



CITY OF ASTORIA, OREGON

ADOPTED BUDGET

YEAR BEGINNING JULY 1, 2013

CITY OF ASTORIA, OREGON

Adopted Budget Document

Integrated Budget Document and Detail Pages

Year Beginning July 1, 2013

Prepared by:

**Paul Benoit, City Manager
Budget Officer**

July 1, 2013

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CITY OF ASTORIA, OREGON

Adopted Budget
Year Beginning July 1, 2013

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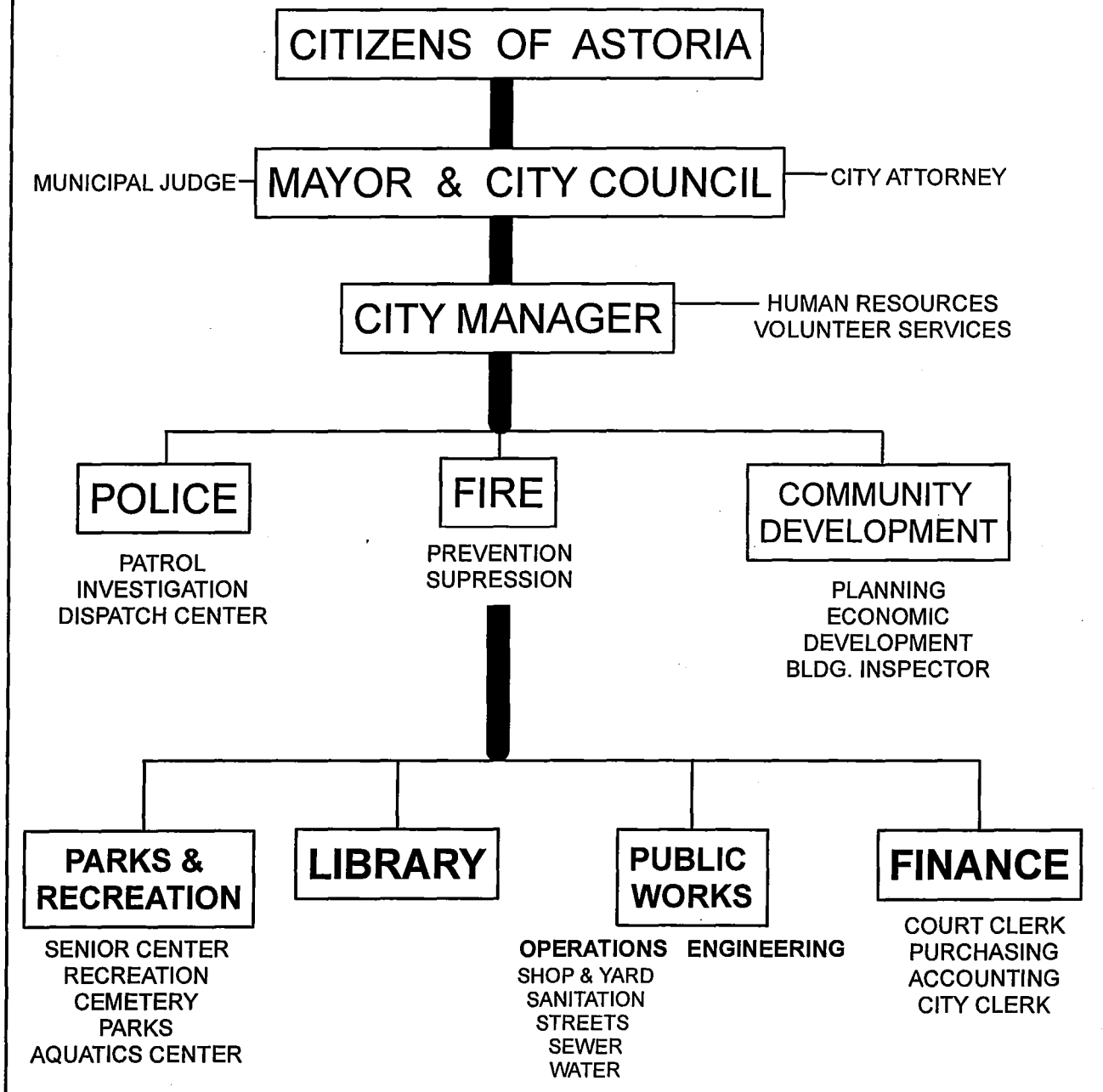
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City of Astoria Organization Chart



CITY OF ASTORIA, OREGON

BUDGET

Year Beginning July 1, 2013

Honorable Willis L. Van Dusen, Mayor

BUDGET COMMITTEE

Willis L. Van Dusen, Mayor

Kera Huber

Arline LaMear, Councilor

Richard Hurley

Drew Herzig, Councilor

Loran Mathews

Karen Mellin, Councilor

Kathleen Sullivan

Russ Warr, Councilor

Laura Leebrick

CITY MANAGER

Paul Benoit

ADMINISTRATIVE STAFF

Blair Henningsgaard

City Attorney

Kristopher A. Kaino

Municipal Judge

Mark Carlson, CPA

Finance Director

Brett Estes

Community Development Director

Ted Ames

Fire Chief

Pete Curzon

Police Chief

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 24th, 2013

Honorable Mayor Willis L. Van Dusen,
Councilor Arline LaMear, Councilor Karen Mellin,
Councilor Drew Herzig, Councilor Russ Warr,
Budget Committee and Citizens:

Families across the nation and state are experiencing financial hardship. Our City of Astoria is as well. Last year, with projected expenses in the General Fund exceeding projected revenue, actions were taken to reduce spending. Those actions, combined with a drawdown in contingency funds of \$69,440 produced a balanced budget. This fiscal year the economic downturn continues.

Key components of our specific challenges include:

- Property taxes, which make up 66% of total revenue to the General Fund, are increasing by 2% instead of the 3% to 4% historic increase;
- Other General Fund revenue is flat;
- PERS rate increases add \$130,000 to the total General Fund expense;
- Health insurance rates have increased yet again;
- Materials and Services costs are increasing by 3%.

Because of these unavoidable realities our projected General Fund expenses exceed projected revenue by \$220,000. While drawdowns in contingency funds were made in the current fiscal year to achieve a balanced budget, I am not proposing such a measure for fiscal year 2013-2014. To ensure maintenance of an appropriate fund balance to support operations and address emergencies which might arise, I worked with Department Heads to identify expense reductions sufficient to make up the General Fund deficit. The reductions are as follows:

- Reductions in "Materials and Services" across all departments;
- Not filling the vacant "Cashier" position in the Finance Department with a full-time employee;
- Eliminating the Administrative Assistant position in the Fire Department; and
- Reductions in Overtime expenses (Police and Fire).

In addition, this budget includes no cost of living adjustments other than step increases, stability increases, and increases already agreed to in bargaining agreements. These salary savings, supplemented by the expense reductions noted above, close the budget gap.

The Building Fund is also experiencing a decline in revenue and an increase in expenses. Revenue to the Building Fund comes from building permit fees. With the economic downturn those revenues have declined by 30%. As a result, the position of "Permit Technician" in the Community Development Department will be affected. In an effort to preserve the Technician in a "full-time" status, the employee has been offered and has accepted the opportunity to split duties between the normal permit-related work and the cashier-related work in the Finance Department.

The primary goals of the budget proposed for fiscal year 2013-2014 are to preserve a healthy fund balance which is a key to the long term stability of the City, while still providing for a quality level of service delivery that our community desires. That said, the reductions in staffing will present challenges. They will stress the organization and, at times, may affect work productivity. However, the City has dedicated, talented employees that will continue to work hard to deliver excellent services to the citizens of Astoria. Times are difficult across the country and we will adjust as necessary.

The following summarizes the budget proposals of the City's major funds and activities:

GENERAL FUND

Beginning Cash Balance / Contingency

The beginning cash balance at July 1, 2013 is projected to be in the range of \$1,400,000 or 18% of budgeted expenditures. While this is a 2% reduction from last fiscal year, it remains a sound fund balance. This proposed budget, in light of the reductions mentioned above, shows no change in the fund balance from the beginning of the year through the end of the year. In other words our income is anticipated to equal our spending.

General Fund Resources / Expenditures

The proposed budget is based on projected gross resources of \$8,971,900. The prior year resources were \$8,978,240. This is a decrease of \$6,340.

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 \$4,787,940. The prior year personnel expenses were \$4,712,110. This represents an increase of \$75,830 or 1.6%. The increase relates primarily to increases in health insurance premiums, PERS and contractual wage adjustments, including step increases and stability pay. As noted above, this number has been offset by approximately \$90,000 in staff reductions and \$70,000 as a result of not giving cost of living adjustments outside of already existing contractual obligations.

"Materials and Services" are projected to be \$1,602,040. The prior year Materials & Services were \$1,596,490. This represents an increase of \$5,550.

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:

- \$707,000 to the proposed Parks and Recreation Fund (158).
- \$294,220 to the Emergency Communication (911) Fund (132).
- \$66,000 to the Landfill Reserve Fund to continue the set-aside of funds for the closure and rehabilitation of the old landfill site at Williamsport Road (305).
- \$40,000 to the Public Works Fund to offset landfill maintenance expenses (301).
- \$35,000 to the Unemployment Fund for unemployment payments (104).

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 City property, for purchase of long-lived capital items. The beginning fund balance is projected to be \$100,000. This is down from the prior year due to less

than expected revenues from timber sales. Expected revenues from timber sales, state shared revenues and the Senior Center Renovation grant combine to provide for fund resources of \$1,867,000.

There are planned capital expenditures for the year of \$1,776,650 leaving a projected contingency and fund balance at the end of the year of \$190,350. Significant and new capital expenditure items in the 13-14 budget are as follows:

- \$1,500,000 grant for Senior Center Renovations. This project was awarded to the City in March of this year and is expected to move forward in the fall. This is a 100% grant to the City with no matching funds required.
- \$61,000 for acquisition of three public safety vehicles. This is a combination of \$21,000 in down payments and then \$40,000 of either lease or loan payments over a 36 month period.

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 appropriate resources for the combined sewer overflow (CSO) program. The projects are organized in phases and have been paid for through federal grants and loans from the State Clean Water Revolving Fund (SRF).

Water and Sewer Rates

The 13-14 Public Works budget contains a proposed 2% increase in both sewer and water rates and a 4% increase in the CSO surcharge from 73% to 77%. The CSO increase is necessary to cover debt associated with the now completed Denver Street Project and to fund the start of the next portion of the CSO work (11th Street Separation Project). The proposed increase in water, sewer and CSO rates would add an estimated \$5.20 to the average monthly residential bill.

Public Works Budget

The Public Works budget for fiscal year 13-14 projects estimated resources of \$5,036,400 with expenditures of \$4,847,190, leaving a contingency and ending fund balance of \$189,210.

Public Works Improvement Fund

The Public Works Improvement Fund budget for fiscal year 13-14 proposes estimated resources of \$2,898,120 with expenditures of \$2,739,810, leaving a contingency and ending fund balance of \$158,310. Major expenditures proposed for 13-14 are as follows:

- \$1,145,000 Waste Water Treatment Plant Improvements (Loan \$617,500, Grant \$527,500). This was originally budgeted for 12-13 but was delayed.
- \$200,000 for water main rehabilitation.
- \$200,000 for sewer main rehabilitation.
- \$200,000 set aside transfer (2 of 5) for future re-sanding of the slow sand filters at the water treatment plant. In January of 2013 the Council approved the creation of fund #178 Public Works Capital Reserve Fund for the purpose of holding fund for longer term funding of Public Works projects.
- \$80,000 for the first of five payments on a new vector truck.

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:

- 11th Street CSO Separation Project \$7,000,000
- 19th and Irving Bridge Replacement \$6,000,000
- Maintenance Paving Projects throughout the City \$100,000
- Design engineering for downtown street end "bridge" replacements \$9,000,000
- Design engineering for next CSO project
- Wastewater treatment plant improvements

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 State Clean Water Revolving Fund (SRF). 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 2022 at a projected cost of \$39,000,000. With the completion of the Denver street project the CSO work is 49% complete. The next CSO project is the 11th Street Separation Project which began in the spring of 2013 and is expected to be completed in the winter of 2013.

CSO Debt Service Fund

The total approved borrowing to date is approximately \$18 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 make the required loan payments and fund reserves. The sewer surcharge was initiated in 2002 at 3.5%. It has increased in annual increments and currently stands at 73%. In order to maintain funds sufficient to cover anticipated debt service and fund reserves, the rate is proposed to increase by 4 points at the beginning of the 13-14 budget year.

BUILDING INSPECTION FUND

The Building Inspection Fund was established in March 2000. The cost of the Building Inspection program for fiscal year 13-14 is budgeted at \$214,430, with an ending fund balance and contingency of \$6,350. During the 11-12 budget year the City hired an in-house building inspection and code enforcement officer. 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 for fiscal year 13-14 are estimated at \$475,570. The beginning fund balance is projected to be \$400,000 with an ending contingency and fund balance of \$247,220.

Major expenditures for 12-13 are as follow:

- \$241,000 of Tourism Related facilities and events.
- \$170,750 for the Astoria/Warrenton Chamber of Commerce LCTC.
- \$115,000 for the Astoria/Warrenton Chamber of Commerce Visitor Services.
- \$80,000 estimated loan payment on the Heritage square project.

EMERGENCY COMMUNICATIONS FUND

The City's contribution to the Emergency Communication Fund is budgeted at \$294,220. This is a \$59,220 decrease over the prior year as a result of the change in the way that 911 operations are being funded by the state starting in January 2013. For the 13-14 budget year, \$21,000 has been budgeted to defray the cost of General Fund services performed. This is the first year that such a transfer has been budgeted.

AQUATICS FACILITY DEBT SERVICE FUND

In December 2012 the City retired the last of the Aquatics Facility bonds.

CONCLUSION

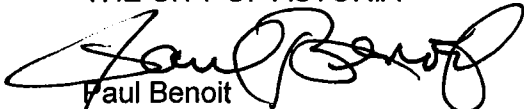
The proposed budget for fiscal year 13-14 is adjusted to provide sustainability and cash reserves. It continues to support the service levels expected by our citizens. The budget allocates resources necessary to support the goals adopted by the City Council for the coming year.

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

The proposed budget for fiscal year 13-14 for the City of Astoria is ready for review by the Budget Committee.

Respectfully submitted,

THE CITY OF ASTORIA


Paul Benoit
City Manager/Budget Officer

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BUDGET SECTION

City of Astoria, Oregon

Summary of Requirements

Year Beginning July 1, 2013

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	252,920	17,060						269,980		269,980
Municipal Court	63,940	98,600						162,540		162,540
Finance	513,720	79,150						592,870		592,870
City Attorney		84,900						84,900		84,900
Community Development	297,730	42,850						340,580		340,580
City Hall	10,610	40,850						51,460		51,460
Non and Interdepartmental	10,120	669,820		1,142,220				1,822,160		1,822,160
Fire	1,393,420	220,790	24,250					1,638,460		1,638,460
Police	1,969,920	172,960	13,950					2,156,830		2,156,830
Library	314,090	123,670	1,500					439,260		439,260
Other	-	-	-	-	-	-	1,430,080	1,430,080	-	1,430,080
Total General Fund	4,830,940	1,559,400	39,700	1,142,220	-	-	1,430,080	9,002,340	-	9,002,340
Capital Improvement		1,605,200	130,970		40,480		43,800	1,820,450	146,550	1,967,000
→ Unemployment		35,000					480	35,480		35,480
Revolving Loan		80,000					30,000	110,000	27,290	137,290
Housing Rehabilitation Loan		5,160					770	5,930	30,280	36,210
Building Inspection	164,450	34,770		15,210			2,500	216,930	3,850	220,780
Emergency Communications	814,120	116,820	39,800	21,000			30,000	1,021,740	178,390	1,200,130
Community Policing		5,000					400	5,400		5,400
Parks Project		100,000	1,270,600					1,370,600		1,370,600
Maritime Memorial		15,000	67,000				8,600	90,600		90,600
Parks Operation (by department):										
Aquatics	214,980	220,100	5,000					440,080		440,080
Recreation/Administration	570,460	130,500	10,000					710,960		710,960
Maintenance	320,300	135,600	1,200					457,100		457,100
Total Parks Operation	1,105,740	486,200	16,200					1,608,140		1,608,140
Astoria Road District		10,000	859,070					869,070		869,070
State Tax Street				607,200			13,130	620,330		620,330
Trails Reserve		5,000	13,370					18,370		18,370
Public Works Improvement		1,897,000	171,000	200,000	471,810		158,310	2,898,120		2,898,120
Public Works Capital Reserve			400,000					400,000		400,000
CSO Projects										
Maintenance	67,000	146,200	10,000				1,740	224,940		224,940
11th Street Separation		500,000	6,000,000					6,500,000	1,000	6,501,000
Local Improvement Debt Service				22,000	190,000		2,230	214,230		214,230
E. Astoria Waterline Debt Service					68,970			68,970	86,420	155,390
7th Street Dock LID					14,090			14,090	24,420	38,510
CSO Debt Service		33,630			1,074,280			1,107,910	824,290	1,932,200

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	848,660	87,600	2,500					938,760		938,760
Shop and Yard	310,000	107,150	9,500					426,650		426,650
Streets	211,840	312,550						524,390		524,390
Sanitation	23,290	32,250	9,100					64,640		64,640
Sewer	495,390	508,550	3,450	151,600				1,158,990		1,158,990
Stormwater	162,020	57,350						219,370		219,370
Water	800,090	476,850	10,050	227,400				1,514,390		1,514,390
Other	-	-	-	-	-	-	189,210	189,210	-	189,210
Total Public Works	2,851,290	1,582,300	34,600	379,000	-	-	189,210	5,036,400	-	5,036,400
Landfill Reserve		50,000	-	24,640			20,000	94,640	26,360	121,000
Cemetery			61,000				9,000	70,000	40,000	110,000
17th Street Dock	10,000	41,040	-		136,560		27,000	214,600		214,600
Aquatic Facility Trust		1,040						1,040	6,390	7,430
Astoria Public Library Endowment		24,230						24,230	111,920	136,150
Cemetery Irreducible								-	716,320	716,320
Promote Astoria		550,750			80,000		75,000	705,750	172,220	877,970
Logan Memorial Library	-	100,000	-	-	-	-	15,000	115,000	813,600	928,600
N TOTAL ALL FUNDS	9,843,540	8,983,740	9,113,310	2,411,270	2,076,190	-	2,057,250	34,485,300	3,209,300	37,694,600

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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, 2014, the General Fund expects to receive 54.36% 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

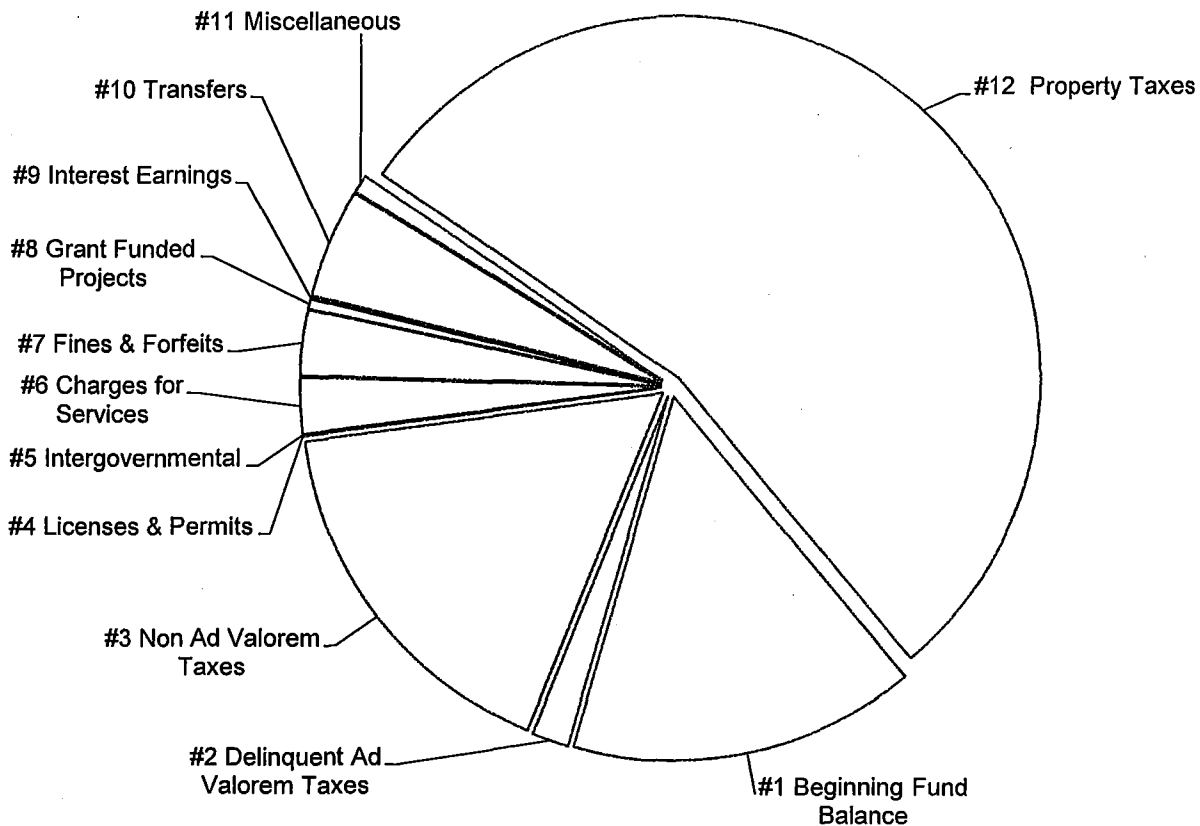
GENERAL FUND

Budget for Fiscal Year 7/1/13 - 6/30/14

Historical Data			Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Actual Data		Adopted Budget				
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13				
Resources						
1,542,234	1,275,266	1,550,000	Beginning Fund Balance	1,400,000	1,400,000	1,400,000
225,123	167,609	150,000	Delinquent Ad Valorem Taxes	150,000	150,000	150,000
1,571,398	1,595,752	1,502,000	Non Ad Valorem Taxes	1,511,000	1,511,000	1,511,000
42,371	19,418	5,700	Licenses and Permits	5,700	5,700	5,700
432,381	599,023	183,680	Charges for Services	222,680	222,680	222,680
232,584	262,962	255,350	Fines and Forfeits	261,500	261,500	261,500
156,993	119,291	104,300	Grant Funded Projects	38,400	38,400	38,400
8,849	10,808	9,000	Interest Earnings	9,000	9,000	9,000
			Transfers from Other Funds:			
270,500	358,142	358,000	Public Works Fund	379,000	379,000	379,000
			Emergency Communication Fund	21,000	21,000	21,000
15,210	15,210	15,210	Building Inspection Fund	15,210	15,210	15,210
-	-	-	Local Improvement Debt Service Fund	22,000	22,000	22,000
104,449	89,503	71,500	Miscellaneous	73,350	73,350	73,350
4,602,092	4,512,984	4,204,740	Sub-Total Resources	4,108,840	4,108,840	4,108,840
4,503,299	4,688,579	4,773,500	Current Ad Valorem Taxes	4,893,500	4,893,500	4,893,500
9,105,391	9,201,563	8,978,240	Total Resources	9,002,340	9,002,340	9,002,340
Requirements (by department)						
12,416	11,152	14,980	City Council	13,220	13,220	13,220
319,807	310,821	269,920	City Manager - all divisions	269,980	269,980	269,980
158,673	162,965	154,060	Municipal Court	162,540	162,540	162,540
620,092	590,127	619,970	Finance	592,870	592,870	592,870
79,728	85,198	84,900	City Attorney	84,900	84,900	84,900
318,768	326,654	344,120	Community Development	340,580	340,580	340,580
44,091	44,397	46,150	City Hall	51,460	51,460	51,460
1,484,201	1,191,804	1,795,350	Non and Interdepartmental	1,821,800	1,822,160	1,822,160
1,393,015	1,530,659	1,598,700	Fire	1,638,460	1,638,460	1,638,460
1,994,614	2,070,193	2,124,570	Police	2,156,830	2,156,830	2,156,830
1,047,422	1,179,419	-	Parks and Recreation - all divisions	-	-	-
378,214	401,077	444,960	Library	439,260	439,260	439,260
-	-	1,480,560	Contingency	1,430,440	1,430,080	1,430,080
7,851,041	7,904,466	8,978,240	Total Expenditures	9,002,340	9,002,340	9,002,340
1,275,266	1,297,097	-	Ending Fund Balance	-	-	-
9,126,307	9,201,563	8,978,240	Total Requirements	9,002,340	9,002,340	9,002,340

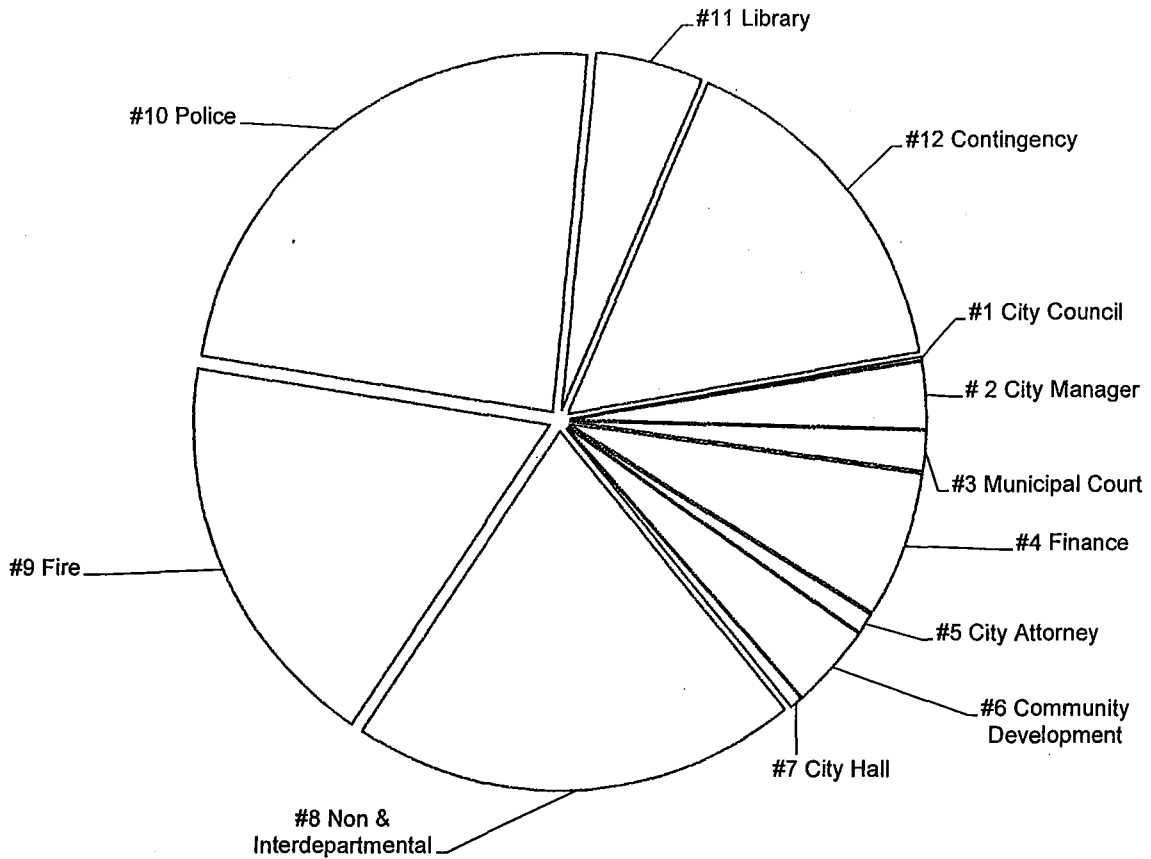
City of Astoria, Oregon
General Fund Resources
Year Beginning July 1, 2013

Segment #	Resources	Amount	Percentage
1	Beginning Fund Balance	\$1,400,000	15.55%
2	Delinquent Ad Valorem Taxes	150,000	1.67%
3	Non Ad Valorem Taxes	1,511,000	16.78%
4	Licenses and Permits	5,700	0.06%
5	Intergovernmental	0	0.00%
6	Charges for Services	222,680	2.47%
7	Fines and Forfeits	261,500	2.90%
8	Grant Funded Projects	38,400	0.43%
9	Interest Earnings	9,000	0.10%
10	Transfers from Other Funds	437,210	4.86%
11	Miscellaneous	73,350	0.81%
12	Estimated Current Property Taxes	<u>4,893,500</u>	<u>54.36%</u>
	Total Resources	<u>\$9,002,340</u>	<u>100.00%</u>



City of Astoria, Oregon
 General Fund Requirements
 Year Beginning July 1, 2013

Segment #	Requirements	Amount	Percentage
1	City Council	\$13,220	0.15%
2	City Manager - all divisions	269,980	3.00%
3	Municipal Court	162,540	1.81%
4	Finance	592,870	6.59%
5	City Attorney	84,900	0.94%
6	Community Development	340,580	3.78%
7	City Hall	51,460	0.57%
8	Non and Interdepartmental	1,822,160	20.24%
9	Fire	1,638,460	18.20%
10	Police	2,156,830	23.96%
11	Library	439,260	4.88%
12	Contingency	1,430,080	15.89%
Total Requirements		<u>\$9,002,340</u>	<u>100.00%</u>



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

Budget for Fiscal Year 7/1/13 - 6/30/14

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>
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13	FYE 6/30/13				
				<u>Personnel Services:</u>			
4,452	4,415	4,430	4,430	City Council	4,470	4,470	4,470
302,840	288,052	248,360	248,360	City Manager - All Divisions	252,920	252,920	252,920
56,178	60,003	60,970	60,970	Municipal Court	63,940	63,940	63,940
504,389	505,894	538,370	538,370	Finance	513,720	513,720	513,720
286,384	288,892	292,150	292,150	Community Development	297,730	297,730	297,730
5,520	8,722	7,850	7,850	City Hall	10,610	10,610	10,610
26,118	22,166	10,880	10,880	Non & Interdepartmental	10,120	10,120	10,120
1,198,904	1,251,364	1,307,410	1,307,410	Fire	1,350,420	1,393,420	1,393,420
1,800,187	1,886,073	1,933,910	1,933,910	Police	1,969,920	1,969,920	1,969,920
804,178	752,484	-	-	Parks and Recreation - All Divisions	-	-	-
268,132	288,642	307,780	307,780	Library	314,090	314,090	314,090
5,257,282	5,356,707	4,712,110	4,712,110	Total Personnel Services	4,787,940	4,830,940	4,830,940
				<u>Materials & Services:</u>			
7,964	6,737	10,550	10,550	City Council	8,750	8,750	8,750
16,967	22,769	21,560	21,560	City Manager - All Divisions	17,060	17,060	17,060
102,495	102,962	93,090	93,090	Municipal Court	98,600	98,600	98,600
102,342	81,800	81,600	81,600	Finance	79,150	79,150	79,150
79,728	85,198	84,900	84,900	City Attorney	84,900	84,900	84,900
32,384	37,762	51,970	51,970	Community Development	42,850	42,850	42,850
38,571	35,675	38,300	38,300	City Hall	40,850	40,850	40,850
518,053	586,868	646,820	646,820	Non and Interdepartmental	669,460	669,820	669,820
177,035	244,893	259,560	259,560	Fire	263,790	220,790	220,790
184,688	172,504	173,960	173,960	Police	172,960	172,960	172,960
238,749	412,328	-	-	Parks and Recreation - All Divisions	-	-	-
110,082	112,435	134,180	134,180	Library	123,670	123,670	123,670
1,609,058	1,901,931	1,596,490	1,596,490	Total Materials & Services	1,602,040	1,559,400	1,559,400

Continued on Next Page

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/13 - 6/30/14</u>			
<u>Actual Data</u> FYE 6/30/11	<u>Actual Data</u> FYE 6/30/12	<u>Adopted Budget</u> FYE 6/30/13	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
-	-	-	<u>Capital Outlay:</u>			
-	-	-	City Manager - All Divisions	-	-	-
-	-	-	Municipal Court	-	-	-
13,361	2,433	-	Finance	-	-	-
-	-	-	Community Development	-	-	-
17,076	34,402	31,730	Fire	24,250	24,250	24,250
9,739	11,616	16,700	Police	13,950	13,950	13,950
4,495	14,607	-	Parks and Recreation - All Divisions	-	-	-
-	-	3,000	Library	1,500	1,500	1,500
44,671	63,058	51,430	Total Capital Outlay	39,700	39,700	39,700
			<u>Transfer to Other Funds:</u>			
32,000	12,500	10,000	Unemployment Fund	35,000	35,000	35,000
262,900	287,560	307,180	Emergency Communications Fund	294,220	294,220	294,220
78,900	144,570	-	Aquatics Facility Fund	-	-	-
-	-	697,400	Parks Operation Fund	707,000	707,000	707,000
73,230	69,840	57,070	Public Works Fund	40,000	40,000	40,000
493,000	43,300	-	Capital Improvement Fund	-	-	-
-	25,000	66,000	Landfill Reserve Fund	66,000	66,000	66,000
940,030	582,770	1,137,650	Total Transfer to Other Funds	1,142,220	1,142,220	1,142,220
-	-	1,480,560	Contingency	1,430,440	1,430,080	1,430,080
<u>7,851,041</u>	<u>7,904,466</u>	<u>8,978,240</u>	Total Expenditures	<u>9,002,340</u>	<u>9,002,340</u>	<u>9,002,340</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>
Willis L. Van Dusen	Mayor	12/31/14
Arline LaMear	Councilor - Ward 1	12/31/14
Drew Herzig	Councilor - Ward 2	12/31/16
Karen Mellin	Councilor - Ward 3	12/31/14
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 7/1/13 - 6/30/14</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 6/30/11	FYE 6/30/12	FYE 6/30/13				
			Personnel Services:			
4,080	4,080	4,080	Regular Salaries	4,080	4,080	4,080
349	312	320	FICA Taxes	350	350	350
23	23	30	Workers' Compensation	40	40	40
<u>4,452</u>	<u>4,415</u>	<u>4,430</u>	Total Personnel Services	<u>4,470</u>	<u>4,470</u>	<u>4,470</u>
			Materials and Services:			
160	341	500	Office Supplies	500	500	500
175	-	50	Operating Supplies	-	-	-
5,192	4,555	7,100	Conferences, Meetings & Travel	6,500	6,500	6,500
340	480	500	Professional Services	-	-	-
250	250	400	Memberships & Dues	250	250	250
1,847	1,111	2,000	Miscellaneous	1,500	1,500	1,500
<u>7,964</u>	<u>6,737</u>	<u>10,550</u>	Total Materials and Services	<u>8,750</u>	<u>8,750</u>	<u>8,750</u>
<u>12,416</u>	<u>11,152</u>	<u>14,980</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. 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 departments which include: Finance, Community Development, Parks Operations, Library, Fire, Police and Public Works.

The Human Resource division was eliminated for FYE June 30, 2013 with the retirement of the Human Resource Administrator. This function is distributed among other employees and is managed from the City Manager's office. The Human Resource Division budget is included for prior year history.

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 - All Divisions

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/13 - 6/30/14</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 6/30/11</u>	<u>FYE 6/30/12</u>	<u>FYE 6/30/13</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
			Personnel Services:			
216,957	199,373	159,470	Regular Salaries	165,750	165,750	165,750
668	464	2,000	Extra Help	2,250	2,250	2,250
15,495	13,997	13,040	FICA Taxes	13,010	13,010	13,010
41,849	39,644	46,700	Insurance	42,590	42,590	42,590
27,326	33,993	26,750	Retirement Contributions	28,840	28,840	28,840
545	581	400	Workers' Compensation	480	480	480
<u>302,840</u>	<u>288,052</u>	<u>248,360</u>	Total Personnel Services	<u>252,920</u>	<u>252,920</u>	<u>252,920</u>
			Materials and Services:			
1,352	2,276	2,650	Office Supplies	1,900	1,900	1,900
710	731	500	Operating Supplies	300	300	300
112	228	80	Repair & Maintenance Supplies	-	-	-
223	181	-	Training	-	-	-
1,140	285	-	Professional Services	900	900	900
2,933	3,801	3,680	Memberships & Dues	3,660	3,660	3,660
34	-	-	Communications	-	-	-
-	-	1,500	Employee Assistance Program	-	-	-
-	-	-	Printing & Binding	-	-	-
-	-	100	Repair & Maintenance Services	-	-	-
6,155	8,441	6,850	Conferences Meetings & Travel	6,800	6,800	6,800
4,308	6,826	6,200	Miscellaneous	3,000	3,000	3,000
-	-	-	Technology Services	500	500	500
<u>16,967</u>	<u>22,769</u>	<u>21,560</u>	Total Materials and Services	<u>17,060</u>	<u>17,060</u>	<u>17,060</u>
<u>319,807</u>	<u>310,821</u>	<u>269,920</u>	Total Expenditures	<u>269,980</u>	<u>269,980</u>	<u>269,980</u>

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
CITY MANAGER - Administration Division #1101

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/13 - 6/30/14</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 6/30/11</u>	<u>FYE 6/30/12</u>	<u>FYE 6/30/13</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
165,767	165,664	159,470	Personnel Services:			
-	-	2,000	Regular Salaries	165,750	165,750	165,750
11,690	11,756	13,040	Extra Help	2,250	2,250	2,250
30,355	33,576	46,700	FICA Taxes	13,010	13,010	13,010
20,349	25,743	26,750	Insurance	42,590	42,590	42,590
413	445	400	Retirement Contributions	28,840	28,840	28,840
			Workers' Compensation	480	480	480
228,574	237,184	248,360	Total Personnel Services	252,920	252,920	252,920
			Materials and Services:			
970	1,764	2,650	Office Supplies	1,900	1,900	1,900
221	700	500	Operating Supplies	300	300	300
112	228	80	Repair & Maintenance Supplies	-	-	-
2,628	2,192	3,680	Memberships & Dues	3,660	3,660	3,660
-	-	1,500	Employee Assistance Program	900	900	900
34	-	-	Communications	-	-	-
-	-	100	Repair & Maintenance Services	-	-	-
6,155	7,941	6,850	Conferences, Meetings & Travel	6,800	6,800	6,800
3,150	5,443	6,200	Miscellaneous	3,000	3,000	3,000
-	-	-	Technology Services	500	500	500
13,270	18,268	21,560	Total Materials and Services	17,060	17,060	17,060
			Capital Outlay:			
-	-	-	Machinery and Equipment	-	-	-
241,844	255,452	269,920	Total Expenditures	269,980	269,980	269,980

GENERAL FUND (001)			
CITY MANAGER - Administration (1101)			
Personnel Services (410 - 415)			
410	2020	Straight Time - Regular	165,750
410	2085	Extra Help	2,250
415	2220	FICA -Social Security	13,010
415	2230	Insurance	42,590
415	2235	Retirement Contributions	28,840
415	2240	Workers' Compensation	480
TOTAL PERSONNEL SERVICES			252,920
Materials and Services (510 - 685)			
510	3040	Printer Cartridges and Supplies	1,450
510	3045	General Office Supplies	450
Sub-total of Office Supplies			1,900
515	3310	General Operating Supplies	300
Sub-total of Operating Supplies			300
525	3640	Repair & Maintenance Supplies	0
Sub-total of Repair & Maintenance Supplies			0
615	4220	League of Oregon Cities	750
615	4225	OCCMA - Spring / Summer	1,000
615	4227	ICMA	2,000
615	4230	CCIS	400
615	4260	Conference / Meeting Expenses	1,150
615	4265	Travel - Conferences and Meetings	1,500
Sub-total of Conferences, Meetings & Travel			6,800
620	4320	Employee Assistance Program (RBH)	900
Sub-total of Employee Assistance Program			900
630	4725	Rotary	800
630	4730	ICMA	1,000
630	4735	OCCMA	250
630	4736	Society for Human Resource Management	0
630	4737	Local Government Personnel Institute	1,350
630	4738	International Public Management	200
630	4755	Columbia Forum	60
Sub-total of Memberships & Dues			3,660

GENERAL FUND (001)			
CITY MANAGER - Administration (1101)			
640	5022	Advertising-Recruitment	0
		Sub-total of Advertising	0
660	5825	Repair & Maintenance Services - General	0
		Sub-total of Repair & Maintenance Services	0
675	5920	Employee Recognition	2,500
675	6035	General - Miscellaneous	500
		Sub-total of Miscellaneous	3,000
685	6207	Non-Contract IT Services	500
		Sub-total of Technology Services	500
TOTAL MATERIALS & SERVICES			17,060
TOTAL CITY MANAGER - Administration			269,980
TOTAL CITY MANAGER ADMIN. - ALL FUNDS			269,980

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
CITY MANAGER - Human Resources Division #1102

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/13 - 6/30/14</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 6/30/11	FYE 6/30/12	FYE 6/30/13				
			Personnel Services:			
51,190	33,709	-	Regular Salaries			
668	464	-	Extra Help			
3,805	2,241	-	FICA Taxes			
11,494	6,068	-	Insurance			
6,977	8,250	-	Retirement Contributions			
132	136	-	Workers' Compensation			
<u>74,266</u>	<u>50,868</u>	-	Total Personnel Services	-	-	-
			Materials and Services:			
382	512	-	Office Supplies			
489	31	-	Operating Supplies			
223	181	-	Training			
1,140	285	-	Professional Services			
305	1,609	-	Memberships & Dues			
-	-	-	Advertising			
-	-	-	Printing & Binding			
-	-	-	Repair & Maintenance Services			
-	500	-	Conferences, Meetings & Travel			
<u>1,158</u>	<u>1,383</u>	-	Miscellaneous			
<u>3,697</u>	<u>4,501</u>	-	Total Materials and Services	-	-	-
			Capital Outlay:			
-	-	-	Machinery & Equipment	-	-	-
<u>77,963</u>	<u>55,369</u>	-	Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>

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; city code violations, and Driving Under the Influence of Intoxicants (DUI), as well as citations for parking offense and animal control offenses.

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

Staffing

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

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
MUNICIPAL COURT #1400

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/13- 6/30/14</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 6/30/11</u>	<u>FYE 6/30/12</u>	<u>FYE 6/30/13</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
39,090	39,408	39,520	Personnel Services:			
2,849	2,890	3,030	Regular Salaries	41,120	41,120	41,120
10,109	12,022	12,950	FICA Taxes	3,270	3,270	3,270
4,022	5,553	5,370	Insurance	12,120	12,120	12,120
108	130	100	Retirement Contributions	7,310	7,310	7,310
			Workers' Compensation	120	120	120
56,178	60,003	60,970	Total Personnel Services	63,940	63,940	63,940
			Materials and Services:			
752	1,237	1,100	Office Supplies	1,400	1,400	1,400
2,125	2,558	-	Operating Supplies	-	-	-
-	324	200	Conferences, Meetings & Travel	200	200	200
60,464	59,124	55,340	Professional Services	57,540	57,540	57,540
85	95	100	Memberships & Dues	100	100	100
23	16	-	Communications	-	-	-
78	152	-	Printing & Binding	-	-	-
2,818	1,372	1,200	Repair & Maintenance Services	-	-	-
-	-	-	Technology Services	2,610	2,610	2,610
36,150	38,084	35,150	Miscellaneous	36,750	36,750	36,750
102,495	102,962	93,090	Total Materials and Services	98,600	98,600	98,600
			Capital Outlay			
-	-	-	Machinery & Equipment	-	-	-
158,673	162,965	154,060	Total Expenditures	162,540	162,540	162,540

GENERAL FUND (001)			
MUNICIPAL COURT (1400)			
Personnel Services (410 - 415)			
410	2020	Straight Time - Regular	41,120
415	2220	FICA -Social Security	3,270
415	2230	Insurance	12,120
415	2235	Retirement Contributions	7,310
415	2240	Workers' Compensation	120
TOTAL PERSONNEL SERVICES			63,940
Materials and Services (510 - 685)			
510	3045	General Office Supplies	1,400
Sub-total of Office Supplies			1,400
615	4265	Travel - Conferences and Meetings	200
Sub-total Conferences, Meetings & Travel			200
620	4325	Municipal Court Judge	36,090
620	4330	Indigent Defense Contract	16,800
620	4335	Pro Tem Judge	4,000
620	4340	Payments for Jury Trials	150
620	4540	Interpreter Fees	500
Sub-total of Professional Services			57,540
630	4750	Memberships & Dues	100
Sub-total Memberships & Dues			100
675	5925	VISA Fees	3,000
675	6040	State Assessments on Fines	31,000
675	6045	Jury & Witness Fees	250
675	6050	Jail Assessments	2,500
Sub-total of Miscellaneous			36,750
685	6280	Municipal Court Software Maintenance	2,610
Sub-total of Technology Services			2,610
TOTAL MATERIALS & SERVICES			98,600
TOTAL MUNICIPAL COURT			162,540
TOTAL MUNICIPAL COURT - ALL FUNDS			162,540

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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.

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 finance director. The Finance Department is under the supervision of the Finance Director, 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 7/1/13 - 6/30/14			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
342,362	336,531	359,990	Regular Salaries	338,150	338,150	338,150
123	803	-	Overtime	-	-	-
48,337	17,859	-	Extra Help	18,360	18,360	18,360
27,051	25,126	27,540	FICA Taxes	27,640	27,640	27,640
54,384	84,273	100,290	Insurance	69,460	69,460	69,460
30,344	39,673	49,720	Retirement Contributions	59,180	59,180	59,180
1,788	1,629	830	Workers' Compensation	930	930	930
504,389	505,894	538,370	Total Personnel Services	513,720	513,720	513,720
			Materials and Services:			
4,882	6,630	4,350	Office Supplies	5,000	5,000	5,000
907	727	700	Operating Supplies	-	-	-
60	-	100	Repair & Maintenance Supplies	100	100	100
2,253	44	-	Small Tools & Minor Equipment	-	-	-
6,960	1,876	7,000	Training	3,500	3,500	3,500
3,862	2,771	4,900	Conferences, Meetings & Travel	3,000	3,000	3,000
47,736	28,856	33,000	Professional Services	34,500	34,500	34,500
2,260	795	700	Memberships & Dues	800	800	800
841	35	100	Communications	100	100	100
2,956	1,084	1,700	Advertising	1,000	1,000	1,000
2,920	3,779	2,450	Printing & Binding	2,450	2,450	2,450
3,308	502	1,500	Repair & Maintenance Services	1,500	1,500	1,500
2,600	-	200	Miscellaneous	200	200	200
20,797	34,701	24,900	Technology Services	27,000	27,000	27,000
102,342	81,800	81,600	Total Materials and Services	79,150	79,150	79,150
			Capital Outlay:			
13,361	2,433	-	Machinery & Equipment	-	-	-
620,092	590,127	619,970	Total Expenditures	592,870	592,870	592,870

GENERAL FUND (001)

FINANCE (1600)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	338,150
410	2085	Extra Help	18,360
415	2220	FICA -Social Security	27,640
415	2230	Insurance	69,460
415	2235	Retirement Contributions	59,180
415	2240	Workers' Compensation	930

TOTAL PERSONNEL SERVICES	513,720
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Materials and Services (510 - 685)

510	3045	General Office Supplies	5,000	
		Sub-total of Office Supplies		5,000
525	3640	Other Repair & Maintenance Supplies	100	
		Sub-total of Repair & Maintenance Supplies		100
610	4055	Computer Training	3,500	
		Sub-total of Training		3,500
615	4265	Travel - Conferences and Meetings	3,000	
		Sub-total Conferences, Meetings & Travel		3,000
620	4345	Audit Fee	29,000	
620	4346	OPEB Preparation Fee	3,000	
620	4350	State Filing Fee	500	
620	4540	Professional Services - General	2,000	
		Sub-total of Professional Services		34,500
630	4740	AICPA	320	
630	4745	OMFOA	200	
630	4750	OSCPA	280	
		Sub-total Memberships & Dues		800
635	4975	Postage	100	
		Sub-total of Communications		100
640	5025	Advertising - Budget Notices	1,000	
		Sub-total of Advertising		1,000

GENERAL FUND (001)**FINANCE (1600)**

650	5145	Printing & Binding - General	2,450	
		Sub-total of Printing & Binding		2,450
660	5825	General Repair & Maintenance	1,500	
		Sub-total of Repair & Maintenance Services		1,500
675	6035	General-Miscellaneous	200	
		Sub-total of Miscellaneous		200
685	6205	Computer Software	1,000	
685	6207	Non-Contract IT Services	1,000	
685	6247	Financial Software Maintenance	25,000	
		Sub-total of Technology Services		27,000

TOTAL MATERIALS & SERVICES **79,150****Capital Outlay (740)**

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

TOTAL CAPITAL OUTLAY **0****TOTAL FINANCE** **592,870**

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 7/1/13 - 6/30/14</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 6/30/11	FYE 6/30/12	FYE 6/30/13				
-	-	400	Materials and Services:			
79,142	85,198	84,000	Conferences Meetings & Travel	400	400	400
586	-	500	Professional Services	84,000	84,000	84,000
			Miscellaneous	500	500	500
<u>79,728</u>	<u>85,198</u>	<u>84,900</u>	Total Expenditures	<u>84,900</u>	<u>84,900</u>	<u>84,900</u>

Detail Information 2013-14

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 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 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 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. Through grant funding, Astoria's River Trail has been constructed in increments over the years and will extend from Smith Point east to the Alderbrook neighborhood following completion of an expansion in 2011/2012. 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 five full-time positions: the director, a planner, building official / code enforcement officer, building permit technician and an administrative assistant.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
COMMUNITY DEVELOPMENT #2001

Historical Data			Budget for Fiscal Year 7/1/13 - 6/30/14			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
184,507	190,048	197,260	Regular Salaries	195,260	195,260	195,260
33,147	15,846	17,500	Extra Help	17,500	17,500	17,500
15,961	19,629	14,940	FICA Taxes	16,480	16,480	16,480
24,218	25,809	27,390	Insurance	24,780	24,780	24,780
28,074	36,984	34,610	Retirement Contributions	43,220	43,220	43,220
477	576	450	Workers' Compensation	490	490	490
<u>286,384</u>	<u>288,892</u>	<u>292,150</u>	Total Personnel Services	<u>297,730</u>	<u>297,730</u>	<u>297,730</u>
			Materials and Services:			
597	1,465	2,000	Office Supplies	1,500	1,500	1,500
689	248	120	Operating Supplies	100	100	100
1,757	1,530	2,000	Training	-	-	-
2,574	3,095	2,500	Conferences, Meetings & Travel	4,050	4,050	4,050
13,997	18,545	20,000	Professional Services	14,000	14,000	14,000
6,569	6,548	7,300	Memberships & Dues	7,300	7,300	7,300
41	-	150	Communications	-	-	-
4,381	5,299	5,000	Advertising	4,500	4,500	4,500
616	789	1,500	Printing & Binding	1,000	1,000	1,000
21	-	750	Repair & Maintenance Services	750	750	750
225	-	-	Miscellaneous	-	-	-
857	243	10,000	Projects Funded by Grants	9,000	9,000	9,000
60	-	650	Technology Services	650	650	650
<u>32,384</u>	<u>37,762</u>	<u>51,970</u>	Total Materials and Services	<u>42,850</u>	<u>42,850</u>	<u>42,850</u>
			Capital Outlay:			
-	-	-	Machinery & Equipment	-	-	-
<u>318,768</u>	<u>326,654</u>	<u>344,120</u>	Total Expenditures	<u>340,580</u>	<u>340,580</u>	<u>340,580</u>

GENERAL FUND (001)

COMMUNITY DEVELOPMENT (2001)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	195,260
410	2085	Extra Help	17,500
415	2220	FICA - Social Security	16,480
415	2230	Insurance	24,780
415	2235	Retirement Contributions	43,220
415	2240	Workers' Compensation	490

TOTAL PERSONNEL SERVICES **297,730**

Materials and Services (510 - 685)

510	3045	General Office Supplies	1,500	
		Sub-total of Office Supplies		1,500
515	3120	Books / Periodicals	100	
		Sub-total of Operating Supplies		100
610	4115	Workshops		
		Sub-total of Training		0
615	4260	Conference / Meeting Expense	4,050	
		Sub-total Conferences, Meetings & Travel		4,050
620	4360	Planning and Economic Development	14,000	
		Sub-total of Professional Services		14,000
630	4750	Dues - Miscellaneous	350	
630	4760	CREST	5,000	
630	4765	OCPDA-APA	1,000	
630	4770	ODDA / IDA	400	
630	4775	Historic Preservation	300	
630	4780	Columbia-Pacific Economic Development District	250	
		Sub-total Memberships & Dues		7,300
635	4975	Postage	0	
		Sub-total of Communications		0
640	5030	Advertising - Public Notices	4,500	
		Sub-total of Advertising		4,500

GENERAL FUND (001)

COMMUNITY DEVELOPMENT (2001)

650	5145	Printing & Binding - General	1,000	
		Sub-total of Printing & Binding		1,000
660	5620	Office Machines	500	
660	5825	General Repair & Maintenance	250	
		Sub-total of Repair & Maintenance Services		750
680	6125	CZM Assistance	9,000	
		Sub-total of Projects Funded by Grants		9,000
685	6205	Computer Software	650	
		Sub-total of Technology Services		650
TOTAL MATERIALS & SERVICES				42,850
TOTAL COMMUNITY DEVELOPMENT				340,580

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

Historical Data			Budget for Fiscal Year 7/1/13 - 6/30/14			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13		Budget Officer	Budget Committee	Governing Body
-	309	2,500	Personnel Services:			
394	321	-	Regular Salaries	-	-	-
3,344	5,369	5,000	Extra Help	-	-	-
269	444	200	Interfund Wages	8,130	8,130	8,130
972	1,465	10	FICA Taxes	690	690	690
443	738	20	Insurance	-	-	-
98	76	120	Retirement Contributions	1,450	1,450	1,450
			Workers' Compensation	340	340	340
5,520	8,722	7,850	Total Personnel Services	10,610	10,610	10,610
			Materials and Services:			
7,030	7,897	6,500	Operating Supplies	1,800	1,800	1,800
538	394	150	Repair & Maintenance Supplies	2,600	2,600	2,600
88	1,072	1,000	City Shops Expense	-	-	-
13,794	15,498	20,850	Professional Services	20,850	20,850	20,850
9,951	10,438	8,800	Public Utility Services	15,600	15,600	15,600
7,170	376	1,000	Repair & Maintenance Services	-	-	-
38,571	35,675	38,300	Total Materials and Services	40,850	40,850	40,850
44,091	44,397	46,150	Total Expenditures	51,460	51,460	51,460

GENERAL FUND (001)

CITY HALL (2200)

Personnel Services (410 - 415)

412	2095	Interfund Wages	8,130
415	2220	FICA - Social Security	690
415	2235	Retirement Contributions	1,450
415	2240	Workers' Compensation	340

TOTAL PERSONNEL SERVICES 10,610

Materials and Services (515 - 675)

515	3265	Custodial Supplies	1,800
		Sub-total of Operating Supplies	1,800
525	3520	Building Materials / Supplies	600
525	3640	Other Repair & Maintenance Supplies	2,000
		Sub-total of Repair & Maintenance Supplies	2,600
620	4365	Janitorial Services	11,800
620	4370	Pest Control	100
620	4375	Elevator Maintenance	8,500
620	4376	Fire Alarm System Services	450
		Sub-total of Professional Services	20,850
655	5205	Electricity - City Hall	9,600
656	5475	Natural Gas- City Hall	4,200
657	5505	Sanitation - City Hall	1,800
		Sub-total of Public Utility Services	15,600

TOTAL MATERIALS & SERVICES 40,850

TOTAL CITY HALL 51,460

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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 7/1/13 - 6/30/14			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13		Budget Officer	Budget Committee	Governing Body
19,153	16,130	7,500	Personnel Services:			
1,310	1,259	580	Interfund Wages	7,500	7,500	7,500
4,386	2,950	2,000	FICA Taxes	640	640	640
1,269	1,827	800	Insurance	-	-	-
-	-	-	Retirement Contributions	1,660	1,660	1,660
-	-	-	Worker Compensation	320	320	320
26,118	22,166	10,880	Total Personnel Services	10,120	10,120	10,120
5,625	3,902	4,000	Materials and Services:			
8,944	8,978	5,000	Office Supplies	3,750	3,750	3,750
1,328	1,989	1,500	Operating Supplies	5,000	5,000	5,000
637	-	-	Repair & Maintenance Supplies	3,000	3,000	3,000
129,216	170,853	163,310	Training/Career Development	-	-	-
7,348	6,284	10,550	Professional Services	169,680	169,680	169,680
69,013	54,408	52,590	Memberships & Dues	10,250	10,250	10,250
127	1,360	250	Communications	64,250	64,250	64,250
112,780	144,540	190,390	Advertising	250	250	250
46	-	750	Insurance	205,000	205,000	205,000
357	963	500	Public Utility Services	750	750	750
11,208	12,992	14,000	Repair & Maintenance Services	-	-	-
171,424	180,599	201,780	Rentals	12,000	12,000	12,000
-	-	2,200	Miscellaneous	192,130	192,490	192,490
-	-	-	Non-Contract IT Services	3,400	3,400	3,400
518,053	586,868	646,820	Total Materials and Services	669,460	669,820	669,820
32,000	12,500	10,000	Transfer to Other Funds:			
262,900	287,560	307,180	Unemployment Trust	35,000	35,000	35,000
-	144,570	-	Emergency Communications Fund	294,220	294,220	294,220
78,900	-	697,400	Aquatics Facility Fund	-	-	-
73,230	69,840	57,070	Parks Operation Fund	707,000	707,000	707,000
493,000	43,300	-	Public Works Fund	40,000	40,000	40,000
-	25,000	66,000	Capital Improvement Fund	-	-	-
-	-	-	Landfill Reserve Fund	66,000	66,000	66,000
940,030	582,770	1,137,650	Total Transfer to Other Funds	1,142,220	1,142,220	1,142,220
1,484,201	1,191,804	1,795,350	Total Expenditures	1,821,800	1,822,160	1,822,160

GENERAL FUND (001)

NON & INTERDEPARTMENTAL (2400)

Personnel Services (412)

412	2095	Interfund Wages	7,500
415	2220	FICA	640
415	2235	Retirement Contributions	1,660
415	2240	Worker Compensation	320

TOTAL PERSONNEL SERVICES			10,120
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Materials and Services (510 - 675)

510	3030	Paper	3,750	
		Sub-total of Office Supplies		3,750
515	3310	General Operating Supplies	5,000	
		Sub-total of Operating Supplies		5,000
525	3640	Other Repair & Maintenance Supplies	3,000	
		Sub-total of Repair & Maintenance Supplies		3,000
620	4390	Network Maintenance	55,710	
620	4395	Email Hosting	1,200	
620	4400	Internet Connectivity	13,750	
620	4405	Website Consulting	2,500	
620	4410	Personnel Legal Services	20,000	
620	4415	General Professional Services	15,000	
620	4537	ABC Transcription Service	16,000	
620	4539	VOIP Cisco / Obsidian Support	11,570	
620	4541	Software Support License Renewals	4,250	
620	4542	Human Resource Contract	29,700	
		Sub-total of Professional Services		169,680
630	4785	League of Oregon Cities	6,500	
630	4796	CEDR	3,750	
		Sub-total of Memberships & Dues		10,250
635	4920	Cell Phones	25,000	
635	4930	Telephone - Century Link	13,750	
635	4975	Postage	24,000	
635	4980	Postage Meter Fees	1,500	
		Sub-total of Communications		64,250
640	5020	Advertising - Legal Ads / Notices	250	
		Sub-total of Advertising		250

GENERAL FUND (001)

NON & INTERDEPARTMENTAL (2400)

645	5060	Insurance - Liability	205,000	
		Sub-total of Insurance		205,000
655	5208	Downtown Restrooms	750	
		Sub-total of Public Utility Services		750
665	5860	Photocopy Machines	12,000	
		Sub-total of Rentals		12,000
675	5935	Retiree Medical Benefits	84,000	
675	5940	Taxes and Assessments	7,600	
675	5945	County Animal Control	16,000	
675	5947	General - Miscellaneous	40,000	
675	5950	Community Org-Clatsop Community Action Food Program	15,000	
675	5947	Community Org-Clatsop Cy Women's Resource Center	10,000	
675	5947	Community Org-CASA Program	2,500	
675	5965	Community Org-Hutchens House	6,500	
675	5980	Other Community Organizations		
		Lower Columbia Hispanic Center	2,000	
		Helping Hands	7,500	
		Astoria Rescue Mission	1,000	
		Astoria Christmas Basket Program	390	
		Sub-total of Miscellaneous		192,490
685	6207	Non-Contract IT Services	2,200	
685	6209	Human Resource iApplicants	1,200	
		Sub-total of Technology		3,400

TOTAL MATERIALS & SERVICES **669,820**

Transfers to Other Funds (850)

850	7520	Unemployment Fund	35,000	
850	7525	Emergency Communications Fund	294,220	
850	7532	Parks / Aquatic Fund	707,000	
850	7550	Public Works Fund	40,000	
		Landfill Reserve	66,000	
		Sub-total Transfers to Other Funds		1,142,220

TOTAL TRANSFERS TO OTHER FUNDS **1,142,220**

TOTAL NON & INTERDEPARTMENTAL **1,822,160**

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 a private ambulance company. The department houses a regional hazardous materials response team through a contract with the Oregon State Fire Marshals' Office. Seven of the team's 11 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. 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. An intern/student firefighter program was created in 2001 that offers college tuition and sleeping accommodations for three individuals. During "off" time, interns reside at Station 2 in Uniontown. Each intern is assigned to work on one of the three normal department work shifts. The intern/student firefighter program was expanded to seven positions in FYE June 30, 2012 as a result of a multi-year staffing grant. Department personnel have participated in a variety of regional programs including fire cause investigations and the Clatsop County Juvenile Fire Setter Network. 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 on 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 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. The department sponsors an active Community Emergency Response Team (CERT) with approximately 25 members.

Staffing

Fire Department staff currently includes a fire chief position, a deputy chief/training officer, three lieutenants, three driver/engineers, three firefighters, four intern firefighters and five 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 five persons on duty with varying levels of training, expertise and experience.

The department continues to work towards recruiting and maintaining a volunteer firefighter contingent to support and supplement career staff. At the present time, the mutual aid agreements with neighboring departments and districts 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 7/1/13 - 6/30/14			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
799,453	833,651	846,220	Regular Salaries	825,950	825,950	825,950
28,893	10,625	15,810	Overtime	29,650	29,650	29,650
-	-	-	Extra Help	28,000	43,000	43,000
22,841	17,590	18,000	Interfund Wages	20,000	20,000	20,000
63,433	60,712	67,320	FICA Taxes	67,600	67,600	67,600
153,632	161,733	181,450	Insurance	186,000	186,000	186,000
114,425	150,853	149,460	Retirement Contributions	189,880	189,880	189,880
16,227	16,200	29,150	Workers' Compensation	31,340	31,340	31,340
<u>1,198,904</u>	<u>1,251,364</u>	<u>1,307,410</u>	Total Personnel Services	<u>1,378,420</u>	<u>1,393,420</u>	<u>1,393,420</u>
			Materials and Services:			
1,557	4,645	1,400	Office Supplies	1,500	1,500	1,500
37,893	52,940	57,720	Operating Supplies	57,150	57,150	57,150
5,657	6,975	5,550	Repair & Maintenance Supplies	5,500	5,500	5,500
326	670	4,000	Small Tools & Minor Equipment	4,500	4,500	4,500
9,052	17,829	8,750	City Shop Expenses	8,750	8,750	8,750
8,074	10,770	13,500	Training	14,500	14,500	14,500
2,365	3,131	2,000	Conferences, Meetings & Travel	4,250	4,250	4,250
20,870	8,703	8,500	Professional Services	9,300	9,300	9,300
43,153	44,596	54,550	Volunteer Services	22,400	22,400	22,400
-	27,962	35,200	Fire Intern Expense	39,000	24,000	24,000
730	828	680	Memberships & Dues	700	700	700
6	48	-	Communications	-	-	-
190	-	250	Advertising	300	300	300
29,794	47,774	44,950	Public Utility Services	40,690	40,690	40,690
16,633	17,287	21,760	Repair & Maintenance Services	26,500	26,500	26,500
735	735	750	Technology Services	750	750	750
<u>177,035</u>	<u>244,893</u>	<u>259,560</u>	Total Materials and Services	<u>235,790</u>	<u>220,790</u>	<u>220,790</u>
			Capital Outlay:			
5,800	1,911	5,780	Buildings	2,200	2,200	2,200
-	-	3,000	Improvements Other Than Bldgs	1,500	1,500	1,500
11,276	32,491	22,950	Machinery & Equipment	20,550	20,550	20,550
<u>17,076</u>	<u>34,402</u>	<u>31,730</u>	Total Capital Outlay	<u>24,250</u>	<u>24,250</u>	<u>24,250</u>
<u>1,393,015</u>	<u>1,530,659</u>	<u>1,598,700</u>	Total Expenditures	<u>1,638,460</u>	<u>1,638,460</u>	<u>1,638,460</u>

GENERAL FUND (001)

FIRE DEPARTMENT (2600)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	825,950
410	2045	Overtime	29,650
410	2085	Extra Help	43,000
412	2095	Interfund Wages	20,000
415	2220	FICA - Social Security	67,600
415	2230	Insurance	186,000
415	2235	Retirement Contributions	189,880
415	2240	Workers' Compensation	31,340

TOTAL PERSONNEL SERVICES **1,393,420**

Materials and Services (510 - 685)

510	3045	General Office Supplies	1,500	
		Sub-total of Office Supplies		1,500
515	3180	Fuel, Oil & Lubricants	14,200	
515	3185	Emergency Medical Supplies	3,500	
515	3190	Firefighting Equipment	3,000	
515	3195	Fire Prevention/Public Relations Supplies	2,000	
515	3200	HazMat Supplies	750	
515	3205	Clothing / Uniforms	5,000	
515	3210	Annual Turnout Purchase	9,000	
515	3215	Annual Radio / Pager Purchase	2,500	
515	3220	Annual Hose Purchase	3,000	
515	3225	Annual Nozzle Applications	2,500	
515	3230	SCBA Maintenance Supplies	1,600	
515	3240	Wildland / Interface	2,300	
515	3242	Structural Personal Protective Equipment	3,300	
515	3310	General Operating Supplies	4,500	
		Sub-total of Operating Supplies		57,150
525	3510	Building Materials / Supplies	500	
525	3520	Building Materials / Supplies	1,300	
525	3530	General - Repair & Maintenance Supplies	2,500	
525	3535	Radio / Pagers	1,200	
		Sub-total of Repair & Maintenance Supplies		5,500
530	3720	Small Tools	4,500	
		Sub-total of Small Tools		4,500
545	3820	Vehicle Parts - City Shops	8,750	
		Sub-total of City Shop Expenses		8,750

GENERAL FUND (001)

FIRE DEPARTMENT (2600)

610	4070	Emergency Medical Services	2,750	
610	4075	Outside Training & Schools	5,500	
610	4080	Resource Materials	1,500	
610	4090	Career Development/Career Tuition Reimbursement	3,500	
610	4092	Annual MERTS Training	1,250	
		Sub-total of Training		14,500
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	3,500	
620	4516	OSHA Mandated Hearing Exams	500	
		Sub-total of Professional Services		9,300
625	4635	Intern Tuition & Fees	16,000	
625	4650	Volunteer Firefighter Insurance	100	
625	4655	Volunteer Length of Service Program	2,000	
625	4660	Volunteer Awards & Program	3,500	
625	4665	CERT Program	800	
		Sub-total of Volunteer Services		22,400
627	4668	Grant Funded Fire Intern Miscellaneous Expense	24,000	
		Sub-total of Fire Intern Expense		24,000
630	4750	Various Dues	700	
		Sub-total of Memberships & Dues		700
640	5020	Advertising - Legal Ads / Notices	300	
		Sub-total of Advertising		300
655	5211	Electricity - Public Safety Building	21,600	
655	5212	Electricity - Fire Station 2	2,750	
656	5450	Natural Gas - Fire Station 2	3,200	
656	5455	Natural Gas - Public Safety Building	9,600	
657	5508	Sanitation - Public Safety Building	3,060	
657	5509	Sanitation - Fire Station 2	480	
		Sub-total of Public Utility Services		40,690

GENERAL FUND (001)			
FIRE DEPARTMENT (2600)			
660	5710	Radio / Pagers	1,750
660	5715	Annual SCBA & Breathing Air Compressor Maint	3,500
660	5716	Quarterly Breathing Air Quality Testing	600
660	5717	Posi-Check & Porta-Count Annual Calibration	1,700
660	5720	Defibrillator Maintenance	1,800
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	1,500
660	5727	Annual Hose Testing	3,200
660	5728	Annual Ground Ladder Testing	550
660	5750	Buildings-Public Safety	3,500
660	5751	Buildings-Station 2	1,000
660	5752	Annual Pump Testing - 4 Apparatus	1,400
660	5785	Motor Vehicles / Auto Body Shop	1,000
660	5825	General - Repair & Maintenance Services	1,500
Sub-total of Repair & Maintenance Services			26,500
685	6250	Firehouse Software Maintenance	750
Sub-total of Technology Services			750
TOTAL MATERIALS & SERVICES			220,790
Capital Outlay (720 - 740)			
720	6400	Buildings / Office Equipment	
		Workstation	1,000
		iPads (3)	1,200
Sub-total of Buildings / Office Equipment			2,200
730	6500	Improvements Other than Buildings	
		Station Furnishings	1,500
Sub-total of Improvements Other than Buildings			1,500
740	6652	Machinery & Equipment	
		FIREFIGHTING EQUIPMENT:	
		Spare 60 Minute RIT Cylinders	4,200
		Spare 45 Minute SCBA Cylinders	5,200
		Mobile/Rolling SCBA Cylinder Storage System	1,000
		Updated Fire-Com Intercom System for L-2541	6,900
		Updated Lighting Base of L-2541 Turntable	750
		Equipment Storage Box for Unit 2566	1,000
		Replace 20 year-old Ventilation / Chain Saw	1,500
Sub-total of Machinery & Equipment			20,550
TOTAL CAPITAL OUTLAY			24,250
TOTAL FIRE DEPARTMENT			1,638,460

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FUND: GENERAL

Department: Police #2800

Basic Objectives

The members of the Police Department provide law enforcement services for the City's residents and visitors 24 hours every day. The department places particular emphasis on responding to the community's calls for service, investigating crimes and providing for traffic enforcement. The department relies heavily on the community policing method to achieving their goals. The Police Department motto, which was developed by Department members, is ***Dedicated to Duty – Committed to Community.***

Community Policing

The department began training officers in community policing methods in 1996. Currently, all officers are engaged in community policing. Our community policing activities are embedded in the actions of the department and enhanced by the Citizen Police Academy, Social Media, and other functions that bring residents into direct involvement with the police.

Technology

The department has made technology a priority to help the agency manage response in the most cost effective manner possible. The department is one of the first agencies in the country to replace the vehicle mounted ruggedized computer with an inexpensive tablet technology completely integrated with at the records management system, dispatch systems and criminal justice information system.

Staffing

This budget provides for a chief of police, deputy chief, two sergeants, one detective, one school resource officer, nine patrol officers, one administrative services manager, and one senior records specialist. The senior records specialist also functions as the department's part time evidence custodian.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
POLICE #2800

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/13 - 6/30/14</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
1,058,483	1,120,154	1,142,230	Regular Salaries	1,136,200	1,136,200	1,136,200
72,392	49,292	84,660	Overtime	49,960	49,960	49,960
95,063	85,254	34,000	Extra Help	60,070	60,070	60,070
22,604	22,296	22,000	Interfund Wages	22,000	22,000	22,000
95,468	96,491	96,990	FICA Taxes	98,310	98,310	98,310
260,245	280,527	306,660	Insurance	305,760	305,760	305,760
157,593	194,885	209,590	Retirement Contributions	256,650	256,650	256,650
38,339	37,174	37,780	Workers' Compensation	40,970	40,970	40,970
1,800,187	1,886,073	1,933,910	Total Personnel Services	1,969,920	1,969,920	1,969,920
			Materials and Services:			
8,089	4,656	4,500	Office Supplies	5,000	5,000	5,000
48,501	62,851	55,350	Operating Supplies	55,350	55,350	55,350
12,940	7,880	8,600	Repair & Maintenance Supplies	8,600	8,600	8,600
2,419	1,655	2,500	Small Tools & Minor Equipment	2,500	2,500	2,500
13,583	19,461	14,500	City Shop Expenses	14,500	14,500	14,500
13,207	15,057	16,400	Training	16,400	16,400	16,400
2,007	2,048	3,000	Conferences, Meetings & Travel	3,000	3,000	3,000
2,337	1,180	2,800	Professional Services	2,800	2,800	2,800
175	325	500	Memberships & Dues	500	500	500
3,496	571	1,400	Communications	1,400	1,400	1,400
542	342	1,500	Advertising	1,000	1,000	1,000
1,659	1,042	1,700	Printing & Binding	1,700	1,700	1,700
19,521	2,626	2,610	Public Utility Services	2,610	2,610	2,610
21,224	22,578	21,000	Repair & Maintenance Services	21,000	21,000	21,000
20,742	13,880	19,450	Miscellaneous	17,450	17,450	17,450
14,246	16,352	18,150	Technology Services	19,150	19,150	19,150
184,688	172,504	173,960	Total Materials and Services	172,960	172,960	172,960
			Capital Outlay:			
9,739	11,616	16,700	Machinery & Equipment	13,950	13,950	13,950
9,739	11,616	16,700	Total Capital Outlay	13,950	13,950	13,950
1,994,614	2,070,193	2,124,570	Total Expenditures	2,156,830	2,156,830	2,156,830

GENERAL FUND (001)

POLICE DEPARTMENT (2800)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	1,136,200
410	2045	Overtime	49,960
410	2085	Extra Help	60,070
412	2095	Interfund Wages	22,000
415	2220	FICA - Social Security	98,310
415	2230	Insurance	305,760
415	2235	Retirement Contributions	256,650
415	2240	Workers' Compensation	40,970

TOTAL PERSONNEL SERVICES **1,969,920**

Materials and Services (510 - 685)

510	3045	General Office Supplies	5,000	
		Sub-total of Office Supplies		5,000
515	3120	Books / Periodicals	700	
515	3125	Clothing / Uniforms / Boots / Gloves	9,000	
515	3130	Photography Supplies	750	
515	3135	Food and Local Meetings	1,900	
515	3180	Fuel, Oil & Lubricants	40,000	
515	3310	General Operating Supplies	3,000	
		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	500	
		Sub-total Memberships & Dues		500
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	5214	Electricity - 2210 Coxcomb Drive	1,860	
655	5217	Electricity - Shooting Range	300	
655	5220	Electricity - 2195 Coxcomb Drive	450	
		Sub-total of Public Utility Services		2,610
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	15,650
		Sub-total of Technology Services	19,150
TOTAL MATERIALS & SERVICES			172,960
Capital Outlay (720 - 740)			
740	6650	Machinery & Equipment	
		4 - Personal Body Armor	2,400
		3 - Portable Radios	2,500
		1 - Taser	1,100
		1 - Glock Handgun (Replacement)	450
		1 - DVD Duplicator	500
		1 - ID Printer	4,500
		20 - Officer Voice Recorders	1,200
		5 - Breaching tool kits	1,300
		Sub-total of Machinery & Equipment	13,950
TOTAL CAPITAL OUTLAY			13,950
TOTAL POLICE DEPARTMENT			2,156,830

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FUND: GENERAL

Department: Parks and Recreation #s 3001 & 3002

Basic Objectives

The Parks related functions are consolidated in the Parks Operation Fund (# 158) for FYE June 30, 2013. The Parks and Recreation budgets are presented for prior year history.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
PARKS AND RECREATION - All Divisions

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/13 - 6/30/14</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13		Budget Officer	Budget Committee	Governing Body
449,399	274,838		Personnel Services:			
1,075	383		Regular Salaries			
170,145	301,172		Overtime			
13,424	9,726		Extra Help			
39,177	41,035		Interfund Wages			
70,474	59,099		FICA Taxes			
45,148	48,681		Insurance			
15,336	17,550		Retirement Contributions			
			Workers' Compensation			
804,178	752,484	-	Total Personnel Services	-	-	-
			Materials and Services:			
5,945	9,354		Office Supplies			
64,832	68,635		Operating Supplies			
21,309	27,414		Repair & Maintenance Supplies			
2,226	3,312		Small Tools & Minor Equipment			
7,758	8,220		City Shop Expenses			
1,493	3,420		Training			
6,450	6,543		Conferences, Meetings & Travel			
16,343	11,522		Professional Services			
453	755		Memberships & Dues			
319	1,153		Communications			
2,015	2,246		Advertising			
15,316	13,516		Printing & Binding			
32,014	28,350		Public Utility Services			
23,742	34,648		Repair & Maintenance Services			
5,260	142,873		Rentals			
30,154	47,277		Fee & Charge Programs			
332	1,382		Miscellaneous			
2,788	1,708		Technology Services			
238,749	412,328	-	Total Materials and Services	-	-	-
			Capital Outlay:			
4,495	5,030		Improvements Other Than Buildings			
-	9,577		Machinery & Equipment			
4,495	14,607	-	Total Capital Outlay	-	-	-
1,047,422	1,179,419	-	Total Expenditures	-	-	-

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
PARKS AND RECREATION - Recreation/Administration Division #3001

Historical Data			Budget for Fiscal Year 7/1/13 - 6/30/14			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13				
			Personnel Services:			
272,427	152,885	-	Regular Salaries			
397	96	-	Overtime			
143,900	277,119	-	Extra Help			
20,969	30,482	-	FICA Taxes			
21,633	22,802	-	Insurance			
17,849	27,114	-	Retirement Contributions			
7,329	10,214	-	Workers' Compensation			
484,504	520,712	-	Total Personnel Services			
			Materials and Services:			
5,758	8,658	-	Office Supplies			
36,339	36,895	-	Operating Supplies			
1,966	2,004	-	Repair & Maintenance Supplies			
-	443	-	Small Tools & Minor Equipment			
888	2,294	-	Training			
4,266	5,108	-	Conferences, Meetings & Travel			
16,338	10,190	-	Professional Services			
453	755	-	Memberships & Dues			
310	1,153	-	Communications			
2,015	2,246	-	Advertising			
15,316	13,516	-	Printing & Binding			
8,441	21,185	-	Repair & Maintenance Services			
1,937	138,745	-	Rentals			
30,154	47,277	-	Fee & Charge Programs			
2,788	1,528	-	Technology Services			
126,969	291,997	-	Total Materials and Services			
			Capital Outlay:			
-	9,577	-	Machinery & Equipment			
-	-	-	Total Capital Outlay			
611,473	822,286	-	Total Expenditures			

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
PARKS AND RECREATION - Maintenance Division #3002

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/13 - 6/30/14</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 6/30/11</u>	<u>FYE 6/30/12</u>	<u>FYE 6/30/13</u>				
			Personnel Services:			
176,972	121,953	-	Regular Salaries			
678	287	-	Overtime			
26,245	24,053	-	Extra Help			
13,424	9,726	-	Interfund Wages			
18,208	10,553	-	FICA Taxes			
48,841	36,297	-	Insurance			
27,299	21,567	-	Retirement Contributions			
8,007	7,336	-	Workers' Compensation			
<u>319,674</u>	<u>231,772</u>	-	Total Personnel Services	-	-	-
			Materials and Services:			
187	696	-	Office Supplies			
28,493	31,740	-	Operating Supplies			
19,343	25,410	-	Repair & Maintenance Supplies			
2,226	2,869	-	Small Tools & Minor Equipment			
7,758	8,220	-	City Shop Expenses			
605	1,126	-	Training			
2,184	1,435	-	Conferences, Meetings & Travel			
5	1,332	-	Professional Services			
9	-	-	Communications			
31,969	28,350	-	Public Utility Services			
15,301	13,463	-	Repair & Maintenance Services			
3,323	4,128	-	Rentals			
332	1,382	-	Miscellaneous			
45	180	-	Technology Services			
<u>111,780</u>	<u>120,331</u>	-	Total Materials and Services	-	-	-
			Capital Outlay:			
4,495	5,030	-	Improvements Other Than Buildings			
-	-	-	Machinery & Equipment			
<u>4,495</u>	<u>5,030</u>	-	Total Capital Outlay	-	-	-
<u>435,949</u>	<u>357,133</u>	-	Total Expenditures	-	-	-

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 that enhance core services.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
LIBRARY #3200

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/13 - 6/30/14</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
141,629	148,815	153,350	Regular Salaries	157,110	157,110	157,110
-	-	100	Overtime	100	100	100
47,302	51,093	58,860	Extra Help	53,140	53,140	53,140
1,767	1,434	1,000	Interfund Wages	1,280	1,280	1,280
14,101	14,914	16,380	FICA Taxes	16,420	16,420	16,420
38,750	40,762	43,710	Insurance	43,040	43,040	43,040
24,130	31,142	33,890	Retirement Contributions	42,510	42,510	42,510
453	482	490	Workers' Compensation	490	490	490
268,132	288,642	307,780	Total Personnel Services	314,090	314,090	314,090
			Materials and Services:			
2,529	3,071	2,700	Office Supplies	2,700	2,700	2,700
3,780	3,702	5,300	Operating Supplies	5,650	5,650	5,650
36,358	43,903	55,750	Library Materials	48,670	48,670	48,670
444	1,032	300	Repair & Maintenance Supplies	300	300	300
2,187	6,001	2,750	Conferences, Meetings & Travel	4,100	4,100	4,100
4,046	3,741	8,300	Professional Services	5,300	5,300	5,300
520	515	830	Memberships & Dues	750	750	750
653	517	500	Communications	500	500	500
1,416	126	2,000	Advertising	2,000	2,000	2,000
98	99	200	Printing & Binding	200	200	200
14,486	12,910	15,300	Public Utility Services	15,550	15,550	15,550
18,225	17,725	16,600	Repair & Maintenance Services	17,800	17,800	17,800
491	234	800	Miscellaneous	800	800	800
6,174	602	1,000	Projects Funded by Grants	1,000	1,000	1,000
18,675	18,257	21,850	Technology	18,350	18,350	18,350
110,082	112,435	134,180	Total Materials and Services	123,670	123,670	123,670
			Capital Outlay:			
-	-	3,000	Machinery & Equipment	1,500	1,500	1,500
378,214	401,077	444,960	Total Expenditures	439,260	439,260	439,260

General Fund (001)

LIBRARY (3200)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	157,110
410	2045	Overtime	100
410	2085	Extra Help	53,140
412	2095	Interfund Wages	1,280
415	2220	FICA -Social Security	16,420
415	2230	Insurance	43,040
415	2235	Retirement Contributions	42,510
415	2240	Workers' Compensation	490

TOTAL PERSONNEL SERVICES

314,090

Materials and Services (510 - 685)

510	3040	Printer Cartridges and Supplies	1,200
510	3045	General Office Supplies	1,500

Sub-total of Office Supplies

2,700

515	3165	Volunteer Program - General	500
515	3308	Barcodes/Book Jackets/Processing Supply	2,300
515	3310	General Operating Supplies	2,850

Sub-total of Operating Supplies

5,650

520	3420	Adult Book Collections, non-fiction	3,100
520	3421	Adult Book Collections, fiction	5,100
520	3422	Adult Book Collections, large print	5,000
520	3423	Adult Audio Books on CD	3,000
520	3424	Adult Programs	2,500
520	3430	Adult DVD Collection	4,210
520	3435	Magazines	2,500
520	3440	Newspapers / Review Sources	500
520	3441	Children's collections-birth to age 5	3,750
520	3442	Children's collections-K-3rd grade	3,750
520	3443	Children's collections- 4th to 6th	2,500
520	3444	Children's collections- 7th to 12th	2,720
520	3445	Children's Programs	3,400
520	3450	ODLC-Library2Go Consortium	3,800
520	3453	Sanborn Maps	670
520	3457	Fundraising Research Materials	800
520	3458	Mango Language Database	1,370

Sub-total of Library Materials

48,670

525	3520	Building Materials / Supplies	200
525	3555	Flooring and Lighting	100

Sub-total of Repair & Maintenance Supplies

300

General Fund (001)

LIBRARY (3200)

615	4245	Oregon Library Association	900	
615	4250	Public Library Directors	150	
615	4255	Public Library Association BiAnnual Conference	1,650	
615	4260	Conference / Meeting Expense	800	
615	4265	Travel - Conferences and Meetings	600	
		Sub-total of Conferences, Meetings & Travel		4,100
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	130	
630	4821	Sunset Reading Council	50	
630	4823	ADHDA	100	
		Sub-total of Memberships & Dues		750
635	4975	Postage	500	
		Sub-total of Communications		500
640	5030	Advertising - Public Notices	2,000	
		Sub-total of Advertising		2,000
650	5145	Printing & Binding - General	200	
		Sub-total of Printing & Binding		200
655	5283	Electricity	9,950	
656	5470	Natural Gas	5,000	
657	5514	Sanitation	600	
		Sub-total of Public Utility Services		15,550
660	5635	Microfilm Reader/Printer Maintenance	1,200	
660	5745	Janitorial Services Agreement	13,100	
660	5760	Heating Systems	500	
660	5770	Lighting	3,000	
		Sub-total of Repair & Maintenance Services		17,800
675	6035	General - Miscellaneous	800	
		Sub-total of Miscellaneous		800

General Fund (001)				
LIBRARY (3200)				
680	6130	Oregon State Library	1,000	
		Sub-total of Projects Funded by Grants		1,000
685	6205	Computer Software	500	
685	6210	Annual Technical Repair / Replacement	3,250	
685	6260	Library TLC Software Maintenance	14,600	
		Sub-total of Technology		18,350
TOTAL MATERIALS & SERVICES				123,670
<u>Capital Outlay (740)</u>				
740	6650	Machinery & Equipment Landscaping	1,500	
		Sub-Total Machinery & Equipment		1,500
TOTAL LIBRARY				439,260

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 real property. 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. Beginning with FYE June 30, 1996 and continuing with FYE June 30, 2014, in an effort to begin to provide sustainability for the Capital Improvement Fund, items which were either considered operational or cost less than \$5,000 were budgeted in the General Fund. Some items costing less than \$5,000 may be budgeted in this fund; however, they are considered capital type items.

Staffing

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

City of Astoria, Oregon
Budget Document

CAPITAL IMPROVEMENT FUND #102

Historical Data			Budget for Fiscal Year 7/1/13 - 6/30/14			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13		Budget Officer	Budget Committee	Governing Body
Resources						
1,558,637	1,996,141	250,000	Beginning Fund Balance	100,000	100,000	100,000
389,076	211,958	199,900	Intergovernmental	215,000	215,000	215,000
9,116	4,585	1,000	Interest Earnings	2,000	2,000	2,000
142,426	155,220	-	Sale of City Property	150,000	150,000	150,000
-	428,532	1,625,000	Gifts, Bequests & Grants	1,500,000	1,500,000	1,500,000
19,859	29,826	150,000	Miscellaneous	-	-	-
643,000	43,300	-	Transfer From Other Funds	-	-	-
			General Fund	-	-	-
<u>2,762,114</u>	<u>2,869,562</u>	<u>2,225,900</u>	Total Resources	<u>1,967,000</u>	<u>1,967,000</u>	<u>1,967,000</u>
Requirements						
Materials & Services:						
60,015	274,083	46,500	Professional Services	64,500	64,500	64,500
3,344	-	700	Advertising	700	700	700
8,857	8,210	40,000	Repair and Maintenance Services	40,000	40,000	40,000
69,200	476,573	1,625,000	Projects Funded by Grants	1,500,000	1,500,000	1,500,000
141,416	758,866	1,712,200	Total Materials & Services	1,605,200	1,605,200	1,605,200
Capital Outlay:						
435,080	1,836,338	-	Buildings	-	-	-
28,198	29,725	-	Improvements Other Than Bldgs	-	-	-
120,809	185,673	67,390	Machinery and Equipment	130,970	130,970	130,970
584,087	2,051,736	67,390	Total Capital Outlay	130,970	130,970	130,970
Debt Service						
30,110	31,013	31,950	Principal	32,910	32,910	32,910
10,360	9,452	8,530	Interest	7,570	7,570	7,570
40,470	40,465	40,480	Total Debt Service	40,480	40,480	40,480
-	-	75,000	Contingency	43,800	43,800	43,800
765,973	2,851,067	1,895,070	Total Expenditures	1,820,450	1,820,450	1,820,450
<u>1,996,141</u>	<u>18,495</u>	<u>330,830</u>	Ending Fund Balance	<u>146,550</u>	<u>146,550</u>	<u>146,550</u>
<u>2,762,114</u>	<u>2,869,562</u>	<u>2,225,900</u>	Total Requirements	<u>1,967,000</u>	<u>1,967,000</u>	<u>1,967,000</u>

CAPITAL IMPROVEMENT FUND (102 0000)

Materials & Services (620 - 680)

620	4450	Property Appraisals	500	
620	4455	Forest Management Plan Activities	30,000	
620	4460	Hazardous Tree Removal	5,000	
620	4465	Forest Fire Control: Non-Watershed Property	1,000	
620	4466	Millpond Taxes and HOA Dues	13,000	
620	4540	Professional Services - General	15,000	
		Sub-total of Professional Services		64,500
640	5030	Advertising - Public Notices	700	
		Sub-total of Advertising		700
660	5800	Watershed Road Repairs	40,000	
		Sub-total of Repair and Maintenance Services		40,000
680	6140	General-Projects Funded by Grants Senior Center Improvements	1,500,000	
		Sub-total of Projects Funded by Grants		1,500,000
TOTAL MATERIALS & SERVICES				1,605,200

Capital Outlay (720 - 740)

		GENERAL FUND:		
720	6400	<u>Buildings</u>		
		Sub-total Buildings		0
730	6500	<u>Improvements Other Than Buildings</u>		
		Sub-total Improvements Other Than Buildings		0

CAPITAL IMPROVEMENT FUND (102 0000)			
740	6650	<u>Machinery & Equipment</u>	
		Finance	
		Springbrook Software (Payment 5 of 5)	27,190
		Non and Interdepartmental	
		iFocus Recommended Replacements	
		Workstation Replacements	15,000
		Server Mfg Hardware Warranty Extension	3,000
		Hardware Replacement	3,400
		Firewall Replacement	5,380
		Down Payment on 3 vehicles	21,000
		Loan Payments Public Safety Vehicles	40,000
		Police	
		2 EOC Base Station Radios	2,500
		30 Collapsible Traffic Cones	1,500
		1 Transportable repeater	5,000
		CJIS Advanced Authentication	7,000
		Sub-total Machinery & Equipment	130,970
TOTAL CAPITAL OUTLAY			130,970
		<u>Debt Service (810)</u>	
810	6820	Principal - Safeway Block	32,910
810	6825	Interest - Safeway Block	7,570
		Sub-total of Debt Service	40,480
		<u>Contingent Expenditures (910)</u>	
910	8020	Contingency	43,800
		Sub-total of Contingency	43,800
		<u>Ending Fund Balance (950)</u>	
950	8520	Unappropriated Ending Fund Balance	146,550
		Sub-total Ending Fund Balance	146,550
TOTAL CAPITAL IMPROVEMENT FUND			1,967,000

FUND: UNEMPLOYMENT #104

Basic Objectives

This fund is maintained for the payment of unemployment claims. The revenue source is transfers from other operating funds.

Staffing

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

City of Astoria, Oregon
Budget Document

UNEMPLOYMENT FUND #104

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/13 - 6/30/14</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		<u>Proposed by</u>	<u>Approved by</u>	<u>Adopted by</u>
<u>FYE 6/30/11</u>	<u>FYE 6/30/12</u>	<u>FYE 6/30/13</u>	<u>Resources and Requirements</u>	<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
Resources						
52	6,105	4,300	Beginning Fund Balance	450	450	450
42	52	30	Interest Earnings	30	30	30
<u>32,000</u>	<u>12,500</u>	<u>10,000</u>	Transfers from Other Fund:			
			General Fund	<u>35,000</u>	<u>35,000</u>	<u>35,000</u>
<u>32,094</u>	<u>18,657</u>	<u>14,330</u>	Total Resources	<u>35,480</u>	<u>35,480</u>	<u>35,480</u>
Requirements						
25,989	18,538	14,330	Material and Services:			
			Unemployment claims	35,000	35,000	35,000
			Contingency	480	480	480
<u>6,105</u>	<u>119</u>	<u>-</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>32,094</u>	<u>18,657</u>	<u>14,330</u>	Total Requirements	<u>35,480</u>	<u>35,480</u>	<u>35,480</u>

2013 / 14 Budget Detail Information

UNEMPLOYMENT FUND (104 0000)

Materials and Services (675)		
675	6055	Services-Miscellaneous Unemployment Claims
		35,000
		Contingency
		480
TOTAL UNEMPLOYMENT FUND		35,480

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. On June 1, 1999, by the adoption of Resolution No. 98-20, the City Council transferred the administration of the loan program to Enterprise Cascadia.

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 7/1/13 - 6/30/14</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 6/30/11</u>	<u>FYE 6/30/12</u>	<u>FYE 6/30/13</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
Resources						
234,464	255,166	138,000	Beginning Fund Balance	136,440	136,440	136,440
702	746	470	Interest on Investments	850	850	850
-	85	-	Miscellaneous Income	-	-	-
20,000	-	-	Transfers from Other Funds:			
			Housing Rehab	-	-	-
<u>255,166</u>	<u>255,997</u>	<u>138,470</u>	Total Resources	<u>137,290</u>	<u>137,290</u>	<u>137,290</u>
Requirements						
-	9	80,000	Materials & Services			
			Miscellaneous	80,000	80,000	80,000
-	-	30,000	Special Payments:			
			Loan Disbursement	-	-	-
			Contingency	30,000	30,000	30,000
<u>255,166</u>	<u>255,988</u>	<u>28,470</u>	Ending Fund Balance	<u>27,290</u>	<u>27,290</u>	<u>27,290</u>
<u>255,166</u>	<u>255,997</u>	<u>138,470</u>	Total Requirements	<u>137,290</u>	<u>137,290</u>	<u>137,290</u>

2013 / 14 Budget Detail Information

REVOLVING LOAN FUND (122 0000)

Materials and Services (675)			
		Miscellaneous	
675	6035	Derelict Building Program Support	80,000
910	8020	Contingency	30,000
950	8520	Ending Fund Balance	<u>27,290</u>
TOTAL REVOLVING LOAN FUND			137,290

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 is required to account for these resources in a separate fund as the loans are repaid.

Staffing

The Community Development Director and the Finance Department oversee expenditures from this fund. The Community Action Team, through a service contract, administers the actual loan program.

City of Astoria, Oregon
Budget Document

HOUSING REHABILITATION LOAN FUND #124

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/13 - 6/30/14</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13		Budget Officer	Budget Committee	Governing Body
<u>Resources</u>						
51,659	22,463	22,550	Beginning Fund Balance	31,050	31,050	31,050
-	-	-	Loan Payments	5,000	5,000	5,000
136	125	60	Interest	160	160	160
17,683	-	25,000	Miscellaneous Revenue	-	-	-
<u>69,478</u>	<u>22,588</u>	<u>47,610</u>	Total Resources	<u>36,210</u>	<u>36,210</u>	<u>36,210</u>
<u>Requirements</u>						
Materials & Services						
4,598	-	5,000	Professional Services			
22,417	-	40,000	Loan Disbursements	5,160	5,160	5,160
27,015	-	45,000	Total Materials & Services	5,160	5,160	5,160
Transfers to Other Funds						
20,000	-	-	Revolving Loan Fund	-	-	-
-	-	2,610	Contingent Expenditures	770	770	770
22,463	22,588	-	Ending Fund Balance	30,280	30,280	30,280
<u>69,478</u>	<u>22,588</u>	<u>47,610</u>	Total Requirements	<u>36,210</u>	<u>36,210</u>	<u>36,210</u>

Detail Budget Information 2013 / 14

HOUSING REHABILITATION LOAN FUND (124 0000)

<u>Materials and Services (515 - 660)</u>			
675	6025	Services-Miscellaneous Loan Disbursement	5,160
910	8020	Contingency	770
950	8520	Ending Fund Balance	<u>30,280</u>
TOTAL HOUSING REHABILITATION LOAN FUND			<u>36,210</u>

FUND: BUILDING INSPECTION #128

Basic Objectives

This fund accounts for the activity of the City's building inspection program. This fund was established by City Council Resolution No. 00-11, adopted on March 20, 2000. The activity of the Building Inspection Division of the Community Development Department of the General Fund is accounted for in this fund, to comply with ORS 455.210. Maintaining a separate fund will provide for a measure 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 part-time 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 7/1/13 - 6/30/14</u>			
<u>Actual Data</u> FYE 6/30/11	<u>Actual Data</u> FYE 6/30/12	<u>Adopted Budget</u> FYE 6/30/13	<u>Resources and Requirements</u>	<u>Proposed by</u> <u>Budget</u> <u>Officer</u>	<u>Approved by</u> <u>Budget</u> <u>Committee</u>	<u>Adopted by</u> <u>Governing</u> <u>Body</u>
Resources						
274,479	198,880	165,620	Beginning Fund Balance	92,600	92,600	92,600
181,529	154,575	175,000	Charges for Services	127,680	127,680	127,680
	1,043		Miscellaneous Income			
1,094	157	500	Interest on Investments	500	500	500
<u>457,102</u>	<u>354,655</u>	<u>341,120</u>	Total Resources	<u>220,780</u>	<u>220,780</u>	<u>220,780</u>
Requirements						
Personnel Services:						
35,307	94,481	101,150	Regular Salaries	101,440	101,440	101,440
2,828	7,063	7,510	FICA Taxes	7,930	7,930	7,930
16,720	32,055	35,440	Insurance	34,120	34,120	34,120
4,588	8,892	15,080	Retirement Contributions	19,810	19,810	19,810
264	248	1,050	Workers' Compensation	1,150	1,150	1,150
<u>59,707</u>	<u>142,739</u>	<u>160,230</u>	Total Personnel Services	<u>164,450</u>	<u>164,450</u>	<u>164,450</u>
Materials and Services:						
1,581	1,499	1,500	Office Supplies	1,500	1,500	1,500
40	1,145	1,200	Operating Supplies	1,000	1,000	1,000
47	50	50	Small Tools & Minor Equipment	-	-	-
953	709	2,000	Training	-	-	-
737	1,478	1,000	Conferences, Meetings & Travel	2,800	2,800	2,800
127,293	14,914	44,000	Professional Services	26,000	26,000	26,000
250	870	1,470	Memberships & Dues	1,470	1,470	1,470
142	203	1,200	Communications	-	-	-
320	638	1,000	Printing & Binding	1,000	1,000	1,000
1,673	396	500	Repair & Maintenance Services	500	500	500
269	1,150	1,000	Miscellaneous	500	500	500
<u>133,305</u>	<u>23,052</u>	<u>54,920</u>	Total Materials and Services	<u>34,770</u>	<u>34,770</u>	<u>34,770</u>
-	-	30,000	Contingency	2,500	2,500	2,500
Transfers to Other Funds						
15,210	15,210	15,210	General Fund	15,210	15,210	15,210
50,000	-	-	Capital Improvement Fund	-	-	-
<u>65,210</u>	<u>15,210</u>	<u>15,210</u>	Total of Transfers	<u>15,210</u>	<u>15,210</u>	<u>15,210</u>
<u>258,222</u>	<u>181,001</u>	<u>260,360</u>	Total Expenditures	<u>216,930</u>	<u>216,930</u>	<u>216,930</u>
<u>198,880</u>	<u>173,654</u>	<u>80,760</u>	Ending Fund Balance	<u>3,850</u>	<u>3,850</u>	<u>3,850</u>
<u>457,102</u>	<u>354,655</u>	<u>341,120</u>	Total Requirements	<u>220,780</u>	<u>220,780</u>	<u>220,780</u>

BUILDING INSPECTION FUND (128 3300)**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	101,440
415	2220	FICA - Social Security	7,930
415	2230	Insurance	34,120
415	2235	Retirement Contributions	19,810
415	2240	Workers' Compensation	1,150

TOTAL PERSONNEL SERVICES**164,450****Materials and Services (510 - 675)**

510	3045	General Office Supplies	1,500
		Sub-total of Office Supplies	1,500
515	3180	Fuel & Lubricants	1,000
		Sub-total of Operating Supplies	1,000
615	4260	Conference / Meeting Expense	2,800
		Sub-total Conferences, Meetings & Travel	2,800
620	4475	Building Inspection Surcharge	10,000
620	4485	Contract Building Inspection Services	15,000
620	4490	Microfilming	1,000
		Sub-total of Professional Services	26,000
630	4750	Various Dues	1,470
		Sub-total Memberships & Dues	1,470
650	5145	General - Printing and Binding	1,000
		Sub-total of Printing and Binding	1,000
660	5825	General - Repair & Maintenance Services	500
		Sub-total of Repair & Maintenance Services	500
675	6035	General - Miscellaneous Services	500
		Sub-Total of Miscellaneous-Services	500

TOTAL MATERIALS & SERVICES**34,770**

BUILDING INSPECTION FUND (128 3300)			
<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	2,500
		Sub-total Contingency	2,500
<u>Fund Balance (950)</u>			
950	8520	Unappropriated Ending Fund Balance	3,850
		Sub-total Ending Fund Balance	3,850
TOTAL BUILDING INSPECTION FUND			220,780
TOTAL BUILDING INSPECTION - ALL FUNDS			220,780

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 6/30/00, 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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/13 - 6/30/14</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 6/30/11</u>	<u>FYE 6/30/12</u>	<u>FYE 6/30/13</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
Resources						
406,069	364,844	301,960	Beginning Fund Balance	242,430	242,430	242,430
50,516	46,663	46,250	Intergovernmental	254,860	254,860	254,860
460,790	436,531	526,960	Charges for Services	407,420	407,420	407,420
1,890	1,905	1,330	Interest on Investments	1,200	1,200	1,200
			Transfer From Other Funds			
<u>262,900</u>	<u>287,560</u>	<u>307,180</u>	General Fund	<u>294,220</u>	<u>294,220</u>	<u>294,220</u>
<u>1,182,165</u>	<u>1,137,503</u>	<u>1,183,680</u>	Total Resources	<u>1,200,130</u>	<u>1,200,130</u>	<u>1,200,130</u>
Requirements						
Personnel Services:						
434,693	422,156	434,570	Regular Salaries	450,230	450,230	450,230
56,350	85,032	46,250	Overtime	48,500	48,500	48,500
3,346	5,857	-	Extra Help	-	-	-
37,654	39,980	35,900	FICA Taxes	38,860	38,860	38,860
126,819	125,277	178,540	Insurance	175,550	175,550	175,550
60,219	77,107	72,320	Retirement Contributions	99,730	99,730	99,730
1,050	1,957	990	Workers' Compensation	1,250	1,250	1,250
<u>720,131</u>	<u>757,366</u>	<u>768,570</u>	Total Personnel Services	<u>814,120</u>	<u>814,120</u>	<u>814,120</u>
Materials and Services:						
1,205	894	4,300	Office Supplies	4,400	4,400	4,400
1,968	3,351	5,000	Operating Supplies	5,000	5,000	5,000
36	50	200	Small Tools & Minor Equipment	2,000	2,000	2,000
-	1,839	2,500	General Repairs / City Shops	2,500	2,500	2,500
2,703	1,536	1,420	Training	1,420	1,420	1,420
3,167	6,225	7,000	Conferences, Meetings & Travel	7,000	7,000	7,000
821	14,550	10,000	Professional Services	10,000	10,000	10,000
430	230	1,000	Memberships & Dues	1,000	1,000	1,000
1,440	8,248	3,900	Communications	3,900	3,900	3,900
422	477	2,500	Advertising	2,500	2,500	2,500
24,418	13,794	13,000	Repair & Maintenance Services	13,000	13,000	13,000
22,551	25,978	35,000	Techology	35,000	35,000	35,000
390	8,107	1,500	Miscellaneous	29,100	29,100	29,100
<u>59,551</u>	<u>85,279</u>	<u>87,320</u>	Total Materials and Services	<u>116,820</u>	<u>116,820</u>	<u>116,820</u>
Capital Outlay:						
37,639	52,432	94,500	Machinery & Equipment	39,800	39,800	39,800
Transfer to Other Fund						
			General Fund	21,000	21,000	21,000
<u>-</u>	<u>-</u>	<u>60,000</u>	Contingency	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
<u>817,321</u>	<u>895,077</u>	<u>1,010,390</u>	Total Expenditures	<u>1,021,740</u>	<u>1,021,740</u>	<u>1,021,740</u>
<u>364,844</u>	<u>242,426</u>	<u>173,290</u>	Ending Fund Balance	<u>178,390</u>	<u>178,390</u>	<u>178,390</u>
<u>1,182,165</u>	<u>1,137,503</u>	<u>1,183,680</u>	Total Requirements	<u>1,200,130</u>	<u>1,200,130</u>	<u>1,200,130</u>

EMERGENCY COMMUNICATIONS (132 3400)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	450,230
410	2045	Overtime	48,500
410	2085	Extra Help	0
415	2220	FICA - Social Security	38,860
415	2230	Insurance	175,550
415	2235	Retirement Contributions	99,730
415	2240	Workers' Compensation	1,250

TOTAL PERSONNEL SERVICES

814,120

Materials and Services (510 - 685)

510	3040	Printer Cartridges and Supplies	2,400
510	3045	General Office Supplies	2,000
		Sub-total of Office Supplies	4,400
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 / Supplies City Shops for Vehicle	2,500
		Sub-total of City Shops Supplies	2,500
610	4095	Certification	200
610	4100	EMD	500
610	4110	Police Legal	720
		Sub-total of Training	1,420
615	4260	Conferences / Meeting Expenses	7,000
		Sub-total of Conferences, Meetings & Travel	7,000
620	4495	APCO Frequency Coordination	3,500
620	4539	VOIP Cisco/Obsidian Support	1,500
620	4540	Professional Services-General	5,000
		Sub-total of Professional Services	10,000

EMERGENCY COMMUNICATIONS (132 3400)

630	4750	Various Dues	1,000	
		Sub-Total of Memberships & Dues		1,000
635	4940	911 Lines/Non Emergency	3,000	
635	4955	AT&T Language Line	900	
		Sub-total of Communications		3,900
640	5030	Advertising - Public Notices	2,500	
		Sub-total of Advertising		2,500
660	5705	Server - Ifocus	13,000	
		Sub-total of Repair & Maintenance Services		13,000
675	5935	Retiree Medical Benefits	27,600	
675	6035	General - Miscellaneous	1,500	
		Sub-total of Miscellaneous		29,100
685	6220	Dispatch Consoles	11,500	
685	6225	Eventide	5,000	
685	6230	Pier	4,000	
685	6235	Computer Hardware Maintenance	4,000	
685	6265	CMI Software	8,500	
685	6275	Tailored Solutions	2,000	
		Sub-total of Technology Services		35,000
TOTAL MATERIALS & SERVICES				116,820

EMERGENCY COMMUNICATIONS (132 3400)			
<u>Capital Outlay (740)</u>			
720	6400	Buildings Communication Maintenance	30,000
		Sub-total of Buildings	30,000
740	6650	Machinery & Equipment JPS Software UPS Batteries Fire Software	4,000 800 5,000
		Sub-total of Machinery & Equipment	9,800
TOTAL CAPITAL OUTLAY			39,800
<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	178,390
		Sub-total of Ending Fund Balance	178,390
TOTAL EMERGENCY COMMUNICATIONS FUND			1,200,130
TOTAL EMERGENCY COMMUNICATIONS - ALL FUNDS			1,200,130

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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 funds

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 7/1/13 - 6/30/14</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>
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13				
Resources						
18,142	(18,433)	19,500	Beginning Fund Balance	400	400	400
85,887	144,026	75,000	Intergovernmental Revenue	2,500	2,500	2,500
141	80	90	Interest Earnings	-	-	-
-	-	-	Gifts & Bequests	2,500	2,500	2,500
<u>104,170</u>	<u>125,673</u>	<u>94,590</u>	Total Resources	<u>5,400</u>	<u>5,400</u>	<u>5,400</u>
Requirements						
Materials and Services:						
-	-	-	Operating Supplies	2,500	2,500	2,500
<u>122,603</u>	<u>136,200</u>	<u>90,000</u>	Projects Funded by Grants	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
122,603	136,200	90,000	Total Materials and Services	5,000	5,000	5,000
-	-	4,590	Contingency	<u>400</u>	<u>400</u>	<u>400</u>
122,603	136,200	94,590	Total Expenditures	5,400	5,400	5,400
(18,433)	(10,527)	-	Ending Fund Balance	-	-	-
<u>104,170</u>	<u>125,673</u>	<u>94,590</u>	Total Requirements	<u>5,400</u>	<u>5,400</u>	<u>5,400</u>

2013 / 14 Budget Detail Information

COMMUNITY POLICING FUND (136 0000)

<u>Materials and Services</u>		
515	3310	Operating Supplies 2,500
680	6140	Grant Funded Projects Federal Earmark <u>2,500</u>
		Sub-total of Materials and Services 5,000
Contingency		
910	8020	Contingency 400
Ending Fund Balance		
950	8520	Unappropriated Ending Fund Balance -
		TOTAL COMMUNITY POLICING FUND 5,400

FUND: PARKS PROJECT #146

Basic Objectives

This fund was established by Resolution No. 93-52, adopted on December 6, 1993. The major resource of 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 that the fund will grow to a substantial size to help subsidize programs the community wants 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. This project will continue with development and fundraising for FYE June 30, 2014.

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 7/1/13 - 6/30/14</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13		Budget Officer	Budget Committee	Governing Body
			Resources			
(16,137)	50,761	206,500	Beginning Fund Balance	769,000	769,000	769,000
66,048	208,881	200,000	Gifts & Bequests	600,000	600,000	600,000
82	881	600	Interest Earnings	1,600	1,600	1,600
<u>23,000</u>	-	-	Miscellaneous	-	-	-
<u>72,993</u>	<u>260,523</u>	<u>407,100</u>	Total Resources	<u>1,370,600</u>	<u>1,370,600</u>	<u>1,370,600</u>
			Requirements			
			Materials & Services:			
747	8,966	-	Operating Supplies	-	-	-
<u>21,485</u>	-	<u>25,000</u>	Professional Services	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
22,232	8,966	25,000	Total Materials & Services	100,000	100,000	100,000
			Capital Outlay:			
-	-	382,100	Improvements Other Than Bldgs	1,270,600	1,270,600	1,270,600
-	-	-	Contingent Expenditures	-	-	-
<u>50,761</u>	<u>251,557</u>	-	Ending Fund Balance	-	-	-
<u>72,993</u>	<u>260,523</u>	<u>407,100</u>	Total Requirements	<u>1,370,600</u>	<u>1,370,600</u>	<u>1,370,600</u>

2013 / 14 Budget Detail Information

PARKS AND RECREATION FUND (146 0000)

			<u>Materials & Services</u>	
620	4540	Professional Services		
		Park Design	100,000	
			<u>Capital Outlay</u>	
730	6500	Improvements Other Than Buildings		
		Park Construction	1,270,600	
			TOTAL PARKS AND RECREATION FUND	1,370,600

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 commemorate someone who either died in a local maritime accident or who had strong ties to the water.

General

Sited beside the Columbia River, phase one of the Maritime Memorial construction was completed in 1993. A dedication ceremony was 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 done twice each year, in October and May. A memorial service, sponsored by the Uniontown Neighborhood Association, is held each year on Memorial Day. The memorial has received nation-wide recognition, and donations have been received from various parts of the country for engravings of individuals who have had maritime connection to the Pacific Northwest. 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 7/1/13 - 6/30/14</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 6/30/11</u>	<u>FYE 6/30/12</u>	<u>FYE 6/30/13</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
Resources						
120,159	68,603	73,290	Beginning Fund Balance	80,110	80,110	80,110
21,517	14,050	10,000	Gifts and Bequests	10,000	10,000	10,000
496	409	250	Interest Earnings	490	490	490
<u>142,172</u>	<u>83,062</u>	<u>83,540</u>	Total Resources	<u>90,600</u>	<u>90,600</u>	<u>90,600</u>
Requirements						
Materials & Services:						
-	-	100	Office Supplies	500	500	500
-	-	5,500	Professional Services	7,500	7,500	7,500
6,901	-	9,400	Repair & Maintenance Services	7,000	7,000	7,000
6,901	-	15,000	Total Materials & Services	15,000	15,000	15,000
Capital Outlay:						
66,668	9,577	60,000	Improvements Other Than Bldgs	67,000	67,000	67,000
-	-	8,540	Contingent Expenditures	8,600	8,600	8,600
73,569	9,577	83,540	Total Expenditures	90,600	90,600	90,600
<u>68,603</u>	<u>73,485</u>	<u>-</u>	Ending Fund Balance	-	-	-
<u>142,172</u>	<u>83,062</u>	<u>83,540</u>	Total Requirements	<u>90,600</u>	<u>90,600</u>	<u>90,600</u>

Detail Budget Information 2013 / 14

MARITIME MEMORIAL FUND (148 0000)

<u>Materials and Services</u>			
510	3045	General - Office Supplies	500
620	4540	Professional Services - General	7,500
660	5825	General - Repair & Maintenance Services	7,000
TOTAL MATERIALS & SERVICES			15,000
<u>Capital Outlay</u>			
730	6500	Improvements Other Than Buildings General Improvements	67,000
910	8020	<u>Contingent Expenditures</u>	8,600
950	8520	<u>Ending Fund Balance</u>	-
TOTAL MARITIME MEMORIAL FUND			90,600

FUND: AQUATICS FACILITY #156

Basic Objectives

This 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) for FYE June 30, 2013 pursuant to City Council Resolution 12-07, adopted on June 4, 2012. The Aquatic Facility budget is presented for prior year history.

City of Astoria, Oregon
Budget Document

AQUATICS FACILITY FUND #156

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/13 - 6/30/14</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 6/30/11</u>	<u>FYE 6/30/12</u>	<u>FYE 6/30/13</u>				
Resources						
(38,921)	(22,333)	-	Beginning Fund Balance			
340,772	329,674	-	Charges for Services			
-	-	-	Pool Admissions			
-	-	-	Classes			
45,055	17,359	-	Sale of Concessions & Goods			
60,114	21,908	-	Rents			
-	-	-	Interest on Investments			
5,610	-	-	Gifts & Bequests			
-	-	-	Transfer From Other Funds			
78,900	144,570	-	General Fund			
-	-	-	Interfund Loan			
-	-	-	Capital Improvement Fund			
26,918	-	-	Miscellaneous			
<u>518,448</u>	<u>491,178</u>	<u>-</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
Requirements						
Personal Services:						
55,012	43,463	-	Regular Salaries			
167,005	138,578	-	Extra Help			
17,055	13,957	-	FICA Taxes			
5,984	2,660	-	Insurance			
16,776	9,412	-	Retirement Contributions			
1,461	3,265	-	Workers' Compensation			
<u>263,293</u>	<u>211,335</u>	<u>-</u>	Total Personal Services			
Materials and Services:						
14,533	14,571	-	Concession Supplies			
13,303	7,648	-	Retail Supplies			
298	539	-	Office Supplies			
46,289	49,862	-	Operating Supplies			
2,654	15,111	-	Repair & Maintenance Supplies			
6,950	5,875	-	Training			
363	881	-	Conferences, Meetings & Travel			
1,343	9,189	-	Professional Services			
1,837	-	-	Memberships & Dues			
710	690	-	Communications			
-	30	-	Advertising			
2,729	1,856	-	Printing & Binding			
135,757	140,480	-	Public Utility Services			
33,590	19,525	-	Repair & Maintenance Services			
1,370	1,158	-	Rentals			
1,502	-	-	Fee and Charge Program			
2,731	-	-	Miscellaneous			
<u>265,959</u>	<u>267,415</u>	<u>-</u>	Total Materials and Services			
Capital Outlay:						
<u>11,529</u>	<u>13,306</u>	<u>-</u>	Machinery & Equipment			
<u>11,529</u>	<u>13,306</u>	<u>-</u>	Total Capital Outlay			
-	-	-	Contingency			
540,781	492,056	-	Total Expenditures			
<u>(22,333)</u>	<u>(878)</u>	<u>-</u>	Ending Fund Balance			
<u>518,448</u>	<u>491,178</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
Parks Recreation and Administration
Parks Maintenance

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 its cemetery.

Staffing

All of the employees of this fund are under the supervision of the Community Services 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 7/1/13 - 6/30/14</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 6/30/11	FYE 6/30/12	FYE 6/30/13				
<u>Resources</u>						
			Beginning Fund Balance	-		
			Charges for Services			
-	-	458,200	Aquatic Fees	350,000	350,000	350,000
-	-	560,000	Recreation Fees	400,000	400,000	400,000
-	-	91,000	Maintenance Fees	150,500	150,500	150,500
			Transfers from Other Funds:			
			General Fund	707,640	707,640	707,640
-	-	697,400				
-	-	<u>1,806,600</u>	Total Resources	<u>1,608,140</u>	<u>1,608,140</u>	<u>1,608,140</u>
<u>Requirements (by department)</u>						
-	-	512,990	Aquatic	440,080	440,080	440,080
-	-	733,190	Parks-Recreation / Administration	710,960	710,960	710,960
-	-	560,420	Maintenance	457,100	457,100	457,100
-	-	-	Contingency	-	-	-
-	-	1,806,600	Total Expenditures	1,608,140	1,608,140	1,608,140
-	-	-	Ending Fund Balance	-	-	-
-	-	<u>1,806,600</u>	Total Requirements	<u>1,608,140</u>	<u>1,608,140</u>	<u>1,608,140</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 prestations for these departments.

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

Historical Data			Budget for Fiscal Year 7/1/13 - 6/30/14			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13		Budget Officer	Budget Committee	Governing Body
-	-	232,690	Personnel Services:			
-	-	437,430	Aquatic Facility	214,980	214,980	214,980
-	-	362,100	Recreation / Administration	570,460	570,460	570,460
-	-	<u>362,100</u>	Maintenance	<u>320,300</u>	<u>320,300</u>	<u>320,300</u>
-	-	1,032,220	Total Personnel Services	1,105,740	1,105,740	1,105,740
-	-	265,300	Materials & Services:			
-	-	285,760	Aquatic Facility	220,100	220,100	220,100
-	-	162,320	Recreation / Administration	130,500	130,500	130,500
-	-	<u>162,320</u>	Maintenance	<u>135,600</u>	<u>135,600</u>	<u>135,600</u>
-	-	713,380	Total Materials & Services	486,200	486,200	486,200
-	-	15,000	Capital Outlay:			
-	-	10,000	Aquatic Facility	5,000	5,000	5,000
-	-	36,000	Recreation / Administration	10,000	10,000	10,000
-	-	<u>36,000</u>	Maintenance	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
-	-	61,000	Total Capital Outlay	16,200	16,200	16,200
-	-	-	Contingency	-	-	-
-	-	1,806,600	Total Expenditures	<u>1,608,140</u>	<u>1,608,140</u>	<u>1,608,140</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 prestations 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, and a large slide. There is also a wading pool and a spa. Dry land components include a fitness room, birthday party 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 7/1/13 - 6/30/14</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13		Budget Officer	Budget Committee	Governing Body
-	-	42,660	Personnel Services:			
-	-	160,000	Regular Salaries	35,830	35,830	35,830
-	-	15,500	Extra Help	150,000	150,000	150,000
-	-	150	FICA Taxes	14,430	14,430	14,430
-	-	11,160	Insurance	-	-	-
-	-	3,220	Retirement Contributions	11,370	11,370	11,370
-	-	-	Workers' Compensation	3,350	3,350	3,350
-	-	232,690	Total Personal Services	214,980	214,980	214,980
-	-	2,000	Materials and Services:			
-	-	16,000	Office Supplies	1,000	1,000	1,000
-	-	9,000	Concession Supplies	16,000	16,000	16,000
-	-	38,000	Retail Supplies	9,000	9,000	9,000
-	-	12,500	Operating Supplies	29,500	29,500	29,500
-	-	9,800	Repair & Maintenance Supplies	7,500	7,500	7,500
-	-	1,500	Training	9,500	9,500	9,500
-	-	6,000	Conferences, Meetings & Travel	750	750	750
-	-	1,050	Professional Services	3,000	3,000	3,000
-	-	2,050	Memberships & Dues	350	350	350
-	-	700	Communications	2,000	2,000	2,000
-	-	10,000	Advertising	2,000	2,000	2,000
-	-	126,200	Printing & Binding	4,000	4,000	4,000
-	-	23,000	Public Utility Services	115,000	115,000	115,000
-	-	4,000	Repair & Maintenance Services	10,000	10,000	10,000
-	-	1,000	Rentals	3,000	3,000	3,000
-	-	2,500	Fee and Charge Program	-	-	-
-	-	-	Miscellaneous	7,500	7,500	7,500
-	-	263,300	Total Materials and Services	220,100	220,100	220,100
-	-	15,000	Capital Outlay:			
-	-	-	Machinery & Equipment	5,000	5,000	5,000
-	-	15,000	Total Capital Outlay	5,000	5,000	5,000
-	-	510,990	Total Requirements	440,080	440,080	440,080

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	35,830
410	2085	Extra Help	150,000
415	2220	FICA - Social Security	14,430
415	2235	Retirement Contributions	11,370
415	2240	Workers' Compensation	3,350

TOTAL PERSONNEL SERVICES

214,980

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	2,000	
515	3170	Concession Stand Supplies	16,000	
515	3175	Retail Item Supplies	9,000	
515	3265	Custodial Supplies	3,000	
515	3270	Chemicals	19,000	
515	3310	General Operating Supplies	5,000	
		Sub-total of Operating Supplies		54,500
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	250	
615	4265	Travel - Conferences and Meeting	500	
		Sub-total of Conferences, Meetings & Travel		750

PARKS OPERATION FUND (158)

PARKS OPERATION-AQUATICS (4100)

620	4432	Background Checks	1,000	
620	4540	Professional Services - General	2,000	
		Sub-total of Professional Services		3,000
630	4800	National Recreation & Parks Assn	350	
		Sub-total of Memberships & Dues		350
635	4965	Charter Cable	750	
635	4975	Postage	250	
635	4977	Web Services	1,000	
		Sub-total of Communications		2,000
640	5030	Advertising - Public Notices	2,000	
		Sub-total of Advertising		2,000
650	5145	General - Printing & Binding	4,000	
		Sub-total of Printing & Binding		4,000
655	5289	Electricity	55,000	
656	5479	Natural Gas	60,000	
657	5517	Sanitation		
		Sub-total of Public Utility Services		115,000
660	5825	General Repair & Maintenance Services	10,000	
		Sub-total of Repair & Maintenance Services		10,000
665	5865	Equipment	3,000	
		Sub-total of Rentals		3,000
675	5925	VISA Fees	6,000	
675	6005	Licenses and Permits	500	
675	6035	General - Miscellaneous	1,000	
		Sub-total of Miscellaneous		7,500
TOTAL MATERIALS & SERVICES				220,100

PARKS OPERATION FUND (158)

PARKS OPERATION-AQUATICS (4100)

Capital Outlay (720 - 740)

740	6650	Machinery & Equipment Fitness and Pool Equipment	5,000
		Sub-total of Machinery & Equipment	5,000

TOTAL CAPITAL OUTLAY 5,000

TOTAL PARKS OPERATION-AQUATICS 440,080

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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 7/1/13 - 6/30/14			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13		Budget Officer	Budget Committee	Governing Body
-	-	88,870	Personnel Services:			
-	-	1,500	Regular Salaries	184,200	184,200	184,200
-	-	275,000	Overtime	790	790	790
-	-	27,950	Extra Help	250,000	250,000	250,000
-	-	24,150	FICA Taxes	33,560	33,560	33,560
-	-	16,140	Insurance	47,070	47,070	47,070
-	-	3,820	Retirement Contributions	49,750	49,750	49,750
-	-	3,820	Workers' Compensation	5,090	5,090	5,090
-	-	437,430	Total Personal Services	570,460	570,460	570,460
-	-	8,400	Materials and Services:			
-	-	38,250	Office Supplies	4,200	4,200	4,200
-	-	3,000	Operating Supplies	45,700	45,700	45,700
-	-	200	Repair & Maintenance Supplies	1,500	1,500	1,500
-	-	3,500	Small Tools & Minor Equipment	100	100	100
-	-	6,100	Training	2,500	2,500	2,500
-	-	161,000	Conferences, Meetings & Travel	3,000	3,000	3,000
-	-	1,110	Professional Services	3,000	3,000	3,000
-	-	1,000	Memberships & Dues	-	-	-
-	-	2,200	Communications	500	500	500
-	-	15,000	Advertising	2,000	2,000	2,000
-	-	16,000	Printing & Binding	12,000	12,000	12,000
-	-	8,000	Repair & Maintenance Services	9,000	9,000	9,000
-	-	21,000	Rentals	5,000	5,000	5,000
-	-	1,000	Fee & Charge Programs	35,000	35,000	35,000
-	-	1,000	Technology Services	7,000	7,000	7,000
-	-	285,760	Total Materials and Services	130,500	130,500	130,500
-	-	10,000	Capital Outlay:			
-	-	10,000	Machinery & Equipment	10,000	10,000	10,000
-	-	10,000	Total Capital Outlay	10,000	10,000	10,000
-	-	733,190	Total Expenditures	710,960	710,960	710,960

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 prestations for these departments.

PARKS OPERATION FUND (158)

PARKS OPERATION-RECREATION / ADMINISTRATION (4200)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	184,200
410	2045	Overtime	790
415	2085	Extra Help	250,000
415	2220	FICA -Social Security	33,560
415	2230	Insurance	47,070
415	2235	Retirement Contributions	49,750
415	2240	Workers' Compensation	5,090

TOTAL PERSONNEL SERVICES	570,460
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Materials and Services (510 - 685)

510	3030	Paper	200
510	3040	Printer Cartridges and Supplies	1,000
510	3045	General Office Supplies	3,000

Sub-total of Office Supplies	4,200
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515	3125	Clothing / Uniforms / Boots / Gloves	2,000
515	3130	Photography Supplies	400
515	3135	Food and Local Meetings	500
515	3140	First Aid Supplies	400
515	3150	Awards	1,000
515	3155	Sports Equipment	6,000
515	3160	Program Supplies	33,000
515	3165	Volunteer Program - General	2,400

Sub-total of Operating Supplies	45,700
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525	3520	Building Materials / Supplies	1,000
525	3640	Other Repair & Maintenance Supplies	500

Sub-total Repair & Maintenance Supplies	1,500
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530	3720	Small Tools	100
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Sub-total of Small Tools & Minor Equipment	100
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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	4432	Background Checks	1,000	
620	4435	Sports Officials	2,000	
		Sub-total of Professional Services		3,000
635	4975	Postage	500	
		Sub-total of Communications		500
640	5030	Advertising - Public Notices	500	
640	5035	Advertising - Recreation Promotion	1,500	
		Sub-total of Advertising		2,000
650	5135	Commercial Printing	9,000	
650	5145	General - Printing & Binding	3,000	
		Sub-total of Printing & Binding		12,000
660	5620	Office Machines	1,000	
660	5725	Equipment other than Vehicles	5,000	
660	5730	Sports Equipment	3,000	
		Sub-total of Repair & Maintenance Services		9,000
665	5865	Equipment	5,000	
		Sub-total of Rentals		5,000
670	5890	Parks & Recreation Fee & Charge Programs	35,000	
		Sub-total of Fee & Charge Programs		35,000
685	6205	Computer Software	2,000	
685	6207	Non Contract IT Services	5,000	
		Sub-total of Technology Services		7,000
TOTAL MATERIALS & SERVICES				130,500

PARKS OPERATION FUND (158)

PARKS OPERATION-RECREATION / ADMINISTRATION (4200)

Capital Outlay (740)

740	6650	Machinery & Equipment Indoor Recreation Equipment	10,000	
		Sub-total of Machinery & Equipment		10,000

TOTAL CAPITAL OUTLAY 10,000

TOTAL PARKS OPERATION - RECREATION / ADMINISTRATION 710,960

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FUND: PARKS OPERATION

Department: Maintenance #4300

Basic Objectives

This department oversees parks and cemetery maintenance. The City maintains forty-three park sites, trails, community halls and the City's 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, and assist visitors and people 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 7/1/13 - 6/30/14			
Actual Data FYE 6/30/11	Actual Data FYE 6/30/12	Adopted Budget FYE 6/30/13	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
-	-	190,540	Personnel Services:			
-	-	700	Regular Salaries	159,890	159,890	159,890
-	-	48,000	Overtime	380	380	380
-	-	6,620	Extra Help	60,500	60,500	60,500
-	-	18,810	Interfund Wages	3,000	3,000	3,000
-	-	54,880	FICA Taxes	15,860	15,860	15,860
-	-	33,830	Insurance	39,500	39,500	39,500
-	-	8,720	Retirement Contributions	33,240	33,240	33,240
-	-		Workers' Compensation	7,930	7,930	7,930
-	-	362,100	Total Personnel Services	320,300	320,300	320,300
-	-	1,350	Materials and Services:			
-	-	62,920	Office Supplies	750	750	750
-	-	35,000	Operating Supplies	47,600	47,600	47,600
-	-	6,500	Repair & Maintenance Supplies	28,250	28,250	28,250
-	-	2,000	Small Tools & Minor Equipment	3,000	3,000	3,000
-	-	2,500	City Shop Expenses	1,000	1,000	1,000
-	-	500	Training	1,000	1,000	1,000
-	-	1,150	Professional Services	4,250	4,250	4,250
-	-	100	Membership & Dues	1,150	1,150	1,150
-	-	500	Communications	100	100	100
-	-	25,700	Printing and Binding	-	-	-
-	-	17,500	Public Utility Services	17,750	17,750	17,750
-	-	3,000	Repair & Maintenance Services	22,500	22,500	22,500
-	-	2,500	Rentals	4,000	4,000	4,000
-	-	1,100	Miscellaneous	1,250	1,250	1,250
-	-		Technology Services	3,000	3,000	3,000
-	-	162,320	Total Materials and Services	135,600	135,600	135,600
-	-	10,000	Capital Outlay:			
-	-	18,000	Buildings			
-	-	8,000	Improvements Other Than Buildings	1,200	1,200	1,200
-	-		Machinery & Equipment			
-	-	36,000	Total Capital Outlay	1,200	1,200	1,200
-	-	560,420	Total Expenditures	457,100	457,100	457,100

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	159,890
410	2045	Overtime	380
415	2085	Extra Help	60,500
415	2095	Interfund Wages	3,000
415	2220	FICA -Social Security	15,860
415	2230	Insurance	39,500
415	2235	Retirement Contributions	33,240
415	2240	Workers' Compensation	7,930

TOTAL PERSONNEL SERVICES

320,300

Materials and Services (510 - 685)

510	3025	Stationery Envelopes	50
510	3030	Paper	100
510	3045	General Office Supplies	600

Sub-total of Office Supplies

750

515	3118	Cemetery Liners	6,000
515	3125	Clothing / Uniforms / Boots / Gloves	1,000
515	3140	First Aid Supplies	100
515	3155	Sports Equipment	1,000
515	3180	Fuel, Oil & Lubricants	11,000
515	3235	Seed / Top Dressing Fields	500
515	3240	Trees / Shrubs / Flowers	2,000
515	3245	Fertilizers / Pesticides	1,000
515	3250	Bark Mulch / Top Soil / Sawdust	5,000
515	3255	Gypsum and Field Line Paint	1,000
515	3260	Playground Chips	5,000
515	3265	Custodial Supplies	8,000
515	3290	Heating Oil - Cemetery	1,000
515	3295	Heating Oil - Shively Hall	1,000
515	3300	Heating Oil - Parks Shops	1,000
515	3310	General Operating Supplies	3,000

Sub-total of Operating Supplies

47,600

PARKS OPERATION FUND (158)

PARKS OPERATION-MAINTENANCE (4300)

525	3520	Building Materials / Supplies	5,000	
525	3525	Motor Vehicle Repair Parts	1,750	
525	3530	Tires	500	
525	3540	Paint & Paint Supplies	3,000	
525	3545	Plumbing Supplies	1,000	
525	3550	Electrical Supplies	3,000	
525	3560	Trails Maintenance	3,000	
525	3565	Vandalism Repair	2,000	
525	3580	Signs	2,000	
525	3620	Heating System Maintenance	1,000	
525	3625	Plumbing & Irrigation Supplies	2,500	
525	3630	Water and Sewer Repair	1,000	
525	3640	Other Repair & Maintenance Supplies	2,500	
		Sub-total Repair & Maintenance Supplies		28,250
530	3720	Small Tools	2,500	
530	3725	Irrigation Equipment	500	
		Sub-total of Small Tools & Minor Equipment		3,000
545	3830	General Repair Supplies - City Shops	1,000	
		Sub-total of City Shop Expenses		1,000
610	4085	Travel Expenses - Training	500	
610	4090	Registration	500	
		Sub-total of Training		1,000
620	4432	Background Checks	250	
620	4540	General Professional Services	4,000	
		Sub-total of Professional Services		4,250
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

PARKS OPERATION FUND (158)

PARKS OPERATION-MAINTENANCE (4300)

655	5223	Electricity - Tennis Courts	500
655	5226	Electricity - Columbia Field	500
655	5229	Electricity - 1300 Klaskanine (Evergreen Park)	2,000
655	5232	Electricity - Astoria Column	2,500
655	5238	Electricity - Custom House	400
655	5241	Electricity - Fort Astoria	400
655	5244	Electricity - Alderbrook Hall	600
655	5247	Electricity - Portal Park	400
655	5253	Electricity - 2nd Street Bridge	500
655	5262	Electricity - Shively Hall	750
655	5265	Electricity - Tapiola Ball Field Lights	1,000
655	5271	Electricity - Tapiola Restroom	1,000
655	5274	Electricity - Tapiola Baseball Lights	500
655	5277	Electricity - Doughboy Monument	500
655	5292	Electricity - Cemetery	1,200
655	5332	Electricity - Parks Maint General	1,000
656	5461	Natural Gas - Alderbrook Hall	500
656	5468	Natural Gas - Parks Maint General	500
657	5535	Sanitation - Transfer Station Fees	3,000

Sub-total of Public Utility Services **17,750**

660	5725	Equipment other than Vehicles	5,000
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	10,000
660	5825	General - Repair & Maintenance Services	5,000

Sub-total of Repair & Maintenance Services **22,500**

665	5865	Equipment	2,000
665	5870	Chemical Toilets	2,000

Sub-total of Rentals **4,000**

675	6005	Licenses & Permits	1,000
675	6060	Random Drug Screens	250

Sub-total of Miscellaneous **1,250**

685	6205	Computer Software	3,000
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Sub-total of Technology Services **3,000**

TOTAL MATERIALS & SERVICES 135,600

PARKS OPERATION FUND (158)			
PARKS OPERATION-MAINTENANCE (4300)			
		Capital Outlay (720 - 740)	
730	6500	Improvements Other than Buildings	
		Playground Timbers	200
		Benches and Tables	1,000
		Sub-total of Improvements Other than Buildings	1,200
TOTAL CAPITAL OUTLAY			1,200
TOTAL PARKS OPERATION-MAINTENANCE			457,100

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 Changes

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. In November 2007, the City Council approved a fuel tax of \$.03 per gallon. The collections for this tax are administered by the Oregon Department of Transportation. Projected revenues for FY 2013-2014 are estimated at \$200,000 from local fuel taxes. Estimates of \$859,070 have been appropriated for FY 2013-2014 for street paving 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 7/1/13 - 6/30/14			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13		Budget Officer	Budget Committee	Governing Body
Resources						
267,955	405,888	343,900	Beginning Fund Balance	590,870	590,870	590,870
2,935	654	1,500	Delinquent Ad Valorem Taxes	200	200	200
204,634	226,100	200,000	Local Gas Tax	200,000	200,000	200,000
-	-	53,000	Transfer from State Tax Street Fund	75,000	75,000	75,000
1,501	1,900	850	Interest on Investments	3,000	3,000	3,000
477,025	634,542	599,250	Sub-Total Resources	869,070	869,070	869,070
<u>477,025</u>	<u>634,542</u>	<u>599,250</u>	Total Resources	<u>869,070</u>	<u>869,070</u>	<u>869,070</u>
Requirements						
Materials & Services						
-	-	5,000	Repair & Maintenance Supplies	10,000	10,000	10,000
Capital Outlay						
71,137	289,757	591,000	Improvements Other Than Buildings	859,070	859,070	859,070
71,137	289,757	596,000	Total Expenditures	869,070	869,070	869,070
-	-	3,250	Contingent Expenditures			
405,888	344,785	-	Ending Fund Balance	-	-	-
<u>477,025</u>	<u>634,542</u>	<u>599,250</u>	Total Requirements	<u>869,070</u>	<u>869,070</u>	<u>869,070</u>

2013 / 14 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		859,070		
910	8020	Contingency		-		
950	8520	Ending Unencumbered Fund Balance		-		
TOTAL ASTORIA ROAD DISTRICT FUND				869,070		

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 7/1/13 - 6/30/14			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13		Budget Officer	Budget Committee	Governing Body
Resources						
505	25,304	43,690	Beginning Fund Balance	78,600	78,600	78,600
474,761	511,411	546,900	Intergovernmental-Gas Tax	541,550	541,550	541,550
38	135	120	Interest on Investments	180	180	180
<u>475,304</u>	<u>536,850</u>	<u>590,710</u>	Total Resources	<u>620,330</u>	<u>620,330</u>	<u>620,330</u>
Requirements						
Transfer To Other Funds:						
450,000	502,000	532,240	Public Works Fund	532,200	532,200	532,200
-	-	53,000	Astoria Road District Fund	75,000	75,000	75,000
450,000	502,000	585,240	Total Transfer to Other Funds	607,200	607,200	607,200
-	-	5,470	Contingent Expenditures	13,130	13,130	13,130
450,000	502,000	590,710	Total Expenditures	620,330	620,330	620,330
25,304	34,850	-	Ending Fund Balance	-	-	-
<u>475,304</u>	<u>536,850</u>	<u>590,710</u>	Total Requirements	<u>620,330</u>	<u>620,330</u>	<u>620,330</u>

2013 / 14 Budget Detail Information

STATE TAX STREET FUND (172 0000)

Transfers to Other Funds (850)			
850	7550	Public Works Fund	532,200
850	7560	Astoria Road District Fund	75,000
Sub-total of Transfers to Other Funds			607,200
910	8020	Contingent Expenditures	13,130
950	8520	Ending Unencumbered Fund Balance	-
TOTAL STATE TAX STREET FUND			620,330

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 which is reserved for the maintenance of foot and bicycle paths.

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

TRAILS RESERVE FUND #174

Historical Data			Budget for Fiscal Year 7/1/13 - 6/30/14			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13		Budget Officer	Budget Committee	Governing Body
Resources						
8,979	10,486	7,800	Beginning Fund Balance	12,800	12,800	12,800
4,796	5,166	5,520	Intergovernmental-Gas Tax	5,470	5,470	5,470
44	79	60	Interest on Investments	100	100	100
-	2,500	-	Miscellaneous	-	-	-
<u>13,819</u>	<u>18,231</u>	<u>13,380</u>	Total Resources	<u>18,370</u>	<u>18,370</u>	<u>18,370</u>
Requirements						
Materials and Services:						
-	3,345	-	Repair & Maintenance Supplies	500	500	500
833	-	3,000	Professional Services	4,500	4,500	4,500
833	3,345	3,000	Total Materials and Services	5,000	5,000	5,000
Capital Outlay:						
2,500	600	10,380	Improvements Other Than Bldgs	13,370	13,370	13,370
3,333	3,945	13,380	Total Expenditures	18,370	18,370	18,370
<u>10,486</u>	<u>14,286</u>	<u>-</u>	Ending Fund Balance	-	-	-
<u>13,819</u>	<u>18,231</u>	<u>13,380</u>	Total Requirements	<u>18,370</u>	<u>18,370</u>	<u>18,370</u>

2013 / 14 Budget Detail Information

TRAILS RESERVE FUND (174 0000)

Materials and Services (620)			
660	5,820	Repair & Maintenance Supplies	500
620	4540	General Professional Services	4,500
Capital Outlay (730)			
730	6500	Improvements Other Than Buildings	13,370
910	8020	Contingency	-
950	8520	Ending Unencumbered Fund Balance	-
TOTAL TRAILS RESERVE FUND			18,370

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. The City Council has directed that a portion of the water and sewer rates be designated, annually, for capital repairs and improvements for the public works system.

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 the Engineering staff provide engineering, design and contract administration services. Construction of improvements is accomplished mainly by contract work and, in part, by the Public Works shops force. 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 7/1/13 - 6/30/14</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 6/30/11</u>	<u>FYE 6/30/12</u>	<u>FYE 6/30/13</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
Resources						
772,261	763,123	528,750	Beginning Fund Balance	455,000	455,000	455,000
1,108,087	790,728	1,345,000	Grant/Loan Proceeds	1,395,000	1,395,000	1,395,000
667,610	667,610	567,610	Charges for Services			
486,610	478,510	478,510	Water	567,610	567,610	567,610
1,333	1,975	2,350	Sewer	478,510	478,510	478,510
			Interest on Investments	2,000	2,000	2,000
<u>3,035,901</u>	<u>2,701,946</u>	<u>2,922,220</u>	Total Resources	<u>2,898,120</u>	<u>2,898,120</u>	<u>2,898,120</u>
Requirements						
13,848	12,604	2,500	Materials and Services:			
1,846,834	1,237,226	1,995,000	Professional Services	2,000	2,000	2,000
			Repair & Maintenance Services	1,895,000	1,895,000	1,895,000
<u>1,860,682</u>	<u>1,249,830</u>	<u>1,997,500</u>	Total Materials and Services	<u>1,897,000</u>	<u>1,897,000</u>	<u>1,897,000</u>
20,286	-	25,000	Capital Outlay:			
15,275	185,601	25,300	Improvements Other Than Bldgs			
			Machinery & Equipment	171,000	171,000	171,000
<u>35,561</u>	<u>185,601</u>	<u>50,300</u>	Total Capital Outlay	<u>171,000</u>	<u>171,000</u>	<u>171,000</u>
259,943	276,248	317,070	Debt Service:			
116,592	137,756	133,300	Principal	341,030	341,030	341,030
			Interest	130,780	130,780	130,780
<u>376,535</u>	<u>414,004</u>	<u>450,370</u>	Total Debt Service	<u>471,810</u>	<u>471,810</u>	<u>471,810</u>
-	-	-	Transfer to Other Funds			
			Public Works Capital Reserve Fund	200,000	200,000	200,000
<u>-</u>	<u>-</u>	<u>-</u>	Total Transfers to Other Funds	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>
-	-	424,050	Contingency	158,310	158,310	158,310
<u>2,272,778</u>	<u>1,849,435</u>	<u>2,922,220</u>	Total Expenditures	<u>2,898,120</u>	<u>2,898,120</u>	<u>2,898,120</u>
763,123	852,511	-	Ending Fund Balance	-	-	-
<u>3,035,901</u>	<u>2,701,946</u>	<u>2,922,220</u>	Total Requirements	<u>2,898,120</u>	<u>2,898,120</u>	<u>2,898,120</u>

PUBLIC WORKS IMPROVEMENT FUND (176 0000)

Materials and Services (620 - 660)

620	4540	Professional Services	2,000	
		Sub-total Professional Services		2,000
		Repair & Maintenance Services		
		Sewer:		
660	5790	Sewer Main Rehabilitation		
		General Sewer Main Rehabilitation/Replacement	200,000	
		Waste Water Treatment Plant Improvement- LOAN	645,000	
		Waste Water Treatment Plant Improvement- GRANT	500,000	
		Sub-total Sewer Projects		1,345,000
		Water:		
660	5795	General Water Main Rehabilitation/Replacement	200,000	
		Relocate Section of Transmission Main (FEMA)	200,000	
		City Match for FEMA	50,000	
		Bear Creek Dam Seismic Study Grant	50,000	
		Bear Creek Dam Seismic Study City Match	50,000	
		Sub-total Water Projects		550,000

TOTAL MATERIALS & SERVICES **1,897,000**

Capital Outlay (720 - 740)

730	6500	Improvements Other than Buildings		
		Sub-total of Improvements other than Buildings		0
740	6650	Machinery and Equipment		
		Vactor 1 of 5 Payments	80,000	
		Emergency Generators Covers	50,000	
		Lift Station Hatches	6,500	
		Emergency Generator Fuel Polishing System	9,500	
		New Ford F350 4 x 4	25,000	
		Sub-total Machinery and Equipment		171,000

TOTAL CAPITAL OUTLAY **171,000**

PUBLIC WORKS IMPROVEMENT FUND (176 0000)

Debt Service (810)

		Slow Sand Filter - 20 Year Loan	
810	6870	Principal	65,880
810	6875	Interest	17,910
		Energy Trust of Oregon Aerator Loan	
810	6880	Principal	16,790
810	6885	Interest	5,040
		East Astoria Waterline	
810	6890	Principal	10,690
810	6895	Interest	900
		7th Street Dock LID	
810	6900	Principal	2,980
810	6905	Interest	1,900
		Skyline Water Tank Loan	
810	6910	Principal	50,520
810	6915	Interest	44,550
		Reservoir Covers	
810	6920	Principal	150,870
810	6925	Interest	27,760
		Dam - Waterline Replacement	
810	6930	Principal	23,550
810	6935	Interest	26,430
		Waste Water Treatment Plant Upgrades	
810	6940	Principal	19,750
810	6945	Interest	790
		Waste Water Treatment Plant Upgrades	
810	6947	Principal	
810	6949	Interest	5,500

TOTAL DEBT SERVICE			471,810
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Transfer to Other Fund

850	7546	Public Works Capital Reserve Fund Future Re-Sanding of Slow Sand Filter 2 of 5	200,000
		Sub-total of Transfer to Other Fund	200,000

Contingent Expenditures (910)

910	8020	Contingency	158,310
		Sub-total of Contingency	158,310

TOTAL PUBLIC WORKS IMPROVEMENT FUND			2,898,120
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FUND: PUBLIC WORKS CAPITAL RESERVE FUND #178

Basic Objectives

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

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 7/1/13 - 6/30/14</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13		Budget Officer	Budget Committee	Governing Body
<u>Resources</u>						
			Beginning Fund Balance	200,000	200,000	200,000
			Grant Proceeds	-	-	-
			Interest Earnings	-	-	-
			Transfer from Other Fund			
			Public Works Improvement Fund	200,000	200,000	200,000
<u>-</u>	<u>-</u>	<u>-</u>	Total Resources	<u>400,000</u>	<u>400,000</u>	<u>400,000</u>
<u>Capital Outlay</u>						
			Improvements Other than Buildings	400,000	400,000	400,000
			Total Capital Outlay	400,000	400,000	400,000
			<u>Contingency</u>	-	-	-
			<u>Ending Fund Balance</u>	-	-	-
<u>-</u>	<u>-</u>	<u>-</u>	Total Landfill Reserve Fund	<u>400,000</u>	<u>400,000</u>	<u>400,000</u>

2013 / 14 Budget Detail Information

PUBLIC WORKS CAPITAL RESERVE FUND (0000-178)

		<u>Capital Outlay</u>	
730	6500	Improvements Other than Buildings	400,000
910	8020	<u>Contingency</u>	-
950	8520	<u>Ending Fund Balance</u>	-
TOTAL PUBLIC WORKS CAPITAL RESERVE FUND			400,000

FUND: COMBINED SEWER OVERFLOW MAINTENANCE FUND #180

Basic Objectives

This fund appropriates expenditures for ongoing maintenance of the combined sewer overflow projects completed to date. Maintenance includes monitoring combined sewer overflow outfalls and disconnecting roof drains and parking lot catch basins.

Staffing

This budget provides for Interfund Wages for ongoing maintenance staff work. The Public Works Director oversees the planning of improvements and programs funded by this budget.

City of Astoria, Oregon
Budget Document

COMBINED SEWER OVERFLOW (CSO) MAINTENANCE FUND #180

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/13 - 6/30/14</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 6/30/11</u>	<u>FYE 6/30/12</u>	<u>FYE 6/30/13</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
Resources						
204,305	200,319	143,200	Beginning Fund Balance	85,690	85,690	85,690
-	-	-	Intergovernmental Revenue	48,450	48,450	48,450
271	852	200	Interest on Investments	800	800	800
122,000	1,884	140,000	Charges for Services	90,000	90,000	90,000
<u>326,576</u>	<u>203,055</u>	<u>283,400</u>	Total Resources	<u>224,940</u>	<u>224,940</u>	<u>224,940</u>
Requirements						
Personnel Services:						
-	14,712	50,000	Regular Salaries	50,000	50,000	50,000
-	1,776	-	Interfund Wages	-	-	-
-	1,239	3,830	FICA Taxes	3,830	3,830	3,830
-	627	1,970	Insurance	1,970	1,970	1,970
-	2,001	6,750	Retirement Contributions	6,900	6,900	6,900
-	-	4,300	Workers' Compensation	4,300	4,300	4,300
-	20,355	66,850	Total Personnel Services	<u>67,000</u>	<u>67,000</u>	<u>67,000</u>
Materials and Services:						
89,264	28,521	2,000	Repair & Maintenance Supplies	8,000	8,000	8,000
36,993	24,424	140,000	Professional Services	100,000	100,000	100,000
-	1,669	11,000	Communications	11,700	11,700	11,700
-	3,283	30,650	Public Utility Services	6,500	6,500	6,500
-	-	-	Repair & Maintenance Services	20,000	20,000	20,000
126,257	57,897	183,650	Total Materials and Services	<u>146,200</u>	<u>146,200</u>	<u>146,200</u>
Capital Outlay:						
-	8,337	10,000	Machinery & Equipment	10,000	10,000	10,000
-	-	22,900	Contingency	<u>1,740</u>	<u>1,740</u>	<u>1,740</u>
126,257	86,589	283,400	Total Expenditures	<u>224,940</u>	<u>224,940</u>	<u>224,940</u>
<u>200,319</u>	<u>116,466</u>	-	Ending Fund Balance	-	-	-
<u>326,576</u>	<u>203,055</u>	<u>283,400</u>	Total Requirements	<u>224,940</u>	<u>224,940</u>	<u>224,940</u>

CSO MAINTENANCE (180 0000)			
<u>Personnel Services (410 - 415)</u>			
410	2020	Straight Time - Regular	50,000
415	2220	FICA - Social Security	3,830
415	2230	Insurance	1,970
415	2235	Retirement Contributions	6,900
415	2240	Workers' Compensation	4,300
TOTAL PERSONNEL SERVICES			67,000
<u>Materials and Services (510 - 675)</u>			
525	3640	Repair and Maintenance Supplies	8,000
Sub-total of Repair and Maintenance Supplies			8,000
620	4540	Professional Services	100,000
Sub-total of Professional Services			100,000
635	4982	CSO ATT Mobility	11,700
Sub-total of Communications			11,700
655	5397	Electricity - Denver Storage Facility	6,500
Sub-total of Public Utility Services			6,500
660	5825	General - Repair & Maintenance Services	20,000
Sub-total of Repair & Maintenance Services			20,000
TOTAL MATERIALS & SERVICES			146,200
<u>Capital Outlay (730 - 740)</u>			
740	6650	Machinery & Equipment Monitors	10,000
Sub-total of Machinery & Equipment			10,000
<u>Contingent Expenditures (910)</u>			
910	8020	Contingency	1,740
Sub-total Contingency			1,740
<u>Fund Balance (950)</u>			
950	8520	Unappropriated Ending Fund Balance	
Sub-total Ending Fund Balance			0
TOTAL CSO MAINTENANCE FUND			224,940

FUND: COMBINED SEWER OVERFLOW FUND #s 181, 182 and 183

Basic Objectives

Fund #181 accounted for continuing construction of the Denver Street storage project at Tapiola Park. The ARRA funding of this project was completed in the Fall of 2010. This fund was closed in FY 2011-2012 and the document is presented for historical reference.

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 is 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 is scheduled to start in April 2013 and is anticipated to be completed during the fall of 2013. The project is funded by a grant of \$500,000 and a loan of \$7,374,000 from the State of Oregon Infrastructure Finance Authority at an interest rate of 1.94% for 20 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 force. The Finance Department provides expenditure and fund balance oversight.

City of Astoria, Oregon
Budget Document

COMBINED SEWER OVERFLOW (CSO) PHASE 3 ARRA FUND #181

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/13 - 6/30/14</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 6/30/11	FYE 6/30/12	FYE 6/30/13				
<u>Resources</u>						
(1,692,509)	1,874	-	Beginning Fund Balance	-	-	-
2,026,590	-	-	Intergovernmental Revenue	-	-	-
1,796	10	-	Interest on Investments	-	-	-
<u>335,877</u>	<u>1,884</u>	<u>-</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
<u>Requirements</u>						
<u>Capital Outlay</u>						
334,003	-	-	Improvements Other Than Bldgs	-	-	-
<u>Transfer to Other Fund</u>						
-	1,884	-	CSO Maintenance Fund	-	-	-
334,003	-	-	Total Expenditures	-	-	-
<u>1,874</u>	<u>-</u>	<u>-</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>335,877</u>	<u>1,884</u>	<u>-</u>	Total Requirements	<u>-</u>	<u>-</u>	<u>-</u>

City of Astoria, Oregon
Budget Document

COMBINED SEWER OVERFLOW (CSO) PHASE 3 11793 FUND #182

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/13 - 6/30/14</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 6/30/11</u>	<u>FYE 6/30/12</u>	<u>FYE 6/30/13</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<u>Resources</u>						
-	-	-	Beginning Fund Balance	-	-	-
3,180,364	(18,841)	-	Intergovernmental Revenue	-	-	-
-	137,229	-	Loan Proceeds	-	-	-
86,000	21,234	-	Miscellaneous	-	-	-
2,147	7	-	Interest on Investments	-	-	-
<u>3,268,511</u>	<u>139,629</u>	<u>-</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
<u>Requirements</u>						
Capital Outlay:						
<u>3,287,352</u>	<u>137,208</u>	<u>-</u>	Improvements Other Than Bldgs	<u>-</u>	<u>-</u>	<u>-</u>
<u>3,287,352</u>	<u>137,208</u>	<u>-</u>	Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>
<u>(18,841)</u>	<u>2,421</u>	<u>-</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>3,268,511</u>	<u>139,629</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

Budget for Fiscal Year 7/1/13 - 6/30/14

<u>Historical Data</u>			Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Actual Data</u> FYE 6/30/11	<u>Actual Data</u> FYE 6/30/12	<u>Adopted Budget</u> FYE 6/30/13				
Resources						
-	-	-	Beginning Fund Balance	1,000	1,000	1,000
-	-	4,062,500	Loan Proceeds	6,000,000	6,000,000	6,000,000
-	19	-	Interest in Investments	-	-	-
-	-	-	Intergovernmental Revenue	500,000	500,000	500,000
-	19	4,062,500	Total Resources	6,501,000	6,501,000	6,501,000
Requirements						
Materials and Services:						
-	33,714	390,000	Professional Services	500,000	500,000	500,000
-	-	32,500	Licenses and Permits	-	-	-
-	33,714	422,500	Total Materials and Services	500,000	500,000	500,000
Capital Outlay:						
-	-	3,640,000	Improvements Other Than Bldgs	6,000,000	6,000,000	6,000,000
-	33,714	4,062,500	Total Expenditures	6,500,000	6,500,000	6,500,000
-	(33,695)	-	Ending Fund Balance	1,000	1,000	1,000
-	19	4,062,500	Total Requirements	6,501,000	6,501,000	6,501,000

2013 / 14 Detail Budget Information

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

620	4540	Materials and Services (515 - 660) Professional Services	500,000
730	6500	Capital Outlay (730) Improvements Other Than Buildings CSO 11th Street Separation	6,000,000
910	8020	Contingent Expenditures (910) Contingency	1,000
TOTAL CSO 11th STREET SEPARATION FUND			6,501,000

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 now the repository of the refund that the City received for the Wauna Mill tax dispute with Clatsop County tax authorities. Those proceeds are being held to offset the amounts that will be deducted year to year through 2022 from property tax collections as the City's share to pay off bonds issued by Clatsop County as a result of the settlement with the Wauna Mill.

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 7/1/13 - 6/30/14</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 6/30/11</u>	<u>FYE 6/30/12</u>	<u>FYE 6/30/13</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
Resources						
309,616	311,007	275,970	Beginning Fund Balance	213,030	213,030	213,030
1,391	1,530	700	Interest Earnings	1,200	1,200	1,200
-	-	-	Miscellaneous	-	-	-
<u>311,007</u>	<u>312,537</u>	<u>276,670</u>	Total Resources	<u>214,230</u>	<u>214,230</u>	<u>214,230</u>
Requirements						
-	-	270,000	Debt Service			
-	-	-	Principal	190,000	190,000	190,000
-	-	270,000	Total Debt Service	190,000	190,000	190,000
-	-	-	Transfer to Other Funds			
-	-	-	General Fund	22,000	22,000	22,000
-	-	-	Total Transfers	22,000	22,000	22,000
-	-	6,670	Contingency	2,230	2,230	2,230
-	-	276,670	Total Expenditures	214,230	214,230	214,230
<u>311,007</u>	<u>312,537</u>	-	Ending Fund Balance	-	-	-
<u>311,007</u>	<u>312,537</u>	<u>276,670</u>	Total Requirements	<u>214,230</u>	<u>214,230</u>	<u>214,230</u>

2013 / 14 Budget Detail Information

LOCAL IMPROVEMENT DEBT SERVICE FUND (250 0000)

Debt Service (810)			
		Debt Service	
810	6840	Principal	190,000
810	6845	Interest	
Transfers to Other Funds			
850	7567	General Fund	22,000
Contingent Expenditures (910)			
910	8020	Contingency	2,230
TOTAL LOCAL IMPROVEMENT DEBT SERVICE FUND			214,230

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. This document is presented for historical reference.

City of Astoria, Oregon
Budget Document

AQUATICS FACILITY DEBT SERVICE FUND #260

Historical Data			Budget for Fiscal Year 7/1/13 - 6/30/14			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13				
Resources						
493,913	523,381	61,300	Beginning Fund Balance	-	-	-
6,577	12,602	-	Delinquent Ad Valorem Taxes	-	-	-
2,645	905	100	Interest	-	-	-
503,135	536,888	61,400	Sub-Total Resources	-	-	-
286,596	276,643	128,830	Current Ad Valorem Taxes	-	-	-
789,731	813,531	190,230	Total Resources	-	-	-
Requirements						
-	-	-	Materials & Services:			
			Professional Services	-	-	-
205,000	715,000	180,000	Debt Service:			
61,350	30,466	10,130	Principal	-	-	-
			Interest	-	-	-
266,350	745,466	190,130	Total Debt Service	-	-	-
-	-	100	Contingency	-	-	-
266,350	745,466	190,230	Total Expenditures	-	-	-
523,381	68,065	-	Ending Fund Balance	-	-	-
789,731	813,531	190,230	Total Requirements	-	-	-

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 that was used to finance waterline improvements that serve the Tongue Point industrial area, the Blue Ridge and the Emerald Heights housing areas on the eastern edge of the City. The fund's resources come from interest earnings and from installment payments being made by benefited property owners as assessed by Ordinance No. 98-12, adopted by the City Council on August 3, 1998.

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 7/1/13 - 6/30/14</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 6/30/11</u>	<u>FYE 6/30/12</u>	<u>FYE 6/30/13</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<u>Resources</u>						
164,068	144,565	126,630	Beginning Fund Balance	103,750	103,750	103,750
557	657	550	Interest Earnings	700	700	700
10,790	10,530	-	Transfer from Other Funds			
39,356	39,356	50,050	Public Works Improvement Fund	-	-	-
			Miscellaneous	50,940	50,940	50,940
<u>214,771</u>	<u>195,108</u>	<u>177,230</u>	Total Resources	<u>155,390</u>	<u>155,390</u>	<u>155,390</u>
<u>Requirements</u>						
Debt Service						
47,837	48,229	53,650	Principal	54,080	54,080	54,080
22,369	19,977	17,570	Interest	14,890	14,890	14,890
<u>70,206</u>	<u>68,206</u>	<u>71,220</u>	Total Debt Service	<u>68,970</u>	<u>68,970</u>	<u>68,970</u>
70,206	68,206	71,220	Total Expenditures	68,970	68,970	68,970
144,565	126,902	106,010	Ending Fund Balance	86,420	86,420	86,420
<u>214,771</u>	<u>195,108</u>	<u>177,230</u>	Total Requirements	<u>155,390</u>	<u>155,390</u>	<u>155,390</u>

2013 / 14 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>54,080</u>
			<u>14,890</u>
			TOTAL DEBT SERVICE
			68,970
<u>Ending Fund Balance (950)</u>			
950	8520		Ending Unencumbered Fund Balance
			<u>86,420</u>
			TOTAL ENDING FUND BALANCE
			<u>86,420</u>
<u>TOTAL EAST ASTORIA WATERLINE DEBT SERVICE FUND</u>			
			<u>155,390</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 that was used to finance the reconstruction of the 7th Street Dock, the main access to two businesses on the waterfront. The fund's resources come from interest earnings and 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.

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 7/1/13 - 6/30/14</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 6/30/11</u>	<u>FYE 6/30/12</u>	<u>FYE 6/30/13</u>				
<u>Resources</u>						
34,334	31,540	28,620	Beginning Fund Balance	25,800	25,800	25,800
128	144	120	Interest Earnings	960	960	960
11,159	11,057	11,070	Miscellaneous	11,750	11,750	11,750
<u>45,621</u>	<u>42,741</u>	<u>39,810</u>	Total Resources	<u>38,510</u>	<u>38,510</u>	<u>38,510</u>
<u>Requirements</u>						
Debt Service						
6,228	6,601	7,000	Principal	7,420	7,420	7,420
7,853	7,480	7,090	Interest	6,670	6,670	6,670
<u>14,081</u>	<u>14,081</u>	<u>14,090</u>	Total Debt Service	<u>14,090</u>	<u>14,090</u>	<u>14,090</u>
14,081	14,081	14,090	Total Expenditures	14,090	14,090	14,090
<u>31,540</u>	<u>28,660</u>	<u>25,720</u>	Ending Fund Balance	<u>24,420</u>	<u>24,420</u>	<u>24,420</u>
<u>45,621</u>	<u>42,741</u>	<u>39,810</u>	Total Requirements	<u>38,510</u>	<u>38,510</u>	<u>38,510</u>

2013 / 14 Detail Budget Information

7th STREET DOCK DEBT SERVICE FUND (267 0000)

<u>Debt Service (810)</u>			
		Debt Service	
810	6850	Principal	7,420
810	6855	Interest	6,670
TOTAL DEBT SERVICE			14,090
<u>Ending Fund Balance (950)</u>			
950	8520	Ending Unencumbered Fund Balance	24,420
TOTAL ENDING FUND BALANCE			24,420
TOTAL 7th STREET DOCK DEBT SERVICE FUND			<u>38,510</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 and bond issues 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.

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

Historical Data			Budget for Fiscal Year 7/1/13 - 6/30/14			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13		Budget Officer	Budget Committee	Governing Body
Resources						
960,018	840,778	600,350	Beginning Fund Balance	707,150	707,150	707,150
783,954	1,067,479	1,089,260	Charges for Service	1,220,550	1,220,550	1,220,550
3,038	3,748	2,500	Interest Earnings	4,500	4,500	4,500
<u>1,747,010</u>	<u>1,912,005</u>	<u>1,692,110</u>	Total Resources	<u>1,932,200</u>	<u>1,932,200</u>	<u>1,932,200</u>
Requirements						
Materials & Services:						
49,058	73,215	70,060	Professional Services	33,630	33,630	33,630
Debt Service						
346,651	594,580	684,660	Principal	725,800	725,800	725,800
510,523	458,381	365,070	Interest	348,480	348,480	348,480
<u>857,174</u>	<u>1,052,961</u>	<u>1,049,730</u>	Total Debt Service	<u>1,074,280</u>	<u>1,074,280</u>	<u>1,074,280</u>
906,232	1,126,176	1,119,790	Total Expenditures	1,107,910	1,107,910	1,107,910
<u>840,778</u>	<u>785,829</u>	<u>572,320</u>	Ending Fund Balance	<u>824,290</u>	<u>824,290</u>	<u>824,290</u>
<u>1,747,010</u>	<u>1,912,005</u>	<u>1,692,110</u>	Total Requirements	<u>1,932,200</u>	<u>1,932,200</u>	<u>1,932,200</u>

COMBINED SEWER OVERFLOW (CSO) DEBT SERVICE FUND (270 0000)			
<u>Materials and Services (620)</u>			
620	4560	Professional Services DEQ Administrative Fees	33,630
		Sub-total of Materials & Services	33,630
TOTAL MATERIALS & SERVICES			33,630
<u>Debt Service (810)</u>			
810	6940	Principal-CSO Loan #11790	168,750
810	6945	Interest-CSO Loan #11790	82,290
810	6950	Principal-CSO Loan #11791	120,240
810	6955	Interest-CSO Loan #11791	65,100
810	6960	Principal-CSO Loan #11792	200,660
810	6965	Interest-CSO Loan #11792	108,280
810	6936	Principal-CSO Loan #11793	136,150
810	6938	Interest-CSO Loan #11793	92,810
810	6934	Principal-CSO Loan #R06117 ARRA	100,000
TOTAL DEBT SERVICE			1,074,280
<u>Contingent Expenditures (910)</u>			
910	8020	Contingency	
		Sub-total of Contingent Expenditures	0
<u>Ending Fund Balance (950)</u>			
950	8520	Ending Unencumbered Fund Balance	824,290
		Sub-total of Ending Fund Balance	824,290
TOTAL CSO DEBT SERVICE FUND			1,932,200

ENTERPRISE FUNDS

FUND: PUBLIC WORKS

This 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

Historical Data			Budget for Fiscal Year 7/1/13 - 6/30/14			
Actual Data		Adopted Budget	Resources & Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13		Budget Officer	Budget Committee	Governing Body
Resources						
29,905,187	34,510,277	350,000	Beginning Fund Balance	299,760	299,760	299,760
62,501	-	-	Intergovernmental			
3,105	9,839	-	Charges for Services:			
2,104,893	2,010,335	2,326,500	Engineering	-	-	-
1,440,251	1,415,508	1,590,310	Water	2,509,000	2,509,000	2,509,000
2,945	2,846	5,000	Sewer	1,606,300	1,606,300	1,606,300
			Streets	-	-	-
3,551,294	3,438,528	3,921,810	Total Charges for Services	4,115,300	4,115,300	4,115,300
Transfers from Other Funds:						
450,000	502,000	532,240	State Tax Street Fund	532,200	532,200	532,200
73,230	69,840	57,070	General Fund	40,000	40,000	40,000
-	-	-	Landfill Reserve Fund	24,640	24,640	24,640
2,376	2,212	2,000	Interest	2,000	2,000	2,000
45,139	15,035	1,600	Miscellaneous	22,500	22,500	22,500
1,000	5,400	-	Licenses and Permits	-	-	-
34,090,727	38,543,292	4,864,720	Total Resources	5,036,400	5,036,400	5,036,400
Requirements						
Expenditures by Department:						
366,997	283,783	332,370	Engineering	938,760	938,760	938,760
410,290	489,949	551,070	Shop and Yard	426,650	426,650	426,650
355,795	544,372	448,150	Streets	524,390	524,390	524,390
35,986	39,294	51,070	Sanitation	64,640	64,640	64,640
1,127,489	1,209,390	1,348,980	Sewer	1,158,990	1,158,990	1,158,990
-	-	179,620	Stormwater	219,370	219,370	219,370
1,660,392	1,673,814	1,840,700	Water	1,514,390	1,514,390	1,514,390
-	-	112,760	Contingency	189,210	189,210	189,210
3,956,949	4,240,602	4,864,720	Total Expenditures by Department	5,036,400	5,036,400	5,036,400
3,956,949	4,240,602	4,864,720	Total Expenditures	5,036,400	5,036,400	5,036,400
Accrual Adjustments for:						
(1,101,238)	(1,173,339)	-	Depreciation	-	-	-
61,148	70,000	-	Capitalized Expenditures	-	-	-
(3,130,211)	165,749	-	Fixed Assets	-	-	-
(206,198)	-	-	Prior Period Adjustment	-	-	-
34,510,277	35,240,280	-	Ending Fund Balance	-	-	-
34,090,727	38,543,292	4,864,720	Total Requirements	5,036,400	5,036,400	5,036,400

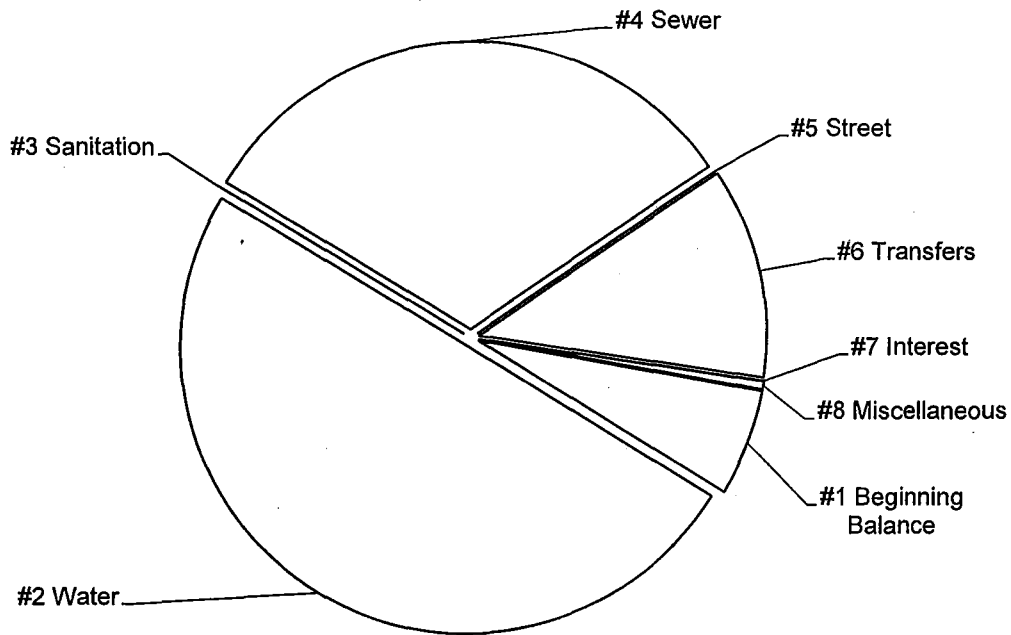
NOTE: Generally Accepted Accounting Principles (GAAP) require a business-type fund to maintain its budgetary fund balance on a full accrual basis. The fund balances for the June 30, 2011 and 2012 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the Public Works Fund at June 30, 2011 was \$636,629 and at June 30, 2012 was \$402,540.

City of Astoria, Oregon
Public Works Fund Resources
Year Beginning July 1, 2013

Segment #	Resources	Amount	Percentage
1	Beginning Fund Balance	\$299,760	5.95%
2	Charges for Water Services	2,509,000	49.82%
3	Charges for Sanitation Services	0	0.00%
4	Charges for Sewer Services	1,606,300	31.89%
5	Charges for Street Services	0	0.00%
6	Transfers from Other Funds	596,840	11.85%
7	Interest Earnings	2,000	0.04%
8	Miscellaneous	<u>22,500</u>	<u>0.47%</u>
	Total Resources	<u>5,036,400</u>	<u>100.02%</u>

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

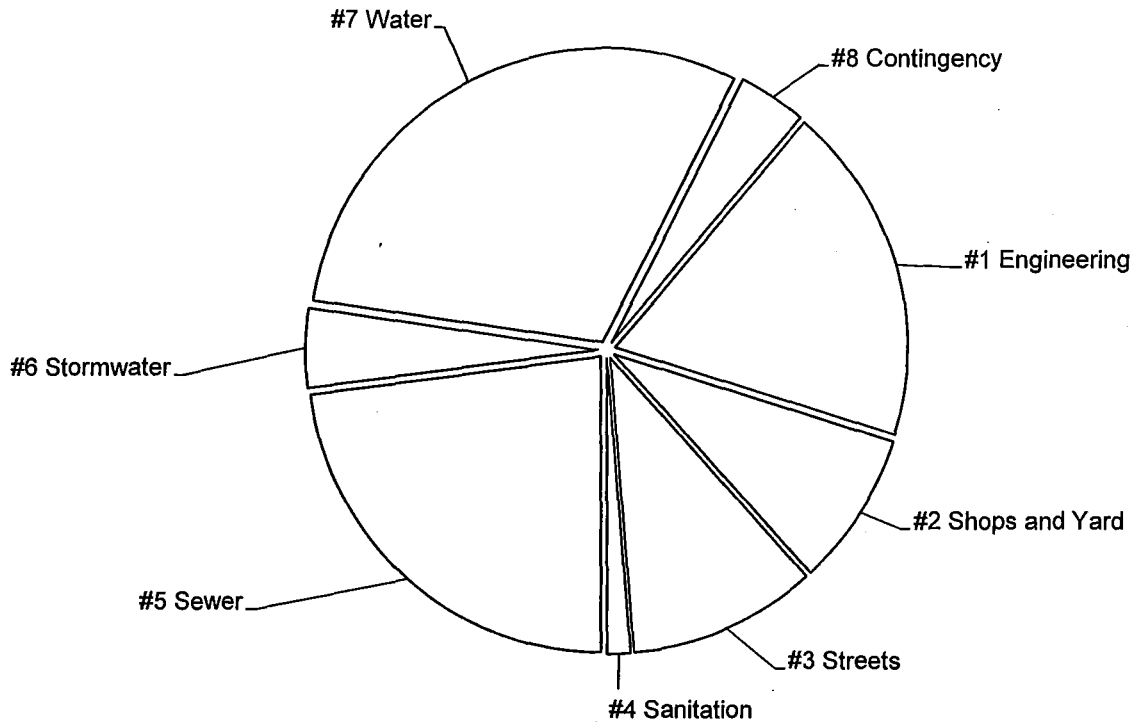
\$532,200 is transferred in from the State Tax Street Fund, which receives State of Oregon gas tax revenues. This transfer subsidizes the cost of maintaining City streets.



City of Astoria, Oregon
Public Works Fund Requirements
Year Beginning July 1, 2013

Segment #	Requirements	Amount	Percentage
1	Engineering	\$938,760	18.64%
2	Shops and Yard	426,650	8.47%
3	Streets	524,390	10.41%
4	Sanitation	64,640	1.28%
5	Sewer	1,158,990	23.01%
6	Stormwater	219,370	4.36%
7	Water	1,514,390	30.07%
8	Contingency	<u>189,210</u>	<u>3.76%</u>
	Total Requirements	<u>5,036,400</u>	<u>100.00%</u>

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



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

Summary of Expenditures

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/13 - 6/30/14</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13				
			Personnel Services:			
294,141	231,118	238,600	Engineering	848,660	848,660	848,660
327,876	396,492	428,640	Shop & Yard	310,000	310,000	310,000
158,518	210,287	152,800	Streets	211,840	211,840	211,840
16,453	15,842	30,420	Sanitation	23,290	23,290	23,290
636,188	700,333	689,680	Sewer	495,390	495,390	495,390
-	-	125,770	Stormwater	162,020	162,020	162,020
<u>1,033,572</u>	<u>1,019,661</u>	<u>1,099,400</u>	Water	<u>800,090</u>	<u>800,090</u>	<u>800,090</u>
2,466,748	2,573,733	2,765,310	Total Personnel Services	2,851,290	2,851,290	2,851,290
			Materials & Services:			
53,172	40,827	85,070	Engineering	87,600	87,600	87,600
75,382	85,088	111,730	Shop & Yard	107,150	107,150	107,150
197,277	334,085	295,350	Streets	312,550	312,550	312,550
19,533	23,452	20,650	Sanitation	32,250	32,250	32,250
344,756	364,972	509,400	Sewer	508,550	508,550	508,550
-	-	53,850	Stormwater	57,350	57,350	57,350
<u>411,928</u>	<u>435,217</u>	<u>517,400</u>	Water	<u>476,850</u>	<u>476,850</u>	<u>476,850</u>
1,102,048	1,283,641	1,593,450	Total Materials & Services	1,582,300	1,582,300	1,582,300
			Capital Outlay:			
19,684	11,838	8,700	Engineering	2,500	2,500	2,500
7,032	8,369	10,700	Shop & Yard	9,500	9,500	9,500
-	-	-	Streets	-	-	-
-	-	-	Sanitation	9,100	9,100	9,100
3,345	885	6,700	Sewer	3,450	3,450	3,450
-	-	-	Stormwater	-	-	-
<u>92</u>	<u>4,136</u>	<u>9,100</u>	Water	<u>10,050</u>	<u>10,050</u>	<u>10,050</u>
30,153	25,228	35,200	Total Capital Outlay	34,600	34,600	34,600
			Transfers to Other Funds:			
<u>358,000</u>	<u>358,000</u>	<u>358,000</u>	General Fund	<u>379,000</u>	<u>379,000</u>	<u>379,000</u>
358,000	358,000	358,000	Total Transfers to Other Funds	379,000	379,000	379,000
-	-	<u>112,760</u>	Contingency	<u>189,210</u>	<u>189,210</u>	<u>189,210</u>
<u>3,956,949</u>	<u>4,240,602</u>	<u>4,864,720</u>	Total Expenditures	<u>5,036,400</u>	<u>5,036,400</u>	<u>5,036,400</u>

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FUND: PUBLIC WORKS

Department: Engineering #3700

Basic Objectives

The Engineering Department oversees design and construction associated with City infrastructure to support of 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 7/1/13 - 6/30/14			
Actual Data		Adopted Budget	Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
100,036	141,761	148,830	Regular Salaries	545,210	545,210	545,210
120,476	26,703	6,000	Extra Help	9,000	9,000	9,000
19,915	12,055	11,910	FICA Taxes	42,710	42,710	42,710
15,200	24,648	42,780	Insurance	122,350	122,350	122,350
28,947	24,648	23,310	Retirement Contributions	106,830	106,830	106,830
9,567	1,303	5,770	Workers' Compensation	22,560	22,560	22,560
294,141	231,118	238,600	Total Personnel Services	848,660	848,660	848,660
			Materials and Services:			
5,277	9,408	5,000	Office Supplies	11,000	11,000	11,000
5,293	4,814	4,500	Operating Supplies	4,500	4,500	4,500
2,176	1,094	2,500	Repair & Maintenance Supplies	2,500	2,500	2,500
990	1,131	1,450	Small Tools & Minor Equipment	1,300	1,300	1,300
270	853	4,000	Training	4,000	4,000	4,000
6,211	903	1,000	Conferences, Meetings & Travel	1,000	1,000	1,000
457	798	1,180	Memberships & Dues	1,180	1,180	1,180
1,262	-	750	Advertising	500	500	500
-	380	37,530	Professional Services	36,440	36,440	36,440
3,050	3,232	2,800	Communications	3,800	3,800	3,800
8,120	5,383	7,500	Repair & Maintenance Services	4,700	4,700	4,700
407	180	360	Licenses and Permits	180	180	180
-	-	-	Miscellaneous	-	-	-
19,659	12,651	16,500	Technology Services	16,500	16,500	16,500
53,172	40,827	85,070	Total Materials and Services	87,600	87,600	87,600
			Capital Outlay:			
19,684	11,838	8,700	Machinery & Equipment	2,500	2,500	2,500
366,997	283,783	332,370	Total Expenditures	938,760	938,760	938,760

PUBLIC WORKS FUND (301)

ENGINEERING (3700)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	545,210
410	2085	Extra Help	9,000
415	2220	FICA -Social Security	42,710
415	2230	Insurance	122,350
415	2235	Retirement Contributions	106,830
415	2240	Workers' Compensation	22,560

TOTAL PERSONNEL SERVICES

848,660

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	300	
		Sub-total of Small Tools & Minor Equipment		1,300
610	4115	Workshops	4,000	
		Sub-total of Training		4,000
615	4260	Conference / Meeting Expense	1,000	
		Sub-total of Conferences, Meetings & Travel		1,000
620	4540	Professional Services		
620	4390	Network Maintenance	15,400	
620	4395	Email Hosting	320	
620	4400	Internet Connectivity	3,900	
620	4498	Water System	5,000	
620	4499	Structural	5,000	
620	4500	Surveying	5,000	
620	4541	VOIP Cisco / Obsidian Support	1,820	
		Sub-total of Professional Services		36,440

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	500	
660	5805	Survey & Other Equipment	1,000	
		Sub-total of Repair & Maintenance Services		4,700
675	6010	Professional License Renewal	180	
		Sub-total of Miscellaneous		180
685	6205	Computer Software	1,000	
685	6207	Non-Contract IT Services	0	
685	6212	GIS Consulting	5,000	
685	6245	Computer Hardware	500	
685	6255	Software Maintenance Agreement	10,000	
		Sub-total of Technology Services		16,500
TOTAL MATERIALS & SERVICES				87,600
Capital Outlay (740)				
740	6650	Machinery & Equipment 1 Computer	2,500	
		Sub-total Machinery & Equipment		2,500
TOTAL CAPITAL OUTLAY				2,500
TOTAL ENGINEERING				938,760
TOTAL ENGINEERING - ALL FUNDS				938,760

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 7/1/13 - 6/30/14			
Actual Data		Adopted Budget	Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
207,842	232,352	271,390	Regular Salaries	178,070	178,070	178,070
1,622	1,412	1,500	Overtime	1,790	1,790	1,790
3,487	2,410	3,000	Extra Help	21,300	21,300	21,300
15,753	17,703	21,720	FICA Taxes	14,810	14,810	14,810
65,170	88,206	78,010	Insurance	51,850	51,850	51,850
22,820	43,661	42,500	Retirement Contributions	32,940	32,940	32,940
11,182	10,748	10,520	Workers' Compensation	9,240	9,240	9,240
<u>327,876</u>	<u>396,492</u>	<u>428,640</u>	Total Personnel Services	310,000	310,000	310,000
			Materials and Services:			
698	1,151	1,300	Office Supplies	1,200	1,200	1,200
1,321	2,203	3,000	Small Tools & Minor Equipment	3,300	3,300	3,300
12,083	13,093	14,650	Operating Supplies	14,800	14,800	14,800
15,780	14,312	17,700	Repair & Maintenance Supplies	19,700	19,700	19,700
1,887	1,552	3,500	Training	3,000	3,000	3,000
-	-	800	Printing & Binding	500	500	500
903	1,464	19,480	Professional Services	23,600	23,600	23,600
1,938	1,260	4,200	Communications	1,400	1,400	1,400
15,857	18,653	18,500	Public Utility Services	18,000	18,000	18,000
11,229	11,429	14,000	Repair & Maintenance Services	14,500	14,500	14,500
-	-	1,000	Rentals	1,000	1,000	1,000
5,211	5,327	6,500	Miscellaneous	950	950	950
8,475	14,644	7,100	Technology Services	5,200	5,200	5,200
<u>75,382</u>	<u>85,088</u>	<u>111,730</u>	Total Materials and Services	107,150	107,150	107,150
			Capital Outlay:			
2,660	-	8,500	Improvements Other Than Buildings	1,000	1,000	1,000
4,372	8,369	2,200	Machinery & Equipment	8,500	8,500	8,500
<u>7,032</u>	<u>8,369</u>	<u>10,700</u>	Total Capital Outlay	9,500	9,500	9,500
<u>410,290</u>	<u>489,949</u>	<u>551,070</u>	Total Expenditures	426,650	426,650	426,650

PUBLIC WORKS FUND (301)

SHOP AND YARD (3800)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	178,070
410	2045	Overtime	1,790
410	2085	Extra Help	21,300
415	2220	FICA -Social Security	14,810
415	2230	Insurance	51,850
415	2235	Retirement Contributions	32,940
415	2240	Workers' Compensation	9,240

TOTAL PERSONNEL SERVICES

310,000

Materials and Services (510 - 685)

510	3030	Paper	0
510	3040	Printer, Cartridges and Supplies	800
510	3045	General Office Supplies	400

Sub-total of Office Supplies

1,200

515	3120	Books & periodicals	300
515	3125	Clothing, Uniforms, Boots, Gloves	2,000
515	3140	First Aid Supplies	600
515	3180	Fuel, Oil, Lubricants	10,000
515	3265	Custodial Supplies	400
515	3310	General Operating Supplies	1,500

Sub-total of Operating Supplies

14,800

525	3520	Building Materials / Supplies	5,000
525	3525	Motor Vehicle Repair Parts	4,500
525	3530	Tires	2,500
525	3540	Paint & Paint Supplies	200
525	3550	Electrical Supplies	1,500
525	3585	Safety Supplies	1,000
525	3640	Other Repair & Maintenance Supplies	5,000

Sub-total of Repair & Maintenance Supplies

19,700

530	3720	Small Tools	1,500
530	3722	Mechanics Contractual Tool Allowance	1,800

Sub-total of Small Tools

3,300

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	4432	Background Checks	250	
620	4510	Drug / Alcohol Testing	500	
620	4515	CDL Physicals	600	
620	4540	General - Professional Services	800	
620	4390	Network Maintenance	15,400	
620	4395	Email Hosting	350	
620	4400	Internet Connectivity	3,900	
620	4541	VOIP Cisco / Obsidian Support	1,800	
		Sub-total of Professional Services		23,600
635	4920	Cell Phones	1,300	
635	4975	Postage	100	
		Sub-total of Communications		1,400
650	5145	General Printing and Binding	500	
		Sub-total of Printing and Binding		500
655	5304	Electricity - 535 31st - Old Shop	1,200	
655	5307	Electricity - 550 30th - Main PW	9,000	
656	5473	Natural Gas - PW Shops	4,500	
657	5520	Sanitation - PW Shops	3,300	
		Sub-total of Public Utility Services		18,000
660	5725	Equipment Other Than Vehicles	1,000	
660	5745	Janitorial Services Agreement	9,000	
660	5785	Motor Vehicles / Auto Body Shop	500	
660	5825	General Repair and Maintenance Services	4,000	
		Sub-total of Repair and Maintenance Services		14,500
665	5865	Rentals - Equipment	1,000	
		Sub-total of Rentals		1,000
675	6010	License Renewal	300	
675	6020	Permits (CDL, Boiler, Tank Assessments)	150	
675	6035	General - Miscellaneous	500	
		Sub-total of Miscellaneous		950

PUBLIC WORKS FUND (301)

SHOP AND YARD (3800)

685	6205	Computer Software	1,000	
685	6245	Computer Hardware	500	
685	6255	Software Maintenance Agreement	3,700	
		Sub-total of Technology Services		5,200
TOTAL MATERIALS & SERVICES				107,150
Capital Outlay (730 - 740)				
730	6500	Improvements Other than Buildings Roof Coating	1,000	
		Sub-total Improvements Other than Buildings		1,000
740	6650	Garage Doors Metal Cutting Bandsaw	2,000 6,500	
		Sub-total of Machinery & Equipment		8,500
TOTAL CAPITAL OUTLAY				9,500
TOTAL SHOP & YARD - ALL FUNDS				426,650

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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 7/1/13 - 6/30/14			
Actual Data		Adopted Budget	Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13		Budget Officer	Budget Committee	Governing Body
60,138	148,149	91,050	Personnel Services:			
1,925	2,067	2,500	Regular Salaries	124,650	124,650	124,650
9,394	8,814	8,000	Overtime	2,000	2,000	2,000
12,060	12,019	7,290	Extra Help	9,000	9,000	9,000
52,449	26,638	26,170	FICA Taxes	10,370	10,370	10,370
19,504	8,939	14,260	Insurance	36,290	36,290	36,290
3,048	3,661	3,530	Retirement Contributions	23,060	23,060	23,060
			Workers' Compensation	6,470	6,470	6,470
158,518	210,287	152,800	Total Personnel Services	211,840	211,840	211,840
			Materials and Services:			
364	246	500	Small Tools & Minor Equipment	500	500	500
16,264	17,658	14,400	Operating Supplies	15,400	15,400	15,400
41,157	57,583	49,500	Repair & Maintenance Supplies	52,500	52,500	52,500
26	-	300	Training	300	300	300
2,704	9,605	9,300	Professional Services	5,300	5,300	5,300
10	19	50	Communications	50	50	50
95,956	162,948	160,000	Public Utility Services	165,000	165,000	165,000
40,796	86,026	56,000	Repair & Maintenance Services	68,000	68,000	68,000
-	-	4,000	Rentals	4,000	4,000	4,000
-	-	1,300	Miscellaneous	1,500	1,500	1,500
197,277	334,085	295,350	Total Materials and Services	312,550	312,550	312,550
			Capital Outlay:			
-	-	-	Machinery & Equipment	-	-	-
355,795	544,372	448,150	Total Expenditures	524,390	524,390	524,390

PUBLIC WORKS FUND (301)

STREETS (3900)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	124,650
410	2045	Overtime	2,000
410	2085	Extra Help	9,000
415	2220	FICA -Social Security	10,370
415	2230	Insurance	36,290
415	2235	Retirement Contributions	23,060
415	2240	Workers' Compensation	6,470

TOTAL PERSONNEL SERVICES

211,840

Materials and Services (515 - 675)

515	3120	Books and Periodicals	100
515	3125	Clothing, Uniforms, Boots, Gloves	200
515	3180	Fuel, Oil, Lubricants	15,000
515	3310	General Operating Supplies	100

Sub-total of Operating Supplies

15,400

525	3525	Motor Vehicle Repair Parts	12,000
525	3530	Tires	8,000
525	3540	Paint and Paint Supplies	9,000
525	3550	Electrical Supplies	1,500
525	3578	Road Maintenance Materials	3,000
525	3580	Signs	6,000
525	3585	Safety Supplies	2,000
525	3590	Cold Patch	3,000
525	3595	Rock	3,000
525	3640	Other Repair and Maintenance Supplies	5,000

Sub-total of Repair and Maintenance Supplies

52,500

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	4,000	
620	4510	Drug / Alcohol Testing	150	
620	4515	CDL Physicals	150	
620	4540	General - Professional Services	1,000	
		Sub-total of Professional Services		5,300
635	4975	Postage	50	
		Sub-total of Communications		50
655	5310	Electricity - Street Lights	165,000	
		Sub-total of Public Utility Services		165,000
660	5725	Equipment Other Than Vehicles	500	
660	5785	Motor Vehicles / Auto Body Shop	3,500	
660	5815	Equipment with Operator	2,000	
660	5820	Paving, Street Repair, Concrete	25,000	
660	5825	General Repair and Maintenance Services	17,000	
660	5826	Street Sweeping Disposal	20,000	
		Sub-total of Repair & Maintenance Services		68,000
665	5865	Rentals - Equipment	1,500	
665	5875	General - Rentals	2,500	
		Sub-total of Rentals		4,000
675	6005	Licenses and Permits	400	
675	6010	License Renewal	100	
675	6035	General - Miscellaneous	1,000	
		Sub-total of Miscellaneous		1,500
TOTAL MATERIALS & SERVICES				312,550
TOTAL STREETS - ALL FUNDS				524,390

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 7/1/13 - 6/30/14			
Actual Data		Adopted Budget	Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13		Budget Officer	Budget Committee	Governing Body
9,609	10,500	30,020	Personnel Services:			
865	-	100	Regular Salaries	12,000	12,000	12,000
381	310	300	Overtime	-	-	-
917	813	-	Extra Help	400	400	400
3,147	2,795	-	FICA Taxes	1,480	1,480	1,480
1,534	1,424	-	Insurance	5,190	5,190	5,190
-	-	-	Retirement Contributions	3,300	3,300	3,300
-	-	-	Worker Compensation	920	920	920
<u>16,453</u>	<u>15,842</u>	<u>30,420</u>	Total Personnel Services	<u>23,290</u>	<u>23,290</u>	<u>23,290</u>
			Materials and Services:			
2	874	1,500	Operating Supplies	1,700	1,700	1,700
292	105	4,500	Repair & Maintenance Supplies	3,000	3,000	3,000
-	190	200	Memberships & Dues	200	200	200
190	-	50	Advertising	50	50	50
4,740	7,241	5,100	Professional Services	21,500	21,500	21,500
10,690	13,113	250	Public Utility Services	250	250	250
2,286	975	5,550	Repair & Maintenance Services	3,050	3,050	3,050
-	-	2,000	Rentals	1,000	1,000	1,000
<u>1,333</u>	<u>954</u>	<u>1,500</u>	Miscellaneous	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
<u>19,533</u>	<u>23,452</u>	<u>20,650</u>	Total Materials and Services	<u>32,250</u>	<u>32,250</u>	<u>32,250</u>
			Capital Outlay			
			Machinery and Equipment	9,100	9,100	9,100
			Total Capital Outlay	<u>9,100</u>	<u>9,100</u>	<u>9,100</u>
<u>35,986</u>	<u>39,294</u>	<u>51,070</u>	Total Expenditures	<u>64,640</u>	<u>64,640</u>	<u>64,640</u>

PUBLIC WORKS FUND (301)

SANITATION (5400)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	12,000
410	2045	Overtime	0
410	2085	Extra Help	400
415	2220	FICA -Social Security	1,480
415	2225	FICA -Medicare	
415	2230	Insurance	5,190
415	2235	Retirement Contributions	3,300
415	2240	Workers' Compensation	920

TOTAL PERSONNEL SERVICES

23,290

Materials and Services (515 - 675)

515	3180	Fuel, Oil, Lubricants	1,000
515	3270	Chemicals	300
515	3275	Laboratory Supplies	300
515	3310	General Operating Supplies	100

Sub-total of Operating Supplies

1,700

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

Sub-total of Repair and Maintenance Supplies

3,000

620	4520	Lab Testing	10,500
620	4540	Professional Services-General	11,000

Sub-total of Professional Services

21,500

630	4850	Association of Oregon Recyclers	200
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Sub-total of Membership's and Dues

200

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

50

655	5367	Electricity - Transfer Station	250
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Sub-total of Public Utility Services

250

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	1,000	
675	6035	General - Miscellaneous	500	
		Sub-total of Miscellaneous		1,500

TOTAL MATERIALS & SERVICES 32,250

Capital Outlay (730 - 740)

740	6650	Machinery & Equipment Methane Monitor	9,100	
		Sub-total Machinery & Equipment		9,100

TOTAL SANITATION - ALL FUNDS 64,640

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 7/1/13 - 6/30/14			
Actual Data		Adopted Budget	Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
431,985	424,687	424,630	Regular Salaries	301,790	301,790	301,790
2,163	1,321	3,500	Overtime	4,210	4,210	4,210
3,525	3,750	4,000	On Call	3,500	3,500	3,500
4,977	39,526	4,000	Extra Help	4,500	4,500	4,500
31,149	35,301	37,390	FICA Taxes	24,680	24,680	24,680
106,649	122,979	134,280	Insurance	86,410	86,410	86,410
43,794	62,411	57,530	Retirement Contributions	54,890	54,890	54,890
11,946	10,358	24,350	Workers' Compensation	15,410	15,410	15,410
636,188	700,333	689,680	Total Personnel Services	495,390	495,390	495,390
			Materials and Services:			
348	470	600	Office Supplies	500	500	500
21,099	35,964	60,800	Operating Supplies	65,400	65,400	65,400
71,014	68,607	117,000	Repair & Maintenance Supplies	116,000	116,000	116,000
993	1,373	1,000	Small Tools & Minor Equipment	1,000	1,000	1,000
1,591	1,057	3,700	Training	3,700	3,700	3,700
75,174	59,838	45,100	Professional Services	48,650	48,650	48,650
745	578	1,000	Memberships & Dues	1,000	1,000	1,000
1,516	2,149	2,500	Communications	2,900	2,900	2,900
459	748	2,000	Advertising	2,000	2,000	2,000
6,215	6,024	7,300	Printing & Binding	7,250	7,250	7,250
113,264	127,110	143,100	Public Utility Services	135,900	135,900	135,900
41,474	43,645	97,000	Repair & Maintenance Services	99,000	99,000	99,000
85	-	2,000	Rentals	2,000	2,000	2,000
-	6,528	10,200	Licenses and Permits	12,200	12,200	12,200
762	662	4,000	Miscellaneous	4,000	4,000	4,000
10,017	10,219	12,100	Technology Services	7,050	7,050	7,050
344,756	364,972	509,400	Total Materials and Services	508,550	508,550	508,550
			Capital Outlay:			
3,345	885	6,700	Machinery & Equipment	3,450	3,450	3,450
			Transfers to Other Funds:			
143,200	143,200	143,200	General Fund	151,600	151,600	151,600
143,200	143,200	143,200	Total Transfer to Other Funds	151,600	151,600	151,600
1,127,489	1,209,390	1,348,980	Total Expenditures	1,158,990	1,158,990	1,158,990

PUBLIC WORKS FUND (301)

SEWER (5600)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	301,790
410	2045	Overtime	4,210
410	2047	On Call	3,500
410	2085	Extra Help	4,500
415	2220	FICA -Social Security	24,680
415	2230	Insurance	86,410
415	2235	Retirement Contributions	54,890
415	2240	Workers' Compensation	15,410

TOTAL PERSONNEL SERVICES

495,390

Materials and Services (510 - 685)

510	3040	Printer, Cartridges and Supplies	200
510	3045	General Office Supplies	300

Sub-total of Office Supplies

500

515	3120	Books & periodicals	200
515	3125	Clothing, Uniforms, Boots, Gloves	1,500
515	3180	Fuel, Oil, Lubricants	22,000
515	3265	Custodial Supplies	200
515	3275	Laboratory Supplies	4,500
515	3280	Chlorine	6,500
515	3281	Dechloranation Chemical	19,000
515	3282	pH Adjustment	10,000
515	3310	General Operating Supplies	1,500

Sub-total of Operating Supplies

65,400

525	3520	Building Materials / Supplies	1,000
525	3525	Motor Vehicle Repair Parts	11,000
525	3530	Tires	7,000
525	3540	Paint & Paint Supplies	1,000
525	3550	Electrical Supplies	2,000
525	3585	Safety Supplies	3,000
525	3590	Cold Patch	2,500
525	3595	Rock	5,500
525	3600	Sewer Supplies	45,000
525	3615	Pump Station Repair Parts	25,000
525	3640	Other Repair and Maintenance Supplies	13,000

Sub-total of Repair and Maintenance Supplies

116,000

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	2,200	
610	4115	Workshops	1,500	
		Sub-total of Training		3,700
620	4510	Drug / Alcohol Testing	400	
620	4515	CDL Physicals	600	
620	4520	Lab Testing	14,000	
620	4525	Locate Requests	250	
620	4540	General - Professional Services	30,000	
620	4400	Internet Conectivity	3,400	
		Sub-total Professional Services		48,650
630	4855	Association of Clean Water Agencies	800	
630	4860	Water Environment Federation (WEF)	200	
		Sub-total of Memberships & Dues		1,000
635	4920	Cell Phones	500	
635	4930	Telephone Century Link	400	
635	4975	Postage	2,000	
		Sub-total of Communications		2,900
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	250	
		Sub-total of Printing and Binding		7,250
655	5300	Electricity - 300 S. Denver	0	
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	3,000	
655	5385	Electricity - 5555 Lagoon Rd/WW	45,000	
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	600	
657	5529	Sanitation - Sewer	1,100	
		Sub-total of Public Utility Services		135,900

PUBLIC WORKS FUND (301)

SEWER (5600)

660	5725	Equipment Other Than Vehicles	25,000	
660	5785	Motor Vehicles / Auto Body Shop	10,000	
660	5815	Equipment with Operator	15,000	
660	5820	Paving, Street Repair, Concrete	30,000	
660	5825	General Repair and Maintenance Services	19,000	
		Sub-total of Repair and Maintenance Services		99,000
665	5865	Rentals - Equipment	2,000	
		Sub-total of Rentals		2,000
675	6005	Licenses and Permits	11,500	
675	6010	License Renewal	700	
675	6035	General - Miscellaneous	4,000	
		Sub-total of Miscellaneous		16,200
685	6205	Computer Software	1,000	
685	6207	Non-Contract IT Services	1,500	
685	6245	Computer Hardware	50	
685	6255	Software Maintenance Agreement	4,500	
		Sub-total of Technology Services		7,050

TOTAL MATERIALS & SERVICES 508,550

Capital Outlay (730 - 740)

740	6650	Machinery & Equipment		
		Computer Hardware	1,350	
		Portable Honda Generator	1,100	
		Stihl Cutoff Saw	1,000	
		Sub-total of Machinery & Equipment		3,450

TOTAL CAPITAL OUTLAY 3,450

Transfer to Other Funds (850)

850	7555	General Fund	151,600	
		Sub-total Transfers to Other Funds		151,600

TOTAL SEWER - ALL FUNDS 1,158,990

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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 7/1/13 - 6/30/14</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	<u>Requirements</u>	<u>Proposed by</u>	<u>Approved by</u>	<u>Adopted by</u>
<u>FYE 6/30/11</u>	<u>FYE 6/30/12</u>	<u>FYE 6/30/13</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
			Personnel Services:			
		75,160	Regular Salaries	94,970	94,970	94,970
		2,000	Overtime	2,000	2,000	2,000
		8,000	Extra Help	7,000	7,000	7,000
		5,780	FICA Taxes	7,900	7,900	7,900
		20,740	Insurance	27,650	27,650	27,650
		11,300	Retirement Contributions	17,570	17,570	17,570
-	-	2,790	Workers' Compensation	4,930	4,930	4,930
-	-	125,770	Total Personnel Services	162,020	162,020	162,020
			Materials and Services:			
		500	Small Tools & Minor Equipment	500	500	500
		13,250	Operating Supplies	13,050	13,050	13,050
		30,000	Repair & Maintenance Supplies	30,000	30,000	30,000
		300	Training	300	300	300
		600	Professional Services	300	300	300
		7,500	Repair & Maintenance Services	11,500	11,500	11,500
		1,000	Rentals	1,000	1,000	1,000
		200	Licenses and Permits	200	200	200
		500	Miscellaneous	500	500	500
-	-	53,850	Total Materials and Services	57,350	57,350	57,350
-	-	179,620	Total Expenditures	219,370	219,370	219,370

PUBLIC WORKS FUND (301)

STORMWATER (7400)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	94,970
410	2045	Overtime	2,000
410	2085	Extra Help	7,000
415	2220	FICA -Social Security	7,900
415	2230	Insurance	27,650
415	2235	Retirement Contributions	17,570
415	2240	Workers' Compensation	4,930

TOTAL PERSONNEL SERVICES

162,020

Materials and Services (510 - 685)

515	3120	Books & Periodicals	50
515	3125	Clothing, Uniforms, Boots, Gloves	500
515	3180	Fuel, Oil, Lubricants	12,000
515	3310	General Operating Supplies	500

Sub-total of Operating Supplies

13,050

525	3525	Motor Vehicle Repair Parts	13,000
525	3578	Road Maintenance Materials	4,000
525	3585	Safety Supplies	1,000
525	3590	Cold Patch	1,000
525	3595	Rock	1,000
525	3640	Other Repair and Maintenance Supplies	10,000

Sub-total of Repair and Maintenance Supplies

30,000

530	3720	Small Tools	500
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Sub-total of Small Tools

500

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

PUBLIC WORKS FUND (301)

STORMWATER (7400)

660	5725	Equipment Other Than Vehicles	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	2,000	
		Sub-total of Repair and Maintenance Services		11,500
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 **57,350**

Capital Outlay (730 - 740)

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

TOTAL CAPITAL OUTLAY **0**

TOTAL STORMWATER - ALL FUNDS **219,370**

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

Budget for Fiscal Year 7/1/13 - 6/30/14

Historical Data			Requirements	Budget for Fiscal Year 7/1/13 - 6/30/14		
Actual Data FYE 6/30/11	FYE 6/30/12	Adopted Budget FYE 6/30/13		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			Personnel Services:			
675,318	634,766	672,830	Regular Salaries	474,860	474,860	474,860
8,240	8,402	15,000	Overtime	12,000	12,000	12,000
3,375	3,750	4,000	On Call	4,000	4,000	4,000
25,496	31,996	19,000	Extra Help	19,000	19,000	19,000
48,883	50,811	56,050	FICA Taxes	39,490	39,490	39,490
170,836	168,881	201,300	Insurance	138,260	138,260	138,260
77,456	98,283	100,320	Retirement Contributions	87,830	87,830	87,830
23,968	22,772	30,900	Workers' Compensation	24,650	24,650	24,650
<u>1,033,572</u>	<u>1,019,661</u>	<u>1,099,400</u>	Total Personnel Services	800,090	800,090	800,090
			Materials and Services:			
177	322	650	Office Supplies	650	650	650
2,225	2,186	2,500	Small Tools & Minor Equipment	2,500	2,500	2,500
59,128	65,572	68,500	Operating Supplies	69,000	69,000	69,000
172,275	159,592	232,000	Repair & Maintenance Supplies	210,700	210,700	210,700
2,548	2,374	5,000	Training	4,500	4,500	4,500
539	2,039	2,050	Memberships & Dues	2,050	2,050	2,050
105	380	1,000	Advertising	1,000	1,000	1,000
7,079	7,041	8,100	Printing & Binding	8,200	8,200	8,200
4,143	1,067	7,500	Rentals	7,500	7,500	7,500
60,234	57,362	53,650	Professional Services	46,750	46,750	46,750
4,028	6,903	3,450	Communications	4,550	4,550	4,550
25,286	26,952	32,400	Public Utility Services	31,600	31,600	31,600
59,851	99,455	89,500	Repair & Maintenance Services	78,500	78,500	78,500
-	392	2,100	Licenses and Permits	2,000	2,000	2,000
7,558	-	1,000	Miscellaneous	1,000	1,000	1,000
6,752	3,580	8,000	Technology Services	6,350	6,350	6,350
<u>411,928</u>	<u>435,217</u>	<u>517,400</u>	Total Materials and Services	476,850	476,850	476,850
			Capital Outlay:			
-	-	-	Improvements other than Buildings			
92	4,136	9,100	Machinery & Equipment	10,050	10,050	10,050
92	4,136	9,100	Total Capital Outlay	10,050	10,050	10,050
			Transfer to Other Funds:			
214,800	214,800	214,800	General Fund	227,400	227,400	227,400
<u>214,800</u>	<u>214,800</u>	<u>214,800</u>	Total Transfer to Other Funds	227,400	227,400	227,400
<u>1,680,392</u>	<u>1,673,814</u>	<u>1,840,700</u>	Total Expenditures	1,514,390	1,514,390	1,514,390

PUBLIC WORKS FUND (301)

WATER (8100)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	474,860
410	2045	Overtime	12,000
410	2047	On Call	4,000
410	2085	Extra Help	19,000
415	2220	FICA -Social Security	39,490
415	2230	Insurance	138,260
415	2235	Retirement Contributions	87,830
415	2240	Workers' Compensation	24,650

TOTAL PERSONNEL SERVICES

800,090

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	100

Sub-total of Office Supplies

650

515	3120	Books & Periodicals	400
515	3125	Clothing, Uniforms, Boots, Gloves	2,500
515	3180	Fuel, Oil, Lubricants	33,000
515	3265	Custodial Supplies	100
515	3270	Chemicals	3,000
515	3275	Laboratory Supplies	9,500
515	3280	Chlorine	11,000
515	3285	Fluoride	9,000
515	3310	General Operating Supplies	500

Sub-total of Operating Supplies

69,000

525	3520	Building Materials / Supplies	3,000
525	3525	Motor Vehicle Repair Parts	18,000
525	3530	Tires	7,500
525	3540	Paint & Paint Supplies	3,200
525	3550	Electrical Supplies	3,000
525	3585	Safety Supplies	3,000
525	3590	Cold Patch	3,000
525	3595	Rock	18,000
525	3605	Water Maintenance Supplies	130,000
525	3640	Other Repair and Maintenance Supplies	22,000

Sub-total of Repair & Maintenance Supplies

210,700

PUBLIC WORKS FUND (301)

WATER (8100)

530	3720	Small Tools	2,500	
		Sub-total Small Tools		2,500
610	4085	Travel Expense - Training	2,500	
610	4115	Workshops	2,000	
		Sub-total of Training		4,500
620	4510	Drug / Alcohol Testing	700	
620	4515	CDL Physicals	800	
620	4520	Lab Testing	11,000	
620	4525	Locate Requests	250	
620	4535	Water Meter Reading / Green Card	24,000	
620	4540	General - Professional Services	10,000	
		Sub-Total of Professional Services		46,750
630	4865	Association of State Dam Safety Officials	1,500	
630	4870	American Waterworks Association	350	
630	4875	OCCIRS - Cross Connections	200	
		Sub-Total of Memberships & Dues		2,050
635	4920	Cell Phones	1,350	
635	4930	Telephone - Qwest	700	
635	4975	Postage	2,500	
		Sub-total of Communications		4,550
640	5030	Advertising - Public Notices	1,000	
		Sub-total of Advertising		1,000
650	5140	Utility Bills, CCR, Meter Slips	7,000	
650	5145	General Printing and Binding	1,200	
		Sub-total of Printing & Binding		8,200

PUBLIC WORKS FUND (301)

WATER (8100)

655	5400	Electricity - 6th and Lexington	1,000	
655	5403	Electricity - RR2 Box 812	700	
655	5406	Electricity - Watershed Equipment	2,200	
655	5409	Electricity - Pipeline Res #3	4,800	
655	5412	Electricity - Niagara Pump Station	1,300	
655	5415	Electricity - 1499 Madison	3,300	
655	5424	Electricity - 1597 James St.	3,600	
655	5427	Electricity - Skyline Pump House	2,200	
655	5430	Electricity - Bear Creek Reservoir	12,000	
655	5433	Electricity - Headworks Rd	500	
		Sub-total of Public Utility Services		31,600
660	5725	Equipment Other Than Vehicles	6,500	
660	5785	Motor Vehicles / Auto Body Shop	8,000	
660	5815	Equipment with Operator	9,000	
660	5820	Paving, Street Repair, Concrete	35,000	
660	5825	General Repair and Maintenance Services	20,000	
		Sub-total of Repair and Maintenance Services		78,500
665	5865	Equipment	5,000	
665	5875	General Rentals	2,500	
		Sub-total of Rentals		7,500
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	1,300	
685	6207	Non-Contract IT Services	1,000	
685	6245	Computer Hardware	50	
685	6255	Software Maintenance Agreement	4,000	
		Sub-total of Technology Services		6,350
TOTAL MATERIALS & SERVICES				476,850

PUBLIC WORKS FUND (301)

WATER (8100)

Capital Outlay

740	6650	Machinery & Equipment	
		Computer Hardware	7,950
		Portable Honda Generator	1,100
		Stihl Cutoff Saw	1,000

Sub-total Machinery & Equipment **10,050**

TOTAL CAPITAL OUTLAY 10,050

Transfer to Other Funds (850)

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

TOTAL WATER - ALL FUNDS 1,514,390

FUND: LANDFILL RESERVE FUND #305

Basic Objectives

This fund was established by the adoption of City Council Resolution No. 11-06 on May 16, 2011. The purpose of this fund is to set aside and receive funds to be used specifically for the remediation, closure and future monitoring of the former Astoria landfill located at 1790 Williamsport Road. Resources for the activities of this fund are provided from proceeds of sanitation payments and grants acquired from other government agencies.

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

LANDFILL RESERVE FUND #305

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/13 - 6/30/14</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 6/30/11</u>	<u>FYE 6/30/12</u>	<u>FYE 6/30/13</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<u>Resources</u>						
-	-	38,680	Beginning Fund Balance	13,000	13,000	13,000
-	13,680	-	Grant Proceeds	-	-	-
-	-	260	Rents	42,000	42,000	42,000
-	-	-	Interest Earnings	-	-	-
-	25,000	66,000	Transfer from Other Fund	-	-	-
-	25,000	66,000	General Fund	66,000	66,000	66,000
-	38,680	104,940	Total Resources	121,000	121,000	121,000
<u>Materials and Services</u>						
-	-	-	Professional Services	50,000	50,000	50,000
-	-	-	Total Materials and Services	50,000	50,000	50,000
<u>Capital Outlay</u>						
-	-	104,940	Improvements Other than Buildings	-	-	-
-	-	104,940	Total Capital Outlay	-	-	-
<u>Transfer to Other Funds</u>						
-	-	-	Public Works / Sanitation	24,640	24,640	24,640
-	-	-	Total Transfers to Other Funds	24,640	24,640	24,640
<u>Contingency</u>						
-	38,680	-	Ending Fund Balance	26,360	26,360	26,360
-	38,680	104,940	Total Landfill Reserve Fund	121,000	121,000	121,000

2013 / 14 Budget Detail Information

LANDFILL RESERVE FUND (305 0000)

<u>Materials and Services</u>		
620	4540	Professional Services 50,000
<u>Transfer to Other Funds</u>		
850	7566	Public Works Fund / Sanitation 24,640
910	8020	<u>Contingency</u> 20,000
950	8520	<u>Ending Fund Balance</u> 26,360
TOTAL LANDFILL RESERVE FUND		121,000

FUND: CEMETERY #325

Basic Objectives

The Cemetery related functions are consolidated in the Parks Operation Fund (# 158) for FYE June 30, 2013 pursuant to City Council Resolution 12-07, adopted on June 4, 2012..

The remaining balance of the Cemetery Fund is appropriated to provide for capital improvements at the cemetery.

City of Astoria, Oregon
Budget Document

CEMETERY FUND #325

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/13 - 6/30/14</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 6/30/11</u>	<u>FYE 6/30/12</u>	<u>FYE 6/30/13</u>				
Resources						
627,601	633,473	109,370	Beginning Fund Balance	95,000	95,000	95,000
18,232	27,765	11,800	Sale of Graves	15,000	15,000	15,000
50,005	49,301	-	Charges for Services	-	-	-
-	-	-	New Services	-	-	-
-	-	-	Sales	-	-	-
3,643	4,594	500	Interest Earnings	-	-	-
-	-	-	Gifts & Bequests	-	-	-
76,100	13,132	-	Miscellaneous	-	-	-
<u>775,581</u>	<u>728,265</u>	<u>121,670</u>	Total Resources	<u>110,000</u>	<u>110,000</u>	<u>110,000</u>
Requirements						
96,297	113,529	-	Personnel Services			
22,743	33,582	-	Materials and Services			
-	-	100,000	Capital Outlay Improvements Other than Buildings	61,000	61,000	61,000
-	-	10,000	Contingency	9,000	9,000	9,000
5,594	6,099	-	Accrual Adjustments for: Depreciation	-	-	-
17,474	-	-	Gain on Sale of Asset	-	-	-
142,108	153,210	110,000	Total Expenditures	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>
<u>633,473</u>	<u>575,055</u>	<u>11,670</u>	Ending Fund Balance	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
<u>775,581</u>	<u>728,265</u>	<u>121,670</u>	Total Requirements	<u>110,000</u>	<u>110,000</u>	<u>110,000</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, 2011 was \$184,567 and at June 30, 2012 was \$120,847.

2013 / 14 Budget Detail Information

CEMETERY FUND (325 8500)

<u>Capital Outlay (730)</u>			
730	6500	Improvements Other Than Buildings	61,000
910	8,020	Contingent Expenditures	9,000
950	8,520	Ending Unencumbered Fund Balance	<u>40,000</u>
TOTAL CEMETERY FUND			<u>110,000</u>

FUND: 17TH STREET DOCK #330

Basic Objectives

This fund was created to account 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 \$118,900 per year. This fund also expects to receive moorage fees from several tour boats that moor regularly at the 17th Street Dock Facilities. Currently, the City is rebuilding the facility using a Connect Oregon III grant of \$3,475,000 and a loan of \$1,650,000 from the State of Oregon Infrastructure Finance Authority. The project is expected to be finished before the end of FY June 30, 2013. The loan with IFA will be repaid from the Coast Guard dock lease payments.

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>Budget for Fiscal Year 7/1/13 - 6/30/14</u>			
<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 6/30/11	<u>Actual Data</u> FYE 6/30/12	<u>Adopted Budget</u> FYE 6/30/13				
<u>Resources</u>						
404,292	557,556	175,000	Beginning Fund Balance	75,000	75,000	75,000
143,640	160,698	117,630	Intergovernmental	118,900	118,900	118,900
			Charge for Services	15,000	15,000	15,000
118,799	284,899	3,475,000	Gifts and Bequests/Grants	-	-	-
402	854	950	Interest on Investments	1,200	1,200	1,200
-	30,234	-	Miscellaneous	4,500	4,500	4,500
<u>667,133</u>	<u>1,034,241</u>	<u>3,768,580</u>	Total Resources	<u>214,600</u>	<u>214,600</u>	<u>214,600</u>
<u>Requirements</u>						
Personnel Services:						
1,955	18,933	-	Interfund Wages	10,000	10,000	10,000
Materials and Services:						
22,273	1,005	20,000	Repair & Maintenance Supplies	8,150	8,150	8,150
-	-	500	Conferences, Meetings & Travel	-	-	-
2,400	-	-	Professional Services	-	-	-
			Communications	1,100	1,100	1,100
5,458	7,925	9,500	Public Utility Services	18,650	18,650	18,650
<u>327,242</u>	<u>65,428</u>	<u>30,000</u>	Repair & Maintenance Services	<u>13,140</u>	<u>13,140</u>	<u>13,140</u>
357,373	74,358	60,000	Total Materials and Services	41,040	41,040	41,040
Capital Outlay:						
2,240	160,703	3,475,000	Improvements Other Than Bldgs			
Debt Service						
6,743	7,148	7,580	Principal	90,080	90,080	90,080
<u>6,057</u>	<u>5,653</u>	<u>5,230</u>	Interest	<u>46,480</u>	<u>46,480</u>	<u>46,480</u>
12,800	12,801	12,810	Total Debt Service	136,560	136,560	136,560
-	-	220,770	Contingency	27,000	27,000	27,000
Accrual Adjustment for:						
65,981	56,827	-	Depreciation	-	-	-
(6,743)	(7,148)	-	Principal Payments	-	-	-
<u>(324,029)</u>	<u>(220,097)</u>	<u>-</u>	Capitalized Expenditures	-	-	-
109,577	96,377	3,768,580	Total Expenditures	214,600	214,600	214,600
<u>557,556</u>	<u>937,864</u>	<u>-</u>	Ending Fund Balance	-	-	-
<u>667,133</u>	<u>1,034,241</u>	<u>3,768,580</u>	Total Requirements	<u>214,600</u>	<u>214,600</u>	<u>214,600</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 17th Street Dock Fund at June 30, 2011 was (\$59,923) and at June 30, 2012 was \$150,196.

17TH STREET DOCK FUND (330 0000)

Personal Services (412 - 415)

412	2095	Interfund Wages	10,000
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TOTAL PERSONAL SERVICES			10,000
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Materials & Services (525 - 660)

525	3640	Other Repair & Maintenance Supplies	8,150
Sub-total of Repair & Maintenance Supplies			8,150

635	4948	Charter-Internet Service	1,100
Sub-total of Communications			1,100

655	5297	Electricity - 17th Street Dock	10,650
657	5544	Sanitation - 17th Street Dock	8,000
Sub-total of Public Utilities			18,650

660	5825	General - Repair & Maintenance Services	13,140
Sub-total of Repair & Maintenance Services			13,140

TOTAL MATERIALS & SERVICES			41,040
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Capital Outlay (730)

730	6500	Improvements Other than Buildings General Dock Improvements	0
Sub-total Improvements Other than Buildings			0

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

TOTAL CAPITAL OUTLAY			0
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Debt Service (810)

Oregon Economic Development Department
17th Street Dock

810	6970	Principal	7,580
810	6975	Interest	5,230
810	6977	Principal	82,500
810	6979	Interest	41,250

Sub-total Debt Service			136,560
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17TH STREET DOCK FUND (330 0000)

Contingent Expenditures (910)

910	8020	Contingency	27,000	
		Sub-total of Contingency		27,000

Ending Fund Balance (950)

950	8520	Unappropriated Ending Fund Balance	0	
		Sub-total Ending Fund Balance		0

		TOTAL 17TH STREET DOCK FUND		214,600
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FIDUCIARY FUNDS

FUND: AQUATIC FACILITY TRUST #401

Basic Objectives

This 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.

Staffing

The Parks & Community Services Director uses a small amount of his time to administer 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 7/1/13 - 6/30/14</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 6/30/11</u>	<u>FYE 6/30/12</u>	<u>FYE 6/30/13</u>				
<u>Resources</u>						
17,808	5,339	6,840	Beginning Fund Balance	6,880	6,880	6,880
-	-	2,000	Gifts and Bequests	500	500	500
31	38	50	Interest Earnings	50	50	50
<u>17,839</u>	<u>5,377</u>	<u>8,890</u>	Total Resources	<u>7,430</u>	<u>7,430</u>	<u>7,430</u>
<u>Requirements</u>						
-	-	2,500	Materials & Services: Fee & Charge Programs	1,040	1,040	1,040
12,500	-	-	Transfer to Other Funds: General Fund	-	-	-
<u>5,339</u>	<u>5,377</u>	<u>6,390</u>	Ending Fund Balance	<u>6,390</u>	<u>6,390</u>	<u>6,390</u>
<u>17,839</u>	<u>5,377</u>	<u>8,890</u>	Total Requirements	<u>7,430</u>	<u>7,430</u>	<u>7,430</u>

2013 / 14 Budget Detail Information

AQUATIC FACILITY TRUST FUND (401 0000)

			<u>Materials & Services:</u>	
670	5895		Aquatic Facility Fee & Charge	1,040
			<u>Ending Fund Balance (950)</u>	
950	8520		Ending Unencumbered Fund Balance	<u>6,390</u>
TOTAL AQUATIC FACILITY TRUST FUND				7,430

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. His intent is that the fund will 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 will account for future expenditures for library materials purchased in accordance with the original guidelines established for each fund.

Staffing

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

City of Astoria, Oregon
Budget Document

ASTOR PUBLIC LIBRARY ENDOWMENT TRUST FUND #403

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/13 - 6/30/14</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 6/30/11</u>	<u>FYE 6/30/12</u>	<u>FYE 6/30/13</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<u>Resources</u>						
134,610	134,767	135,520	Beginning Fund Balance	134,950	134,950	134,950
582	277	-	Gifts and Bequests	360	360	360
592	750	650	Interest Earnings	840	840	840
<u>135,784</u>	<u>135,794</u>	<u>136,170</u>	Total Resources	<u>136,150</u>	<u>136,150</u>	<u>136,150</u>
<u>Requirements</u>						
Materials & Services:						
-	-	3,000	Dorothy Whitney Trust Fund	3,000	3,000	3,000
1,017	-	7,000	Books Purchased from Endowment	21,230	21,230	21,230
1,017	-	10,000	Total Materials & Services	24,230	24,230	24,230
-	-	1,500	Contingency	-	-	-
<u>134,767</u>	<u>135,794</u>	<u>124,670</u>	Ending Fund Balance	<u>111,920</u>	<u>111,920</u>	<u>111,920</u>
<u>135,784</u>	<u>135,794</u>	<u>136,170</u>	Total Requirements	<u>136,150</u>	<u>136,150</u>	<u>136,150</u>

2013 / 14 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 21,230
		TOTAL MATERIALS & SERVICES 24,230
<u>Contingent Expenditures (910)</u>		
910	8020	Contingency -
<u>Ending Fund Balance (950)</u>		
950	8500	Ending Unencumbered Fund Balance 111,920
		TOTAL ASTORIA PUBLIC LIBRARY ENDOWMENT FUND 136,150

FUND: SENIOR CITIZENS ENDOWMENT #406

Basic Objectives

This fund was established by the adoption of Resolution No. 84-47, adopted by the City Council on December 3, 1984. Its purpose was to receive gifts and bequests from persons wishing to support the activities of the Senior Citizens Center. A corporation, Astoria Senior Center, Inc., formed by local senior citizens, currently manages day-to-day operation of the Senior Center. The Parks & Community Services Department of the General Fund provides limited services to the Senior Center. During FYE June 30, 2013 the City applied for and received a grant to rehabilitate the Senior Center building. The use of these funds for this project will be accounted for in the City's Capital Improvement Fund (#102).

Staffing

This fund supports no staff positions. The Parks & Recreation Director oversees budgeted projects. The Finance Department monitors expenditures and fund balance.

City of Astoria, Oregon
Budget Document

SENIOR CITIZENS ENDOWMENT FUND #406

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/13 - 6/30/14</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13				
			<u>Resources</u>			
31,363	11,655	7,570	Beginning Fund Balance			
<u>95</u>	<u>49</u>	<u>50</u>	Interest Earnings			
<u>31,458</u>	<u>11,704</u>	<u>7,620</u>	Total Resources	-	-	-
			<u>Requirements</u>			
19,803	5,376	7,620	Materials & Services: Operating Supplies			
-	-	-	Contingent Expenditures			
<u>11,655</u>	<u>6,328</u>	-	Ending Fund Balance			
<u>31,458</u>	<u>11,704</u>	<u>7,620</u>	Total Requirements	-	-	-

FUND: CEMETERY IRREDUCIBLE #408

Basic Objectives

This fund was created to receive a portion of each grave sale, as described in the Cemetery Fund 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 Ocean View Cemetery once all graves have been sold. Interest earned by this fund is used for the operations budgeted in the Cemetery Fund.

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 7/1/13 - 6/30/14</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 6/30/11	FYE 6/30/12	FYE 6/30/13				
<u>Resources</u>						
775,530	786,434	694,160	Beginning Fund Balance	707,320	707,320	707,320
10,904	9,880	7,500	Sale of Graves	9,000	9,000	9,000
-	16,268	3,490	Interest Earnings	-	-	-
<u>786,434</u>	<u>812,582</u>	<u>705,150</u>	Total Resources	<u>716,320</u>	<u>716,320</u>	<u>716,320</u>
<u>Requirements</u>						
<u>786,434</u>	<u>812,582</u>	<u>705,150</u>	Ending Fund Balance	<u>716,320</u>	<u>716,320</u>	<u>716,320</u>

2013 - 14 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>716,230</u>
TOTAL CEMETERY IRREDUCIBLE FUND		<u>716,230</u>

FUND: PROMOTE ASTORIA #410

Basic Objectives

Established by the adoption of City Council Resolution No. 81-36, this fund was originally created to receive a portion of the transient room tax that is 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 Oregon statutes, 46.1% of motel taxes collected are being deposited into the Promote Astoria Fund.

Staffing

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

City of Astoria, Oregon
Budget Document

PROMOTE ASTORIA FUND #410

Historical Data			Budget for Fiscal Year 7/1/13 - 6/30/14			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/11	FYE 6/30/12	FYE 6/30/13		Budget Officer	Budget Committee	Governing Body
Resources						
422,930	338,850	423,700	Beginning Fund Balance	400,000	400,000	400,000
485,329	530,866	475,570	Motel Tax	475,570	475,570	475,570
1,860	2,267	1,700	Interest Earnings	2,400	2,400	2,400
<u>910,119</u>	<u>871,983</u>	<u>900,970</u>	Total Resources	<u>877,970</u>	<u>877,970</u>	<u>877,970</u>
Requirements						
Materials & Services:						
92,485	141,450	179,750	Tourism Promotion and Tourism-Related Facilities	241,000	211,000	211,000
-	-	52,250	River Trail Match			
10,642	-	-	Sky Cam at Column			
-	15,000	15,000	Astoria Downtown Historic District Association	15,000	15,000	15,000
-	-	18,000	Council Travel to Sister City	9,000	9,000	9,000
5,000	5,000	-	Astoria Music Festival			
137,392	60,000	-	Astoria Bicentennial			
5,000	5,000	-	Astoria Regatta			
Community Organizations					30,000	30,000
115,000	115,000	115,000	Astoria/Warrenton Chamber of Commerce Visitor Services	115,000	115,000	115,000
<u>170,750</u>	<u>170,750</u>	<u>170,750</u>	Astoria/Warrenton Chamber of Commerce Lower Columbia Tourism Committee	<u>170,750</u>	<u>170,750</u>	<u>170,750</u>
536,269	512,200	550,750	Total Materials & Services	550,750	550,750	550,750
Capital Outlay						
35,000	-	-	Improvements Other Than Buildings	-	-	-
Debt Service						
-	-	80,000	Heritage Square Loan Payment	80,000	80,000	80,000
Contingent Expenditures						
-	-	75,000		75,000	75,000	75,000
571,269	512,200	705,750	Total Expenditures	705,750	705,750	705,750
<u>338,850</u>	<u>359,783</u>	<u>195,220</u>	Ending Fund Balance	<u>172,220</u>	<u>172,220</u>	<u>172,220</u>
<u>910,119</u>	<u>871,983</u>	<u>900,970</u>	Total Requirements	<u>877,970</u>	<u>877,970</u>	<u>877,970</u>

PROMOTE ASTORIA FUND (410 0000)

Materials & Services (660 - 678)

678	6085	Tourism Promotion		
		Tourism-Related Facilities	211,000	
		Rivertrail Match		
		Astoria Downtown Historic District Association	15,000	
		Council Travel to Sister City	9,000	
678	6087	Community Organizations	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		550,750

Debt Service

810	6980	Loan Payment for Heritage Square	80,000	
		Sub-total Debt Service		80,000

Contingent Expenditures

910	8020	Contingent Expenditures	75,000	
		Sub-total of Contingent Expenditures		75,000

Ending Fund Balance

			172,220	
950	8520	Ending Fund Balance		
		Sub-total of Ending Fund Balance		172,220

		TOTAL PROMOTE ASTORIA FUND		877,970
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FUND: LOGAN MEMORIAL LIBRARY TRUST #412

Basic Objectives

This fund 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 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 about \$620,000. Under Oregon State Law, municipalities cannot be stock or shareholders in private companies, so those 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 determine that the funds available can be used for a major re-building of the Astoria Public Library. An appropriation is available for FYE June 30, 2014 to continue planning and design for this project.

Staffing

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

City of Astoria, Oregon
Budget Document

LOGAN MEMORIAL LIBRARY TRUST FUND #412

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/13 - 6/30/14</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 6/30/11	FYE 6/30/12	FYE 6/30/13				
<u>Resources</u>						
908,886	912,893	917,050	Beginning Fund Balance	923,200	923,200	923,200
4,007	5,078	4,300	Interest Earnings	5,400	5,400	5,400
<u>912,893</u>	<u>917,971</u>	<u>921,350</u>	Total Resources	<u>928,600</u>	<u>928,600</u>	<u>928,600</u>
<u>Requirements</u>						
-	-	100,000	Materials & Services:			
			Professional Services - Design	100,000	100,000	100,000
-	-	100,000	Total Materials & Services	100,000	100,000	100,000
-	-	15,000	Contingency	15,000	15,000	15,000
<u>912,893</u>	<u>917,971</u>	<u>806,350</u>	Ending Fund Balance	<u>813,600</u>	<u>813,600</u>	<u>813,600</u>
<u>912,893</u>	<u>917,971</u>	<u>921,350</u>	Total Requirements	<u>928,600</u>	<u>928,600</u>	<u>928,600</u>

2013 / 14 Budget Detail Information

LOGAN MEMORIAL LIBRARY TRUST FUND (412 0000)

<u>Materials and Services</u>			
		Professional Services	
620	4540	Design	100,000
910	8020	Contingency	15,000
950	8520	Ending Unencumbered Fund Balance	<u>813,600</u>
TOTAL LOGAN MEMORIAL TRUST FUND			<u>928,600</u>

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DETAIL & STATISTICAL SECTION

**City of Astoria, Oregon
Summary of Interfund Transfers
Year Beginning July 1, 2013**

<u>Transfers From:</u>		<u>Transfers To:</u>	
General Fund			
Non & Interdepartmental	1,142,220	Unemployment Fund	35,000
		Emergency Communications Fund	294,220
		Parks Operation Fund	707,000
		Public Works Fund	40,000
		Landfill Reserve Fund	<u>66,000</u>
		Total Transfers to Funds	1,142,220
Building Inspection Fund	15,210	General Fund	15,210
			21,000
			22,000
			151,600
			<u>227,400</u>
		Total Transfers to General Fund	437,210
Emergency Communication Fund	21,000		
State Tax Street Fund	607,200	Public Works Fund	532,200
		Astoria Road District Fund	<u>75,000</u>
		Total Transfers to Public Works Fund	607,200
Public Works Improvement Fund	200,000	Public Works Capital Reserve Fund	200,000
Local Improvement Debt Service Fu	22,000		
Public Works Fund			
Sewer	151,600		
Water	<u>227,400</u>		
Total Public Works Fund	379,000		
Landfill Reserve Fund	<u>24,640</u>	Public Works Sanitation	<u>24,640</u>
TOTAL TRANSFERS FROM:	<u>2,411,270</u>	TOTAL TRANSFERS TO:	<u>2,411,270</u>

CITY OF ASTORIA PROPOSED PERSONNEL LEVELS LAST 10 FISCAL YEARS

DEPARTMENT	2004 2005	2005 2006	2006 2007	2007 2008	2008 2009	2009 2010	2010 2011	2011 2012	2012 2013	2013 2014 (Proposed)
CITY MANAGER	1.93	2	2	2	2	2	2	2	2	2
COMMUNITY DEVELOPMENT	3.5	3.5	3.5	3.5	3.75	3.75	5	5	5	5
FINANCE	6.67	7	7	7	8	8	7	6	7	7
FIRE	12	12	12	12	12	12	12	12	12	11
HUMAN RESOURCES	1	1	1	1	1	1	1	1	-	-
LIBRARY	2	2	2	2	2	3	3	3	3	3
MUNICIPAL COURT	1	1	1	1	1	1	1	1	1	1
PARKS & RECREATION ADMINISTRATION	3	3	3	3	3	3	4	4	3	3
PARKS	3	3	4	4	4	4	4	4	4	4
POLICE	17.5	18.5	18.5	18.5	18.5	18	17	18	18	18
EMERGENCY COMMUNICATIONS	8	8	7.80	8	8	8	8	8	8	8
TOTAL GENERAL FUND	59.6	61	61.80	62	63.25	63.75	64	64	63	62
AQUATIC FACILITY	2.75	2.75	2.75	3	3	3	1	1	1	1
CEMETERY	1	1	1	1	1	1	1	1	-	-
ENGINEERING	7	7	8	8	8	8	8	8	8	8
PUBLIC WORKS	25	25	25	25	25	25	23	23	23	23
TOTAL PUBLIC WORKS FUND	32	32	33	33	33	33	31	31	31	31
TOTAL F.T.E	95.35	96.75	98.55	99	100.25	100.75	97	97	95	94
TOTAL EMPLOYEES	97	98	99	99	101	101	97	97	95	94

City of Astoria, Oregon
Schedule of Tax Levies Imposed

<u>Levy Description</u>	<u>Actual 2011-12</u>	<u>Actual 2012-13</u>	<u>Estimated 2013-14</u>
General Fund	\$5,038,151	\$5,150,587	\$5,307,484
Astoria Road District	-	-	-
Aquatic Facility	<u>299,066</u>	<u>137,747</u>	<u>-</u>
Total	<u><u>\$5,337,217</u></u>	<u><u>\$5,288,334</u></u>	<u><u>\$5,307,484</u></u>

In the property tax system, the Oregon Department of Revenue calculated a permanent tax rate of \$8.1738 for the City of Astoria. The tax to be imposed on tax payers in Astoria is calculated by multiplying the assessed property values by the permanent tax rate. In order to project a property tax revenue for 2013-14, a projected assessed value of \$649,328,798 was used. The assessed value for 2012-13 was \$636,383,659. This represents a projected increase in assessed value of 2%.

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
6/30/03	4,260,710	3,887,971	91.25%	304,218	4,192,189	98.39%	514,865	12.08%
6/30/04	4,649,281	4,388,609	94.39%	260,898	4,649,507	100.00%	488,252	10.50%
6/30/05	4,867,905	4,632,465	95.16%	227,227	4,859,692	99.83%	436,205	8.96%
6/30/06	5,123,281	4,797,111	93.63%	230,169	5,027,280	98.13%	408,346	7.97%
6/30/07	5,521,664	5,161,667	93.48%	241,220	5,402,887	97.85%	379,275	6.87%
6/30/08	6,044,423	5,592,670	92.53%	146,813	5,739,483	94.96%	421,376	6.97%
6/30/09	5,914,715	5,463,408	92.37%	218,104	5,681,512	96.06%	493,300	8.34%
6/30/10	6,154,012	5,643,969	91.71%	255,330	5,899,299	95.86%	579,072	9.41%
6/30/11	6,055,905	5,573,151	92.03%	309,818	5,882,969	97.14%	578,799	9.56%
6/30/12	6,206,944	5,724,294	92.22%	234,786	5,959,080	96.01%	635,667	10.24%

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.

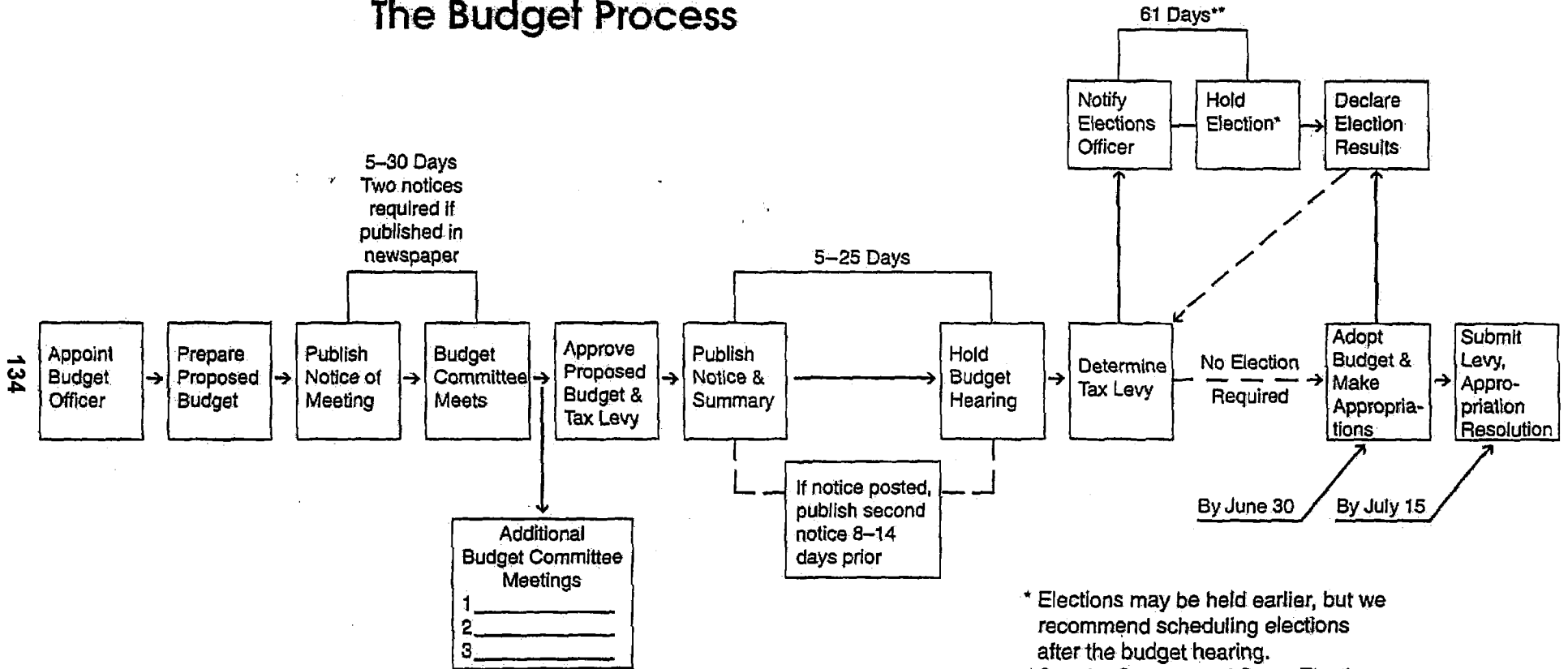
The first formal meeting of the Budget Committee includes a public hearing. Anyone wishing to present ideas or programs for which City funding is sought may make a presentation to the Budget Committee. The Committee sets several work sessions to review and/or revise the figures as presented in the Proposed 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 2012-13 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, 2013

2012

December 10 Budget detail worksheets distributed to departments.

December 1-
January 14 Finance Director prepares preliminary resource projections.

2013

January 7 Mail community organization funding applications to those agencies funded for the current year.

January 14 Department budget requests due to Finance Director.

January 15-22 Finance Director organizes and reviews department requests.

January 23 – 31 City Manager and Finance Director meet with department heads to review proposed budgets.

February 15 Community organization funding applications due.

March 18 Final budget numbers are determined

March 19 – 29 Proposed budget is prepared and completed.

April 5 Notice of first Budget Committee meeting and public hearings on proposed budget and State revenue sharing delivered to Daily Astorian.

April 11 Notice of Budget Committee meeting published. (Publish 5-30 days before the first budget meeting on April 24, 2012 / 4-11-12 is 14 days.) Notice will also reference that the Budget Committee meeting time is available on the City's website, along with the website address.

April 12 Budget message completed

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

April 24 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 25 Budget Committee meets to revise and complete the budget.
If required, Committee may meet on April 30 and May 1.

By May 1 Budget Committee approves budget as revised and **sets tax levy or rate.**

CITY OF ASTORIA
Budget Preparation Calendar
For Fiscal Year Beginning July 1, 2013

- May 1** Remind Public Works to send BOLI list by May 15, 2012.
- May 2 – May 10** Approved budget prepared for reproduction. Prepare notice for publication of public hearing on approved budget and State revenue sharing.
- May 13** 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 17, 2013.) Email can be done in addition to hand delivery so that the publication order will be correct.
- May 16** 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 3, 2013}). (See ORS 279.023)
- May 17** Approved budget copied and bound in-house.
- May 17** Notice of public hearing published in Daily Astorian. (Notice must be published **5-25** days before June 3, 2013 / 5-17-12 is 16 days.)
- June 3** Public hearing on budget and State revenue sharing. City Council adopts budget, makes appropriations and levies and categorizes taxes. (By Resolution)
- June 4 - 14** Complete adopted budget document.
- June 17** Adopted budget copied and bound.
- June 21** Distribute adopted budget document.
- July 5** 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.

