



CITY OF ASTORIA, OREGON

ADOPTED BUDGET

YEAR BEGINNING JULY 1, 2015



CITY OF ASTORIA, OREGON

Adopted Budget Document

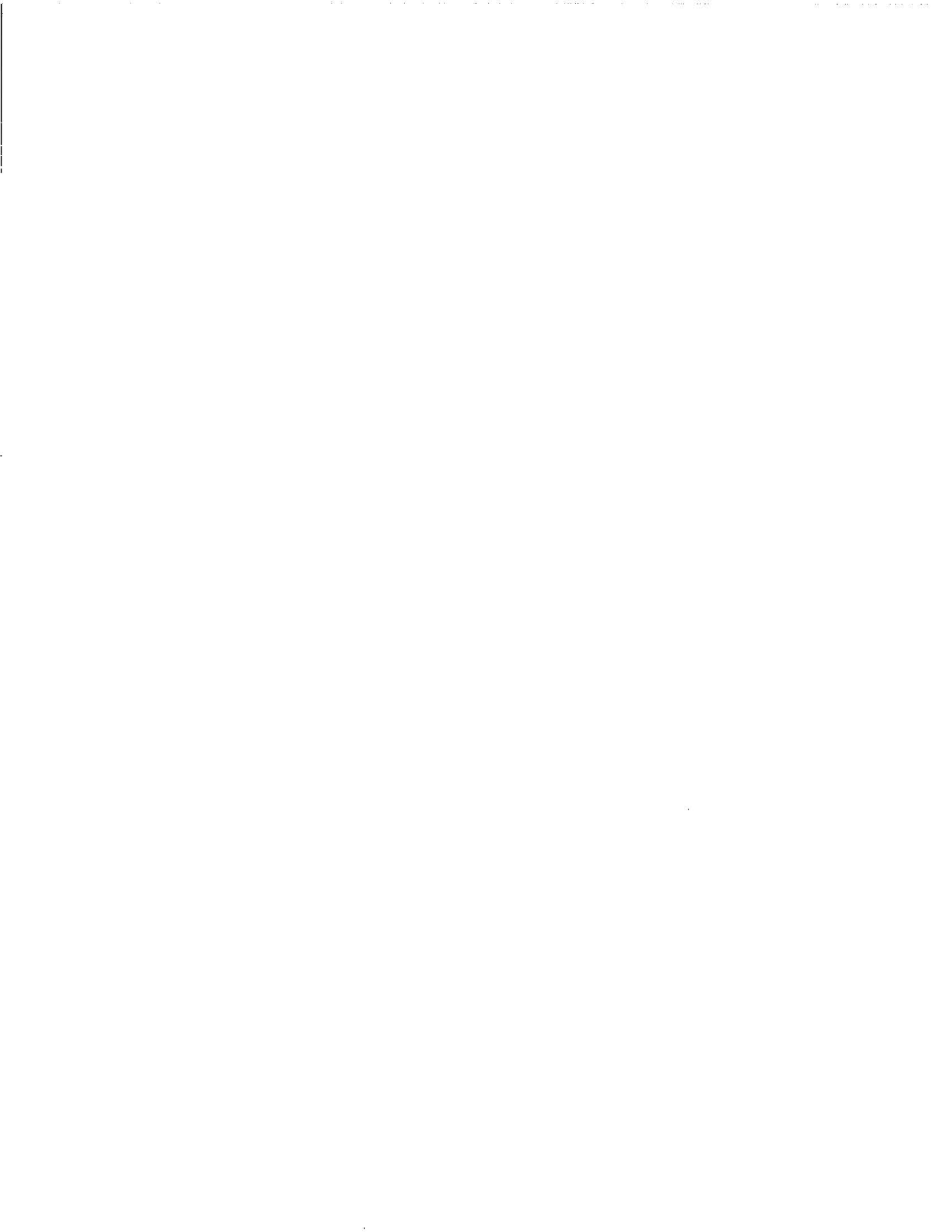
Integrated Budget Document and Detail Pages

Year Beginning July 1, 2015

Prepared by:

**Brett Estes City Manager
Budget Officer**

July 1, 2015



CITY OF ASTORIA, OREGON

Adopted Budget
Year Beginning July 1, 2015

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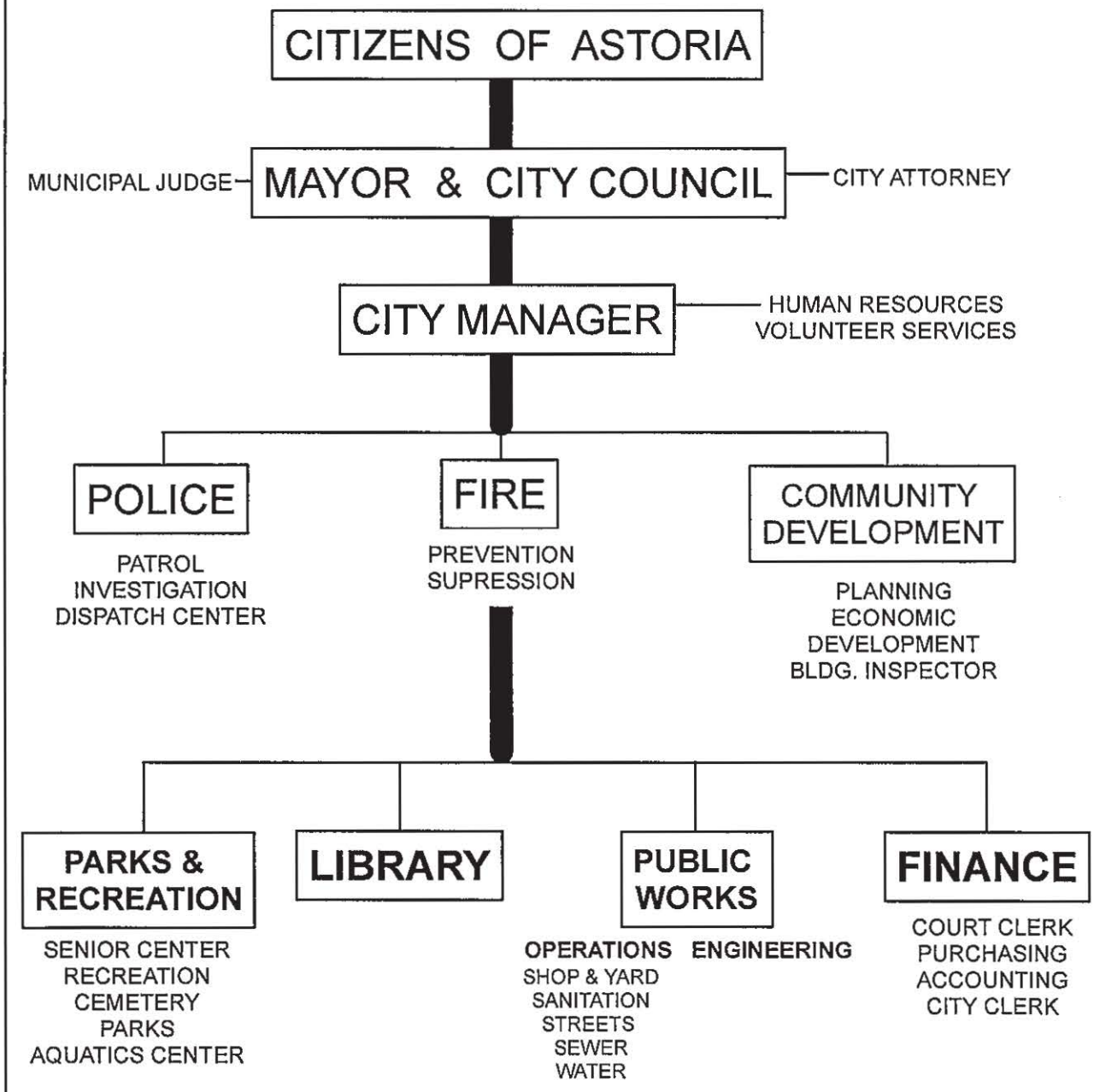
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City of Astoria Organization Chart



CITY OF ASTORIA, OREGON

BUDGET

Year Beginning July 1, 2015

Honorable Arline LaMear, Mayor

BUDGET COMMITTEE

Arline LaMear, Mayor

David McElroy

Zetty Nemlowill, Councilor

Richard Hurley

Drew Herzig, Councilor

Loran Mathews

Cindy Price, Councilor

Janet Miltenberger

Russ Warr, Councilor

Shel Cantor

CITY MANAGER

Brett Estes, City Manager

ADMINISTRATIVE STAFF

Blair Henningsgaard

City Attorney

Kristopher A. Kaino

Municipal Judge

Susan Brooks, CPA

**Finance and
Administrative Services Director**

John Snyder, CPA

Financial Analyst

Brett Estes

Community Development Director

Ted Ames

Fire Chief

Brad Johnston

Police Chief / Assistant City Manager

Angela Cosby

Parks and Community Services Director

Jane Tucker

Library Director

Ken Cook

Public Works Director

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CITY OF ASTORIA

Founded 1811 • Incorporated 1856

April 27, 2015

Honorable Mayor Arline LaMear,
Councilor Zetty Nemlowill, Councilor Cindy Price,
Councilor Drew Herzig, Councilor Russ Warr,
Budget Committee and Citizens:

In prior years, the Budget Message for FYE June 30, 2014 called for upwards of \$220,000 in cuts to the General Fund alone. The Budget Message for FYE June 30, 2015 indicated that the prior cost cutting measures along with other continuing steps by staff to control expenses allowed for a balanced budget for FY 2014-15.

The proposed budget for FYE June 30, 2016 is also balanced between revenue and expense for all funds. Nevertheless, it is imperative that we remain vigilant and keep a sharp eye to the future. PERS and health insurance increases alone can easily be a quarter million dollars in a single year. One report that the City has received from PERS indicates that PERS rates could possibly increase to 25%; however, the results of the PERS calculation may not be reported until October 2015. Direct labor costs, which represent a significant portion of the City's budget must be negotiated. The cost of materials and services vary every year as needs arise. Capital needs across the City will continue to vie for limited resources as City infrastructure and assets age and require updating.

The fiscal indicators for the City and the State show a period of prolonged recovery. Resources through state and federal grants are waning and the economy is unpredictable. All of these areas of financial concern call for strong fiscal leadership. This leadership must on the one hand keep an eye on the day to day operations of the City while on the other hand intently peering over the horizon anticipating what lies ahead. The City will provide the services afforded within the context of sustainability.

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, 2015 is projected to be in the range of \$2,500,000 or 23.4% of total budgeted requirements. This is a significant increase from the projected beginning fund balance for last fiscal year. The proposed budget for FY 2015-16 indicates a slight increase in the fund balance from the beginning of the year through the end of the year. In other words income is anticipated to be slightly more than spending.

The increase in the beginning fund balance is attributable to a combination of increased revenues over the past several years and a decrease of expenses from vacant positions, particularly the City Manager, Finance Director and Community Development Director positions. While revenues hold steady, these management positions have been filled for FY 2015-16.

General Fund Resources / Expenditures

The proposed budget is based on projected total resources of \$10,684,540. The prior year resources were \$9,208,680. This is an increase of \$1,475,860. This significant difference is attributable to the difference in projections of beginning fund balance.

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 \$5,220,030. The prior year personnel expenses were \$5,013,360. This represents an increase of \$206,670 or 4.1%. The increase relates primarily to increases in health insurance premiums, contractual and projected wage adjustments, including step increases and stability pay.

"Materials and Services" are projected to be \$1,607,770. The prior year Materials & Services were \$1,593,390. This represents an increase of \$14,380.

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

- \$878,100 to the proposed Parks and Recreation Fund (158).
- \$332,710 to the Emergency Communication (911) Fund (132).
- \$81,000 to the Public Works Improvement Fund (176) for the General Funds portion of the Williamsport Road project.
- \$10,000 to the Unemployment Fund for unemployment payments (104).
- \$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)

The total of transfers is \$1,341,810. Transfers in FY 2014-15 were \$1,156,140. The increase of \$185,670 is attributable to increasing the transfer to the Parks Fund to better match its budget and to budgeting for a payment for the landfill loan.

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 \$760,000. This is up from the prior year due to timber sales and collection of grant receivables. Expected revenues from timber sales, state shared revenues and the Senior Center Renovation grant combine to provide for proceeds of \$2,341,000. The City anticipates receiving \$325,000 as a carbon exchange credit. A transfer of \$75,000 is budgeted to be received from the 17th Street Dock Fund.

There are planned capital expenditures for the year of \$2,983,180 leaving a projected contingency and fund balance at the end of the year of \$520,820. Significant and new capital expenditure items in the 15-16 budget are as follows:

- \$1,560,000 grant balance for Senior Center Renovations.
- \$295,000 grant for Heritage Square cleanup
- \$94,000 in lease payments on public safety vehicles. This payment adds two new vehicles and continues prior lease commitments on previous leased public safety vehicles.
- \$113,000 for technology related expenditures.
- \$412,000 for Parks & Recreation capital expenditures.

- \$88,500 for Library capital expenditures
- \$117,500 for Public Safety 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 2015-16 Public Works budget contains a 2% increase in sewer and water rates respectively, and a 5% increase in the CSO surcharge from 86% to 91%. The CSO increase is necessary to cover debt associated with the now completed 11th Street Separation Project and to fund the start of the next portion of the CSO work, the 16th Separation. The proposed increase in water, sewer and CSO rates would add an estimated \$4.65 to the average monthly residential bill. This equates to a bi-monthly increase of \$9.30.

Public Works Budget

The Public Works budget for fiscal year 15-16 projects estimated resources of \$5,224,450 with expenditures of \$4,999,290, leaving a contingency and ending fund balance of \$225,160.

Public Works Improvement Fund

The Public Works Improvement Fund budget for FY 15-16 proposes estimated resources of \$2,385,290 with expenditures of \$2,046,980, leaving a contingency and ending fund balance of \$338,310. Major expenditures proposed for FY 15-16 are as follows:

- \$230,000 for water main rehabilitation.
- \$390,000 for sewer main rehabilitation.
- \$200,000 set aside transfer (4 of 5) for future re-sanding of the slow sand filters at the water treatment plant.
- \$156,360 for various smaller projects throughout the City
- \$20,000 for the Dam Seismic Study
- \$80,680 for the third of five lease payments on the vector truck.
- \$100,000 for sewer monitors
- \$10,000 for dam main valve replacement study
- \$100,000 for CSO modeling
- \$759,940 for debt service payments other than CSO

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:

- 19th and Irving Bridge Replacement \$6,000,000
- Design engineering for downtown street end "bridge" replacements \$9,000,000
- 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) so that the City can move toward compliance with timelines specified under the Stipulation and Final Order governing CSO control. CSO improvements are financed with loans provided through the 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. The next CSO project is the 16th Street Separation Project which will be initiated in the spring of 2015 and is expected to be completed by the end of fiscal year 15-16.

CSO Debt Service Fund

The total approved borrowing to date is approximately \$30.3 million. 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 86%. In order to maintain funds sufficient to cover anticipated debt service and fund reserves, the rate is proposed to increase by 5% at the beginning of the 15-16 budget year.

The requirements of the surcharge include debt service of \$ 1,478,070 in the CSO Debt Service Fund. \$250,000 is included for ongoing maintenance now that six (6) phases have been completed. For FY 15-16 this includes: \$100,000 for sewer monitors and \$100,000 for ongoing project modeling in the Public Works Improvement Fund and, \$50,000 for staff monitoring and inspection of CSO facilities in the Public Works Fund.

City engineering staff has worked with DEQ to extend the schedule for project completions from 2022 to 2028. The result of this is that loan payable dates are extended so that several loans are paid off before others come due. This smooths both the debt and the related CSO surcharge needed to make the debt payments. The CSO surcharge percentage has been reduced from a projected high of 151% in 2025 to 110% for one year in 2021.

BUILDING INSPECTION FUND

The Building Inspection Fund was established in March 2000. The resources of the Building Inspection program for fiscal year 15-16 are budgeted at \$351,300 that includes a beginning fund balance of \$150,800. The ending fund balance and contingency total \$133,440. Proposed expenditures for FY 15-16 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 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 15-16 are estimated at \$600,000. The beginning fund balance is projected to be \$613,380 with an ending contingency and fund balance of \$463,350.

Major expenditures for FY 15-16 are as follow:

- \$235,000 for Tourism Related facilities and events.

- \$25,000 for the Astoria Downtown Historic District Association
- \$10,000 for Citizens Helping in Parks
- \$170,750 for the Astoria/Warrenton Chamber of Commerce LCTC.
- \$115,000 for the Astoria/Warrenton Chamber of Commerce Visitor Services.
- \$88,000 for Riverwalk Trestles and Street Ends
- \$78,680 loan payment on the Heritage square project.
- \$30,000 for the Arts and Cultural Fund to Promote Tourism.

EMERGENCY COMMUNICATIONS FUND

The City's contribution to the Emergency Communication Fund is budgeted at \$332,710. This is a \$23,690 increase over the prior year. For the 15-16 budget year, \$21,000 has been budgeted to defray the cost of General Fund services performed.

CONCLUSION

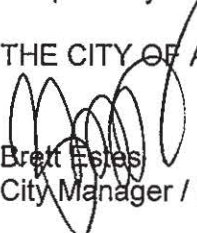
The proposed budget for FY 15-16 is adjusted to provide sustainability and cash reserves. It continues to support the service levels expected by our citizens. The budget allocates resources necessary to support the goals adopted by the City Council for the coming year.

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

The proposed budget for FY 15-16 for the City of Astoria is ready for review by the Budget Committee.

Respectfully submitted,

THE CITY OF ASTORIA


Brett Estes
City Manager / Budget Officer

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BUDGET SECTION

City of Astoria, Oregon

Summary of Requirements

Year Beginning July 1, 2015

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	253,780	17,880						271,660		271,660
Municipal Court	67,690	107,350						175,040		175,040
Finance	571,400	82,920						654,320		654,320
City Attorney		84,900						84,900		84,900
Community Development	337,380	60,500						397,880		397,880
City Hall	22,070	41,600						63,670		63,670
Non and Interdepartmental	6,770	660,480		1,841,810				2,509,060		2,509,060
Fire	1,519,460	222,130						1,741,590		1,741,590
Police	2,104,290	179,720						2,284,010		2,284,010
Library	332,720	141,540						474,260		474,260
Other	-	-	-	-	-	-	2,022,080	2,022,080	-	2,022,080
Total General Fund	5,220,030	1,607,770	-	1,841,810	-	-	2,022,080	10,691,690	-	10,691,690
Capital Improvement		2,025,200	1,437,500		40,480		95,000	3,598,180	405,820	4,004,000
Unemployment		30,000					4,500	34,500	6,290	40,790
Revolving Loan		80,000					12,000	92,000	48,350	140,350
Building Inspection	181,450	21,200		15,210			10,000	227,860	123,440	351,300
Emergency Communications	961,620	122,340	119,000	21,000			30,000	1,253,960	194,900	1,448,860
Community Policing		13,340						13,340		13,340
Parks Project		5,000	15,500	100,000			15,000	135,500	65,670	201,170
Maritime Memorial		20,000	75,660					95,660		95,660
Parks Operation (by department):										
Aquatics	271,410	239,850						511,260		511,260
Recreation/Administration	612,470	114,350						726,820		726,820
Maintenance	353,760	228,840						582,600		582,600
Total Parks Operation	1,237,640	583,040	-	-	-	-	-	1,820,680	-	1,820,680
Astoria Road District		10,000	440,000				49,120	499,120		499,120
State Tax Street				551,100			20,000	571,100	92,670	663,770
Trails Reserve		5,000	22,950					27,950		27,950
Public Works Improvement		865,000	207,680	214,360	791,240		337,310	2,415,590		2,415,590
Public Works Capital Reserve			800,000					800,000		800,000
CSO Maintenance				28,200				28,200		28,200
CSO Projects										
16th Street Separation		1,173,000	5,257,350					6,430,350		6,430,350
Local Improvement Debt Service				241,420				241,420	201,790	443,210
E. Astoria Waterline Debt Service					69,490			69,490	49,430	118,920
7th Street Dock LID					14,110			14,110	19,120	33,230
CSO Debt Service		60,410			1,417,660		50,000	1,528,070	725,790	2,253,860

Fund	Personal Services	Materials and Services	Capital Outlay	Transfers to Other Funds	Debt Service	Special Payments	Contingency	Total Expenditures	Ending Fund Balance	Total Requirements
Public Works (by department):										
Engineering	877,600	95,440	11,000					984,040		984,040
Shop and Yard	304,810	124,600						429,410		429,410
Streets	248,810	294,330						543,140		543,140
Sanitation	39,870	23,010						62,880		62,880
Sewer	554,420	504,500		151,600				1,210,520		1,210,520
Stormwater	86,940	99,850						186,790		186,790
Water	831,460	512,550	11,100	227,400				1,582,510		1,582,510
Other	-	-	-	-	-	-	245,160	245,160	-	245,160
Total Public Works	2,943,910	1,654,280	22,100	379,000	-	-	245,160	5,244,450	-	5,244,450
Landfill Reserve				91,970				91,970		91,970
Cemetery			52,960					52,960		52,960
17th Street Dock	12,000	56,500	200,000	75,000	85,540		50,000	479,040	355,670	834,710
Aquatic Facility Trust		1,080						1,080	6,390	7,470
Astoria Public Library Endowment		24,090	4,500					28,590	111,920	140,510
Cemetery Irreducible								-	871,050	871,050
Promote Astoria		615,750	88,000		78,680		95,000	877,430	338,350	1,215,780
Logan Memorial Library	-	100,000	-	-	-	-	15,000	115,000	751,350	866,350
TOTAL ALL FUNDS	10,556,650	9,073,000	8,743,200	3,559,070	2,497,200	-	3,050,170	37,479,290	4,368,000	41,847,290

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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

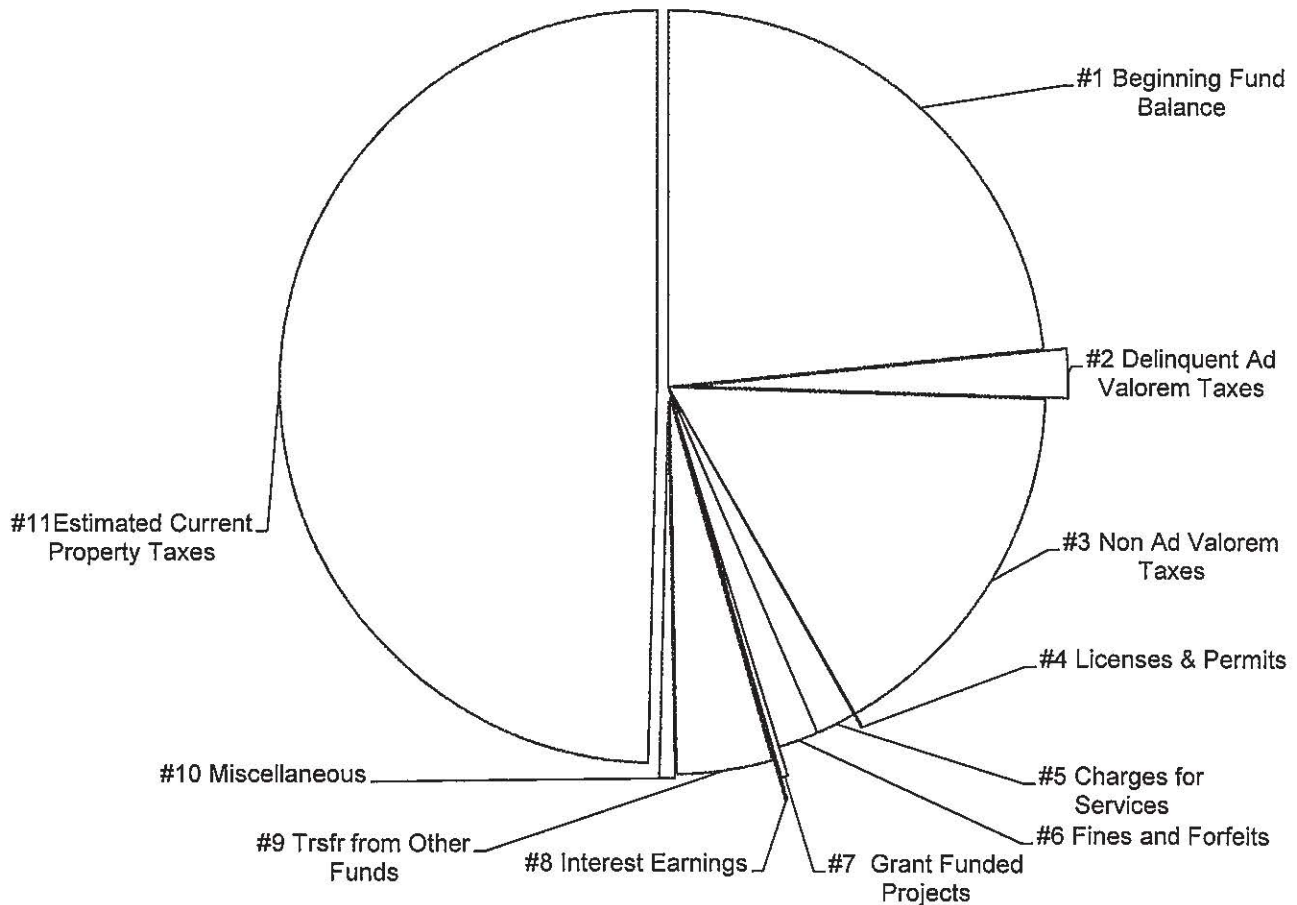
GENERAL FUND

Budget for Fiscal Year 7/1/15 - 6/30/16

Historical Data			Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Actual Data FYE 6/30/13	Actual Data FYE 6/30/14	Adopted Budget FYE 6/30/15				
Resources						
1,297,097	1,511,723	1,400,000	Beginning Fund Balance	2,500,000	2,500,000	2,500,000
272,851	265,941	175,000	Delinquent Ad Valorem Taxes	225,000	225,000	225,000
1,632,857	1,743,552	1,577,000	Non Ad Valorem Taxes	1,736,640	1,736,640	1,736,640
23,690	15,682	4,000	Licenses and Permits	6,700	6,700	6,700
200,942	209,338	219,090	Charges for Services	184,410	184,410	184,410
271,282	287,313	276,000	Fines and Forfeits	184,500	184,500	184,500
108,605	42,124	24,500	Grant Funded Projects	29,150	29,150	29,150
10,257	10,071	10,000	Interest Earnings	11,000	11,000	11,000
Transfers from Other Funds:						
358,000	379,000	379,000	Public Works Fund	379,000	379,000	379,000
	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	Local Improvement Debt Service Fund	22,000	22,000	22,000
6,328	-	-	Senior Center Endowment Fund			
145,748	81,933	104,880	Miscellaneous	71,620	71,620	71,620
4,342,867	4,604,887	4,227,680	Sub-Total Resources	5,386,230	5,386,230	5,386,230
4,707,115	5,028,042	4,981,000	Current Ad Valorem Taxes	5,305,460	5,305,460	5,305,460
9,049,982	9,632,929	9,208,680	Total Resources	10,691,690	10,691,690	10,691,690
Requirements (by department)						
13,081	10,243	13,220	City Council	13,220	13,220	13,220
261,592	224,140	263,160	City Manager - all divisions	271,660	271,660	271,660
162,285	155,611	162,850	Municipal Court	175,040	175,040	175,040
598,333	562,229	645,380	Finance	654,320	654,320	654,320
84,892	83,739	84,900	City Attorney	84,900	84,900	84,900
350,491	334,155	373,560	Community Development	397,880	397,880	397,880
42,546	54,105	51,460	City Hall	63,670	63,670	63,670
2,043,044	1,943,256	1,823,120	Non and Interdepartmental	2,009,060	2,509,060	2,509,060
1,497,540	1,535,230	1,703,590	Fire	1,741,590	1,741,590	1,741,590
2,070,829	2,086,427	2,216,610	Police	2,284,010	2,284,010	2,284,010
413,626	413,523	458,640	Library	474,260	474,260	474,260
-	-	-	Contingency	2,522,080	2,022,080	2,022,080
7,538,259	7,402,658	7,796,490	Total Expenditures	10,691,690	10,691,690	10,691,690
1,511,723	2,230,271	1,412,190	Ending Fund Balance	-	-	-
9,049,982	9,632,929	9,208,680	Total Requirements	10,691,690	10,691,690	10,691,690

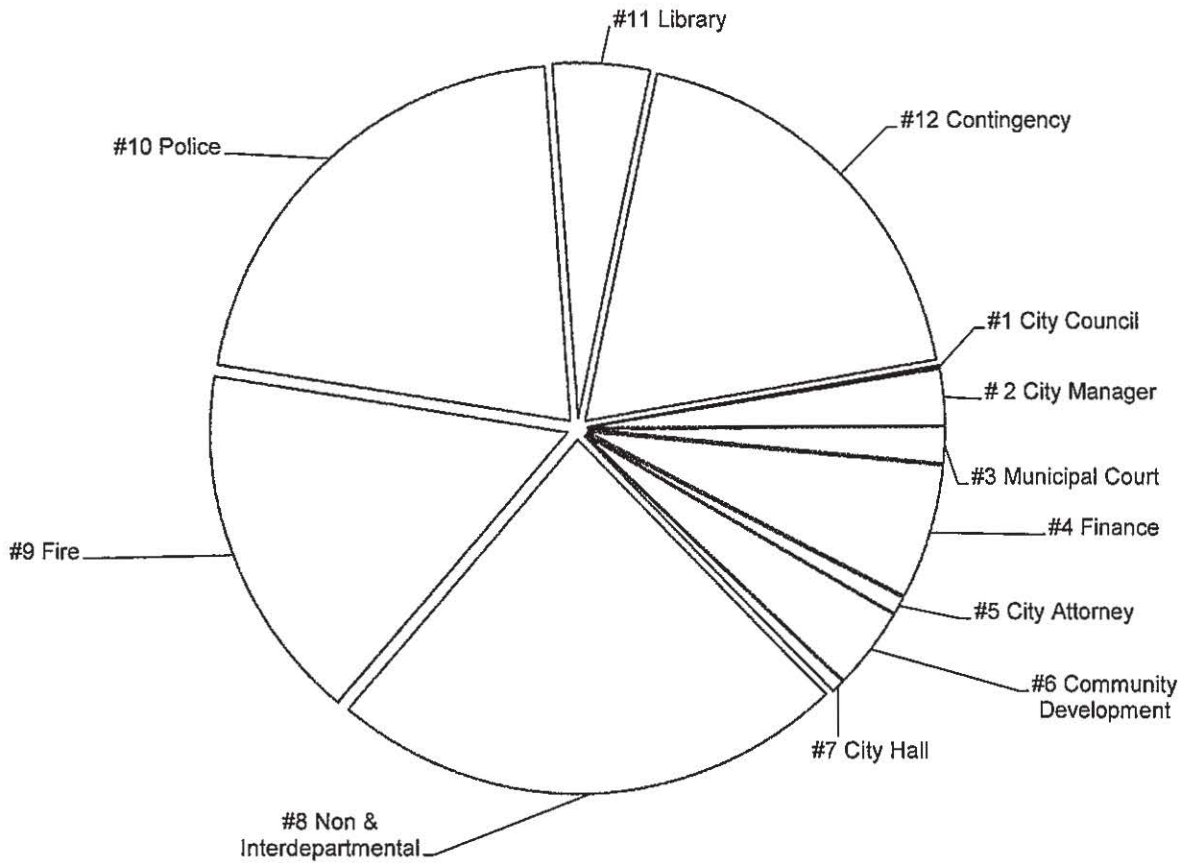
City of Astoria, Oregon
 General Fund Resources
 Year Beginning July 1, 2015

Segment #	Resources	Amount	Percentage
1	Beginning Fund Balance	\$2,500,000	23.38%
2	Delinquent Property Taxes	225,000	2.10%
3	Non Ad Valorem Taxes	1,736,640	16.24%
4	Licenses and Permits	6,700	0.06%
5	Charges for Services	184,410	1.72%
6	Fines and Forfeits	184,500	1.73%
7	Grant Funded Projects	29,150	0.27%
8	Interest Earnings	11,000	0.10%
9	Transfers from Other Funds	437,210	4.09%
10	Miscellaneous	71,620	0.67%
11	Estimated Current Property Taxes	<u>5,305,460</u>	<u>49.64%</u>
	Total Resources	<u>\$10,691,690</u>	<u>100.00%</u>



City of Astoria, Oregon
 General Fund Requirements
 Year Beginning July 1, 2015

Segment #	Requirements	Amount	Percentage
1	City Council	\$ 13,220	0.12%
2	City Manager - all divisions	271,660	2.54%
3	Municipal Court	175,040	1.64%
4	Finance	654,320	6.12%
5	City Attorney	84,900	0.79%
6	Community Development	397,880	3.72%
7	City Hall	63,670	0.60%
8	Non and Interdepartmental	2,509,060	23.47%
9	Fire	1,741,590	16.29%
10	Police	2,284,010	21.36%
11	Library	474,260	4.44%
12	Contingency	<u>2,022,080</u>	<u>23.59%</u>
Total Requirements		<u>\$10,691,690</u>	<u>100.00%</u>



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

Budget for Fiscal Year 7/1/15 - 6/30/16

Historical Data

<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 6/30/13</u>	<u>FYE 6/30/14</u>	<u>FYE 6/30/15</u>	<u>FYE 6/30/15</u>				
				<u>Personnel Services:</u>			
4,422	4,423	4,470	4,470	City Council	4,470	4,470	4,470
245,011	210,543	246,100	246,100	City Manager	253,780	253,780	253,780
59,991	51,444	53,500	53,500	Municipal Court	67,690	67,690	67,690
521,997	493,887	558,910	558,910	Finance	571,400	571,400	571,400
305,200	307,094	316,210	316,210	Community Development	337,380	337,380	337,380
7,280	15,805	10,610	10,610	City Hall	22,070	22,070	22,070
10,007	-	6,770	6,770	Non & Interdepartmental	6,770	6,770	6,770
1,262,893	1,307,092	1,450,110	1,450,110	Fire	1,519,460	1,519,460	1,519,460
1,876,765	1,894,153	2,034,910	2,034,910	Police	2,104,290	2,104,290	2,104,290
300,169	309,792	331,770	331,770	Library	332,720	332,720	332,720
4,593,735	4,594,233	5,013,360	5,013,360	Total Personnel Services	5,220,030	5,220,030	5,220,030
				<u>Materials & Services:</u>			
8,659	5,820	8,750	8,750	City Council	8,750	8,750	8,750
16,581	13,597	17,060	17,060	City Manager - All Divisions	17,880	17,880	17,880
102,294	104,167	109,350	109,350	Municipal Court	107,350	107,350	107,350
76,336	68,342	80,970	80,970	Finance	82,920	82,920	82,920
84,892	83,739	84,900	84,900	City Attorney	84,900	84,900	84,900
45,291	27,061	57,350	57,350	Community Development	60,500	60,500	60,500
35,266	38,300	40,850	40,850	City Hall	41,600	41,600	41,600
663,557	640,931	660,210	660,210	Non and Interdepartmental	660,480	660,480	660,480
217,006	210,801	235,930	235,930	Fire	222,130	222,130	222,130
179,964	179,392	172,650	172,650	Police	179,720	179,720	179,720
113,089	102,231	125,370	125,370	Library	141,540	141,540	141,540
1,542,935	1,474,381	1,593,390	1,593,390	Total Materials & Services	1,607,770	1,607,770	1,607,770

Continued on Next Page

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

Budget for Fiscal Year 7/1/15 - 6/30/16

<u>Historical Data</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>Actual Data</u> FYE 6/30/13	<u>Actual Data</u> FYE 6/30/14	<u>Adopted Budget</u> FYE 6/30/15				
-	-	-	<u>Capital Outlay:</u>			
-	-	-	City Manager - All Divisions			
-	-	-	Municipal Court			
-	-	5,500	Finance			
-	-	-	Community Development			
17,641	17,337	17,550	Fire			
14,100	12,882	9,050	Police			
368	1,500	1,500	Library	-	-	-
<u>32,109</u>	<u>31,719</u>	<u>33,600</u>	Total Capital Outlay	-	-	-
			<u>Transfer to Other Funds:</u>			
54,500	35,000	30,000	Unemployment Fund	10,000	10,000	10,000
307,180	294,220	309,120	Emergency Communications Fund	332,710	332,710	332,710
884,730	867,105	712,020	Parks Operation Fund	878,100	878,100	878,100
		75,000	Public Works Improvement Fund Landfill	81,000	81,000	81,000
		10,000	Utility Assistance Program Public Works	10,000	10,000	10,000
57,070	40,000	20,000	Public Works Fund Landfill Monitoring	30,000	30,000	30,000
-	-	-	Capital Improvement Fund	-	500,000	500,000
<u>66,000</u>	<u>66,000</u>	<u>-</u>	Landfill Reserve Fund	-	-	-
<u>1,369,480</u>	<u>1,302,325</u>	<u>1,156,140</u>	Total Transfer to Other Funds	1,341,810	1,841,810	1,841,810
-	-	1,412,190	Contingency	2,522,080	2,022,080	2,022,080
<u>7,538,259</u>	<u>7,402,658</u>	<u>9,208,680</u>	Total Expenditures	<u>10,691,690</u>	<u>10,691,690</u>	<u>10,691,690</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 7/1/15 - 6/30/16</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 6/30/13	FYE 6/30/14	FYE 6/30/15				
			Personnel Services:			
4,080	4,080	4,080	Regular Salaries	4,080	4,080	4,080
312	312	350	FICA Taxes	350	350	350
30	31	40	Workers' Compensation	40	40	40
<u>4,422</u>	<u>4,423</u>	<u>4,470</u>	Total Personnel Services	<u>4,470</u>	<u>4,470</u>	<u>4,470</u>
			Materials and Services:			
452	10	500	Office Supplies	500	500	500
10		-	Operating Supplies			
6,980	4,850	6,500	Conferences, Meetings & Travel	6,500	6,500	6,500
250	250	250	Memberships & Dues	250	250	250
967	710	1,500	Miscellaneous	1,500	1,500	1,500
<u>8,659</u>	<u>5,820</u>	<u>8,750</u>	Total Materials and Services	<u>8,750</u>	<u>8,750</u>	<u>8,750</u>
<u>13,081</u>	<u>10,243</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	
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

Historical Data			Budget for Fiscal Year 7/1/15 - 6/30/16			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/13	FYE 6/30/14	FYE 6/30/15		Budget Officer	Budget Committee	Governing Body
172,325	161,788	172,550	Personnel Services:			
1,923	1,721	2,300	Regular Salaries	175,450	175,450	175,450
12,118	11,519	13,530	Extra Help	2,310	2,310	2,310
31,717	14,759	20,260	FICA Taxes	13,750	13,750	13,750
26,516	20,270	36,970	Insurance	29,250	29,250	29,250
412	486	490	Retirement Contributions	32,520	32,520	32,520
			Workers' Compensation	500	500	500
245,011	210,543	246,100	Total Personnel Services	253,780	253,780	253,780
			Materials and Services:			
1,639	1,641	1,900	Office Supplies	2,050	2,050	2,050
315	20	300	Operating Supplies	300	300	300
20	117	-	Repair & Maintenance Supplies	-	-	-
6,258	3,285	3,660	Memberships & Dues	3,680	3,680	3,680
684	556	900	Employee Assistance Program	900	900	900
3,231	2,383	6,800	Conferences, Meetings & Travel	6,950	6,950	6,950
4,424	5,595	3,000	Miscellaneous	3,500	3,500	3,500
10	-	500	Technology Services	500	500	500
16,581	13,597	17,060	Total Materials and Services	17,880	17,880	17,880
			Capital Outlay:			
-	-	-	Machinery and Equipment	-	-	-
261,592	224,140	263,160	Total Expenditures	271,660	271,660	271,660

GENERAL FUND (001)			
CITY MANAGER - Administration (1101)			
Personnel Services (410 - 415)			
410	2020	Straight Time - Regular	175,450
410	2085	Extra Help	2,310
415	2220	FICA -Social Security	13,750
415	2230	Insurance	29,250
415	2235	Retirement Contributions	32,520
415	2240	Workers' Compensation	500
TOTAL PERSONNEL SERVICES			253,780
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	OCCMA - Spring / Summer	750
615	4227	ICMA	2,000
615	4230	CCIS	400
615	4260	Conference / Meeting Expenses	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 - Administration (1101)			
675	5920	Employee Recognition	3,000
675	6035	General - Miscellaneous	500
		Sub-total of Miscellaneous	3,500
685	6207	Non-Contract IT Services	500
		Sub-total of Technology Services	500
TOTAL MATERIALS & SERVICES			17,880
TOTAL CITY MANAGER - Administration			271,660
TOTAL CITY MANAGER ADMIN. - ALL FUNDS			271,660

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

Historical Data			Budget for Fiscal Year 7/1/15- 6/30/16			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/13	FYE 6/30/14	FYE 6/30/15				
			Personnel Services:			
40,591	40,910	41,720	Regular Salaries	42,350	42,350	42,350
2,823	3,074	3,310	FICA Taxes	3,360	3,360	3,360
11,197	1,823	920	Insurance	14,320	14,320	14,320
5,271	5,516	7,420	Retirement Contributions	7,530	7,530	7,530
109	121	130	Workers' Compensation	130	130	130
59,991	51,444	53,500	Total Personnel Services	67,690	67,690	67,690
			Materials and Services:			
1,426	1,766	1,600	Office Supplies	1,200	1,200	1,200
32	-	-	Operating Supplies	-	-	-
155	85	200	Conferences, Meetings & Travel	400	400	400
57,737	56,339	58,040	Professional Services	57,190	57,190	57,190
195	145	150	Memberships & Dues	150	150	150
270	-	-	Printing & Binding	-	-	-
2,184	217	-	Repair & Maintenance Services	-	-	-
	2,170	2,610	Technology Services	2,610	2,610	2,610
40,295	43,445	46,750	Miscellaneous	45,800	45,800	45,800
102,294	104,167	109,350	Total Materials and Services	107,350	107,350	107,350
			Capital Outlay			
-	-	-	Machinery & Equipment	-	-	-
162,285	155,611	162,850	Total Expenditures	175,040	175,040	175,040

GENERAL FUND (001)				
MUNICIPAL COURT (1400)				
Personnel Services (410 - 415)				
410	2020	Straight Time - Regular	42,350	
415	2220	FICA -Social Security	3,360	
415	2230	Insurance	14,320	
415	2235	Retirement Contributions	7,530	
415	2240	Workers' Compensation	130	
TOTAL PERSONNEL SERVICES				67,690
Materials and Services (510 - 685)				
510	3045	General Office Supplies	1,200	
Sub-total of Office Supplies				1,200
615	4265	Travel - Conferences and Meetings	400	
Sub-total Conferences, Meetings & Travel				400
620	4325	Municipal Court Judge	36,090	
620	4330	Indigent Defense Contract	17,000	
620	4335	Pro Tem Judge	2,000	
620	4340	Payments for Jury Trials	100	
620	4540	Interpreter Fees	2,000	
Sub-total of Professional Services				57,190
630	4750	Memberships & Dues	150	
Sub-total Memberships & Dues				150
675	5925	VISA Fees	4,100	
675	6040	State Assessments on Fines (CHECKED TB KEI	40,000	
675	6045	Jury & Witness Fees	200	
675	6050	Jail Assessments	1,500	
Sub-total of Miscellaneous				45,800
685	6280	Municipal Court Software Maintenance	2,610	
Sub-total of Technology Services				2,610
TOTAL MATERIALS & SERVICES				107,350
TOTAL MUNICIPAL COURT				175,040
TOTAL MUNICIPAL COURT - ALL FUNDS				175,040

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FUND: GENERAL

Department: Finance #1600

Basic Objectives

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

Services to other departments include financial control through the budget process and issuing keys to most City owned buildings and facilities. Finance also provides accounting and other miscellaneous financial services for other departments, as needed. The Director of Finance and Administrative Services has been responsible for a variety of Human Resource activities since 2012, when the Human Resource Administrator retired and the functions of the department were distributed among other employees.

Staffing

There are 6 full-time equivalent employees in the Finance Department, including 2 accounting clerks, an operations supervisor, a financial reporting manager, a financial analyst and the Director of Finance and Administrative Services. The Finance Department is under the supervision of the Director of Finance and Administrative Services, who is responsible to the City Manager. The Finance budget provides for a 20 hour per week position that provides front counter/reception support.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
FINANCE #1600

Historical Data			Budget for Fiscal Year 7/1/15 - 6/30/16			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/13	FYE 6/30/14	FYE 6/30/15				
			Personnel Services:			
353,694	339,366	367,340	Regular Salaries	374,240	374,240	374,240
75	22	-	Overtime	-	-	-
7,396	2,561	4,590	Extra Help	4,620	4,620	4,620
26,741	25,125	28,810	FICA Taxes	29,340	29,340	29,340
83,497	79,525	91,940	Insurance	95,700	95,700	95,700
44,297	46,313	65,260	Retirement Contributions	66,510	66,510	66,510
6,297	975	970	Workers' Compensation	990	990	990
<u>521,997</u>	<u>493,887</u>	<u>558,910</u>	Total Personnel Services	<u>571,400</u>	<u>571,400</u>	<u>571,400</u>
			Materials and Services:			
4,141	4,015	6,000	Office Supplies	6,000	6,000	6,000
529	-	-	Operating Supplies	-	-	-
639	487	600	Repair & Maintenance Supplies	300	300	300
-	-	-	Small Tools & Minor Equipment	-	-	-
1,341	1,634	1,500	Training	1,500	1,500	1,500
284	1,206	3,000	Conferences, Meetings & Travel	3,000	3,000	3,000
38,186	26,292	36,500	Professional Services	38,200	38,200	38,200
988	264	710	Memberships & Dues	710	710	710
30	17	100	Communications	110	110	110
1,866	1,964	2,360	Advertising	2,450	2,450	2,450
2,616	2,902	2,650	Printing & Binding	2,000	2,000	2,000
763	574	750	Repair & Maintenance Services	750	750	750
-	196	150	Miscellaneous	150	150	150
24,953	28,791	26,650	Technology Services	27,750	27,750	27,750
<u>76,336</u>	<u>68,342</u>	<u>80,970</u>	Total Materials and Services	<u>82,920</u>	<u>82,920</u>	<u>82,920</u>
			Capital Outlay:			
-	-	5,500	Machinery & Equipment	-	-	-
<u>598,333</u>	<u>562,229</u>	<u>645,380</u>	Total Expenditures	<u>654,320</u>	<u>654,320</u>	<u>654,320</u>

GENERAL FUND (001)

FINANCE (1600)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	374,240
410	2085	Extra Help	4,620
415	2220	FICA -Social Security	29,340
415	2230	Insurance	95,700
415	2235	Retirement Contributions	66,510
415	2240	Workers' Compensation	990

TOTAL PERSONNEL SERVICES

571,400

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	3,000	
		Sub-total Conferences, Meetings & Travel		3,000
620	4345	Audit Fee	33,500	
620	4346	OPEB Preparation Fee	3,600	
620	4350	State Filing Fee	600	
620	4540	Professional Services - General	500	
		Sub-total of Professional Services		38,200
630	4740	AICPA	230	
630	4745	OMFOA	200	
630	4750	OSCPA	280	
		Sub-total Memberships & Dues		710
635	4975	Postage	110	
		Sub-total of Communications		110
640	5020	Advertising - Liquor Licenses	750	
640	5025	Advertising - Budget Notices	1,700	
		Sub-total of Advertising		2,450

GENERAL FUND (001)

FINANCE (1600)

650	5145	Printing & Binding - General	2,000	
		Sub-total of Printing & Binding		2,000
660	5825	General Repair & Maintenance	750	
		Sub-total of Repair & Maintenance Services		750
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				82,920
TOTAL FINANCE				654,320

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 7/1/15 - 6/30/16</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 6/30/13</u>	<u>FYE 6/30/14</u>	<u>FYE 6/30/15</u>				
			Materials and Services:			
411		400	Conferences Meetings & Travel	400	400	400
84,131	83,313	84,000	Professional Services	84,000	84,000	84,000
350	426	500	Miscellaneous	500	500	500
<u>84,892</u>	<u>83,739</u>	<u>84,900</u>	Total Expenditures	<u>84,900</u>	<u>84,900</u>	<u>84,900</u>

Detail Information 2015-16

GENERAL FUND (001)

CITY ATTORNEY (1800)

Materials and Services (615 - 675)

615	4220	League of Oregon Cities	400	
620	4355	City Attorney Agreement	84,000	
675	6035	General - Miscellaneous	500	
		TOTAL MATERIALS & SERVICES		<u>84,900</u>
		TOTAL CITY ATTORNEY		<u>84,900</u>

FUND: GENERAL

Department: Community Development #2001

Basic Objectives

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

Planning Commission/ Historic Landmarks Commission/Design Review Committee

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

Astoria Development Commission

The Community Development Department provides staff support to the Astoria Development Commission (ADC). The ADC's responsibility is to administer the City's two urban renewal districts. The Astor-East Urban Renewal District encompasses 56.95 acres of land located east of Astoria's Central Business District and includes the Liberty Theatre and Heritage Square property in the downtown area. The objectives of the AEURD Renewal Plan are to improve the physical conditions, functional relationships, and visual quality of the area, and to eliminate blight in order to create a climate more conducive for private development of property. Approximately four acres of riverfront property east of 20th Street were purchased in 2000 by the ADC and are being held for future development. In 2002 the City established a new 205.5 acre urban renewal district on the West End of Astoria in the Uniontown & Port of Astoria areas. The new Astor-West Urban Renewal District was formed to help with the development of the Astoria-Warrenton Area Chamber of Commerce and Port of Astoria Conference Center project and redevelopment 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 Inspection Division of the CDD is accounted for in the Building Inspection Fund, to comply with ORS 455.210.

Staffing

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

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
COMMUNITY DEVELOPMENT #2001

Historical Data			Budget for Fiscal Year 7/1/15 - 6/30/16			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/13	FYE 6/30/14	FYE 6/30/15		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
192,679	194,742	201,660	Regular Salaries	189,620	189,620	189,620
31,898	23,833	10,500	Extra Help	35,500	35,500	35,500
16,826	16,352	16,440	FICA Taxes	17,430	17,430	17,430
27,544	35,923	42,490	Insurance	58,670	58,670	58,670
35,796	35,760	44,630	Retirement Contributions	35,640	35,640	35,640
457	484	490	Workers' Compensation	520	520	520
<u>305,200</u>	<u>307,094</u>	<u>316,210</u>	Total Personnel Services	<u>337,380</u>	<u>337,380</u>	<u>337,380</u>
			Materials and Services:			
2,117	948	1,500	Office Supplies	1,600	1,600	1,600
272	298	100	Operating Supplies	100	100	100
1,897	15	-	Training	-	-	-
3,627	3,750	4,050	Conferences, Meetings & Travel	3,500	3,500	3,500
11,033	6,976	14,000	Professional Services	10,000	10,000	10,000
6,521	6,766	7,500	Memberships & Dues	7,500	7,500	7,500
229	-	-	Communications	-	-	-
5,606	6,294	5,000	Advertising	6,700	6,700	6,700
417	1,357	750	Printing & Binding	1,000	1,000	1,000
596	557	750	Repair & Maintenance Services	750	750	750
12,500	-	23,500	Projects Funded by Grants	29,150	29,150	29,150
476	100	200	Technology Services	200	200	200
<u>45,291</u>	<u>27,061</u>	<u>57,350</u>	Total Materials and Services	<u>60,500</u>	<u>60,500</u>	<u>60,500</u>
			Capital Outlay:			
-	-	-	Machinery & Equipment	-	-	-
<u>350,491</u>	<u>334,155</u>	<u>373,560</u>	Total Expenditures	<u>397,880</u>	<u>397,880</u>	<u>397,880</u>

GENERAL FUND (001)			
COMMUNITY DEVELOPMENT (2001)			
<u>Personnel Services (410 - 415)</u>			
410	2020	Straight Time - Regular	189,620
410	2085	Extra Help	35,500
415	2220	FICA - Social Security	17,430
415	2230	Insurance	58,670
415	2235	Retirement Contributions	35,640
415	2240	Workers' Compensation	520
TOTAL PERSONNEL SERVICES			337,380
<u>Materials and Services (510 - 685)</u>			
510	3045	General Office Supplies	1,600
Sub-total of Office Supplies			1,600
515	3120	Books / Periodicals	100
Sub-total of Operating Supplies			100
615	4260	Conference / Meeting Expense	3,500
Sub-total Conferences, Meetings & Travel			3,500
620	4360	Planning and Economic Development	10,000
Sub-total of Professional Services			10,000
630	4750	Dues - Miscellaneous	350
630	4760	CREST	5,000
630	4765	OCPDA-APA	1,200
630	4770	ODDA / IDA	400
630	4775	Historic Preservation	300
630	4780	Columbia-Pacific Economic Development Distric	250
Sub-total Memberships & Dues			7,500
640	5030	Advertising - Public Notices	6,700
Sub-total of Advertising			6,700
650	5145	Printing & Binding - General	1,000
Sub-total of Printing & Binding			1,000

GENERAL FUND (001)			
COMMUNITY DEVELOPMENT (2001)			
660	5620	Office Machines	700
660	5825	General Repair & Maintenance	50
		Sub-total of Repair & Maintenance Services	750
680	6125	CZM Assistance/ SHPO Grant	29,150
		Sub-total of Projects Funded by Grants	29,150
685	6205	Computer Software	200
		Sub-total of Technology Services	200
TOTAL MATERIALS & SERVICES			60,500
TOTAL COMMUNITY DEVELOPMENT			397,880

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 7/1/15 - 6/30/16</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 6/30/13</u>	<u>FYE 6/30/14</u>	<u>FYE 6/30/15</u>				
			Personnel Services:			
333	275	-	Extra Help	1,250	1,250	1,250
4,722	11,729	8,130	Interfund Wages	15,000	15,000	15,000
374	1,594	690	FICA Taxes	1,370	1,370	1,370
1,076	1,278	-	Insurance	1,100	1,100	1,100
629	592	1,450	Retirement Contributions	2,670	2,670	2,670
146	337	340	Workers' Compensation	680	680	680
<u>7,280</u>	<u>15,805</u>	<u>10,610</u>	Total Personnel Services	<u>22,070</u>	<u>22,070</u>	<u>22,070</u>
			Materials and Services:			
2,186	1,165	1,500	Operating Supplies	750	750	750
2,599	5,219	2,900	Repair & Maintenance Supplies	5,450	5,450	5,450
306	-	-	City Shops Expense			
19,092	16,859	20,850	Professional Services	20,300	20,300	20,300
11,083	15,057	15,600	Public Utility Services	15,100	15,100	15,100
<u>35,266</u>	<u>38,300</u>	<u>40,850</u>	Total Materials and Services	<u>41,600</u>	<u>41,600</u>	<u>41,600</u>
<u>42,546</u>	<u>54,105</u>	<u>51,460</u>	Total Expenditures	<u>63,670</u>	<u>63,670</u>	<u>63,670</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	2,670
415	2240	Workers' Compensation	680

TOTAL PERSONNEL SERVICES **22,070**

Materials and Services (515 - 675)

515	3265	Custodial Supplies	750
		Sub-total of Operating Supplies	750
525	3520	Building Materials / Supplies	450
525	3640	Other Repair & Maintenance Supplies	5,000
		Sub-total of Repair & Maintenance Supplies	5,450
620	4365	Janitorial Services	11,800
620	4370	Pest Control	100
620	4375	Elevator Maintenance	8,000
620	4376	Fire Alarm System Services	400
		Sub-total of Professional Services	20,300
655	5205	Electricity - City Hall	11,100
656	5475	Natural Gas- City Hall	1,800
657	5505	Sanitation - City Hall	2,200
		Sub-total of Public Utility Services	15,100

TOTAL MATERIALS & SERVICES **41,600**

TOTAL CITY HALL **63,670**

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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 7/1/15 - 6/30/16			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/13	FYE 6/30/14	FYE 6/30/15		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
7,185		5,000	Interfund Wages	5,000	5,000	5,000
542		450	FICA Taxes	450	450	450
1,389		-	Insurance	-	-	-
891		1,110	Retirement Contributions	1,110	1,110	1,110
-	-	210	Worker Compensation	210	210	210
10,007	-	6,770	Total Personnel Services	6,770	6,770	6,770
			Materials and Services:			
3,047	3,105	3,750	Office Supplies	3,750	3,750	3,750
12,986	6,297	9,000	Operating Supplies	7,500	7,500	7,500
2,454	4,656	4,000	Repair & Maintenance Supplies	7,500	7,500	7,500
232,498	227,769	185,000	Professional Services	220,480	220,480	220,480
10,122	10,228	10,250	Memberships & Dues	10,350	10,350	10,350
60,042	58,265	62,700	Communications	63,600	63,600	63,600
184	49	250	Advertising	250	250	250
177,664	181,889	215,000	Insurance	240,000	240,000	240,000
664	1,132	1,200	Public Utility Services	1,200	1,200	1,200
271	-	-	Repair & Maintenance Services	-	-	-
12,881	6,130	7,500	Rentals	7,500	7,500	7,500
148,831	139,286	157,360	Miscellaneous	94,850	94,850	94,850
1,913	2,125	4,200	Non-Contract IT Services	3,500	3,500	3,500
663,557	640,931	660,210	Total Materials and Services	660,480	660,480	660,480
			Transfer to Other Funds:			
54,500	35,000	30,000	Unemployment Trust	10,000	10,000	10,000
307,180	294,220	309,120	Emergency Communications Fund	332,710	332,710	332,710
884,730	867,105	712,020	Parks Operation Fund	878,100	878,100	878,100
-	-	10,000	UAP Transfer to Public Works Fund	10,000	10,000	10,000
-	-	75,000	Public Works Improvement Fund	81,000	81,000	81,000
57,070	40,000	20,000	Public Works Fund	30,000	30,000	30,000
-	-	-	Capital Improvement Fund	-	500,000	500,000
66,000	66,000	-	Landfill Reserve Fund	-	-	-
1,369,480	1,302,325	1,156,140	Total Transfer to Other Funds	1,341,810	1,841,810	1,841,810
2,043,044	1,943,266	1,823,120	Total Expenditures	2,009,060	2,509,060	2,509,060

GENERAL FUND (001)

NON & INTERDEPARTMENTAL (2400)

Personnel Services (412)

412	2095	Interfund Wages	5,000
415	2220	FICA	450
415	2235	Retirement Contributions	1,110
415	2240	Worker Compensation	210

TOTAL PERSONNEL SERVICES 6,770

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	61,000
620	4395	Email Hosting	1,200
		Website Hosting	11,320
620	4400	Internet Connectivity	10,000
620	4405	Website Consulting	2,500
620	4410	Personnel Legal Services	35,000
620	4415	General Professional Services	30,000
620	4537	ABC Transcription Service	18,660
620	4539	VOIP Cisco / Obsidian Support	11,800
620	4541	Software Support License Renewals	8,000
620	4542	Human Resource Contract	31,000
		Sub-total of Professional Services	220,480
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

GENERAL FUND (001)

NON & INTERDEPARTMENTAL (2400)

645	5060	Insurance - Liability	240,000	
		Sub-total of Insurance		240,000
655	5208	Downtown Restrooms	1,200	
		Sub-total of Public Utility Services		1,200
665	5860	Photocopy Machines	7,500	
		Sub-total of Rentals		7,500
675	5935	Retiree Medical Benefits	38,800	
675	5940	Taxes and Assessments	10,000	
675	5945	County Animal Control		
675	5947	General - Miscellaneous		
675	5950	Community Org-Clatsop Community Action Food Program		
675	5955	Community Org-Clatsop Cy Women's Resource Center		
675	5970	Community Org-CASA Program		
675	5980	Other Community Organizations	46,050	
		Lower Columbia Hispanic Center		
		Helping Hands		
		Astoria Rescue Mission		
		Loaves and Fishes		
		Sub-total of Miscellaneous		94,850
685	6207	Non-Contract IT Services	1,500	
685	6209	Human Resource iApplicants	2,000	
		Sub-total of Technology		3,500
TOTAL MATERIALS & SERVICES				660,480
Transfers to Other Funds (850)				
850	7520	Unemployment Fund	10,000	
850	7522	UAP Transfer to PW	10,000	
850	7525	Emergency Communications Fund	332,710	
850	7532	Parks / Aquatic Fund	878,100	
850	7533	PWIF Loan Payment Landfill Closure	81,000	
850	7535	Capital Improvement Fund	500,000	
850	7550	Public Works Fund Landfill Monitoring	30,000	
		Sub-total Transfers to Other Funds		1,841,810
TOTAL TRANSFERS TO OTHER FUNDS				1,841,810
TOTAL NON & INTERDEPARTMENTAL				2,509,060

GENERAL FUND (001)

NON & INTERDEPARTMENTAL (2400)

CAPITAL IMPROVEMENT FUND - NON AND INTERDEPARTMENTAL

	<u>15-16</u>
Software Support Renewals	17,000
Computer Replacements	21,000
Network Switch and Router Replacement	69,000
Other Hardware Items	6,000

Total Capital Improvement Fund - Non and Interdepartmental **113,000**

TOTAL NON AND INTERDEPARTMENTAL - ALL FUNDS **2,622,060**

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FUND: GENERAL

Department: Fire #2600

Basic Objectives

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

Staffing

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

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

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
FIRE #2600

Historical Data			Budget for Fiscal Year 7/1/15 - 6/30/16			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/13	FYE 6/30/14	FYE 6/30/15				
			Personnel Services:			
753,967	801,084	867,000	Regular Salaries	907,150	907,150	907,150
94,831	30,240	31,500	Overtime	31,500	31,500	31,500
-	11,540	14,850	Department Funded Intern Stipends	17,500	17,500	17,500
-	11,541	14,850	Grant Funded Intern Stipends	-	-	-
-	23,081	22,000	Volunteer Wages	20,100	20,100	20,100
14,225	15,487	20,000	Interfund Wages	20,000	20,000	20,000
65,358	67,010	71,570	FICA Taxes	76,930	76,930	76,930
166,913	168,653	177,500	Insurance	200,700	200,700	200,700
139,126	147,970	197,660	Retirement Contributions	209,890	209,890	209,890
28,473	30,486	33,180	Workers' Compensation	35,690	35,690	35,690
1,262,893	1,307,092	1,450,110	Total Personnel Services	1,519,460	1,519,460	1,519,460
			Materials and Services:			
2,030	1,520	1,600	Office Supplies	1,700	1,700	1,700
55,161	56,475	61,500	Operating Supplies	66,650	66,650	66,650
4,964	4,433	5,600	Repair & Maintenance Supplies	6,150	6,150	6,150
2,226	3,096	5,000	Small Tools & Minor Equipment	5,500	5,500	5,500
8,311	10,828	9,000	City Shop Expenses	9,000	9,000	9,000
12,303	14,707	15,000	Training	15,000	15,000	15,000
1,384	5,045	4,250	Conferences, Meetings & Travel	4,250	4,250	4,250
7,283	5,272	10,300	Professional Services	10,300	10,300	10,300
25,765	7,506	28,100	Volunteer Services	7,200	7,200	7,200
33,781	35,848	25,000	Fire Intern Expense	21,500	21,500	21,500
755	1,059	1,100	Memberships & Dues	1,200	1,200	1,200
8	-	-	Communications	-	-	-
45	240	600	Advertising	650	650	650
43,844	43,297	40,180	Public Utility Services	42,480	42,480	42,480
18,411	20,708	27,950	Repair & Maintenance Services	28,950	28,950	28,950
735	767	750	Technology Services	1,600	1,600	1,600
217,006	210,801	235,930	Total Materials and Services	222,130	222,130	222,130
			Capital Outlay:			
6,166	320	3,350	Buildings	-	-	-
-	1,060	-	Improvements Other Than Bldgs	-	-	-
11,475	15,957	14,200	Machinery & Equipment	-	-	-
17,641	17,337	17,550	Total Capital Outlay	-	-	-
1,497,540	1,535,230	1,703,590	Total Expenditures	1,741,590	1,741,590	1,741,590

GENERAL FUND (001)

FIRE DEPARTMENT (2600)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	907,150
410	2045	Overtime	31,500
410	2055	Department Funded Intern Stipends	17,500
410	2059	Volunteer Wages	20,100
412	2095	Interfund Wages	20,000
415	2220	FICA - Social Security	76,930
415	2230	Insurance	200,700
415	2235	Retirement Contributions	209,890
415	2240	Workers' Compensation	35,690

TOTAL PERSONNEL SERVICES			1,519,460
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Materials and Services (510 - 685)

510	3045	General Office Supplies	1,700
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Sub-total of Office Supplies			1,700
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515	3180	Fuel, Oil & Lubricants	15,000
515	3185	Emergency Medical Supplies	3,850
515	3190	Firefighting Equipment	4,500
515	3195	Fire Prevention/Public Relations Supplies	2,500
515	3200	HazMat Supplies	1,000
515	3205	Clothing / Uniforms	6,500
515	3210	Annual Turnout Purchase	10,000
515	3215	Annual Radio / Pager Purchase	3,000
515	3220	Annual Hose Purchase	4,000
515	3225	Annual Nozzle Applications	3,000
515	3230	SCBA Maintenance Supplies	1,800
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			66,650
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525	3510	Building Materials / Supplies Station 2	600
525	3520	Building Materials / Supplies Headquarters	1,500
525	3530	General - Repair & Maintenance Supplies	2,750
525	3535	Radio / Pagers	1,300

Sub-total of Repair & Maintenance Supplies			6,150
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530	3720	Small Tools	5,500
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Sub-total of Small Tools			5,500
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GENERAL FUND (001)

FIRE DEPARTMENT (2600)

545	3820	Vehicle Parts - City Shops	9,000	
		Sub-total of City Shop Expenses		9,000
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	4,250	
		Sub-total of Conferences, Meetings & Travel		4,250
620	4420	Physician Adviser Services	3,300	
620	4540	General - Professional Services	2,000	
620	4515	Annual Medical Exams	5,000	
		Sub-total of Professional Services		10,300
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	21,500	
		Sub-total of Fire Intern Expense		21,500
630	4750	Various Dues	1,200	
		Sub-total of Memberships & Dues		1,200
640	5020	Advertising - Legal Ads / Notices	650	
		Sub-total of Advertising		650
655	5211	Electricity - Public Safety Building	25,500	
655	5212	Electricity - Fire Station 2	2,000	
656	5450	Natural Gas - Fire Station 2	3,000	
656	5455	Natural Gas - Public Safety Building	8,500	
657	5508	Sanitation - Public Safety Building	3,000	
657	5509	Sanitation - Fire Station 2	480	
		Sub-total of Public Utility Services		42,480

GENERAL FUND (001)

FIRE DEPARTMENT (2600)

660	5710	Radio / Pagers	2,300
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	1,700
660	5720	Defibrillator Maintenance	1,500
660	5721	Personal Protective Equipment Maintenance	1,500
660	5725	Eq other than Vehicles/Include Fire Extinguishers	2,000
660	5726	Public Safety Bay Door Maintenance	2,000
660	5727	Annual Hose Testing	3,300
660	5728	Annual Ground Ladder Testing	650
660	5750	Buildings-Public Safety	3,750
660	5751	Buildings-Station 2	1,200
660	5752	Annual Pump Testing - 4 Apparatus	1,600
660	5785	Motor Vehicles / Auto Body Shop	1,500
660	5825	General - Repair & Maintenance Services	1,800

Sub-total of Repair & Maintenance Services 28,950

685	6245	Firefighter Response System (FFRS)	850
685	6250	Firehouse Software Maintenance	750

Sub-total of Technology Services 1,600

TOTAL MATERIALS & SERVICES 222,130

Capital Outlay (720 - 740)

720	6400	Buildings / Office Equipment
730	6500	Improvements Other than Buildings
740	6652	Machinery & Equipment

TOTAL CAPITAL OUTLAY 0

TOTAL FIRE DEPARTMENT 1,741,590

CAPITAL IMPROVEMENT FUND - FIRE DEPARTMENT

	15-16
Payment New Engine Payment (Transfer from 17 Dock)	75,000
New Engine Equipment	23,100
Other Capital Outlay	15,200
Aerial Truck	500,000

Total Capital Improvement Fund - Fire 613,300

TOTAL FIRE DEPARTMENT - ALL FUNDS 2,354,890

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FUND: GENERAL

Department: Police #2800

Basic Objectives

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

Dedicated to Duty – Committed to Community

Community Policing

The department has been committed to community policing since 1996. Community policing activities are embedded in the actions of the department and enhanced by the Citizen Police Academy, Senior Conference, Social Media and other numerous activities that bring residents into direct involvement with the police. In 2013, CERT (Community Emergency Response Team) was transferred from the Fire Department to APD. The Team is currently led by a police officer.

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

This budget provides for a Chief of Police, deputy chief, two sergeants, one detective, ten patrol officers, one administrative services manager, and one records specialist. A part time parking officer and evidence custodian supplement full time staff. The Chief of Police is also the Assistant City Manager.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
POLICE #2800

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/15 - 6/30/16</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/13	FYE 6/30/14	FYE 6/30/15		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
1,112,722	1,122,150	1,179,220	Regular Salaries	1,250,150	1,250,150	1,250,150
60,208	72,772	49,500	Overtime	51,110	51,110	51,110
87,139	47,108	63,180	Extra Help	43,120	43,120	43,120
24,942	22,286	22,000	Interfund Wages	22,000	22,000	22,000
97,705	95,081	101,850	FICA Taxes	105,920	105,920	105,920
265,642	301,340	310,770	Insurance	306,650	306,650	306,650
190,944	193,327	265,950	Retirement Contributions	281,200	281,200	281,200
37,465	40,089	42,440	Workers' Compensation	44,140	44,140	44,140
<u>1,876,765</u>	<u>1,894,153</u>	<u>2,034,910</u>	Total Personnel Services	<u>2,104,290</u>	<u>2,104,290</u>	<u>2,104,290</u>
			Materials and Services:			
9,452	6,454	7,000	Office Supplies	7,500	7,500	7,500
59,339	55,548	55,350	Operating Supplies	55,350	55,350	55,350
9,142	8,515	8,600	Repair & Maintenance Supplies	8,600	8,600	8,600
2,347	2,416	2,500	Small Tools & Minor Equipment	2,500	2,500	2,500
18,308	26,408	14,500	City Shop Expenses	14,500	14,500	14,500
16,488	18,854	16,400	Training	16,400	16,400	16,400
2,379	10,796	3,000	Conferences, Meetings & Travel	3,000	3,000	3,000
3,062	3,244	2,800	Professional Services	2,800	2,800	2,800
365	700	500	Memberships & Dues	1,580	1,580	1,580
549	769	1,400	Communications	1,400	1,400	1,400
1,172	253	1,000	Advertising	1,000	1,000	1,000
2,496	352	1,700	Printing & Binding	1,700	1,700	1,700
2,188	2,074	300	Public Utility Services	300	300	300
20,427	17,639	21,000	Repair & Maintenance Services	21,000	21,000	21,000
14,298	7,975	17,450	Miscellaneous	17,450	17,450	17,450
17,952	17,395	19,150	Technology Services	24,640	24,640	24,640
<u>179,964</u>	<u>179,392</u>	<u>172,650</u>	Total Materials and Services	<u>179,720</u>	<u>179,720</u>	<u>179,720</u>
			Capital Outlay:			
14,100	12,882	9,050	Machinery & Equipment	-	-	-
<u>14,100</u>	<u>12,882</u>	<u>9,050</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
<u>2,070,829</u>	<u>2,086,427</u>	<u>2,216,610</u>	Total Expenditures	<u>2,284,010</u>	<u>2,284,010</u>	<u>2,284,010</u>

GENERAL FUND (001)

POLICE DEPARTMENT (2800)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	1,250,150
410	2045	Overtime	51,110
410	2085	Extra Help	43,120
412	2095	Interfund Wages	22,000
415	2220	FICA - Social Security	105,920
415	2230	Insurance	306,650
415	2235	Retirement Contributions	281,200
415	2240	Workers' Compensation	44,140

TOTAL PERSONNEL SERVICES	2,104,290
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Materials and Services (510 - 685)

510	3045	General Office Supplies	7,500	
		Sub-total of Office Supplies		7,500
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	
		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	8,900	
610	4085	Travel Expenses - Training	2,500	
610	4086	Ammo Training	4,500	
		Sub-total of Training		16,400

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	
		Sub-total of Professional Services		2,800
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	12,000	
675	5995	Special Investigation	1,300	
675	6000	Towing	1,000	
675	6035	General - Miscellaneous	900	
		Sub-total of Miscellaneous		17,450

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
		CMI	2,720
		Justice Web	8,400
		Other	700
		Sub-total of Technology Services	24,640
TOTAL MATERIALS & SERVICES			179,720
Capital Outlay (720 - 740)			
740	6650	Machinery & Equipment	
TOTAL CAPITAL OUTLAY			0
TOTAL POLICE DEPARTMENT			2,284,010
CAPITAL IMPROVEMENT FUND - POLICE DEPARTMENT			
			<u>15-16</u>
		Project: Body and Vehicle Cameras & Computer Setup	
		Vehicle Cameras	28,000
		Body Cameras	13,000
		Server, Software and Setup	<u>13,000</u>
			54,000
		Lease Payments for Vehicles	
		Lease 1 2013-14 3 Tahoes	43,000
		Lease 2 2014-15 1 Tahoe	16,000
		Lease 3 2015-16 2 Tahoes	<u>35,000</u>
			94,000
		Other Capital Outlay	25,200
			173,200
TOTAL POLICE DEPARTMENT - ALL FUNDS			2,457,210

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FUND: GENERAL

Department: Library #3200

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

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

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

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

Staffing

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

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
LIBRARY #3200

Historical Data			Budget for Fiscal Year 7/1/15 - 6/30/16			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/13	FYE 6/30/14	FYE 6/30/15				
			Personnel Services:			
154,354	157,522	161,230	Regular Salaries	160,890	160,890	160,890
-		100	Overtime	100	100	100
51,193	51,366	57,920	Extra Help	60,670	60,670	60,670
1,436	3,827	1,280	Interfund Wages	1,290	1,290	1,290
15,410	15,908	17,100	FICA Taxes	17,980	17,980	17,980
44,354	44,566	47,670	Insurance	43,570	43,570	43,570
32,931	36,112	45,960	Retirement Contributions	47,690	47,690	47,690
491	491	510	Workers' Compensation	530	530	530
300,169	309,792	331,770	Total Personnel Services	332,720	332,720	332,720
			Materials and Services:			
2,327	3,372	3,100	Office Supplies	3,500	3,500	3,500
5,065	2,849	5,650	Operating Supplies	6,570	6,570	6,570
52,588	45,771	50,460	Library Materials	53,400	53,400	53,400
748	555	300	Repair & Maintenance Supplies	1,700	1,700	1,700
2,256	2,172	4,100	Conferences, Meetings & Travel	4,200	4,200	4,200
974	368	5,300	Professional Services	5,300	5,300	5,300
730	538	750	Memberships & Dues	770	770	770
629	525	500	Communications	500	500	500
482	292	1,610	Advertising	1,700	1,700	1,700
-		100	Printing & Binding	100	100	100
12,786	13,174	15,550	Public Utility Services	15,650	15,650	15,650
15,169	15,617	17,800	Repair & Maintenance Services	19,600	19,600	19,600
351	893	800	Miscellaneous	1,000	1,000	1,000
-		1,000	Projects Funded by Grants	1,200	1,200	1,200
18,984	16,105	18,350	Technology	26,350	26,350	26,350
113,089	102,231	125,370	Total Materials and Services	141,540	141,540	141,540
			Capital Outlay:			
368	1,500	1,500	Machinery & Equipment	-	-	-
413,626	413,523	458,640	Total Expenditures	474,260	474,260	474,260

General Fund (001)			
LIBRARY (3200)			
Personnel Services (410 - 415)			
410	2020	Straight Time - Regular	160,890
410	2045	Overtime	100
410	2085	Extra Help	60,670
412	2095	Interfund Wages	1,290
415	2220	FICA -Social Security	17,980
415	2230	Insurance	43,570
415	2235	Retirement Contributions	47,690
415	2240	Workers' Compensation	530
TOTAL PERSONNEL SERVICES			332,720
Materials and Services (510 - 685)			
510	3025	Stationery Envelopes	250
510	3030	Paper	150
510	3040	Printer Cartridges and Supplies	1,600
510	3045	General Office Supplies	1,500
Sub-total of Office Supplies			3,500
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	2,750
520	3445	Children's Programs	3,500
520	3450	ODLC-Library2Go Consortium	3,170
520	3453	Sanborn Maps	710
520	3457	Fundraising Research Materials	500
520	3458	Mango Language Database	1,400
520	3459	Freegal Database	3,300
Sub-total of Library Materials			53,400
525	3520	Building Materials / Supplies	200
525	3555	Flooring and Lighting	100
525	3640	Other Repair & Maintenance Supplies	1,400
Sub-total of Repair & Maintenance Supplies			1,700

General Fund (001)

LIBRARY (3200)

615	4245	Oregon Library Association	900	
615	4250	Public Library Directors	200	
615	4265	Travel - Conferences and Meetings	3,100	
		Sub-total of Conferences, Meetings & Travel		4,200
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	420	
630	4815	Public Library Association	50	
630	4820	Oregon Library Association	150	
630	4821	Sunset Reading Council	50	
630	4823	ADHDA	100	
		Sub-total of Memberships & Dues		770
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	3,000	
		Sub-total of Repair & Maintenance Services		19,600

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 / Upgrade Library Wi-Fi	9,750	
685	6210	Annual Technical Repair / Replacement	4,000	
685	6260	Library TLC Software Maintenance	12,600	
		Sub-total of Technology		26,350
TOTAL MATERIALS & SERVICES				141,540
<u>Capital Outlay (740)</u>				
740	6650	Machinery & Equipment		
TOTAL LIBRARY				474,260
<u>CAPITAL IMPROVEMENT FUND - LIBRARY</u>				
			15-16	
		Workstations - Public Access	4,500	
		Clean Furniture and Carpets	2,000	
		Landscaping	2,000	
		Roof	80,000	
Total Capital Improvement Fund - Library				88,500
TOTAL LIBRARY - ALL FUNDS				562,760

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 7/1/15 - 6/30/16</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 6/30/13</u>	<u>FYE 6/30/14</u>	<u>FYE 6/30/15</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<u>Resources</u>						
18,495	(11,907)	300,000	Beginning Fund Balance	760,000	760,000	760,000
227,531	235,067	217,000	Intergovernmental	236,000	236,000	236,000
23	1,831	1,440	Interest Earnings	3,000	3,000	3,000
63,431	479,271	160,000	Timber Sale	250,000	250,000	250,000
1,562,026	439,682	1,100,000	Gifts, Bequests & Grants	1,855,000	1,855,000	1,855,000
40,123	14,386	-	Miscellaneous	325,000	325,000	325,000
-	-	-	Transfer from Other Fund			
			General Fund		500,000	500,000
			17th Street Dock Fund	75,000	75,000	75,000
<u>1,911,629</u>	<u>1,158,330</u>	<u>1,778,440</u>	Total Resources	<u>3,504,000</u>	<u>4,004,000</u>	<u>4,004,000</u>
<u>Requirements</u>						
Materials & Services:						
99,961	147,169	68,500	Professional Services	144,500	144,500	144,500
452	-	700	Advertising	700	700	700
4,600	26,786	30,000	Repair and Maintenance Services	25,000	25,000	25,000
<u>1,556,810</u>	<u>225,701</u>	<u>1,100,000</u>	Projects Funded by Grants	<u>1,855,000</u>	<u>1,855,000</u>	<u>1,855,000</u>
1,661,823	399,656	1,199,200	Total Materials & Services	2,025,200	2,025,200	2,025,200
Capital Outlay:						
102,451	5,779	-	Buildings	90,000	90,000	90,000
49,666	60,702	-	Improvements Other Than Bldgs	7,500	7,500	27,500
<u>69,130</u>	<u>165,238</u>	<u>210,310</u>	Machinery and Equipment	820,000	1,320,000	1,320,000
221,247	231,719	210,310	Total Capital Outlay	917,500	1,417,500	1,437,500
Debt Service						
31,944	32,902	33,900	Principal	35,960	35,960	35,960
<u>8,522</u>	<u>7,563</u>	<u>6,580</u>	Interest	<u>4,520</u>	<u>4,520</u>	<u>4,520</u>
40,466	40,465	40,480	Total Debt Service	40,480	40,480	40,480
-	-	150,000	Contingency	<u>95,000</u>	<u>95,000</u>	<u>95,000</u>
1,923,536	671,840	1,599,990	Total Expenditures	3,078,180	3,578,180	3,598,180
(11,907)	486,490	178,450	Ending Fund Balance	<u>425,820</u>	<u>425,820</u>	<u>405,820</u>
<u>1,911,629</u>	<u>1,158,330</u>	<u>1,778,440</u>	Total Requirements	<u>3,504,000</u>	<u>4,004,000</u>	<u>4,004,000</u>

CAPITAL IMPROVEMENT FUND (102 0000)

Materials & Services (620 - 680)

620	4450	Property Appraisals	3,500	
620	4455	Forest Management Plan Activities	92,000	
620	4460	Hazardous Tree Removal	10,000	
620	4465	Forest Fire Control: Non-Watershed Property	4,000	
620	4466	Millpond Taxes and HOA Dues	5,000	
620	4540	Professional Services - General	30,000	
		Sub-total of Professional Services		144,500
640	5030	Advertising - Public Notices	700	
		Sub-total of Advertising		700
660	5800	Watershed Road Repairs	25,000	
		Sub-total of Repair and Maintenance Services		25,000
680	6140	General-Projects Funded by Grants		
		Senior Center Improvements	1,560,000	
		EPA for Heritage Square Cleanup	295,000	
		Sub-total of Projects Funded by Grants		1,855,000
TOTAL MATERIALS & SERVICES				2,025,200

Capital Outlay (720 - 740)

		GENERAL FUND:		
720	6400	<u>Buildings</u>		
		Buildings	10,000	
		Library Roof	80,000	
		Sub-total Buildings		90,000
730	6500	<u>Improvements Other Than Buildings</u>		
		General Improvements	7,500	
		Astoria Column-Cell Tower Technology	20,000	
		Sub-total Improvements Other Than Buildings		27,500

CAPITAL IMPROVEMENT FUND (102 0000)

740	6650	<u>Machinery & Equipment</u>		
		iFocus Recommended Expenditures	113,000	
		Parks and Recreation	412,000	
		Library	8,500	
		Police Department	79,200	
		Fire Department	38,300	
		Fire Engine Lease Payment 2 of 10	75,000	
		Lease Payment on New Public Safety Vehicle	35,000	
		Lease Payments on Public Safety Vehicles - Recurring	59,000	
		Aerial Fire Truck	500,000	
		Sub-total Machinery & Equipment		1,320,000
TOTAL CAPITAL OUTLAY				1,437,500
		<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	95,000	
		Sub-total of Contingency		95,000
		<u>Ending Fund Balance (950)</u>		
950	8520	Unappropriated Ending Fund Balance	405,820	
		Sub-total Ending Fund Balance		405,820
TOTAL CAPITAL IMPROVEMENT FUND				4,004,000

FUND: UNEMPLOYMENT #104

Basic Objectives

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

Staffing

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

City of Astoria, Oregon
Budget Document

UNEMPLOYMENT FUND #104

Historical Data			Budget for Fiscal Year 7/1/15 - 6/30/16			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/13	FYE 6/30/14	FYE 6/30/15		Budget Officer	Budget Committee	Governing Body
Resources						
119	5,765	3,000	Beginning Fund Balance	30,650	30,650	30,650
38	93	110	Interest Earnings	140	140	140
54,500	35,000	30,000	Transfers from Other Fund: General Fund	10,000	10,000	10,000
<u>54,657</u>	<u>40,858</u>	<u>33,110</u>	Total Resources	<u>40,790</u>	<u>40,790</u>	<u>40,790</u>
Requirements						
48,892	31,964	33,110	Material and Services: Unemployment claims	30,000	30,000	30,000
-	-	-	Contingency	4,500	4,500	4,500
5,765	8,894	-	Ending Fund Balance	6,290	6,290	6,290
<u>54,657</u>	<u>40,858</u>	<u>33,110</u>	Total Requirements	<u>40,790</u>	<u>40,790</u>	<u>40,790</u>

2015 / 16 Budget Detail Information

UNEMPLOYMENT FUND (104 0000)

Materials and Services (675)			
675	6055	Services-Miscellaneous Unemployment Claims	30,000
		Contingency	4,500
		Ending Fund Balance	<u>6,290</u>
TOTAL UNEMPLOYMENT FUND			<u>40,790</u>

FUND: REVOLVING LOAN #122

Basic Objectives

This fund was created by Resolution No. 86-25, adopted by the City Council on June 2, 1986, to receive loan payments made by the Astoria Dairy Queen, which was the recipient of a Community Development Block Grant received by the City. The grant proceeds were loaned to finance a major expansion and remodeling project. The fund is intended for use as a revolving loan program for other business developments benefiting the community. On June 1, 1998, by the adoption of Resolution No. 98-20, the City Council transferred the administration of the loan program to Enterprise Cascadia. Resolution No. 01-30, adopted by the City Council on November 5, 2001 replaced Resolution No. 98-20 and continues the relationship with Enterprise Cascadia (now Craft 3).

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/15- 6/30/16</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 6/30/13	FYE 6/30/14	FYE 6/30/15				
<u>Resources</u>						
251,837	249,798	139,160	Beginning Fund Balance	139,750	139,750	139,750
751	596	600	Interest on Investments	600	600	600
4,163	2,356	-	Miscellaneous Income	-	-	-
<u>256,751</u>	<u>252,750</u>	<u>139,760</u>	Total Resources	<u>140,350</u>	<u>140,350</u>	<u>140,350</u>
<u>Requirements</u>						
Materials & Services						
6,953	108	80,000	Miscellaneous	80,000	80,000	80,000
-	-	12,000	Contingency	12,000	12,000	12,000
<u>249,798</u>	<u>252,642</u>	<u>47,760</u>	Ending Fund Balance	<u>48,350</u>	<u>48,350</u>	<u>48,350</u>
<u>256,751</u>	<u>252,750</u>	<u>139,760</u>	Total Requirements	<u>140,350</u>	<u>140,350</u>	<u>140,350</u>

2015 / 16 Budget Detail Information

REVOLVING LOAN FUND (122 0000)

<u>Materials and Services (675)</u>			
		Miscellaneous	
675	6035	Derelict Building Program Support	80,000
910	8020	Contingency	12,000
950	8520	Ending Fund Balance	<u>48,350</u>
TOTAL REVOLVING LOAN FUND			<u>140,350</u>

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 7/1/15- 6/30/16</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 6/30/13	FYE 6/30/14	FYE 6/30/15				
<u>Resources</u>						
22,588	39,100	59,700	Beginning Fund Balance			
	470,531		Prior Period Adjustment			
-			Loan Payments			
149	256	180	Interest			
16,363	20,412	10,000	Miscellaneous Revenue	-	-	-
<u>39,100</u>	<u>530,299</u>	<u>69,880</u>	Total Resources	-	-	-
<u>Requirements</u>						
		50,000	Materials & Services			
			Loan Disbursements			
		50,000	Total Materials & Services	-	-	-
			Transfers to Other Funds			
			Capital Improvement Fund			
		7,500	Contingent Expenditures			
39,100	530,299	12,380	Ending Fund Balance	-	-	-
<u>39,100</u>	<u>530,299</u>	<u>69,880</u>	Total Requirements	-	-	-

Detail Budget Information 2015 / 16

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			0

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 7/1/15 - 6/30/16</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 6/30/13</u>	<u>FYE 6/30/14</u>	<u>FYE 6/30/15</u>				
			<u>Resources</u>			
173,654	107,001	98,740	Beginning Fund Balance	150,800	150,800	150,800
109,441	164,512	175,000	Charges for Services	200,000	200,000	200,000
-	-	-	Miscellaneous Income			
734	462	500	Interest on Investments	500	500	500
<u>283,829</u>	<u>271,975</u>	<u>274,240</u>	Total Resources	<u>351,300</u>	<u>351,300</u>	<u>351,300</u>
			<u>Requirements</u>			
			<u>Personnel Services:</u>			
95,489	80,779	84,320	Regular Salaries	113,070	113,070	113,070
8,187	6,106	6,630	FICA Taxes	8,820	8,820	8,820
29,089	19,735	22,830	Insurance	36,310	36,310	36,310
14,281	17,140	15,890	Retirement Contributions	21,970	21,970	21,970
997	1,109	960	Workers' Compensation	1,280	1,280	1,280
148,043	124,869	130,630	Total Personnel Services	<u>181,450</u>	<u>181,450</u>	<u>181,450</u>
			<u>Materials and Services:</u>			
986	903	1,500	Office Supplies	1,500	1,500	1,500
814	705	1,000	Operating Supplies	1,250	1,250	1,250
50	-	-	Small Tools & Minor Equipment			
1,380	-	-	Training			
1,202	4,310	3,200	Conferences, Meetings & Travel	1,750	1,750	1,750
6,629	10,211	26,000	Professional Services	13,730	13,730	13,730
790	1,085	710	Memberships & Dues	710	710	710
205	207	-	Communications	240	240	240
441	863	1,000	Printing & Binding	250	250	250
17	275	500	Repair & Maintenance Services	200	200	200
1,061	1,463	500	Miscellaneous	1,570	1,570	1,570
13,575	20,022	34,410	Total Materials and Services	<u>21,200</u>	<u>21,200</u>	<u>21,200</u>
-	-	2,500	Contingency	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
			<u>Transfers to Other Funds</u>			
15,210	15,210	15,210	General Fund	15,210	15,210	15,210
<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>
176,828	160,101	182,750	Total Expenditures	<u>227,860</u>	<u>227,860</u>	<u>227,860</u>
107,001	111,874	91,490	Ending Fund Balance	123,440	123,440	123,440
<u>283,829</u>	<u>271,975</u>	<u>274,240</u>	Total Requirements	<u>351,300</u>	<u>351,300</u>	<u>351,300</u>

BUILDING INSPECTION FUND (128 3300)			
<u>Personnel Services (410 - 415)</u>			
410	2020	Straight Time - Regular	113,070
415	2220	FICA Taxes	8,820
415	2230	Insurance	36,310
415	2235	Retirement Contributions	21,970
415	2240	Workers' Compensation	1,280
TOTAL PERSONNEL SERVICES			181,450
<u>Materials and Services (510 - 675)</u>			
510	3045	General Office Supplies	1,500
Sub-total of Office Supplies			1,500
515	3180	Fuel Oil Lubricants	1,000
515	3310	General Operating Supplies	250
Sub-total Operating Supplies			1,250
615	4260	Conference / Meeting Expense	1,750
615	4265	Travel - Conferences / Meetings	
Sub-total Conferences, Meetings & Travel			1,750
620	4485	Contract Building Inspection Services	13,080
620	4490	Microfilming	650
Sub-total of Professional Services			13,730
630	4750	Various Dues	710
Sub-total Memberships & Dues			710
635	4930	Communications	240
Sub-total Communications			240
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	1,200
675	6035	General - Miscellaneous Services	370
		Sub-Total of Miscellaneous-Services	1,570
TOTAL MATERIALS & SERVICES			21,200
<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	10,000
		Sub-total Contingency	10,000
<u>Fund Balance (950)</u>			
950	8520	Unappropriated Ending Fund Balance	123,440
		Sub-total Ending Fund Balance	123,440
TOTAL BUILDING INSPECTION FUND			351,300
CAPITAL IMPROVEMENT FUND - BUILDING INSPECTION			
Total Capital Improvement Fund - Building Inspection			0
TOTAL BUILDING INSPECTION - ALL FUNDS			351,300

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, 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

Historical Data			Budget for Fiscal Year 7/1/15 - 6/30/16			
Actual Data FYE 6/30/13	Actual Data FYE 6/30/14	Adopted Budget FYE 6/30/15	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			Resources			
242,426	332,475	300,000	Beginning Fund Balance	338,000	338,000	338,000
150,492	254,108	255,000	Intergovernmental	255,000	255,000	255,000
556,181	357,356	448,890	Charges for Services	521,950	521,950	521,950
1,584	1,295	1,200	Interest on Investments	1,200	1,200	1,200
			Miscellaneous			
			Transfer From Other Funds			
			General Fund			
<u>307,180</u>	<u>294,220</u>	<u>309,020</u>		<u>332,710</u>	<u>332,710</u>	<u>332,710</u>
<u>1,257,863</u>	<u>1,239,454</u>	<u>1,314,110</u>	Total Resources	<u>1,448,860</u>	<u>1,448,860</u>	<u>1,448,860</u>
			Requirements			
			Personnel Services:			
408,136	431,488	500,000	Regular Salaries	548,110	548,110	548,110
65,908	61,483	48,500	Overtime	65,410	65,410	65,410
41,642	22,329	-	Extra Help	-	-	-
39,123	39,191	41,400	FICA Taxes	47,690	47,690	47,690
151,158	111,556	148,000	Insurance	176,580	176,580	176,580
75,807	76,552	108,200	Retirement Contributions	122,290	122,290	122,290
1,275	1,489	1,360	Workers' Compensation	1,540	1,540	1,540
<u>783,049</u>	<u>744,088</u>	<u>847,460</u>	Total Personnel Services	<u>961,620</u>	<u>961,620</u>	<u>961,620</u>
			Materials and Services:			
2,734	1,568	4,400	Office Supplies	4,500	4,500	4,500
2,715	2,287	5,000	Operating Supplies	5,000	5,000	5,000
319	738	2,000	Small Tools & Minor Equipment	2,000	2,000	2,000
258	923	2,500	General Repairs / City Shops	2,500	2,500	2,500
	740	1,420	Training	1,420	1,420	1,420
7,059	7,197	9,500	Conferences, Meetings & Travel	10,000	10,000	10,000
5,745	8,420	10,000	Professional Services	9,000	9,000	9,000
735	912	1,000	Memberships & Dues	1,200	1,200	1,200
5,426	6,347	3,900	Communications	4,500	4,500	4,500
-	1,537	2,500	Advertising	500	500	500
-		2,310	Public Utility Services	5,520	5,520	5,520
-	22,842	13,000	Repair & Maintenance Services	24,000	24,000	24,000
40,887	28,547	53,200	Techology	45,200	45,200	45,200
1,181	-	12,000	Miscellaneous	7,000	7,000	7,000
<u>67,059</u>	<u>82,058</u>	<u>122,730</u>	Total Materials and Services	<u>122,340</u>	<u>122,340</u>	<u>122,340</u>
			Capital Outlay:			
57,054	24,596	30,000	Buildings	30,000	30,000	30,000
18,226	8,014	28,300	Machinery & Equipment	89,000	89,000	89,000
<u>75,280</u>	<u>32,610</u>	<u>58,300</u>	Total Capital Outlay	<u>119,000</u>	<u>119,000</u>	<u>119,000</u>
			Transfer to Other Fund			
-	21,000	21,000	General Fund	21,000	21,000	21,000
<u>-</u>	<u>-</u>	<u>30,000</u>	Contingency	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
925,388	879,756	1,079,490	Total Expenditures	<u>1,253,960</u>	<u>1,253,960</u>	<u>1,253,960</u>
<u>332,475</u>	<u>359,698</u>	<u>234,620</u>	Ending Fund Balance	<u>194,900</u>	<u>194,900</u>	<u>194,900</u>
<u>1,257,863</u>	<u>1,239,454</u>	<u>1,314,110</u>	Total Requirements	<u>1,448,860</u>	<u>1,448,860</u>	<u>1,448,860</u>

EMERGENCY COMMUNICATIONS (132 3400)			
<u>Personnel Services (410 - 415)</u>			
410	2020	Straight Time - Regular #	548,110
410	2045	Overtime #	65,410
415	2220	FICA - Social Security	47,690
415	2230	Insurance	176,580
415	2235	Retirement Contributions	122,290
415	2240	Workers' Compensation	1,540
TOTAL PERSONNEL SERVICES			961,620
<u>Materials and Services (510 - 685)</u>			
510	3025	Stationery Envelopes	
510	3030	Paper	
510	3040	Printer Cartridges and Supplies	
510	3045	General Office Supplies	4,500
		Sub-total of Office Supplies	4,500
515	3180	Fuel and Lubricants	5,000
		Sub-total of Operating Supplies	5,000
530	3720	Small Tools & Minor Equipment	2,000
		Sub-total of Small Tools & Minor Equipment	2,000
545	3830	General Repairs / Vehicle Supplies City Shops	2,500
		Sub-total of City Shops Supplies	2,500
610	4095	Certification	
610	4100	EMD	500
610	4110	Police Legal	920
		Sub-total of Training	1,420
615	4260	Conferences / Meeting Expenses / Recognition	10,000
615	4265	Travel-Conferences and Meetings	
		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	5,000
		Sub-total of Professional Services	9,000
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	1,500
		Sub-total of Communications	4,500
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	480
655	5219	Electricity - L&C BLDNG	960
655	5216	Electricity - 2195 Coxcomb Drive	2,040
		Sub-total of Public Utility Services	5,520
660	5705	Server - Ifocus	24,000
		Sub-total of Repair & Maintenance Services	24,000
675	5935	Retiree Medical Benefits	5,500
675	6035	General - Miscellaneous	1,500
		Sub-total of Miscellaneous	7,000
685	6205	911 Web Site Maint	1,500
685	6220	Dispatch Consoles	13,000
685	6225	Eventide	3,000
685	6230	Pier	6,000
685	6235	Computer Hardware Maintenance	4,000
685	6240	Justice Web Svr 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	45,200
TOTAL MATERIALS & SERVICES			122,340
<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	3,000
		UPS Batteries	1,000
		Server Replacement 15/16	35,000
		GTR Repeater	12,000
		Capital Outlay Carry Forward	38,000
		Sub-total of Machinery & Equipment	89,000
TOTAL CAPITAL OUTLAY			119,000

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	30,000
		Sub-total of Contingent Expenditures	30,000
		<u>Ending Fund Balance (950)</u>	
950	8520	Unappropriated Ending Fund Balance	194,900
		Sub-total of Ending Fund Balance	194,900
		TOTAL EMERGENCY COMMUNICATIONS FUND	1,448,860

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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 these 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 7/1/15 - 6/30/16</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 6/30/13	FYE 6/30/14	FYE 6/30/15				
<u>Resources</u>						
(10,527)	18,714	7,300	Beginning Fund Balance	12,800	12,800	12,800
75,685		-	Intergovernmental Revenue			
42	56	500	Interest Earnings	40	40	40
718	40,516	-	Gifts & Bequests	500	500	500
<u>65,918</u>	<u>59,286</u>	<u>7,800</u>	Total Resources	<u>13,340</u>	<u>13,340</u>	<u>13,340</u>
<u>Requirements</u>						
Materials and Services:						
-	-	7,800	Operating Supplies	13,340	13,340	13,340
47,204	46,481	-	Projects Funded by Grants			
47,204	46,481	7,800	Total Materials and Services	13,340	13,340	13,340
-	-	-	Contingency	-	-	-
47,204	46,481	7,800	Total Expenditures	13,340	13,340	13,340
18,714	12,805	-	Ending Fund Balance	-	-	-
<u>65,918</u>	<u>59,286</u>	<u>7,800</u>	Total Requirements	<u>13,340</u>	<u>13,340</u>	<u>13,340</u>

2015 / 16 Budget Detail Information

COMMUNITY POLICING FUND (136 0000)

<u>Materials and Services</u>			
515	3310	Operating Supplies	13,340
Total Materials and Services			13,340
TOTAL COMMUNITY POLICING FUND			13,340

FUND: PARKS PROJECT #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 can contribute by donation to keep a project or program going. Resources in this fund are designated for use 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 7/1/15 - 6/30/16</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 6/30/13</u>	<u>FYE 6/30/14</u>	<u>FYE 6/30/15</u>				
			<u>Resources</u>			
251,557	214,671	100	Beginning Fund Balance	80,670	80,670	80,670
122,415	449,526	160,000	Gifts & Bequests	120,000	120,000	120,000
1,364	634	160	Interest Earnings	500	500	500
			<u>Transfers from Other Funds</u>			
-	150,000	-	Local Improvement Debt Service Fund	-	-	-
350,000	-	-	Promote Astoria Fund	-	-	-
156,350	-	-	Astoria East Urban Renewal District	-	-	-
<u>881,686</u>	<u>814,831</u>	<u>160,260</u>	Total Resources	<u>201,170</u>	<u>201,170</u>	<u>201,170</u>
			<u>Requirements</u>			
			<u>Materials & Services:</u>			
<u>13,853</u>	-	-	Professional Services	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
13,853	-	-	Total Materials & Services	5,000	5,000	5,000
			<u>Capital Outlay:</u>			
<u>653,162</u>	<u>610,498</u>	-	Improvements Other Than Bldgs	15,500	15,500	15,500
			<u>Transfer to Other Fund:</u>			
-	-	160,000	Local Improvement Debt Service Fund	100,000	100,000	100,000
-	-	-	<u>Contingent Expenditures</u>	15,000	15,000	15,000
<u>214,671</u>	<u>204,333</u>	<u>260</u>	Ending Fund Balance	<u>65,670</u>	<u>65,670</u>	<u>65,670</u>
<u>881,686</u>	<u>814,831</u>	<u>160,260</u>	Total Requirements	<u>201,170</u>	<u>201,170</u>	<u>201,170</u>

2015 / 16 Budget Detail Information

PARKS AND RECREATION FUND (146 0000)

			<u>Materials & Services</u>		
620	4540		Professional Services	5,000	-
			<u>Capital Outlay</u>		
730	6500		Improvements Other Than Buildings Park Construction	15,500	-
			<u>Transfer to Other Fund</u>		
850	7562		Local Improvement Debt Service Fund	100,000	
			<u>Contingency</u>		
910	8020		Contingency	15,000	
950	8520		Ending Fund Balance	<u>65,670</u>	
			TOTAL PARKS AND RECREATION FUND	<u>201,170</u>	

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/15 - 6/30/16</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 6/30/13</u>	<u>FYE 6/30/14</u>	<u>FYE 6/30/15</u>				
<u>Resources</u>						
73,485	78,467	62,560	Beginning Fund Balance	85,290	85,290	85,290
11,850	33,413	10,000	Gifts and Bequests	10,000	10,000	10,000
432	392	370	Interest Earnings	370	370	370
<u>85,767</u>	<u>112,272</u>	<u>72,930</u>	Total Resources	<u>95,660</u>	<u>95,660</u>	<u>95,660</u>
<u>Requirements</u>						
Materials & Services:						
-	-	500	Office Supplies	500	500	500
-	10,560	7,500	Professional Services	12,500	12,500	12,500
-	-	7,000	Repair & Maintenance Services	7,000	7,000	7,000
-	10,560	15,000	Total Materials & Services	20,000	20,000	20,000
Capital Outlay:						
7,300	20,528	48,000	Improvements Other Than Bldgs	75,660	75,660	75,660
Contingent Expenditures						
-	-	9,930				
7,300	31,088	72,930	Total Expenditures	95,660	95,660	95,660
<u>78,467</u>	<u>81,184</u>	<u>-</u>	Ending Fund Balance	-	-	-
<u>85,767</u>	<u>112,272</u>	<u>72,930</u>	Total Requirements	<u>95,660</u>	<u>95,660</u>	<u>95,660</u>

Detail Budget Information 2015 / 16

MARITIME MEMORIAL FUND (148 0000)

<u>Materials and Services</u>			
510	3045	General - Office Supplies	500
620	4540	Professional Services - General	12,500
660	5825	General - Repair & Maintenance Services	7,000
TOTAL MATERIALS & SERVICES			20,000
<u>Capital Outlay</u>			
730	6500	Improvements Other Than Buildings	
		General Improvements	75,660
TOTAL MARITIME MEMORIAL FUND			95,660

FUND: AQUATICS FACILITY #156

Basic Objectives

The Aquatics Facility Fund was established by City Council Resolution No. 98-11, adopted on March 16, 1998. The Aquatic related functions are consolidated in the Parks Operation Fund # 158 beginning with FYE June 30, 2013, pursuant to City Council Resolution No. 12-07, adopted on June 4, 2012. The Aquatic Facility budget is presented for prior year history.

Staffing

As of July 1, 2013 no staff time is associated with this fund.

City of Astoria, Oregon
Budget Document

AQUATICS FACILITY FUND #156

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/15 - 6/30/16</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/13	FYE 6/30/14	FYE 6/30/15		Budget Officer	Budget Committee	Governing Body
			<u>Resources</u>			
(878)			Beginning Fund Balance			
-			Charges for Services			
-			Pool Admissions			
-			Classes			
-			Sale of Concessions & Goods			
-			Rents			
-			Interest on Investments			
-			Gifts & Bequests			
-			Transfer From Other Funds			
-			General Fund			
-			Interfund Loan			
-			Capital Improvement Fund			
4,151			Miscellaneous			
<u>3,273</u>	<u>-</u>	<u>-</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
			<u>Requirements</u>			
			Personal Services:			
-			Regular Salaries			
-			Extra Help			
-			FICA Taxes			
-			Insurance			
-			Retirement Contributions			
-			Workers' Compensation			
<u>-</u>	<u>-</u>	<u>-</u>	Total Personal Services	<u>-</u>	<u>-</u>	<u>-</u>
			Materials and Services:			
-			Concession Supplies			
-			Retail Supplies			
-			Office Supplies			
-			Operating Supplies			
-			Repair & Maintenance Supplies			
-			Training			
-			Conferences, Meetings & Travel			
-			Professional Services			
-			Memberships & Dues			
-			Communications			
-			Advertising			
-			Printing & Binding			
-			Public Utility Services			
-			Repair & Maintenance Services			
-			Rentals			
-			Fee and Charge Program			
-			Miscellaneous			
<u>-</u>	<u>-</u>	<u>-</u>	Total Materials and Services	<u>-</u>	<u>-</u>	<u>-</u>
			Capital Outlay:			
-			Machinery & Equipment			
<u>-</u>	<u>-</u>	<u>-</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
3,273			Residual Transfer Out			
			Parks Operation Fund			
-			Contingency			
3,273			Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>
<u>-</u>	<u>-</u>	<u>-</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>3,273</u>	<u>-</u>	<u>-</u>	Total Requirements	<u>-</u>	<u>-</u>	<u>-</u>

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 7/1/15- 6/30/16</u>			
<u>Actual Data</u> FYE 6/30/13	<u>Actual Data</u> FYE 6/30/14	<u>Adopted Budget</u> FYE 6/30/15	<u>Resources and Requirements</u>	<u>Proposed by</u> Budget Officer	<u>Approved by</u> Budget Committee	<u>Adopted by</u> Governing Body
			<u>Resources</u>			
-	(13,701)		Beginning Fund Balance	-		
828,160			Charges for Services			
-	362,327	377,000	Aquatic Fees	375,150	375,150	375,150
-	414,672	435,000	Recreation Fees	432,430	432,430	432,430
-	85,988	150,500	Maintenance Fees	135,000	135,000	135,000
888,003	867,105	712,020	Transfers from Other Funds:			
			General Fund	878,100	878,100	878,100
<u>1,716,163</u>	<u>1,716,391</u>	<u>1,674,520</u>	Total Resources	<u>1,820,680</u>	<u>1,820,680</u>	<u>1,820,680</u>
			<u>Requirements (by department)</u>			
493,443	524,526	478,320	Aquatic	511,260	511,260	511,260
813,951	732,517	675,710	Parks-Recreation / Administration	726,820	726,820	726,820
422,470	454,141	520,490	Maintenance	582,600	582,600	582,600
-	-	-	Contingency	-	-	-
1,729,864	1,711,184	1,674,520	Total Expenditures	<u>1,820,680</u>	<u>1,820,680</u>	<u>1,820,680</u>
(13,701)	5,207	-	Ending Fund Balance	-	-	-
<u>1,716,163</u>	<u>1,716,391</u>	<u>1,674,520</u>	Total Requirements	<u>1,820,680</u>	<u>1,820,680</u>	<u>1,820,680</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 7/1/15 - 6/30/16</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/13	FYE 6/30/14	FYE 6/30/15		Budget Officer	Budget Committee	Governing Body
217,984	241,391	245,470	Personnel Services:			
485,976	566,087	572,950	Aquatic Facility	271,410	271,410	271,410
289,473	278,661	352,640	Recreation / Administration	612,470	612,470	612,470
			Maintenance	353,760	353,760	353,760
<u>993,433</u>	<u>1,086,139</u>	<u>1,171,060</u>	Total Personnel Services	<u>1,237,640</u>	<u>1,237,640</u>	<u>1,237,640</u>
			Materials & Services:			
247,618	283,135	232,850	Aquatic Facility	239,850	239,850	239,850
313,589	152,044	102,760	Recreation / Administration	114,350	114,350	114,350
132,997	175,480	167,850	Maintenance	228,840	228,840	228,840
<u>694,204</u>	<u>610,659</u>	<u>503,460</u>	Total Materials & Services	<u>583,040</u>	<u>583,040</u>	<u>583,040</u>
			Capital Outlay:			
-	-	-	Aquatic Facility	-	-	-
27,841	14,386	-	Recreation / Administration	-	-	-
14,386	-	-	Maintenance	-	-	-
<u>42,227</u>	<u>14,386</u>	<u>-</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
<u>-</u>	<u>-</u>	<u>-</u>	Contingency	<u>-</u>	<u>-</u>	<u>-</u>
<u>1,729,864</u>	<u>1,711,184</u>	<u>1,674,520</u>	Total Expenditures	<u>1,820,680</u>	<u>1,820,680</u>	<u>1,820,680</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.

Expenditures (by department)
PARKS OPERATION-AQUATICS #4100

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/15 - 6/30/16</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/13	FYE 6/30/14	FYE 6/30/15		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
25,967	40,244	46,620	Regular Salaries	48,000	48,000	48,000
162,531	165,461	164,480	Extra Help	182,370	182,370	182,370
14,649	15,844	16,360	FICA Taxes	17,830	17,830	17,830
476	708	920	Insurance	1,030	1,030	1,030
10,854	15,647	13,290	Retirement Contributions	18,030	18,030	18,030
3,507	3,487	3,800	Workers' Compensation	4,150	4,150	4,150
<u>217,984</u>	<u>241,391</u>	<u>245,470</u>	Total Personal Services	<u>271,410</u>	<u>271,410</u>	<u>271,410</u>
			Materials and Services:			
1,394	3,365	1,000	Office Supplies	1,000	1,000	1,000
14,307	13,822	13,000	Concession Supplies	13,000	13,000	13,000
6,653	3,985	6,500	Retail Supplies	4,000	4,000	4,000
42,513	66,260	42,500	Operating Supplies	47,500	47,500	47,500
5,745	14,183	7,500	Repair & Maintenance Supplies	7,500	7,500	7,500
12,178	9,635	9,500	Training	9,500	9,500	9,500
604	2,873	1,000	Conferences, Meetings & Travel	1,500	1,500	1,500
2,765	5,183	2,500	Professional Services	2,500	2,500	2,500
-	-	350	Memberships & Dues	350	350	350
486	-	500	Communications	500	500	500
2,888	1,979	2,000	Advertising	2,000	2,000	2,000
3,102	2,117	3,200	Printing & Binding	3,200	3,200	3,200
121,230	133,059	122,500	Public Utility Services	122,500	122,500	122,500
24,499	16,097	10,000	Repair & Maintenance Services	14,000	14,000	14,000
2,199	3,297	3,000	Rentals	3,000	3,000	3,000
7,055	7,280	7,800	Miscellaneous	7,800	7,800	7,800
<u>247,618</u>	<u>283,135</u>	<u>232,850</u>	Total Materials and Services	<u>239,850</u>	<u>239,850</u>	<u>239,850</u>
			Capital Outlay:			
27,841	-	-	Machinery & Equipment	-	-	-
<u>27,841</u>	<u>-</u>	<u>-</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
<u>493,443</u>	<u>524,526</u>	<u>478,320</u>	Total Requirements	<u>511,260</u>	<u>511,260</u>	<u>511,260</u>

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

PARKS OPERATION FUND (158)

PARKS OPERATION-AQUATICS (4100)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	48,000
410	2085	Extra Help	182,370
415	2220	FICA - Social Security	17,830
		Insurance	1,030
415	2235	Retirement Contributions	18,030
415	2240	Workers' Compensation	4,150

TOTAL PERSONNEL SERVICES **271,410**

Materials and Services (510 - 685)

510	3045	General Office Supplies	1,000	
		Sub-total of Office Supplies		1,000
515	3140	First Aid Supplies	500	
515	3160	Program Supplies	4,000	
515	3170	Concession Stand Supplies	13,000	
515	3175	Retail Item Supplies	4,000	
515	3265	Custodial Supplies	8,000	
515	3270	Chemicals	25,000	
515	3310	General Operating Supplies	10,000	
		Sub-total of Operating Supplies		64,500
525	3520	Building Materials / Supplies	2,500	
525	3640	Other Repair and Maintenance Supplies	5,000	
		Sub-total Repair and Maintenance Supplies		7,500
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

PARKS OPERATION FUND (158)

PARKS OPERATION-AQUATICS (4100)

620	4432	Background Checks	500	
620	4540	Professional Services - General	2,000	
		Sub-total of Professional Services		2,500
630	4800	National Recreation & Parks Assn	350	
		Sub-total of Memberships & Dues		350
635	4965	Charter Cable	500	
		Sub-total of Communications		500
640	5030	Advertising - Public Notices	2,000	
		Sub-total of Advertising		2,000
650	5145	General - Printing & Binding	3,200	
		Sub-total of Printing & Binding		3,200
655	5289	Electricity	70,000	
656	5479	Natural Gas	52,000	
657	5517	Sanitation	500	
		Sub-total of Public Utility Services		122,500
660	5825	General Repair & Maintenance Services	14,000	
		Sub-total of Repair & Maintenance Services		14,000
665	5865	Equipment	3,000	
		Sub-total of Rentals		3,000
675	5925	VISA Fees	6,300	
675	6005	Licenses and Permits	500	
675	6035	General - Miscellaneous	1,000	
		Sub-total of Miscellaneous		7,800
TOTAL MATERIALS & SERVICES				239,850

PARKS OPERATION FUND (158)					
PARKS OPERATION-AQUATICS (4100)					
<u>Capital Outlay (720 - 740)</u>					
740	6650	Machinery & Equipment	0		
		Sub-total of Machinery & Equipment	0		
TOTAL CAPITAL OUTLAY			0		
TOTAL PARKS OPERATION - AQUATICS			511,260		
CAPITAL IMPROVEMENT FUND - AQUATICS					
		Aquatic Center Capital Repairs	<table style="margin-left: auto; margin-right: 0;"> <tr> <td style="text-align: right;">15-16</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: right;">250,000</td> </tr> </table>	15-16	250,000
15-16					
250,000					
Total Capital Improvement Fund - Recreation / Administration			250,000		
TOTAL AQUATICS - ALL FUNDS			761,260		

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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

Historical Data			Budget for Fiscal Year 7/1/15 - 6/30/16			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/13	FYE 6/30/14	FYE 6/30/15		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
134,520	174,006	175,540	Regular Salaries	189,390	189,390	189,390
378	-	800	Overtime	850	850	850
238,814	274,167	279,610	Extra Help	285,270	285,270	285,270
28,437	33,939	35,090	FICA Taxes	36,580	36,580	36,580
41,158	33,219	33,290	Insurance	38,000	38,000	38,000
38,551	45,640	43,280	Retirement Contributions	56,810	56,810	56,810
4,118	5,116	5,340	Workers' Compensation	5,570	5,570	5,570
<u>485,976</u>	<u>566,087</u>	<u>572,950</u>	Total Personal Services	612,470	612,470	612,470
			Materials and Services:			
4,269	5,662	5,800	Office Supplies	8,500	8,500	8,500
58,185	51,555	22,150	Operating Supplies	40,100	40,100	40,100
1,563	9,077	2,600	Repair & Maintenance Supplies	3,500	3,500	3,500
-	146	200	Small Tools & Minor Equipment	-	-	-
-	80	2,500	Training	2,500	2,500	2,500
2,374	2,695	3,000	Conferences, Meetings & Travel	3,000	3,000	3,000
142,995	10,294	10,860	Professional Services	9,900	9,900	9,900
-	65	100	Communications	-	-	-
8,053	1,617	1,150	Advertising	3,350	3,350	3,350
13,094	6,802	2,850	Printing & Binding	6,000	6,000	6,000
3,420	1,769	2,550	Repair & Maintenance Services	3,500	3,500	3,500
4,923	875	1,500	Rentals	1,500	1,500	1,500
68,444	57,347	45,000	Fee & Charge Programs	30,000	30,000	30,000
6,269	4,060	2,500	Technology Services	2,500	2,500	2,500
<u>313,589</u>	<u>152,044</u>	<u>102,760</u>	Total Materials and Services	114,350	114,350	114,350
			Capital Outlay:			
14,386	14,386	-	Machinery & Equipment	-	-	-
<u>14,386</u>	<u>14,386</u>	<u>-</u>	Total Capital Outlay	-	-	-
<u>813,951</u>	<u>732,517</u>	<u>675,710</u>	Total Expenditures	726,820	726,820	726,820

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-RECREATION / ADMINISTRATION (4200)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	189,390
410	2045	Overtime	850
415	2085	Extra Help	285,270
415	2220	FICA -Social Security	36,580
415	2230	Insurance	38,000
415	2235	Retirement Contributions	56,810
415	2240	Workers' Compensation	5,570

TOTAL PERSONNEL SERVICES			612,470
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Materials and Services (510 - 685)

510	3030	Paper	500
510	3040	Printer Cartridges and Supplies	1,000
510	3045	General Office Supplies	7,000

Sub-total of Office Supplies			8,500
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515	3125	Clothing / Uniforms / Boots / Gloves	1,500
515	3135	Food and Local Meetings	1,000
515	3140	First Aid Supplies	500
515	3150	Awards	600
515	3155	Sports Equipment	500
515	3160	Program Supplies	30,000
515	3165	Volunteer Program - General	6,000

Sub-total of Operating Supplies			40,100
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525	3520	Building Materials / Supplies	2,500
525	3640	Other Repair & Maintenance Supplies	1,000

Sub-total Repair & Maintenance Supplies			3,500
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530	3720	Small Tools	
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Sub-total of Small Tools & Minor Equipment			0
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610	4085	Travel Expenses - Training	1,000
610	4115	Workshops	1,500

Sub-total of Training			2,500
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PARKS OPERATION FUND (158)

PARKS OPERATION-RECREATION / ADMINISTRATION (4200)

615	4260	Conference / Meeting Expense	2,000	
615	4265	Travel - Conferences and Meetings	1,000	
		Sub-total of Conferences, Meetings & Travel		3,000
620	4440	Senior Center Janitorial Service	2,500	
620	4432	Background Checks	1,600	
620	4435	Sports Officials	2,800	
620	4540	General Professional Services	3,000	
		Sub-total of Professional Services		9,900
635	4975	Postage		
		Sub-total of Communications		0
640	5030	Advertising - Public Notices	350	
640	5035	Advertising - Recreation Promotion	3,000	
		Sub-total of Advertising		3,350
650	5135	Commercial Printing	4,000	
650	5145	General - Printing & Binding	2,000	
		Sub-total of Printing & Binding		6,000
660	5620	Office Machines	2,000	
660	5725	Equipment other than Vehicles		
660	5730	Sports Equipment	1,500	
		Sub-total of Repair & Maintenance Services		3,500
665	5865	Equipment	1,500	
		Sub-total of Rentals		1,500
670	5890	Parks & Recreation Fee & Charge Programs	30,000	
		Sub-total of Fee & Charge Programs		30,000
685	6205	Computer Software	1,000	
685	6207	Non Contract IT Services	1,500	
		Sub-total of Technology Services		2,500
TOTAL MATERIALS & SERVICES				114,350

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
TOTAL PARKS OPERATION - RECREATION / ADMINISTRATION			726,820
<u>CAPITAL IMPROVEMENT FUND - RECREATION / ADMINISTRATION</u>			
			<u>15-16</u>
		Parks and Recreation Master Plan	35,000
		Point of Sale System and Registration Software	55,000
Total Capital Improvement Fund - Recreation / Administration			90,000
TOTAL RECREATION / ADMINISTRATION - ALL FUNDS			816,820

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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.

City of Astoria, Oregon
Budget Document
PARKS OPERATION FUND

Expenditures (by department)
MAINTENANCE #4300

Historical Data			Budget for Fiscal Year 7/1/15 - 6/30/16			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/13	FYE 6/30/14	FYE 6/30/15				
			Personnel Services:			
155,030	125,679	162,750	Regular Salaries	156,940	156,940	156,940
380	351	390	Overtime	290	290	290
38,968	56,025	63,550	Extra Help	72,260	72,260	72,260
9,210	10,290	3,060	Interfund Wages	3,080	3,080	3,080
15,829	14,589	17,080	FICA Taxes	18,120	18,120	18,120
34,528	39,909	52,840	Insurance	51,020	51,020	51,020
27,043	24,048	44,420	Retirement Contributions	43,000	43,000	43,000
8,485	7,770	8,550	Workers' Compensation	9,050	9,050	9,050
<u>289,473</u>	<u>278,661</u>	<u>352,640</u>	Total Personnel Services	<u>353,760</u>	<u>353,760</u>	<u>353,760</u>
			Materials and Services:			
538	2,722	750	Office Supplies	450	450	450
49,301	57,541	64,100	Operating Supplies	66,590	66,590	66,590
19,877	46,112	29,500	Repair & Maintenance Supplies	53,800	53,800	53,800
4,309	8,034	6,500	Small Tools & Minor Equipment	8,000	8,000	8,000
3,015	2,093	1,000	City Shop Expenses	4,000	4,000	4,000
1,926	5,301	7,000	Training	4,500	4,500	4,500
3,549	6,299	3,250	Professional Services	37,750	37,750	37,750
902	-	1,150	Membership & Dues	1,150	1,150	1,150
-	611	100	Communications	100	100	100
31,209	30,730	26,750	Public Utility Services	31,250	31,250	31,250
14,209	10,797	20,500	Repair & Maintenance Services	15,000	15,000	15,000
3,968	4,019	4,000	Rentals	4,000	4,000	4,000
194	1,221	3,250	Miscellaneous	2,250	2,250	2,250
-	-	-	Technology Services	-	-	-
<u>132,997</u>	<u>175,480</u>	<u>167,850</u>	Total Materials and Services	<u>228,840</u>	<u>228,840</u>	<u>228,840</u>
			Capital Outlay:			
-	-	-	Buildings	-	-	-
-	-	-	Improvements Other Than Buildings	-	-	-
-	-	-	Machinery & Equipment	-	-	-
<u>-</u>	<u>-</u>	<u>-</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
<u>422,470</u>	<u>454,141</u>	<u>520,490</u>	Total Expenditures	<u>582,600</u>	<u>582,600</u>	<u>582,600</u>

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

PARKS OPERATION FUND (158)

PARKS OPERATION-MAINTENANCE (4300)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	156,940
410	2045	Overtime	290
415	2085	Extra Help	72,260
415	2095	Interfund Wages	3,080
415	2220	FICA -Social Security	18,120
415	2230	Insurance	51,020
415	2235	Retirement Contributions	43,000
415	2240	Workers' Compensation	9,050

TOTAL PERSONNEL SERVICES 353,760

Materials and Services (510 - 685)

510	3025	Stationery Envelopes	50
510	3030	Paper	100
510	3045	General Office Supplies	300

Sub-total of Office Supplies **450**

515	3118	Cemetery Liners	5,500
515	3125	Clothing / Uniforms / Boots / Gloves	1,000
515	3140	First Aid Supplies	500
515	3155	Sports Equipment	2,000
515	3180	Fuel, Oil & Lubricants	15,000
515	3235	Seed / Top Dressing Fields	2,000
515	3240	Trees / Shrubs / Flowers	4,000
515	3245	Fertilizers / Pesticides	5,500
515	3250	Bark Mulch / Top Soil / Sawdust	5,000
515	3255	Gypsum and Field Line Paint	500
515	3260	Playground Chips	4,000
515	3265	Custodial Supplies	4,500
515	3290	Heating Oil - Cemetery	590
515	3295	Heating Oil - Shively Hall	500
515	3300	Heating Oil - Parks Shops	16,000
515	3310	General Operating Supplies	

Sub-total of Operating Supplies **66,590**

525	3520	Building Materials / Supplies	12,500
525	3525	Motor Vehicle Repair Parts	10,000
525	3530	Tires	1,000
525	3540	Paint & Paint Supplies	3,000
525	3545	Plumbing Supplies	4,000
525	3550	Electrical Supplies	3,800
525	3560	Trails Maintenance	10,000
525	3565	Vandalism Repair	1,500
525	3580	Signs	2,500
525	3620	Heating System Maintenance	1,000
525	3625	Plumbing & Irrigation Supplies	1,000
525	3630	Water and Sewer Repair	1,000
525	3640	Other Repair & Maintenance Supplies	2,500

Sub-total Repair & Maintenance Supplies **53,800**

PARKS OPERATION FUND (158)

PARKS OPERATION-MAINTENANCE (4300)

530	3720	Small Tools	5,000	
530	3725	Irrigation Equipment	3,000	
		Sub-total of Small Tools & Minor Equipment		8,000
545	3830	General Repair Supplies - City Shops	4,000	
		Sub-total of City Shop Expenses		4,000
610	4085	Travel Expenses - Training	3,000	
610	4090	Registration	1,500	
		Sub-total of Training		4,500
620	4432	Background Checks	250	
620	4540	General Professional Services	37,500	
		Sub-total of Professional Services		37,750
630	4880	Oregon Cemetery Association	250	
630	4885	State Cemetery Board	900	
		Sub-total of Memberships & Dues		1,150
635	4975	Postage	100	
		Sub-total of Communications		100
655	5223	Electricity - Tennis Courts	500	
655	5226	Electricity - Columbia Field	500	
655	5229	Electricity - 1300 Klaskanine (Evergreen Park)	4,700	
655	5238	Electricity - Custom House	650	
655	5241	Electricity - Fort Astoria	250	
655	5244	Electricity - Alderbrook Hall	350	
655	5247	Electricity - Portal Park	250	
655	5253	Electricity - 2nd Street Bridge	750	
655	5262	Electricity - Shively Hall	500	
655	5265	Electricity - Tapiola Ball Field Lights	1,000	
655	5271	Electricity - Tapiola Restroom	1,000	
655	5292	Electricity - Cemetery	1,500	
655	5332	Electricity - Parks Maint General	1,800	
656	5461	Natural Gas - Alderbrook Hall	500	
656	5468	Natural Gas - Parks Maint General	2,000	
657	5535	Sanitation - Transfer Station Fees	13,000	
658	5555	Cem water and sewer	2,000	
		Sub-total of Public Utility Services		31,250

PARKS OPERATION FUND (158)							
PARKS OPERATION-MAINTENANCE (4300)							
660	5725	Equipment other than Vehicles	2,500				
660	5735	Infield Maintenance	500				
660	5740	Field Light Maintenance	500				
660	5755	Electrical	500				
660	5760	Heating Systems	500				
660	5785	Motor Vehicles / Auto Body Shop	500				
660	5824	RPR SVCS Contract Services	5,000				
660	5825	General - Repair & Maintenance Services	5,000				
		Sub-total of Repair & Maintenance Services	15,000				
665	5865	Equipment	2,000				
665	5870	Chemical Toilets	2,000				
		Sub-total of Rentals	4,000				
675	6005	Licenses & Permits	2,000				
675	6060	Random Drug Screens	250				
		Sub-total of Miscellaneous	2,250				
TOTAL MATERIALS & SERVICES			228,840				
Capital Outlay (720 - 740)							
730	6500	Improvements Other than Buildings					
		Playground Chips	0				
		Sub-total of Improvements Other than Buildings	0				
TOTAL CAPITAL OUTLAY			0				
TOTAL PARKS OPERATION-MAINTENANCE			582,600				
CAPITAL IMPROVEMENT FUND - MAINTENANCE							
		Ocean View Cemetery Weed Eradication & Reseeding	<table style="margin-left: auto; margin-right: 0;"> <tr> <td style="text-align: right;">15-16</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: right;">72,000</td> <td></td> </tr> </table>	15-16		72,000	
15-16							
72,000							
Total Capital Improvement Fund - Maintenance			72,000				
TOTAL MAINTENANCE - ALL FUNDS			654,600				

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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 \$ 440,000 have been appropriated for FY 2015-2016 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

Historical Data			Budget for Fiscal Year 7/1/15 - 6/30/16			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/13	FYE 6/30/14	FYE 6/30/15				
Resources						
344,784	573,646	759,250	Beginning Fund Balance	295,920	295,920	295,920
183	201	200	Delinquent Ad Valorem Taxes	200	200	200
195,404	197,140	200,000	Local Gas Tax	200,000	200,000	200,000
53,000	75,000	100,000	Transfer from State Tax Street Fund			
2,771	2,703	3,000	Interest on Investments	3,000	3,000	3,000
596,142	848,690	1,062,450	Sub-Total Resources	499,120	499,120	499,120
<u>596,142</u>	<u>848,690</u>	<u>1,062,450</u>	Total Resources	<u>499,120</u>	<u>499,120</u>	<u>499,120</u>
Requirements						
Materials & Services						
-	1,500	10,000	Repair & Maintenance Supplies	10,000	10,000	10,000
Capital Outlay						
22,496	357,341	1,000,000	Improvements Other Than Buildings	440,000	440,000	440,000
22,496	358,841	1,010,000	Total Expenditures	450,000	450,000	450,000
		52,450	Contingent Expenditures	49,120	49,120	49,120
573,646	489,849	-	Ending Fund Balance	-	-	-
<u>596,142</u>	<u>848,690</u>	<u>1,062,450</u>	Total Requirements	<u>499,120</u>	<u>499,120</u>	<u>499,120</u>

2015 / 16 Detail Budget Information

ASTORIA ROAD DISTRICT FUND (170 0000)

Materials and Services (515 - 660)			
660	5825	Repair & Maintenance Supplies	10,000
730	6500	Improvements Other Than Buildings	440,000
910	8020	Contingency	49,120
TOTAL ASTORIA ROAD DISTRICT FUND			<u>499,120</u>

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. Use of the gas tax is restricted to the maintenance of streets, streetlights and sidewalks. 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 7/1/15 - 6/30/16			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/13	FYE 6/30/14	FYE 6/30/15		Budget Officer	Budget Committee	Governing Body
Resources						
34,850	95,584	80,000	Beginning Fund Balance	114,140	114,140	114,140
514,994	542,600	549,450	Intergovernmental-Gas Tax	549,450	549,450	549,450
240	481	180	Interest on Investments	180	180	180
<u>550,084</u>	<u>638,665</u>	<u>629,630</u>	Total Resources	<u>663,770</u>	<u>663,770</u>	<u>663,770</u>
Requirements						
Materials and Services						
1,500	-	-	Repair and Maintenance Services	-	-	-
Transfer To Other Funds:						
453,000	383,000	490,000	Public Works Fund	551,100	551,100	551,100
-	75,000	100,000	Astoria Road District Fund	-	-	-
453,000	458,000	590,000	Total Transfer to Other Funds	551,100	551,100	551,100
-	-	39,630	Contingent Expenditures	20,000	20,000	20,000
454,500	458,000	629,630	Total Expenditures	571,100	571,100	571,100
<u>95,584</u>	<u>180,665</u>	<u>-</u>	Ending Fund Balance	<u>92,670</u>	<u>92,670</u>	<u>92,670</u>
<u>550,084</u>	<u>638,665</u>	<u>629,630</u>	Total Requirements	<u>663,770</u>	<u>663,770</u>	<u>663,770</u>

2015 / 16 Budget Detail Information

STATE TAX STREET FUND (172 0000)

<u>Transfers to Other Funds (850)</u>			
850	7550	Public Works Fund	551,100
850	7560	Astoria Road District Fund	-
Sub-total of Transfers to Other Funds			551,100
910	8020	Contingent Expenditures	20,000
950	8520	Ending Unencumbered Fund Balance	<u>92,670</u>
TOTAL STATE TAX STREET FUND			<u>663,770</u>

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 footpaths and bicycle trails, 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.

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 7/1/15 - 6/30/16</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 6/30/13</u>	<u>FYE 6/30/14</u>	<u>FYE 6/30/15</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<u>Resources</u>						
14,286	19,683	22,640	Beginning Fund Balance	22,300	22,300	22,300
5,202	5,481	5,550	Intergovernmental-Gas Tax	5,550	5,550	5,550
95	94	100	Interest on Investments	100	100	100
100	-	-	Miscellaneous	-	-	-
<u>19,683</u>	<u>25,258</u>	<u>28,290</u>	Total Resources	<u>27,950</u>	<u>27,950</u>	<u>27,950</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	23,290	Improvements Other Than Bldgs	22,950	22,950	22,950
-	7,268	28,290	Total Expenditures	<u>27,950</u>	<u>27,950</u>	<u>27,950</u>
<u>19,683</u>	<u>17,990</u>	-	Ending Fund Balance	-	-	-
<u>19,683</u>	<u>25,258</u>	<u>28,290</u>	Total Requirements	<u>27,950</u>	<u>27,950</u>	<u>27,950</u>

2015 / 16 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	22,950
910	8020	Contingency	-
950	8520	Ending Unencumbered Fund Balance	-
TOTAL TRAILS RESERVE FUND			<u>27,950</u>

FUND: PUBLIC WORKS IMPROVEMENT #176

Basic Objectives

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

Long-Term Debt

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

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

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

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

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

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

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

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

Note payable for Vactor Sewer Truck is a 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 provide engineering, design and contract administration services. Construction of improvement projects are accomplished primarily through contract work and, in part, by the Public Works Shops staff. The Finance Department provides expenditure and fund balance oversight.

City of Astoria, Oregon
Budget Document

PUBLIC WORKS IMPROVEMENT FUND #176

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/15 - 6/30/16</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 6/30/13</u>	<u>FYE 6/30/14</u>	<u>FYE 6/30/15</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<u>Resources</u>						
852,511	920,381	1,150,000	Beginning Fund Balance	431,300	431,300	431,300
185,301	1,315,923	-	Grant/Loan Proceeds	65,000	65,000	65,000
Charges for Services						
567,610	572,610	567,610	Water	752,610	752,610	752,610
478,510	478,510	578,510	Sewer	763,510	763,510	763,510
-	-	-	Sewer Surcharge	200,000	200,000	200,000
<u>1,046,120</u>	<u>1,051,120</u>	<u>1,146,120</u>	Total Charges for Services	<u>1,716,120</u>	<u>1,716,120</u>	<u>1,716,120</u>
Transfer from Other Fund						
-	-	75,000	General Fund	81,000	81,000	81,000
			Landfill Reserve Fund	91,970	91,970	91,970
			CSO Maintenance Fund	28,200	28,200	28,200
			Total Transfers	<u>201,170</u>	<u>201,170</u>	<u>201,170</u>
<u>3,613</u>	<u>2,136</u>	<u>2,000</u>	Interest on Investments	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
<u>2,087,545</u>	<u>3,289,560</u>	<u>2,373,120</u>	Total Resources	<u>2,415,590</u>	<u>2,415,590</u>	<u>2,415,590</u>
<u>Requirements</u>						
Materials and Services:						
4,880	7,195	370,000	Professional Services	130,000	130,000	130,000
474,884	1,614,073	760,000	Repair & Maintenance Services	735,000	735,000	735,000
479,744	1,621,268	1,130,000	Total Materials and Services	<u>865,000</u>	<u>865,000</u>	<u>865,000</u>
Capital Outlay:						
24,500	65,779	-	Improvements Other Than Bldgs	-	-	-
25,496	117,730	247,000	Machinery & Equipment	207,680	207,680	207,680
49,996	183,509	247,000	Total Capital Outlay	<u>207,680</u>	<u>207,680</u>	<u>207,680</u>
Debt Service:						
306,410	327,387	510,350	Principal	647,630	647,630	647,630
131,014	122,398	115,810	Interest	143,610	143,610	143,610
437,424	449,785	626,160	Total Debt Service	<u>791,240</u>	<u>791,240</u>	<u>791,240</u>
Transfer to Other Funds						
200,000	200,000	200,000	Public Works Capital Reserve Fund	200,000	200,000	200,000
	11,590		E Astoria Waterline Debt Service Fund	9,490	9,490	9,490
	4,880		7th Street Dock Debt Service Fund	4,870	4,870	4,870
200,000	216,470	200,000	Total Transfers to Other Funds	<u>214,360</u>	<u>214,360</u>	<u>214,360</u>
-	-	169,960	Contingency	<u>337,310</u>	<u>337,310</u>	<u>337,310</u>
1,167,164	2,471,032	2,373,120	Total Expenditures	<u>2,415,590</u>	<u>2,415,590</u>	<u>2,415,590</u>
920,381	818,528	-	Ending Fund Balance	-	-	-
<u>2,087,545</u>	<u>3,289,560</u>	<u>2,373,120</u>	Total Requirements	<u>2,415,590</u>	<u>2,415,590</u>	<u>2,415,590</u>

PUBLIC WORKS IMPROVEMENT FUND (176 0000)			
		<u>Materials and Services (620 - 660)</u>	<u>15-16</u>
620	4540	Professional Services	
		Dam Seismic Study Phase III	20,000
		Headworks Dam Main Valve Replacement Study	10,000
620	4556	CSO Modeling Expense	100,000
		Sub-total Professional Services	130,000
		Repair & Maintenance Services	
		Sewer:	
660	5790	Sewer Main Rehabilitation	250,000
		Pump Station #1 Improvements	140,000
		Sub-total Sewer Projects	390,000
		Water:	
660	5795	Spur 14 Pipeline	230,000
		Sub-total Water Projects	230,000
660	5825	General Repair & Maintenance Services	
		Shop Heater Repair/ Replacement	7,000
		Telemetry at East Astoria Tanks	15,000
		W. Lexington Wall Improvement	60,000
		Niagara Slide Phase II	20,000
		Street Ends (1/2 goes to Promote Astoria)	13,000
		Sub-total General Repair & Maint. Services	115,000
TOTAL MATERIALS & SERVICES			865,000
		<u>Capital Outlay (720 - 740)</u>	
740	6650	Machinery and Equipment	
		Vactor Payment 3 of 5	80,680
		Engineering Vehicle	27,000
		CSO Monitors	100,000
		Sub-total Machinery and Equipment	207,680
TOTAL CAPITAL OUTLAY			207,680
		<u>Debt Service (810)</u>	
		IFA G97001 Slow Sand Filter - 20 Year Loan	
810	6870	Principal	72,000
810	6875	Interest	11,300

PUBLIC WORKS IMPROVEMENT FUND (176 0000)			
#L00604 Energy Trust of Oregon Aerator Loan			
810	6880	Principal	16,800
810	6885	Interest	5,040
IFA L04001 Skyline Water Tank Loan			
810	6910	Principal	55,300
810	6915	Interest	39,780
IFA S08003 Reservoir Covers			
810	6920	Principal	153,900
810	6925	Interest	24,730
IFA Y10002 Dam - Waterline Replacement			
810	6930	Principal	25,500
810	6935	Interest	24,500
DEQ 11794 WW Treatment Plant Upgrade Design			
810	6940	Principal	20,170
810	6945	Interest	380
IFA Y12006 WW Treatment Plant Construction			
810	6947	Principal - Y12006 WWTP Construction	23,690
810	6949	Interest - Y12006 WWTP Construction	14,800
IFA L15001 Landfill Closure Loan			
810	6951	Principal Landfill Closure Balance Reduction	136,060
810	6952	Interest Landfill Closure Balance Reduction	15,410
810	6951	Principal - L15001 Landfill Closure	144,210
810	6952	Interest - L15001 Landfill Closure	7,670
TOTAL DEBT SERVICE			791,240
<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	9,490
850	7545	7th Street Dock Debt Service Fund	4,870
Sub-total of Transfer to Other Fund			214,360

PUBLIC WORKS IMPROVEMENT FUND (176 0000)			
		<u>Contingent Expenditures</u> (910)	
910	8020	Contingency	337,310
		Sub-total Contingency	337,310
		<u>Ending Fund Balance</u> (950)	0
950	8520	Unappropriated Ending Fund Balance	
		TOTAL PUBLIC WORKS IMPROVEMENT FUND	2,415,590

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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.

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 7/1/15 - 6/30/16</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 6/30/13	FYE 6/30/14	FYE 6/30/15				
<u>Resources</u>						
-	200,000	400,000	Beginning Fund Balance	600,000	600,000	600,000
-			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>200,000</u>	<u>400,000</u>	<u>600,000</u>	Total Resources	<u>800,000</u>	<u>800,000</u>	<u>800,000</u>
<u>Capital Outlay</u>						
-	-	600,000	Improvements Other than Buildings	800,000	800,000	800,000
-	-	600,000	Total Capital Outlay	800,000	800,000	800,000
-	-	-	<u>Contingency</u>	-	-	-
<u>200,000</u>	<u>400,000</u>	<u>-</u>	<u>Ending Fund Balance</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>200,000</u>	<u>400,000</u>	<u>600,000</u>	Total Landfill Reserve Fund	<u>800,000</u>	<u>800,000</u>	<u>800,000</u>

2015 / 16 Budget Detail Information

PUBLIC WORKS CAPITAL RESERVE FUND (0000-178)

		<u>Capital Outlay</u>	
730	6500	Improvements Other than Buildings	800,000
910	8020	<u>Contingency</u>	-
950	8520	<u>Ending Fund Balance</u>	-
TOTAL PUBLIC WORKS CAPITAL RESERVE FUND			800,000

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 7/1/15 - 6/30/16</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>		<u>Proposed by</u>	<u>Approved by</u>	<u>Adopted by</u>
<u>FYE 6/30/13</u>	<u>FYE 6/30/14</u>	<u>FYE 6/30/15</u>	<u>Resources and Requirements</u>	<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
			<u>Resources</u>			
116,466	130,848		Beginning Fund Balance	28,120	28,120	28,120
65,524	92,320		Intergovernmental Revenue			
656	329		Interest on Investments	80	80	80
-	-	-	Charges for Services	-	-	-
<u>182,646</u>	<u>223,497</u>	<u>-</u>	Total Resources	<u>28,200</u>	<u>28,200</u>	<u>28,200</u>
			<u>Requirements</u>			
			Personnel Services:			
15,120	1,168		Regular Salaries			
-	89		FICA Taxes			
-	42		Insurance			
-	157		Retirement Contributions			
-	80	-	Workers' Compensation			
<u>15,120</u>	<u>1,536</u>	<u>-</u>	Total Personnel Services	<u>-</u>	<u>-</u>	<u>-</u>
			Materials and Services:			
34,846	14,696		Repair & Maintenance Supplies			
-	94,569		Professional Services			
-	973		Communications			
-	3,754		Public Utility Services			
-	5,083	-	Repair & Maintenance Services			
<u>34,846</u>	<u>119,075</u>	<u>-</u>	Total Materials and Services	<u>-</u>	<u>-</u>	<u>-</u>
			Capital Outlay:			
1,832	8,157	-	Machinery & Equipment	-	-	-
			Transfer to Other fund			
-	-	-	Public Works Improvement Fund	28,200	28,200	28,200
<u>51,798</u>	<u>128,768</u>	<u>-</u>	Total Expenditures	<u>28,200</u>	<u>28,200</u>	<u>28,200</u>
<u>130,848</u>	<u>94,729</u>	<u>-</u>	Ending Fund Balance	-	-	-
<u>182,646</u>	<u>223,497</u>	<u>-</u>	Total Requirements	<u>28,200</u>	<u>28,200</u>	<u>28,200</u>

2015 / 16 Detail Budget Information

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

		<u>Transfer to Other Fund</u>	
850	7557	Public Works Improvement Fund	<u>28,200</u>
TOTAL CSO 11th STREET SEPARATION FUND			<u>28,200</u>

FUND: COMBINED SEWER OVERFLOW (CSO) FUND #s 182, 183 and 184

Basic Objectives

Fund #182 accounted for continuing construction of the Denver Street storage project at Tapiola Park. The final phase of this project was complete during FYE June 30, 2012. This fund was closed in FY 2012-2013 and the budget is presented for historical reference.

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, 2016. The project is funded by a grant of \$525,000 and loan of \$5,158,000 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) PHASE 3 11793 FUND #182

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/15 - 6/30/16</u>			
<u>Actual Data</u> FYE 6/30/13	<u>Actual Data</u> FYE 6/30/14	<u>Adopted Budget</u> FYE 6/30/15	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			<u>Resources</u>			
2,421	-	-	Beginning Fund Balance			
-	-	-	Intergovernmental Revenue			
-	-	-	Loan Proceeds			
-	-	-	Miscellaneous			
-	-	-	Interest on Investments			
<u>2,421</u>	<u>-</u>	<u>-</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
			<u>Requirements</u>			
-	-	-	Capital Outlay: Improvements Other Than Bldgs			
<u>2,421</u>	<u>-</u>	<u>-</u>	Residual Transfer Out CSO Debt Service Fund			
2,421	-	-	Total Expenditures			
-	-	-	Ending Fund Balance			
<u>2,421</u>	<u>-</u>	<u>-</u>	Total Requirements	<u>-</u>	<u>-</u>	<u>-</u>

City of Astoria, Oregon
Budget Document

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/15- 6/30/16</u>			
<u>Actual Data</u> FYE 6/30/13	<u>Actual Data</u> FYE 6/30/14	<u>Adopted Budget</u> FYE 6/30/15	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Resources</u>						
(33,695)	(1,689,582)	-	Beginning Fund Balance			
	577,035	-	Intergovernmental			
1,162,271	5,473,267	120,000	Loan Proceeds			
-	78	-	Interest in Investments	-	-	-
<u>1,128,576</u>	<u>4,360,798</u>	<u>120,000</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
<u>Requirements</u>						
332,105	4,163	-	Materials and Services:			
			Professional Services	-	-	-
332,105	4,163	-	Total Materials and Services	-	-	-
2,486,053	4,350,728	120,000	Capital Outlay:			
			Improvements Other Than Bldgs	-	-	-
2,818,158	4,354,891	120,000	Total Expenditures	-	-	-
(1,689,582)	5,907	-	Ending Fund Balance	-	-	-
<u>1,128,576</u>	<u>4,360,798</u>	<u>120,000</u>	Total Requirements	<u>-</u>	<u>-</u>	<u>-</u>

2015 / 16 Detail Budget Information

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

730	6500	<u>Capital Outlay (730)</u> Improvements Other Than Buildings CSO 11th Street Separation	-
910	8020	<u>Contingent Expenditures (910)</u> 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 7/1/15- 6/30/16

<u>Historical Data</u>			Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Actual Data</u> FYE 6/30/13	<u>Actual Data</u> FYE 6/30/14	<u>Adopted Budget</u> FYE 6/30/15				
<u>Resources</u>						
		-	Beginning Fund Balance	-	-	-
		5,158,000	Loan Proceeds	6,430,350	6,430,350	6,430,350
		525,000	Intergovernmental Revenue			
-	-	-	Interest on Investments	-	-	-
-	-	<u>5,683,000</u>	Total Resources	<u>6,430,350</u>	<u>6,430,350</u>	<u>6,430,350</u>
<u>Requirements</u>						
Materials and Services:						
-	-	<u>750,000</u>	Professional Services	<u>1,173,000</u>	<u>1,173,000</u>	<u>1,173,000</u>
-	-	<u>750,000</u>	Total Materials and Services	<u>1,173,000</u>	<u>1,173,000</u>	<u>1,173,000</u>
Capital Outlay:						
-	-	<u>4,933,000</u>	Improvements Other Than Bldgs	<u>5,257,350</u>	<u>5,257,350</u>	<u>5,257,350</u>
Contingency						
-	-	-	Transfer to Other Funds - General	-	-	-
-	-	<u>5,683,000</u>	Total Expenditures	<u>6,430,350</u>	<u>6,430,350</u>	<u>6,430,350</u>
-	-	-	Ending Fund Balance	-	-	-
-	-	<u>5,683,000</u>	Total Requirements	<u>6,430,350</u>	<u>6,430,350</u>	<u>6,430,350</u>

2015 / 16 Detail Budget Information

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

620	4540	Materials and Services (515 - 660) Professional Services	1,173,000
730	6500	Capital Outlay (730) Improvements Other Than Buildings CSO 16th Street Separation	<u>5,257,350</u>
TOTAL CSO 11th STREET SEPARATION FUND			<u>6,430,350</u>

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/15 - 6/30/16</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 6/30/13</u>	<u>FYE 6/30/14</u>	<u>FYE 6/30/15</u>				
<u>Resources</u>						
312,537	313,891	462,920	Beginning Fund Balance	342,010	342,010	342,010
1,354	1,337	1,800	Interest Earnings	1,200	1,200	1,200
-	-	219,420	Transfers from Other Funds	100,000	100,000	100,000
<u>313,891</u>	<u>315,228</u>	<u>684,140</u>	Total Resources	<u>443,210</u>	<u>443,210</u>	<u>443,210</u>
<u>Requirements</u>						
<u>Materials and Services</u>						
-	3,915	-	Professional Services	-	-	-
<u>Transfer to Other Funds</u>						
-	22,000	22,000	General Fund	22,000	22,000	22,000
-	150,000	-	Parks Project Fund	-	-	-
-	-	-	PERS Amounts Due to Funds	219,420	219,420	219,420
-	172,000	22,000	Total Transfers	<u>241,420</u>	<u>241,420</u>	<u>241,420</u>
-	45,942	-	Loss on Sale of Asset	-	-	-
-	-	-	<u>Contingency</u>	-	-	-
-	221,857	22,000	Total Expenditures	<u>241,420</u>	<u>241,420</u>	<u>241,420</u>
<u>313,891</u>	<u>93,371</u>	<u>662,140</u>	Ending Fund Balance	<u>201,790</u>	<u>201,790</u>	<u>201,790</u>
<u>313,891</u>	<u>315,228</u>	<u>684,140</u>	Total Requirements	<u>443,210</u>	<u>443,210</u>	<u>443,210</u>

2015 / 16 Budget Detail Information

LOCAL IMPROVEMENT DEBT SERVICE FUND (250 0000)

		<u>Transfers to Other Funds</u>		
850	7567	General Fund	22,000	
		PERS Amounts Due to Funds	219,420	
		<u>Contingent Expenditures (910)</u>		
910	8020	Contingency	-	
		Ending Fund Balance	<u>201,790</u>	
TOTAL LOCAL IMPROVEMENT DEBT SERVICE FUND			<u>443,210</u>	

FUND: AQUATICS FACILITY DEBT SERVICE #260

Basic Objectives

This fund was established by Resolution No. 96-29 which was adopted by the City Council on April 15, 1996. The fund accounted for the debt service associated with a \$2.95 million dollar bond issue authorized by the voters on November 7, 1995, for the purpose of constructing a new indoor aquatics facility. The bonds were retired in December, 2012. Staff anticipates closing of the Aquatics Facility Debt Service fund during FYE June 30, 2016.

This document is presented for historical reference.

City of Astoria, Oregon
Budget Document

AQUATICS FACILITY DEBT SERVICE FUND #260

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/15 - 6/30/16</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 6/30/13	FYE 6/30/14	FYE 6/30/15				
<u>Resources</u>						
68,064		-	Beginning Fund Balance			
8,698		-	Delinquent Ad Valorem Taxes			
<u>182</u>		<u>-</u>	Interest			
76,944	-	-	Sub-Total Resources			
<u>112,393</u>		<u>-</u>	Current Ad Valorem Taxes			
<u>189,337</u>		<u>-</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
<u>Requirements</u>						
Materials & Services:						
			Professional Services			
Debt Service:						
180,000		-	Principal			
<u>5,569</u>		<u>-</u>	Interest			
185,569	-	-	Total Debt Service			
			Contingency			
185,569	-	-	Total Expenditures			
<u>3,768</u>		<u>-</u>	Ending Fund Balance			
<u>189,337</u>		<u>-</u>	Total Requirements	<u>-</u>	<u>-</u>	<u>-</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 7/1/15 - 6/30/16</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 6/30/13</u>	<u>FYE 6/30/14</u>	<u>FYE 6/30/15</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<u>Resources</u>						
126,902	103,970	86,150	Beginning Fund Balance	69,830	69,830	69,830
568	355	240	Interest Earnings	240	240	240
8,350	11,590	10,630	Transfer from Other Funds			
39,356	39,357	39,350	Public Works Improvement Fund	9,490	9,490	9,490
			Miscellaneous	39,360	39,360	39,360
<u>175,176</u>	<u>155,272</u>	<u>136,370</u>	Total Resources	<u>118,920</u>	<u>118,920</u>	<u>118,920</u>
<u>Requirements</u>						
Debt Service						
53,641	54,073	54,530	Principal	60,020	60,020	60,020
17,565	14,883	12,190	Interest	9,470	9,470	9,470
<u>71,206</u>	<u>68,956</u>	<u>66,720</u>	Total Debt Service	<u>69,490</u>	<u>69,490</u>	<u>69,490</u>
71,206	68,956	66,720	Total Expenditures	69,490	69,490	69,490
<u>103,970</u>	<u>86,316</u>	<u>69,650</u>	Ending Fund Balance	<u>49,430</u>	<u>49,430</u>	<u>49,430</u>
<u>175,176</u>	<u>155,272</u>	<u>136,370</u>	Total Requirements	<u>118,920</u>	<u>118,920</u>	<u>118,920</u>

2015 / 16 Detail Budget Information

EAST ASTORIA WATERLINE DEBT SERVICE FUND (265 0000)

<u>Debt Service (810)</u>			
			Debt Service
810	6840		Principal
810	6845		Interest
			<u>60,020</u>
			<u>9,470</u>
			TOTAL DEBT SERVICE
			69,490
<u>Ending Fund Balance (950)</u>			
950	8520		Ending Unencumbered Fund Balance
			<u>49,430</u>
			TOTAL ENDING FUND BALANCE
			<u>49,430</u>
			TOTAL EAST ASTORIA WATERLINE DEBT SERVICE FUND
			<u>118,920</u>

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

Basic Objectives

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

IFA Loan # L98005 is a 25 year loan with an interest rate of 6.00%. Payments began December 1, 1999 and are made annually, 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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/15 - 6/30/16</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 6/30/13</u>	<u>FYE 6/30/14</u>	<u>FYE 6/30/15</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<u>Resources</u>						
28,660	25,778	23,530	Beginning Fund Balance	21,280	21,280	21,280
135	3,221	180	Interest Earnings	180	180	180
	4,880	4,890	Transfer from Other Funds			
			Public Works Improvement Fund	4,870	4,870	4,870
11,067	3,747	6,860	Miscellaneous	6,900	6,900	6,900
<u>39,862</u>	<u>37,626</u>	<u>35,460</u>	Total Resources	<u>33,230</u>	<u>33,230</u>	<u>33,230</u>
<u>Requirements</u>						
<u>Debt Service</u>						
6,999	7,418	7,870	Principal	8,350	8,350	8,350
7,083	6,663	6,220	Interest	5,760	5,760	5,760
<u>14,082</u>	<u>14,081</u>	<u>14,090</u>	Total Debt Service	<u>14,110</u>	<u>14,110</u>	<u>14,110</u>
14,082	14,081	14,090	Total Expenditures	14,110	14,110	14,110
<u>25,780</u>	<u>23,545</u>	<u>21,370</u>	Ending Fund Balance	<u>19,120</u>	<u>19,120</u>	<u>19,120</u>
<u>39,862</u>	<u>37,626</u>	<u>35,460</u>	Total Requirements	<u>33,230</u>	<u>33,230</u>	<u>33,230</u>

2015 / 16 Detail Budget Information

7th STREET DOCK DEBT SERVICE FUND (267 0000)

<u>Debt Service (810)</u>			
Debt Service			
810	6850	Principal	8,350
810	6855	Interest	5,760
TOTAL DEBT SERVICE			14,110
<u>Ending Fund Balance (950)</u>			
950	8520	Ending Unencumbered Fund Balance	19,120
TOTAL ENDING FUND BALANCE			19,120
TOTAL 7th STREET DOCK DEBT SERVICE FUND			<u>33,230</u>

FUND: COMBINED SEWER OVERFLOW DEBT SERVICE FUND #270

Basic Objectives

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

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

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 7/1/15 - 6/30/16</u>			
<u>Actual Data</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 6/30/13</u>	<u>FYE 6/30/14</u>	<u>FYE 6/30/15</u>		<u>Budget</u>	<u>Budget</u>	<u>Governing</u>
				<u>Officer</u>	<u>Committee</u>	<u>Body</u>
Resources						
785,829	908,977	853,390	Beginning Fund Balance	903,670	903,670	903,670
1,244,298	1,317,413	1,428,440	Charges for Service	1,345,690	1,345,690	1,345,690
4,378	3,918	4,500	Interest Earnings	4,500	4,500	4,500
<u>2,034,505</u>	<u>2,230,308</u>	<u>2,286,330</u>	Total Resources	<u>2,253,860</u>	<u>2,253,860</u>	<u>2,253,860</u>
Requirements						
Materials & Services:						
51,247	33,854	49,850	Professional Services	60,410	60,410	60,410
Debt Service						
707,880	729,951	906,560	Principal	994,940	994,940	994,940
366,401	350,702	507,400	Interest	422,720	422,720	422,720
<u>1,074,281</u>	<u>1,080,653</u>	<u>1,413,960</u>	Total Debt Service	<u>1,417,660</u>	<u>1,417,660</u>	<u>1,417,660</u>
1,125,528	1,114,507	1,453,810	Total Expenditures	1,478,070	1,478,070	1,478,070
		22,520	Contingency	50,000	50,000	50,000
<u>908,977</u>	<u>1,115,801</u>	<u>800,000</u>	Ending Fund Balance	<u>725,790</u>	<u>725,790</u>	<u>725,790</u>
<u>2,034,505</u>	<u>2,230,308</u>	<u>2,286,330</u>	Total Requirements	<u>2,253,860</u>	<u>2,253,860</u>	<u>2,253,860</u>

COMBINED SEWER OVERFLOW (CSO) DEBT SERVICE FUND (270 0000)			
<u>Materials and Services (620)</u>			
620	4560	Professional Services DEQ Administrative Fees	60,410
		Sub-total of Materials & Services	60,410
TOTAL MATERIALS & SERVICES			60,410
<u>Debt Service (810)</u>			
810	6940	Principal-CSO Loan #11790	179,600
810	6945	Interest-CSO Loan #11790	71,450
810	6950	Principal-CSO Loan #11791	127,800
810	6955	Interest-CSO Loan #11791	57,580
810	6960	Principal-CSO Loan #11792	212,350
810	6965	Interest-CSO Loan #11792	96,600
810	6936	Principal-CSO Loan #11793	149,540
810	6938	Interest-CSO Loan #11793	87,630
810	6934	Principal-CSO Loan #R06117 ARRA	100,000
810	6984	Principal-CSO Loan IFA #Y12004	225,650
810	6985	Interest-CSO Loan IFA #Y12004	109,460
TOTAL DEBT SERVICE			1,417,660
<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	725,790
		Sub-total of Ending Fund Balance	725,790
TOTAL CSO DEBT SERVICE FUND			2,253,860

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 7/1/15 - 6/30/16</u>			
<u>Actual Data</u> FYE 6/30/13	<u>Actual Data</u> FYE 6/30/14	<u>Adopted Budget</u> FYE 6/30/15	<u>Resources & Requirements</u>	<u>Proposed by</u> <u>Budget</u> <u>Officer</u>	<u>Approved by</u> <u>Budget</u> <u>Committee</u>	<u>Adopted by</u> <u>Governing</u> <u>Body</u>
Resources						
35,240,280	37,505,681	500,000	Beginning Fund Balance	850,000	850,000	850,000
Charges for Services:						
2,137	6,321	-	Engineering			
2,692,416	2,762,305	2,667,000	Water	2,557,000	2,557,000	2,557,000
1,454,047	1,510,036	1,486,000	Sewer	1,194,350	1,194,350	1,194,350
69,680	6,659	-	Streets	-	-	-
4,218,280	4,285,321	4,153,000	Total Charges for Services	3,751,350	3,751,350	3,751,350
Transfers from Other Funds:						
400,000	383,000	490,000	State Tax Street Fund	551,100	551,100	551,100
57,070	40,000	20,000	General Fund	40,000	40,000	40,000
-	24,640	-	Landfill Reserve Fund	-	-	-
2,108	4,568	2,000	Interest	2,000	2,000	2,000
53,297	16,956	50,000	Miscellaneous	50,000	50,000	50,000
-	-	-	Licenses and Permits	-	-	-
39,971,035	42,260,166	5,215,000	Total Resources	5,244,450	5,244,450	5,244,450
Requirements						
Expenditures by Department:						
331,953	933,239	1,001,580	Engineering	984,040	984,040	984,040
423,577	385,653	432,560	Shop and Yard	429,410	429,410	429,410
399,812	394,047	489,380	Streets	543,140	543,140	543,140
34,014	14,959	61,090	Sanitation	62,880	62,880	62,880
1,110,986	860,694	1,208,550	Sewer	1,210,520	1,210,520	1,210,520
107,435	81,081	257,490	Stormwater	186,790	186,790	186,790
1,365,156	1,243,979	1,557,730	Water	1,582,510	1,582,510	1,582,510
-	-	206,620	Contingency	245,160	245,160	245,160
3,772,933	3,913,652	5,215,000	Total Expenditures by Department	5,244,450	5,244,450	5,244,450
3,772,933	3,913,652	5,215,000	Total Expenditures	5,244,450	5,244,450	5,244,450
Accrual Adjustments for:						
(1,239,328)	(1,346,789)	-	Depreciation	-	-	-
(73,497)	(3,218,101)	-	Capitalized Expenditures	-	-	-
5,246	-	-	Fixed Assets	-	-	-
37,505,681	42,911,404	-	Ending Fund Balance	-	-	-
39,971,035	42,260,166	5,215,000	Total Requirements	5,244,450	5,244,450	5,244,450

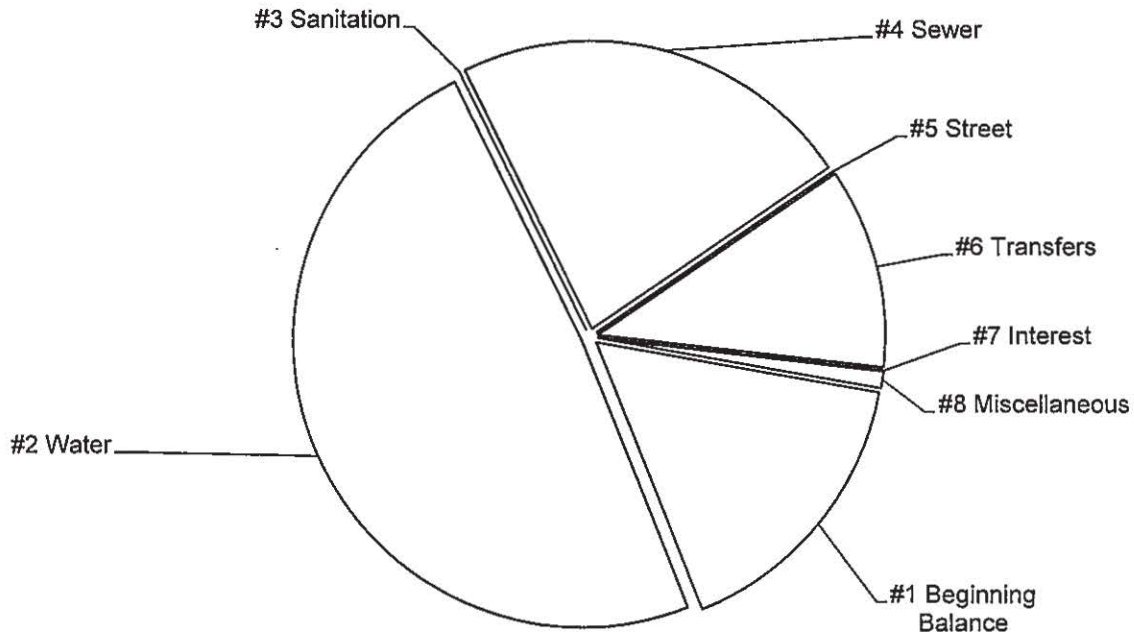
NOTE: Generally Accepted Accounting Principles (GAAP) require a business-type fund to maintain its budgetary fund balance on a full accrual basis. The fund balances for the June 30, 2013 and 2014 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the Public Works Fund at June 30, 2013 was \$869,172 and at June 30, 2014 was \$883,517.

City of Astoria, Oregon
Public Works Fund Resources
Year Beginning July 1, 2015

Segment #	Resources	Amount	Percentage
1	Beginning Fund Balance	\$850,000	16.20%
2	Charges for Water Services	2,557,000	48.76%
3	Charges for Sanitation Services	0	0.00%
4	Charges for Sewer Services	1,194,350	22.77%
5	Charges for Street Services	0	0.00%
6	Transfers from Other Funds	591,100	11.27%
7	Interest Earnings	2,000	0.04%
8	Miscellaneous	50,000	0.96%
	Total Resources	<u>\$5,244,450</u>	<u>100.00%</u>

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

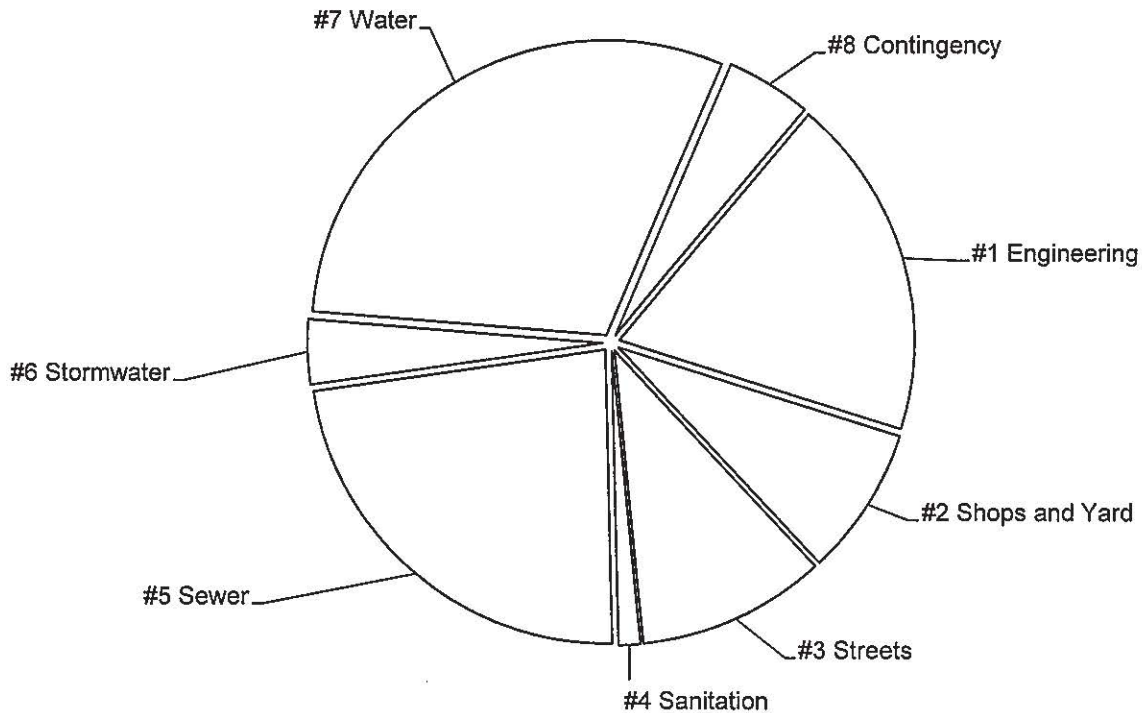
\$591,000 is transferred in from the State Tax Street Fund, which receives State of Oregon gas tax revenues. This transfer subsidizes the cost of maintaining City streets.



City of Astoria, Oregon
Public Works Fund Requirements
Year Beginning July 1, 2015

Segment #	Requirements	Amount	Percentage
1	Engineering	\$984,040	18.76%
2	Shops and Yard	429,410	8.19%
3	Streets	543,140	10.36%
4	Sanitation	62,880	1.20%
5	Sewer	1,210,520	23.08%
6	Stormwater	186,790	3.56%
7	Water	1,582,510	30.17%
8	Contingency	<u>245,160</u>	<u>4.68%</u>
	Total Requirements	<u>\$5,244,450</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

Historical Data			Budget for Fiscal Year 7/1/15 - 6/30/16			
Actual Data		Adopted Budget	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/13	FYE 6/30/14	FYE 6/30/15				
			Personnel Services:			
248,516	660,906	877,800	Engineering	877,600	877,600	877,600
314,875	292,920	301,060	Shop & Yard	304,810	304,810	304,810
196,241	162,635	205,380	Streets	248,810	248,810	248,810
18,513	8,986	39,290	Sanitation	39,870	39,870	39,870
653,645	481,166	542,000	Sewer	554,420	554,420	554,420
66,477	49,985	125,640	Stormwater	86,940	86,940	86,940
868,193	819,198	819,680	Water	831,460	831,460	831,460
<u>2,366,460</u>	<u>2,673,796</u>	<u>2,910,850</u>	Total Personnel Services	<u>2,943,910</u>	<u>2,943,910</u>	<u>2,943,910</u>
			Materials & Services:			
76,680	69,798	118,780	Engineering	95,440	95,440	95,440
100,913	86,734	120,400	Shop & Yard	124,600	124,600	124,600
203,571	231,412	284,000	Streets	294,330	294,330	294,330
15,501	5,145	21,800	Sanitation	23,010	23,010	23,010
309,676	377,528	505,950	Sewer	504,500	504,500	504,500
40,958	31,096	121,850	Stormwater	99,850	99,850	99,850
277,924	416,420	495,300	Water	512,550	512,550	512,550
<u>1,025,223</u>	<u>1,218,133</u>	<u>1,668,080</u>	Total Materials & Services	<u>1,654,280</u>	<u>1,654,280</u>	<u>1,654,280</u>
			Capital Outlay:			
6,757	2,535	5,000	Engineering	11,000	11,000	11,000
7,789	5,999	11,100	Shop & Yard	-	-	-
-	-	-	Streets	-	-	-
-	2,828	-	Sanitation	-	-	-
4,465	2,000	9,000	Sewer	-	-	-
-	-	10,000	Stormwater	-	-	-
4,239	8,361	15,350	Water	11,100	11,100	11,100
<u>23,250</u>	<u>21,723</u>	<u>50,450</u>	Total Capital Outlay	<u>22,100</u>	<u>22,100</u>	<u>22,100</u>
			Transfers to Other Funds:			
<u>358,000</u>	<u>379,000</u>	<u>379,000</u>	General Fund	<u>379,000</u>	<u>379,000</u>	<u>379,000</u>
<u>358,000</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>
<u>-</u>	<u>-</u>	<u>206,620</u>	Contingency	<u>245,160</u>	<u>245,160</u>	<u>245,160</u>
<u>3,772,933</u>	<u>4,292,852</u>	<u>5,215,000</u>	Total Expenditures	<u>5,244,450</u>	<u>5,244,450</u>	<u>5,244,450</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

Historical Data			Budget for Fiscal Year 7/1/15 - 6/30/16			
Actual Data		Adopted Budget	Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/13	FYE 6/30/14	FYE 6/30/15		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
154,115	473,083	552,470	Regular Salaries	566,150	566,150	566,150
23,397	113,770	12,000	Extra Help	12,000	12,000	12,000
12,926	44,075	43,260	FICA Taxes	44,540	44,540	44,540
28,063	116,972	139,140	Insurance	120,550	120,550	120,550
24,474	86,694	108,070	Retirement Contributions	110,820	110,820	110,820
5,541	26,312	22,860	Workers' Compensation	23,540	23,540	23,540
<u>248,516</u>	<u>860,906</u>	<u>877,800</u>	Total Personnel Services	<u>877,600</u>	<u>877,600</u>	<u>877,600</u>
			Materials and Services:			
7,587	6,206	11,000	Office Supplies	11,000	11,000	11,000
3,770	4,328	4,500	Operating Supplies	4,500	4,500	4,500
530	2,443	2,500	Repair & Maintenance Supplies	2,500	2,500	2,500
885	558	1,300	Small Tools & Minor Equipment	1,460	1,460	1,460
3,331	656	4,000	Training	5,000	5,000	5,000
815	3,879	1,000	Conferences, Meetings & Travel	1,000	1,000	1,000
792	808	1,180	Memberships & Dues	1,180	1,180	1,180
222	-	500	Advertising	500	500	500
33,104	31,050	51,440	Professional Services	41,440	41,440	41,440
4,533	3,681	3,800	Communications	3,800	3,800	3,800
7,864	3,642	19,700	Repair & Maintenance Services	5,200	5,200	5,200
300	-	-	Licenses and Permits	360	360	360
-	304	360	Miscellaneous	-	-	-
<u>12,947</u>	<u>12,243</u>	<u>17,500</u>	Technology Services	<u>17,500</u>	<u>17,500</u>	<u>17,500</u>
<u>76,680</u>	<u>69,798</u>	<u>118,780</u>	Total Materials and Services	<u>95,440</u>	<u>95,440</u>	<u>95,440</u>
			Capital Outlay:			
<u>6,757</u>	<u>2,535</u>	<u>5,000</u>	Machinery & Equipment	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>
<u>6,757</u>	<u>2,535</u>	<u>5,000</u>	Total Capital Outlay	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>
<u>331,953</u>	<u>933,239</u>	<u>1,001,580</u>	Total Expenditures	<u>984,040</u>	<u>984,040</u>	<u>984,040</u>

PUBLIC WORKS FUND (301)

ENGINEERING (3700)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	566,150
410	2085	Extra Help	12,000
415	2220	FICA -Social Security	44,540
415	2230	Insurance	120,550
415	2235	Retirement Contributions	110,820
415	2240	Workers' Compensation	23,540

TOTAL PERSONNEL SERVICES 877,600

Materials and Services (510 - 685)

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	3,300	
635	4922	Conference Calls	500	
		Sub-total of Communications		3,800
640	5020	Advertising - Legal Ads / Notice	500	
		Sub-total of Advertising		500
660	5660	Engineering Plan Plotter / Scanner (Leases)	3,200	
660	5785	Motor Vehicles / Auto Body Shop	1,000	
660	5805	Survey & Other Equipment	1,000	
		Sub-total of Repair & Maintenance Services		5,200
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	95,440
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Capital Outlay (740)

740	6650	Machinery & Equipment		
		Computers 2	5,000	
		GIS Infrastructure Improvement	6,000	
		Sub-total Machinery & Equipment		11,000

TOTAL CAPITAL OUTLAY	11,000
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TOTAL ENGINEERING	984,040
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FUND: PUBLIC WORKS

Department: Shop and Yard #3800

Basic Objectives

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

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
SHOP AND YARD #3800

Historical Data			Budget for Fiscal Year 7/1/15 - 6/30/16			
Actual Data		Adopted Budget	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/13	FYE 6/30/14	FYE 6/30/15				
			Personnel Services:			
192,289	170,096	176,750	Regular Salaries	179,300	179,300	179,300
806	11,446	1,500	Overtime	1,800	1,800	1,800
7,398	2,070	8,000	Extra Help	7,000	7,000	7,000
14,421	12,946	14,720	FICA Taxes	14,970	14,970	14,970
63,625	66,114	58,400	Insurance	59,390	59,390	59,390
25,920	21,168	32,540	Retirement Contributions	33,060	33,060	33,060
10,416	9,080	9,150	Workers' Compensation	9,290	9,290	9,290
<u>314,875</u>	<u>292,920</u>	<u>301,060</u>	Total Personnel Services	304,810	304,810	304,810
			Materials and Services:			
1,159	810	1,250	Office Supplies	1,000	1,000	1,000
2,658	1,994	17,100	Small Tools & Minor Equipment	3,500	3,500	3,500
13,422	12,480	20,000	Operating Supplies	14,800	14,800	14,800
14,930	13,860	3,500	Repair & Maintenance Supplies	20,000	20,000	20,000
1,506	684	3,000	Training	3,000	3,000	3,000
-	-	500	Printing & Binding	500	500	500
19,387	21,392	23,200	Professional Services	23,500	23,500	23,500
4,277	4,284	4,500	Communications	4,550	4,550	4,550
16,458	17,143	18,800	Public Utility Services	18,800	18,800	18,800
12,876	11,154	14,500	Repair & Maintenance Services	15,400	15,400	15,400
990	-	1,000	Rentals	1,000	1,000	1,000
8,996	767	9,550	Miscellaneous	9,250	9,250	9,250
<u>4,254</u>	<u>2,166</u>	<u>3,500</u>	Technology Services	<u>9,300</u>	<u>9,300</u>	<u>9,300</u>
<u>100,913</u>	<u>86,734</u>	<u>120,400</u>	Total Materials and Services	124,600	124,600	124,600
			Capital Outlay:			
5,951	-	-	Improvements Other Than Buildings	-	-	-
<u>1,838</u>	<u>5,999</u>	<u>11,100</u>	Machinery & Equipment	-	-	-
<u>7,789</u>	<u>5,999</u>	<u>11,100</u>	Total Capital Outlay	-	-	-
<u>423,577</u>	<u>385,653</u>	<u>432,560</u>	Total Expenditures	429,410	429,410	429,410

PUBLIC WORKS FUND (301)

SHOP AND YARD (3800)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	179,300
410	2045	Overtime	1,800
410	2085	Extra Help	7,000
415	2220	FICA -Social Security	14,970
415	2230	Insurance	59,390
415	2235	Retirement Contributions	33,060
415	2240	Workers' Compensation	9,290

TOTAL PERSONNEL SERVICES 304,810

Materials and Services (510 - 685)

510	3030	Paper	
510	3040	Printer, Cartridges and Supplies	600
510	3045	General Office Supplies	400
		Sub-total of Office Supplies	1,000
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	300
515	3310	General Operating Supplies	1,800
		Sub-total of Operating Supplies	14,800
525	3520	Building Materials / Supplies	5,000
525	3525	Motor Vehicle Repair Parts	3,500
525	3530	Tires	2,000
525	3540	Paint & Paint Supplies	500
525	3550	Electrical Supplies	2,000
525	3585	Safety Supplies	1,000
525	3640	Other Repair & Maintenance Supplies	6,000
		Sub-total of Repair & Maintenance Supplies	20,000
530	3720	Small Tools	1,700
530	3722	Mechanics Contractual Tool Allowance	1,800
		Sub-total of Small Tools	3,500
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	2,800	
620	4432	Background Checks	250	
620	4510	Drug / Alcohol Testing	500	
620	4515	CDL Physicals	600	
620	4539	VOIP Cisco/Obsidian Support	1,800	
620	4540	General - Professional Services	1,800	
		Sub-total of Professional Services		23,500
635	4920	Cell Phones	1,300	
635	4930	Telephone-Century Link	3,150	
635	4975	Postage	100	
		Sub-total of Communications		4,550
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	9,300	
656	5473	Natural Gas - PW Shops	4,800	
657	5520	Sanitation - PW Shops	3,300	
		Sub-total of Public Utility Services		18,800
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	200	
675	6015	Fuel Tank Insurance 2014-2015	8,400	
675	6020	Permits (Tank Assessments)	150	
675	6035	General - Miscellaneous	500	
		Sub-total of Miscellaneous		9,250

PUBLIC WORKS FUND (301)			
SHOP AND YARD (3800)			
685	6205	Computer Software	500
685	6255	Software Maintenance Agreement	8,800
		Sub-total of Technology Services	9,300
TOTAL MATERIALS & SERVICES			124,600
Capital Outlay (730 - 740)			
730	6500	Improvements Other than Buildings	
		Sub-total Improvements Other than Buildings	0
740	6650	Exhaust upgrades for Mechanic Shop	
		Fan for Mechanic Shop	
		Articulating Video Borescope	
		Magnetic Drill Press	
		Sub-total of Machinery & Equipment	0
TOTAL CAPITAL OUTLAY			0
TOTAL SHOP & YARD			429,410

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FUND: PUBLIC WORKS

Department: Streets #3900

Basic Objectives

This department is responsible for the operations, maintenance, repair and improvement of City roads, streets and trails. The provision of street lighting is financed from this budget. This department oversees the operation and maintenance of traffic signs and signals. Street patching, sanding in winter, brush cutting along rights-of-way, and catch basin installation and maintenance are also provided through this department.

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
STREETS #3900

Historical Data			Budget for Fiscal Year 7/1/15 - 6/30/16			
Actual Data		Adopted Budget	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/13	FYE 6/30/14	FYE 6/30/15				
			Personnel Services:			
115,466	92,328	117,830	Regular Salaries	143,440	143,440	143,440
435	1,381	2,000	Overtime	2,000	2,000	2,000
13,273	7,076	9,000	Extra Help	10,000	10,000	10,000
9,810	7,623	9,820	FICA Taxes	11,970	11,970	11,970
34,453	32,391	38,930	Insurance	47,510	47,510	47,510
19,136	15,401	21,700	Retirement Contributions	26,450	26,450	26,450
3,668	6,435	6,100	Workers' Compensation	7,440	7,440	7,440
<u>196,241</u>	<u>162,635</u>	<u>205,380</u>	Total Personnel Services	248,810	248,810	248,810
			Materials and Services:			
504	136	500	Small Tools & Minor Equipment	500	500	500
12,007	11,706	16,400	Operating Supplies	14,500	14,500	14,500
36,131	44,431	56,500	Repair & Maintenance Supplies	63,500	63,500	63,500
95	13	300	Training	300	300	300
3,457	1,235	4,300	Professional Services	4,330	4,330	4,330
-	-	-	Communications	-	-	-
131,736	139,881	140,000	Public Utility Services	150,000	150,000	150,000
19,305	33,508	60,500	Repair & Maintenance Services	56,000	56,000	56,000
-	-	4,000	Rentals	4,000	4,000	4,000
336	502	1,500	Miscellaneous	1,200	1,200	1,200
<u>203,571</u>	<u>231,412</u>	<u>284,000</u>	Total Materials and Services	294,330	294,330	294,330
			Capital Outlay:			
-	-	-	Machinery & Equipment	-	-	-
-	-	-	Total Capital Outlay	-	-	-
<u>399,812</u>	<u>394,047</u>	<u>489,380</u>	Total Expenditures	543,140	543,140	543,140

PUBLIC WORKS FUND (301)

STREETS (3900)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	143,440
410	2045	Overtime	2,000
410	2085	Extra Help	10,000
415	2220	FICA -Social Security	11,970
415	2230	Insurance	47,510
415	2235	Retirement Contributions	26,450
415	2240	Workers' Compensation	7,440

TOTAL PERSONNEL SERVICES 248,810

Materials and Services (515 - 675)

515	3120	Books and Periodicals	100
515	3125	Clothing, Uniforms, Boots, Gloves	250
515	3180	Fuel, Oil, Lubricants	14,000
515	3310	General Operating Supplies	150

Sub-total of Operating Supplies **14,500**

525	3525	Motor Vehicle Repair Parts	12,000
525	3530	Tires	8,000
525	3540	Paint and Paint Supplies	15,000
525	3550	Electrical Supplies	1,500
525	3578	Road Maintenance Materials	3,000
525	3580	Signs	8,000
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 **63,500**

530	3720	Small Tools	500
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Sub-total of Small Tools **500**

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	180	
620	4540	General - Professional Services	1,000	
		Sub-total of Professional Services		4,330
655	5310	Electricity - Street Lights	150,000	
		Sub-total of Public Utility Services		150,000
660	5725	Equipment Other Than Vehicles	500	
660	5785	Motor Vehicles / Auto Body Shop	3,000	
660	5815	Equipment with Operator	2,500	
660	5820	Paving, Street Repair, Concrete	20,000	
660	5825	General Repair and Maintenance Services	15,000	
660	5826	Street Sweeping Disposal	15,000	
		Sub-total of Repair & Maintenance Services		56,000
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				294,330
TOTAL STREETS				543,140

FUND: PUBLIC WORKS

Department: Sanitation #5400

Basic Objectives

This budget provides for maintenance and monitoring work at the City's former landfill.

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
SANITATION #5400

Historical Data			Budget for Fiscal Year 7/1/15 - 6/30/16			
Actual Data		Adopted Budget	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/13	FYE 6/30/14	FYE 6/30/15				
			Personnel Services:			
12,916	3,868	23,570	Regular Salaries	23,900	23,900	23,900
290	272	400	Extra Help	400	400	400
997	311	1,970	FICA Taxes	2,000	2,000	2,000
2,489	1,258	7,790	Insurance	7,920	7,920	7,920
1,821	387	4,340	Retirement Contributions	4,410	4,410	4,410
-	890	1,220	Worker Compensation	1,240	1,240	1,240
<u>18,513</u>	<u>6,986</u>	<u>39,290</u>	Total Personnel Services	<u>39,870</u>	<u>39,870</u>	<u>39,870</u>
			Materials and Services:			
979	105	1,400	Operating Supplies	700	700	700
658	25	3,000	Repair & Maintenance Supplies	2,600	2,600	2,600
190	-	200	Memberships & Dues	210	210	210
-	-	50	Advertising	50	50	50
12,375	4,046	11,000	Professional Services	13,000	13,000	13,000
213	813	600	Public Utility Services	1,750	1,750	1,750
6	-	3,050	Repair & Maintenance Services	3,050	3,050	3,050
-	6	1,000	Rentals	1,000	1,000	1,000
<u>1,080</u>	<u>150</u>	<u>1,500</u>	Miscellaneous	650	650	650
<u>15,501</u>	<u>5,145</u>	<u>21,800</u>	Total Materials and Services	<u>23,010</u>	<u>23,010</u>	<u>23,010</u>
			Capital Outlay			
-	2,828	-	Machinery and Equipment	-	-	-
-	2,828	-	Total Capital Outlay	-	-	-
<u>34,014</u>	<u>14,959</u>	<u>61,090</u>	Total Expenditures	<u>62,880</u>	<u>62,880</u>	<u>62,880</u>

PUBLIC WORKS FUND (301)

SANITATION (5400)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	23,900
410	2085	Extra Help	400
415	2220	FICA -Social Security	2,000
415	2230	Insurance	7,920
415	2235	Retirement Contributions	4,410
415	2240	Workers' Compensation	1,240

TOTAL PERSONNEL SERVICES 39,870

Materials and Services (515 - 675)

515	3180	Fuel, Oil, Lubricants	200
515	3270	Chemicals	100
515	3275	Laboratory Supplies	100
515	3310	General Operating Supplies	300

Sub-total of Operating Supplies 700

525	3525	Motor Vehicle Repair Parts	1,500
525	3610	Drainage Ditch Supplies	100
525	3640	Other Repair and Maintenance Supplies	1,000

Sub-total of Repair and Maintenance Supplies 2,600

620	4520	Lab Testing	8,000
620	4540	Professional Services-General	5,000

Sub-total of Professional Services 13,000

630	4850	Association of Oregon Recyclers	210
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Sub-total of Membership's and Dues 210

640	5030	Advertising - Public Notices	50
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Sub-total of Advertising 50

655	5367	Electricity - Transfer Station	250
657	5538	Sanitation - Downtown Litter Baskets	1,500

Sub-total of Public Utility Services 1,750

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	500	
		Sub-total of Miscellaneous		650

TOTAL MATERIALS & SERVICES **23,010**

Capital Outlay (730 - 740)

740	6650	Machinery & Equipment		
		Sub-total Machinery & Equipment		0

TOTAL SANITATION **62,880**

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 the City's nine 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 7/1/15 - 6/30/16			
Actual Data		Adopted Budget	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/13	FYE 6/30/14	FYE 6/30/15				
			Personnel Services:			
343,109	301,905	318,140	Regular Salaries	322,740	322,740	322,740
1,406	3,339	4,500	Overtime	4,500	4,500	4,500
3,900	3,900	8,200	On Call	12,300	12,300	12,300
43,550	4,858	4,500	Extra Help	4,800	4,800	4,800
40,119	23,701	26,500	FICA Taxes	26,940	26,940	26,940
122,560	84,691	105,120	Insurance	106,900	106,900	106,900
75,454	43,703	58,570	Retirement Contributions	59,510	59,510	59,510
23,547	15,069	16,470	Workers' Compensation	16,730	16,730	16,730
653,645	481,166	542,000	Total Personnel Services	554,420	554,420	554,420
			Materials and Services:			
379	845	1,000	Office Supplies	1,000	1,000	1,000
35,643	33,648	67,800	Operating Supplies	58,200	58,200	58,200
74,828	91,742	118,000	Repair & Maintenance Supplies	114,000	114,000	114,000
984	682	1,000	Small Tools & Minor Equipment	1,000	1,000	1,000
2,833	1,898	4,500	Training	8,000	8,000	8,000
17,225	19,276	39,450	Professional Services	39,650	39,650	39,650
607	607	1,000	Memberships & Dues	700	700	700
2,141	2,165	2,500	Communications	3,050	3,050	3,050
1,490	4,854	2,000	Advertising	2,000	2,000	2,000
6,913	6,603	7,250	Printing & Binding	7,300	7,300	7,300
109,698	138,257	140,400	Public Utility Services	150,400	150,400	150,400
37,897	59,437	97,000	Repair & Maintenance Services	97,000	97,000	97,000
105	1,881	2,000	Rentals	2,000	2,000	2,000
10,111	8,342	-	Licenses and Permits	8,600	8,600	8,600
460	1,899	13,500	Miscellaneous	4,000	4,000	4,000
8,362	5,392	8,550	Technology Services	7,600	7,600	7,600
309,676	377,528	505,950	Total Materials and Services	504,500	504,500	504,500
			Capital Outlay:			
4,465	2,000	9,000	Machinery & Equipment	-	-	-
4,465	2,000	9,000	Total Capital Outlay	-	-	-
			Transfers to Other Funds:			
143,200	151,600	151,600	General Fund	151,600	151,600	151,600
143,200	151,600	151,600	Total Transfer to Other Funds	151,600	151,600	151,600
1,110,986	1,012,294	1,208,550	Total Expenditures	1,210,520	1,210,520	1,210,520

PUBLIC WORKS FUND (301)

SEWER (5600)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	322,740
410	2045	Overtime	4,500
410	2047	On Call	12,300
410	2085	Extra Help	4,800
415	2220	FICA -Social Security	26,940
415	2230	Insurance	106,900
415	2235	Retirement Contributions	59,510
415	2240	Workers' Compensation	16,730

TOTAL PERSONNEL SERVICES

554,420

Materials and Services (510 - 685)

510	3040	Printer, Cartridges and Supplies	500
510	3045	General Office Supplies	500

Sub-total of Office Supplies

1,000

515	3120	Books & periodicals	200
515	3125	Clothing, Uniforms, Boots, Gloves	2,000
515	3180	Fuel, Oil, Lubricants	20,000
515	3265	Custodial Supplies	200
515	3275	Laboratory Supplies	5,000
515	3280	Chlorine	7,000
515	3281	Dechloranation Chemical	19,000
515	3282	pH Adjustment	3,000
515	3310	General Operating Supplies	1,800

Sub-total of Operating Supplies

58,200

525	3520	Building Materials / Supplies	1,000
525	3525	Motor Vehicle Repair Parts	8,000
525	3530	Tires	5,000
525	3540	Paint & Paint Supplies	1,000
525	3550	Electrical Supplies	2,500
525	3585	Safety Supplies	3,500
525	3590	Cold Patch	2,500
525	3595	Rock	5,500
525	3600	Sewer Supplies	40,000
525	3615	Pump Station Repair Parts	30,000
525	3640	Other Repair and Maintenance Supplies	15,000

Sub-total of Repair and Maintenance Supplies

114,000

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

1,000

PUBLIC WORKS FUND (301)

SEWER (5600)

610	4085	Travel Expense - Training	4,000	
610	4115	Workshops	4,000	
		Sub-total of Training		8,000
620	4400	Internet Conectivity	3,400	
620	4510	Drug / Alcohol Testing	400	
620	4515	CDL Physicals	600	
620	4520	Lab Testing	10,000	
620	4525	Locate Requests	250	
620	4540	General - Professional Services	25,000	
		Sub-total Professional Services		39,650
630	4855	Association of Clean Water Agencies	700	
630	4860	Water Environment Federation (WEF)		
		Sub-total of Memberships & Dues		700
635	4920	Cell Phones	550	
635	4975	Postage	2,500	
		Sub-total of Communications		3,050
640	5022	Advertising - Recruitment	1,000	
640	5030	Advertising - Public Notices	1,000	
		Sub-total of Advertising		2,000
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	13,000	
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	60,000	
655	5388	Electricity - 5250 Ash #2	1,000	
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	1,200	
		Sub-total of Public Utility Services		150,400

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	20,000	
660	5825	General Repair and Maintenance Services	30,000	
		Sub-total of Repair and Maintenance Services		97,000
665	5865	Rentals - Equipment	2,000	
		Sub-total of Rentals		2,000
675	6005	Licenses and Permits	7,600	
675	6010	License Renewal	1,000	
675	6035	General - Miscellaneous	4,000	
		Sub-total of Miscellaneous		12,600
685	6205	Computer Software	300	
685	6207	Non-Contract IT Services	1,500	
685	6245	Computer Hardware	100	
685	6255	Software Maintenance Agreement	5,700	
		Sub-total of Technology Services		7,600
TOTAL MATERIALS & SERVICES				504,500
<u>Capital Outlay (730 - 740)</u>				
740	6650	Machinery & Equipment Portable Honda Generator Stihl Cutoff Saw SCADA Computer Three (3) Gas Detectors		
		Sub-total of Machinery & Equipment		0
TOTAL CAPITAL OUTLAY				0
<u>Transfer to Other Funds (850)</u>				
850	7555	General Fund	151,600	
		Sub-total Transfers to Other Funds		151,600
TOTAL SEWER				1,210,520

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FUND: PUBLIC WORKS

Department: Stormwater #7400

Basic Objectives

This department combines the functions of street and sewer maintenance as it relates to stormwater runoff. With the development of the Combined Sewer Overflow program there is a need to monitor and maintain the meters that measure storm runoff and to maintain the stormwater drains. This department is created to monitor these costs.

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
STORMWATER #7400

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/15 - 6/30/16</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/13	FYE 6/30/14	FYE 6/30/15		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
36,914	27,672	70,700	Regular Salaries	47,810	47,810	47,810
445	745	2,000	Overtime	2,000	2,000	2,000
3,230	2,693	7,000	Extra Help	6,000	6,000	6,000
3,009	2,366	5,890	FICA Taxes	3,990	3,990	3,990
14,476	11,958	23,360	Insurance	15,840	15,840	15,840
5,766	4,536	13,020	Retirement Contributions	8,820	8,820	8,820
2,637	15	3,670	Workers' Compensation	2,480	2,480	2,480
66,477	49,985	125,640	Total Personnel Services	86,940	86,940	86,940
			Materials and Services:			
448	273	500	Small Tools & Minor Equipment	1,000	1,000	1,000
5,704	6,019	11,050	Operating Supplies	9,050	9,050	9,050
25,555	22,626	37,000	Repair & Maintenance Supplies	35,500	35,500	35,500
-	-	300	Training	300	300	300
-	60	300	Professional Services	300	300	300
-	-	12,000	Communications	12,000	12,000	12,000
-	-	6,500	Public Utility Services	4,500	4,500	4,500
8,387	1,964	52,500	Repair & Maintenance Services	35,500	35,500	35,500
836	-	1,000	Rentals	1,000	1,000	1,000
28	154	-	Licenses and Permits	200	200	200
-	-	700	Miscellaneous	500	500	500
40,958	31,096	121,850	Total Materials and Services	99,850	99,850	99,850
			Capital Outlay:			
-	-	10,000	Monitors	-	-	-
-	-	10,000	Total Capital Outlay	-	-	-
107,435	81,081	257,490	Total Expenditures	186,790	186,790	186,790

PUBLIC WORKS FUND (301)

STORMWATER (7400)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	47,810
410	2045	Overtime	2,000
410	2085	Extra Help	6,000
415	2220	FICA -Social Security	3,990
415	2230	Insurance	15,840
415	2235	Retirement Contributions	8,820
415	2240	Workers' Compensation	2,480

TOTAL PERSONNEL SERVICES

86,940

Materials and Services (510 - 685)

515	3120	Books & Periodicals	50
515	3125	Clothing, Uniforms, Boots, Gloves	500
515	3180	Fuel, Oil, Lubricants	8,000
515	3310	General Operating Supplies	500

Sub-total of Operating Supplies

9,050

525	3525	Motor Vehicle Repair Parts	8,000
525	3530	Tires	500
525	3585	Safety Supplies	1,500
525	3590	Cold Patch	1,000
525	3595	Rock	1,500
525	3605	Stormwater Maintenance Supplies	10,000
525	3640	Other Repair and Maintenance Supplies	13,000

Sub-total of Repair and Maintenance Supplies

35,500

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	12,000
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Sub-total of Communications

12,000

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	1,000
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	15,000
		Sub-total of Repair and Maintenance Services	35,500
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			99,850
Capital Outlay (730 - 740)			
740	6650	Machinery & Equipment Monitors	
		Sub-total of Machinery & Equipment	0
TOTAL CAPITAL OUTLAY			0
TOTAL STORMWATER			186,790

FUND: PUBLIC WORKS

Department: Water #8100

Basic Objectives

This department provides a safe, ample and quality supply of water to the citizens of Astoria and other water customers. The department oversees and protects the City's 4,000-acre watershed. The watershed is located about thirteen miles east of Astoria. Water is processed through a slow sand filter, piped to Astoria and held in short-term storage at various points before distribution. This department operates, maintains, repairs and improves the City's water distribution system. It also administers the provision of water service including starts, metering, servicing and testing.

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
WATER #8100

Historical Data			Budget for Fiscal Year 7/1/15 - 6/30/16			
Actual Data		Adopted Budget	Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/13	FYE 6/30/14	FYE 6/30/15		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
506,784	487,094	471,320	Regular Salaries	478,120	478,120	478,120
2,951	13,287	12,000	Overtime	13,000	13,000	13,000
3,900	3,900	8,200	On Call	4,100	4,100	4,100
21,435	27,866	22,000	Extra Help	25,000	25,000	25,000
50,156	39,963	39,260	FICA Taxes	39,910	39,910	39,910
155,853	137,834	155,730	Insurance	158,370	158,370	158,370
96,897	85,162	86,770	Retirement Contributions	88,170	88,170	88,170
30,217	24,092	24,400	Workers' Compensation	24,790	24,790	24,790
868,193	819,198	819,680	Total Personnel Services	831,460	831,460	831,460
			Materials and Services:			
299	538	750	Office Supplies	750	750	750
2,708	2,580	2,700	Small Tools & Minor Equipment	3,700	3,700	3,700
44,361	75,531	75,700	Operating Supplies	75,000	75,000	75,000
107,667	195,147	217,500	Repair & Maintenance Supplies	238,500	238,500	238,500
3,720	5,898	5,500	Training	8,000	8,000	8,000
2,039	2,264	2,050	Memberships & Dues	2,300	2,300	2,300
539	628	1,000	Advertising	1,000	1,000	1,000
8,779	8,793	8,200	Printing & Binding	9,200	9,200	9,200
1,185	1,403	10,000	Rentals	10,000	10,000	10,000
33,337	54,223	49,750	Professional Services	42,750	42,750	42,750
4,860	5,934	4,900	Communications	6,400	6,400	6,400
24,787	26,017	29,900	Public Utility Services	31,200	31,200	31,200
37,624	30,281	79,000	Repair & Maintenance Services	73,000	73,000	73,000
1,933	1,581	-	Licenses and Permits	2,000	2,000	2,000
248	467	3,000	Miscellaneous	1,000	1,000	1,000
3,838	5,135	5,350	Technology Services	7,750	7,750	7,750
277,924	416,420	495,300	Total Materials and Services	512,550	512,550	512,550
			Capital Outlay:			
-	-	-	Improvements other than Buildings	-	-	-
4,239	8,361	15,350	Machinery & Equipment	11,100	11,100	11,100
4,239	8,361	15,350	Total Capital Outlay	11,100	11,100	11,100
			Transfer to Other Funds:			
214,800	227,400	227,400	General Fund	227,400	227,400	227,400
214,800	227,400	227,400	Total Transfer to Other Funds	227,400	227,400	227,400
1,365,156	1,471,379	1,557,730	Total Expenditures	1,582,510	1,582,510	1,582,510

PUBLIC WORKS FUND (301)

WATER (8100)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	478,120
410	2045	Overtime	13,000
410	2047	On Call	4,100
410	2085	Extra Help	25,000
415	2220	FICA -Social Security	39,910
415	2230	Insurance	158,370
415	2235	Retirement Contributions	88,170
415	2240	Workers' Compensation	24,790

TOTAL PERSONNEL SERVICES

831,460

Materials and Services (510 - 685)

510	3020	Forms	100
510	3025	Stationery, Envelopes	50
510	3030	Paper	200
510	3040	Printer, Cartridges and Supplies	200
510	3045	General Office Supplies	200

Sub-total of Office Supplies

750

515	3120	Books & Periodicals	400
515	3125	Clothing, Uniforms, Boots, Gloves	3,000
515	3180	Fuel, Oil, Lubricants	38,000
515	3265	Custodial Supplies	100
515	3270	Chemicals	6,500
515	3275	Laboratory Supplies	6,500
515	3280	Chlorine	10,000
515	3285	Fluoride	10,000
515	3310	General Operating Supplies	500

Sub-total of Operating Supplies

75,000

525	3520	Building Materials / Supplies	15,000
525	3525	Motor Vehicle Repair Parts	18,000
525	3530	Tires	7,500
525	3540	Paint & Paint Supplies	1,500
525	3550	Electrical Supplies	10,000
525	3585	Safety Supplies	3,500
525	3590	Cold Patch	3,000
525	3595	Rock	20,000
525	3605	Water Maintenance Supplies	135,000
525	3640	Other Repair and Maintenance Supplies	25,000

Sub-total of Repair & Maintenance Supplies

238,500

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	900	
620	4520	Lab Testing	5,100	
620	4525	Locate Requests	250	
620	4535	Water Meter Reading / Green Card	24,000	
620	4540	General - Professional Services	12,000	
		Sub-Total of Professional Services		42,750
630	4865	Association of State Dam Safety Officials	1,750	
630	4870	American Waterworks Association	350	
630	4875	OCCIRS - Cross Connections	200	
		Sub-Total of Memberships & Dues		2,300
635	4920	Cell Phones	1,400	
635	4930	Telephone - Qwest	1,000	
635	4975	Postage	4,000	
		Sub-total of Communications		6,400
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	900	
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	3,400	
655	5424	Electricity - 1597 James St.	3,000	
655	5427	Electricity - Skyline Pump House	2,200	
655	5430	Electricity - Bear Creek Reservoir	13,000	
655	5433	Electricity - Headworks Rd	700	
		Sub-total of Public Utility Services		31,200
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	20,000	
		Sub-total of Repair and Maintenance Services		73,000
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	900	
675	6035	General - Miscellaneous	1,000	
		Sub-total of Miscellaneous		3,000
685	6205	Computer Software		
685	6207	Non-Contract IT Services	2,000	
685	6245	Computer Hardware	50	
685	6255	Software Maintenance Agreement	5,700	
		Sub-total of Technology Services		7,750
TOTAL MATERIALS & SERVICES				512,550

PUBLIC WORKS FUND (301)

WATER (8100)

Capital Outlay

740	6650	Machinery & Equipment		
		Portable Honda Generator	6,600	
		Stihl Cutoff Saw	3,000	
		Clean Up Bucket for Headworks	1,500	
		Sub-total Machinery & Equipment		11,100

TOTAL CAPITAL OUTLAY 11,100

Transfer to Other Funds (850)

850	7555	General Fund	227,400	
		Sub-total Transfers to Other Funds		227,400

TOTAL WATER 1,582,510

FUND: LANDFILL RESERVE FUND #305

Basic Objectives

This fund will be 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 7/1/15 - 6/30/16</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 6/30/13</u>	<u>FYE 6/30/14</u>	<u>FYE 6/30/15</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<u>Resources</u>						
38,680	42,536		Beginning Fund Balance	91,550	91,550	91,550
-			Grant Proceeds			
41,040	37,620		Rents			
546	448		Interest Earnings	420	420	420
			Transfer from Other Fund			
66,000	66,000	-	General Fund	-	-	-
<u>146,266</u>	<u>146,604</u>	<u>-</u>	Total Resources	<u>91,970</u>	<u>91,970</u>	<u>91,970</u>
<u>Materials and Services</u>						
103,730	30,825	-	Professional Services	-	-	-
103,730	30,825	-	Total Materials and Services	-	-	-
<u>Transfer to Other Funds</u>						
-	24,640	-	Public Works / Sanitation	-	-	-
-	-	-	Public Works Improvement Fund	91,970	91,970	91,970
-	24,640	-	Total Transfers to Other Funds	91,970	91,970	91,970
<u>Contingency</u>						
42,536	91,139	-	Ending Fund Balance	-	-	-
<u>146,266</u>	<u>146,604</u>	<u>-</u>	Total Landfill Reserve Fund	<u>91,970</u>	<u>91,970</u>	<u>91,970</u>

2015 / 16 Budget Detail Information

LANDFILL RESERVE FUND (305 0000)

		<u>Transfer to Other Funds</u>	
850	7557	Public Works Improvement Fund	<u>91,970</u>
TOTAL LANDFILL RESERVE FUND			91,970 -

FUND: CEMETERY #325

Basic Objectives

The Cemetery related functions were consolidated in the Parks Operation Fund (# 158) as of FYE June 30, 2013, 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 directs the capital improvements funded by this budget. The Finance Department provides expenditure and fund balance oversight.

City of Astoria, Oregon
Budget Document

CEMETERY FUND #325

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/15 - 6/30/16</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 6/30/13</u>	<u>FYE 6/30/14</u>	<u>FYE 6/30/15</u>				
<u>Resources</u>						
575,055	571,079	72,200	Beginning Fund Balance	52,960	52,960	52,960
7,248	-	-	Miscellaneous	-	-	-
<u>582,303</u>	<u>571,079</u>	<u>72,200</u>	Total Resources	<u>52,960</u>	<u>52,960</u>	<u>52,960</u>
<u>Requirements</u>						
5,125	45,301	-	Materials and Services	-	-	-
-	-	72,200	Capital Outlay Improvements Other than Buildings	52,960	52,960	52,960
-	-	-	Contingency	-	-	-
6,099	6,009	-	Accrual Adjustments for: Depreciation	-	-	-
11,224	51,310	72,200	Total Expenditures	<u>52,960</u>	<u>52,960</u>	<u>52,960</u>
<u>571,079</u>	<u>519,769</u>	-	Ending Fund Balance	-	-	-
<u>582,303</u>	<u>571,079</u>	<u>72,200</u>	Total Requirements	<u>52,960</u>	<u>52,960</u>	<u>52,960</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, 2011 and 2012 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the Cemetery Fund at June 30, 2013 was \$114,568 and at June 30, 2014 was \$83,176

2015 / 16 Budget Detail Information

CEMETERY FUND (325 8500)

<u>Capital Outlay (730)</u>			
730	6500	Improvements Other Than Buildings	52,960
910	8,020	Contingent Expenditures	-
950	8,520	Ending Unencumbered Fund Balance	-
TOTAL CEMETERY FUND			<u>52,960</u>

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 this fund and amount to approximately \$210,000 per year. This fund also expects to receive moorage fees from several tour boats that moor 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 payments.

Long Term Debt

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

Staffing

This budget provides for no staff positions. Staff assistance 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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/15 - 6/30/16</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/13	FYE 6/30/14	FYE 6/30/15	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
<u>Resources</u>						
937,864	3,068,160	340,000	Beginning Fund Balance	561,470	561,470	561,470
127,866	1,285,843	210,000	Intergovernmental	210,000	210,000	210,000
10,516	43,218	75,000	Charge for Services	60,360	60,360	60,360
539	1,161	1,200	Interest on Investments	1,380	1,380	1,380
-	14,563	1,500	Miscellaneous	1,500	1,500	1,500
<u>1,076,785</u>	<u>4,412,945</u>	<u>627,700</u>	Total Resources	<u>834,710</u>	<u>834,710</u>	<u>834,710</u>
<u>Requirements</u>						
-	11,195	10,000	Personnel Services: Interfund Wages	12,000	12,000	12,000
379	1,687	10,000	Materials and Services: Repair & Maintenance Supplies	10,000	10,000	10,000
1,122	-	-	Conferences, Meetings & Travel	-	-	-
-	-	1,400	Communications	-	-	-
7,050	9,031	19,750	Public Utility Services	16,500	16,500	16,500
<u>191,026</u>	<u>5,552</u>	<u>30,000</u>	Repair & Maintenance Services	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
199,577	16,270	61,150	Total Materials and Services	56,500	56,500	56,500
-	284,456	175,000	Capital Outlay: Improvements Other Than Bldgs	200,000	200,000	200,000
7,577	79,489	-	Debt Service Principal	32,090	32,090	32,090
<u>5,224</u>	<u>25,258</u>	<u>36,420</u>	Interest	<u>53,450</u>	<u>53,450</u>	<u>53,450</u>
12,801	104,747	36,420	Total Debt Service	85,540	85,540	85,540
-	-	75,000	Transfer to Other Fund Transfer to Capital Improvement Fund	75,000	75,000	75,000
-	-	60,000	Contingency	50,000	50,000	50,000
128,461	199,465	-	Accrual Adjustment for: Depreciation	-	-	-
(7,577)	(79,489)	-	Principal Payments	-	-	-
<u>(2,324,837)</u>	<u>-</u>	<u>-</u>	Capitalized Expenditures	<u>-</u>	<u>-</u>	<u>-</u>
(1,991,375)	536,644	417,570	Total Expenditures	479,040	479,040	479,040
<u>3,068,160</u>	<u>3,876,301</u>	<u>210,130</u>	Ending Fund Balance	<u>355,670</u>	<u>355,670</u>	<u>355,670</u>
<u>1,076,785</u>	<u>4,412,945</u>	<u>627,700</u>	Total Requirements	<u>834,710</u>	<u>834,710</u>	<u>834,710</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, 2013 and 2014 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the 17th Street Dock Fund at June 30, 2013 was (\$1,567,728) and at June 30, 2014 was \$380,680.

17TH STREET DOCK FUND (330 0000)

<u>Personal Services (412 - 415)</u>				
412	2095	Interfund Wages	12,000	
TOTAL PERSONAL SERVICES				12,000
<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 StreetDock	4,500	
657	5544	Sanitation - 17th Street Dock	12,000	
Sub-total of Public Utilities				16,500
660	5825	General - Repair & Maintenance Services	30,000	
Sub-total of Repair & Maintenance Services				30,000
TOTAL MATERIALS & SERVICES				56,500
<u>Capital Outlay (730)</u>				
730	6500	Improvements Other than Buildings Parking Lot	200,000	
Sub-total Improvements Other than Buildings				200,000
740	6650	Machinery and Equipment	-	
Sub-total Machinery and Equipment				-
TOTAL CAPITAL OUTLAY				200,000
<u>Debt Service (810)</u>				
Oregon Economic Development Department 17th Street Dock				
810	6977	Principal IFA Loan	32,090	
810	6979	Interest IFA Loan	53,450	
Sub-total Debt Service				85,540

17TH STREET DOCK FUND (330 0000)

		Transfer to Other Fund (850)		
		Transfer to Capital Improvement Fund	75,000	
		Sub-total Transfer to Other Fund		75,000
		<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	355,670	
		Sub-total Ending Fund Balance		355,670
		TOTAL 17TH STREET DOCK FUND		834,710

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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 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 7/1/15 - 6/30/16</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/13	FYE 6/30/14	FYE 6/30/15		Budget Officer	Budget Committee	Governing Body
<u>Resources</u>						
5,377	6,885	6,920	Beginning Fund Balance	6,940	6,940	6,940
1,470		500	Gifts and Bequests	500	500	500
38	30	30	Interest Earnings	30	30	30
<u>6,885</u>	<u>6,915</u>	<u>7,450</u>	Total Resources	<u>7,470</u>	<u>7,470</u>	<u>7,470</u>
<u>Requirements</u>						
-	-	1,060	Materials & Services: Fee & Charge Programs	1,080	1,080	1,080
<u>6,885</u>	<u>6,915</u>	<u>6,390</u>	Ending Fund Balance	<u>6,390</u>	<u>6,390</u>	<u>6,390</u>
<u>6,885</u>	<u>6,915</u>	<u>7,450</u>	Total Requirements	<u>7,470</u>	<u>7,470</u>	<u>7,470</u>

2015/16 Budget Detail Information

AQUATIC FACILITY TRUST FUND (401 0000)

<u>Materials & Services:</u>		
670	5895	Aquatic Facility Fee & Charge
		1,080
<u>Ending Fund Balance (950)</u>		
950	8520	Ending Unencumbered Fund Balance
		<u>6,390</u>
TOTAL AQUATIC FACILITY TRUST FUND		<u>7,470</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. This fund accounts for library material expenditures purchased in accordance with the original guidelines established by donors.

Staffing

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

City of Astoria, Oregon
Budget Document

ASTOR PUBLIC LIBRARY ENDOWMENT TRUST FUND #403

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/15 - 6/30/16</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 6/30/13	FYE 6/30/14	FYE 6/30/15				
<u>Resources</u>						
135,794	136,833	138,640	Beginning Fund Balance	139,160	139,160	139,160
280	636	750	Gifts and Bequests	750	750	750
759	590	660	Interest Earnings	600	600	600
<u>136,833</u>	<u>138,059</u>	<u>140,050</u>	Total Resources	<u>140,510</u>	<u>140,510</u>	<u>140,510</u>
<u>Requirements</u>						
Materials & Services:						
-	-	3,000	Dorothy Whitney Trust Fund	3,000	3,000	3,000
-	-	25,130	Books Purchased from Endowment	21,090	21,090	21,090
-	-	28,130	Total Materials & Services	24,090	24,090	24,090
Capital Outlay						
			AWE Learning Center	4,500	4,500	4,500
<u>136,833</u>	<u>138,059</u>	<u>111,920</u>	Ending Fund Balance	<u>111,920</u>	<u>111,920</u>	<u>111,920</u>
<u>136,833</u>	<u>138,059</u>	<u>140,050</u>	Total Requirements	<u>140,510</u>	<u>140,510</u>	<u>140,510</u>

2015 / 16 Budget Detail Information

ASTORIA PUBLIC LIBRARY ENDOWMENT FUND (403 0000)

<u>Materials and Services (520)</u>			
520	3460	Dorothy Whitney Trust Fund	3,000
520	3465	Books Purchased with Endowment	<u>21,090</u>
TOTAL MATERIALS & SERVICES			24,090
<u>Capital Outlay</u>			
740	6650	AWE Learning Center	4,500
<u>Ending Fund Balance (950)</u>			
950	8500	Ending Unencumbered Fund Balance	<u>111,920</u>
TOTAL ASTORIA PUBLIC LIBRARY ENDOWMENT FUND			<u>140,510</u>

FUND: SENIOR CITIZENS ENDOWMENT #406

Basic Objectives

This fund was closed as of FYE June 30, 2013. Prior year transactions are shown for historical purposes.

City of Astoria, Oregon
Budget Document

SENIOR CITIZENS ENDOWMENT FUND #406

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/15 - 6/30/16</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/13	FYE 6/30/14	FYE 6/30/15		Budget Officer	Budget Committee	Governing Body
			<u>Resources</u>			
6,328	-	-	Beginning Fund Balance			
-	-	-	Interest Earnings			
<u>6,328</u>	<u>-</u>	<u>-</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
			<u>Requirements</u>			
			Materials & Services:			
			Operating Supplies			
6,328	-	-	Contingent Expenditures			
			Ending Fund Balance			
-	-	-				
<u>6,328</u>	<u>-</u>	<u>-</u>	Total Requirements	<u>-</u>	<u>-</u>	<u>-</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 7/1/15 - 6/30/16</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 6/30/13	FYE 6/30/14	FYE 6/30/15				
<u>Resources</u>						
812,582	828,743	839,980	Beginning Fund Balance	858,550	858,550	858,550
15,829	11,224	9,000	Sale of Graves	12,500	12,500	12,500
332	128	-	Interest Earnings	-	-	-
<u>828,743</u>	<u>840,095</u>	<u>848,980</u>	Total Resources	<u>871,050</u>	<u>871,050</u>	<u>871,050</u>
<u>Requirements</u>						
<u>828,743</u>	<u>840,095</u>	<u>848,980</u>	Ending Fund Balance	<u>871,050</u>	<u>871,050</u>	<u>871,050</u>

2015 - 16 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>871,050</u>
TOTAL CEMETERY IRREDUCIBLE FUND		<u>871,050</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 motel taxes collected 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 7/1/15 - 6/30/16</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/13	FYE 6/30/14	FYE 6/30/15		Budget Officer	Budget Committee	Governing Body
<u>Resources</u>						
359,783	409,248	605,800	Beginning Fund Balance	613,380	613,380	613,380
550,255	610,928	496,020	Motel Tax	600,000	600,000	600,000
2,726	2,325	2,400	Interest Earnings	2,400	2,400	2,400
<u>3,265</u>	-	-	Miscellaneous	-	-	-
<u>916,029</u>	<u>1,022,501</u>	<u>1,104,220</u>	Total Resources	<u>1,215,780</u>	<u>1,215,780</u>	<u>1,215,780</u>
<u>Requirements</u>						
Materials & Services:						
Tourism Promotion and						
219,730	82,546	250,000	Tourism-Related Facilities	235,000	235,000	235,000
-	20,000	20,000	Astoria Downtown Historic District Association	25,000	35,000	35,000
-	34,000	30,000	Citizens Helping in Parks (CHIPS)	10,000	10,000	10,000
Arts and Cultural Promotion						
114,500	115,000	115,000	Astoria/Warrenton Chamber of Commerce	115,000	125,000	125,000
<u>170,750</u>	<u>170,750</u>	<u>170,750</u>	Visitor Services	170,750	180,750	180,750
Astoria/Warrenton Chamber of Commerce						
504,980	422,296	585,750	Lower Columbia Tourism Committee	170,750	180,750	180,750
Total Materials & Services						
				585,750	615,750	615,750
Capital Outlay						
Riverwalk - Street Ends						
				13,000	13,000	13,000
Riverwalk - Trestles						
				<u>75,000</u>	<u>75,000</u>	<u>75,000</u>
Total Capital Outlay						
				88,000	88,000	88,000
Debt Service						
-	65,122	66,910	Heritage Square Principal Payment	71,450	71,450	71,450
<u>1,801</u>	<u>13,535</u>	<u>11,770</u>	Heritage Square Interest Payment	<u>7,230</u>	<u>7,230</u>	<u>7,230</u>
Total Debt Service						
				78,680	78,680	78,680
Contingent Expenditures						
-	-	75,000				
Total Expenditures						
506,781	500,953	672,520				
<u>409,248</u>	<u>521,548</u>	<u>364,790</u>	Ending Fund Balance	<u>368,350</u>	<u>338,350</u>	<u>338,350</u>
<u>916,029</u>	<u>1,022,501</u>	<u>1,037,310</u>	Total Requirements	<u>1,215,780</u>	<u>1,215,780</u>	<u>1,215,780</u>

PROMOTE ASTORIA FUND (410 0000)

<u>Materials & Services</u>			
660	5830	Rivertrail Maintenance - Supplies	
660	5835	Rivertrail Maintenance - Contract	
		Sub-total Services - Repair and Maintenance	0
678	6085	Tourism Promotion	
		Tourism-Related Facilities	235,000
		Astoria Downtown Historic District Association	25,000
		Citizens Helping in Parks (CHIPS)	10,000
678	6087	Arts and Cultural Community Funds	30,000
678	6090	Astoria/Warrenton Chamber of Commerce	
		Visitor Services	115,000
678	6095	Astoria/Warrenton Chamber of Commerce	
		Lower Columbia Tourism Committee	170,750
		Sub-total Materials & Services	585,750
<u>Capital Outlay</u>			
		Riverwalk Trestles	75,000
		Riverwalk Street Ends	13,000
		Sub-total Capital Outlay	88,000
<u>Debt Service</u>			
810	6980	Heritage Square Loan - Principal	71,450
810	6981	Heritage Square Loan - Interest	7,230
		Sub-total Debt Service	78,680
<u>Contingent Expenditures</u>			
910	8020	Contingent Expenditures	95,000
		Sub-total of Contingent Expenditures	95,000
<u>Ending Fund Balance</u>			
950	8520	Ending Fund Balance	368,350
		Sub-total of Ending Fund Balance	368,350
TOTAL PROMOTE ASTORIA FUND			1,215,780

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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 following bequest. 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 be stock or 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 Astoria Public Library. An appropriation was made available for FYE June 30, 2015 for 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 7/1/15 - 6/30/16</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 6/30/13	FYE 6/30/14	FYE 6/30/15				
<u>Resources</u>						
917,971	922,436	862,780	Beginning Fund Balance	862,750	862,750	862,750
5,120	3,745	3,600	Interest Earnings	3,600	3,600	3,600
<u>923,091</u>	<u>926,181</u>	<u>866,380</u>	Total Resources	<u>866,350</u>	<u>866,350</u>	<u>866,350</u>
<u>Requirements</u>						
655	67,129	100,000	Materials & Services: Professional Services	100,000	100,000	100,000
655	67,129	100,000	Total Materials & Services	100,000	100,000	100,000
-	-	15,000	Contingency	15,000	15,000	15,000
<u>922,436</u>	<u>859,052</u>	<u>751,380</u>	Ending Fund Balance	<u>751,350</u>	<u>751,350</u>	<u>751,350</u>
<u>923,091</u>	<u>926,181</u>	<u>866,380</u>	Total Requirements	<u>866,350</u>	<u>866,350</u>	<u>866,350</u>

2015 / 16 Budget Detail Information

LOGAN MEMORIAL LIBRARY TRUST FUND (412 0000)

<u>Materials and Services</u>			
620	4540	Professional Services	100,000
910	8020	Contingency	15,000
950	8520	Ending Unencumbered Fund Balance	<u>751,350</u>
TOTAL LOGAN MEMORIAL TRUST FUND			<u>866,350</u>

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DETAIL & STATISTICAL SECTION

City of Astoria, Oregon
 Summary of Interfund Transfers
 Year Beginning July 1, 2015

<u>Transfers From:</u>		<u>Transfers To:</u>	
General Fund		Unemployment Fund	10,000
Non & Interdepartmental	1,841,810	Emergency Communications Fund	332,710
		Parks Operation Fund	878,100
		Public Works Improvement Fund for Landfill Closure	81,000
		Capital Improvement Fund	500,000
Building Inspection Fund	15,210	General Fund	15,210
			21,000
			22,000
			379,000
		<hr/>	
Emergency Communication Fund	21,000	Total Transfers to General Fund	437,210
Parks Project Fund	100,000	Local Improvement Debt Service Fund	100,000
Local Improvement Debt Service Fund	219,420	PERS Amounts Due to Funds	219,420
State Tax Street Fund	551,100		
CSO Maintenance Fund	28,200	Public Works Improvement Fund	28,200
Landfill Reserve Fund	91,970		91,970
			120,170
		Public Works Fund Sanitation	30,000
		Public Works Fund Utility Assistance Program	10,000
		Public Works Fund Streets	551,100
		Total Public Works Fund	591,100
Public Works Improvement Fund	200,000	Public Works Capital Reserve Fund	200,000
	9,490	Astor East Waterline Debt Service Fund	9,490
	4,870	7th Street Dock Debt Service Fund	4,870
Local Improvement Debt Service Fund	22,000		
Public Works Fund			
Sewer	151,600		
Water	227,400		
Total Public Works Fund	379,000	Capital Improvement Fund	75,000
17th Street Dock Fund	75,000		
TOTAL TRANSFERS FROM:	<u>3,559,070</u>	TOTAL TRANSFERS TO:	<u>3,559,070</u>

CITY OF ASTORIA PROPOSED PERSONNEL LEVELS LAST 10 FISCAL YEARS

DEPARTMENT	2006 2007	2007 2008	2008 2009	2009 2010	2010 2011	2011 2012	2012 2013	2013 2014	2014 2015	2015 2016 (Proposed)
CITY MANAGER	2	2	2	2	2	2	2	2	2	2
COMMUNITY DEVELOPMENT	3.5	3.5	3.75	3.75	5	5	5	5	4.5	5
FINANCE	7	7	8	8	7	6	7	7	6.5	6
FIRE	12	12	12	12	12	12	12	11	11	11
HUMAN RESOURCES	1	1	1	1	1	1	-	-	-	-
LIBRARY	2	2	2	3	3	3	3	3	3	3
MUNICIPAL COURT	1	1	1	1	1	1	1	1	1	1
PARKS & RECREATION ADMINISTRATION	3	3	3	3	4	4	3	3	3	3
PARKS	4	4	4	4	4	4	4	4	3	3
POLICE	18.5	18.5	18.5	18	17	18	18	18	18	18
EMERGENCY COMMUNICATIONS	7.80	8	8	8	8	8	8	8	8	8
TOTAL GENERAL FUND	61.80	62	63.25	63.75	64	64	63	62	60	60
AQUATIC FACILITY	2.75	3	3	3	1	1	1	1	1	1
CEMETERY	1	1	1	1	1	1	-	-	-	-
ENGINEERING	8	8	8	8	8	8	8	8	8	8
PUBLIC WORKS	25	25	25	25	23	23	23	23	23	23
TOTAL PUBLIC WORKS FUND	33	33	33	33	31	31	31	31	31	31
TOTAL F.T.E	98.55	99	100.25	100.75	97	97	95	94	92	92
TOTAL EMPLOYEES	99	99	101	101	97	97	95	94	92	92

City of Astoria, Oregon
Schedule of Tax Levies Imposed

<u>Levy Description</u>	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Estimated 2015-16</u>
General Fund	\$ 5,352,923	\$ 5,537,137	\$ 5,759,034
Aquatic Facility Debt Service	-	-	-
Total	<u>\$ 5,352,923</u>	<u>\$ 5,537,137</u>	<u>\$ 5,759,034</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 2015-16, a projected assessed value of \$704,572,380 was used. The assessed value for 2014-15 was \$684,050,854. 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
6/30/05	4,867,905	4,487,138	92.18%	254,815	4,741,953	97.41%	209,989	4.31%
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%

Source: Clatsop County Tax Assessor

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.

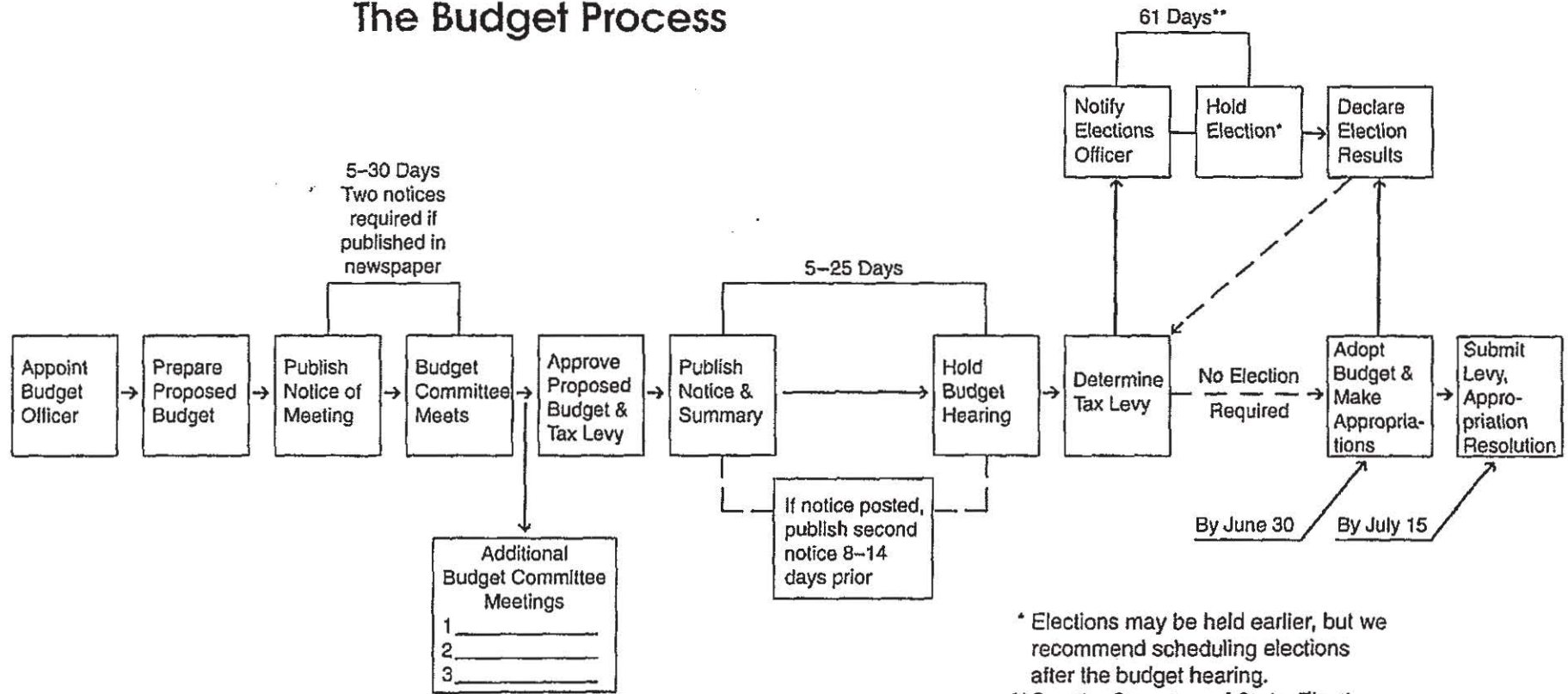
The first formal meeting of the Budget Committee includes a public hearing. Anyone wishing to present ideas or programs for which City funding is sought may make a presentation to the Budget Committee. The Committee sets several work sessions to review and/or revise the figures as presented in the Proposed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

CITY OF ASTORIA
Budget Preparation Calendar
For Fiscal Year Beginning July 1, 2015

2014

December 10 Budget detail worksheets distributed to departments.

December 8-
January 14 Finance Director prepares preliminary resource projections.

2015

January 12 Email community and arts organizations funding instructions to those agencies funded for the current year.

January 16 Department budget requests due to Finance Director.

January 19-26 Finance Director organizes and reviews department requests.

January 28
February 6 City Manager and Finance Director meet with department heads to review proposed budgets.

February 27 Community organization and Arts and Cultural to promote tourism funding applications due.

March 16 Final budget numbers are determined

March 27 Budget message completed

March 17 – 31 Proposed budget is prepared and completed.

April 6 Notice of first Budget Committee meeting and public hearings on proposed budget and State revenue sharing delivered to Daily Astorian.

April 10 Notice of Budget Committee meeting published. (Publish 5-30 days before the first budget meeting on April 22, 2015 / 4-10-15 is 12 days.) Notice will also reference that the Budget Committee meeting time is available on the City's website, along with the website address.

April 17 Proposed budget is distributed. **(Can distribute to Committee any time before or at first meeting. Document becomes public at that time.)**

April 22 First meeting of the Budget Committee; public hearing on proposed budget and State revenue sharing. When Committee sets future work dates, those meetings must give public meetings law notification.

April 23 Budget Committee meets to revise and complete the budget.
If required, Committee may meet on April 28.

By April 29 Budget Committee approves budget as revised and **sets tax levy or rate.**

CITY OF ASTORIA
Budget Preparation Calendar
For Fiscal Year Beginning July 1, 2015

- May 4 Remind Public Works to send BOLI list by May 15, 2015.
- May 4 – May 11 Approved budget prepared for reproduction. Prepare notice for publication of public hearing on approved budget and State revenue sharing.
- May 11 Deliver notice of public hearing on budget and State revenue sharing to Daily Astorian. (It must be delivered to the Daily Astorian 4 days before date of **publication on May 15**, 2015.) Email can be done in addition to hand delivery so that the publication order will be correct.
- May 15 Send list of approved public works projects to Bureau of Labor and Industries. (Must be sent no sooner than 30 days before budget is adopted. {June 1, 2015}). (See ORS 279.023)
- May 18 Approved budget copied and bound in-house.
- May 15 Notice of public hearing published in Daily Astorian. (Notice must be published **5-25** days before June 1, 2015 / 5-15-15 is 17 days.)
- June 1 Public hearing on budget and State revenue sharing. City Council adopts budget, makes appropriations and levies and categorizes taxes. (By Resolution)
- June 3 - 12 Complete adopted budget document.
- June 17 Adopted budget copied and bound.
- June 24 Distribute adopted budget document.
- July 8 Certify tax levy to County Assessor.

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.