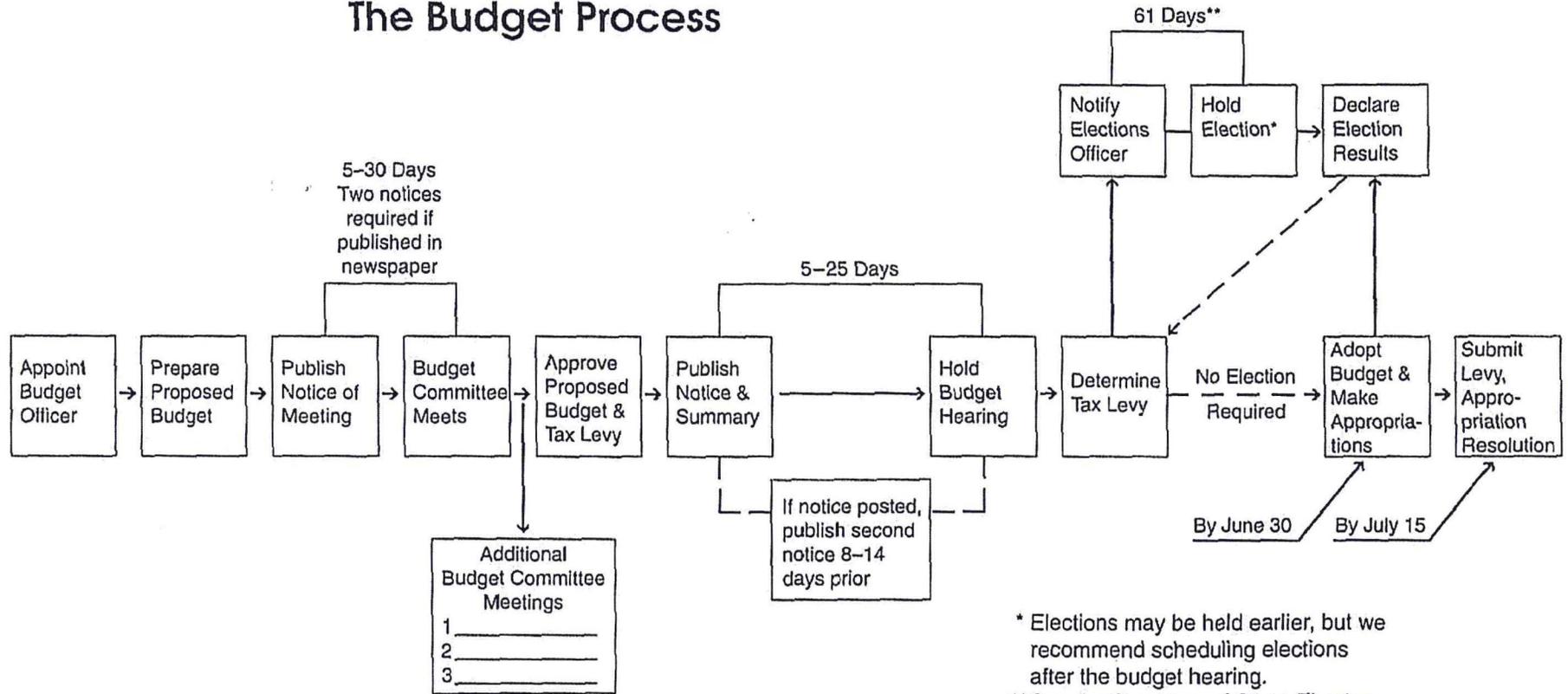
The first formal meeting of the Budget Committee includes a public hearing. Anyone wishing to present ideas or programs for which City funding is sought may make a presentation to the Budget Committee. The Committee sets several work sessions to review and/or revise the figures as presented in the Proposed 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 2015-16 budget preparation process that shows the dates used to meet each step of the process graphic:

The Budget Process



* Elections may be held earlier, but we recommend scheduling elections after the budget hearing.

** See the Secretary of State *Elections Manual*, or contact the county clerk for actual dates of filing.

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 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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