



CITY OF ASTORIA, OREGON

ADOPTED BUDGET

YEAR BEGINNING JULY 1, 2012



# **CITY OF ASTORIA, OREGON**

**Adopted Budget Document**

**Integrated Budget Document and Detail Pages**

**Year Beginning July 1, 2012**

**Prepared by:**

**Paul Benoit, City Manager  
Budget Officer**

**July 1, 2012**

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**CITY OF ASTORIA, OREGON**  
 Adopted Budget  
 Year Beginning July 1, 2012

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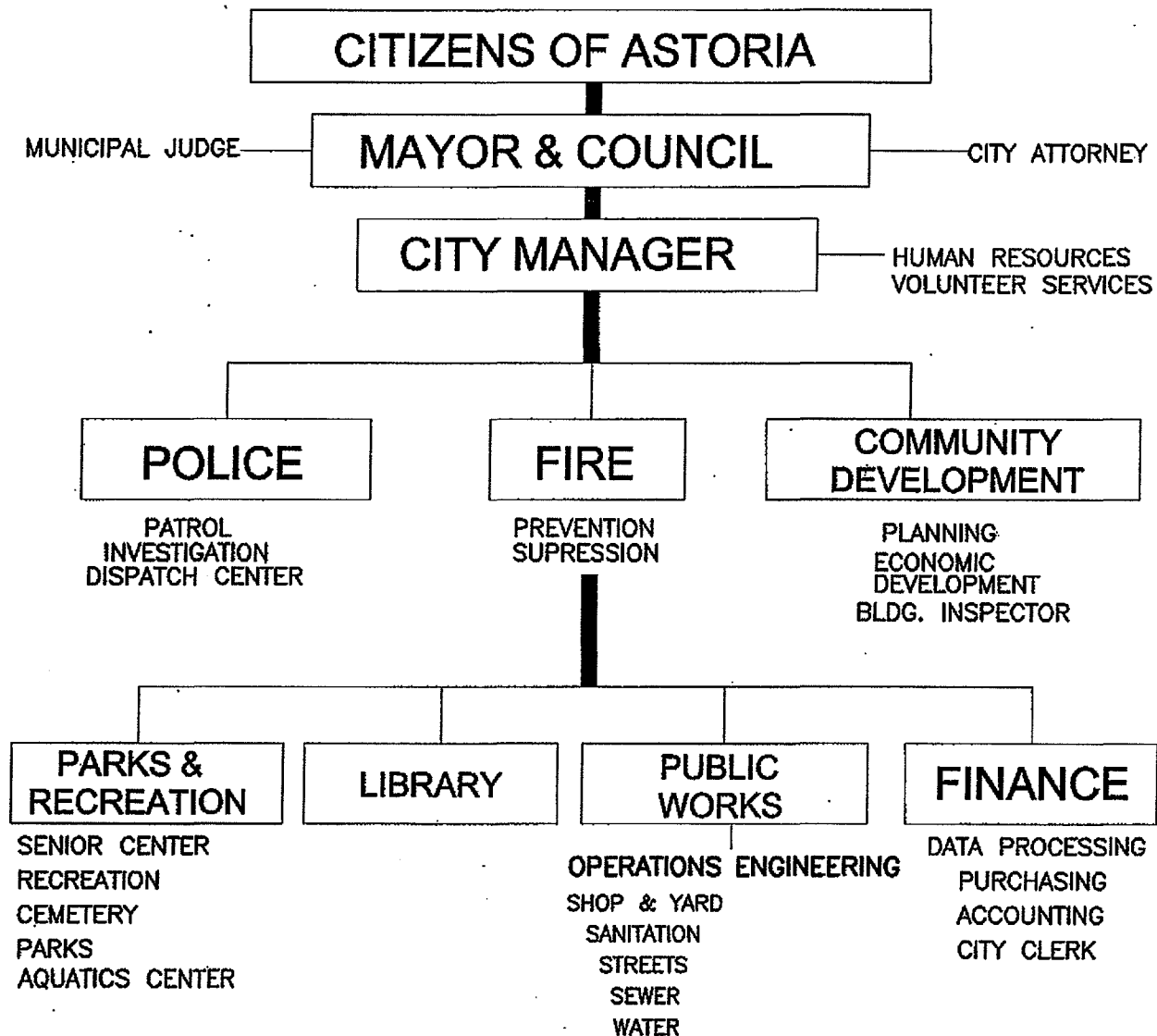
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# CITY OF ASTORIA ORGANIZATION CHART



**CITY OF ASTORIA, OREGON**

**BUDGET**

**Year Beginning July 1, 2012**

**Honorable Willis L. Van Dusen, Mayor**

**BUDGET COMMITTEE**

**Willis L. Van Dusen, Mayor**

**Kera Huber**

**Arline LaMear, Councilor**

**Richard Hurley**

**Peter Roscoe, 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**

**Pete Curzon**

**Interim Fire Chief**

**Pete Curzon**

**Police Chief**

**J.P. Moss**

**Interim Parks and Community Services  
Director**

**Jane Tucker**

**Library Director**

**Ken Cook**

**Public Works Director**

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April 25<sup>th</sup>, 2012

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

The proposed budget is balanced, with a drawdown in contingency funds of \$69,440. To address the general economic downturn the City Council and Budget Committee approved significant reductions in expenses over the past few years. These changes have helped us maintain a healthy fund balance. However, as the economy continues to remain flat at best, we are faced with continuing materials and personnel increase with no significant offset in revenues. These trends require a careful eye toward budgeting and fiscal management of our resources. I am confident in the ability of the City and its staff to adjust to these conditions.

The primary goals of the budget proposed for fiscal year 12-13 are to preserve a healthy fund balance which is the key to the long term stability of the City, while still providing for a quality level of service delivery that our community desires.

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

## **MAJOR BUDGET FORMAT CHANGES**

### **Parks and Recreation, Aquatics, Cemetery Funds**

Beginning with this budget year the Parks & Recreation divisions of the General Fund, the operational aspect of the Cemetery Fund and the Aquatics Facility Fund are proposed to be combined into a single, stand alone fund titled Parks & Recreation Fund #158. With the operational and personnel changes that have occurred in these divisions over the last few years, personnel efforts, supplies and maintenance activities have been deployed across and between funds. This has led to a lack of clarity and challenges in reporting operational activities.

The proposed change will allow revenues and expenditures of the various divisions to be easily captured, tracked and reported for each division; and to view the overall Parks operation in one single fund. These changes will lead to greater transparency of the Parks Department which is an important aspect of financial reporting.

Specifically, the following changes will occur:

- The *Aquatics Facility Fund* (formally 156) will become the *Aquatics Facility Division* (158-4100)
- The *Parks and Recreation – Administration Division* of the General Fund (formally 001-3001) will become the *Recreation and Administration Division* (158-4200)



- The *Parks and Recreation – Maintenance Division* of the General Fund (formally 001-3002) will become the *Parks Maintenance Division* (158-4300)
- The operational aspect (grounds upkeep, burials, minor maintenance) of the Cemetery Fund (325) will now be tracked under the *Parks Maintenance* division. The 11-12 ending fund balance of the Cemetery Fund will remain in fund 325 to be utilized for capital type projects at the cemetery. The revenue of the Cemetery Fund, which has been insufficient to keep up with expenses, will follow the operational expense to the new *Parks Maintenance* division.

These changes will have no impact on the Cemetery Irreducible Fund (408). The Irreducible Fund retains a portion of each grave sale to be set aside for the perpetual care of the cemetery once all of the graves have been sold.

#### Elimination of the Human Resources Division

The 12-13 budget proposes to combine the HR Division (001-1102) into the City Manager Division (001-1101). Recent changes in the HR division have provided an opportunity to change the way the HR function is handled within the City. Certain HR administrative duties have been reassigned to the Finance and City Manager Departments. For higher level HR services it is proposed that the City contract with Xenium, a private sector HR professional organization, to handle specific aspects of the HR function such as policy, personnel manuals, training, consulting and compliance. These changes will provide an annual saving of approximately \$50,000.

### **GENERAL FUND**

#### Beginning Cash Balance / Contingency

The beginning cash balance at July 1, 2012 is projected to be in the range of \$1,550,000 or 20% of budgeted expenditures. This is a sound fund balance. This proposed budget shows a reduction (usage) of that balance by the end of the budget year in the amount of \$69,440. In other words, the proposed budget is balanced by a drawdown in contingency funds. With this drawdown, the contingency, or “ending fund balance” for the fiscal year ending June 30, 2013 is projected at \$1,480,560 or 19.75%.

#### General Fund Resources / Expenditures

The proposed budget is based on projected gross resources of \$8,978,240. The prior year resources, adjusted for Parks revenue (\$9,145,860 – \$485,000) were \$8,660,860. This is an increase of \$317,380 or 3.7%.

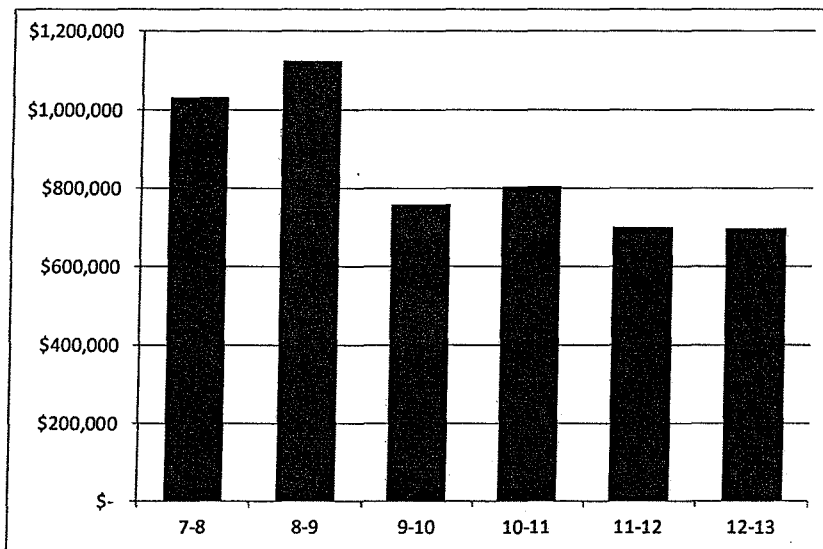
The two primary expenditure components of each General Fund departmental budgets are “Personnel Services” and “Materials and Services”. Personnel Services, comprised of salary and benefit expenses, are projected to be \$4,712,110. The prior year personnel expenses, adjusted for Parks personnel expenses (\$5,384,930 – \$854,310) were \$4,530,620. This represents an increase of \$181,490 or 4.00%. The increase relates primarily to larger health insurance premiums and to wage adjustments, including step increases and stability pay.

“Materials and Services” are projected to be \$1,596,490. The prior year Materials & Services, adjusted for Parks materials and services (\$1,735,180 – \$223,580) were \$1,511,600. This represents an increase of \$84,890 or 5.62%.

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:

- \$697,400 to the proposed Parks and Recreation Fund (158).
- \$307,180 to the Emergency Communication (911) Fund (132).
- \$66,000 to the Landfill Reserve Fund to begin setting aside funds for the eventual closure and rehabilitation of the old landfill site at Williamsport Road (305).
- \$57,070 to the Public Works Fund to offset landfill maintenance expenses (301).
- \$10,000 to the Unemployment Fund for unemployment payments (104).

The transfer to the Parks and Recreation Fund is a new transfer this year. In the past the Parks and Recreation activities were paid for within the General Fund much the same as are Police, Fire or Library and a transfer was made only to the Aquatics Facility. It is worth noting that overall net funding (expenses over revenues) from the General Fund to the Parks and Aquatics operations during the last few years has decreased significantly, as shown below:



### **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 \$250,000. This is down considerably from the prior year due to the completion of the City Hall Renovation and less than expected revenues from timber sales. Expected revenues from timber sales, state shared revenues and a seismic upgrade grant for the public safety building combine to provide for fund resources of \$2,225,900.

There are planned capital expenditures for the year of \$1,820,070 leaving a projected contingency and fund balance at the end of the year of \$405,830. Significant capital expenditure items in the 12-13 budget are as follows:

- \$1,415,000 grant for seismic upgrades to the Public Safety Building. The Oregon Emergency Management Office is awarding the City a grant to bring the public safety building up to a high level of seismic preparedness so it can continue to function as a command center in the event of a major earthquake. This project began in the 11-12 budget year and is expected to be completed in the 12-13 budget year.
- \$210,000 grant for the Rivertrail East Extension Project. This grant will allow the City to complete the trail project in the Alderbrook area. This project began in the 11-12 budget year and is expected to be completed in the 12-13 budget year.

## **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 12-13 Public Works budget contains a proposed 5% increase in both sewer and water rates and an increase in the CSO surcharge from 68% to 73%. The CSO increase is necessary in order to cover the debt associated with the now completed Denver Street Project and to fund the start of the next portion of the CSO work (11<sup>th</sup> Street Separation Project). This increase would add \$4.87 to the average monthly residential bill. The 11-12 budget had no increase in the water and sewer rates and a 59% to 68% increase in the CSO surcharge.

### **Public Works Budget**

The Public Works budget for the fiscal year 12-13 proposes estimated resources of \$4,864,720 with expenditures of \$4,751,960, leaving a contingency and ending fund balance of \$112,760.

### **Public Works Improvement Fund**

The Public Works Improvement Fund budget for fiscal year 12-13 proposes estimated resources of \$2,922,220 with expenditures of \$2,498,170 leaving an ending contingency and fund balance of \$424,050. Major expenditures for 12-13 are as follows:

- \$1,145,000 Waste Water Treatment Plant Improvements (Loan \$617,500, Grant \$527,500).
- \$200,000 for water main rehabilitation.
- \$200,000 for sewer main rehabilitation.
- \$200,000 set aside (1 of 5) for future re-sanding of the slow sand filters at the water treatment plant.

### **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:

- 11<sup>th</sup> Street CSO Separation Project \$4,000,000
- 19<sup>th</sup> and Irving Bridge Replacement \$6,000,000
- Major Paving Projects throughout the City \$400,000

### **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 11<sup>th</sup> Street Separation Project slated to begin Spring/Summer 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. The sewer surcharge was initiated in 2002 at 3.5%. It has increased in annual increments and currently stands at 68%. In order to maintain funds sufficient to cover anticipated debt service, the rate is proposed to increase by 5 points at the beginning of the 12-13 budget year.

#### BUILDING INSPECTION FUND

The Building Inspection Fund was established in March 2000. The cost of the Building Inspection program for fiscal year 12-13 is budgeted at \$260,360, with an ending fund balance of \$49,190. During the 11-12 budget year the City hired an in-house building inspection and code enforcement officer. The projected ending fund balance is \$49,190. 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 12-13 are estimated at \$475,570. The beginning fund balance is projected to be \$423,700 with an ending contingency and fund balance of \$270,220.

Major expenditures for 12-13 are as follow:

- \$179,750 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.
- \$52,250 for a match for the River Trail East Extension Project.
- The budget also includes \$18,000 for travel by the City Council to Walldorf Germany for the 50 year Sister City Celebration.

#### EMERGENCY COMMUNICATIONS FUND

The City's budgeted contribution to the Emergency Communication Fund increased by \$19,620 over the prior year. This is due to increases in the cost of center operations over the prior year. The City represents 40% of the center activities and as such is the largest stakeholder and contributor. For the 12-13 budget year, \$60,000 has been budgeted to perform upgrades in the operations center. These upgrades will coincide with work being done on the Public Safety Building seismic stabilization and are expected to enhance the usability, efficiency and capacity of the operation.

## **AQUATICS FACILITY DEBT SERVICE FUND**

In November of 2011 the City was able to reduce the Aquatics Facility bond debt by over \$500,000 with funds that had accumulated in that account. With that reduction, the final payment on the bonds of \$130,000 will be made this December, 2 ½ years ahead of schedule. This will reduce the average residential property tax bill by approximately \$100.

## **CONCLUSION**


The proposed budget for fiscal year 12-13 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 12-13 for the City of Astoria is ready for review by the Budget Committee.

Respectfully submitted,

THE CITY OF ASTORIA

  
Paul Bengit  
City Manager/Budget Officer

# BUDGET SECTION

City of Astoria, Oregon

Summary of Requirements

Year Beginning July 1, 2012

| Fund                                    | Personal Services | Materials and Services | Capital Outlay | Transfers to Other Funds | Debt Service | Special Payments | Contingency      | Total Expenditures | Ending Fund Balance | Total Requirements |
|---|-------------------|------------------------|----------------|--------------------------|--------------|------------------|------------------|--------------------|---------------------|--------------------|
| <b>General Fund (by department):</b>    |                   |                        |                |                          |              |                  |                  |                    |                     |                    |
| City Council                            | 4,430             | 10,550                 |                |                          |              |                  |                  | 14,980             |                     | 14,980             |
| City Manager                            | 248,360           | 21,560                 |                |                          |              |                  |                  | 269,920            |                     | 269,920            |
| Municipal Court                         | 60,970            | 93,090                 |                |                          |              |                  |                  | 154,060            |                     | 154,060            |
| Finance                                 | 538,370           | 81,600                 |                |                          |              |                  |                  | 619,970            |                     | 619,970            |
| City Attorney                           |                   | 84,900                 |                |                          |              |                  |                  | 84,900             |                     | 84,900             |
| Community Development                   | 292,150           | 51,970                 |                |                          |              |                  |                  | 344,120            |                     | 344,120            |
| City Hall                               | 7,850             | 38,300                 |                |                          |              |                  |                  | 46,150             |                     | 46,150             |
| Non and Interdepartmental               | 10,880            | 646,820                |                | 1,137,650                |              |                  |                  | 1,795,350          |                     | 1,795,350          |
| Fire                                    | 1,307,410         | 259,560                | 31,730         |                          |              |                  |                  | 1,598,700          |                     | 1,598,700          |
| Police                                  | 1,933,910         | 173,960                | 16,700         |                          |              |                  |                  | 2,124,570          |                     | 2,124,570          |
| Library                                 | 307,780           | 134,180                | 3,000          |                          |              |                  |                  | 444,960            |                     | 444,960            |
| Other                                   | -                 | -                      | -              | -                        | -            | -                | 1,480,560        | 1,480,560          | -                   | 1,480,560          |
| <b>Total General Fund</b>               | <b>4,712,110</b>  | <b>1,596,490</b>       | <b>51,430</b>  | <b>1,137,650</b>         | <b>-</b>     | <b>-</b>         | <b>1,480,560</b> | <b>8,978,240</b>   | <b>-</b>            | <b>8,978,240</b>   |
| Capital Improvement                     |                   | 1,712,200              | 67,390         |                          | 40,480       |                  | 75,000           | 1,895,070          | 330,830             | 2,225,900          |
| Unemployment                            |                   | 14,330                 |                |                          |              |                  |                  | 14,330             |                     | 14,330             |
| Revolving Loan                          |                   | 110,000                |                |                          |              |                  | 28,470           | 138,470            |                     | 138,470            |
| Housing Rehabilitation Loan             |                   | 45,000                 |                |                          |              |                  | 2,610            | 47,610             |                     | 47,610             |
| Building Inspection                     | 160,230           | 54,920                 |                | 15,210                   |              |                  | 30,000           | 260,360            | 49,190              | 309,550            |
| Emergency Communications                | 768,570           | 87,320                 | 94,500         |                          |              |                  | 60,000           | 1,010,390          | 173,290             | 1,183,680          |
| Community Policing                      |                   | 90,000                 |                |                          |              |                  | 4,590            | 94,590             |                     | 94,590             |
| Parks Project                           |                   | 25,000                 | 382,100        |                          |              |                  |                  | 407,100            |                     | 407,100            |
| Maritime Memorial                       |                   | 15,000                 | 60,000         |                          |              |                  | 8,540            | 83,540             |                     | 83,540             |
| <b>Parks Operation (by department):</b> |                   |                        |                |                          |              |                  |                  |                    |                     |                    |
| Aquatics                                | 232,690           | 265,300                | 15,000         |                          |              |                  |                  | 512,990            |                     | 512,990            |
| Recreation/Administration               | 437,430           | 285,760                | 10,000         |                          |              |                  |                  | 733,190            |                     | 733,190            |
| Maintenance                             | 362,100           | 162,320                | 36,000         |                          |              |                  |                  | 560,420            |                     | 560,420            |
| <b>Total Parks Operation</b>            | <b>1,032,220</b>  | <b>713,380</b>         | <b>61,000</b>  |                          |              |                  |                  | <b>1,806,600</b>   |                     | <b>1,806,600</b>   |
| Astoria Road District                   |                   | 5,000                  | 591,000        |                          |              |                  | 3,250            | 599,250            |                     | 599,250            |
| State Tax Street                        |                   |                        |                | 585,240                  |              |                  | 5,470            | 590,710            |                     | 590,710            |
| Trails Reserve                          |                   | 3,000                  | 10,380         |                          |              |                  |                  | 13,380             |                     | 13,380             |
| Public Works Improvement                |                   | 1,997,500              | 50,300         |                          | 450,370      |                  | 424,050          | 2,922,220          |                     | 2,922,220          |
| CSO Projects                            |                   |                        |                |                          |              |                  |                  |                    |                     |                    |
| Maintenance                             | 66,850            | 183,650                | 10,000         |                          |              |                  | 22,900           | 283,400            |                     | 283,400            |
| 11th Street Separation                  |                   | 422,500                | 3,640,000      |                          |              |                  |                  | 4,062,500          |                     | 4,062,500          |
| Local Improvement Debt Service          |                   |                        |                |                          | 270,000      |                  | 6,670            | 276,670            |                     | 276,670            |
| Aquatics Facility Debt Service          |                   |                        |                |                          | 190,130      |                  | 100              | 190,230            |                     | 190,230            |
| E. Astoria Waterline Debt Service       |                   |                        |                |                          | 71,220       |                  |                  | 71,220             | 106,010             | 177,230            |
| 7th Street Dock LID                     |                   |                        |                |                          | 14,090       |                  |                  | 14,090             | 25,720              | 39,810             |
| CSO Debt Service                        |                   | 70,060                 |                |                          | 1,049,730    |                  |                  | 1,119,790          | 572,320             | 1,692,110          |

| Fund                                 | Personal Services | Materials and Services | Capital Outlay   | Transfers to Other Funds | Debt Service     | Special Payments | Contingency      | Total Expenditures | Ending Fund Balance | Total Requirements |
|--------------------------------------|-------------------|------------------------|------------------|--------------------------|------------------|------------------|------------------|--------------------|---------------------|--------------------|
| <b>Public Works (by department):</b> |                   |                        |                  |                          |                  |                  |                  |                    |                     |                    |
| Engineering                          | 238,600           | 85,070                 | 8,700            |                          |                  |                  |                  | 332,370            |                     | 332,370            |
| Shop and Yard                        | 428,640           | 111,730                | 10,700           |                          |                  |                  |                  | 551,070            |                     | 551,070            |
| Streets                              | 152,800           | 295,350                |                  |                          |                  |                  |                  | 448,150            |                     | 448,150            |
| Sanitation                           | 30,420            | 20,650                 |                  |                          |                  |                  |                  | 51,070             |                     | 51,070             |
| Sewer                                | 689,680           | 509,400                | 6,700            | 143,200                  |                  |                  |                  | 1,348,980          |                     | 1,348,980          |
| Stormwater                           | 125,770           | 53,850                 |                  |                          |                  |                  |                  | 179,620            |                     | 179,620            |
| Water                                | 1,099,400         | 517,400                | 9,100            | 214,800                  |                  |                  |                  | 1,840,700          |                     | 1,840,700          |
| Other                                | -                 | -                      | -                | -                        | -                | -                | 112,760          | 112,760            | -                   | 112,760            |
| <b>Total Public Works</b>            | <b>2,765,310</b>  | <b>1,593,450</b>       | <b>35,200</b>    | <b>358,000</b>           | <b>-</b>         | <b>-</b>         | <b>112,760</b>   | <b>4,864,720</b>   | <b>-</b>            | <b>4,864,720</b>   |
| Landfill Reserve                     |                   |                        | 104,940          |                          |                  |                  |                  | 104,940            |                     | 104,940            |
| Cemetery                             |                   |                        | 100,000          |                          |                  |                  | 10,000           | 110,000            | 11,670              | 121,670            |
| 17th Street Dock                     |                   | 60,000                 | 3,475,000        |                          | 12,810           |                  | 220,770          | 3,768,580          |                     | 3,768,580          |
| Aquatic Facility Trust               |                   | 2,500                  |                  |                          |                  |                  |                  | 2,500              | 6,390               | 8,890              |
| Astoria Public Library Endowment     |                   | 10,000                 |                  |                          |                  |                  | 1,500            | 11,500             | 124,670             | 136,170            |
| Senior Citizens Endowment            |                   | 7,620                  |                  |                          |                  |                  |                  | 7,620              |                     | 7,620              |
| Cemetery Irreducible                 |                   |                        |                  |                          |                  |                  |                  | -                  | 705,150             | 705,150            |
| Promote Astoria                      |                   | 550,750                |                  |                          | 80,000           |                  | 75,000           | 705,750            | 195,220             | 900,970            |
| Logan Memorial Library               | -                 | 100,000                | -                | -                        | -                | -                | 15,000           | 115,000            | 806,350             | 921,350            |
| <b>TOTAL ALL FUNDS</b>               | <b>9,505,290</b>  | <b>9,469,670</b>       | <b>8,733,240</b> | <b>2,096,100</b>         | <b>2,178,830</b> | <b>-</b>         | <b>2,587,240</b> | <b>34,570,370</b>  | <b>3,106,810</b>    | <b>37,677,180</b>  |

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# GENERAL FUND

**FUND:       GENERAL**

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

City Council  
City Manager  
Municipal Court  
City Attorney  
Finance  
Community Development  
City Hall  
Non & Interdepartmental  
Fire  
Police  
Library

For FYE June 30, 2013, the General Fund expects to receive 54.84% 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 have 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

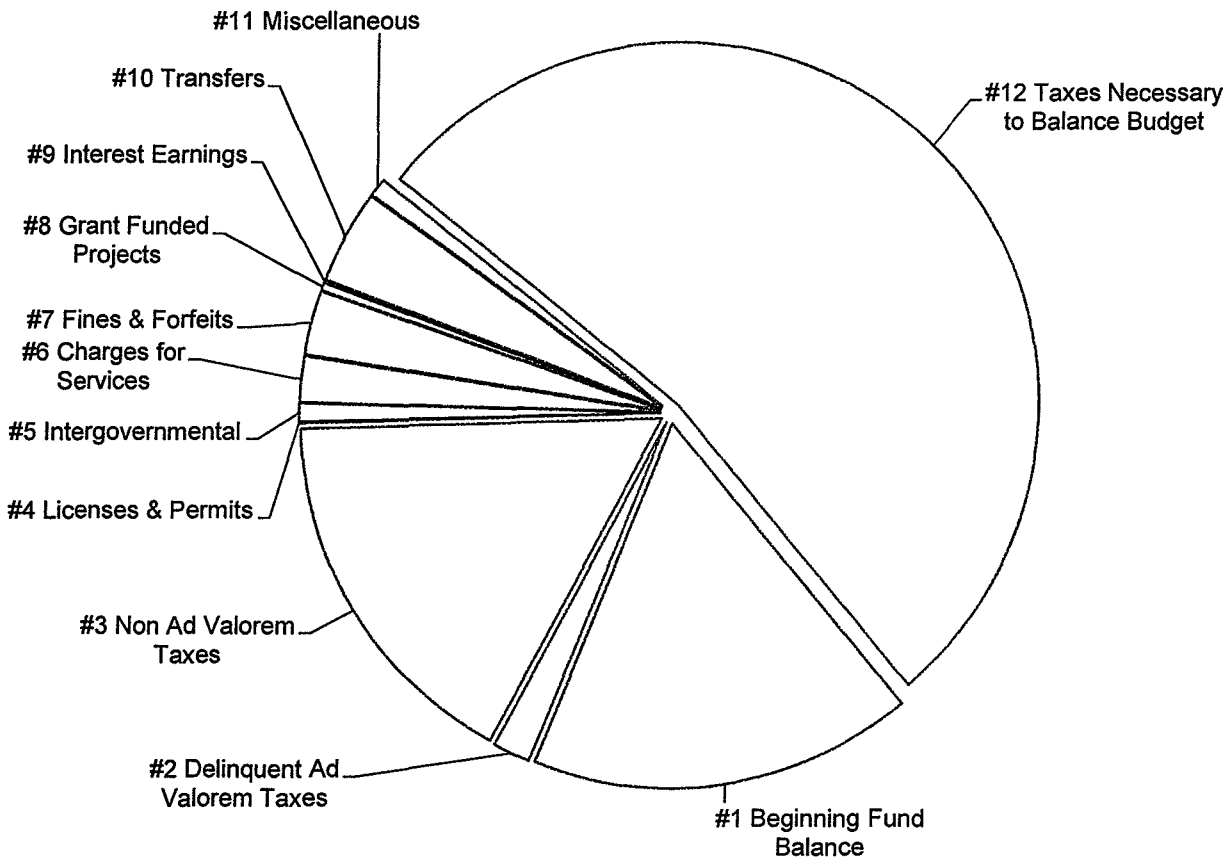
GENERAL FUND

Budget for Fiscal Year 7/1/12 - 6/30/13

| Historical Data                     |                  |                               | Resources and Requirements           | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
|-------------------------------------|------------------|-------------------------------|--------------------------------------|----------------------------------|------------------------------------|---------------------------------|
| Actual Data<br>FYE 6/30/10          | FYE 6/30/11      | Adopted Budget<br>FYE 6/30/12 |                                      |                                  |                                    |                                 |
| <b>Resources</b>                    |                  |                               |                                      |                                  |                                    |                                 |
| 1,102,240                           | 1,796,280        | 1,500,000                     | Beginning Fund Balance               | 1,550,000                        | 1,550,000                          | 1,550,000                       |
| 133,405                             | 225,123          | 170,000                       | Delinquent Ad Valorem Taxes          | 150,000                          | 150,000                            | 150,000                         |
| 1,502,748                           | 1,571,398        | 1,474,420                     | Non Ad Valorem Taxes                 | 1,502,000                        | 1,502,000                          | 1,502,000                       |
| 8,509                               | 42,371           | 5,700                         | Licenses and Permits                 | 5,700                            | 5,700                              | 5,700                           |
| 343,195                             | 432,381          | 667,930                       | Charges for Services                 | 183,680                          | 183,680                            | 183,680                         |
| 214,921                             | 232,584          | 235,500                       | Fines and Forfeits                   | 255,350                          | 255,350                            | 255,350                         |
| 43,641                              | 156,993          | 95,400                        | Grant Funded Projects                | 104,300                          | 104,300                            | 104,300                         |
| 14,504                              | 8,849            | 7,500                         | Interest Earnings                    | 9,000                            | 9,000                              | 9,000                           |
|                                     |                  |                               | Transfers from Other Funds:          |                                  |                                    |                                 |
| 358,000                             | 270,500          | 358,000                       | Public Works Fund                    | 358,000                          | 358,000                            | 358,000                         |
| 13,333                              | -                | -                             | 17th Street Dock Fund                | -                                | -                                  | -                               |
| 35,210                              | 15,210           | 15,210                        | Building Inspection Fund             | 15,210                           | 15,210                             | 15,210                          |
| 151,883                             | 104,449          | 65,500                        | Miscellaneous                        | 71,500                           | 71,500                             | 71,500                          |
| 3,921,589                           | 4,856,138        | 4,595,160                     | Sub-Total Resources                  | 4,204,740                        | 4,204,740                          | 4,204,740                       |
| 4,466,014                           | 4,503,299        | 4,550,700                     | Current Ad Valorem Taxes             | 4,773,500                        | 4,773,500                          | 4,773,500                       |
| <b>8,387,603</b>                    | <b>9,359,437</b> | <b>9,145,860</b>              | <b>Total Resources</b>               | <b>8,978,240</b>                 | <b>8,978,240</b>                   | <b>8,978,240</b>                |
| <b>Requirements (by department)</b> |                  |                               |                                      |                                  |                                    |                                 |
| 11,764                              | 12,416           | 12,560                        | City Council                         | 14,980                           | 14,980                             | 14,980                          |
| 287,126                             | 319,807          | 354,000                       | City Manager - all divisions         | 269,920                          | 269,920                            | 269,920                         |
| 139,823                             | 158,673          | 156,150                       | Municipal Court                      | 154,060                          | 154,060                            | 154,060                         |
| 568,912                             | 620,092          | 592,060                       | Finance                              | 619,970                          | 619,970                            | 619,970                         |
| 84,503                              | 79,728           | 84,900                        | City Attorney                        | 84,900                           | 84,900                             | 84,900                          |
| 288,055                             | 318,768          | 318,760                       | Community Development                | 344,120                          | 344,120                            | 344,120                         |
| 36,801                              | 44,091           | 38,250                        | City Hall                            | 46,150                           | 46,150                             | 46,150                          |
| 1,048,640                           | 1,484,201        | 1,089,030                     | Non and Interdepartmental            | 1,795,350                        | 1,795,350                          | 1,795,350                       |
| 1,236,372                           | 1,393,015        | 1,452,680                     | Fire                                 | 1,598,700                        | 1,598,700                          | 1,598,700                       |
| 1,723,351                           | 1,994,614        | 2,004,550                     | Police                               | 2,124,570                        | 2,124,570                          | 2,124,570                       |
| 816,636                             | 1,047,422        | 1,113,890                     | Parks and Recreation - all divisions |                                  |                                    |                                 |
| 349,340                             | 378,214          | 416,980                       | Library                              | 444,960                          | 444,960                            | 444,960                         |
| -                                   | -                | 1,512,050                     | Contingency                          | 1,480,560                        | 1,480,560                          | 1,480,560                       |
| 6,591,323                           | 7,851,041        | 9,145,860                     | Total Expenditures                   | 8,978,240                        | 8,978,240                          | 8,978,240                       |
| 1,796,280                           | 1,508,396        | -                             | Ending Fund Balance                  | -                                | -                                  | -                               |
| <b>8,387,603</b>                    | <b>9,359,437</b> | <b>9,145,860</b>              | <b>Total Requirements</b>            | <b>8,978,240</b>                 | <b>8,978,240</b>                   | <b>8,978,240</b>                |

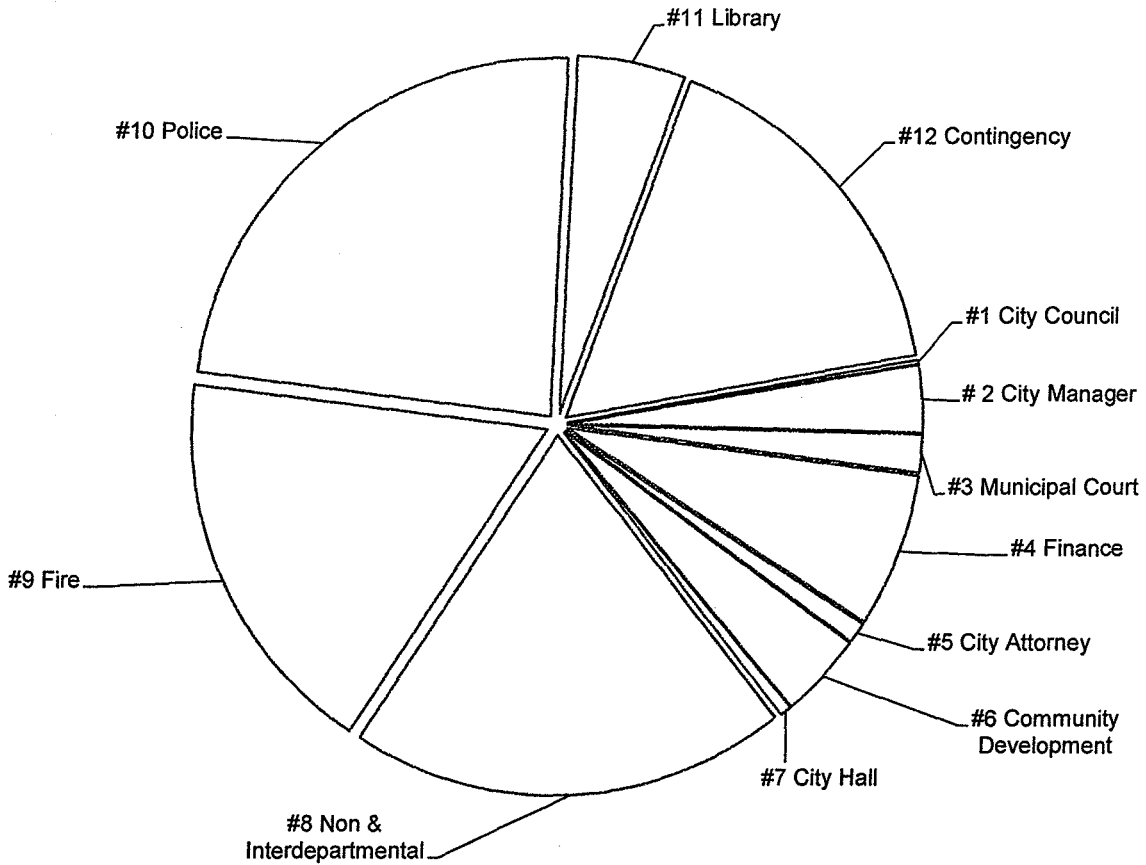
City of Astoria, Oregon  
 General Fund Resources  
 Year Beginning July 1, 2012

| Segment #       | Resources                        | Amount           | Percentage    |
|-----------------|----------------------------------|------------------|---------------|
| 1               | Beginning Fund Balance           | \$1,550,000      | 17.26%        |
| 2               | Delinquent Ad Valorem Taxes      | 150,000          | 1.67%         |
| 3               | Non Ad Valorem Taxes             | 1,502,000        | 16.73%        |
| 4               | Licenses and Permits             | 5,700            | 0.06%         |
| 5               | Intergovernmental                | 73,300           | 0.82%         |
| 6               | Charges for Services             | 183,680          | 2.05%         |
| 7               | Fines and Forfeits               | 255,350          | 2.84%         |
| 8               | Grant Funded Projects            | 31,000           | 0.35%         |
| 9               | Interest Earnings                | 9,000            | 0.10%         |
| 10              | Transfers from Other Funds       | 373,210          | 4.16%         |
| 11              | Miscellaneous                    | 71,500           | 0.80%         |
| 12              | Estimated Current Property Taxes | <u>4,773,500</u> | <u>53.17%</u> |
| Total Resources |                                  | \$8,978,240      | 100.00%       |



City of Astoria, Oregon  
 General Fund Requirements  
 Year Beginning July 1, 2012

| Segment #          | Requirements                 | Amount      | Percentage |
|--------------------|------------------------------|-------------|------------|
| 1                  | City Council                 | \$14,980    | 0.17%      |
| 2                  | City Manager - all divisions | 269,920     | 3.01%      |
| 3                  | Municipal Court              | 154,060     | 1.72%      |
| 4                  | Finance                      | 619,970     | 6.91%      |
| 5                  | City Attorney                | 84,900      | 0.95%      |
| 6                  | Community Development        | 344,120     | 3.83%      |
| 7                  | City Hall                    | 46,150      | 0.51%      |
| 8                  | Non and Interdepartmental    | 1,785,350   | 19.89%     |
| 9                  | Fire                         | 1,597,900   | 17.80%     |
| 10                 | Police                       | 2,124,570   | 23.66%     |
| 11                 | Library                      | 444,960     | 4.96%      |
| 12                 | Contingency                  | 1,491,360   | 16.61%     |
| Total Requirements |                              | \$8,978,240 | 100.00%    |



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

Budget for Fiscal Year 7/1/12 - 6/30/13

Historical Data

| <u>Actual Data</u>               |                  | <u>Adopted Budget</u> | Resources and Requirements           | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
|----------------------------------|------------------|-----------------------|--------------------------------------|----------------------------------|------------------------------------|---------------------------------|
| FYE 6/30/10                      | FYE 6/30/11      | FYE 6/30/12           |                                      |                                  |                                    |                                 |
| <u>Personnel Services:</u>       |                  |                       |                                      |                                  |                                    |                                 |
| 4,051                            | 4,452            | 4,430                 | City Council                         | 4,430                            | 4,430                              | 4,430                           |
| 274,189                          | 302,840          | 321,360               | City Manager - All Divisions         | 248,360                          | 248,360                            | 248,360                         |
| 50,155                           | 56,178           | 59,250                | Municipal Court                      | 60,970                           | 60,970                             | 60,970                          |
| 446,985                          | 504,389          | 502,570               | Finance                              | 538,370                          | 538,370                            | 538,370                         |
| 232,046                          | 286,384          | 266,890               | Community Development                | 292,150                          | 292,150                            | 292,150                         |
| 5,822                            | 5,520            | 7,850                 | City Hall                            | 7,850                            | 7,850                              | 7,850                           |
| (1,794)                          | 26,118           | 4,000                 | Non & Interdepartmental              | 10,880                           | 10,880                             | 10,880                          |
| 1,049,607                        | 1,198,904        | 1,242,640             | Fire                                 | 1,307,410                        | 1,307,410                          | 1,307,410                       |
| 1,525,662                        | 1,800,187        | 1,833,830             | Police                               | 1,933,910                        | 1,933,910                          | 1,933,910                       |
| 535,682                          | 804,178          | 854,310               | Parks and Recreation - All Divisions | -                                | -                                  | -                               |
| 236,443                          | 268,132          | 287,800               | Library                              | 307,780                          | 307,780                            | 307,780                         |
| <u>4,358,847</u>                 | <u>5,257,282</u> | <u>5,384,930</u>      | Total Personnel Services             | 4,712,110                        | 4,712,110                          | 4,712,110                       |
| <u>Materials &amp; Services:</u> |                  |                       |                                      |                                  |                                    |                                 |
| 7,133                            | 7,964            | 8,130                 | City Council                         | 10,550                           | 10,550                             | 10,550                          |
| 12,937                           | 16,967           | 32,640                | City Manager - All Divisions         | 21,560                           | 21,560                             | 21,560                          |
| 89,668                           | 102,495          | 96,900                | Municipal Court                      | 93,090                           | 93,090                             | 93,090                          |
| 121,927                          | 102,342          | 84,490                | Finance                              | 81,600                           | 81,600                             | 81,600                          |
| 84,503                           | 79,728           | 84,900                | City Attorney                        | 84,900                           | 84,900                             | 84,900                          |
| 56,009                           | 32,384           | 51,870                | Community Development                | 51,970                           | 51,970                             | 51,970                          |
| 30,979                           | 38,571           | 30,400                | City Hall                            | 38,300                           | 38,300                             | 38,300                          |
| 590,875                          | 518,053          | 649,330               | Non and Interdepartmental            | 646,820                          | 646,820                            | 646,820                         |
| 171,367                          | 177,035          | 193,540               | Fire                                 | 259,560                          | 259,560                            | 259,560                         |
| 182,419                          | 184,688          | 155,220               | Police                               | 173,960                          | 173,960                            | 173,960                         |
| 278,124                          | 238,749          | 223,580               | Parks and Recreation - All Divisions | -                                | -                                  | -                               |
| 109,897                          | 110,082          | 124,180               | Library                              | 134,180                          | 134,180                            | 134,180                         |
| <u>1,735,838</u>                 | <u>1,609,058</u> | <u>1,735,180</u>      | Total Materials & Services           | 1,596,490                        | 1,596,490                          | 1,596,490                       |

Continued on Next Page

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

Budget for Fiscal Year 7/1/12 - 6/30/13

Historical Data

| <u>Actual Data</u> |                  |                  | <u>Adopted Budget</u> | Resources and Requirements           | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
|--------------------|------------------|------------------|-----------------------|--------------------------------------|----------------------------------|------------------------------------|---------------------------------|
| FYE 6/30/10        | FYE 6/30/11      | FYE 6/30/12      | FYE 6/30/12           |                                      |                                  |                                    |                                 |
| -                  | -                | -                | -                     | <u>Capital Outlay:</u>               |                                  |                                    |                                 |
| 580                | -                | -                | -                     | City Manager - All Divisions         | -                                | -                                  | -                               |
| -                  | 13,361           | 5,000            | -                     | Municipal Court                      | -                                | -                                  | -                               |
| -                  | -                | -                | -                     | Finance                              | -                                | -                                  | -                               |
| -                  | -                | -                | -                     | Community Development                | -                                | -                                  | -                               |
| 15,398             | 17,076           | 16,500           | -                     | Fire                                 | 31,730                           | 31,730                             | 31,730                          |
| 15,270             | 9,739            | 15,500           | -                     | Police                               | 16,700                           | 16,700                             | 16,700                          |
| 2,830              | 4,495            | 36,000           | -                     | Parks and Recreation - All Divisions | -                                | -                                  | -                               |
| 3,000              | -                | 5,000            | -                     | Library                              | 3,000                            | 3,000                              | 3,000                           |
| <u>37,078</u>      | <u>44,671</u>    | <u>78,000</u>    |                       | Total Capital Outlay                 | <u>51,430</u>                    | <u>51,430</u>                      | <u>51,430</u>                   |
|                    |                  |                  |                       | <u>Transfer to Other Funds:</u>      |                                  |                                    |                                 |
| 28,430             | 32,000           | 10,000           |                       | Unemployment Fund                    | 10,000                           | 10,000                             | 10,000                          |
| 262,900            | 262,900          | 287,560          |                       | Emergency Communications Fund        | 307,180                          | 307,180                            | 307,180                         |
| 95,000             | 78,900           | -                |                       | Aquatics Facility Fund               | -                                | -                                  | -                               |
| -                  | -                | -                |                       | Parks Operation Fund                 | 697,400                          | 697,400                            | 697,400                         |
| 73,230             | 73,230           | 69,840           |                       | Public Works Fund                    | 57,070                           | 57,070                             | 57,070                          |
| -                  | 493,000          | 43,300           |                       | Capital Improvement Fund             | -                                | -                                  | -                               |
| -                  | -                | 25,000           |                       | Landfill Reserve Fund                | 66,000                           | 66,000                             | 66,000                          |
| <u>459,560</u>     | <u>940,030</u>   | <u>435,700</u>   |                       | Total Transfer to Other Funds        | <u>1,137,650</u>                 | <u>1,137,650</u>                   | <u>1,137,650</u>                |
| -                  | -                | 1,512,050        |                       | Contingency                          | <u>1,480,560</u>                 | <u>1,480,560</u>                   | <u>1,480,560</u>                |
| <u>6,591,323</u>   | <u>7,851,041</u> | <u>9,145,860</u> |                       | Total Expenditures                   | <u>8,978,240</u>                 | <u>8,978,240</u>                   | <u>8,978,240</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            |
| Peter Roscoe        | Councilor - Ward 2 | 12/31/12            |
| Karen Mellin        | Councilor - Ward 3 | 12/31/14            |
| Russ Warr           | Councilor - Ward 4 | 12/31/12            |

City of Astoria, Oregon  
Budget Document  
General

Expenditures (by department)  
CITY COUNCIL #1000

| Historical Data |               |                | Budget for Fiscal Year 7/1/12 - 6/30/13 |                |                  |                |
|-----------------|---------------|----------------|---|----------------|------------------|----------------|
| Actual Data     |               | Adopted Budget | Resources and Requirements              | Proposed by    | Approved by      | Adopted by     |
| FYE 6/30/10     | FYE 6/30/11   | FYE 6/30/12    |   | Budget Officer | Budget Committee | Governing Body |
| 3,739           | 4,080         | 4,080          | <b>Personnel Services:</b>              |                |                  |                |
| 287             | 349           | 320            | Regular Salaries                        | 4,080          | 4,080            | 4,080          |
| 25              | 23            | 30             | FICA Taxes                              | 320            | 320              | 320            |
|                 |               |                | Workers' Compensation                   | 30             | 30               | 30             |
| <u>4,051</u>    | <u>4,452</u>  | <u>4,430</u>   | <b>Total Personnel Services</b>         | <u>4,430</u>   | <u>4,430</u>     | <u>4,430</u>   |
|                 |               |                | <b>Materials and Services:</b>          |                |                  |                |
| 44              | 160           | 180            | Office Supplies                         | 500            | 500              | 500            |
| -               | 175           | 50             | Operating Supplies                      | 50             | 50               | 50             |
| 4,672           | 5,192         | 5,000          | Conferences, Meetings & Travel          | 7,100          | 7,100            | 7,100          |
| 225             | 340           | 500            | Professional Services                   | 500            | 500              | 500            |
| 250             | 250           | 400            | Memberships & Dues                      | 400            | 400              | 400            |
| <u>1,942</u>    | <u>1,847</u>  | <u>2,000</u>   | Miscellaneous                           | <u>2,000</u>   | <u>2,000</u>     | <u>2,000</u>   |
| <u>7,133</u>    | <u>7,964</u>  | <u>8,130</u>   | <b>Total Materials and Services</b>     | <u>10,550</u>  | <u>10,550</u>    | <u>10,550</u>  |
| <u>11,184</u>   | <u>12,416</u> | <u>12,560</u>  | <b>Total Expenditures</b>               | <u>14,980</u>  | <u>14,980</u>    | <u>14,980</u>  |

**GENERAL FUND (001)**

**CITY COUNCIL (1000)**

**Personnel Services (410 - 415)**

|     |      |                         |       |
|-----|------|-------------------------|-------|
| 410 | 2020 | Straight Time - Regular | 4,080 |
| 415 | 2220 | FICA -Social Security   | 320   |
| 415 | 2240 | Workers' Compensation   | 30    |

**TOTAL PERSONNEL SERVICES 4,430**

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

|     |      |  |       |
|-----|------|--|-------|
| 510 | 3045 | General Office Supplies                  | 500   |
|     |      | Sub-total of Office Supplies             | 500   |
| 515 | 3310 | General Operating Supplies               | 50    |
|     |      | Sub-total of Operating Supplies          | 50    |
| 615 | 4220 | League of Oregon Cities                  | 4,100 |
| 615 | 4260 | Conferences / Meeting Expenses           | 1,000 |
| 615 | 4265 | Travel - Conferences and Meetings        | 2,000 |
|     |      | Sub-total Conferences, Meetings & Travel | 7,100 |
| 620 | 4540 | Professional Services - General          | 500   |
|     |      | Sub-total Professional Services          | 500   |
| 630 | 4720 | Sister Cities International Program      | 400   |
|     |      | Sub-total Memberships & Dues             | 400   |
| 675 | 6035 | Miscellaneous - General                  | 2,000 |
|     |      | Sub-total of Miscellaneous               | 2,000 |

**TOTAL MATERIALS & SERVICES 10,550**

**TOTAL CITY COUNCIL 14,980**



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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 7/1/12 - 6/30/13</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 6/30/10</u>     | <u>FYE 6/30/11</u> | <u>FYE 6/30/12</u>    |  | <u>Budget Officer</u> | <u>Budget Committee</u> | <u>Governing Body</u> |
|                        |                    |                       | <b>Personnel Services:</b>                     |                       |                         |                       |
| 198,980                | 216,957            | 210,360               | Regular Salaries                               | 159,470               | 159,470                 | 159,470               |
| 151                    | 668                | 1,000                 | Extra Help                                     | 2,000                 | 2,000                   | 2,000                 |
| 13,977                 | 15,495             | 16,940                | FICA Taxes                                     | 13,040                | 13,040                  | 13,040                |
| 36,065                 | 41,849             | 56,860                | Insurance                                      | 46,700                | 46,700                  | 46,700                |
| 24,579                 | 27,326             | 35,460                | Retirement Contributions                       | 26,750                | 26,750                  | 26,750                |
| 437                    | 545                | 740                   | Workers' Compensation                          | 400                   | 400                     | 400                   |
| <u>274,189</u>         | <u>302,840</u>     | <u>321,360</u>        | <b>Total Personnel Services</b>                | <u>248,360</u>        | <u>248,360</u>          | <u>248,360</u>        |
|                        |                    |                       | <b>Materials and Services:</b>                 |                       |                         |                       |
| 381                    | 1,352              | 1,750                 | Office Supplies                                | 2,650                 | 2,650                   | 2,650                 |
| 415                    | 710                | 1,150                 | Operating Supplies                             | 500                   | 500                     | 500                   |
| -                      | 112                | 80                    | Repair & Maintenance Supplies                  | 80                    | 80                      | 80                    |
| -                      | 223                | 800                   | Training                                       | -                     | -                       | -                     |
| 1,290                  | 1,140              | 11,500                | Professional Services                          | 1,500                 | 1,500                   | 1,500                 |
| 5,481                  | 2,933              | 3,450                 | Memberships & Dues                             | 3,680                 | 3,680                   | 3,680                 |
| -                      | 34                 | -                     | Communications                                 | -                     | -                       | -                     |
| -                      | -                  | 100                   | Advertising                                    | -                     | -                       | -                     |
| -                      | -                  | 100                   | Printing & Binding                             | -                     | -                       | -                     |
| 239                    | -                  | 300                   | Repair & Maintenance Services                  | 100                   | 100                     | 100                   |
| 3,560                  | 6,155              | 7,110                 | Conferences Meetings & Travel                  | 6,850                 | 6,850                   | 6,850                 |
| 1,571                  | 4,308              | 6,300                 | Miscellaneous                                  | 6,200                 | 6,200                   | 6,200                 |
| <u>12,937</u>          | <u>16,967</u>      | <u>32,640</u>         | <b>Total Materials and Services</b>            | <u>21,560</u>         | <u>21,560</u>           | <u>21,560</u>         |
| <u>287,126</u>         | <u>319,807</u>     | <u>354,000</u>        | <b>Total Expenditures</b>                      | <u>269,920</u>        | <u>269,920</u>          | <u>269,920</u>        |

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

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

| Historical Data |                |                | Budget for Fiscal Year 7/1/12 - 6/30/13 |                                  |                                    |                                 |
|-----------------|----------------|----------------|---|----------------------------------|------------------------------------|---------------------------------|
| Actual Data     |                | Adopted Budget | Resources and Requirements              | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| FYE 6/30/10     | FYE 6/30/11    | FYE 6/30/12    |   |                                  |                                    |                                 |
|                 |                |                | <b>Personnel Services:</b>              |                                  |                                    |                                 |
| 156,216         | 165,767        | 158,050        | Regular Salaries                        | 159,470                          | 159,470                            | 159,470                         |
| -               | -              | -              | Extra Help                              | 2,000                            | 2,000                              | 2,000                           |
| 11,482          | 11,690         | 12,940         | FICA Taxes                              | 13,040                           | 13,040                             | 13,040                          |
| 28,936          | 30,355         | 44,610         | Insurance                               | 46,700                           | 46,700                             | 46,700                          |
| 20,025          | 20,349         | 26,050         | Retirement Contributions                | 26,750                           | 26,750                             | 26,750                          |
| 333             | 413            | 560            | Workers' Compensation                   | 400                              | 400                                | 400                             |
| <u>216,992</u>  | <u>228,574</u> | <u>242,210</u> | <b>Total Personnel Services</b>         | <u>248,360</u>                   | <u>248,360</u>                     | <u>248,360</u>                  |
|                 |                |                | <b>Materials and Services:</b>          |                                  |                                    |                                 |
| 227             | 970            | 950            | Office Supplies                         | 2,650                            | 2,650                              | 2,650                           |
| 324             | 221            | 650            | Operating Supplies                      | 500                              | 500                                | 500                             |
| -               | 112            | 80             | Repair & Maintenance Supplies           | 80                               | 80                                 | 80                              |
| 2,672           | 2,628          | 1,750          | Memberships & Dues                      | 3,680                            | 3,680                              | 3,680                           |
| -               | -              | -              | Employee Assistance Program             | 1,500                            | 1,500                              | 1,500                           |
| -               | 34             | -              | Communications                          | -                                | -                                  | -                               |
| -               | -              | 100            | Repair & Maintenance Services           | 100                              | 100                                | 100                             |
| 3,546           | 6,155          | 6,110          | Conferences, Meetings & Travel          | 6,850                            | 6,850                              | 6,850                           |
| 850             | 3,150          | 4,200          | Miscellaneous                           | 6,200                            | 6,200                              | 6,200                           |
| <u>7,619</u>    | <u>13,270</u>  | <u>13,840</u>  | <b>Total Materials and Services</b>     | <u>21,560</u>                    | <u>21,560</u>                      | <u>21,560</u>                   |
|                 |                |                | <b>Capital Outlay:</b>                  |                                  |                                    |                                 |
| -               | -              | -              | Machinery and Equipment                 | -                                | -                                  | -                               |
| <u>224,611</u>  | <u>241,844</u> | <u>256,050</u> | <b>Total Expenditures</b>               | <u>269,920</u>                   | <u>269,920</u>                     | <u>269,920</u>                  |

**GENERAL FUND (001)**

**CITY MANAGER - Administration (1101)**

**Personnel Services (410 - 415)**

|     |      |                          |         |
|-----|------|--------------------------|---------|
| 410 | 2020 | Straight Time - Regular  | 159,470 |
| 410 | 2085 | Extra Help               | 2,000   |
| 415 | 2220 | FICA -Social Security    | 13,040  |
| 415 | 2230 | Insurance                | 46,700  |
| 415 | 2235 | Retirement Contributions | 26,750  |
| 415 | 2240 | Workers' Compensation    | 400     |

**TOTAL PERSONNEL SERVICES**

**248,360**

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

|     |      |                                 |       |
|-----|------|---------------------------------|-------|
| 510 | 3040 | Printer Cartridges and Supplies | 1,450 |
| 510 | 3045 | General Office Supplies         | 1,200 |

Sub-total of Office Supplies **2,650**

|     |      |                            |     |
|-----|------|----------------------------|-----|
| 515 | 3310 | General Operating Supplies | 500 |
|-----|------|----------------------------|-----|

Sub-total of Operating Supplies **500**

|     |      |                               |    |
|-----|------|-------------------------------|----|
| 525 | 3640 | Repair & Maintenance Supplies | 80 |
|-----|------|-------------------------------|----|

Sub-total of Repair & Maintenance Supplies **80**

|     |      |                                   |       |
|-----|------|-----------------------------------|-------|
| 615 | 4220 | League of Oregon Cities           | 1,000 |
| 615 | 4225 | OOCMA - Spring / Summer           | 1,200 |
| 615 | 4227 | ICMA                              | 2,500 |
| 615 | 4230 | CCIS                              | 400   |
| 615 | 4260 | Conference / Meeting Expenses     | 1,150 |
| 615 | 4265 | Travel - Conferences and Meetings | 600   |

Sub-total of Conferences, Meetings & Travel **6,850**

|     |      |                             |       |
|-----|------|-----------------------------|-------|
| 620 | 4320 | Employee Assistance Program | 1,500 |
|-----|------|-----------------------------|-------|

Sub-total of Employee Assistance Program **1,500**

| <b>GENERAL FUND (001)</b>                    |      |   |                |
|--|------|---|----------------|
| <b>CITY MANAGER - Administration (1101)</b>  |      |   |                |
| 630  | 4725 | Rotary                                  | 800            |
| 630  | 4730 | ICMA                                    | 920            |
| 630  | 4735 | OCCMA                                   | 200            |
| 630  | 4736 | Society for Human Resource Management   | 200            |
| 630  | 4737 | Local Government Personnel Institute    | 1,300          |
| 630  | 4738 | International Public Management         | 200            |
| 630  | 4755 | Columbia Forum                          | 60             |
| Sub-total of Memberships & Dues              |      |   | <b>3,680</b>   |
| 660  | 5825 | Repair & Maintenance Services - General | 100            |
| Sub-total of Repair & Maintenance Services   |      |   | <b>100</b>     |
| 675  | 5920 | Employee Recognition                    | 5,500          |
| 675  | 6035 | General - Miscellaneous                 | 700            |
| Sub-total of Miscellaneous                   |      |   | <b>6,200</b>   |
| <b>TOTAL MATERIALS &amp; SERVICES</b>        |      |   | <b>21,560</b>  |
| <b>TOTAL CITY MANAGER - Administration</b>   |      |   | <b>269,920</b> |
| <b>TOTAL CITY MANAGER ADMIN. - ALL FUNDS</b> |      |   | <b>269,920</b> |

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 7/1/12 - 6/30/13</u> |                |                  |                |
|------------------------|--------------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u>     | <u>Actual Data</u> | <u>Adopted Budget</u> | Resources and Requirements                     | Proposed by    | Approved by      | Adopted by     |
| FYE 6/30/10            | FYE 6/30/11        | FYE 6/30/12           |  | Budget Officer | Budget Committee | Governing Body |
|                        |                    |                       | <b>Personnel Services:</b>                     |                |                  |                |
| 42,764                 | 51,190             | 52,310                | Regular Salaries                               | -              | -                | -              |
| 151                    | 668                | 1,000                 | Extra Help                                     | -              | -                | -              |
| 2,495                  | 3,805              | 4,000                 | FICA Taxes                                     | -              | -                | -              |
| 7,129                  | 11,494             | 12,250                | Insurance                                      | -              | -                | -              |
| 4,554                  | 6,977              | 9,410                 | Retirement Contributions                       | -              | -                | -              |
| 104                    | 132                | 180                   | Workers' Compensation                          | -              | -                | -              |
| <b>57,197</b>          | <b>74,266</b>      | <b>79,150</b>         | <b>Total Personnel Services</b>                | -              | -                | -              |
|                        |                    |                       | <b>Materials and Services:</b>                 |                |                  |                |
| 154                    | 382                | 800                   | Office Supplies                                | -              | -                | -              |
| 91                     | 489                | 500                   | Operating Supplies                             | -              | -                | -              |
| -                      | 223                | 800                   | Training                                       | -              | -                | -              |
| 1,290                  | 1,140              | 11,500                | Professional Services                          | -              | -                | -              |
| 2,809                  | 305                | 1,700                 | Memberships & Dues                             | -              | -                | -              |
| -                      | -                  | 100                   | Advertising                                    | -              | -                | -              |
| -                      | -                  | 100                   | Printing & Binding                             | -              | -                | -              |
| 239                    | -                  | 200                   | Repair & Maintenance Services                  | -              | -                | -              |
| 14                     | -                  | 1,000                 | Conferences, Meetings & Travel                 | -              | -                | -              |
| 721                    | 1,158              | 2,100                 | Miscellaneous                                  | -              | -                | -              |
| <b>5,318</b>           | <b>3,697</b>       | <b>18,800</b>         | <b>Total Materials and Services</b>            | -              | -                | -              |
|                        |                    |                       | <b>Capital Outlay:</b>                         |                |                  |                |
| -                      | -                  | -                     | Machinery & Equipment                          | -              | -                | -              |
| <b>62,515</b>          | <b>77,963</b>      | <b>97,950</b>         | <b>Total Expenditures</b>                      | -              | -                | -              |

**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.

Court sessions are held Monday mornings and Wednesday evenings, with jury trials, for DUI and misdemeanor cases scheduled as needed, on Mondays and Tuesdays.

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

Budget for Fiscal Year 7/1/12- 6/30/13

| Historical Data            |             |                               | Resources and Requirements          | Budget for Fiscal Year 7/1/12- 6/30/13 |                                    |                                 |
|----------------------------|-------------|-------------------------------|-------------------------------------|--|------------------------------------|---------------------------------|
| Actual Data<br>FYE 6/30/10 | FYE 6/30/11 | Adopted Budget<br>FYE 6/30/12 |                                     | Proposed by<br>Budget<br>Officer       | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
|                            |             |                               | <b>Personnel Services:</b>          |  |                                    |                                 |
| 33,631                     | 39,090      | 35,150                        | Regular Salaries                    | 39,520                                 | 39,520                             | 39,520                          |
| 2,468                      | 2,849       | 2,690                         | FICA Taxes                          | 3,030                                  | 3,030                              | 3,030                           |
| 9,411                      | 10,109      | 16,500                        | Insurance                           | 12,950                                 | 12,950                             | 12,950                          |
| 4,560                      | 4,022       | 4,780                         | Retirement Contributions            | 5,370                                  | 5,370                              | 5,370                           |
| 85                         | 108         | 130                           | Workers' Compensation               | 100                                    | 100                                | 100                             |
| 50,155                     | 56,178      | 59,250                        | <b>Total Personnel Services</b>     | 60,970                                 | 60,970                             | 60,970                          |
|                            |             |                               | <b>Materials and Services:</b>      |  |                                    |                                 |
| 637                        | 752         | 950                           | Office Supplies                     | 1,100                                  | 1,100                              | 1,100                           |
| 799                        | 2,125       | 750                           | Operating Supplies                  | -                                      | -                                  | -                               |
| 135                        | -           | 400                           | Conferences, Meetings & Travel      | 200                                    | 200                                | 200                             |
| 57,630                     | 60,464      | 56,890                        | Professional Services               | 55,340                                 | 55,340                             | 55,340                          |
| -                          | 85          | 80                            | Memberships & Dues                  | 100                                    | 100                                | 100                             |
| 264                        | 23          | 250                           | Communications                      | -                                      | -                                  | -                               |
| 45                         | 78          | -                             | Printing & Binding                  | -                                      | -                                  | -                               |
| 2,844                      | 2,818       | 1,580                         | Repair & Maintenance Services       | 1,200                                  | 1,200                              | 1,200                           |
| 750                        | -           | -                             | Technology Services                 | -                                      | -                                  | -                               |
| 26,564                     | 36,150      | 36,000                        | Miscellaneous                       | 35,150                                 | 35,150                             | 35,150                          |
| 89,668                     | 102,495     | 96,900                        | <b>Total Materials and Services</b> | 93,090                                 | 93,090                             | 93,090                          |
|                            |             |                               | <b>Capital Outlay</b>               |  |                                    |                                 |
| 580                        | -           | -                             | Machinery & Equipment               | -                                      | -                                  | -                               |
| 140,403                    | 158,673     | 156,150                       | <b>Total Expenditures</b>           | 154,060                                | 154,060                            | 154,060                         |

**GENERAL FUND (001)**

**MUNICIPAL COURT (1400)**

**Personnel Services (410 - 415)**

|     |      |                          |        |
|-----|------|--------------------------|--------|
| 410 | 2020 | Straight Time - Regular  | 39,520 |
| 415 | 2220 | FICA -Social Security    | 3,030  |
| 415 | 2230 | Insurance                | 12,950 |
| 415 | 2235 | Retirement Contributions | 5,370  |
| 415 | 2240 | Workers' Compensation    | 100    |

**TOTAL PERSONNEL SERVICES 60,970**

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

|     |      |  |        |               |
|-----|------|--|--------|---------------|
| 510 | 3045 | General Office Supplies                    | 1,100  |               |
|     |      | Sub-total of Office Supplies               |        | <b>1,100</b>  |
| 615 | 4265 | Travel - Conferences and Meetings          | 200    |               |
|     |      | Sub-total Conferences, Meetings & Travel   |        | <b>200</b>    |
| 620 | 4325 | Municipal Court Judge                      | 36,090 |               |
| 620 | 4330 | Indigent Defense Contract                  | 16,800 |               |
| 620 | 4335 | Pro Tem Judge                              | 2,000  |               |
| 620 | 4340 | Payments for Jury Trials                   | 150    |               |
| 620 | 4540 | Interpreter Fees                           | 300    |               |
|     |      | Sub-total of Professional Services         |        | <b>55,340</b> |
| 630 | 4750 | Memberships & Dues                         | 100    |               |
|     |      | Sub-total Memberships & Dues               |        | <b>100</b>    |
| 660 | 5825 | General - Repair & Maintenance Services    | 1,200  |               |
|     |      | Sub-total of Repair & Maintenance Services |        | <b>1,200</b>  |
| 675 | 5925 | VISA Fees                                  | 2,400  |               |
| 675 | 6040 | State Assessments on Fines                 | 25,000 |               |
| 675 | 6045 | Jury & Witness Fees                        | 250    |               |
| 675 | 6050 | Jail Assessments                           | 7,500  |               |
|     |      | Sub-total of Miscellaneous                 |        | <b>35,150</b> |

**TOTAL MATERIALS & SERVICES 93,090**

**TOTAL MUNICIPAL COURT 154,060**

**TOTAL MUNICIPAL COURT - ALL FUNDS 154,060**

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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, accounts payable, financial planning, budget preparation, investing, cash management, general ledger control and financial statement preparation.

Services to other departments include financial control through the budget process, clerical support for the Ocean View Cemetery operation and issues keys to most City owned buildings and facilities. Finance also provides accounting and other miscellaneous financial services for other departments.

Staffing

There are 7 full-time equivalent employees in the Finance Department, including 2 accounting clerks, an operations supervisor, a financial reporting manager, a financial analyst, a cashier and the finance director. The Finance Department is under the supervision of the Finance Director, who is responsible to the City Manager.

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

Expenditures (by department)  
**FINANCE #1600**

Budget for Fiscal Year 7/1/12 - 6/30/13

| Historical Data            |                |                               | Resources and Requirements          | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
|----------------------------|----------------|-------------------------------|-------------------------------------|----------------------------------|------------------------------------|---------------------------------|
| Actual Data<br>FYE 6/30/10 | FYE 6/30/11    | Adopted Budget<br>FYE 6/30/12 |                                     |                                  |                                    |                                 |
|                            |                |                               | <b>Personnel Services:</b>          |                                  |                                    |                                 |
| 341,314                    | 342,362        | 343,540                       | Regular Salaries                    | 359,990                          | 359,990                            | 359,990                         |
| 4,244                      | 123            | -                             | Overtime                            | -                                | -                                  | -                               |
| 1,621                      | 48,337         | 17,500                        | Extra Help                          | -                                | -                                  | -                               |
| 24,716                     | 27,051         | 27,620                        | FICA Taxes                          | 27,540                           | 27,540                             | 27,540                          |
| 39,257                     | 54,384         | 64,550                        | Insurance                           | 100,290                          | 100,290                            | 100,290                         |
| 33,589                     | 30,344         | 47,310                        | Retirement Contributions            | 49,720                           | 49,720                             | 49,720                          |
| 2,244                      | 1,788          | 2,050                         | Workers' Compensation               | 830                              | 830                                | 830                             |
| <u>446,985</u>             | <u>504,389</u> | <u>502,570</u>                | <b>Total Personnel Services</b>     | <u>538,370</u>                   | <u>538,370</u>                     | <u>538,370</u>                  |
|                            |                |                               | <b>Materials and Services:</b>      |                                  |                                    |                                 |
| 4,827                      | 4,882          | 4,160                         | Office Supplies                     | 4,350                            | 4,350                              | 4,350                           |
| (148)                      | 907            | 500                           | Operating Supplies                  | 700                              | 700                                | 700                             |
| 3                          | 60             | 100                           | Repair & Maintenance Supplies       | 100                              | 100                                | 100                             |
| 230                        | 2,253          | 400                           | Small Tools & Minor Equipment       | -                                | -                                  | -                               |
| 2,927                      | 6,960          | 12,300                        | Training                            | 7,000                            | 7,000                              | 7,000                           |
| 2,036                      | 3,862          | 2,000                         | Conferences, Meetings & Travel      | 4,900                            | 4,900                              | 4,900                           |
| 41,774                     | 47,736         | 34,100                        | Professional Services               | 33,000                           | 33,000                             | 33,000                          |
| 980                        | 2,260          | 900                           | Memberships & Dues                  | 700                              | 700                                | 700                             |
| 40                         | 841            | 850                           | Communications                      | 100                              | 100                                | 100                             |
| 3,546                      | 2,956          | 1,950                         | Advertising                         | 1,700                            | 1,700                              | 1,700                           |
| 2,192                      | 2,920          | 2,830                         | Printing & Binding                  | 2,450                            | 2,450                              | 2,450                           |
| 58,383                     | 3,308          | 2,500                         | Repair & Maintenance Services       | 1,500                            | 1,500                              | 1,500                           |
| 904                        | 2,600          | 500                           | Miscellaneous                       | 200                              | 200                                | 200                             |
| 4,233                      | 20,797         | 21,400                        | Technology Services                 | 24,900                           | 24,900                             | 24,900                          |
| <u>121,927</u>             | <u>102,342</u> | <u>84,490</u>                 | <b>Total Materials and Services</b> | <u>81,600</u>                    | <u>81,600</u>                      | <u>81,600</u>                   |
|                            |                |                               | <b>Capital Outlay:</b>              |                                  |                                    |                                 |
| -                          | 13,361         | 5,000                         | Machinery & Equipment               | -                                | -                                  | -                               |
| <u>568,912</u>             | <u>620,092</u> | <u>592,060</u>                | <b>Total Expenditures</b>           | <u>619,970</u>                   | <u>619,970</u>                     | <u>619,970</u>                  |

**GENERAL FUND (001)**

**FINANCE (1600)**

**Personnel Services (410 - 415)**

|     |      |                          |         |
|-----|------|--------------------------|---------|
| 410 | 2020 | Straight Time - Regular  | 359,990 |
| 415 | 2220 | FICA -Social Security    | 27,540  |
| 415 | 2230 | Insurance                | 100,290 |
| 415 | 2235 | Retirement Contributions | 49,720  |
| 415 | 2240 | Workers' Compensation    | 830     |

**TOTAL PERSONNEL SERVICES 538,370**

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

|     |      |  |              |
|-----|------|--|--------------|
| 510 | 3045 | General Office Supplies                    | 4,350        |
|     |      | Sub-total of Office Supplies               | <b>4,350</b> |
| 515 | 3310 | General Operating Supplies                 | 700          |
|     |      | Sub-total of Operating Supplies            | <b>700</b>   |
| 525 | 3640 | Other Repair & Maintenance Supplies        | 100          |
|     |      | Sub-total of Repair & Maintenance Supplies | <b>100</b>   |
| 610 | 4055 | Computer Training                          | 7,000        |
|     |      | Sub-total of Training                      | <b>7,000</b> |
| 615 | 4265 | Travel - Conferences and Meetings          | 4,900        |
|     |      | Sub-total Conferences, Meetings & Travel   | <b>4,900</b> |

|     |      |                                    |               |
|-----|------|------------------------------------|---------------|
| 620 | 4345 | Audit Fee                          | 30,000        |
| 620 | 4350 | State Filing Fee                   | 500           |
| 620 | 4540 | Professional Services - General    | 2,500         |
|     |      | Sub-total of Professional Services | <b>33,000</b> |
| 630 | 4740 | AICPA                              | 320           |
| 630 | 4745 | OMFOA                              | 100           |
| 630 | 4750 | OSCPA                              | 280           |
|     |      | Sub-total Memberships & Dues       | <b>700</b>    |

**GENERAL FUND (001)**

**FINANCE (1600)**

|     |      |  |        |        |
|-----|------|--|--------|--------|
| 635 | 4975 | Postage                                    | 100    |        |
|     |      | Sub-total of Communications                |        | 100    |
| 640 | 5025 | Advertising - Budget Notices               | 1,700  |        |
|     |      | Sub-total of Advertising                   |        | 1,700  |
| 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 | 5925 | VISA Fees                                  | 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             | 22,900 |        |
|     |      | Sub-total of Technology Services           |        | 24,900 |

**TOTAL MATERIALS & SERVICES** **81,600**

**Capital Outlay (740)**

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

**TOTAL CAPITAL OUTLAY** **0**

**TOTAL FINANCE** **619,970**

**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 provides legal advice for employee contract negotiations. The City Attorney and Deputy City Attorneys are 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 7/1/12 - 6/30/13</u> |                |                  |                |
|--------------------------------|---------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u>             |               | <u>Adopted Budget</u> | Resources and Requirements                     | Proposed by    | Approved by      | Adopted by     |
| FYE 6/30/10                    | FYE 6/30/11   | FYE 6/30/12           |  | Budget Officer | Budget Committee | Governing Body |
| <b>Materials and Services:</b> |               |                       |  |                |                  |                |
| 283                            | -             | 400                   | Conferences Meetings & Travel                  | 400            | 400              | 400            |
| 84,000                         | 79,142        | 84,000                | Professional Services                          | 84,000         | 84,000           | 84,000         |
| 220                            | 586           | 500                   | Miscellaneous                                  | 500            | 500              | 500            |
| <u>84,503</u>                  | <u>79,728</u> | <u>84,900</u>         | <b>Total Expenditures</b>                      | <u>84,900</u>  | <u>84,900</u>    | <u>84,900</u>  |

**Detail Information 2012-13**

**GENERAL FUND (001)**

**CITY ATTORNEY (1800)**

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

|     |      |   |               |               |  |
|-----|------|---|---------------|---------------|--|
| 615 | 4220 | League of Oregon Cities                       | <u>400</u>    |               |  |
|     |      | Sub-total of Conferences, Meetings and Travel |               | 400           |  |
| 620 | 4355 | City Attorney Agreement                       | <u>84,000</u> |               |  |
|     |      | Sub-total of Professional Services            |               | 84,000        |  |
| 675 | 6035 | General - Miscellaneous                       | <u>500</u>    |               |  |
|     |      | Sub-total of Miscellaneous                    |               | <u>500</u>    |  |
|     |      | <b>TOTAL MATERIALS &amp; SERVICES</b>         |               | <u>84,900</u> |  |
|     |      | <b>TOTAL CITY ATTORNEY</b>                    |               | <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**

| <u>Historical Data</u>            |                                   |                                      | <u>Budget for Fiscal Year 7/1/12 - 6/30/13</u> |   |   |  |
|-----------------------------------|-----------------------------------|--------------------------------------|--|---|---|--|
| <u>Actual Data</u><br>FYE 6/30/10 | <u>Actual Data</u><br>FYE 6/30/11 | <u>Adopted Budget</u><br>FYE 6/30/12 | <u>Resources and Requirements</u>              | <u>Proposed by</u><br><u>Budget</u><br><u>Officer</u> | <u>Approved by</u><br><u>Budget</u><br><u>Committee</u> | <u>Adopted by</u><br><u>Governing</u><br><u>Body</u> |
|                                   |                                   |                                      | <b>Personnel Services:</b>                     |   |   |  |
| 169,003                           | 184,507                           | 188,570                              | Regular Salaries                               | 197,260   | 197,260   | 197,260  |
| 465                               | 33,147                            | 3,000                                | Extra Help                                     | 17,500  | 17,500  | 17,500   |
| 16,652                            | 15,961                            | 14,650                               | FICA Taxes                                     | 14,940  | 14,940  | 14,940   |
| 20,774                            | 24,218                            | 26,080                               | Insurance                                      | 27,390  | 27,390  | 27,390   |
| 24,778                            | 28,074                            | 33,940                               | Retirement Contributions                       | 34,610  | 34,610  | 34,610   |
| 374                               | 477                               | 650                                  | Workers' Compensation                          | 450   | 450   | 450  |
| <b>232,046</b>                    | <b>286,384</b>                    | <b>266,890</b>                       | <b>Total Personnel Services</b>                | <b>292,150</b>  | <b>292,150</b>  | <b>292,150</b>                                       |
|                                   |                                   |                                      | <b>Materials and Services:</b>                 |   |   |  |
| 1,724                             | 597                               | 2,000                                | Office Supplies                                | 2,000   | 2,000   | 2,000  |
| 1,139                             | 689                               | 120                                  | Operating Supplies                             | 120   | 120   | 120  |
| 1,033                             | 1,757                             | 2,000                                | Training                                       | 2,000   | 2,000   | 2,000  |
| 4,902                             | 2,574                             | 2,500                                | Conferences, Meetings & Travel                 | 2,500   | 2,500   | 2,500  |
| 19,854                            | 13,997                            | 20,000                               | Professional Services                          | 20,000  | 20,000  | 20,000   |
| 5,779                             | 6,569                             | 7,200                                | Memberships & Dues                             | 7,300   | 7,300   | 7,300  |
| 15                                | 41                                | 150                                  | Communications                                 | 150   | 150   | 150  |
| 5,482                             | 4,381                             | 5,000                                | Advertising                                    | 5,000   | 5,000   | 5,000  |
| 382                               | 616                               | 1,500                                | Printing & Binding                             | 1,500   | 1,500   | 1,500  |
| 258                               | 21                                | 750                                  | Repair & Maintenance Services                  | 750   | 750   | 750  |
| 319                               | 225                               | -                                    | Miscellaneous                                  | -   | -   | -  |
| 15,122                            | 857                               | 10,000                               | Projects Funded by Grants                      | 10,000  | 10,000  | 10,000   |
| -                                 | 60                                | 650                                  | Technology Services                            | 650   | 650   | 650  |
| <b>56,009</b>                     | <b>32,384</b>                     | <b>51,870</b>                        | <b>Total Materials and Services</b>            | <b>51,970</b>   | <b>51,970</b>   | <b>51,970</b>  |
|                                   |                                   |                                      | <b>Capital Outlay:</b>                         |   |   |  |
| -                                 | -                                 | -                                    | Machinery & Equipment                          | -   | -   | -  |
| <b>288,055</b>                    | <b>318,768</b>                    | <b>318,760</b>                       | <b>Total Expenditures</b>                      | <b>344,120</b>  | <b>344,120</b>  | <b>344,120</b>                                       |

**GENERAL FUND (001)****COMMUNITY DEVELOPMENT (2001)****Personnel Services (410 - 415)**

|     |      |                          |         |
|-----|------|--------------------------|---------|
| 410 | 2020 | Straight Time - Regular  | 197,260 |
| 410 | 2085 | Extra Help               | 17,500  |
| 415 | 2220 | FICA - Social Security   | 14,940  |
| 415 | 2230 | Insurance                | 27,390  |
| 415 | 2235 | Retirement Contributions | 34,610  |
| 415 | 2240 | Workers' Compensation    | 450     |

**TOTAL PERSONNEL SERVICES****292,150****Materials and Services (510 - 685)**

|     |      |  |        |               |
|-----|------|--|--------|---------------|
| 510 | 3045 | General Office Supplies                        | 2,000  |               |
|     |      | Sub-total of Office Supplies                   |        | <b>2,000</b>  |
| 515 | 3120 | Books / Periodicals                            | 120    |               |
|     |      | Sub-total of Operating Supplies                |        | <b>120</b>    |
| 610 | 4115 | Workshops                                      | 2,000  |               |
|     |      | Sub-total of Training                          |        | <b>2,000</b>  |
| 615 | 4260 | Conference / Meeting Expense                   | 2,500  |               |
|     |      | Sub-total Conferences, Meetings & Travel       |        | <b>2,500</b>  |
| 620 | 4360 | Planning and Economic Development              | 20,000 |               |
|     |      | Sub-total of Professional Services             |        | <b>20,000</b> |
| 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                   |        | <b>7,300</b>  |
| 635 | 4975 | Postage  | 150    |               |
|     |      | Sub-total of Communications                    |        | <b>150</b>    |
| 640 | 5030 | Advertising - Public Notices                   | 5,000  |               |
|     |      | Sub-total of Advertising                       |        | <b>5,000</b>  |

**GENERAL FUND (001)**

**COMMUNITY DEVELOPMENT (2001)**

|                                       |      |  |        |                |
|---------------------------------------|------|--|--------|----------------|
| 650                                   | 5145 | Printing & Binding - General               | 1,500  |                |
|                                       |      | Sub-total of Printing & Binding            |        | <b>1,500</b>   |
| 660                                   | 5620 | Office Machines                            | 500    |                |
| 660                                   | 5825 | General Repair & Maintenance               | 250    |                |
|                                       |      | Sub-total of Repair & Maintenance Services |        | <b>750</b>     |
| 680                                   | 6125 | CZM Assistance                             | 10,000 |                |
|                                       |      | Sub-total of Projects Funded by Grants     |        | <b>10,000</b>  |
| 685                                   | 6205 | Computer Software                          | 650    |                |
|                                       |      | Sub-total of Technology Services           |        | <b>650</b>     |
| <b>TOTAL MATERIALS &amp; SERVICES</b> |      |  |        | <b>51,970</b>  |
| <b>TOTAL COMMUNITY DEVELOPMENT</b>    |      |  |        | <b>344,120</b> |

**FUND: GENERAL**

Department: City Hall #2200

Basic Objectives

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

Staffing

The charge for janitorial services is charged to departments as required.

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

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

Expenditures (by department)  
CITY HALL #2200

| <u>Historical Data</u>            |                                   |                                      | <u>Budget for Fiscal Year 7/1/12 - 6/30/13</u> |                                  |                                    |                                 |
|-----------------------------------|-----------------------------------|--------------------------------------|--|----------------------------------|------------------------------------|---------------------------------|
| <u>Actual Data</u><br>FYE 6/30/10 | <u>Actual Data</u><br>FYE 6/30/11 | <u>Adopted Budget</u><br>FYE 6/30/12 | Resources and Requirements                     | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| -                                 | -                                 | 2,500                                | <b>Personnel Services:</b>                     |                                  |                                    |                                 |
| 358                               | 394                               | -                                    | Regular Salaries                               | 2,500                            | 2,500                              | 2,500                           |
| 4,367                             | 3,344                             | 5,000                                | Extra Help                                     | -                                | -                                  | -                               |
| 195                               | 269                               | 200                                  | Interfund Wages                                | 5,000                            | 5,000                              | 5,000                           |
| 501                               | 972                               | 10                                   | FICA Taxes                                     | 200                              | 200                                | 200                             |
| 282                               | 443                               | 20                                   | Insurance                                      | 10                               | 10                                 | 10                              |
| 119                               | 98                                | 120                                  | Retirement Contributions                       | 20                               | 20                                 | 20                              |
|                                   |                                   |                                      | Workers' Compensation                          | 120                              | 120                                | 120                             |
| <u>5,822</u>                      | <u>5,520</u>                      | <u>7,850</u>                         | <b>Total Personnel Services</b>                | <u>7,850</u>                     | <u>7,850</u>                       | <u>7,850</u>                    |
|                                   |                                   |                                      | <b>Materials and Services:</b>                 |                                  |                                    |                                 |
| 3,043                             | 7,030                             | 6,500                                | Operating Supplies                             | 6,500                            | 6,500                              | 6,500                           |
| 1,933                             | 538                               | 150                                  | Repair & Maintenance Supplies                  | 150                              | 150                                | 150                             |
| 638                               | 88                                | 1,000                                | City Shops Expense                             | 1,000                            | 1,000                              | 1,000                           |
| 13,470                            | 13,794                            | 13,850                               | Professional Services                          | 20,850                           | 20,850                             | 20,850                          |
| 10,215                            | 9,951                             | 7,900                                | Public Utility Services                        | 8,800                            | 8,800                              | 8,800                           |
| 20                                | -                                 | -                                    | Miscellaneous                                  | -                                | -                                  | -                               |
| 1,660                             | 7,170                             | 1,000                                | Repair & Maintenance Services                  | 1,000                            | 1,000                              | 1,000                           |
| <u>30,979</u>                     | <u>38,571</u>                     | <u>30,400</u>                        | <b>Total Materials and Services</b>            | <u>38,300</u>                    | <u>38,300</u>                      | <u>38,300</u>                   |
| <u>36,801</u>                     | <u>44,091</u>                     | <u>38,250</u>                        | <b>Total Expenditures</b>                      | <u>46,150</u>                    | <u>46,150</u>                      | <u>46,150</u>                   |

| <b>GENERAL FUND (001)</b>                  |      |  |               |
|--|------|--|---------------|
| <b>CITY HALL (2200)</b>                    |      |  |               |
| <b>Personnel Services (410 - 415)</b>      |      |  |               |
| 410  | 2020 | Straight Time - Regular                    | 2,500         |
| 412  | 2095 | Interfund Wages                            | 5,000         |
| 415  | 2220 | FICA - Social Security                     | 200           |
| 415  | 2230 | Insurance                                  | 10            |
| 415  | 2235 | Retirement Contributions                   | 20            |
| 415  | 2240 | Workers' Compensation                      | 120           |
| <b>TOTAL PERSONNEL SERVICES</b>            |      |  | <b>7,850</b>  |
| <b>Materials and Services (515 - 675)</b>  |      |  |               |
| 515  | 3290 | Northwest Natural Gas                      | 6,500         |
| Sub-total of Operating Supplies            |      |  | <b>6,500</b>  |
| 525  | 3520 | Building Materials / Supplies              |               |
| 525  | 3640 | Other Repair & Maintenance Supplies        | 150           |
| Sub-total of Repair & Maintenance Supplies |      |  | <b>150</b>    |
| 545  | 3830 | General Repair Supplies-City Shops Expense | 1,000         |
| Sub-total of City Shops Expense            |      |  | <b>1,000</b>  |
| 620  | 4365 | Janitorial Services                        | 11,800        |
| 620  | 4370 | Pest Control                               | 100           |
| 620  | 4375 | Elevator Maintenance                       | 8,950         |
| Sub-total of Professional Services         |      |  | <b>20,850</b> |
| 655  | 5205 | Electricity - City Hall                    | 7,000         |
| 657  | 5505 | Sanitation - City Hall                     | 1,800         |
| Sub-total of Public Utility Services       |      |  | <b>8,800</b>  |
| 660  | 5750 | Buildings                                  | 250           |
| 660  | 5755 | Electrical                                 | 250           |
| 660  | 5760 | Heating Systems                            | 250           |
| 660  | 5765 | Plumbing                                   | 250           |
| Sub-total of Repair & Maintenance Services |      |  | <b>1,000</b>  |
| <b>TOTAL MATERIALS &amp; SERVICES</b>      |      |  | <b>38,300</b> |
| <b>TOTAL CITY HALL</b>                     |      |  | <b>46,150</b> |



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**FUND:       GENERAL**

Department: Non & Interdepartmental #2400

Basic Objectives:

This department accounts for miscellaneous appropriations, which 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

Budget for Fiscal Year 7/1/12 - 6/30/13

| Historical Data            |             |                               | Resources and Requirements           | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
|----------------------------|-------------|-------------------------------|--------------------------------------|----------------------------------|------------------------------------|---------------------------------|
| Actual Data<br>FYE 6/30/10 | FYE 6/30/11 | Adopted Budget<br>FYE 6/30/12 |                                      |                                  |                                    |                                 |
| (1,794)                    | 19,153      | 3,000                         | <b>Personnel Services:</b>           |                                  |                                    |                                 |
| -                          | 1,310       | 1,000                         | Interfund Wages                      | 7,500                            | 7,500                              | 7,500                           |
| -                          | 4,386       | -                             | FICA Taxes                           | 580                              | 580                                | 580                             |
| -                          | 1,269       | -                             | Insurance                            | 2,000                            | 2,000                              | 2,000                           |
|                            |             |                               | Retirement Contributions             | 800                              | 800                                | 800                             |
| (1,794)                    | 26,118      | 4,000                         | <b>Total Personnel Services</b>      | <b>10,880</b>                    | <b>10,880</b>                      | <b>10,880</b>                   |
|                            |             |                               | <b>Materials and Services:</b>       |                                  |                                    |                                 |
| 4,430                      | 5,625       | 7,500                         | Office Supplies                      | 4,000                            | 4,000                              | 4,000                           |
| 21,128                     | 8,944       | 9,000                         | Operating Supplies                   | 5,000                            | 5,000                              | 5,000                           |
| 391                        | 1,328       | 1,500                         | Repair & Maintenance Supplies        | 1,500                            | 1,500                              | 1,500                           |
| 2,849                      | 637         | -                             | Training/Career Development          | -                                | -                                  | -                               |
| 123,566                    | 129,216     | 157,990                       | Professional Services                | 163,310                          | 163,310                            | 163,310                         |
| 7,590                      | 7,348       | 7,360                         | Memberships & Dues                   | 10,550                           | 10,550                             | 10,550                          |
| 62,320                     | 69,013      | 52,960                        | Communications                       | 52,590                           | 52,590                             | 52,590                          |
| 607                        | 127         | 250                           | Advertising                          | 250                              | 250                                | 250                             |
| 204,577                    | 112,780     | 157,150                       | Insurance                            | 190,390                          | 190,390                            | 190,390                         |
| -                          | 46          | -                             | Public Utility Services              | 750                              | 750                                | 750                             |
| 3,066                      | 357         | 500                           | Repair & Maintenance Services        | 500                              | 500                                | 500                             |
| 12,311                     | 11,208      | 12,500                        | Rentals                              | 14,000                           | 14,000                             | 14,000                          |
| 148,040                    | 171,424     | 242,620                       | Miscellaneous                        | 201,780                          | 201,780                            | 201,780                         |
|                            |             |                               | Non-Contract IT Services             | 2,200                            | 2,200                              | 2,200                           |
| 590,875                    | 518,053     | 649,330                       | <b>Total Materials and Services</b>  | <b>646,820</b>                   | <b>646,820</b>                     | <b>646,820</b>                  |
|                            |             |                               | <b>Transfer to Other Funds:</b>      |                                  |                                    |                                 |
| 28,430                     | 32,000      | 10,000                        | Unemployment Trust                   | 10,000                           | 10,000                             | 10,000                          |
| 262,900                    | 262,900     | 287,560                       | Emergency Communications Fund        | 307,180                          | 307,180                            | 307,180                         |
| 95,000                     | -           | -                             | Aquatics Facility Fund               | -                                | -                                  | -                               |
| -                          | 78,900      | -                             | Parks Operation Fund                 | 697,400                          | 697,400                            | 697,400                         |
| 73,230                     | 73,230      | 69,840                        | Public Works Fund                    | 57,070                           | 57,070                             | 57,070                          |
| -                          | 493,000     | 43,300                        | Capital Improvement Fund             | -                                | -                                  | -                               |
| -                          | -           | 25,000                        | Landfill Reserve Fund                | 66,000                           | 66,000                             | 66,000                          |
| 459,560                    | 940,030     | 435,700                       | <b>Total Transfer to Other Funds</b> | <b>1,137,650</b>                 | <b>1,137,650</b>                   | <b>1,137,650</b>                |
| 1,048,641                  | 1,484,201   | 1,089,030                     | <b>Total Expenditures</b>            | <b>1,795,350</b>                 | <b>1,795,350</b>                   | <b>1,795,350</b>                |

**GENERAL FUND (001)**

**NON & INTERDEPARTMENTAL (2400)**

**Personnel Services (412)**

|     |      |                          |       |
|-----|------|--------------------------|-------|
| 412 | 2095 | Interfund Wages          | 7,500 |
| 415 | 2220 | FICA                     | 580   |
| 415 | 2230 | Insurance                | 2,000 |
| 415 | 2235 | Retirement Contributions | 800   |

**TOTAL PERSONNEL SERVICES** **10,880**

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

|     |      |  |        |                |
|-----|------|--|--------|----------------|
| 510 | 3030 | Paper                                      | 4,000  |                |
|     |      | Sub-total of Office Supplies               |        | <b>4,000</b>   |
| 515 | 3310 | General Operating Supplies                 | 5,000  |                |
|     |      | Sub-total of Operating Supplies            |        | <b>5,000</b>   |
| 525 | 3640 | Other Repair & Maintenance Supplies        | 1,500  |                |
|     |      | Sub-total of Repair & Maintenance Supplies |        | <b>1,500</b>   |
| 620 | 4380 | Financial Consulting                       | 500    |                |
| 620 | 4390 | Network Maintenance                        | 42,800 |                |
| 620 | 4395 | Email Hosting                              | 1,200  |                |
| 620 | 4400 | Internet Connectivity                      | 13,400 |                |
| 620 | 4405 | Website Consulting                         | 11,500 |                |
| 620 | 4410 | Personnel Legal Services                   | 15,000 |                |
| 620 | 4415 | General Professional Services              | 20,000 |                |
| 620 | 4537 | ABC Transcription Service                  | 16,000 |                |
| 620 | 4539 | VOIP Cisco / Obsidian Support              | 10,710 |                |
| 620 | 4541 | Anti-Virus Maintenance                     | 2,500  |                |
| 620 | 4542 | Human Resource Contract                    | 29,700 |                |
|     |      | Sub-total of Professional Services         |        | <b>163,310</b> |
| 630 | 4785 | League of Oregon Cities                    | 6,800  |                |
| 630 | 4796 | CEDR                                       | 3,750  |                |
|     |      | Sub-total of Memberships & Dues            |        | <b>10,550</b>  |
| 635 | 4920 | Cell Phones                                | 19,640 |                |
| 635 | 4930 | Telephone - Qwest                          | 12,500 |                |
| 635 | 4975 | Postage                                    | 18,000 |                |
| 635 | 4980 | Postage Meter Fees                         | 2,450  |                |
|     |      | Sub-total of Communications                |        | <b>52,590</b>  |
| 640 | 5020 | Advertising - Legal Ads / Notices          | 250    |                |
|     |      | Sub-total of Advertising                   |        | <b>250</b>     |

**GENERAL FUND (001)**

**NON & INTERDEPARTMENTAL (2400)**

|  |      |   |         |                  |
|--|------|---|---------|------------------|
| 645                                      | 5060 | Insurance - Liability                               | 110,060 |                  |
| 645                                      | 5065 | Insurance - Excess Earthquake Coverage              | 2,500   |                  |
| 645                                      | 5070 | Insurance - Property                                | 77,530  |                  |
| 645                                      | 5075 | Insurance - Employee Bonds                          | 300     |                  |
|  |      | Sub-total of Insurance                              |         | <b>190,390</b>   |
| 655                                      | 5208 | Downtown Restrooms                                  | 750     |                  |
|  |      | Sub-total of Public Utility Services                |         | <b>750</b>       |
| 660                                      | 5750 | Buildings   | 500     |                  |
|  |      | Sub-total of Repair & Maintenance Services          |         | <b>500</b>       |
| 665                                      | 5860 | Photocopy Machines                                  | 14,000  |                  |
|  |      | Sub-total of Rentals                                |         | <b>14,000</b>    |
| 675                                      | 5935 | Retiree Medical Benefits                            | 95,900  |                  |
| 675                                      | 5940 | Taxes and Assessments                               | 7,600   |                  |
| 675                                      | 5945 | County Animal Control                               | 22,550  |                  |
| 675                                      | 5947 | General - Miscellaneous                             | 30,000  |                  |
| 675                                      | 5950 | Community Org-Clatsop Community Action Food Program | 16,330  |                  |
| 675                                      | 5947 | Community Org-Clatsop Cy Women's Resource Center    | 10,000  |                  |
| 675                                      | 5947 | Community Org-CASA Program                          | 3,000   |                  |
| 675                                      | 5965 | Community Org-Hutchens House                        | 9,000   |                  |
| 675                                      | 5980 | Other Community Organizations                       |         |                  |
|  |      | Lower Columbia Hispanic Center                      | 2,400   |                  |
|  |      | Helping Hands                                       | 5,000   |                  |
|  |      | Sub-total of Miscellaneous                          |         | <b>201,780</b>   |
| 685                                      | 6027 | Non-Contract IT Services                            | 2,200   |                  |
|  |      | Sub-total of Technology                             |         | <b>2,200</b>     |
| <b>TOTAL MATERIALS &amp; SERVICES</b>    |      |   |         | <b>646,820</b>   |
| <b>Transfers to Other Funds (850)</b>    |      |   |         |                  |
| 850                                      | 7520 | Unemployment Fund                                   | 10,000  |                  |
| 850                                      | 7525 | Emergency Communications Fund                       | 307,180 |                  |
| 850                                      | 7532 | Parks / Aquatic Fund                                | 697,400 |                  |
| 850                                      | 7550 | Public Works Fund                                   | 57,070  |                  |
|  |      | Landfill Reserve                                    | 66,000  |                  |
|  |      | Sub-total Transfers to Other Funds                  |         | <b>1,137,650</b> |
| <b>TOTAL TRANSFERS TO OTHER FUNDS</b>    |      |   |         | <b>1,137,650</b> |
| <b>TOTAL NON &amp; INTERDEPARTMENTAL</b> |      |   |         | <b>1,795,350</b> |

**FUND: GENERAL**

Department: Fire #2600

Basic Objectives

The fire department is responsible for fire suppression, hazards to life safety, and treatment of persons with serious medical emergencies. 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 Marshal's office. Eight of the team's 12 members are provided by the fire department. In addition to responding within the city limits the department has a contract to provide response services for the Tongue Point Job Corps Center. The department supports the US Coast Guard by providing response to property at Tongue Point as well as the USCG cutters Alert and Steadfast. A volunteer firefighter program has been in place since 1993. An intern program was created in 2001 that offers college tuition and sleeping accommodation for three individuals. During their "off" time, they reside at Fire Station 2 in Uniontown. Each intern is assigned to work on one of the three shifts in the department. The tuition program was expanded to seven in FYE June 30, 2012 as a result of a multi-year staffing grant. Department members participate in a variety of regional programs including fire cause investigations, the Clatsop County Juvenile Fire setters Network, and coordinating the North Coast SAFE KIDS chapter. The department has programs to educate the public, especially school children, about proper actions during a fire emergency. A traveling fire safety house is used to simulate conditions inside a burning building and demonstrate the advantages of utilizing home escape plans along with home fire sprinkler systems. The department is part of a countywide mutual aid system for emergency response. Astoria is one of nine fire agencies along the Columbia River that belong to the Maritime Fire Safety Association. As a result members are specially trained in shipboard firefighting. The department has an active Community Emergency Response Team (CERT) with approximately 25 members. It is the most active CERT group in Clatsop County.

Staffing

Fire Department staff currently includes a career fire chief position, a deputy chief/training officer, three lieutenants, three driver/engineers, three firefighters, an administrative assistant, and approximately seven volunteer firefighters. There is a minimum of two career firefighters on duty at all times. When fully staffed, including the student interns, there can sometimes be as many as five persons on duty. The fire chief function is currently performed on an interim basis by the police chief.

The department continues to attempt to recruit and maintain the volunteer firefighter workforce to support and supplement career staff. The current resident/intern program supplements both career and volunteer staff. The mutual aid agreement with surrounding departments is essential to provide adequate emergency services to our community.

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

Expenditures (by department)  
FIRE #2600

Budget for Fiscal Year 7/1/12 - 6/30/13

| Historical Data            |                  |                               | Resources and Requirements          | Budget for Fiscal Year 7/1/12 - 6/30/13 |                                    |                                 |
|----------------------------|------------------|-------------------------------|-------------------------------------|---|------------------------------------|---------------------------------|
| Actual Data<br>FYE 6/30/10 | FYE 6/30/11      | Adopted Budget<br>FYE 6/30/12 |                                     | Proposed by<br>Budget<br>Officer        | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
|                            |                  |                               | <b>Personnel Services:</b>          |   |                                    |                                 |
| 674,680                    | 747,824          | 730,630                       | Regular Salaries                    | 747,370                                 | 747,370                            | 747,370                         |
| 12,704                     | 28,893           | 15,810                        | Overtime                            | 15,810                                  | 15,810                             | 15,810                          |
| 39,406                     | 38,058           | 64,380                        | FLSA Overtime                       | 66,170                                  | 66,170                             | 66,170                          |
| 23,760                     | 13,067           | 24,160                        | Holiday Pay                         | 24,900                                  | 24,900                             | 24,900                          |
| 2,076                      | 504              | 7,620                         | Holiday Pay Overtime                | 7,780                                   | 7,780                              | 7,780                           |
| 1,242                      | 22,841           | 2,000                         | Interfund Wages                     | 18,000                                  | 18,000                             | 18,000                          |
| 57,331                     | 63,433           | 64,610                        | FICA Taxes                          | 67,320                                  | 67,320                             | 67,320                          |
| 117,070                    | 153,632          | 164,560                       | Insurance                           | 181,450                                 | 181,450                            | 181,450                         |
| 102,759                    | 114,425          | 146,200                       | Retirement Contributions            | 149,460                                 | 149,460                            | 149,460                         |
| 18,579                     | 16,227           | 22,670                        | Workers' Compensation               | 29,150                                  | 29,150                             | 29,150                          |
| <b>1,049,607</b>           | <b>1,198,904</b> | <b>1,242,640</b>              | <b>Total Personnel Services</b>     | <b>1,307,410</b>                        | <b>1,307,410</b>                   | <b>1,307,410</b>                |
|                            |                  |                               | <b>Materials and Services:</b>      |   |                                    |                                 |
| 2,995                      | 1,557            | 1,400                         | Office Supplies                     | 1,400                                   | 1,400                              | 1,400                           |
| 37,462                     | 37,893           | 46,110                        | Operating Supplies                  | 57,720                                  | 57,720                             | 57,720                          |
| 6,757                      | 5,657            | 4,500                         | Repair & Maintenance Supplies       | 5,550                                   | 5,550                              | 5,550                           |
| 534                        | 326              | 600                           | Small Tools & Minor Equipment       | 4,000                                   | 4,000                              | 4,000                           |
| 16,843                     | 9,052            | 8,750                         | City Shop Expenses                  | 8,750                                   | 8,750                              | 8,750                           |
| 3,845                      | 8,074            | 9,500                         | Training                            | 13,500                                  | 13,500                             | 13,500                          |
| 4,170                      | 2,365            | 2,000                         | Conferences, Meetings & Travel      | 2,000                                   | 2,000                              | 2,000                           |
| 5,841                      | 20,870           | 6,700                         | Professional Services               | 8,500                                   | 8,500                              | 8,500                           |
| 41,319                     | 43,153           | 46,650                        | Volunteer Services                  | 54,550                                  | 54,550                             | 54,550                          |
| -                          | -                | -                             | Fire Intern Expense                 | 35,200                                  | 35,200                             | 35,200                          |
| 1,464                      | 730              | 680                           | Memberships & Dues                  | 680                                     | 680                                | 680                             |
| 3,828                      | 6                | -                             | Communications                      | -                                       | -                                  | -                               |
| 2,285                      | 190              | 250                           | Advertising                         | 250                                     | 250                                | 250                             |
| 27,380                     | 29,794           | 44,950                        | Public Utility Services             | 44,950                                  | 44,950                             | 44,950                          |
| 15,174                     | 16,633           | 20,700                        | Repair & Maintenance Services       | 21,760                                  | 21,760                             | 21,760                          |
| 1,470                      | 735              | 750                           | Technology Services                 | 750                                     | 750                                | 750                             |
| <b>171,367</b>             | <b>177,035</b>   | <b>193,540</b>                | <b>Total Materials and Services</b> | <b>259,560</b>                          | <b>259,560</b>                     | <b>259,560</b>                  |
|                            |                  |                               | <b>Capital Outlay:</b>              |   |                                    |                                 |
| -                          | 5,800            | -                             | Buildings                           | 5,780                                   | 5,780                              | 5,780                           |
| -                          | -                | -                             | Improvements Other Than Bldgs       | 3,000                                   | 3,000                              | 3,000                           |
| 15,398                     | 11,276           | 16,500                        | Machinery & Equipment               | 22,950                                  | 22,950                             | 22,950                          |
| <b>15,398</b>              | <b>17,076</b>    | <b>16,500</b>                 | <b>Total Capital Outlay</b>         | <b>31,730</b>                           | <b>31,730</b>                      | <b>31,730</b>                   |
| <b>1,236,372</b>           | <b>1,393,015</b> | <b>1,452,680</b>              | <b>Total Expenditures</b>           | <b>1,598,700</b>                        | <b>1,598,700</b>                   | <b>1,598,700</b>                |

**GENERAL FUND (001)**

**FIRE DEPARTMENT (2600)**

**Personnel Services (410 - 415)**

|     |      |                          |         |
|-----|------|--------------------------|---------|
| 410 | 2020 | Straight Time - Regular  | 747,370 |
| 410 | 2045 | Overtime                 | 15,810  |
| 410 | 2050 | FLSA Overtime            | 66,170  |
| 410 | 2070 | Holiday Pay              | 24,900  |
| 410 | 2080 | Holiday Overtime         | 7,780   |
| 412 | 2095 | Interfund Wages          | 18,000  |
| 415 | 2220 | FICA - Social Security   | 67,320  |
| 415 | 2230 | Insurance                | 181,450 |
| 415 | 2235 | Retirement Contributions | 149,460 |
| 415 | 2240 | Workers' Compensation    | 29,150  |

**TOTAL PERSONNEL SERVICES**

**1,307,410**

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

|     |      |  |               |
|-----|------|--|---------------|
| 510 | 3045 | General Office Supplies                    | 1,400         |
|     |      | Sub-total of Office Supplies               | <b>1,400</b>  |
| 515 | 3180 | Fuel, Oil & Lubricants                     | 13,500        |
| 515 | 3185 | Emergency Medical Supplies                 | 3,300         |
| 515 | 3190 | Firefighting Equipment                     | 3,020         |
| 515 | 3195 | Fire Prevention/Public Relations Supplies  | 2,800         |
| 515 | 3200 | HazMat Supplies                            | 1,000         |
| 515 | 3205 | Clothing / Uniforms                        | 3,500         |
| 515 | 3210 | Annual Turnout Purchase                    | 10,000        |
| 515 | 3215 | Annual Radio / Pager Purchase              | 3,000         |
| 515 | 3220 | Annual Hose Purchase                       | 4,000         |
| 515 | 3225 | Annual Nozzle Applications                 | 3,000         |
| 515 | 3230 | SCBA Maintenance Supplies                  | 1,600         |
| 515 | 3240 | Wildland / Interface                       | 2,000         |
| 515 | 3242 | Structural Personal Protective Equipment   | 3,000         |
| 515 | 3310 | General Operating Supplies                 | 4,000         |
|     |      | Sub-total of Operating Supplies            | <b>57,720</b> |
| 525 | 3510 | Building Materials / Supplies-Station 2    | 800           |
| 525 | 3520 | Building Materials / Supplies              | 1,250         |
| 525 | 3530 | Tires                                      | 2,250         |
| 525 | 3535 | Radio / Pagers                             | 1,250         |
|     |      | Sub-total of Repair & Maintenance Supplies | <b>5,550</b>  |
| 530 | 3720 | Small Tools                                | 4,000         |
|     |      | Sub-total of Small Tools                   | <b>4,000</b>  |
| 545 | 3830 | Vehicle Parts - City Shops                 | 8,750         |
|     |      | Sub-total of City Shop Expenses            | <b>8,750</b>  |



**GENERAL FUND (001)**

**FIRE DEPARTMENT (2600)**

|     |      |  |        |               |
|-----|------|--|--------|---------------|
| 610 | 4070 | Emergency Medical Services                     | 3,000  |               |
| 610 | 4075 | Schools & Resource Materials                   | 2,500  |               |
| 610 | 4080 | Resource Materials                             | 1,500  |               |
| 610 | 4090 | Career Development                             | 3,500  |               |
| 610 | 4092 | Annual MERTS Training                          | 3,000  |               |
|     |      | Sub-total of Training                          |        | <b>13,500</b> |
| 615 | 4260 | Conference / Meeting Expense                   | 2,000  |               |
|     |      | Sub-total of Conferences, Meetings & Travel    |        | <b>2,000</b>  |
| 620 | 4420 | Physician Adviser Services                     | 3,000  |               |
| 620 | 4540 | General - Professional Services                | 2,000  |               |
| 620 | 4515 | Annual Medical Exams                           | 3,000  |               |
| 620 | 4516 | OSHA Mandated Hearing Exams                    | 500    |               |
|     |      | Sub-total of Professional Services             |        | <b>8,500</b>  |
| 625 | 4620 | Volunteer Compensation                         | 8,000  |               |
| 625 | 4625 | Intern Compensation                            | 17,250 |               |
| 625 | 4630 | Volunteer Uniforms                             | 2,000  |               |
| 625 | 4635 | Intern Program Materials                       | 15,500 |               |
| 625 | 4640 | Volunteer Training                             | 2,000  |               |
| 625 | 4650 | Volunteer Firefighter Insurance                | 3,000  |               |
| 625 | 4655 | Volunteer Length of Service Program            | 5,000  |               |
| 625 | 4660 | Volunteer Awards & Program                     | 1,000  |               |
| 625 | 4665 | CERT Program                                   | 800    |               |
|     |      | Sub-total of Volunteer Services                |        | <b>54,550</b> |
| 627 | 4667 | Grant Funded Fire Intern Stipend               | 15,000 |               |
| 625 | 4665 | Grant Funded Fire Intern Miscellaneous Expense | 20,200 |               |
|     |      | Sub-total of Fire Intern Expense               |        | <b>35,200</b> |
| 630 | 4750 | Various Dues                                   | 680    |               |
|     |      | Sub-total of Memberships & Dues                |        | <b>680</b>    |
| 640 | 5020 | Advertising - Legal Ads / Notices              | 250    |               |
|     |      | Sub-total of Advertising                       |        | <b>250</b>    |
| 655 | 5211 | Electricity - Public Safety Building           | 17,300 |               |
| 655 | 5300 | Electricity - Fire Station 2                   | 3,500  |               |
| 656 | 5450 | Natural Gas - Fire Station 2                   | 4,000  |               |
| 656 | 5455 | Natural Gas - Public Safety Building           | 17,100 |               |
| 657 | 5508 | Sanitation - Public Safety Building            | 2,600  |               |
| 657 | 5600 | Sanitation - Fire Station 2                    | 450    |               |
|     |      | Sub-total of Public Utility Services           |        | <b>44,950</b> |

**GENERAL FUND (001)**

**FIRE DEPARTMENT (2600)**

|     |      |   |       |
|-----|------|---|-------|
| 660 | 5710 | Radio / Pagers                          | 1,750 |
| 660 | 5715 | SCBA / Compressor Maintenance           | 4,500 |
| 660 | 5720 | Defibrillator Maintenance               | 1,800 |
| 660 | 5725 | Equipment other than Vehicles           | 1,500 |
| 660 | 5726 | Public Safety Bay Door Maintenance      | 2,010 |
| 660 | 5750 | Buildings-Public Safety                 | 4,700 |
| 660 | 5751 | Buildings-Station 2                     | 1,500 |
| 660 | 5785 | Motor Vehicles / Auto Body Shop         | 2,000 |
| 660 | 5825 | General - Repair & Maintenance Services | 2,000 |

Sub-total of Repair & Maintenance Services **21,760**

|     |      |                                |     |
|-----|------|--------------------------------|-----|
| 685 | 6250 | Firehouse Software Maintenance | 750 |
|-----|------|--------------------------------|-----|

Sub-total of Technology Services **750**

**TOTAL MATERIALS & SERVICES 259,560**

**Capital Outlay (720 - 740)**

|     |      |                              |       |
|-----|------|------------------------------|-------|
| 720 | 6400 | Buildings / Office Equipment |       |
|     |      | Workstations                 | 5,000 |
|     |      | iPads (3)                    | 780   |

Sub-total of Buildings / Office Equipment **5,780**

|     |      |                                   |       |
|-----|------|-----------------------------------|-------|
| 730 | 6500 | Improvements Other than Buildings |       |
|     |      | New Uniform Coats                 | 3,000 |

Sub-total of Improvements Other than Buildings **3,000**

|     |      |   |       |
|-----|------|---|-------|
| 740 | 6652 | Machinery & Equipment                     |       |
|     |      | <b>FIREFIGHTING EQUIPMENT:</b>            |       |
|     |      | Training Props                            | 6,000 |
|     |      | Personal Flotation Devices (Replacements) | 3,000 |
|     |      | Digital Ally                              | 4,900 |
|     |      | SCBA Pack                                 | 3,850 |
|     |      | RIT Pack for Engine 2523                  | 3,200 |
|     |      | Portable Battery LED Lights (2)           | 2,000 |

Sub-total of Machinery & Equipment **22,950**

**TOTAL CAPITAL OUTLAY 31,730**

**TOTAL FIRE DEPARTMENT 1,598,700**

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**FUND: GENERAL**

Department: Police #2800

Basic Objectives

The men and women 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 also assist the public in obtaining work from other City departments, assist neighboring law enforcement agencies and receive assistance from those agencies. 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 either as the primary neighborhood officer or as an assistant. As this plan develops over the next five years, officers will continue to be trained and assigned to neighborhoods until all residents receive community policing services in their particular neighborhoods. Our community policing activities are enhanced by the annual Citizen Police Academy and other functions that bring residents into direct involvement with the police. Enabling direct police relationships with residents and visitors by using community policing methods will prevent many community problems and allow a more rapid response and a quicker solution to others.

Staffing

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

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

Expenditures (by department)  
POLICE #2800

Budget for Fiscal Year 7/1/12 - 6/30/13

| Historical Data            |                  |                               | Resources and Requirements          | Budget for Fiscal Year 7/1/12 - 6/30/13 |                                    |                                 |
|----------------------------|------------------|-------------------------------|-------------------------------------|---|------------------------------------|---------------------------------|
| Actual Data<br>FYE 6/30/10 | FYE 6/30/11      | Adopted Budget<br>FYE 6/30/12 |                                     | Proposed by<br>Budget<br>Officer        | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
|                            |                  |                               | <b>Personnel Services:</b>          |   |                                    |                                 |
| 902,016                    | 1,020,261        | 1,028,860                     | Regular Salaries                    | 1,076,420                               | 1,076,420                          | 1,076,420                       |
| 58,631                     | 72,392           | 84,660                        | Overtime                            | 84,660                                  | 84,660                             | 84,660                          |
| 32,697                     | 29,837           | 31,760                        | Holiday Pay                         | 34,670                                  | 34,670                             | 34,670                          |
| 13,777                     | 8,385            | 27,340                        | Holiday Pay Overtime                | 31,140                                  | 31,140                             | 31,140                          |
| 54,669                     | 95,063           | 10,000                        | Extra Help                          | 34,000                                  | 34,000                             | 34,000                          |
| 9,261                      | 22,604           | 10,000                        | Interfund Wages                     | 22,000                                  | 22,000                             | 22,000                          |
| 80,865                     | 95,468           | 91,240                        | FICA Taxes                          | 96,990                                  | 96,990                             | 96,990                          |
| 195,442                    | 260,245          | 292,830                       | Insurance                           | 306,660                                 | 306,660                            | 306,660                         |
| 138,069                    | 157,593          | 203,370                       | Retirement Contributions            | 209,590                                 | 209,590                            | 209,590                         |
| 40,235                     | 38,339           | 53,770                        | Workers' Compensation               | 37,780                                  | 37,780                             | 37,780                          |
| <b>1,525,662</b>           | <b>1,800,187</b> | <b>1,833,830</b>              | <b>Total Personnel Services</b>     | <b>1,933,910</b>                        | <b>1,933,910</b>                   | <b>1,933,910</b>                |
|                            |                  |                               | <b>Materials and Services:</b>      |   |                                    |                                 |
| 7,264                      | 8,089            | 4,500                         | Office Supplies                     | 4,500                                   | 4,500                              | 4,500                           |
| 37,897                     | 48,501           | 45,200                        | Operating Supplies                  | 55,350                                  | 55,350                             | 55,350                          |
| 11,006                     | 12,940           | 8,600                         | Repair & Maintenance Supplies       | 8,600                                   | 8,600                              | 8,600                           |
| 1,782                      | 2,419            | 2,500                         | Small Tools & Minor Equipment       | 2,500                                   | 2,500                              | 2,500                           |
| 14,199                     | 13,583           | 14,500                        | City Shop Expenses                  | 14,500                                  | 14,500                             | 14,500                          |
| 17,080                     | 13,207           | 16,400                        | Training                            | 16,400                                  | 16,400                             | 16,400                          |
| 2,814                      | 2,007            | 3,000                         | Conferences, Meetings & Travel      | 3,000                                   | 3,000                              | 3,000                           |
| 3,550                      | 2,337            | 2,800                         | Professional Services               | 2,800                                   | 2,800                              | 2,800                           |
| 302                        | 175              | 500                           | Memberships & Dues                  | 500                                     | 500                                | 500                             |
| 14,559                     | 3,496            | 1,400                         | Communications                      | 1,400                                   | 1,400                              | 1,400                           |
| 1,877                      | 542              | 1,500                         | Advertising                         | 1,500                                   | 1,500                              | 1,500                           |
| 1,686                      | 1,659            | 1,700                         | Printing & Binding                  | 1,700                                   | 1,700                              | 1,700                           |
| 21,889                     | 19,521           | 300                           | Public Utility Services             | 2,610                                   | 2,610                              | 2,610                           |
| 16,891                     | 21,224           | 21,000                        | Repair & Maintenance Services       | 21,000                                  | 21,000                             | 21,000                          |
| 22,444                     | 20,742           | 19,450                        | Miscellaneous                       | 19,450                                  | 19,450                             | 19,450                          |
| 7,179                      | 14,246           | 11,870                        | Technology Services                 | 18,150                                  | 18,150                             | 18,150                          |
| <b>182,419</b>             | <b>184,688</b>   | <b>155,220</b>                | <b>Total Materials and Services</b> | <b>173,960</b>                          | <b>173,960</b>                     | <b>173,960</b>                  |
|                            |                  |                               | <b>Capital Outlay:</b>              |   |                                    |                                 |
| 520                        | -                | -                             | Buildings                           | -                                       | -                                  | -                               |
| -                          | -                | -                             | Improvements other than Buildings   | -                                       | -                                  | -                               |
| 14,750                     | 9,739            | 15,500                        | Machinery & Equipment               | 16,700                                  | 16,700                             | 16,700                          |
| <b>15,270</b>              | <b>9,739</b>     | <b>15,500</b>                 | <b>Total Capital Outlay</b>         | <b>16,700</b>                           | <b>16,700</b>                      | <b>16,700</b>                   |
| <b>1,723,351</b>           | <b>1,994,614</b> | <b>2,004,550</b>              | <b>Total Expenditures</b>           | <b>2,124,570</b>                        | <b>2,124,570</b>                   | <b>2,124,570</b>                |

**GENERAL FUND (001)**

**POLICE DEPARTMENT (2800)**

**Personnel Services (410 - 415)**

|     |      |                          |           |
|-----|------|--------------------------|-----------|
| 410 | 2020 | Straight Time - Regular  | 1,076,420 |
| 410 | 2045 | Overtime                 | 84,660    |
| 410 | 2070 | Holiday Pay              | 34,670    |
| 410 | 2080 | Holiday Overtime         | 31,140    |
| 410 | 2085 | Extra Help               | 34,000    |
| 412 | 2095 | Interfund Wages          | 22,000    |
| 415 | 2220 | FICA - Social Security   | 96,990    |
| 415 | 2230 | Insurance                | 306,660   |
| 415 | 2235 | Retirement Contributions | 209,590   |
| 415 | 2240 | Workers' Compensation    | 37,780    |

**TOTAL PERSONNEL SERVICES**

**1,933,910**

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

|     |      |  |               |
|-----|------|--|---------------|
| 510 | 3045 | General Office Supplies                    | 4,500         |
|     |      | Sub-total of Office Supplies               | <b>4,500</b>  |
| 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            | <b>55,350</b> |
| 525 | 3520 | Building Materials / Supplies              | 3,000         |
| 525 | 3640 | Other Repair & Maintenance Supplies        | 5,600         |
|     |      | Sub-total of Repair & Maintenance Supplies | <b>8,600</b>  |
| 530 | 3720 | Small Tools                                | 2,500         |
|     |      | Sub-total of Small Tools                   | <b>2,500</b>  |
| 545 | 3820 | Vehicle Parts - City Shops                 | 6,500         |
| 545 | 3825 | Tires - City Shops                         | 5,000         |
| 545 | 3830 | General Repair Supplies - City Shops       | 3,000         |
|     |      | Sub-total of City Shop Expenses            | <b>14,500</b> |
| 610 | 4055 | Computer Training                          | 500           |
| 610 | 4060 | Career Development                         | 8,900         |
| 610 | 4085 | Travel Expenses - Training                 | 2,500         |
| 610 | 4086 | Ammo Training                              | 4,500         |
|     |      | Sub-total of Training                      | <b>16,400</b> |

**GENERAL FUND (001)**

**POLICE DEPARTMENT (2800)**

|     |      |  |        |               |
|-----|------|--|--------|---------------|
| 615 | 4260 | Conference / Meeting Expense               | 1,500  |               |
| 615 | 4265 | Travel - Conferences and Meetings          | 1,500  |               |
|     |      | Sub-Total Conferences, Meetings & Travel   |        | <b>3,000</b>  |
| 620 | 4425 | Medical / Psychological Exams              | 2,000  |               |
| 620 | 4430 | OSHA Mandated Hearing Tests                | 800    |               |
|     |      | Sub-total of Professional Services         |        | <b>2,800</b>  |
| 630 | 4750 | Various Dues                               | 500    |               |
|     |      | Sub-total Memberships & Dues               |        | <b>500</b>    |
| 635 | 4935 | Satellite Phones                           | 1,200  |               |
| 635 | 4975 | Postage                                    | 200    |               |
|     |      | Sub-total of Communications                |        | <b>1,400</b>  |
| 640 | 5020 | Advertising - Legal Ads / Notices          | 600    |               |
| 640 | 5022 | Advertising - Recruitment                  | 900    |               |
|     |      | Sub-total of Advertising                   |        | <b>1,500</b>  |
| 650 | 5135 | Commercial Printing                        | 800    |               |
| 650 | 5145 | General - Printing & Binding               | 900    |               |
|     |      | Sub-total of Printing and Binding          |        | <b>1,700</b>  |
| 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       |        | <b>2,610</b>  |
| 660 | 5710 | Radio / Pagers                             | 2,000  |               |
| 660 | 5745 | Janitorial Services Agreement              | 11,400 |               |
| 660 | 5785 | Motor Vehicles / Auto Body Shop            | 5,600  |               |
| 660 | 5825 | General - Repair & Maintenance Services    | 2,000  |               |
|     |      | Sub-total of Repair & Maintenance Services |        | <b>21,000</b> |
| 675 | 5985 | County Drug Enforcement Program            | 2,250  |               |
| 675 | 5990 | Prisoner Lodging                           | 14,000 |               |
| 675 | 5995 | Special Investigation                      | 1,300  |               |
| 675 | 6000 | Towing                                     | 1,000  |               |
| 675 | 6035 | General - Miscellaneous                    | 900    |               |
|     |      | Sub-total of Miscellaneous                 |        | <b>19,450</b> |

**GENERAL FUND (001)**

**POLICE DEPARTMENT (2800)**

|     |      |                                  |        |               |
|-----|------|----------------------------------|--------|---------------|
| 685 | 6245 | Computer Hardware                | 3,500  |               |
| 685 | 6250 | Software Maintenance             | 14,650 |               |
|     |      | Sub-total of Technology Services |        | <b>18,150</b> |

**TOTAL MATERIALS & SERVICES 173,960**

**Capital Outlay (720 - 740)**

|     |      |                                    |       |               |
|-----|------|------------------------------------|-------|---------------|
| 740 | 6650 | Machinery & Equipment              |       |               |
|     |      | 4 - Personal Body Armor            | 2,400 |               |
|     |      | 3 - Portable Radios                | 2,500 |               |
|     |      | 2 - Tasers                         | 1,600 |               |
|     |      | 1 - Glock Handgun (Replacement)    | 450   |               |
|     |      | 5 Portable Digital Cameras         | 750   |               |
|     |      | 10 External Body Armor Vests       | 4,000 |               |
|     |      | Tactical Equipment                 | 5,000 |               |
|     |      | Sub-total of Machinery & Equipment |       | <b>16,700</b> |

**TOTAL CAPITAL OUTLAY 16,700**

**TOTAL POLICE DEPARTMENT 2,124,570**



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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**

Budget for Fiscal Year 7/1/12 - 6/30/13

| <u>Historical Data</u>            |                  |                                      | Resources and Requirements          | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
|-----------------------------------|------------------|--------------------------------------|-------------------------------------|----------------------------------|------------------------------------|---------------------------------|
| <u>Actual Data</u><br>FYE 6/30/10 | FYE 6/30/11      | <u>Adopted Budget</u><br>FYE 6/30/12 |                                     |                                  |                                    |                                 |
|                                   |                  |                                      | <b>Personnel Services:</b>          |                                  |                                    |                                 |
| 275,585                           | 449,399          | 380,640                              | Regular Salaries                    | -                                | -                                  | -                               |
| 1,128                             | 1,075            | 2,200                                | Overtime                            | -                                | -                                  | -                               |
| 117,538                           | 170,145          | 223,000                              | Extra Help                          | -                                | -                                  | -                               |
| 6,338                             | 13,424           | 6,620                                | Interfund Wages                     | -                                | -                                  | -                               |
| 27,062                            | 39,177           | 46,860                               | FICA Taxes                          | -                                | -                                  | -                               |
| 51,706                            | 70,474           | 87,010                               | Insurance                           | -                                | -                                  | -                               |
| 38,278                            | 45,148           | 88,340                               | Retirement Contributions            | -                                | -                                  | -                               |
| 18,047                            | 15,336           | 19,640                               | Workers' Compensation               | -                                | -                                  | -                               |
| <b>535,682</b>                    | <b>804,178</b>   | <b>854,310</b>                       | <b>Total Personnel Services</b>     | <b>-</b>                         | <b>-</b>                           | <b>-</b>                        |
|                                   |                  |                                      | <b>Materials and Services:</b>      |                                  |                                    |                                 |
| 4,024                             | 5,945            | 3,100                                | Office Supplies                     | -                                | -                                  | -                               |
| 42,079                            | 64,832           | 73,660                               | Operating Supplies                  | -                                | -                                  | -                               |
| 6,881                             | 21,309           | 16,800                               | Repair & Maintenance Supplies       | -                                | -                                  | -                               |
| 5,969                             | 2,226            | 6,200                                | Small Tools & Minor Equipment       | -                                | -                                  | -                               |
| 10,831                            | 7,758            | 4,000                                | City Shop Expenses                  | -                                | -                                  | -                               |
| 843                               | 1,493            | 3,500                                | Training                            | -                                | -                                  | -                               |
| 2,263                             | 6,450            | 7,170                                | Conferences, Meetings & Travel      | -                                | -                                  | -                               |
| 131,379                           | 16,343           | 45,000                               | Professional Services               | -                                | -                                  | -                               |
| 140                               | 453              | 700                                  | Memberships & Dues                  | -                                | -                                  | -                               |
| 1,158                             | 319              | 1,600                                | Communications                      | -                                | -                                  | -                               |
| 2,116                             | 2,015            | 500                                  | Advertising                         | -                                | -                                  | -                               |
| 5,176                             | 15,316           | 10,000                               | Printing & Binding                  | -                                | -                                  | -                               |
| 29,562                            | 32,014           | 21,800                               | Public Utility Services             | -                                | -                                  | -                               |
| 8,034                             | 23,742           | 16,450                               | Repair & Maintenance Services       | -                                | -                                  | -                               |
| 630                               | 5,260            | 7,500                                | Rentals                             | -                                | -                                  | -                               |
| 23,572                            | 30,154           | 1,000                                | Fee & Charge Programs               | -                                | -                                  | -                               |
| 516                               | 332              | 3,000                                | Miscellaneous                       | -                                | -                                  | -                               |
| 2,951                             | 2,788            | 1,100                                | Technology Services                 | -                                | -                                  | -                               |
| <b>278,124</b>                    | <b>238,749</b>   | <b>223,080</b>                       | <b>Total Materials and Services</b> | <b>-</b>                         | <b>-</b>                           | <b>-</b>                        |
|                                   |                  |                                      | <b>Capital Outlay:</b>              |                                  |                                    |                                 |
| -                                 | 4,495            | 6,000                                | Improvements Other Than Buildings   | -                                | -                                  | -                               |
| 2,830                             | -                | 30,000                               | Machinery & Equipment               | -                                | -                                  | -                               |
| <b>2,830</b>                      | <b>4,495</b>     | <b>36,000</b>                        | <b>Total Capital Outlay</b>         | <b>-</b>                         | <b>-</b>                           | <b>-</b>                        |
| <b>816,636</b>                    | <b>1,047,422</b> | <b>1,113,390</b>                     | <b>Total Expenditures</b>           | <b>-</b>                         | <b>-</b>                           | <b>-</b>                        |

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

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

| <u>Historical Data</u> |                    |                       | <u>Budget for Fiscal Year 7/1/12 - 6/30/13</u> |   |   |  |
|------------------------|--------------------|-----------------------|--|---|---|--|
| <u>Actual Data</u>     |                    | <u>Adopted Budget</u> | <u>Resources and Requirements</u>              | <u>Proposed by<br/>Budget<br/>Officer</u> | <u>Approved by<br/>Budget<br/>Committee</u> | <u>Adopted by<br/>Governing<br/>Body</u> |
| <u>FYE 6/30/10</u>     | <u>FYE 6/30/11</u> | <u>FYE 6/30/12</u>    |  |   |   |  |
|                        |                    |                       | <b>Personnel Services:</b>                     |   |   |  |
| 115,986                | 272,427            | 199,890               | Regular Salaries                               | -   | -   | -  |
| -                      | 397                | 1,500                 | Overtime                                       | -   | -   | -  |
| 72,595                 | 143,900            | 195,000               | Extra Help                                     | -   | -   | -  |
| 11,206                 | 20,969             | 30,330                | FICA Taxes                                     | -   | -   | -  |
| 17,017                 | 21,633             | 39,890                | Insurance                                      | -   | -   | -  |
| 15,107                 | 17,849             | 55,600                | Retirement Contributions                       | -   | -   | -  |
| 7,071                  | 7,329              | 9,000                 | Workers' Compensation                          | -   | -   | -  |
| <u>238,982</u>         | <u>484,504</u>     | <u>531,210</u>        | <b>Total Personnel Services</b>                | -   | -   | -  |
|                        |                    |                       | <b>Materials and Services:</b>                 |   |   |  |
| 3,883                  | 5,758              | 2,900                 | Office Supplies                                | -   | -   | -  |
| 9,145                  | 36,339             | 32,900                | Operating Supplies                             | -   | -   | -  |
| 220                    | 1,966              | 2,000                 | Repair & Maintenance Supplies                  | -   | -   | -  |
| 50                     | -                  | 200                   | Small Tools & Minor Equipment                  | -   | -   | -  |
| 87                     | 888                | 2,000                 | Training                                       | -   | -   | -  |
| 1,756                  | 4,266              | 6,670                 | Conferences, Meetings & Travel                 | -   | -   | -  |
| 105,319                | 16,338             | 45,000                | Professional Services                          | -   | -   | -  |
| 140                    | 453                | 700                   | Memberships & Dues                             | -   | -   | -  |
| 1,158                  | 310                | 1,500                 | Communications                                 | -   | -   | -  |
| 2,116                  | 2,015              | 500                   | Advertising                                    | -   | -   | -  |
| 5,176                  | 15,316             | 10,000                | Printing & Binding                             | -   | -   | -  |
| 2,885                  | 8,441              | 7,550                 | Repair & Maintenance Services                  | -   | -   | -  |
| 84                     | 1,937              | 5,000                 | Rentals  | -   | -   | -  |
| 23,572                 | 30,154             | 1,000                 | Fee & Charge Programs                          | -   | -   | -  |
| 2,951                  | 2,788              | 1,000                 | Technology Services                            | -   | -   | -  |
| <u>158,542</u>         | <u>126,969</u>     | <u>118,920</u>        | <b>Total Materials and Services</b>            | -   | -   | -  |
|                        |                    |                       | <b>Capital Outlay:</b>                         |   |   |  |
| 1,500                  | -                  | 25,000                | Machinery & Equipment                          | -   | -   | -  |
| <u>1,500</u>           | <u>-</u>           | <u>25,000</u>         | <b>Total Capital Outlay</b>                    | -   | -   | -  |
| <u>399,024</u>         | <u>611,473</u>     | <u>675,130</u>        | <b>Total Expenditures</b>                      | -   | -   | -  |

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

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

| Historical Data |             |                | Budget for Fiscal Year 7/1/12 - 6/30/13 |                                  |                                    |                                 |
|-----------------|-------------|----------------|---|----------------------------------|------------------------------------|---------------------------------|
| Actual Data     |             | Adopted Budget | Resources and Requirements              | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| FYE 6/30/10     | FYE 6/30/11 | FYE 6/30/12    |   |                                  |                                    |                                 |
|                 |             |                | <b>Personnel Services:</b>              |                                  |                                    |                                 |
| 159,599         | 176,972     | 180,750        | Regular Salaries                        | -                                | -                                  | -                               |
| 1,128           | 678         | 700            | Overtime                                | -                                | -                                  | -                               |
| 44,943          | 26,245      | 28,000         | Extra Help                              | -                                | -                                  | -                               |
| 6,338           | 13,424      | 6,620          | Interfund Wages                         | -                                | -                                  | -                               |
| 15,856          | 18,208      | 16,530         | FICA Taxes                              | -                                | -                                  | -                               |
| 34,689          | 48,841      | 47,120         | Insurance                               | -                                | -                                  | -                               |
| 23,171          | 27,299      | 32,740         | Retirement Contributions                | -                                | -                                  | -                               |
| 10,976          | 8,007       | 10,640         | Workers' Compensation                   | -                                | -                                  | -                               |
| 296,700         | 319,674     | 323,100        | <b>Total Personnel Services</b>         | -                                | -                                  | -                               |
|                 |             |                | <b>Materials and Services:</b>          |                                  |                                    |                                 |
| 141             | 187         | 200            | Office Supplies                         | -                                | -                                  | -                               |
| 32,934          | 28,493      | 40,760         | Operating Supplies                      | -                                | -                                  | -                               |
| 6,661           | 19,343      | 14,800         | Repair & Maintenance Supplies           | -                                | -                                  | -                               |
| 5,919           | 2,226       | 6,000          | Small Tools & Minor Equipment           | -                                | -                                  | -                               |
| 10,831          | 7,758       | 4,000          | City Shop Expenses                      | -                                | -                                  | -                               |
| 756             | 605         | 1,500          | Training                                | -                                | -                                  | -                               |
| 507             | 2,184       | 500            | Conferences, Meetings & Travel          | -                                | -                                  | -                               |
| 26,060          | 5           | 500            | Professional Services                   | -                                | -                                  | -                               |
| -               | 9           | 100            | Communications                          | -                                | -                                  | -                               |
| 29,562          | 32,014      | 21,800         | Public Utility Services                 | -                                | -                                  | -                               |
| 5,149           | 15,301      | 8,900          | Repair & Maintenance Services           | -                                | -                                  | -                               |
| 546             | 3,323       | 2,500          | Rentals                                 | -                                | -                                  | -                               |
| 516             | 332         | 3,000          | Miscellaneous                           | -                                | -                                  | -                               |
| -               | 45          | 100            | Technology Services                     | -                                | -                                  | -                               |
| 119,582         | 111,825     | 104,660        | <b>Total Materials and Services</b>     | -                                | -                                  | -                               |
|                 |             |                | <b>Capital Outlay:</b>                  |                                  |                                    |                                 |
| -               | 4,495       | 6,000          | Improvements Other Than Buildings       | -                                | -                                  | -                               |
| 1,330           | -           | 5,000          | Machinery & Equipment                   | -                                | -                                  | -                               |
| 1,330           | 4,495       | 11,000         | <b>Total Capital Outlay</b>             | -                                | -                                  | -                               |
| 417,612         | 435,994     | 438,760        | <b>Total Expenditures</b>               | -                                | -                                  | -                               |

**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

Budget for Fiscal Year 7/1/12 - 6/30/13

| Historical Data            |                |                               | Resources and Requirements          | Budget for Fiscal Year 7/1/12 - 6/30/13 |                                    |                                 |
|----------------------------|----------------|-------------------------------|-------------------------------------|---|------------------------------------|---------------------------------|
| Actual Data<br>FYE 6/30/10 | FYE 6/30/11    | Adopted Budget<br>FYE 6/30/12 |                                     | Proposed by<br>Budget<br>Officer        | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| 125,774                    | 141,629        | 145,060                       | <b>Personnel Services:</b>          |   |                                    |                                 |
| -                          | -              | 100                           | Regular Salaries                    | 153,350                                 | 153,350                            | 153,350                         |
| 42,519                     | 47,302         | 53,000                        | Overtime                            | 100                                     | 100                                | 100                             |
| 1,233                      | 1,767          | 1,000                         | Extra Help                          | 58,860                                  | 58,860                             | 58,860                          |
| 12,386                     | 14,101         | 15,220                        | Interfund Wages                     | 1,000                                   | 1,000                              | 1,000                           |
| 32,856                     | 38,750         | 41,030                        | FICA Taxes                          | 16,380                                  | 16,380                             | 16,380                          |
| 21,306                     | 24,130         | 31,750                        | Insurance                           | 43,710                                  | 43,710                             | 43,710                          |
| 369                        | 453            | 640                           | Retirement Contributions            | 33,890                                  | 33,890                             | 33,890                          |
|                            |                |                               | Workers' Compensation               | 490                                     | 490                                | 490                             |
| <b>236,443</b>             | <b>268,132</b> | <b>287,800</b>                | <b>Total Personnel Services</b>     | <b>307,780</b>                          | <b>307,780</b>                     | <b>307,780</b>                  |
|                            |                |                               | <b>Materials and Services:</b>      |   |                                    |                                 |
| 3,079                      | 2,529          | 2,700                         | Office Supplies                     | 2,700                                   | 2,700                              | 2,700                           |
| 2,507                      | 3,780          | 4,500                         | Operating Supplies                  | 5,300                                   | 5,300                              | 5,300                           |
| 33,957                     | 36,358         | 43,200                        | Library Materials                   | 55,750                                  | 55,750                             | 55,750                          |
| 500                        | 444            | 500                           | Repair & Maintenance Supplies       | 300                                     | 300                                | 300                             |
| 2,772                      | 2,187          | 7,750                         | Conferences, Meetings & Travel      | 2,750                                   | 2,750                              | 2,750                           |
| 11,038                     | 4,046          | 6,500                         | Professional Services               | 8,300                                   | 8,300                              | 8,300                           |
| 370                        | 520            | 730                           | Memberships & Dues                  | 830                                     | 830                                | 830                             |
| 2,067                      | 653            | 500                           | Communications                      | 500                                     | 500                                | 500                             |
| 123                        | 1,416          | 2,000                         | Advertising                         | 2,000                                   | 2,000                              | 2,000                           |
| 12,412                     | 98             | 200                           | Printing & Binding                  | 200                                     | 200                                | 200                             |
| 2,770                      | 14,486         | 15,300                        | Public Utility Services             | 15,300                                  | 15,300                             | 15,300                          |
| 14,893                     | 18,225         | 19,400                        | Repair & Maintenance Services       | 16,600                                  | 16,600                             | 16,600                          |
| 3                          | 491            | 800                           | Miscellaneous                       | 800                                     | 800                                | 800                             |
| 17,754                     | 18,675         | 19,100                        | Technology                          | 21,850                                  | 21,850                             | 21,850                          |
| 5,652                      | 6,174          | 1,000                         | Projects Funded by Grants           | 1,000                                   | 1,000                              | 1,000                           |
| <b>109,897</b>             | <b>110,082</b> | <b>124,180</b>                | <b>Total Materials and Services</b> | <b>134,180</b>                          | <b>134,180</b>                     | <b>134,180</b>                  |
|                            |                |                               | <b>Capital Outlay:</b>              |   |                                    |                                 |
| 3,000                      | -              | 5,000                         | Machinery & Equipment               | 3,000                                   | 3,000                              | 3,000                           |
| <b>349,340</b>             | <b>378,214</b> | <b>416,980</b>                | <b>Total Expenditures</b>           | <b>444,960</b>                          | <b>444,960</b>                     | <b>444,960</b>                  |

**General Fund (001)**

**LIBRARY (3200)**

**Personnel Services (410 - 415)**

|     |      |                          |         |
|-----|------|--------------------------|---------|
| 410 | 2020 | Straight Time - Regular  | 153,350 |
| 410 | 2045 | Overtime                 | 100     |
| 410 | 2085 | Extra Help               | 58,860  |
| 412 | 2095 | Interfund Wages          | 1,000   |
| 415 | 2220 | FICA -Social Security    | 16,380  |
| 415 | 2230 | Insurance                | 43,710  |
| 415 | 2235 | Retirement Contributions | 33,890  |
| 415 | 2240 | Workers' Compensation    | 490     |

**TOTAL PERSONNEL SERVICES**

**307,780**

**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              | 2,500 |

Sub-total of Operating Supplies

**5,300**

|     |      |                                       |       |
|-----|------|---------------------------------------|-------|
| 520 | 3420 | Adult Book Collections, non-fiction   | 3,600 |
| 520 | 3421 | Adult Book Collections, fiction       | 5,600 |
| 520 | 3422 | Adult Book Collections, large print   | 5,500 |
| 520 | 3423 | Adult Audio Books on CD               | 3,500 |
| 520 | 3424 | Adult Programs                        | 3,000 |
| 520 | 3430 | Adult DVD Collection                  | 4,500 |
| 520 | 3435 | Magazines                             | 3,000 |
| 520 | 3440 | Newspapers / Review Sources           | 1,000 |
| 520 | 3441 | Children's collections-birth to age 5 | 4,250 |
| 520 | 3442 | Children's collections-K-3rd grade    | 4,250 |
| 520 | 3443 | Children's collections- 4th to 6th    | 3,000 |
| 520 | 3444 | Children's collections- 7th to 12th   | 3,000 |
| 520 | 3445 | Children's Programs                   | 3,900 |
| 520 | 3450 | ODLC-Library2Go Consortium            | 3,600 |
| 520 | 3453 | Sanborn Maps                          | 650   |
| 520 | 3455 | State Library Database Resiurces      | 800   |
| 520 | 3457 | Fundraising Research Materials        | 800   |
| 520 | 3458 | Mango Language Database               | 1,800 |

Sub-total of Library Materials

**55,750**

|     |      |                               |     |
|-----|------|-------------------------------|-----|
| 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                  | 1,000  |               |
| 615 | 4250 | Public Library Directors                    | 250    |               |
| 615 | 4260 | Conference / Meeting Expense                | 800    |               |
| 615 | 4265 | Travel - Conferences and Meetings           | 700    |               |
|     |      | Sub-total of Conferences, Meetings & Travel |        | <b>2,750</b>  |
| 620 | 4432 | Background Checks                           | 300    |               |
| 620 | 4445 | Staff Development                           | 3,000  |               |
| 620 | 4540 | Professional Services - General             | 5,000  |               |
|     |      | Sub-total of Professional Services          |        | <b>8,300</b>  |
| 630 | 4810 | American Library Association                | 250    |               |
| 630 | 4815 | Public Library Association                  | 250    |               |
| 630 | 4820 | Oregon Library Association                  | 130    |               |
|     |      | Sunset Reading Council                      | 100    |               |
|     |      | ADHDA                                       | 100    |               |
|     |      | Sub-total of Memberships & Dues             |        | <b>830</b>    |
| 635 | 4975 | Postage                                     | 500    |               |
|     |      | Sub-total of Communications                 |        | <b>500</b>    |
| 640 | 5030 | Advertising - Public Notices                | 2,000  |               |
|     |      | Sub-total of Advertising                    |        | <b>2,000</b>  |
| 650 | 5145 | Printing & Binding - General                | 200    |               |
|     |      | Sub-total of Printing & Binding             |        | <b>200</b>    |
| 655 | 5283 | Electricity - Library                       | 9,500  |               |
| 656 | 5470 | Natural Gas - Library                       | 5,000  |               |
| 657 | 5514 | Sanitation - Library                        | 800    |               |
|     |      | Sub-total of Public Utility Services        |        | <b>15,300</b> |
| 660 | 5745 | Janitorial Services Agreement               | 13,100 |               |
| 660 | 5760 | Heating Systems                             | 500    |               |
| 660 | 5770 | Lighting                                    | 3,000  |               |
|     |      | Sub-total of Repair & Maintenance Services  |        | <b>16,600</b> |
| 675 | 6035 | General - Miscellaneous                     | 800    |               |
|     |      | Sub-total of Miscellaneous                  |        | <b>800</b>    |

**General Fund (001)**

**LIBRARY (3200)**

|     |      |  |        |               |
|-----|------|--|--------|---------------|
| 680 | 6130 | Oregon State Library                   | 1,000  |               |
|     |      | Sub-total of Projects Funded by Grants |        | <b>1,000</b>  |
| 685 | 6205 | Computer Softare                       | 500    |               |
|     |      | Early Literacy Station                 | 3,250  |               |
| 685 | 6210 | Annual Technical Repair / Replacement  | 3,500  |               |
| 685 | 6260 | Library TLC Software Maintenance       | 14,600 |               |
|     |      | Sub-total of Technology                |        | <b>21,850</b> |

|                                       |                |
|---------------------------------------|----------------|
| <b>TOTAL MATERIALS &amp; SERVICES</b> | <b>134,180</b> |
|---------------------------------------|----------------|

Capital Outlay (740)

|     |      |                                   |       |              |
|-----|------|-----------------------------------|-------|--------------|
| 740 | 6650 | Machinery & Equipment             |       |              |
|     |      | Landscaping-Plantings / Soil Prep | 1,500 |              |
|     |      | Landscaping-Trim Hedges           | 1,500 |              |
|     |      | Sub-Total Machinery & Equipment   |       | <b>3,000</b> |

|                      |                |
|----------------------|----------------|
| <b>TOTAL LIBRARY</b> | <b>444,960</b> |
|----------------------|----------------|

# SPECIAL REVENUE FUNDS

**FUND: CAPITAL IMPROVEMENT #102**

Basic Objectives

This fund was established by Resolution No. 87-32, adopted May 4, 1987, with the proceeds from several sales of City-owned 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, 2013, 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**

Budget for Fiscal Year 7/1/12 - 6/30/13

| <u>Historical Data</u> |                    |                       |                                       | <u>Budget for Fiscal Year 7/1/12 - 6/30/13</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 6/30/10</u>     | <u>FYE 6/30/11</u> | <u>FYE 6/30/12</u>    |                                       | <u>Budget Officer</u>                          | <u>Budget Committee</u> | <u>Governing Body</u> |
|                        |                    |                       | <b><u>Resources</u></b>               |  |                         |                       |
| 2,125,299              | 1,558,637          | 2,050,000             | Beginning Fund Balance                | 250,000  | 250,000                 | 250,000               |
| 200,844                | 389,076            | 215,360               | Intergovernmental                     | 199,900  | 199,900                 | 199,900               |
| 12,529                 | 9,116              | 7,000                 | Interest Earnings                     | 1,000  | 1,000                   | 1,000                 |
| 87,550                 | 142,426            | 370,000               | Sale of City Property                 | -  | -                       | -                     |
| 473,603                | -                  | 1,957,300             | Gifts, Bequests & Grants              | 1,625,000                                      | 1,625,000               | 1,625,000             |
| 44,679                 | 19,859             | -                     | Miscellaneous                         | 150,000  | 150,000                 | 150,000               |
| -                      | 643,000            | 43,300                | Transfer From Other Funds             | -  | -                       | -                     |
|                        |                    |                       | From General Fund                     | -  | -                       | -                     |
| <u>2,944,504</u>       | <u>2,762,114</u>   | <u>4,642,960</u>      | <b>Total Resources</b>                | <u>2,225,900</u>                               | <u>2,225,900</u>        | <u>2,225,900</u>      |
|                        |                    |                       | <b><u>Requirements</u></b>            |  |                         |                       |
|                        |                    |                       | <b>Materials &amp; Services:</b>      |  |                         |                       |
| 165,186                | 60,015             | 71,500                | Professional Services                 | 46,500   | 46,500                  | 46,500                |
| 1,170                  | 3,344              | 700                   | Advertising                           | 700  | 700                     | 700                   |
| 80,098                 | 8,857              | 70,000                | Repair and Maintenance Services       | 40,000   | 40,000                  | 40,000                |
| <u>751,991</u>         | <u>69,200</u>      | <u>2,007,300</u>      | Projects Funded by Grants             | <u>1,625,000</u>                               | <u>1,625,000</u>        | <u>1,625,000</u>      |
| 998,445                | 141,416            | 2,149,500             | <b>Total Materials &amp; Services</b> | <u>1,712,200</u>                               | <u>1,712,200</u>        | <u>1,712,200</u>      |
|                        |                    |                       | <b>Capital Outlay:</b>                |  |                         |                       |
| 156,679                | 435,080            | 1,725,000             | Buildings                             |  |                         |                       |
| 40,733                 | 28,198             | 15,530                | Improvements Other Than Bldgs         |  |                         |                       |
| <u>149,545</u>         | <u>120,809</u>     | <u>159,390</u>        | Machinery and Equipment               | <u>67,390</u>                                  | <u>67,390</u>           | <u>67,390</u>         |
| 346,957                | 584,087            | 1,899,920             | <b>Total Capital Outlay</b>           | <u>67,390</u>                                  | <u>67,390</u>           | <u>67,390</u>         |
|                        |                    |                       | <b>Debt Service</b>                   |  |                         |                       |
| 29,233                 | 30,110             | 30,120                | Principal                             | 31,950   | 31,950                  | 31,950                |
| <u>11,232</u>          | <u>10,360</u>      | <u>10,360</u>         | Interest                              | <u>8,530</u>                                   | <u>8,530</u>            | <u>8,530</u>          |
| 40,465                 | 40,470             | 40,480                | <b>Total Debt Service</b>             | <u>40,480</u>                                  | <u>40,480</u>           | <u>40,480</u>         |
| -                      | -                  | 300,000               | <b>Contingency</b>                    | <u>75,000</u>                                  | <u>75,000</u>           | <u>75,000</u>         |
| 1,385,867              | 765,973            | 4,389,900             | <b>Total Expenditures</b>             | <u>1,895,070</u>                               | <u>1,895,070</u>        | <u>1,895,070</u>      |
| <u>1,558,637</u>       | <u>1,996,141</u>   | <u>253,060</u>        | Ending Fund Balance                   | <u>330,830</u>                                 | <u>330,830</u>          | <u>330,830</u>        |
| <u>2,944,504</u>       | <u>2,762,114</u>   | <u>4,642,960</u>      | <b>Total Requirements</b>             | <u>2,225,900</u>                               | <u>2,225,900</u>        | <u>2,225,900</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                                   | 4540 | Professional Services - General                      | 10,000    |                  |
|                                       |      | Sub-total of Professional Services                   |           | 46,500           |
| 640                                   | 5030 | Advertising - Public Notices                         | 350       |                  |
| 640                                   | 5040 | Advertising - Property Sales                         | 350       |                  |
|                                       |      | 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                    |           |                  |
|                                       |      | Public Safety Building Seismic Grant                 | 1,415,000 |                  |
|                                       |      | Rivertrail Project (Match from Promote Astoria Fund) | 210,000   |                  |
|                                       |      | Sub-total of Projects Funded by Grants               |           | 1,625,000        |
| <b>TOTAL MATERIALS &amp; SERVICES</b> |      |  |           | <b>1,712,200</b> |

**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 &amp; Equipment</u>            |         |                  |
|                                       |      | <b>Finance</b>                              |         |                  |
|                                       |      | Springbrook Software (Payment 4 of 5)       | 27,190  |                  |
|                                       |      | <b>Non and Interdepartmental</b>            |         |                  |
|                                       |      | <b>iFocus Recommended Replacements</b>      |         |                  |
|                                       |      | Workstation Replacements                    | 13,050  |                  |
|                                       |      | Enterprise - Public SSL Certificate         | 350     |                  |
|                                       |      | Enterprise - Syslog Server                  | 700     |                  |
|                                       |      | Enterprise - Virtualization of Server       | 750     |                  |
|                                       |      | Enterprise - Repurpose of Server            | 750     |                  |
|                                       |      | <b>Police</b>                               |         |                  |
|                                       |      | SAN Server Extended Warranty                | 2,000   |                  |
|                                       |      | Interview Equipment                         | 5,000   |                  |
|                                       |      | CJIS Advanced Authentification              | 7,000   |                  |
|                                       |      | <b>Fire</b>                                 |         |                  |
|                                       |      | LED Scene Lighting                          | 1,800   |                  |
|                                       |      | Zoll AED Defibrillator                      | 2,700   |                  |
|                                       |      | Carpet for Dorm Room                        | 1,100   |                  |
|                                       |      | <b>Library</b>                              |         |                  |
|                                       |      | Security Cameras                            | 5,000   |                  |
|                                       |      | Sub-total Machinery & Equipment             |         | <b>67,390</b>    |
| <b>TOTAL CAPITAL OUTLAY</b>           |      |   |         | <b>67,390</b>    |
|                                       |      | <b><u>Debt Service (810)</u></b>            |         |                  |
| 810                                   | 6820 | Principal - Safeway Block                   | 31,950  |                  |
| 810                                   | 6825 | Interest - Safeway Block                    | 8,530   |                  |
|                                       |      | Sub-total of Debt Service                   |         | <b>40,480</b>    |
|                                       |      | <b><u>Contingent Expenditures (910)</u></b> |         |                  |
| 910                                   | 8020 | Contingency                                 | 75,000  |                  |
|                                       |      | Sub-total of Contingency                    |         | <b>75,000</b>    |
|                                       |      | <b><u>Ending Fund Balance (950)</u></b>     |         |                  |
| 950                                   | 8520 | Unappropriated Ending Fund Balance          | 330,830 |                  |
|                                       |      | Sub-total Ending Fund Balance               |         | <b>330,830</b>   |
| <b>TOTAL CAPITAL IMPROVEMENT FUND</b> |      |   |         | <b>2,225,900</b> |

**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 7/1/12 - 6/30/13</u>       |                                  |                                    |                                 |
|----------------------------|---------------|-----------------------|--|----------------------------------|------------------------------------|---------------------------------|
| <u>Actual Data</u>         |               | <u>Adopted Budget</u> | Resources and Requirements                           | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| FYE 6/30/10                | FYE 6/30/11   | FYE 6/30/12           |  |                                  |                                    |                                 |
| <b><u>Resources</u></b>    |               |                       |  |                                  |                                    |                                 |
| 12,824                     | 52            | 15,100                | Beginning Fund Balance                               | 4,300                            | 4,300                              | 4,300                           |
| 55                         | 42            | 50                    | Interest Earnings                                    | 30                               | 30                                 | 30                              |
| <u>28,430</u>              | <u>32,000</u> | <u>10,000</u>         | Transfers from Other Fund:<br>General Fund           | <u>10,000</u>                    | <u>10,000</u>                      | <u>10,000</u>                   |
| <u>41,309</u>              | <u>32,094</u> | <u>25,150</u>         | <b>Total Resources</b>                               | <u>14,330</u>                    | <u>14,330</u>                      | <u>14,330</u>                   |
| <b><u>Requirements</u></b> |               |                       |  |                                  |                                    |                                 |
| 41,257                     | 25,989        | 25,150                | <b>Material and Services:</b><br>Unemployment claims | 14,330                           | 14,330                             | 14,330                          |
| <u>52</u>                  | <u>6,105</u>  | <u>-</u>              | Ending Fund Balance                                  | <u>-</u>                         | <u>-</u>                           | <u>-</u>                        |
| <u>41,309</u>              | <u>32,094</u> | <u>25,150</u>         | <b>Total Requirements</b>                            | <u>14,330</u>                    | <u>14,330</u>                      | <u>14,330</u>                   |

2012 / 13 Budget Detail Information

UNEMPLOYMENT FUND (104 0000)

| <b><u>Materials and Services (675)</u></b> |      |   |
|--|------|---|
| 675  | 6055 | Services-Miscellaneous<br>Unemployment Claims |
|  |      | <u>14,330</u>                                 |
|  |      | Sub-total Services-Miscellaneous              |
|  |      | 14,330  |
| <b>TOTAL UNEMPLOYMENT FUND</b>             |      | <u>14,330</u>                                 |

**FUND:       REVOLVING LOAN #122**

Basic Objectives

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

| Historical Data     |                |                | Budget for Fiscal Year 7/1/12 - 6/30/13 |                |                  |                |
|---------------------|----------------|----------------|---|----------------|------------------|----------------|
| Actual Data         |                | Adopted Budget | Resources and Requirements              | Proposed by    | Approved by      | Adopted by     |
| FYE 6/30/10         | FYE 6/30/11    | FYE 6/30/12    |   | Budget Officer | Budget Committee | Governing Body |
| <b>Resources</b>    |                |                |   |                |                  |                |
| 165,703             | 234,464        | 119,980        | Beginning Fund Balance                  | 138,000        | 138,000          | 138,000        |
| 761                 | 702            | 470            | Interest on Investments                 | 470            | 470              | 470            |
| -                   | -              | -              | Transfers from Other Funds:             |                |                  |                |
|                     |                |                | Aquatics Facility                       | -              | -                | -              |
| 68,000              | 20,000         | -              | Housing Rehab                           | -              | -                | -              |
| <u>234,464</u>      | <u>255,166</u> | <u>120,450</u> | <b>Total Resources</b>                  | <u>138,470</u> | <u>138,470</u>   | <u>138,470</u> |
| <b>Requirements</b> |                |                |   |                |                  |                |
| -                   | -              | 80,000         | <b>Materials &amp; Services</b>         |                |                  |                |
|                     |                |                | Miscellaneous                           | 80,000         | 80,000           | 80,000         |
| -                   | -              | 28,590         | <b>Special Payments:</b>                |                |                  |                |
|                     |                |                | Loan Disbursement                       | 30,000         | 30,000           | 30,000         |
| <u>234,464</u>      | <u>255,166</u> | <u>11,860</u>  | Ending Fund Balance                     | <u>28,470</u>  | <u>28,470</u>    | <u>28,470</u>  |
| <u>234,464</u>      | <u>255,166</u> | <u>120,450</u> | <b>Total Requirements</b>               | <u>138,470</u> | <u>138,470</u>   | <u>138,470</u> |

2012 / 13 Budget Detail Information

REVOLVING LOAN FUND (122 0000)

| <b>Materials and Services (675)</b> |      |  |                       |
|-------------------------------------|------|--|-----------------------|
| 675                                 | 6025 | Services-Miscellaneous<br>Loan Disbursement        | 30,000                |
| 675                                 | 6035 | Miscellaneous<br>Derelict Building Program Support | <u>80,000</u>         |
| Sub-total Material and Services     |      |  | <u>110,000</u>        |
| <b>TOTAL REVOLVING LOAN FUND</b>    |      |  | <b><u>110,000</u></b> |

**FUND: HOUSING REHABILITATION LOAN #124**

Basic Objectives

This fund was established by City Council Resolution No. 94-19 and adopted April 18, 1994 to account for the proceeds of Community Development Block Grants (CDBG) the City received in FYE June 30, 1993 (for \$325,000), in FYE June 30, 1994 (for \$300,000), in FYE June 30, 1998 (for \$300,000), in FYE June 30, 2002 (for \$300,000), in FYE June 30, 2007 (for \$300,000), and in FYE June 30, 2009 (for \$325,000). These grants allow low-interest loans to be made to low income property owners who would otherwise be unable to maintain or renovate their homes. The City 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 7/1/12 - 6/30/13</u> |                                  |                                    |                                 |
|--|---------------|-----------------------|--|----------------------------------|------------------------------------|---------------------------------|
| <u>Actual Data</u>                     |               | <u>Adopted Budget</u> | Resources and Requirements                     | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| FYE 6/30/10                            | FYE 6/30/11   | FYE 6/30/12           |  |                                  |                                    |                                 |
| <b><u>Resources</u></b>                |               |                       |  |                                  |                                    |                                 |
| (15,849)                               | 51,659        | 4,450                 | Beginning Fund Balance                         | 22,550                           | 22,550                             | 22,550                          |
| 13,100                                 | -             | 50                    | Loan Payments                                  | -                                | -                                  | -                               |
| 117                                    | 136           | -                     | Interest                                       | 60                               | 60                                 | 60                              |
| <u>337,262</u>                         | <u>17,683</u> | <u>50,000</u>         | Miscellaneous Revenue                          | <u>25,000</u>                    | <u>25,000</u>                      | <u>25,000</u>                   |
| <u>334,630</u>                         | <u>69,478</u> | <u>54,500</u>         | <b>Total Resources</b>                         | <u>47,610</u>                    | <u>47,610</u>                      | <u>47,610</u>                   |
| <b><u>Requirements</u></b>             |               |                       |  |                                  |                                    |                                 |
| <b><u>Materials &amp; Services</u></b> |               |                       |  |                                  |                                    |                                 |
| 43,415                                 | 4,598         | 5,000                 | Professional Services                          | 5,000                            | 5,000                              | 5,000                           |
| <u>171,557</u>                         | <u>22,417</u> | <u>45,000</u>         | Loan Disbursements                             | <u>40,000</u>                    | <u>40,000</u>                      | <u>40,000</u>                   |
| 214,972                                | 27,015        | 50,000                | <b>Total Materials &amp; Services</b>          | 45,000                           | 45,000                             | 45,000                          |
| <b><u>Transfers to Other Funds</u></b> |               |                       |  |                                  |                                    |                                 |
| 68,000                                 | 20,000        | -                     | Revolving Loan Fund                            | -                                | -                                  | -                               |
| <b><u>Contingent Expenditures</u></b>  |               |                       |  |                                  |                                    |                                 |
| -                                      | -             | 4,500                 | Contingent Expenditures                        | 2,610                            | 2,610                              | 2,610                           |
| <u>51,659</u>                          | <u>22,463</u> | <u>-</u>              | Ending Fund Balance                            | <u>-</u>                         | <u>-</u>                           | <u>-</u>                        |
| <u>334,631</u>                         | <u>69,478</u> | <u>54,500</u>         | <b>Total Requirements</b>                      | <u>47,610</u>                    | <u>47,610</u>                      | <u>47,610</u>                   |

Detail Budget Information 2012 / 13

HOUSING REHABILITATION LOAN FUND (124 0000)

|  |      |  |               |  |               |  |
|--|------|--|---------------|--|---------------|--|
| <b><u>Materials and Services (515 - 660)</u></b> |      |  |               |  |               |  |
| 620  | 4470 | Professional Services<br>Program Management Fees | 5,000         |  |               |  |
| Sub-total Professional Services                  |      |  |               |  |               |  |
| 675  | 6025 | Services-Miscellaneous<br>Loan Disbursement      | <u>40,000</u> |  |               |  |
| Sub-total Services-Miscellaneous                 |      |  |               |  |               |  |
| <b>TOTAL MATERIALS &amp; SERVICES</b>            |      |  |               |  | 45,000        |  |
| <b><u>Contingent Expenditures (910)</u></b>      |      |  |               |  |               |  |
| 910  | 8020 | Contingency                                      | <u>2,610</u>  |  |               |  |
| Sub-total of Contingent Expenditures             |      |  |               |  | 2,610         |  |
| <b><u>Ending Fund Balance (950)</u></b>          |      |  |               |  |               |  |
| 950  | 8520 | Ending Fund Balance                              | <u>-</u>      |  |               |  |
| Sub-total of Ending Fund Balance                 |      |  |               |  | <u>-</u>      |  |
| <b>TOTAL HOUSING REHABILITATION LOAN FUND</b>    |      |  |               |  | <u>47,610</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 building permit coordinator. These positions are listed in the Community Development Department staffing numbers.

City of Astoria, Oregon  
Budget Document

**BUILDING INSPECTION FUND #128**

Budget for Fiscal Year 7/1/12 - 6/30/13

| <u>Historical Data</u>            |                                   |                                      | <u>Resources and Requirements</u>   | <u>Proposed by<br/>Budget<br/>Officer</u> | <u>Approved by<br/>Budget<br/>Committee</u> | <u>Adopted by<br/>Governing<br/>Body</u> |
|-----------------------------------|-----------------------------------|--------------------------------------|-------------------------------------|---|---|--|
| <u>Actual Data</u><br>FYE 6/30/10 | <u>Actual Data</u><br>FYE 6/30/11 | <u>Adopted Budget</u><br>FYE 6/30/12 |                                     |   |   |  |
|                                   |                                   |                                      | <b><u>Resources</u></b>             |   |   |  |
| 390,242                           | 274,479                           | 245,920                              | Beginning Fund Balance              | 134,050                                   | 134,050                                     | 165,620                                  |
| 119,581                           | 181,529                           | 175,000                              | Charges for Services                | 175,000                                   | 175,000                                     | 175,000                                  |
| 2,244                             | 1,094                             | 4,000                                | Interest on Investments             | 500                                       | 500   | 500                                      |
| <u>512,067</u>                    | <u>457,102</u>                    | <u>424,920</u>                       | <b>Total Resources</b>              | <u>309,550</u>                            | <u>309,550</u>                              | <u>341,120</u>                           |
|                                   |                                   |                                      | <b><u>Requirements</u></b>          |   |   |  |
|                                   |                                   |                                      | <b>Personnel Services:</b>          |   |   |  |
| 26,853                            | 37,708                            | 108,910                              | Regular Salaries                    | 101,150                                   | 101,150                                     | 101,150                                  |
| 900                               | -                                 | -                                    | Extra Help                          | -   | -   | -  |
| 2,083                             | 2,828                             | 8,330                                | FICA Taxes                          | 7,510                                     | 7,510                                       | 7,510                                    |
| 13,185                            | 16,720                            | 28,900                               | Insurance                           | 35,440                                    | 35,440                                      | 35,440                                   |
| 3,690                             | 4,588                             | 16,490                               | Retirement Contributions            | 15,080                                    | 15,080                                      | 15,080                                   |
| 59                                | 264                               | 380                                  | Workers' Compensation               | 1,050                                     | 1,050                                       | 1,050                                    |
| <u>46,770</u>                     | <u>62,108</u>                     | <u>163,010</u>                       | <b>Total Personnel Services</b>     | <u>160,230</u>                            | <u>160,230</u>                              | <u>160,230</u>                           |
|                                   |                                   |                                      | <b>Materials and Services:</b>      |   |   |  |
| 1,117                             | 1,581                             | 1,500                                | Office Supplies                     | 1,500                                     | 1,500                                       | 1,500                                    |
| -                                 | 40                                | -                                    | Operating Supplies                  | 1,200                                     | 1,200                                       | 1,200                                    |
| 172                               | 47                                | 50                                   | Small Tools & Minor Equipment       | 50  | 50  | 50                                       |
| -                                 | 953                               | 1,250                                | Training                            | 2,000                                     | 2,000                                       | 2,000                                    |
| 190                               | 737                               | 1,000                                | Conferences, Meetings & Travel      | 1,000                                     | 1,000                                       | 1,000                                    |
| 147,946                           | 127,293                           | 47,000                               | Professional Services               | 44,000                                    | 44,000                                      | 44,000                                   |
| 75                                | 250                               | 1,470                                | Memberships & Dues                  | 1,470                                     | 1,470                                       | 1,470                                    |
| -                                 | 142                               | 1,200                                | Communications                      | 1,200                                     | 1,200                                       | 1,200                                    |
| 494                               | 320                               | 1,000                                | Printing & Binding                  | 1,000                                     | 1,000                                       | 1,000                                    |
| 1,214                             | 1,673                             | 500                                  | Repair & Maintenance Services       | 500                                       | 500   | 500                                      |
| 224                               | 269                               | 250                                  | Miscellaneous                       | 1,000                                     | 1,000                                       | 1,000                                    |
| <u>151,432</u>                    | <u>133,305</u>                    | <u>55,220</u>                        | <b>Total Materials and Services</b> | <u>54,920</u>                             | <u>54,920</u>                               | <u>54,920</u>                            |
|                                   |                                   |                                      | <b>Capital Outlay:</b>              |   |   |  |
| -                                 | -                                 | -                                    | Machinery & Equipment               | -   | -   | -  |
| -                                 | -                                 | 35,000                               | Contingency                         | 30,000                                    | 30,000                                      | 30,000                                   |
|                                   |                                   |                                      | <b>Transfers to Other Funds</b>     |   |   |  |
| 35,210                            | 15,210                            | 15,210                               | General Fund                        | 15,210                                    | 15,210                                      | 15,210                                   |
| -                                 | 50,000                            | -                                    | Capital Improvement Fund            | -   | -   | -  |
| <u>35,210</u>                     | <u>65,210</u>                     | <u>15,210</u>                        | <b>Total of Transfers</b>           | <u>15,210</u>                             | <u>15,210</u>                               | <u>15,210</u>                            |
| 233,412                           | 260,623                           | 268,440                              | <b>Total Expenditures</b>           | <u>260,360</u>                            | <u>260,360</u>                              | <u>260,360</u>                           |
| 278,655                           | 196,479                           | 156,480                              | Ending Fund Balance                 | 49,190                                    | 49,190                                      | 80,760                                   |
| <u>512,067</u>                    | <u>457,102</u>                    | <u>424,920</u>                       | <b>Total Requirements</b>           | <u>309,550</u>                            | <u>309,550</u>                              | <u>341,120</u>                           |

**BUILDING INSPECTION FUND (128 3300)**

**Personnel Services (410 - 415)**

|     |      |                          |         |
|-----|------|--------------------------|---------|
| 410 | 2020 | Straight Time - Regular  | 101,150 |
| 415 | 2220 | FICA - Social Security   | 7,510   |
| 415 | 2230 | Insurance                | 35,440  |
| 415 | 2235 | Retirement Contributions | 15,080  |
| 415 | 2240 | Workers' Compensation    | 1,050   |

|                                 |  |  |                |
|---------------------------------|--|--|----------------|
| <b>TOTAL PERSONNEL SERVICES</b> |  |  | <b>160,230</b> |
|---------------------------------|--|--|----------------|

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

|     |      |  |        |               |
|-----|------|--|--------|---------------|
| 510 | 3045 | General Office Supplies                    | 1,500  |               |
|     |      | Sub-total of Office Supplies               |        | <b>1,500</b>  |
| 515 | 3180 | Fuel & Lubricants                          | 1,200  |               |
|     |      | Sub-total of Operating Supplies            |        | <b>1,200</b>  |
| 530 | 3720 | Small Tools                                | 50     |               |
|     |      | Sub-total Small Tools                      |        | <b>50</b>     |
| 610 | 4085 | Travel Expenses - Training                 | 2,000  |               |
|     |      | Sub-total of Training                      |        | <b>2,000</b>  |
| 615 | 4260 | Conference / Meeting Expense               | 1,000  |               |
|     |      | Sub-total Conferences, Meetings & Travel   |        | <b>1,000</b>  |
| 620 | 4475 | Building Inspection Surcharge              | 20,000 |               |
| 620 | 4485 | Additional Building Inspection             | 22,000 |               |
| 620 | 4490 | Microfilming                               | 2,000  |               |
|     |      | Sub-total of Professional Services         |        | <b>44,000</b> |
| 630 | 4750 | Various Dues                               | 1,470  |               |
|     |      | Sub-total Memberships & Dues               |        | <b>1,470</b>  |
| 635 | 4975 | Postage                                    | 1,200  |               |
|     |      | Sub-total of Communications                |        | <b>1,200</b>  |
| 650 | 5145 | General - Printing and Binding             | 1,000  |               |
|     |      | Sub-total of Printing and Binding          |        | <b>1,000</b>  |
| 660 | 5825 | General - Repair & Maintenance Services    | 500    |               |
|     |      | Sub-total of Repair & Maintenance Services |        | <b>500</b>    |



| <b>BUILDING INSPECTION FUND (128 3300)</b>   |      |                                     |                |
|--|------|-------------------------------------|----------------|
| 675  | 6035 | General - Miscellaneous Services    | 1,000          |
|  |      | Sub-Total of Miscellaneous-Services | <b>1,000</b>   |
| <b>TOTAL MATERIALS &amp; SERVICES</b>        |      |                                     | <b>54,920</b>  |
| <b><u>Transfer to Other Funds (850)</u></b>  |      |                                     |                |
| 850  | 7555 | General Fund                        | 15,210         |
|  |      | Sub-total Transfer to Other Funds   | <b>15,210</b>  |
| <b><u>Contingent Expenditures (910)</u></b>  |      |                                     |                |
| 910  | 8020 | Contingency                         | 30,000         |
|  |      | Sub-total Contingency               | <b>30,000</b>  |
| <b><u>Fund Balance (950)</u></b>             |      |                                     |                |
| 950  | 8520 | Unappropriated Ending Fund Balance  | 80,760         |
|  |      | Sub-total Ending Fund Balance       | <b>80,760</b>  |
| <b>TOTAL BUILDING INSPECTION FUND</b>        |      |                                     | <b>341,120</b> |
| <b>TOTAL BUILDING INSPECTION - ALL FUNDS</b> |      |                                     | <b>341,120</b> |

**FUND:           EMERGENCY COMMUNICATIONS #132**

Basic Objectives

This fund was established by Resolution No. 82-14, adopted on July 19, 1982. It supports a Regional Communications Center, which provides emergency and non-emergency call answering and dispatching services for 16 public safety agencies, including the Astoria Police and Fire Departments. Revenues, which are received through the 9-1-1 Emergency Communications System and the agency subscribers to the Center, are deposited into this fund because their use is restricted to development and maintenance of the 9-1-1 emergency telephone system. During FYE 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, one regular part-time dispatcher, and temporary part-time dispatchers as needed. The Communications Center functions within the organizational structure of the Police Department.

City of Astoria, Oregon  
Budget Document

EMERGENCY COMMUNICATIONS FUND #132

| Historical Data                |                  |                               | Budget for Fiscal Year 7/1/12 - 6/30/13 |                                  |                                    |                                 |
|--------------------------------|------------------|-------------------------------|---|----------------------------------|------------------------------------|---------------------------------|
| Actual Data<br>FYE 6/30/10     | FYE 6/30/11      | Adopted Budget<br>FYE 6/30/12 | Resources and Requirements              | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| <b>Resources</b>               |                  |                               |   |                                  |                                    |                                 |
| 374,027                        | 406,069          | 407,300                       | Beginning Fund Balance                  | 301,960                          | 301,960                            | 301,960                         |
| 52,006                         | 50,516           | 49,000                        | Intergovernmental                       | 46,250                           | 46,250                             | 46,250                          |
| 474,000                        | 460,790          | 477,990                       | Charges for Services                    | 526,960                          | 526,960                            | 526,960                         |
| 2,945                          | 1,890            | 4,500                         | Interest on Investments                 | 1,330                            | 1,330                              | 1,330                           |
|                                |                  |                               | Transfer From Other Funds               |                                  |                                    |                                 |
| <u>262,900</u>                 | <u>262,900</u>   | <u>287,560</u>                | General Fund                            | <u>307,180</u>                   | <u>307,180</u>                     | <u>307,180</u>                  |
| <u>1,165,878</u>               | <u>1,182,165</u> | <u>1,226,350</u>              | <b>Total Resources</b>                  | <u>1,183,680</u>                 | <u>1,183,680</u>                   | <u>1,183,680</u>                |
| <b>Requirements</b>            |                  |                               |   |                                  |                                    |                                 |
| <b>Personnel Services:</b>     |                  |                               |   |                                  |                                    |                                 |
| 357,865                        | 415,768          | 386,050                       | Regular Salaries                        | 405,310                          | 405,310                            | 405,310                         |
| 49,298                         | 56,350           | 30,000                        | Overtime                                | 48,500                           | 48,500                             | 48,500                          |
| 16,645                         | 14,736           | 13,620                        | Holiday Pay                             | 16,370                           | 16,370                             | 16,370                          |
| 6,870                          | 4,189            | 10,470                        | Holiday Pay Overtime                    | 10,640                           | 10,640                             | 10,640                          |
| -                              | 3,346            | 3,750                         | Extra Help                              | -                                | -                                  | -                               |
| 32,626                         | 37,654           | 33,670                        | FICA Taxes                              | 35,900                           | 35,900                             | 35,900                          |
| 102,451                        | 126,819          | 166,980                       | Insurance                               | 178,540                          | 178,540                            | 178,540                         |
| 54,268                         | 60,219           | 72,230                        | Retirement Contributions                | 72,320                           | 72,320                             | 72,320                          |
| 1,210                          | 1,050            | 1,020                         | Workers' Compensation                   | 990                              | 990                                | 990                             |
| <u>621,233</u>                 | <u>720,131</u>   | <u>717,790</u>                | <b>Total Personnel Services</b>         | <u>768,570</u>                   | <u>768,570</u>                     | <u>768,570</u>                  |
| <b>Materials and Services:</b> |                  |                               |   |                                  |                                    |                                 |
| 3,096                          | 1,205            | 2,400                         | Office Supplies                         | 4,300                            | 4,300                              | 4,300                           |
| 1,194                          | 1,968            | 1,700                         | Operating Supplies                      | 5,000                            | 5,000                              | 5,000                           |
| -                              | 36               | 200                           | Small Tools & Minor Equipment           | 200                              | 200                                | 200                             |
| -                              | -                | -                             | General Repairs / City Shops            | 2,500                            | 2,500                              | 2,500                           |
| 250                            | 2,703            | 1,320                         | Training                                | 1,420                            | 1,420                              | 1,420                           |
| 4,097                          | 3,167            | 5,500                         | Conferences, Meetings & Travel          | 7,000                            | 7,000                              | 7,000                           |
| 1,521                          | 821              | 3,500                         | Professional Services                   | 10,000                           | 10,000                             | 10,000                          |
| 242                            | 430              | 1,000                         | Memberships & Dues                      | 1,000                            | 1,000                              | 1,000                           |
| 3,603                          | 1,440            | 11,500                        | Communications                          | 3,900                            | 3,900                              | 3,900                           |
| 783                            | 422              | 2,500                         | Advertising                             | 2,500                            | 2,500                              | 2,500                           |
| 8,640                          | 24,418           | 17,400                        | Repair & Maintenance Services           | 13,000                           | 13,000                             | 13,000                          |
| 36,756                         | 22,551           | 48,250                        | Techology                               | 35,000                           | 35,000                             | 35,000                          |
| 1,380                          | 390              | 1,500                         | Miscellaneous                           | 1,500                            | 1,500                              | 1,500                           |
| <u>61,562</u>                  | <u>59,551</u>    | <u>96,770</u>                 | <b>Total Materials and Services</b>     | <u>87,320</u>                    | <u>87,320</u>                      | <u>87,320</u>                   |
| <b>Capital Outlay:</b>         |                  |                               |   |                                  |                                    |                                 |
| 19,216                         | 37,639           | 62,500                        | Machinery & Equipment                   | 94,500                           | 94,500                             | 94,500                          |
| -                              | -                | 75,000                        | <b>Contingency</b>                      | <u>60,000</u>                    | <u>60,000</u>                      | <u>60,000</u>                   |
| <u>702,011</u>                 | <u>817,321</u>   | <u>952,060</u>                | <b>Total Expenditures</b>               | <u>1,010,390</u>                 | <u>1,010,390</u>                   | <u>1,010,390</u>                |
| <u>463,867</u>                 | <u>364,844</u>   | <u>274,290</u>                | Ending Fund Balance                     | <u>173,290</u>                   | <u>173,290</u>                     | <u>173,290</u>                  |
| <u>1,165,878</u>               | <u>1,182,165</u> | <u>1,226,350</u>              | <b>Total Requirements</b>               | <u>1,183,680</u>                 | <u>1,183,680</u>                   | <u>1,183,680</u>                |

**EMERGENCY COMMUNICATIONS (132 3400)****Personnel Services (410 - 415)**

|     |      |                          |         |
|-----|------|--------------------------|---------|
| 410 | 2020 | Straight Time - Regular  | 405,310 |
| 410 | 2045 | Overtime                 | 48,500  |
| 410 | 2070 | Holiday Pay              | 16,370  |
| 410 | 2080 | Holiday Overtime         | 10,640  |
| 410 | 2085 | Extra Help               |         |
| 415 | 2220 | FICA - Social Security   | 35,900  |
| 415 | 2230 | Insurance                | 178,540 |
| 415 | 2235 | Retirement Contributions | 72,320  |
| 415 | 2240 | Workers' Compensation    | 990     |

**TOTAL PERSONNEL SERVICES****768,570****Materials and Services (510 - 685)**

|     |      |   |               |
|-----|------|---|---------------|
| 510 | 3040 | Printer Cartridges and Supplies                   | 2,400         |
| 510 | 3045 | General Office Supplies                           | 1,900         |
|     |      | Sub-total of Office Supplies                      | <b>4,300</b>  |
| 515 | 3180 | Fuel and Lubricants                               | 5,000         |
|     |      | Sub-total of Operating Supplies                   | <b>5,000</b>  |
| 530 | 3720 | Small Tools & Minor Equipment                     | 200           |
|     |      | Sub-total of Small Tools & Minor Equipment        | <b>200</b>    |
| 545 | 3830 | General Repairs / Supplies City Shops for Vehicle | 2,500         |
|     |      | Sub-total of City Shops Supplies                  | <b>2,500</b>  |
| 610 | 4095 | Certification                                     | 200           |
| 610 | 4100 | EMD   | 500           |
| 610 | 4110 | Police Legal                                      | 720           |
|     |      | Sub-total of Training                             | <b>1,420</b>  |
| 615 | 4260 | Conferences / Meeting Expenses                    | 7,000         |
|     |      | Sub-total of Conferences, Meetings & Travel       | <b>7,000</b>  |
| 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                | <b>10,000</b> |

| <b>EMERGENCY COMMUNICATIONS (132 3400)</b> |      |   |        |               |
|--|------|---|--------|---------------|
| 630  | 4750 | Various Dues                              | 1,000  |               |
| Sub-Total of Memberships & Dues            |      |   |        | <b>1,000</b>  |
| 635  | 4930 | Telephone-Qwest                           |        |               |
| 635  | 4940 | 911 Lines/Non Emergency (325-4411)        | 3,000  |               |
| 635  | 4955 | AT&T Language Line                        | 900    |               |
| Sub-total of Communications                |      |   |        | <b>3,900</b>  |
| 640  | 5030 | Advertising - Public Notices              | 2,500  |               |
| Sub-total of Advertising                   |      |   |        | <b>2,500</b>  |
| 660  | 5705 | Server - Ifocus                           | 13,000 |               |
| Sub-total of Repair & Maintenance Services |      |   |        | <b>13,000</b> |
| 675  | 6035 | General - Miscellaneous                   | 1,500  |               |
| Sub-total of Miscellaneous                 |      |   |        | <b>1,500</b>  |
| 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           |      |   |        | <b>35,000</b> |
| <b>TOTAL MATERIALS &amp; SERVICES</b>      |      |   |        | <b>87,320</b> |
| <b><u>Capital Outlay (740)</u></b>         |      |   |        |               |
| 720  | 6400 | Buildings                                 |        |               |
|  |      | Buildings                                 | 65,000 |               |
|  |      |   |        | <b>65,000</b> |
| 740  | 6650 | Machinery & Equipment                     |        |               |
|  |      | Chair                                     | 1,400  |               |
|  |      | UPS Batteries                             | 800    |               |
|  |      | 2 PCs with Monitors                       | 2,550  |               |
|  |      | Security                                  | 2,500  |               |
|  |      | Furniture                                 | 2,250  |               |
|  |      | Fire Software                             | 5,000  |               |
|  |      | SAN (Server) 2 Year Maintenance Extension | 6,000  |               |
|  |      | Dispatch Radio Consoles                   | 9,000  |               |
| Sub-total of Machinery & Equipment         |      |   |        | <b>29,500</b> |
| <b>TOTAL CAPITAL OUTLAY</b>                |      |   |        | <b>94,500</b> |

**EMERGENCY COMMUNICATIONS (132 3400)**

**Contingent Expenditures (910)**

|     |      |                                      |        |               |
|-----|------|--------------------------------------|--------|---------------|
| 910 | 8020 | Contingent Expenditures              | 60,000 |               |
|     |      | Sub-total of Contingent Expenditures |        | <b>60,000</b> |

**Ending Fund Balance (950)**

|     |      |                                    |         |                |
|-----|------|------------------------------------|---------|----------------|
| 950 | 8520 | Unappropriated Ending Fund Balance | 173,290 |                |
|     |      | Sub-total of Ending Fund Balance   |         | <b>173,290</b> |

**TOTAL EMERGENCY COMMUNICATIONS FUND** **1,183,680**

**TOTAL EMERGENCY COMMUNICATIONS - ALL FUNDS** **1,183,680**

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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

Budget for Fiscal Year 7/1/12 - 6/30/13

| <u>Historical Data</u>            |                                   |                                      | Resources and Requirements          | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
|-----------------------------------|-----------------------------------|--------------------------------------|-------------------------------------|----------------------------------|------------------------------------|---------------------------------|
| <u>Actual Data</u><br>FYE 6/30/10 | <u>Actual Data</u><br>FYE 6/30/11 | <u>Adopted Budget</u><br>FYE 6/30/12 |                                     |                                  |                                    |                                 |
| <b>Resources</b>                  |                                   |                                      |                                     |                                  |                                    |                                 |
| 3,958                             | 18,142                            | 26,070                               | Beginning Fund Balance              | 19,500                           | 19,500                             | 19,500                          |
| 45,569                            | 85,887                            | 277,750                              | Intergovernmental Revenue           | 75,000                           | 75,000                             | 75,000                          |
| 32                                | 141                               | 90                                   | Interest Earnings                   | 90                               | 90                                 | 90                              |
| -                                 | -                                 | 26,090                               | Gifts & Bequests                    | -                                | -                                  | -                               |
| 1,883                             | -                                 | -                                    | Miscellaneous                       | -                                | -                                  | -                               |
| <u>51,442</u>                     | <u>104,170</u>                    | <u>330,000</u>                       | <b>Total Resources</b>              | <u>94,590</u>                    | <u>94,590</u>                      | <u>94,590</u>                   |
| <b>Requirements</b>               |                                   |                                      |                                     |                                  |                                    |                                 |
| <b>Materials and Services:</b>    |                                   |                                      |                                     |                                  |                                    |                                 |
| 286                               | -                                 | -                                    | Office Supplies                     | -                                | -                                  | -                               |
| 2,923                             | -                                 | -                                    | Operating Supplies                  | -                                | -                                  | -                               |
| 149                               | -                                 | -                                    | Printing & Binding                  | -                                | -                                  | -                               |
| 29,942                            | 122,603                           | 329,100                              | Projects Funded by Grants           | 90,000                           | 90,000                             | 90,000                          |
| 33,300                            | 122,603                           | 329,100                              | <b>Total Materials and Services</b> | 90,000                           | 90,000                             | 90,000                          |
| -                                 | -                                 | 900                                  | <b>Contingency</b>                  | 4,590                            | 4,590                              | 4,590                           |
| 33,300                            | 122,603                           | 330,000                              | <b>Total Expenditures</b>           | 94,590                           | 94,590                             | 94,590                          |
| 18,142                            | (18,433)                          | -                                    | Ending Fund Balance                 | -                                | -                                  | -                               |
| <u>51,442</u>                     | <u>104,170</u>                    | <u>330,000</u>                       | <b>Total Requirements</b>           | <u>94,590</u>                    | <u>94,590</u>                      | <u>94,590</u>                   |

2012 / 13 Budget Detail Information

COMMUNITY POLICING FUND (136 0000)

| <b>Materials and Services (510 - 650)</b> |      |  |        |  |               |  |
|---|------|--|--------|--|---------------|--|
| 680                                       | 6140 | Grant Funded Projects<br>Federal Earmark | 90,000 |  |               |  |
|   |      | Sub-total of Grant Funded Projects       |        |  | 90,000        |  |
| <b>Contingency (910)</b>                  |      |  |        |  |               |  |
| 910                                       | 8020 | Contingency                              | 4,590  |  |               |  |
|   |      | Sub-total of Contingency                 |        |  | 4,590         |  |
| <b>Ending Fund Balance (950)</b>          |      |  |        |  |               |  |
| 950                                       | 8520 | Unappropriated Ending Fund Balance       | -      |  |               |  |
|   |      | Sub-total of Ending Fund Balance         |        |  | -             |  |
| <b>TOTAL COMMUNITY POLICING FUND</b>      |      |  |        |  | <b>94,590</b> |  |

**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, 2013.

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 7/1/12 - 6/30/13</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 6/30/10</u>     | <u>FYE 6/30/11</u> | <u>FYE 6/30/12</u>    |  | <u>Budget Officer</u> | <u>Budget Committee</u> | <u>Governing Body</u> |
| (6,913)                | (16,137)           | 16,000                | <b>Resources</b>                               |                       |                         |                       |
| 18,345                 | 66,048             | 25,000                | Beginning Fund Balance                         | 206,500               | 206,500                 | 206,500               |
| 99,530                 | -                  | -                     | Gifts & Bequests                               | 200,000               | 200,000                 | 200,000               |
| 46                     | 82                 | -                     | Grants   | -                     | -                       | -                     |
| -                      | 23,000             | -                     | Interest Earnings                              | 600                   | 600                     | 600                   |
| -                      | -                  | -                     | Miscellaneous                                  | -                     | -                       | -                     |
| <u>111,008</u>         | <u>72,993</u>      | <u>41,000</u>         | <b>Total Resources</b>                         | <u>407,100</u>        | <u>407,100</u>          | <u>407,100</u>        |
|                        |                    |                       | <b>Requirements</b>                            |                       |                         |                       |
| 520                    | 747                | -                     | <b>Materials &amp; Services:</b>               |                       |                         |                       |
| 24,207                 | 21,485             | 10,000                | Operating Supplies                             | -                     | -                       | -                     |
|                        |                    |                       | Professional Services                          | 25,000                | 25,000                  | 25,000                |
| 24,727                 | 22,232             | 10,000                | <b>Total Materials &amp; Services</b>          | 25,000                | 25,000                  | 25,000                |
| 102,418                | -                  | 31,000                | <b>Capital Outlay:</b>                         |                       |                         |                       |
| -                      | -                  | -                     | Improvements Other Than Bldgs                  | 382,100               | 382,100                 | 382,100               |
| -                      | -                  | -                     | <b>Contingent Expenditures</b>                 | -                     | -                       | -                     |
| (16,137)               | 50,761             | -                     | Ending Fund Balance                            | -                     | -                       | -                     |
| <u>111,008</u>         | <u>72,993</u>      | <u>41,000</u>         | <b>Total Requirements</b>                      | <u>407,100</u>        | <u>407,100</u>          | <u>407,100</u>        |

**2012 / 13 Budget Detail Information**

**PARKS AND RECREATION FUND (146 0000)**

|   |      |  |
|---|------|--|
| <u>Materials &amp; Services (515 - 620)</u> |      |  |
| 515   | 3310 | Operating Supplies<br>General                          |
|   |      | Sub-total Operating Supplies                           |
|   |      | 0  |
| 620   | 4540 | Professional Services<br>Park Design                   |
|   |      | <u>25,000</u>  |
|   |      | Sub-total Professional Services                        |
|   |      | <u>25,000</u>  |
|   |      | <b>TOTAL MATERIALS &amp; SERVICES</b>                  |
|   |      | <b>25,000</b>  |
| <u>Capital Outlay (730)</u>                 |      |  |
| 730   | 6500 | Improvements Other Than Buildings<br>Park Construction |
|   |      | <u>382,100</u>   |
|   |      | Sub-total of Capital Outlay                            |
|   |      | <u>382,100</u>   |
|   |      | <b>TOTAL PARKS AND RECREATION FUND</b>                 |
|   |      | <b><u>407,100</u></b>                                  |

**FUND: MARITIME MEMORIAL #148**

Basic Objectives

This fund was established by City Council Resolution No. 88-07, adopted on February 16, 1988, in recognition of a strong community desire to construct and maintain a maritime memorial. The resources from this fund come from donations of private citizens, businesses, and organizations to 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 7/1/12 - 6/30/13</u> |                                  |                                    |                                 |
|-----------------------------------|-----------------------------------|--------------------------------------|--|----------------------------------|------------------------------------|---------------------------------|
| <u>Actual Data</u><br>FYE 6/30/10 | <u>Actual Data</u><br>FYE 6/30/11 | <u>Adopted Budget</u><br>FYE 6/30/12 | Resources and Requirements                     | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| <b>Resources</b>                  |                                   |                                      |  |                                  |                                    |                                 |
| 116,094                           | 120,159                           | 80,100                               | Beginning Fund Balance                         | 73,290                           | 73,290                             | 73,290                          |
| 17,272                            | 21,517                            | 15,000                               | Gifts and Bequests                             | 10,000                           | 10,000                             | 10,000                          |
| 798                               | 496                               | 500                                  | Interest Earnings                              | 250                              | 250                                | 250                             |
| <u>134,164</u>                    | <u>142,172</u>                    | <u>95,600</u>                        | <b>Total Resources</b>                         | <u>83,540</u>                    | <u>83,540</u>                      | <u>83,540</u>                   |
| <b>Requirements</b>               |                                   |                                      |  |                                  |                                    |                                 |
| <b>Materials &amp; Services:</b>  |                                   |                                      |  |                                  |                                    |                                 |
| 195                               | -                                 | 100                                  | Office Supplies                                | 100                              | 100                                | 100                             |
| -                                 | -                                 | 5,500                                | Professional Services                          | 5,500                            | 5,500                              | 5,500                           |
| 910                               | 6,901                             | 9,400                                | Repair & Maintenance Services                  | 9,400                            | 9,400                              | 9,400                           |
| <u>1,105</u>                      | <u>6,901</u>                      | <u>15,000</u>                        | <b>Total Materials &amp; Services</b>          | <u>15,000</u>                    | <u>15,000</u>                      | <u>15,000</u>                   |
| <b>Capital Outlay:</b>            |                                   |                                      |  |                                  |                                    |                                 |
| 12,900                            | 66,668                            | 75,000                               | Improvements Other Than Bldgs                  | 60,000                           | 60,000                             | 60,000                          |
| -                                 | -                                 | 5,600                                | Contingent Expenditures                        | 8,540                            | 8,540                              | 8,540                           |
| 14,005                            | 73,569                            | 95,600                               | <b>Total Expenditures</b>                      | <u>83,540</u>                    | <u>83,540</u>                      | <u>83,540</u>                   |
| <u>120,159</u>                    | <u>68,603</u>                     | <u>-</u>                             | Ending Fund Balance                            | <u>-</u>                         | <u>-</u>                           | <u>-</u>                        |
| <u>134,164</u>                    | <u>142,172</u>                    | <u>95,600</u>                        | <b>Total Requirements</b>                      | <u>83,540</u>                    | <u>83,540</u>                      | <u>83,540</u>                   |

Detail Budget Information 2012 / 13

MARITIME MEMORIAL FUND (148 0000)

|   |      |   |               |
|---|------|---|---------------|
| <b>Materials and Services (510 - 660)</b> |      |   |               |
| 510                                       | 3045 | General - Office Supplies                                 | <u>100</u>    |
|   |      | Sub-total of Office Supplies                              | 100           |
| 620                                       | 4540 | Professional Services - General                           | <u>5,500</u>  |
|   |      | Sub-total of Professional Services                        | 5,500         |
| 660                                       | 5825 | General - Repair & Maintenance Services                   | <u>9,400</u>  |
|   |      | Sub-total of Repair & Maintenance Services                | <u>9,400</u>  |
|   |      | <b>TOTAL MATERIALS &amp; SERVICES</b>                     | 15,000        |
| <b>Capital Outlay (730)</b>               |      |   |               |
| 730                                       | 6500 | Improvements Other Than Buildings<br>General Improvements | <u>60,000</u> |
|   |      | Sub-total Improvements Other Than Buildings               | 60,000        |
|   |      | <b>TOTAL CAPITAL OUTLAY</b>                               |               |
| <b>Contingent Expenditures (910)</b>      |      |   |               |
| 910                                       | 8020 | Contingent Expenditures                                   | <u>8,540</u>  |
|   |      | Sub-total Contingent Expenditures                         | 8,540         |
| <b>Ending Fund Balance (950)</b>          |      |   |               |
| 950                                       | 8520 | Unappropriated Ending Fund Balance                        | <u>0</u>      |
|   |      | Sub-total Ending Fund Balance                             | <u>0</u>      |
|   |      | <b>TOTAL MARITIME MEMORIAL FUND</b>                       | <u>83,540</u> |

**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

Budget for Fiscal Year 7/1/12 - 6/30/13

| <u>Historical Data</u>            |                                   |                                      | Resources and Requirements          | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
|-----------------------------------|-----------------------------------|--------------------------------------|-------------------------------------|----------------------------------|------------------------------------|---------------------------------|
| <u>Actual Data</u><br>FYE 6/30/10 | <u>Actual Data</u><br>FYE 6/30/11 | <u>Adopted Budget</u><br>FYE 6/30/12 |                                     |                                  |                                    |                                 |
|                                   |                                   |                                      | <b>Resources</b>                    |                                  |                                    |                                 |
| (34,610)                          | (38,921)                          | 3,000                                | Beginning Fund Balance              |                                  |                                    |                                 |
| 360,542                           | 340,772                           | -                                    | Charges for Services                |                                  |                                    |                                 |
|                                   |                                   | 345,000                              | Pool Admissions                     | -                                | -                                  | -                               |
|                                   |                                   | 65,840                               | Classes                             | -                                | -                                  | -                               |
| 73,355                            | 45,055                            | 60,000                               | Sale of Concessions & Goods         | -                                | -                                  | -                               |
| 66,977                            | 60,114                            | 75,000                               | Rents                               | -                                | -                                  | -                               |
| 1,605                             | -                                 | 500                                  | Interest on Investments             | -                                | -                                  | -                               |
|                                   | 5,610                             | 1,500                                | Gifts & Bequests                    | -                                | -                                  | -                               |
|                                   |                                   |                                      | Transfer From Other Funds           |                                  |                                    |                                 |
| 95,000                            | 78,900                            | -                                    | General Fund                        | -                                | -                                  | -                               |
|                                   |                                   |                                      | Interfund Loan                      | -                                | -                                  | -                               |
|                                   |                                   |                                      | Capital Improvement Fund            | -                                | -                                  | -                               |
|                                   | 26,918                            |                                      | Miscellaneous                       | -                                | -                                  | -                               |
| <u>562,869</u>                    | <u>518,448</u>                    | <u>550,840</u>                       | <b>Total Resources</b>              | <u>-</u>                         | <u>-</u>                           | <u>-</u>                        |
|                                   |                                   |                                      | <b>Requirements</b>                 |                                  |                                    |                                 |
|                                   |                                   |                                      | <b>Personal Services:</b>           |                                  |                                    |                                 |
| 37,312                            | 55,012                            | 57,810                               | Regular Salaries                    | -                                | -                                  | -                               |
| 162,586                           | 167,005                           | 160,000                              | Extra Help                          | -                                | -                                  | -                               |
| 16,046                            | 17,055                            | 16,670                               | FICA Taxes                          | -                                | -                                  | -                               |
| 5,080                             | 5,984                             | 6,240                                | Insurance                           | -                                | -                                  | -                               |
| 12,922                            | 16,776                            | 12,500                               | Retirement Contributions            | -                                | -                                  | -                               |
| 2,958                             | 1,461                             | 3,170                                | Workers' Compensation               | -                                | -                                  | -                               |
| <u>236,904</u>                    | <u>263,293</u>                    | <u>256,390</u>                       | <b>Total Personal Services</b>      | <u>-</u>                         | <u>-</u>                           | <u>-</u>                        |
|                                   |                                   |                                      | <b>Materials and Services:</b>      |                                  |                                    |                                 |
| 20,744                            | 14,533                            | 17,000                               | Concession Supplies                 | -                                | -                                  | -                               |
| 15,329                            | 13,303                            | 10,000                               | Retail Supplies                     | -                                | -                                  | -                               |
| 1,834                             | 298                               | 1,000                                | Office Supplies                     | -                                | -                                  | -                               |
| 47,889                            | 46,289                            | 34,000                               | Operating Supplies                  | -                                | -                                  | -                               |
| 16,020                            | 2,654                             | 9,500                                | Repair & Maintenance Supplies       | -                                | -                                  | -                               |
| 100                               | -                                 | 500                                  | Small Tools & Minor Equipment       | -                                | -                                  | -                               |
| 3,942                             | 6,950                             | 11,000                               | Training                            | -                                | -                                  | -                               |
| 2,719                             | 363                               | 1,500                                | Conferences, Meetings & Travel      | -                                | -                                  | -                               |
| 22,196                            | 1,343                             | 2,000                                | Professional Services               | -                                | -                                  | -                               |
| 389                               | 1,837                             | 550                                  | Memberships & Dues                  | -                                | -                                  | -                               |
|                                   | 710                               | 1,200                                | Communications                      | -                                | -                                  | -                               |
| 5,769                             | -                                 | 500                                  | Advertising                         | -                                | -                                  | -                               |
| 12,351                            | 2,729                             | 5,000                                | Printing & Binding                  | -                                | -                                  | -                               |
| 139,766                           | 135,757                           | 136,200                              | Public Utility Services             | -                                | -                                  | -                               |
| 33,808                            | 33,590                            | 25,000                               | Repair & Maintenance Services       | -                                | -                                  | -                               |
| 562                               | 1,370                             | 5,000                                | Rentals                             | -                                | -                                  | -                               |
| 2,747                             | 1,502                             | 3,000                                | Fee and Charge Program              | -                                | -                                  | -                               |
| 3,712                             | 2,731                             | 3,500                                | Miscellaneous                       | -                                | -                                  | -                               |
| <u>329,877</u>                    | <u>265,959</u>                    | <u>266,450</u>                       | <b>Total Materials and Services</b> | <u>-</u>                         | <u>-</u>                           | <u>-</u>                        |
|                                   |                                   |                                      | <b>Capital Outlay:</b>              |                                  |                                    |                                 |
| <u>35,009</u>                     | <u>11,529</u>                     | <u>25,000</u>                        | Machinery & Equipment               | -                                | -                                  | -                               |
| <u>35,009</u>                     | <u>11,529</u>                     | <u>25,000</u>                        | <b>Total Capital Outlay</b>         | <u>-</u>                         | <u>-</u>                           | <u>-</u>                        |
|                                   |                                   | 3,000                                | <b>Contingency</b>                  | -                                | -                                  | -                               |
| 601,790                           | 540,781                           | 550,840                              | <b>Total Expenditures</b>           | <u>-</u>                         | <u>-</u>                           | <u>-</u>                        |
| <u>(38,921)</u>                   | <u>(22,333)</u>                   | <u>-</u>                             | Ending Fund Balance                 | <u>-</u>                         | <u>-</u>                           | <u>-</u>                        |
| <u>562,869</u>                    | <u>518,448</u>                    | <u>550,840</u>                       | <b>Total Requirements</b>           | <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.

All employees of these departments are under the supervision of the Parks Director.



City of Astoria, Oregon  
Budget Document

PARKS OPERATION FUND #158

| <u>Historical Data</u> |                    |                       | <u>Budget for Fiscal Year 7/1/12 - 6/30/13</u> |                       |                         |                       |
|------------------------|--------------------|-----------------------|--|-----------------------|-------------------------|-----------------------|
| <u>Actual Data</u>     | <u>Actual Data</u> | <u>Adopted Budget</u> |  | <u>Proposed by</u>    | <u>Approved by</u>      | <u>Adopted by</u>     |
| FYE 6/30/10            | FYE 6/30/11        | FYE 6/30/12           | <u>Resources and Requirements</u>              | <u>Budget Officer</u> | <u>Budget Committee</u> | <u>Governing Body</u> |
|                        |                    |                       | <b><u>Resources</u></b>                        |                       |                         |                       |
|                        |                    |                       | Beginning Fund Balance                         | -                     | -                       | -                     |
|                        |                    |                       | Charges for Services                           |                       |                         |                       |
|                        |                    |                       | Aquatic Fees                                   | 458,200               | 458,200                 | 458,200               |
|                        |                    |                       | Recreation Fees                                | 560,000               | 560,000                 | 560,000               |
|                        |                    |                       | Maintenance Fees                               | 91,000                | 91,000                  | 91,000                |
|                        |                    |                       | Interest Earnings                              | -                     | -                       | -                     |
|                        |                    |                       | Transfers from Other Funds:                    |                       |                         |                       |
|                        |                    |                       | General Fund                                   | 697,400               | 697,400                 | 697,400               |
| -                      | -                  | -                     | <b>Total Resources</b>                         | <b>1,806,600</b>      | <b>1,806,600</b>        | <b>1,806,600</b>      |
|                        |                    |                       | <b><u>Requirements (by department)</u></b>     |                       |                         |                       |
|                        |                    |                       | Aquatic  | 512,990               | 512,990                 | 512,990               |
|                        |                    |                       | Parks-Recreation / Administration              | 733,190               | 733,190                 | 733,190               |
|                        |                    |                       | Maintenance                                    | 560,420               | 560,420                 | 560,420               |
|                        |                    |                       | Contingency                                    | -                     | -                       | -                     |
| -                      | -                  | -                     | <b>Total Expenditures</b>                      | <b>1,806,600</b>      | <b>1,806,600</b>        | <b>1,806,600</b>      |
| -                      | -                  | -                     | Ending Fund Balance                            | -                     | -                       | -                     |
| -                      | -                  | -                     | <b>Total Requirements</b>                      | <b>1,806,600</b>      | <b>1,806,600</b>        | <b>1,806,600</b>      |

This is a new fund (#158) for FY 2012-13 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

| <u>Historical Data</u> |             |                       | <u>Budget for Fiscal Year 7/1/12 - 6/30/13</u> |                  |                  |                  |
|------------------------|-------------|-----------------------|--|------------------|------------------|------------------|
| <u>Actual Data</u>     |             | <u>Adopted Budget</u> | Resources and Requirements                     | Proposed by      | Approved by      | Adopted by       |
| FYE 6/30/10            | FYE 6/30/11 | FYE 6/30/12           |  | Budget Officer   | Budget Committee | Governing Body   |
|                        |             |                       | Personnel Services:                            |                  |                  |                  |
|                        |             |                       | Aquatic Facility                               | 232,690          | 232,690          | 232,690          |
|                        |             |                       | Recreation / Administration                    | 437,430          | 437,430          | 437,430          |
|                        |             |                       | Maintenance                                    | <u>362,100</u>   | <u>362,100</u>   | <u>362,100</u>   |
| -                      | -           | -                     | Total Personnel Services                       | 1,032,220        | 1,032,220        | 1,032,220        |
|                        |             |                       | Materials & Services:                          |                  |                  |                  |
|                        |             |                       | Aquatic Facility                               | 265,300          | 265,300          | 265,300          |
|                        |             |                       | Recreation / Administration                    | 285,760          | 285,760          | 285,760          |
|                        |             |                       | Maintenance                                    | <u>162,320</u>   | <u>162,320</u>   | <u>162,320</u>   |
| -                      | -           | -                     | Total Materials & Services                     | 713,380          | 713,380          | 713,380          |
|                        |             |                       | Capital Outlay:                                |                  |                  |                  |
|                        |             |                       | Aquatic Facility                               | 15,000           | 15,000           | 15,000           |
|                        |             |                       | Recreation / Administration                    | 10,000           | 10,000           | 10,000           |
|                        |             |                       | Maintenance                                    | <u>36,000</u>    | <u>36,000</u>    | <u>36,000</u>    |
| -                      | -           | -                     | Total Capital Outlay                           | 61,000           | 61,000           | 61,000           |
| -                      | -           | -                     | Contingency                                    | -                | -                | -                |
| -                      | -           | -                     | Total Expenditures                             | <u>1,806,600</u> | <u>1,806,600</u> | <u>1,806,600</u> |

This is a new fund (#158) for FY 2012-13 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 7/1/12 - 6/30/13</u> |                  |                |
|------------------------|-------------|-----------------------|--|------------------|----------------|
| <u>Actual Data</u>     |             | <u>Adopted Budget</u> | Proposed by                                    | Approved by      | Adopted by     |
| FYE 6/30/10            | FYE 6/30/11 | FYE 6/30/12           | Budget Officer                                 | Budget Committee | Governing Body |
|                        |             |                       | Resources and Requirements                     |                  |                |
|                        |             |                       | <b>Personnel Services:</b>                     |                  |                |
|                        |             |                       | 42,660   | 42,660           | 42,660         |
|                        |             |                       | 160,000  | 160,000          | 160,000        |
|                        |             |                       | 15,500   | 15,500           | 15,500         |
|                        |             |                       | 150  | 150              | 150            |
|                        |             |                       | 11,160   | 11,160           | 11,160         |
|                        |             |                       | <u>3,220</u>                                   | <u>3,220</u>     | <u>3,220</u>   |
| -                      | -           | -                     | <b>Total Personal Services</b>                 | 232,690          | 232,690        |
|                        |             |                       | <b>Materials and Services:</b>                 |                  |                |
|                        |             |                       | 16,000   | 16,000           | 16,000         |
|                        |             |                       | 9,000  | 9,000            | 9,000          |
|                        |             |                       | 2,000  | 2,000            | 2,000          |
|                        |             |                       | 38,000   | 38,000           | 38,000         |
|                        |             |                       | 12,500   | 12,500           | 12,500         |
|                        |             |                       | 9,800  | 9,800            | 9,800          |
|                        |             |                       | 1,500  | 1,500            | 1,500          |
|                        |             |                       | 6,000  | 6,000            | 6,000          |
|                        |             |                       | 1,050  | 1,050            | 1,050          |
|                        |             |                       | 2,050  | 2,050            | 2,050          |
|                        |             |                       | 700  | 700              | 700            |
|                        |             |                       | 10,000   | 10,000           | 10,000         |
|                        |             |                       | 126,200  | 126,200          | 126,200        |
|                        |             |                       | 23,000   | 23,000           | 23,000         |
|                        |             |                       | 4,000  | 4,000            | 4,000          |
|                        |             |                       | 1,000  | 1,000            | 1,000          |
|                        |             |                       | <u>2,500</u>                                   | <u>2,500</u>     | <u>2,500</u>   |
| -                      | -           | -                     | <b>Total Materials and Services</b>            | 265,300          | 265,300        |
|                        |             |                       | <b>Capital Outlay:</b>                         |                  |                |
|                        |             |                       | <u>15,000</u>                                  | <u>15,000</u>    | <u>15,000</u>  |
| -                      | -           | -                     | <b>Total Capital Outlay</b>                    | 15,000           | 15,000         |
| -                      | -           | -                     | <b>Total Requirements</b>                      | <u>512,990</u>   | <u>512,990</u> |

This is a new fund (#158) for FY 2012-13 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-AQUATICS (4100)**

**Personnel Services (410 - 415)**

|     |      |                          |         |
|-----|------|--------------------------|---------|
| 410 | 2020 | Straight Time - Regular  | 42,660  |
| 410 | 2085 | Extra Help               | 160,000 |
| 415 | 2220 | FICA - Social Security   | 15,500  |
| 415 | 2230 | Insurance                | 150     |
| 415 | 2235 | Retirement Contributions | 11,160  |
| 415 | 2240 | Workers' Compensation    | 3,220   |

**TOTAL PERSONNEL SERVICES**

**232,690**

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

|     |      |   |        |               |
|-----|------|---|--------|---------------|
| 510 | 3045 | General Office Supplies                     | 2,000  |               |
|     |      | Sub-total of Office Supplies                |        | <b>2,000</b>  |
| 515 | 3140 | First Aid Supplies                          | 1,000  |               |
| 515 | 3160 | Program Supplies                            | 8,000  |               |
| 515 | 3170 | Concession Stand Supplies                   | 16,000 |               |
| 515 | 3175 | Retail Item Supplies                        | 9,000  |               |
| 515 | 3265 | Custodial Supplies                          | 3,000  |               |
| 515 | 3270 | Chemicals                                   | 18,000 |               |
| 515 | 3310 | General Operating Supplies                  | 8,000  |               |
|     |      | Sub-total of Operating Supplies             |        | <b>63,000</b> |
| 525 | 3520 | Building Materials / Supplies               | 5,000  |               |
| 525 | 3640 | Other Repair and Maintenance Supplies       | 7,500  |               |
|     |      | Sub-total Repair and Maintenance Supplies   |        | <b>12,500</b> |
| 610 | 4085 | Travel Expense - Training                   | 2,500  |               |
| 610 | 4105 | Life Guard Services                         | 5,800  |               |
| 610 | 4115 | Workshops                                   | 1,500  |               |
|     |      | Sub-total of Training                       |        | <b>9,800</b>  |
| 615 | 4240 | Oregon Rec and Park Program                 | 500    |               |
| 615 | 4260 | Conferences / Meeting Expense               | 500    |               |
| 615 | 4265 | Travel - Conferences and Meeting            | 500    |               |
|     |      | Sub-total of Conferences, Meetings & Travel |        | <b>1,500</b>  |

**PARKS OPERATION FUND (158)**

|                                       |      |  |        |                |
|---------------------------------------|------|--|--------|----------------|
| 620                                   | 4432 | Background Checks                          | 2,000  |                |
| 620                                   | 4540 | Professional Services - General            | 4,000  |                |
|                                       |      | Sub-total of Professional Services         |        | <b>6,000</b>   |
| 630                                   | 4750 | LERN Organization                          | 350    |                |
| 630                                   | 4800 | National Recreation & Parks Assn           | 350    |                |
| 630                                   | 4805 | Oregon Recreation & Parks Assn             | 350    |                |
|                                       |      | Sub-total of Memberships & Dues            |        | <b>1,050</b>   |
| 635                                   | 4965 | Charter Cable                              | 700    |                |
| 635                                   | 4975 | Postage                                    | 350    |                |
| 635                                   | 4977 | Web Services                               | 1,000  |                |
|                                       |      | Sub-total of Communications                |        | <b>2,050</b>   |
| 640                                   | 5030 | Advertising - Public Notices               | 700    |                |
|                                       |      | Sub-total of Advertising                   |        | <b>700</b>     |
| 650                                   | 5145 | General - Printing & Binding               | 10,000 |                |
|                                       |      | Sub-total of Printing & Binding            |        | <b>10,000</b>  |
| 655                                   | 5289 | Electricity                                | 45,000 |                |
| 656                                   | 5479 | Natural Gas                                | 80,000 |                |
| 657                                   | 5517 | Sanitation                                 | 1,200  |                |
|                                       |      | Sub-total of Public Utility Services       |        | <b>126,200</b> |
| 660                                   | 5825 | General Repair & Maintenance Services      | 23,000 |                |
|                                       |      | Sub-total of Repair & Maintenance Services |        | <b>23,000</b>  |
| 665                                   | 5865 | Equipment                                  | 4,000  |                |
|                                       |      | Sub-total of Rentals                       |        | <b>4,000</b>   |
| 670                                   | 5895 | Fees and Charges                           | 1,000  |                |
|                                       |      | Sub-total of Fees and Charges              |        | <b>1,000</b>   |
| 675                                   | 6005 | Licenses and Permits                       | 1,500  |                |
| 675                                   | 6035 | General - Miscellaneous                    | 1,000  |                |
|                                       |      | Sub-total of Miscellaneous                 |        | <b>2,500</b>   |
| <b>TOTAL MATERIALS &amp; SERVICES</b> |      |  |        | <b>265,300</b> |

**PARKS OPERATION FUND (158)**

**Capital Outlay (720 - 740)**

|     |      |   |        |               |
|-----|------|---|--------|---------------|
| 740 | 6650 | Machinery & Equipment<br>Fitness and Pool Equipment | 15,000 |               |
|     |      | Sub-total of Machinery & Equipment                  |        | <b>15,000</b> |

**TOTAL CAPITAL OUTLAY** **15,000**

**TOTAL PARKS OPERATION-AQUATICS** **512,990**



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

This is a new fund (#158) for FY 2012-13 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  | 88,870  |
| 410 | 2045 | Overtime                 | 1,500   |
| 415 | 2085 | Extra Help               | 275,000 |
| 415 | 2220 | FICA -Social Security    | 27,950  |
| 415 | 2230 | Insurance                | 24,150  |
| 415 | 2235 | Retirement Contributions | 16,140  |
| 415 | 2240 | Workers' Compensation    | 3,820   |

|                                 |                |
|---------------------------------|----------------|
| <b>TOTAL PERSONNEL SERVICES</b> | <b>437,430</b> |
|---------------------------------|----------------|

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

|     |      |   |               |
|-----|------|---|---------------|
| 510 | 3030 | Paper   | 400           |
| 510 | 3040 | Printer Cartridges and Supplies                       | 1,000         |
| 510 | 3045 | General Office Supplies                               | 7,000         |
|     |      | <b>Sub-total of Office Supplies</b>                   | <b>8,400</b>  |
| 515 | 3125 | Clothing / Uniforms / Boots / Gloves                  | 1,000         |
| 515 | 3130 | Photography Supplies                                  | 400           |
| 515 | 3135 | Food and Local Meetings                               | 750           |
| 515 | 3140 | First Aid Supplies                                    | 700           |
| 515 | 3150 | Awards  | 1,000         |
| 515 | 3155 | Sports Equipment                                      | 4,000         |
| 515 | 3160 | Program Supplies                                      | 30,000        |
| 515 | 3165 | Volunteer Program - General                           | 400           |
|     |      | <b>Sub-total of Operating Supplies</b>                | <b>38,250</b> |
| 525 | 3520 | Building Materials / Supplies                         | 2,000         |
| 525 | 3640 | Other Repair & Maintenance Supplies                   | 1,000         |
|     |      | <b>Sub-total Repair &amp; Maintenance Supplies</b>    | <b>3,000</b>  |
| 530 | 3720 | Small Tools   | 200           |
|     |      | <b>Sub-total of Small Tools &amp; Minor Equipment</b> | <b>200</b>    |
| 610 | 4085 | Travel Expenses - Training                            | 1,500         |
| 610 | 4115 | Workshops   | 2,000         |
|     |      | <b>Sub-total of Training</b>                          | <b>3,500</b>  |

**PARKS OPERATION FUND (158)**

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

|                                       |      |   |         |                |
|---------------------------------------|------|---|---------|----------------|
| 615                                   | 4240 | Oregon Recreation & Park Program            | 600     |                |
| 615                                   | 4260 | Conference / Meeting Expense                | 4,000   |                |
| 615                                   | 4265 | Travel - Conferences and Meetings           | 1,500   |                |
|                                       |      | Sub-total of Conferences, Meetings & Travel |         | <b>6,100</b>   |
| 620                                   | 4432 | Background Checks                           | 3,000   |                |
| 620                                   | 4435 | Sports Officials                            | 2,000   |                |
| 620                                   | 4540 | Professional Services - Consulting          | 156,000 |                |
|                                       |      | Sub-total of Professional Services          |         | <b>161,000</b> |
| 630                                   | 4750 | LERN  | 350     |                |
| 630                                   | 4800 | National Recreation & Park Assn             | 360     |                |
| 630                                   | 4805 | Oregon Recreation & Park Assn               | 400     |                |
|                                       |      | Sub-total of Memberships & Dues             |         | <b>1,110</b>   |
| 635                                   | 4975 | Postage                                     | 1,000   |                |
|                                       |      | Sub-total of Communications                 |         | <b>1,000</b>   |
| 640                                   | 5030 | Advertising - Public Notices                | 500     |                |
| 640                                   | 5035 | Advertising - Recreation Promotion          | 1,700   |                |
|                                       |      | Sub-total of Advertising                    |         | <b>2,200</b>   |
| 650                                   | 5135 | Commercial Printing                         | 9,000   |                |
| 650                                   | 5145 | General - Printing & Binding                | 6,000   |                |
|                                       |      | Sub-total of Printing & Binding             |         | <b>15,000</b>  |
| 660                                   | 5620 | Office Machines                             | 5,000   |                |
| 660                                   | 5725 | Equipment other than Vehicles               | 8,000   |                |
| 660                                   | 5730 | Sports Equipment                            | 3,000   |                |
|                                       |      | Sub-total of Repair & Maintenance Services  |         | <b>16,000</b>  |
| 665                                   | 5865 | Equipment                                   | 8,000   |                |
|                                       |      | Sub-total of Rentals                        |         | <b>8,000</b>   |
| 670                                   | 5890 | Parks & Recreation Fee & Charge Programs    | 21,000  |                |
|                                       |      | Sub-total of Fee & Charge Programs          |         | <b>21,000</b>  |
| 685                                   | 6205 | Computer Software                           | 1,000   |                |
|                                       |      | Sub-total of Technology Services            |         | <b>1,000</b>   |
| <b>TOTAL MATERIALS &amp; SERVICES</b> |      |   |         | <b>285,760</b> |

**PARKS OPERATION FUND (158)**

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

**Capital Outlay (740)**

|     |      |  |        |               |
|-----|------|--|--------|---------------|
| 740 | 6650 | Machinery & Equipment<br>Indoor Recreation Equipment | 10,000 |               |
|     |      | Sub-total of Machinery & Equipment                   |        | <b>10,000</b> |

**TOTAL CAPITAL OUTLAY 10,000**

**TOTAL PARKS OPERATION - RECREATION / ADMINISTRATION 733,190**

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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**

| <u>Historical Data</u>     |             |                               | <u>Budget for Fiscal Year 7/1/12 - 6/30/13</u> |                                  |                                    |                                 |
|----------------------------|-------------|-------------------------------|--|----------------------------------|------------------------------------|---------------------------------|
| Actual Data<br>FYE 6/30/10 | FYE 6/30/11 | Adopted Budget<br>FYE 6/30/12 | Resources and Requirements                     | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
|                            |             |                               | <b>Personnel Services:</b>                     |                                  |                                    |                                 |
|                            |             |                               | Regular Salaries                               | 190,540                          | 190,540                            | 190,540                         |
|                            |             |                               | Overtime                                       | 700                              | 700                                | 700                             |
|                            |             |                               | Extra Help                                     | 48,000                           | 48,000                             | 48,000                          |
|                            |             |                               | Interfund Wages                                | 6,620                            | 6,620                              | 6,620                           |
|                            |             |                               | FICA Taxes                                     | 18,810                           | 18,810                             | 18,810                          |
|                            |             |                               | Insurance                                      | 54,880                           | 54,880                             | 54,880                          |
|                            |             |                               | Retirement Contributions                       | 33,830                           | 33,830                             | 33,830                          |
|                            |             |                               | Workers' Compensation                          | 8,720                            | 8,720                              | 8,720                           |
| -                          | -           | -                             | <b>Total Personnel Services</b>                | <b>362,100</b>                   | <b>362,100</b>                     | <b>362,100</b>                  |
|                            |             |                               | <b>Materials and Services:</b>                 |                                  |                                    |                                 |
|                            |             |                               | Office Supplies                                | 1,350                            | 1,350                              | 1,350                           |
|                            |             |                               | Operating Supplies                             | 62,920                           | 62,920                             | 62,920                          |
|                            |             |                               | Repair & Maintenance Supplies                  | 35,000                           | 35,000                             | 35,000                          |
|                            |             |                               | Small Tools & Minor Equipment                  | 6,500                            | 6,500                              | 6,500                           |
|                            |             |                               | City Shop Expenses                             | 2,000                            | 2,000                              | 2,000                           |
|                            |             |                               | Training                                       | 2,500                            | 2,500                              | 2,500                           |
|                            |             |                               | Conferences, Meetings & Travel                 | -                                | -                                  | -                               |
|                            |             |                               | Professional Services                          | 500                              | 500                                | 500                             |
|                            |             |                               | Membership & Dues                              | 1,150                            | 1,150                              | 1,150                           |
|                            |             |                               | Communications                                 | 100                              | 100                                | 100                             |
|                            |             |                               | Printing and Binding                           | 500                              | 500                                | 500                             |
|                            |             |                               | Public Utility Services                        | 25,700                           | 25,700                             | 25,700                          |
|                            |             |                               | Repair & Maintenance Services                  | 17,500                           | 17,500                             | 17,500                          |
|                            |             |                               | Rentals  | 3,000                            | 3,000                              | 3,000                           |
|                            |             |                               | Miscellaneous                                  | 2,500                            | 2,500                              | 2,500                           |
|                            |             |                               | Technology Services                            | 1,100                            | 1,100                              | 1,100                           |
| -                          | -           | -                             | <b>Total Materials and Services</b>            | <b>162,320</b>                   | <b>162,320</b>                     | <b>162,320</b>                  |
|                            |             |                               | <b>Capital Outlay:</b>                         |                                  |                                    |                                 |
|                            |             |                               | Buildings                                      | 10,000                           | 10,000                             | 10,000                          |
|                            |             |                               | Improvements Other Than Buildings              | 18,000                           | 18,000                             | 18,000                          |
|                            |             |                               | Machinery & Equipment                          | 8,000                            | 8,000                              | 8,000                           |
| -                          | -           | -                             | <b>Total Capital Outlay</b>                    | <b>36,000</b>                    | <b>36,000</b>                      | <b>36,000</b>                   |
| -                          | -           | -                             | <b>Total Expenditures</b>                      | <b>560,420</b>                   | <b>560,420</b>                     | <b>560,420</b>                  |

This is a new fund (#158) for FY 2012-13 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-MAINTENANCE (4300)**

Personnel Services (410 - 415)

|     |      |                          |         |
|-----|------|--------------------------|---------|
| 410 | 2020 | Straight Time - Regular  | 190,540 |
| 410 | 2045 | Overtime                 | 700     |
| 415 | 2085 | Extra Help               | 48,000  |
| 415 | 2095 | Interfund Wages          | 6,620   |
| 415 | 2220 | FICA -Social Security    | 18,810  |
| 415 | 2230 | Insurance                | 54,880  |
| 415 | 2235 | Retirement Contributions | 33,830  |
| 415 | 2240 | Workers' Compensation    | 8,720   |

**TOTAL PERSONNEL SERVICES** **362,100**

Materials and Services (510 - 685)

|     |      |   |               |
|-----|------|---|---------------|
| 510 | 3025 | Stationery Envelopes                    | 50            |
| 510 | 3030 | Paper                                   | 100           |
| 510 | 3045 | General Office Supplies                 | 1,200         |
|     |      | Sub-total of Office Supplies            | <b>1,350</b>  |
| 515 | 3118 | Cemetery Liners                         | 10,000        |
| 515 | 3120 | Books / Periodicals                     | 50            |
| 515 | 3125 | Clothing / Uniforms / Boots / Gloves    | 250           |
| 515 | 3140 | First Aid Supplies                      | 100           |
| 515 | 3155 | Sports Equipment                        | 3,000         |
| 515 | 3180 | Fuel, Oil & Lubricants                  | 8,000         |
| 515 | 3235 | Seed / Top Dressing Fields              | 2,500         |
| 515 | 3240 | Trees / Shrubs / Flowers                | 5,000         |
| 515 | 3245 | Fertilizers / Pesticides                | 2,000         |
| 515 | 3250 | Bark Mulch / Top Soil / Sawdust         | 9,000         |
| 515 | 3255 | Gypsum and Field Line Paint             | 2,000         |
| 515 | 3260 | Playground Chips                        | 10,000        |
| 515 | 3265 | Custodial Supplies                      | 2,000         |
| 515 | 3290 | Heating Oil - Cemetery                  | 2,100         |
| 515 | 3295 | Heating Oil - Shively Hall              | 2,400         |
| 515 | 3300 | Heating Oil - Parks Shops               | 2,800         |
| 515 | 3305 | Heating Oil - Column Residence          | 720           |
| 515 | 3310 | General Operating Supplies              | 1,000         |
|     |      | Sub-total of Operating Supplies         | <b>62,920</b> |
| 525 | 3520 | Building Materials / Supplies           | 2,000         |
| 525 | 3525 | Motor Vehicle Repair Parts              | 1,000         |
| 525 | 3530 | Tires                                   | 500           |
| 525 | 3540 | Paint & Paint Supplies                  | 5,000         |
| 525 | 3545 | Plumbing Supplies                       | 1,500         |
| 525 | 3550 | Electrical Supplies                     | 3,000         |
| 525 | 3560 | Trails Maintenance                      | 3,000         |
| 525 | 3565 | Vandalism Repair                        | 4,000         |
| 525 | 3580 | Signs                                   | 3,000         |
| 525 | 3620 | Heating System Maintenance              | 1,000         |
| 525 | 3625 | Plumbing & Irrigation Supplies          | 5,000         |
| 525 | 3630 | Water and Sewer Repair                  | 1,000         |
| 525 | 3640 | Other Repair & Maintenance Supplies     | 5,000         |
|     |      | Sub-total Repair & Maintenance Supplies | <b>35,000</b> |

**PARKS OPERATION FUND (158)**

**PARKS OPERATION-MAINTENANCE (4300)**

|     |      |  |       |               |
|-----|------|--|-------|---------------|
| 530 | 3720 | Small Tools                                    | 5,500 |               |
| 530 | 3725 | Irrigation Equipment                           | 1,000 |               |
|     |      | Sub-total of Small Tools & Minor Equipment     |       | <b>6,500</b>  |
| 545 | 3830 | General Repair Supplies - City Shops           | 2,000 |               |
|     |      | Sub-total of City Shop Expenses                |       | <b>2,000</b>  |
| 610 | 4085 | Travel Expenses - Training                     | 1,000 |               |
| 610 | 4090 | Registration                                   | 1,500 |               |
|     |      | Sub-total of Training                          |       | <b>2,500</b>  |
| 620 | 4432 | Background Checks                              | 500   |               |
|     |      | Sub-total of Professional Services             |       | <b>500</b>    |
| 630 | 4880 | Oregon Cemetery Association                    | 250   |               |
| 630 | 4885 | State Cemetery Board                           | 900   |               |
|     |      | Sub-total of Memberships & Dues                |       | <b>1,150</b>  |
| 635 | 4975 | Postage  | 100   |               |
|     |      | Sub-total of Communications                    |       | <b>100</b>    |
| 650 | 5145 | General Printing & Binding                     | 500   |               |
|     |      | Sub-total of Printing & Binding                |       | <b>500</b>    |
| 655 | 5223 | Electricity - Tennis Courts                    | 1,200 |               |
| 655 | 5226 | Electricity - Columbia Field                   | 500   |               |
| 655 | 5229 | Electricity - 1300 Klaskanine (Evergreen Park) | 2,300 |               |
| 655 | 5232 | Electricity - Astoria Column                   | 3,500 |               |
| 655 | 5238 | Electricity - Custom House                     | 600   |               |
| 655 | 5241 | Electricity - Fort Astoria                     | 600   |               |
| 655 | 5244 | Electricity - Alderbrook Hall                  | 1,000 |               |
| 655 | 5247 | Electricity - Portal Park                      | 700   |               |
| 655 | 5253 | Electricity - 2nd Street Bridge                | 300   |               |
| 655 | 5262 | Electricity - Shively Hall                     | 1,500 |               |
| 655 | 5265 | Electricity - Tapiola Ball Field Lights        | 3,300 |               |
| 655 | 5271 | Electricity - Tapiola Restroom                 | 2,000 |               |
| 655 | 5274 | Electricity - Tapiola Baseball Lights          | 1,000 |               |
| 655 | 5277 | Electricity - Doughboy Monument                | 500   |               |
| 655 | 5292 | Electricity - Cemetery                         | 1,200 |               |
| 656 | 5461 | Natural Gas - Alderbrook Hall                  | 1,500 |               |
| 657 | 5535 | Sanitation - Transfer Station Fees             | 4,000 |               |
|     |      | Sub-total of Public Utility Services           |       | <b>25,700</b> |

**PARKS OPERATION FUND (158)**

**PARKS OPERATION-MAINTENANCE (4300)**

|  |      |   |        |                |
|--|------|---|--------|----------------|
| 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                                      | 5825 | General - Repair & Maintenance Services       | 10,000 |                |
|  |      | Sub-total of Repair & Maintenance Services    |        | <b>17,500</b>  |
| 665                                      | 5865 | Equipment                                     | 1,000  |                |
| 665                                      | 5870 | Chemical Toilets                              | 2,000  |                |
|  |      | Sub-total of Rentals                          |        | <b>3,000</b>   |
| 675                                      | 6005 | Licenses & Permits                            | 2,000  |                |
| 675                                      | 6060 | Random Drug Screens                           | 500    |                |
|  |      | Sub-total of Miscellaneous                    |        | <b>2,500</b>   |
| 685                                      | 6205 | Computer Software                             | 1,100  |                |
|  |      | Sub-total of Technology Services              |        | <b>1,100</b>   |
| <b>TOTAL MATERIALS &amp; SERVICES</b>    |      |   |        | <b>162,320</b> |
|  |      | Capital Outlay (720 - 740)                    |        |                |
| 720                                      | 6400 | Buildings                                     |        |                |
|  |      | Floor Cleaning Machine                        | 5,000  |                |
|  |      | Trailer                                       | 5,000  |                |
|  |      | Sub-total of Buildings                        |        | <b>10,000</b>  |
| 730                                      | 6500 | Improvements Other than Buildings             |        |                |
|  |      | Rip Rap                                       | 3,000  |                |
|  |      | Playground Timbers                            | 10,000 |                |
|  |      | Benches and Tables                            | 5,000  |                |
|  |      | Sub-total of Improvements Otherthan Buildings |        | <b>18,000</b>  |
| 740                                      | 6650 | Machinery & Equipment                         |        |                |
|  |      | Shelter                                       | 8,000  |                |
|  |      | Sub-total of Machinery & Equipment            |        | <b>8,000</b>   |
| <b>TOTAL CAPITAL OUTLAY</b>              |      |   |        | <b>36,000</b>  |
| <b>TOTAL PARKS OPERATION-MAINTENANCE</b> |      |   |        | <b>560,420</b> |

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**FUND:       ASTORIA ROAD DISTRICT #170**

Basic Objectives

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

Significant Budget 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 2012-2013 are estimated at \$200,000 from local fuel taxes. Estimates of \$591,000 have been appropriated for FY 2012-2013 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**

| <u>Historical Data</u>          |                |                       | <u>Budget for Fiscal Year 7/1/12 - 6/30/13</u> |                |                  |                |
|---------------------------------|----------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u>              |                | <u>Adopted Budget</u> | Resources and Requirements                     | Proposed by    | Approved by      | Adopted by     |
| FYE 6/30/10                     | FYE 6/30/11    | FYE 6/30/12           |  | Budget Officer | Budget Committee | Governing Body |
| <b><u>Resources</u></b>         |                |                       |  |                |                  |                |
| 462,378                         | 267,955        | 375,000               | Beginning Fund Balance                         | 343,900        | 343,900          | 343,900        |
| 4,522                           | 2,935          | 3,500                 | Delinquent Ad Valorem Taxes                    | 1,500          | 1,500            | 1,500          |
| 223,336                         | 204,634        | 200,000               | Local Gas Tax                                  | 200,000        | 200,000          | 200,000        |
|                                 |                |                       | Transfer from State Tax Street Fund            | 53,000         | 53,000           | 53,000         |
| <u>1,885</u>                    | <u>1,501</u>   | <u>2,500</u>          | Interest on Investments                        | <u>850</u>     | <u>850</u>       | <u>850</u>     |
| 692,121                         | 477,025        | 581,000               | Sub-Total Resources                            | 599,250        | 599,250          | 599,250        |
| <u>692,121</u>                  | <u>477,025</u> | <u>581,000</u>        | <b>Total Resources</b>                         | <u>599,250</u> | <u>599,250</u>   | <u>599,250</u> |
| <b><u>Requirements</u></b>      |                |                       |  |                |                  |                |
| <b>Materials &amp; Services</b> |                |                       |  |                |                  |                |
| 5,000                           | -              | 5,000                 | Repair & Maintenance Supplies                  | 5,000          | 5,000            | 5,000          |
| <b>Capital Outlay</b>           |                |                       |  |                |                  |                |
| <u>419,166</u>                  | <u>71,137</u>  | <u>576,000</u>        | Improvements Other Than Buildings              | <u>591,000</u> | <u>591,000</u>   | <u>591,000</u> |
| 424,166                         | 71,137         | 581,000               | <b>Total Expenditures</b>                      | 596,000        | 596,000          | 596,000        |
| -                               | -              | -                     | <b>Contingent Expenditures</b>                 | 3,250          | 3,250            | 3,250          |
| <u>267,955</u>                  | <u>405,888</u> | <u>-</u>              | Ending Fund Balance                            | <u>-</u>       | <u>-</u>         | <u>-</u>       |
| <u>692,121</u>                  | <u>477,025</u> | <u>581,000</u>        | <b>Total Requirements</b>                      | <u>599,250</u> | <u>599,250</u>   | <u>599,250</u> |

**2012 / 13 Detail Budget Information**

**ASTORIA ROAD DISTRICT FUND (170 0000)**

|  |      |  |                |
|--|------|--|----------------|
| <b><u>Materials and Services (515 - 660)</u></b> |      |  |                |
| 515  | 3310 | General Operating Supplies                   | <u>5,000</u>   |
|  |      | Sub-total General Operating Supplies         | 5,000          |
| <b><u>Capital Outlay (730)</u></b>               |      |  |                |
| 730  | 6500 | Improvements Other Than Buildings<br>General | <u>591,000</u> |
|  |      | Sub-total Improvements Other than Buildings  | 591,000        |
| <b><u>Contingent Expenditures (910)</u></b>      |      |  |                |
| 910  | 8020 | Contingency                                  | <u>3,250</u>   |
|  |      | Sub-total Contingency                        | 3,250          |
| <b><u>Ending Fund Balance (950)</u></b>          |      |  |                |
| 950  | 8520 | Ending Unencumbered Fund Balance             | <u>-</u>       |
|  |      | Sub-total Ending Fund Balance                | -              |
| <b>TOTAL ASTORIA ROAD DISTRICT FUND</b>          |      |  | <u>599,250</u> |

**FUND: STATE TAX STREET #172**

Basic Objectives

This fund accounts for monies received from a 99% portion of the City's state gasoline tax allocation. Use of the gas tax is restricted to the maintenance of streets, streetlights and sidewalks. Resources are transferred to the Street Department of the Public Works Fund for expenditures incurred by the Street Department.

Staffing

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



City of Astoria, Oregon  
Budget Document

STATE TAX STREET FUND #172

| <u>Historical Data</u>          |                    |                       | <u>Budget for Fiscal Year 7/1/12 - 6/30/13</u> |   |   |  |
|---------------------------------|--------------------|-----------------------|--|---|---|--|
| <u>Actual Data</u>              |                    | <u>Adopted Budget</u> | <u>Resources and Requirements</u>              | <u>Proposed by<br/>Budget<br/>Officer</u> | <u>Approved by<br/>Budget<br/>Committee</u> | <u>Adopted by<br/>Governing<br/>Body</u> |
| <u>FYE 6/30/10</u>              | <u>FYE 6/30/11</u> | <u>FYE 6/30/12</u>    |  |   |   |  |
| <b><u>Resources</u></b>         |                    |                       |  |   |   |  |
| 172                             | 505                | 1,000                 | Beginning Fund Balance                         | 43,690                                    | 43,690                                      | 43,690                                   |
| 416,325                         | 474,761            | 564,500               | Intergovernmental-Gas Tax                      | 546,900                                   | 546,900                                     | 546,900                                  |
| 8                               | 38                 | -                     | Interest on Investments                        | 120                                       | 120   | 120                                      |
| <u>416,505</u>                  | <u>475,304</u>     | <u>565,500</u>        | <b>Total Resources</b>                         | <u>590,710</u>                            | <u>590,710</u>                              | <u>590,710</u>                           |
| <b><u>Requirements</u></b>      |                    |                       |  |   |   |  |
| <b>Transfer To Other Funds:</b> |                    |                       |  |   |   |  |
| 416,000                         | 450,000            | 502,000               | Public Works Fund                              | 532,240                                   | 532,240                                     | 532,240                                  |
| -                               | -                  | -                     | Astoria Road District Fund                     | 53,000                                    | 53,000                                      | 53,000                                   |
| <u>416,000</u>                  | <u>450,000</u>     | <u>502,000</u>        | <b>Total Transfer to Other Funds</b>           | <u>585,240</u>                            | <u>585,240</u>                              | <u>585,240</u>                           |
| -                               | -                  | 63,500                | Contingent Expenditures                        | 5,470                                     | 5,470                                       | 5,470                                    |
| <u>416,000</u>                  | <u>450,000</u>     | <u>565,500</u>        | <b>Total Expenditures</b>                      | <u>590,710</u>                            | <u>590,710</u>                              | <u>590,710</u>                           |
| 505                             | 25,304             | -                     | Ending Fund Balance                            | -   | -   | -  |
| <u>416,505</u>                  | <u>475,304</u>     | <u>565,500</u>        | <b>Total Requirements</b>                      | <u>590,710</u>                            | <u>590,710</u>                              | <u>590,710</u>                           |

2011 - 12 Budget Detail Information

STATE TAX STREET FUND (172 0000)

|                                       |      |                            |                |
|---------------------------------------|------|----------------------------|----------------|
| <u>Transfers to Other Funds (850)</u> |      |                            |                |
| 850                                   | 7550 | Public Works Fund          | 532,240        |
| 850                                   | 7560 | Astoria Road District Fund | 53,000         |
| Sub-total of Transfers to Other Funds |      |                            | 585,240        |
| <u>Contingency (910)</u>              |      |                            |                |
| 910                                   | 8020 | Contingent Expenditures    | 5,470          |
| Sub-total of Contingency              |      |                            | 5,470          |
| <b>TOTAL STATE TAX STREET FUND</b>    |      |                            | <b>590,710</b> |

**FUND: TRAILS RESERVE #174**

Basic Objectives

The purpose of this fund is to account for the receipt of a 1% portion of the City's state gasoline tax allocation 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

| <u>Historical Data</u>     |               |                       | <u>Budget for Fiscal Year 7/1/12 - 6/30/13</u>          |                                  |                                    |                                 |
|----------------------------|---------------|-----------------------|---|----------------------------------|------------------------------------|---------------------------------|
| <u>Actual Data</u>         |               | <u>Adopted Budget</u> | Resources and Requirements                              | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| FYE 6/30/10                | FYE 6/30/11   | FYE 6/30/12           |   |                                  |                                    |                                 |
| <b><u>Resources</u></b>    |               |                       |   |                                  |                                    |                                 |
| 4,729                      | 8,979         | 12,780                | Beginning Fund Balance                                  | 7,800                            | 7,800                              | 7,800                           |
| 4,205                      | 4,796         | 5,700                 | Intergovernmental-Gas Tax                               | 5,520                            | 5,520                              | 5,520                           |
| 45                         | 44            | 60                    | Interest on Investments                                 | 60                               | 60                                 | 60                              |
| <u>8,979</u>               | <u>13,819</u> | <u>18,540</u>         | <b>Total Resources</b>                                  | <u>13,380</u>                    | <u>13,380</u>                      | <u>13,380</u>                   |
| <b><u>Requirements</u></b> |               |                       |   |                                  |                                    |                                 |
| -                          | 833           | 3,000                 | <b>Materials and Services:</b><br>Professional Services | 3,000                            | 3,000                              | 3,000                           |
| -                          | 2,500         | 15,540                | <b>Capital Outlay:</b><br>Improvements Other Than Bldgs | 10,380                           | 10,380                             | 10,380                          |
| -                          | 3,333         | 18,540                | <b>Total Expenditures</b>                               | 13,380                           | 13,380                             | 13,380                          |
| <u>8,979</u>               | <u>10,486</u> | -                     | Ending Fund Balance                                     | -                                | -                                  | -                               |
| <u>8,979</u>               | <u>13,819</u> | <u>18,540</u>         | <b>Total Requirements</b>                               | <u>13,380</u>                    | <u>13,380</u>                      | <u>13,380</u>                   |

TRAILS RESERVE FUND (174 0000)

|   |      |  |               |
|---|------|--|---------------|
| <b><u>Materials and Services (620)</u></b>  |      |  |               |
| 620   | 4540 | General Professional Services                  | <u>3,000</u>  |
|   |      | Sub-total of Professional Services             | 3,000         |
| <b><u>Capital Outlay (730)</u></b>          |      |  |               |
| 730   | 6500 | Improvements Other Than Buildings              | <u>10,380</u> |
|   |      | Sub-total of Improvements other than Buildings | 10,380        |
| <b><u>Contingent Expenditures (910)</u></b> |      |  |               |
| 910   | 8020 | Contingency                                    | -             |
|   |      | Sub-total of Contingent Expenditures           | -             |
| <b><u>Ending Fund Balance (950)</u></b>     |      |  |               |
| 950   | 8520 | Ending Unencumbered Fund Balance               | -             |
|   |      | Sub-total of Ending Fund Balance               | -             |
| <b>TOTAL TRAILS RESERVE FUND</b>            |      |  | <u>13,380</u> |

**FUND: PUBLIC WORKS IMPROVEMENT #176**

Basic Objectives

This fund was established by Resolution No. 83-17, adopted by the City Council on June 6, 1983. This fund is designated to provide funding to plan, budget for, and accomplish major public works construction and improvement projects. 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**

Budget for Fiscal Year 7/1/12 - 6/30/13

| <u>Historical Data</u>            |                                   |                                      | <u>Resources and Requirements</u>   | <u>Proposed by<br/>Budget<br/>Officer</u> | <u>Approved by<br/>Budget<br/>Committee</u> | <u>Adopted by<br/>Governing<br/>Body</u> |
|-----------------------------------|-----------------------------------|--------------------------------------|-------------------------------------|---|---|--|
| <u>Actual Data</u><br>FYE 6/30/10 | <u>Actual Data</u><br>FYE 6/30/11 | <u>Adopted Budget</u><br>FYE 6/30/12 |                                     |   |   |  |
|                                   |                                   |                                      | <b><u>Resources</u></b>             |   |   |  |
| 940,689                           | 772,261                           | 312,700                              | Beginning Fund Balance              | 528,750                                   | 528,750                                     | 528,750                                  |
| 1,472,569                         | 1,108,087                         | 1,562,500                            | Grant/Loan Proceeds                 | 1,345,000                                 | 1,345,000                                   | 1,345,000                                |
|                                   |                                   |                                      | Charges for Services                |   |   |  |
| 365,181                           | 667,610                           | 667,610                              | Water                               | 567,610                                   | 567,610                                     | 567,610                                  |
| 272,000                           | 486,610                           | 478,510                              | Sewer                               | 478,510                                   | 478,510                                     | 478,510                                  |
| <u>2,590</u>                      | <u>1,333</u>                      | <u>2,500</u>                         | Interest on Investments             | 2,350                                     | 2,350                                       | 2,350                                    |
| <u>3,053,029</u>                  | <u>3,035,901</u>                  | <u>3,023,820</u>                     | <b>Total Resources</b>              | <u>2,922,220</u>                          | <u>2,922,220</u>                            | <u>2,922,220</u>                         |
|                                   |                                   |                                      | <b><u>Requirements</u></b>          |   |   |  |
|                                   |                                   |                                      | <b>Materials and Services:</b>      |   |   |  |
| 30,460                            | 13,848                            | 4,000                                | Professional Services               | 2,500                                     | 2,500                                       | 2,500                                    |
| <u>1,935,024</u>                  | <u>1,846,834</u>                  | <u>2,303,500</u>                     | Repair & Maintenance Services       | 1,995,000                                 | 1,995,000                                   | 1,995,000                                |
| 1,965,484                         | 1,860,682                         | 2,307,500                            | <b>Total Materials and Services</b> | 1,997,500                                 | 1,997,500                                   | 1,997,500                                |
|                                   |                                   |                                      | <b>Capital Outlay:</b>              |   |   |  |
| 6,796                             | 20,286                            | -                                    | Improvements Other Than Bldgs       | 25,000                                    | 25,000                                      | 25,000                                   |
| <u>75,851</u>                     | <u>15,275</u>                     | <u>98,000</u>                        | Machinery & Equipment               | 25,300                                    | 25,300                                      | 25,300                                   |
| 82,647                            | 35,561                            | 98,000                               | <b>Total Capital Outlay</b>         | 50,300                                    | 50,300                                      | 50,300                                   |
|                                   |                                   |                                      | <b>Debt Service:</b>                |   |   |  |
| 123,975                           | 259,943                           | 368,870                              | Principal                           | 317,070                                   | 317,070                                     | 317,070                                  |
| <u>108,662</u>                    | <u>116,592</u>                    | <u>82,900</u>                        | Interest                            | 133,300                                   | 133,300                                     | 133,300                                  |
| 232,637                           | 376,535                           | 451,770                              | <b>Total Debt Service</b>           | 450,370                                   | 450,370                                     | 450,370                                  |
| -                                 | -                                 | 166,550                              | <b>Contingency</b>                  | <u>424,050</u>                            | <u>424,050</u>                              | <u>424,050</u>                           |
| 2,280,768                         | 2,272,778                         | 3,023,820                            | <b>Total Expenditures</b>           | 2,922,220                                 | 2,922,220                                   | 2,922,220                                |
| <u>772,261</u>                    | <u>763,123</u>                    | <u>-</u>                             | Ending Fund Balance                 | -   | -   | -  |
| <u>3,053,029</u>                  | <u>3,035,901</u>                  | <u>3,023,820</u>                     | <b>Total Requirements</b>           | <u>2,922,220</u>                          | <u>2,922,220</u>                            | <u>2,922,220</u>                         |

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

**Materials and Services (620 - 660)**

|     |      |  |         |                  |
|-----|------|--|---------|------------------|
| 620 | 4540 | Professional Services: Dive Inspection Res #2  | 2,500   |                  |
|     |      | Sub-total Professional Services                |         | <b>2,500</b>     |
|     |      | Repair & Maintenance Services                  |         |                  |
|     |      | <b>Sewer:</b>                                  |         |                  |
| 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                       |         | <b>1,345,000</b> |
|     |      | <b>Water:</b>                                  |         |                  |
| 660 | 5795 | General Water Main Rehabilitation/Replacement  | 200,000 |                  |
|     |      | Relocate Section of Transmission Main (FEMA)   | 200,000 |                  |
|     |      | City Match for FEMA                            | 50,000  |                  |
|     |      | Future Re-Sanding of Slow Sand Filter 1 of 5   | 200,000 |                  |
|     |      | Sub-total Water Projects                       |         | <b>650,000</b>   |

|                                       |  |  |                  |
|---------------------------------------|--|--|------------------|
| <b>TOTAL MATERIALS &amp; SERVICES</b> |  |  | <b>1,997,500</b> |
|---------------------------------------|--|--|------------------|

**Capital Outlay (720 - 740)**

|     |      |  |        |               |
|-----|------|--|--------|---------------|
| 730 | 6500 | Improvements Other than Buildings              |        |               |
|     |      | Shop & Yard Paving                             | 25,000 |               |
|     |      | Sub-total of Improvements other than Buildings |        | <b>25,000</b> |
| 740 | 6650 | Machinery and Equipment                        |        |               |
|     |      | 200 Gallon Skid Mount De-Icer                  | 5,500  |               |
|     |      | Lincoln 400 Amp Welder w/Carbon Arc Capacity   | 4,800  |               |
|     |      | Mobile Radio Upgrades                          | 15,000 |               |
|     |      | Sub-total Machinery and Equipment              |        | <b>25,300</b> |

|                             |  |  |               |
|-----------------------------|--|--|---------------|
| <b>TOTAL CAPITAL OUTLAY</b> |  |  | <b>50,300</b> |
|-----------------------------|--|--|---------------|

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

**Debt Service (810)**

|     |      |                                      |         |
|-----|------|--------------------------------------|---------|
|     |      | Slow Sand Filter - 20 Year Loan      |         |
| 810 | 6870 | Principal                            | 60,370  |
| 810 | 6875 | Interest                             | 20,930  |
|     |      | Energy Trust of Oregon Aerator Loan  |         |
| 810 | 6880 | Principal                            | 15,910  |
| 810 | 6885 | Interest                             | 5,930   |
|     |      | East Astoria Waterline               |         |
| 810 | 6890 | Principal                            | 7,330   |
| 810 | 6895 | Interest                             | 1,020   |
|     |      | 7th Street Dock LID                  |         |
| 810 | 6900 | Principal                            | 2,160   |
| 810 | 6905 | Interest                             | 2,040   |
|     |      | Skyline Water Tank Loan              |         |
| 810 | 6910 | Principal                            | 48,290  |
| 810 | 6915 | Interest                             | 46,780  |
|     |      | Reservoir Covers                     |         |
| 810 | 6920 | Principal                            | 149,370 |
| 810 | 6925 | Interest                             | 29,250  |
|     |      | Dam - Waterline Replacement          |         |
| 810 | 6930 | Principal                            | 22,640  |
| 810 | 6935 | Interest                             | 27,350  |
|     |      | Waste Water Treatment Plant Upgrades |         |
| 810 | 6940 | Principal                            | 11,000  |
| 810 | 6945 | Interest                             |         |

|                           |  |  |                |
|---------------------------|--|--|----------------|
| <b>TOTAL DEBT SERVICE</b> |  |  | <b>450,370</b> |
|---------------------------|--|--|----------------|

**Contingent Expenditures (910)**

|     |      |                          |                |
|-----|------|--------------------------|----------------|
| 910 | 8020 | Contingency              | 424,050        |
|     |      | Sub-total of Contingency | <b>424,050</b> |

|  |  |  |                  |
|--|--|--|------------------|
| <b>TOTAL PUBLIC WORKS IMPROVEMENT FUND</b> |  |  | <b>2,922,220</b> |
|--|--|--|------------------|

**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

| Historical Data                |                |                | Budget for Fiscal Year 7/1/12 - 6/30/13 |                |                  |                |
|--------------------------------|----------------|----------------|---|----------------|------------------|----------------|
| Actual Data                    |                | Adopted Budget | Resources and Requirements              | Proposed by    | Approved by      | Adopted by     |
| FYE 6/30/10                    | FYE 6/30/11    | FYE 6/30/12    |   | Budget Officer | Budget Committee | Governing Body |
| <b>Resources</b>               |                |                |   |                |                  |                |
| (28,742)                       | 204,305        | 194,600        | Beginning Fund Balance                  | 143,200        | 143,200          | 143,200        |
| 307,745                        | -              | -              | Intergovernmental Revenue               | -              | -                | -              |
| 329                            | 271            | -              | Interest on Investments                 | 200            | 200              | 200            |
| 229,500                        | 122,000        | 28,000         | Charges for Services                    | 140,000        | 140,000          | 140,000        |
| <u>508,832</u>                 | <u>326,576</u> | <u>222,600</u> | <b>Total Resources</b>                  | <u>283,400</u> | <u>283,400</u>   | <u>283,400</u> |
| <b>Requirements</b>            |                |                |   |                |                  |                |
| <b>Personnel Services:</b>     |                |                |   |                |                  |                |
| -                              | -              | 50,000         | Regular Salaries                        | 50,000         | 50,000           | 50,000         |
| -                              | -              | -              | Interfund Wages                         | -              | -                | -              |
| -                              | -              | 3,830          | FICA Taxes                              | 3,830          | 3,830            | 3,830          |
| -                              | -              | 1,970          | Insurance                               | 1,970          | 1,970            | 1,970          |
| -                              | -              | 6,750          | Retirement Contributions                | 6,750          | 6,750            | 6,750          |
| -                              | -              | 4,300          | Workers' Compensation                   | 4,300          | 4,300            | 4,300          |
| -                              | -              | 66,850         | <b>Total Personnel Services</b>         | 66,850         | 66,850           | 66,850         |
| <b>Materials and Services:</b> |                |                |   |                |                  |                |
| 228,215                        | 89,264         | 2,000          | Repair & Maintenance Supplies           | 2,000          | 2,000            | 2,000          |
| 76,132                         | 36,993         | -              | Professional Services                   | 140,000        | 140,000          | 140,000        |
| -                              | -              | 11,000         | Public Utility Services                 | 11,000         | 11,000           | 11,000         |
| -                              | -              | 30,650         | Repair & Maintenance Services           | 30,650         | 30,650           | 30,650         |
| 304,347                        | 126,257        | 43,650         | <b>Total Materials and Services</b>     | 183,650        | 183,650          | 183,650        |
| <b>Capital Outlay:</b>         |                |                |   |                |                  |                |
| 180                            | -              | 10,000         | Machinery & Equipment                   | 10,000         | 10,000           | 10,000         |
| -                              | -              | 18,000         | <b>Contingency</b>                      | 22,900         | 22,900           | 22,900         |
| 304,527                        | 126,257        | 138,500        | <b>Total Expenditures</b>               | 283,400        | 283,400          | 283,400        |
| 204,305                        | 200,319        | 84,100         | Ending Fund Balance                     | -              | -                | -              |
| <u>508,832</u>                 | <u>326,576</u> | <u>222,600</u> | <b>Total Requirements</b>               | <u>283,400</u> | <u>283,400</u>   | <u>283,400</u> |

| <b>CSO MAINTENANCE (180 0000)</b>          |      |   |         |                |
|--|------|---|---------|----------------|
| <b>Personnel Services (410 - 415)</b>      |      |   |         |                |
| 410  | 2020 | Straight Time - Regular                 | 50,000  |                |
| 415  | 2220 | FICA - Social Security                  | 3,830   |                |
| 415  | 2230 | Insurance                               | 1,970   |                |
| 415  | 2235 | Retirement Contributions                | 6,750   |                |
| 415  | 2240 | Workers' Compensation                   | 4,300   |                |
| <b>TOTAL PERSONNEL SERVICES</b>            |      |   |         | <b>66,850</b>  |
| <b>Materials and Services (510 - 675)</b>  |      |   |         |                |
| 515  | 3310 | General Operating Supplies              | 2,000   |                |
| Sub-total of Operating Supplies            |      |   |         | <b>2,000</b>   |
| 620  | 4540 | Professional Services                   | 140,000 |                |
| Sub-total of Professional Services         |      |   |         | <b>140,000</b> |
| 655  | 5397 | Electricity - Denver Storage Facility   | 11,000  |                |
| Sub-total of Public Utility Services       |      |   |         | <b>11,000</b>  |
| 660  | 5825 | General - Repair & Maintenance Services | 30,650  |                |
| Sub-total of Repair & Maintenance Services |      |   |         | <b>30,650</b>  |
| <b>TOTAL MATERIALS &amp; SERVICES</b>      |      |   |         | <b>183,650</b> |
| <b>Capital Outlay (730 - 740)</b>          |      |   |         |                |
| 740  | 6650 | Machinery & Equipment<br>Monitors       | 10,000  |                |
| Sub-total of Machinery & Equipment         |      |   |         | <b>10,000</b>  |
| <b>Contingent Expenditures (910)</b>       |      |   |         |                |
| 910  | 8020 | Contingency                             | 22,900  |                |
| Sub-total Contingency                      |      |   |         | <b>22,900</b>  |
| <b>Fund Balance (950)</b>                  |      |   |         |                |
| 950  | 8520 | Unappropriated Ending Fund Balance      |         |                |
| Sub-total Ending Fund Balance              |      |   |         | <b>0</b>       |
| <b>TOTAL CSO MAINTENANCE FUND</b>          |      |   |         | <b>283,400</b> |

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**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. The budget 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. The budget is presented for historical reference.

Appropriations in this fund are designated for design and beginning construction of the 11<sup>th</sup> Street CSO Separation Project.

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 7/1/12 - 6/30/13</u> |                                  |                                    |                                 |
|------------------------|-------------|-----------------------|--|----------------------------------|------------------------------------|---------------------------------|
| <u>Actual Data</u>     |             | <u>Adopted Budget</u> | Resources and Requirements                     | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| FYE 6/30/10            | FYE 6/30/11 | FYE 6/30/12           |  |                                  |                                    |                                 |
|                        |             |                       | <b><u>Resources</u></b>                        |                                  |                                    |                                 |
| -                      | -           | -                     | Beginning Fund Balance                         | -                                | -                                  | -                               |
| 1,973,410              | -           | -                     | Intergovernmental Revenue                      | -                                | -                                  | -                               |
| 78                     | -           | -                     | Interest on Investments                        | -                                | -                                  | -                               |
| <u>1,973,488</u>       | -           | -                     | <b>Total Resources</b>                         | <u>-</u>                         | <u>-</u>                           | <u>-</u>                        |
|                        |             |                       | <b><u>Requirements</u></b>                     |                                  |                                    |                                 |
|                        |             |                       | <b>Capital Outlay:</b>                         |                                  |                                    |                                 |
| 3,665,997              | -           | -                     | Improvements Other Than Bldgs                  | -                                | -                                  | -                               |
| 3,665,997              | -           | -                     | <b>Total Expenditures</b>                      | -                                | -                                  | -                               |
| <u>(1,692,509)</u>     | -           | -                     | Ending Fund Balance                            | <u>-</u>                         | <u>-</u>                           | <u>-</u>                        |
| <u>1,973,488</u>       | -           | -                     | <b>Total Requirements</b>                      | <u>-</u>                         | <u>-</u>                           | <u>-</u>                        |

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Budget Document

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

| <u>Historical Data</u>     |                    |                       | <u>Budget for Fiscal Year 7/1/12 - 6/30/13</u> |   |   |  |
|----------------------------|--------------------|-----------------------|--|---|---|--|
| <u>Actual Data</u>         |                    | <u>Adopted Budget</u> | <u>Resources and Requirements</u>              | <u>Proposed by<br/>Budget<br/>Officer</u> | <u>Approved by<br/>Budget<br/>Committee</u> | <u>Adopted by<br/>Governing<br/>Body</u> |
| <u>FYE 6/30/10</u>         | <u>FYE 6/30/11</u> | <u>FYE 6/30/12</u>    |  |   |   |  |
| <b><u>Resources</u></b>    |                    |                       |  |   |   |  |
| -                          | -                  | 150,000               | Beginning Fund Balance                         |   |   |  |
| -                          | 3,180,364          | -                     | Intergovernmental Revenue                      | -   | -   | -  |
|                            | 86,000             |                       | Miscellaneous                                  |   |   |  |
| -                          | 2,147              | -                     | Interest on Investments                        | -   | -   | -  |
| -                          | <u>3,268,511</u>   | <u>150,000</u>        | <b>Total Resources</b>                         | <u>-</u>                                  | <u>-</u>                                    | <u>-</u>                                 |
| <b><u>Requirements</u></b> |                    |                       |  |   |   |  |
| <b>Capital Outlay:</b>     |                    |                       |  |   |   |  |
| -                          | <u>3,287,352</u>   | <u>150,000</u>        | Improvements Other Than Bldgs                  | -   | -   | -  |
| -                          | 3,287,352          | 150,000               | <b>Total Expenditures</b>                      | -   | -   | -  |
| -                          | (18,841)           | -                     | Ending Fund Balance                            | -   | -   | -  |
| -                          | <u>3,268,511</u>   | <u>150,000</u>        | <b>Total Requirements</b>                      | <u>-</u>                                  | <u>-</u>                                    | <u>-</u>                                 |

City of Astoria, Oregon  
Budget Document

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

| <u>Historical Data</u>         |                    |                       | <u>Budget for Fiscal Year 7/1/12 - 6/30/13</u> |                  |                  |                  |
|--------------------------------|--------------------|-----------------------|--|------------------|------------------|------------------|
| <u>Actual Data</u>             | <u>Actual Data</u> | <u>Adopted Budget</u> | Resources and Requirements                     | Proposed by      | Approved by      | Adopted by       |
| FYE 6/30/10                    | FYE 6/30/11        | FYE 6/30/12           |  | Budget Officer   | Budget Committee | Governing Body   |
| <b><u>Resources</u></b>        |                    |                       |  |                  |                  |                  |
| -                              | -                  | -                     | Beginning Fund Balance                         | -                | -                | -                |
| -                              | -                  | 650,000               | Intergovernmental Revenue                      | 4,062,500        | 4,062,500        | 4,062,500        |
| -                              | -                  | 650,000               | <b>Total Resources</b>                         | <b>4,062,500</b> | <b>4,062,500</b> | <b>4,062,500</b> |
| <b><u>Requirements</u></b>     |                    |                       |  |                  |                  |                  |
| <b>Materials and Services:</b> |                    |                       |  |                  |                  |                  |
| -                              | -                  | 400,000               | Professional Services                          | 390,000          | 390,000          | 390,000          |
| -                              | -                  | -                     | Licenses and Permits                           | 32,500           | 32,500           | 32,500           |
| -                              | -                  | 400,000               | <b>Total Materials and Services</b>            | <b>422,500</b>   | <b>422,500</b>   | <b>422,500</b>   |
| <b>Capital Outlay:</b>         |                    |                       |  |                  |                  |                  |
| -                              | -                  | 250,000               | Improvements Other Than Bldgs                  | 3,640,000        | 3,640,000        | 3,640,000        |
| -                              | -                  | 650,000               | <b>Total Expenditures</b>                      | <b>4,062,500</b> | <b>4,062,500</b> | <b>4,062,500</b> |
| -                              | -                  | -                     | Ending Fund Balance                            | -                | -                | -                |
| -                              | -                  | 650,000               | <b>Total Requirements</b>                      | <b>4,062,500</b> | <b>4,062,500</b> | <b>4,062,500</b> |

**2012 / 13 Detail Budget Information**

**ASTORIA ROAD DISTRICT FUND (170 0000)**

|  |      |   |                  |
|--|------|---|------------------|
| <b><u>Materials and Services (515 - 660)</u></b> |      |   |                  |
| 620  | 4540 | Professional Services   | 390,000          |
| 675  | 6005 | Licenses and Permits  | 32,500           |
| Sub-total General Operating Supplies             |      |   | 422,500          |
| <b><u>Capital Outlay (730)</u></b>               |      |   |                  |
| 730  | 6500 | Improvements Other Than Buildings<br>CSO 11th Street Separation | <u>3,640,000</u> |
| Sub-total Improvements Other than Buildings      |      |   | 3,640,000        |
| <b><u>Contingent Expenditures (910)</u></b>      |      |   |                  |
| 910  | 8020 | Contingency   | -                |
| Sub-total Contingency                            |      |   | -                |
| <b>TOTAL ASTORIA ROAD DISTRICT FUND</b>          |      |   | <b>4,062,500</b> |

**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 withheld in the future from property tax collections after the Wauna issue is settled.

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 7/1/12 - 6/30/13</u> |   |   |  |
|----------------------------|--------------------|-----------------------|--|---|---|--|
| <u>Actual Data</u>         |                    | <u>Adopted Budget</u> | <u>Resources and Requirements</u>              | <u>Proposed by<br/>Budget<br/>Officer</u> | <u>Approved by<br/>Budget<br/>Committee</u> | <u>Adopted by<br/>Governing<br/>Body</u> |
| <u>FYE 6/30/10</u>         | <u>FYE 6/30/11</u> | <u>FYE 6/30/12</u>    |  |   |   |  |
| <b><u>Resources</u></b>    |                    |                       |  |   |   |  |
| 7,611                      | 309,616            | 287,770               | Beginning Fund Balance                         | 275,970                                   | 275,970                                     | 275,970                                  |
| 1,270                      | 1,391              | 1,220                 | Interest Earnings                              | 700                                       | 700   | 700                                      |
| 300,735                    | -                  | -                     | Miscellaneous                                  | -   | -   | -  |
| <u>309,616</u>             | <u>311,007</u>     | <u>288,990</u>        | <b>Total Resources</b>                         | <u>276,670</u>                            | <u>276,670</u>                              | <u>276,670</u>                           |
| <b><u>Requirements</u></b> |                    |                       |  |   |   |  |
| -                          | -                  | 280,000               | <b>Debt Service</b>                            |   |   |  |
| -                          | -                  | -                     | Principal                                      | 270,000                                   | 270,000                                     | 270,000                                  |
| -                          | -                  | 280,000               | <b>Total Debt Service</b>                      | 270,000                                   | 270,000                                     | 270,000                                  |
| -                          | -                  | -                     |  |   |   |  |
| -                          | -                  | 8,990                 | <b>Contingency</b>                             | 6,670                                     | 6,670                                       | 6,670                                    |
| -                          | -                  | 288,990               | <b>Total Expenditures</b>                      | 276,670                                   | 276,670                                     | 276,670                                  |
| 309,616                    | 311,007            | -                     | Ending Fund Balance                            | -   | -   | -  |
| <u>309,616</u>             | <u>311,007</u>     | <u>288,990</u>        | <b>Total Requirements</b>                      | <u>276,670</u>                            | <u>276,670</u>                              | <u>276,670</u>                           |

2012 / 13 Budget Detail Information

**LOCAL IMPROVEMENT DEBT SERVICE FUND (250 0000)**

|  |      |  |                           |
|--|------|--|---------------------------|
| <b><u>Debt Service (810)</u></b>                 |      |  |                           |
|  |      |  | Debt Service              |
| 810  | 6840 |  | Principal                 |
| 810  | 6845 |  | Interest                  |
|  |      |  | <b>TOTAL DEBT SERVICE</b> |
|  |      |  | <u>270,000</u>            |
| <b><u>Contingent Expenditures (910)</u></b>      |      |  |                           |
| 910  | 8020 |  | Contingency               |
|  |      |  | <b>TOTAL CONTINGENCY</b>  |
|  |      |  | <u>6,670</u>              |
| <b>TOTAL LOCAL IMPROVEMENT DEBT SERVICE FUND</b> |      |  | <u>6,670</u>              |

**FUND: AQUATICS FACILITY DEBT SERVICE #260**

**Basic Objectives**

This fund was established by Resolution No. 96-29 which was adopted by the City Council on April 15, 1996. The fund will account 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. A block of the bonds was paid off during FYE June 30, 2012. The remaining balance of \$180,000 with interest of \$10,130 is appropriated to be paid in FYE June 30, 2013.

**Staffing**

The Finance Department oversees expenditures from this fund.

City of Astoria, Oregon  
Budget Document

**AQUATICS FACILITY DEBT SERVICE FUND #260**

| <u>Historical Data</u>     |                |                       | <u>Budget for Fiscal Year 7/1/12 - 6/30/13</u>            |                |                  |                |
|----------------------------|----------------|-----------------------|---|----------------|------------------|----------------|
| <u>Actual Data</u>         |                | <u>Adopted Budget</u> | Resources and Requirements                                | Proposed by    | Approved by      | Adopted by     |
| FYE 6/30/10                | FYE 6/30/11    | FYE 6/30/11           |   | Budget Officer | Budget Committee | Governing Body |
| <b><u>Resources</u></b>    |                |                       |   |                |                  |                |
| 463,928                    | 493,913        | 490,290               | Beginning Fund Balance                                    | 61,300         | 61,300           | 61,300         |
| 5,235                      | 6,577          | -                     | Delinquent Ad Valorem Taxes                               | -              | -                | -              |
| 3,345                      | 2,645          | -                     | Interest  | 100            | 100              | 100            |
| 472,508                    | 503,135        | 490,290               | Sub-Total Resources                                       | 61,400         | 61,400           | 61,400         |
| <u>289,015</u>             | <u>286,596</u> | <u>275,080</u>        | Current Ad Valorem Taxes                                  | <u>128,830</u> | <u>128,830</u>   | <u>128,830</u> |
| <u>761,523</u>             | <u>789,731</u> | <u>765,370</u>        | <b>Total Resources</b>                                    | <u>190,230</u> | <u>190,230</u>   | <u>190,230</u> |
| <b><u>Requirements</u></b> |                |                       |   |                |                  |                |
| <u>535</u>                 | -              | -                     | <b>Materials &amp; Services:</b><br>Professional Services | -              | -                | -              |
| <b>Debt Service:</b>       |                |                       |   |                |                  |                |
| 195,000                    | 205,000        | 220,000               | Principal   | 180,000        | 180,000          | 180,000        |
| <u>72,075</u>              | <u>61,350</u>  | <u>50,080</u>         | Interest  | <u>10,130</u>  | <u>10,130</u>    | <u>10,130</u>  |
| 267,075                    | 266,350        | 270,080               | <b>Total Debt Service</b>                                 | 190,130        | 190,130          | 190,130        |
| -                          | -              | 20,000                | <b>Contingency</b>  | 100            | 100              | 100            |
| 267,610                    | 266,350        | 290,080               | <b>Total Expenditures</b>                                 | 190,230        | 190,230          | 190,230        |
| <u>493,913</u>             | <u>523,381</u> | <u>475,290</u>        | Ending Fund Balance                                       | -              | -                | -              |
| <u>761,523</u>             | <u>789,731</u> | <u>765,370</u>        | <b>Total Requirements</b>                                 | <u>190,230</u> | <u>190,230</u>   | <u>190,230</u> |

2012 / 13 Budget Detail Information

**AQUATICS FACILITY DEBT SERVICE FUND (260 0000)**

|  |      |              |                |
|--|------|--------------|----------------|
| <b><u>Debt Service (810)</u></b>                 |      |              |                |
|  |      | Debt Service |                |
| 810  | 6840 | Principal    | 180,000        |
| 810  | 6845 | Interest     | <u>10,130</u>  |
| <b>TOTAL DEBT SERVICE</b>                        |      |              | 190,130        |
| <b><u>Contingent Expenditures (910)</u></b>      |      |              |                |
| 910  | 8020 | Contingency  | <u>100</u>     |
| <b>TOTAL CONTINGENCY</b>                         |      |              | <u>100</u>     |
| <b>TOTAL AQUATICS FACILITY DEBT SERVICE FUND</b> |      |              | <u>190,230</u> |

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

Basic Objectives

This fund was established by the adoption of Resolution No. 98-42 which was adopted on December 7, 1998. This fund accounts for the debt service requirements of a State of Oregon Economic Development Department loan 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 7/1/12 - 6/30/13</u> |   |   |  |
|-----------------------------------|-----------------------------------|--------------------------------------|--|---|---|--|
| <u>Actual Data</u><br>FYE 6/30/10 | <u>Actual Data</u><br>FYE 6/30/11 | <u>Adopted Budget</u><br>FYE 6/30/12 | <u>Resources and Requirements</u>              | <u>Proposed by</u><br><u>Budget</u><br><u>Officer</u> | <u>Approved by</u><br><u>Budget</u><br><u>Committee</u> | <u>Adopted by</u><br><u>Governing</u><br><u>Body</u> |
| <b><u>Resources</u></b>           |                                   |                                      |  |   |   |  |
| 176,837                           | 164,068                           | 131,670                              | Beginning Fund Balance                         | 126,630   | 126,630   | 126,630  |
| 623                               | 557                               | 450                                  | Interest Earnings                              | 550   | 550   | 550  |
| 13,740                            | 10,790                            | -                                    | Transfer from Other Funds                      | -   | -   | -  |
| 39,825                            | 39,356                            | 49,880                               | Public Works Improvement Fund                  | -   | -   | -  |
|                                   |                                   |                                      | Miscellaneous                                  | 50,050  | 50,050  | 50,050   |
| <u>231,025</u>                    | <u>214,771</u>                    | <u>182,000</u>                       | <b>Total Resources</b>                         | <u>177,230</u>  | <u>177,230</u>  | <u>177,230</u>                                       |
| <b><u>Requirements</u></b>        |                                   |                                      |  |   |   |  |
| <b>Debt Service</b>               |                                   |                                      |  |   |   |  |
| 42,464                            | 47,837                            | 48,250                               | Principal                                      | 53,650  | 53,650  | 53,650   |
| 24,493                            | 22,369                            | 20,000                               | Interest                                       | 17,570  | 17,570  | 17,570   |
| <u>66,957</u>                     | <u>70,206</u>                     | <u>68,250</u>                        | <b>Total Debt Service</b>                      | <u>71,220</u>   | <u>71,220</u>   | <u>71,220</u>  |
| 66,957                            | 70,206                            | 68,250                               | <b>Total Expenditures</b>                      | 71,220  | 71,220  | 71,220   |
| <u>164,068</u>                    | <u>144,565</u>                    | <u>113,750</u>                       | Ending Fund Balance                            | <u>106,010</u>  | <u>106,010</u>  | <u>106,010</u>                                       |
| <u>231,025</u>                    | <u>214,771</u>                    | <u>182,000</u>                       | <b>Total Requirements</b>                      | <u>177,230</u>  | <u>177,230</u>  | <u>177,230</u>                                       |

2012 / 13 Detail Budget Information

**EAST ASTORIA WATERLINE DEBT SERVICE FUND (265 0000)**

|   |      |                                  |         |
|---|------|----------------------------------|---------|
| <b><u>Debt Service (810)</u></b>                      |      |                                  |         |
| Debt Service  |      |                                  |         |
| 810   | 6840 | Principal                        | 53,650  |
| 810   | 6845 | Interest                         | 17,570  |
| <b>TOTAL DEBT SERVICE</b>                             |      |                                  | 71,220  |
| <b><u>Ending Fund Balance (950)</u></b>               |      |                                  |         |
| 950   | 8520 | Ending Unencumbered Fund Balance | 106,010 |
| <b>TOTAL ENDING FUND BALANCE</b>                      |      |                                  | 106,010 |
| <b>TOTAL EAST ASTORIA WATERLINE DEBT SERVICE FUND</b> |      |                                  | 177,230 |

**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

Budget for Fiscal Year 7/1/12 - 6/30/13

| <u>Historical Data</u>     |               |                       | Resources and Requirements | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
|----------------------------|---------------|-----------------------|----------------------------|----------------------------------|------------------------------------|---------------------------------|
| <u>Actual Data</u>         |               | <u>Adopted Budget</u> |                            |                                  |                                    |                                 |
| FYE 6/30/10                | FYE 6/30/11   | FYE 6/30/12           |                            |                                  |                                    |                                 |
| <b><u>Resources</u></b>    |               |                       |                            |                                  |                                    |                                 |
| 37,021                     | 34,334        | 31,410                | Beginning Fund Balance     | 28,620                           | 28,620                             | 28,620                          |
| 4,146                      | 4,419         | 120                   | Interest Earnings          | 120                              | 120                                | 120                             |
| <u>7,247</u>               | <u>6,868</u>  | <u>11,060</u>         | Miscellaneous              | <u>11,070</u>                    | <u>11,070</u>                      | <u>11,070</u>                   |
| <u>48,414</u>              | <u>45,621</u> | <u>42,590</u>         | <b>Total Resources</b>     | <u>39,810</u>                    | <u>39,810</u>                      | <u>39,810</u>                   |
| <b><u>Requirements</u></b> |               |                       |                            |                                  |                                    |                                 |
| <b>Debt Service</b>        |               |                       |                            |                                  |                                    |                                 |
| 5,875                      | 6,228         | 7,490                 | Principal                  | 7,000                            | 7,000                              | 7,000                           |
| <u>8,205</u>               | <u>7,853</u>  | <u>6,610</u>          | Interest                   | <u>7,090</u>                     | <u>7,090</u>                       | <u>7,090</u>                    |
| <u>14,080</u>              | <u>14,081</u> | <u>14,100</u>         | <b>Total Debt Service</b>  | <u>14,090</u>                    | <u>14,090</u>                      | <u>14,090</u>                   |
| 14,080                     | 14,081        | 14,100                | <b>Total Expenditures</b>  | 14,090                           | 14,090                             | 14,090                          |
| <u>34,334</u>              | <u>31,540</u> | <u>28,490</u>         | Ending Fund Balance        | <u>25,720</u>                    | <u>25,720</u>                      | <u>25,720</u>                   |
| <u>48,414</u>              | <u>45,621</u> | <u>42,590</u>         | <b>Total Requirements</b>  | <u>39,810</u>                    | <u>39,810</u>                      | <u>39,810</u>                   |

2012 / 13 Detail Budget Information

7th STREET DOCK DEBT SERVICE FUND (267 0000)

|  |      |                                  |               |
|--|------|----------------------------------|---------------|
| <b><u>Debt Service (810)</u></b>               |      |                                  |               |
| 810  | 6850 | Debt Service                     |               |
| 810  | 6855 | Principal                        | 7,000         |
|  |      | Interest                         | <u>7,090</u>  |
| <b>TOTAL DEBT SERVICE</b>                      |      |                                  | 14,090        |
| <b>TOTAL DEBT SERVICE</b>                      |      |                                  |               |
| <b><u>Ending Fund Balance (950)</u></b>        |      |                                  |               |
| 950  | 8520 | Ending Unencumbered Fund Balance | <u>25,720</u> |
| <b>TOTAL ENDING FUND BALANCE</b>               |      |                                  | <u>25,720</u> |
| <b>TOTAL 7th STREET DOCK DEBT SERVICE FUND</b> |      |                                  | <u>39,810</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.



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COMBINED SEWER OVERFLOW (CSO) DEBT SERVICE FUND #270

| <u>Historical Data</u>           |                  |                       | <u>Budget for Fiscal Year 7/1/12 - 6/30/13</u> |                    |                    |                   |
|----------------------------------|------------------|-----------------------|--|--------------------|--------------------|-------------------|
| <u>Actual Data</u>               |                  | <u>Adopted Budget</u> |  | <u>Proposed by</u> | <u>Approved by</u> | <u>Adopted by</u> |
| FYE 6/30/10                      | FYE 6/30/11      | FYE 6/30/12           | Resources and Requirements                     | Budget Officer     | Budget Committee   | Governing Body    |
| <b><u>Resources</u></b>          |                  |                       |  |                    |                    |                   |
| 773,208                          | 960,018          | 534,500               | Beginning Fund Balance                         | 600,350            | 600,350            | 600,350           |
| 647,614                          | 783,954          | 1,133,920             | Charges for Service                            | 1,089,260          | 1,089,260          | 1,089,260         |
| 4,637                            | 3,038            | -                     | Interest Earnings                              | 2,500              | 2,500              | 2,500             |
| <u>1,425,459</u>                 | <u>1,747,010</u> | <u>1,668,420</u>      | <b>Total Resources</b>                         | <u>1,692,110</u>   | <u>1,692,110</u>   | <u>1,692,110</u>  |
| <b><u>Requirements</u></b>       |                  |                       |  |                    |                    |                   |
| <b>Materials &amp; Services:</b> |                  |                       |  |                    |                    |                   |
| 29,083                           | 49,058           | 74,260                | Professional Services                          | 70,060             | 70,060             | 70,060            |
| <b>Debt Service</b>              |                  |                       |  |                    |                    |                   |
| 255,447                          | 346,651          | 675,800               | Principal                                      | 684,660            | 684,660            | 684,660           |
| 180,911                          | 510,523          | 385,210               | Interest                                       | 365,070            | 365,070            | 365,070           |
| <u>436,358</u>                   | <u>857,174</u>   | <u>1,061,010</u>      | <b>Total Debt Service</b>                      | <u>1,049,730</u>   | <u>1,049,730</u>   | <u>1,049,730</u>  |
| 465,441                          | 906,232          | 1,135,270             | <b>Total Expenditures</b>                      | 1,119,790          | 1,119,790          | 1,119,790         |
| <u>960,018</u>                   | <u>840,778</u>   | <u>533,150</u>        | Ending Fund Balance                            | <u>572,320</u>     | <u>572,320</u>     | <u>572,320</u>    |
| <u>1,425,459</u>                 | <u>1,747,010</u> | <u>1,668,420</u>      | <b>Total Requirements</b>                      | <u>1,692,110</u>   | <u>1,692,110</u>   | <u>1,692,110</u>  |

**COMBINED SEWER OVERFLOW (CSO) DEBT SERVICE FUND (270 0000)****Materials and Services (620)**

|     |      |  |        |
|-----|------|--|--------|
| 620 | 4560 | Professional Services<br>DEQ Administrative Fees | 70,060 |
|     |      | Sub-total of Materials & Services                | 70,060 |

**TOTAL MATERIALS & SERVICES 70,060****Debt Service (810)**

|     |      |                                 |         |
|-----|------|---------------------------------|---------|
| 810 | 6940 | Principal-CSO Loan #11790       | 163,570 |
| 810 | 6945 | Interest-CSO Loan #11790        | 87,470  |
| 810 | 6950 | Principal-CSO Loan #11791       | 116,640 |
| 810 | 6955 | Interest-CSO Loan #11791        | 68,700  |
| 810 | 6960 | Principal-CSO Loan #11792       | 174,870 |
| 810 | 6965 | Interest-CSO Loan #11792        | 114,070 |
| 810 | 6936 | Principal-CSO Loan #11793       | 129,590 |
| 810 | 6938 | Interest-CSO Loan #11793        | 94,820  |
| 810 | 6934 | Principal-CSO Loan #R06117 ARRA | 100,000 |

**TOTAL DEBT SERVICE 1,049,730****Contingent Expenditures (910)**

|     |      |                                      |   |
|-----|------|--------------------------------------|---|
| 910 | 8020 | Contingency                          |   |
|     |      | Sub-total of Contingent Expenditures | 0 |

**Ending Fund Balance (950)**

|     |      |                                  |         |
|-----|------|----------------------------------|---------|
| 950 | 8520 | Ending Unencumbered Fund Balance | 572,320 |
|     |      | Sub-total of Ending Fund Balance | 572,320 |

**TOTAL CSO DEBT SERVICE FUND 1,692,110**

# 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  
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.

Although staff positions are shown within each department for budgeting purposes, 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.

All employees of these departments are under the supervision of the Public Works Superintendent and the oversight of the Public Works Director.

City of Astoria, Oregon  
Budget Document

**PUBLIC WORKS FUND #301**

| Historical Data                    |                   |                               | Budget for Fiscal Year 7/1/12 - 6/30/13 |                                  |                                    |                                 |
|------------------------------------|-------------------|-------------------------------|---|----------------------------------|------------------------------------|---------------------------------|
| Actual Data<br>FYE 6/30/10         | FYE 6/30/11       | Adopted Budget<br>FYE 6/30/12 | Resources & Requirements                | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| <b>Resources</b>                   |                   |                               |   |                                  |                                    |                                 |
| 24,975,003                         | 29,905,187        | 375,000                       | Beginning Fund Balance                  | 350,000                          | 350,000                            | 350,000                         |
| -                                  | 62,501            | -                             | Intergovernmental                       | -                                | -                                  | -                               |
| 10,787                             | 3,105             | -                             | Charges for Services:                   |                                  |                                    |                                 |
| 2,087,806                          | 2,104,993         | 2,200,600                     | Engineering                             |                                  |                                    |                                 |
| 1,523,815                          | 1,440,251         | 1,525,190                     | Water                                   | 2,326,500                        | 2,326,500                          | 2,326,500                       |
| 10,759                             | 2,945             | 3,400                         | Sewer                                   | 1,590,310                        | 1,590,310                          | 1,590,310                       |
|                                    |                   |                               | Streets                                 | 5,000                            | 5,000                              | 5,000                           |
| 3,633,167                          | 3,551,294         | 3,729,190                     | <b>Total Charges for Services</b>       | <b>3,921,810</b>                 | <b>3,921,810</b>                   | <b>3,921,810</b>                |
| <b>Transfers from Other Funds:</b> |                   |                               |   |                                  |                                    |                                 |
| 416,000                            | 450,000           | 502,000                       | State Tax Street Fund                   | 532,240                          | 532,240                            | 532,240                         |
| 73,230                             | 73,230            | 69,840                        | General Fund                            | 57,070                           | 57,070                             | 57,070                          |
| 1,488                              | 2,376             | 1,000                         | Interest                                | 2,000                            | 2,000                              | 2,000                           |
| 28,069                             | 45,139            | 24,450                        | Miscellaneous                           | 1,600                            | 1,600                              | 1,600                           |
| 1,300                              | 1,000             | -                             | Licenses and Permits                    | -                                | -                                  | -                               |
| <u>29,128,257</u>                  | <u>34,090,727</u> | <u>4,701,480</u>              | <b>Total Resources</b>                  | <u><b>4,864,720</b></u>          | <u><b>4,864,720</b></u>            | <u><b>4,864,720</b></u>         |
| <b>Requirements</b>                |                   |                               |   |                                  |                                    |                                 |
| <b>Expenditures by Department:</b> |                   |                               |   |                                  |                                    |                                 |
| 252,777                            | 366,997           | 350,340                       | Engineering                             | 332,370                          | 332,370                            | 332,370                         |
| 411,168                            | 410,290           | 516,110                       | Shop and Yard                           | 551,070                          | 551,070                            | 551,070                         |
| 443,474                            | 355,795           | 502,660                       | Streets                                 | 448,150                          | 448,150                            | 448,150                         |
| 55,856                             | 35,986            | 69,840                        | Sanitation                              | 51,070                           | 51,070                             | 51,070                          |
| 1,128,444                          | 1,127,489         | 1,340,630                     | Sewer                                   | 1,348,980                        | 1,348,980                          | 1,348,980                       |
| -                                  | -                 | -                             | Stormwater                              | 179,620                          | 179,620                            | 179,620                         |
| 1,586,398                          | 1,660,392         | 1,840,630                     | Water                                   | 1,840,700                        | 1,840,700                          | 1,840,700                       |
| -                                  | -                 | 81,270                        | Contingency                             | 112,760                          | 112,760                            | 112,760                         |
| 3,878,117                          | 3,956,949         | 4,701,480                     | <b>Total Expenditures by Department</b> | <b>4,864,720</b>                 | <b>4,864,720</b>                   | <b>4,864,720</b>                |
| 3,878,117                          | 3,956,949         | 4,701,480                     | <b>Total Expenditures</b>               | <b>4,864,720</b>                 | <b>4,864,720</b>                   | <b>4,864,720</b>                |
| <b>Accrual Adjustments for:</b>    |                   |                               |   |                                  |                                    |                                 |
| (939,263)                          | (1,101,238)       | -                             | Depreciation                            | -                                | -                                  | -                               |
| 20,475                             | 61,148            | -                             | Capitalized Expenditures                | -                                | -                                  | -                               |
| (3,736,259)                        | (3,130,211)       | -                             | Fixed Assets                            | -                                | -                                  | -                               |
|                                    | (206,198)         | -                             | Prior Period Adjustment                 | -                                | -                                  | -                               |
| <u>29,905,187</u>                  | <u>34,510,277</u> | -                             | Ending Fund Balance                     | -                                | -                                  | -                               |
| <u>29,128,257</u>                  | <u>34,090,727</u> | <u>4,701,480</u>              | <b>Total Requirements</b>               | <u><b>4,864,720</b></u>          | <u><b>4,864,720</b></u>            | <u><b>4,864,720</b></u>         |

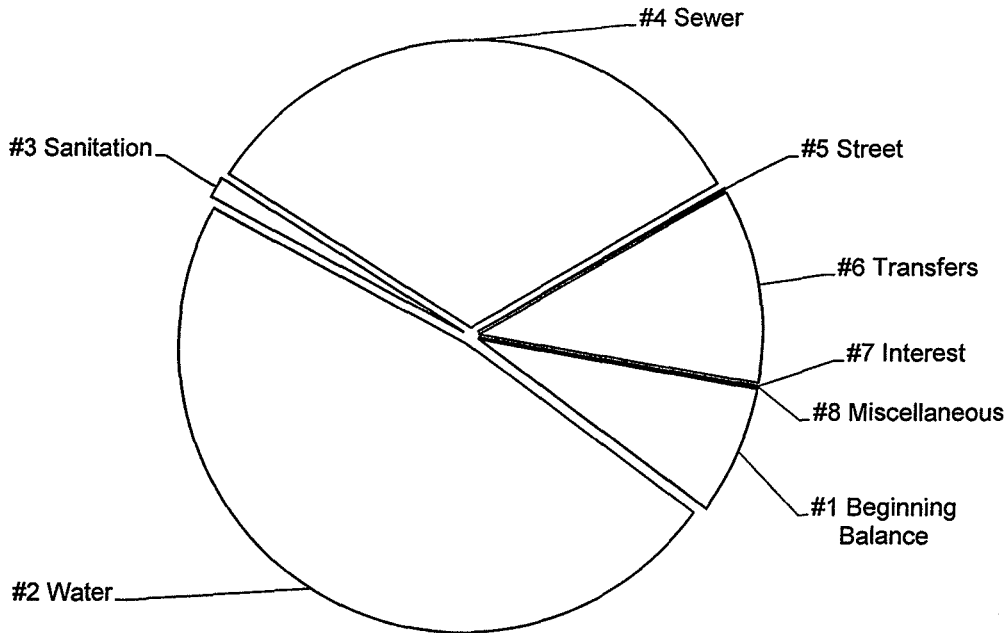
**NOTE:** Generally Accepted Accounting Principles (GAAP) require a business-type fund to maintain its budgetary fund balance on a full accrual basis. The fund balances for the June 30, 2010 and 2011 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the Public Works Fund at June 30, 2010 was \$411,819 and at June 30, 2011 was \$636,629.

City of Astoria, Oregon  
Public Works Fund Resources  
Year Beginning July 1, 2012

| Segment # | Resources                       | Amount       | Percentage   |
|-----------|---------------------------------|--------------|--------------|
| 1         | Beginning Fund Balance          | \$350,000    | 7.19%        |
| 2         | Charges for Water Services      | 2,326,500    | 47.82%       |
| 3         | Charges for Sanitation Services | 57,070       | 1.17%        |
| 4         | Charges for Sewer Services      | 1,590,310    | 32.69%       |
| 5         | Charges for Street Services     | 5,000        | 0.10%        |
| 6         | Transfers from Other Funds      | 532,240      | 10.94%       |
| 7         | Interest Earnings               | 2,000        | 0.04%        |
| 8         | Miscellaneous                   | <u>1,600</u> | <u>0.05%</u> |
|           | Total Resources                 | \$4,864,720  | 100.00%      |

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

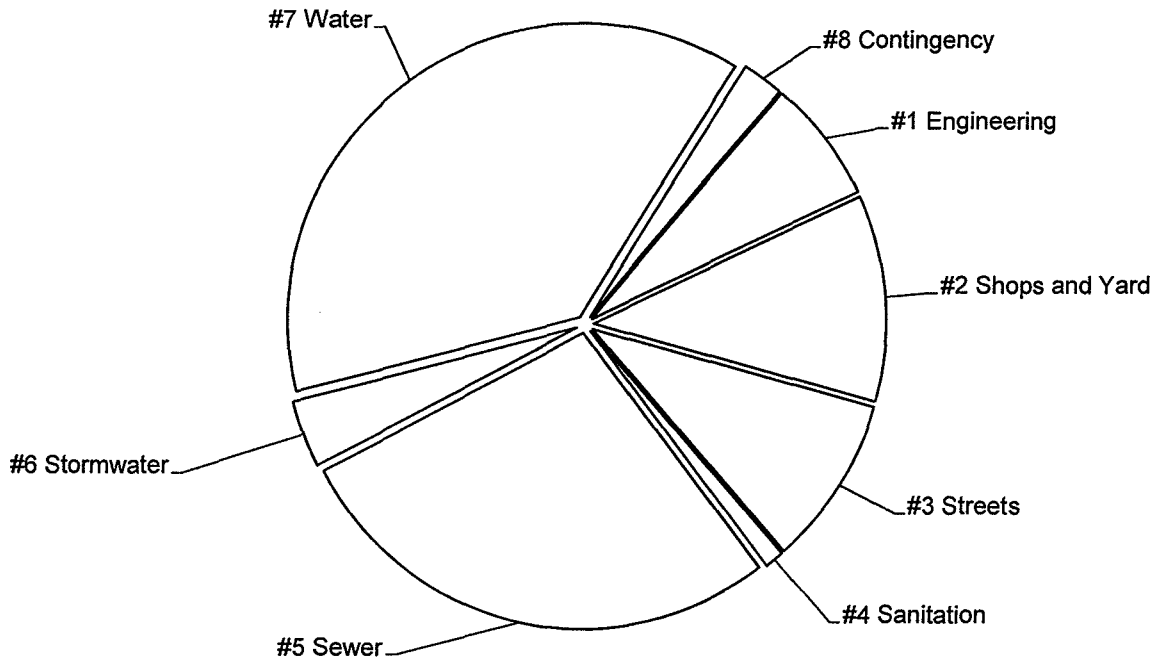
\$532,240 is transferred in from the State Tax Street Fund, which receives State of Oregon gas tax revenues. This transfer subsidizes the cost of maintaining City streets.



City of Astoria, Oregon  
Public Works Fund Requirements  
Year Beginning July 1, 2012

| Segment # | Requirements       | Amount         | Percentage   |
|-----------|--------------------|----------------|--------------|
| 1         | Engineering        | \$332,370      | 6.83%        |
| 2         | Shops and Yard     | 551,070        | 11.33%       |
| 3         | Streets            | 448,150        | 9.21%        |
| 4         | Sanitation         | 51,070         | 1.05%        |
| 5         | Sewer              | 1,348,980      | 27.73%       |
| 6         | Stormwater         | 179,620        | 3.69%        |
| 7         | Water              | 1,840,700      | 37.84%       |
| 8         | Contingency        | <u>112,760</u> | <u>2.32%</u> |
|           | Total Requirements | \$4,864,720    | 100.00%      |

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



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

Summary of Expenditures

| Historical Data  |                  |                  | Budget for Fiscal Year 7/1/12 - 6/30/13 |                  |                  |                  |
|------------------|------------------|------------------|---|------------------|------------------|------------------|
| Actual Data      |                  | Adopted Budget   | Requirements                            | Proposed by      | Approved by      | Adopted by       |
| FYE 6/30/10      | FYE 6/30/11      | FYE 6/30/12      |   | Budget Officer   | Budget Committee | Governing Body   |
|                  |                  |                  | <b>Personnel Services:</b>              |                  |                  |                  |
| 198,073          | 294,141          | 284,110          | Engineering                             | 238,600          | 238,600          | 238,600          |
| 310,741          | 327,876          | 410,610          | Shop & Yard                             | 428,640          | 428,640          | 428,640          |
| 181,034          | 158,518          | 166,610          | Streets                                 | 152,800          | 152,800          | 152,800          |
| 21,389           | 16,453           | 35,540           | Sanitation                              | 30,420           | 30,420           | 30,420           |
| 649,019          | 636,188          | 714,690          | Sewer                                   | 689,680          | 689,680          | 689,680          |
| -                | -                | -                | Stormwater                              | 125,770          | 125,770          | 125,770          |
| <u>944,738</u>   | <u>1,033,572</u> | <u>1,061,010</u> | Water                                   | <u>1,099,400</u> | <u>1,099,400</u> | <u>1,099,400</u> |
| 2,304,994        | 2,466,748        | 2,672,570        | <b>Total Personnel Services</b>         | 2,765,310        | 2,765,310        | 2,765,310        |
|                  |                  |                  | <b>Materials &amp; Services:</b>        |                  |                  |                  |
| 48,424           | 53,172           | 55,880           | Engineering                             | 85,070           | 85,070           | 85,070           |
| 94,627           | 75,382           | 97,100           | Shop & Yard                             | 111,730          | 111,730          | 111,730          |
| 261,240          | 197,277          | 336,050          | Streets                                 | 295,350          | 295,350          | 295,350          |
| 34,467           | 19,533           | 34,300           | Sanitation                              | 20,650           | 20,650           | 20,650           |
| 336,214          | 344,766          | 481,240          | Sewer                                   | 509,400          | 509,400          | 509,400          |
| -                | -                | -                | Stormwater                              | 53,850           | 53,850           | 53,850           |
| <u>415,846</u>   | <u>411,928</u>   | <u>560,020</u>   | Water                                   | <u>517,400</u>   | <u>517,400</u>   | <u>517,400</u>   |
| 1,190,818        | 1,102,048        | 1,564,590        | <b>Total Materials &amp; Services</b>   | 1,593,450        | 1,593,450        | 1,593,450        |
|                  |                  |                  | <b>Capital Outlay:</b>                  |                  |                  |                  |
| 6,280            | 19,684           | 10,350           | Engineering                             | 8,700            | 8,700            | 8,700            |
| 5,800            | 7,032            | 8,400            | Shop & Yard                             | 10,700           | 10,700           | 10,700           |
| 1,200            | -                | -                | Streets                                 |                  |                  |                  |
| 11               | 3,345            | 1,500            | Sewer                                   | 6,700            | 6,700            | 6,700            |
| <u>11,014</u>    | <u>92</u>        | <u>4,800</u>     | Water                                   | <u>9,100</u>     | <u>9,100</u>     | <u>9,100</u>     |
| 24,305           | 30,153           | 25,050           | <b>Total Capital Outlay</b>             | 35,200           | 35,200           | 35,200           |
|                  |                  |                  | <b>Transfers to Other Funds:</b>        |                  |                  |                  |
| <u>358,000</u>   | <u>358,000</u>   | <u>358,000</u>   | General Fund                            | <u>358,000</u>   | <u>358,000</u>   | <u>358,000</u>   |
| 358,000          | 358,000          | 358,000          | <b>Total Transfers to Other Funds</b>   | 358,000          | 358,000          | 358,000          |
| -                | -                | 81,270           | <b>Contingency</b>                      | <u>112,760</u>   | <u>112,760</u>   | <u>112,760</u>   |
| <u>3,878,117</u> | <u>3,956,949</u> | <u>4,701,480</u> | <b>Total Expenditures</b>               | <u>4,864,720</u> | <u>4,864,720</u> | <u>4,864,720</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.

### Staffing

Staffing for the Engineering Department consists of the public works director, the city engineer, the assistant city engineer, an administrative assistant, an engineering secretary, two engineering technicians and a computer aided drafting/geographic information systems (CAD/GIS) technician.

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

Expenditures (by department)  
ENGINEERING #3700

Budget for Fiscal Year 7/1/12 - 6/30/13

| Historical Data            |             |                               | Requirements                        | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
|----------------------------|-------------|-------------------------------|-------------------------------------|----------------------------------|------------------------------------|---------------------------------|
| Actual Data<br>FYE 6/30/10 | FYE 6/30/11 | Adopted Budget<br>FYE 6/30/12 |                                     |                                  |                                    |                                 |
|                            |             |                               | <b>Personnel Services:</b>          |                                  |                                    |                                 |
| 10,214                     | 100,036     | 145,730                       | Regular Salaries                    | 148,830                          | 148,830                            | 148,830                         |
| 90,444                     | 120,476     | 10,000                        | Extra Help                          | 6,000                            | 6,000                              | 6,000                           |
| 23,740                     | 19,915      | 21,160                        | FICA Taxes                          | 11,910                           | 11,910                             | 11,910                          |
| 34,536                     | 15,200      | 57,800                        | Insurance                           | 42,780                           | 42,780                             | 42,780                          |
| 38,091                     | 28,947      | 47,770                        | Retirement Contributions            | 23,310                           | 23,310                             | 23,310                          |
| 1,048                      | 9,567       | 1,650                         | Workers' Compensation               | 5,770                            | 5,770                              | 5,770                           |
| 198,073                    | 294,141     | 284,110                       | <b>Total Personnel Services</b>     | <b>238,600</b>                   | <b>238,600</b>                     | <b>238,600</b>                  |
|                            |             |                               | <b>Materials and Services:</b>      |                                  |                                    |                                 |
| 4,445                      | 5,277       | 5,000                         | Office Supplies                     | 5,000                            | 5,000                              | 5,000                           |
| 2,733                      | 5,293       | 4,000                         | Operating Supplies                  | 4,500                            | 4,500                              | 4,500                           |
| 1,152                      | 2,176       | 2,500                         | Repair & Maintenance Supplies       | 2,500                            | 2,500                              | 2,500                           |
| 140                        | 990         | 1,950                         | Small Tools & Minor Equipment       | 1,450                            | 1,450                              | 1,450                           |
| 1,484                      | 270         | 4,000                         | Training                            | 4,000                            | 4,000                              | 4,000                           |
| 1,641                      | 6,211       | 1,000                         | Conferences, Meetings & Travel      | 1,000                            | 1,000                              | 1,000                           |
| 446                        | 457         | 1,320                         | Memberships & Dues                  | 1,180                            | 1,180                              | 1,180                           |
| 12,650                     | 1,262       | 750                           | Advertising                         | 750                              | 750                                | 750                             |
| 18,638                     | -           | -                             | Professional Services               | 37,530                           | 37,530                             | 37,530                          |
| 2,494                      | 3,050       | 2,800                         | Communications                      | 2,800                            | 2,800                              | 2,800                           |
| -                          | 8,120       | 7,500                         | Repair & Maintenance Services       | 7,500                            | 7,500                              | 7,500                           |
| -                          | 407         | 360                           | Licenses and Permits                | 360                              | 360                                | 360                             |
| 424                        | -           | -                             | Miscellaneous                       | -                                | -                                  | -                               |
| 2,177                      | 19,659      | 24,700                        | Technology Services                 | 16,500                           | 16,500                             | 16,500                          |
| 48,424                     | 53,172      | 55,880                        | <b>Total Materials and Services</b> | <b>85,070</b>                    | <b>85,070</b>                      | <b>85,070</b>                   |
|                            |             |                               | <b>Capital Outlay:</b>              |                                  |                                    |                                 |
| 6,280                      | 19,684      | 10,350                        | Machinery & Equipment               | 8,700                            | 8,700                              | 8,700                           |
| 252,777                    | 366,997     | 350,340                       | <b>Total Expenditures</b>           | <b>332,370</b>                   | <b>332,370</b>                     | <b>332,370</b>                  |

**PUBLIC WORKS FUND (301)**

**ENGINEERING (3700)**

**Personnel Services (410 - 415)**

|     |      |                                      |         |
|-----|------|--------------------------------------|---------|
| 410 | 2020 | Straight Time - Regular              | 148,830 |
| 410 | 2085 | Extra Help - 1 Temp - Summer Interns | 6,000   |
| 415 | 2220 | FICA -Social Security                | 11,910  |
| 415 | 2230 | Insurance                            | 42,780  |
| 415 | 2235 | Retirement Contributions             | 23,310  |
| 415 | 2240 | Workers' Compensation                | 5,770   |

**TOTAL PERSONNEL SERVICES**

**238,600**

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

|     |      |   |        |               |
|-----|------|---|--------|---------------|
| 510 | 3045 | General Office Supplies                     | 5,000  |               |
|     |      | Sub-total of Office Supplies                |        | <b>5,000</b>  |
| 515 | 3120 | Books / Periodicals                         | 500    |               |
| 515 | 3180 | Fuel, Oil, Lubricants                       | 3,000  |               |
| 515 | 3310 | General Operating Supplies                  | 1,000  |               |
|     |      | Sub-total of Operating Supplies             |        | <b>4,500</b>  |
| 525 | 3525 | Motor Vehicle Repair Parts                  | 2,500  |               |
|     |      | Sub-total of Repair & Maintenance Supplies  |        | <b>2,500</b>  |
| 530 | 3720 | Small Tools                                 | 1,000  |               |
| 530 | 3730 | Steel Toe Boots                             | 450    |               |
|     |      | Sub-total of Small Tools & Minor Equipment  |        | <b>1,450</b>  |
| 610 | 4115 | Workshops                                   | 4,000  |               |
|     |      | Sub-total of Training                       |        | <b>4,000</b>  |
| 615 | 4260 | Conference / Meeting Expense                | 1,000  |               |
|     |      | Sub-total of Conferences, Meetings & Travel |        | <b>1,000</b>  |
| 620 | 4540 | Professional Services                       |        |               |
| 620 | 4390 | Network Maintenance                         | 11,830 |               |
| 620 | 4395 | Email Hosting                               | 320    |               |
| 620 | 4400 | Internet Connectivity                       | 3,700  |               |
| 620 | 4498 | Water System                                | 10,000 |               |
| 620 | 4499 | Structural                                  | 5,000  |               |
| 620 | 4500 | Surveying                                   | 5,000  |               |
| 620 | 4541 | VOIP Cisco / Obsidian Support               | 1,680  |               |
|     |      | Sub-total of Professional Services          |        | <b>37,530</b> |
| 630 | 4830 | American Public Works Association           | 500    |               |
| 630 | 4835 | American Society of Civil Engineers         | 680    |               |
|     |      | Sub-total of Memberships & Dues             |        | <b>1,180</b>  |
| 635 | 4920 | Cell Phones                                 | 2,800  |               |
|     |      | Sub-total of Communications                 |        | <b>2,800</b>  |

| <b>PUBLIC WORKS FUND (301)</b>        |      |   |                |
|---------------------------------------|------|---|----------------|
| <b>ENGINEERING (3700)</b>             |      |   |                |
| 640                                   | 5020 | Advertising - Legal Ads / Notice            | 750            |
|                                       |      | Sub-total of Advertising                    | <b>750</b>     |
| 660                                   | 5660 | Engineering Plan Plotter / Scanner (Leases) | 6,000          |
| 660                                   | 5785 | Motor Vehicles / Auto Body Shop             | 500            |
| 660                                   | 5805 | Survey & Other Equipment                    | 1,000          |
|                                       |      | Sub-total of Repair & Maintenance Services  | <b>7,500</b>   |
| 675                                   | 6010 | Professional License Renewal                | 360            |
|                                       |      | Sub-total of Miscellaneous                  | <b>360</b>     |
| 685                                   | 6205 | Computer Software                           | 1,000          |
| 685                                   | 6207 | Non-Contract IT Services                    |                |
| 685                                   | 6212 | GIS Consulting                              | 5,000          |
| 685                                   | 6245 | Computer Hardware                           | 500            |
| 685                                   | 6255 | Software Maintenance Agreement              | 10,000         |
|                                       |      | Sub-total of Technology Services            | <b>16,500</b>  |
| <b>TOTAL MATERIALS &amp; SERVICES</b> |      |   | <b>85,070</b>  |
| <b>Capital Outlay (740)</b>           |      |   |                |
| 740                                   | 6650 | Machinery & Equipment                       |                |
|                                       |      | 2 Computers                                 | 5,500          |
|                                       |      | Office Furniture                            | 2,000          |
|                                       |      | 2 Vehicle Radios                            | 1,200          |
|                                       |      | Sub-total Machinery & Equipment             | <b>8,700</b>   |
| <b>TOTAL CAPITAL OUTLAY</b>           |      |   | <b>8,700</b>   |
| <b>TOTAL ENGINEERING</b>              |      |   | <b>332,370</b> |
| <b>TOTAL ENGINEERING - ALL FUNDS</b>  |      |   | <b>332,370</b> |

**FUND: PUBLIC WORKS**

Department: Shop and Yard #3800

Basic Objectives

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

Staffing

For budget purposes, staffing for Shop and Yard consists of a public works superintendent, an administrative assistant, an equipment maintenance supervisor, a stores supervisor, two equipment mechanics II and one equipment mechanic I.

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

Expenditures (by department)  
**SHOP AND YARD #3800**

| <u>Historical Data</u> |                |                       | <u>Budget for Fiscal Year 7/1/12 - 6/30/13</u> |                |                  |                |
|------------------------|----------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u>     |                | <u>Adopted Budget</u> |  | Proposed by    | Approved by      | Adopted by     |
| FYE 6/30/10            | FYE 6/30/11    | FYE 6/30/12           | Requirements                                   | Budget Officer | Budget Committee | Governing Body |
|                        |                |                       | <b>Personnel Services:</b>                     |                |                  |                |
| 170,025                | 207,842        | 180,030               | Regular Salaries                               | 271,390        | 271,390          | 271,390        |
| 983                    | 1,622          | 1,500                 | Overtime                                       | 1,500          | 1,500            | 1,500          |
| 1,027                  | 3,487          | 3,000                 | Extra Help                                     | 3,000          | 3,000            | 3,000          |
| 20,350                 | 15,753         | 33,330                | FICA Taxes                                     | 21,720         | 21,720           | 21,720         |
| 76,779                 | 65,170         | 118,650               | Insurance                                      | 78,010         | 78,010           | 78,010         |
| 29,871                 | 22,820         | 58,240                | Retirement Contributions                       | 42,500         | 42,500           | 42,500         |
| 11,706                 | 11,182         | 15,860                | Workers' Compensation                          | 10,520         | 10,520           | 10,520         |
| <u>310,741</u>         | <u>327,876</u> | <u>410,610</u>        | <b>Total Personnel Services</b>                | <u>428,640</u> | <u>428,640</u>   | <u>428,640</u> |
|                        |                |                       | <b>Materials and Services:</b>                 |                |                  |                |
| 2,249                  | 698            | 850                   | Office Supplies                                | 1,300          | 1,300            | 1,300          |
| 2,522                  | 1,321          | 2,600                 | Small Tools & Minor Equipment                  | 3,000          | 3,000            | 3,000          |
| 10,781                 | 12,083         | 14,900                | Operating Supplies                             | 14,650         | 14,650           | 14,650         |
| 12,600                 | 15,780         | 14,100                | Repair & Maintenance Supplies                  | 17,700         | 17,700           | 17,700         |
| 1,458                  | 1,887          | 3,500                 | Training                                       | 3,500          | 3,500            | 3,500          |
| -                      | -              | 300                   | Printing & Binding                             | 800            | 800              | 800            |
| 1,559                  | 903            | 2,050                 | Professional Services                          | 19,480         | 19,480           | 19,480         |
| 2,623                  | 1,938          | 3,500                 | Communications                                 | 4,200          | 4,200            | 4,200          |
| 14,808                 | 15,857         | 18,600                | Public Utility Services                        | 18,500         | 18,500           | 18,500         |
| 22,979                 | 11,229         | 14,100                | Repair & Maintenance Services                  | 14,000         | 14,000           | 14,000         |
| -                      | -              | 1,000                 | Rentals  | 1,000          | 1,000            | 1,000          |
| 5,272                  | 5,211          | 6,600                 | Miscellaneous                                  | 6,500          | 6,500            | 6,500          |
| 17,776                 | 8,475          | 15,000                | Technology Services                            | 7,100          | 7,100            | 7,100          |
| <u>94,627</u>          | <u>75,382</u>  | <u>97,100</u>         | <b>Total Materials and Services</b>            | <u>111,730</u> | <u>111,730</u>   | <u>111,730</u> |
|                        |                |                       | <b>Capital Outlay:</b>                         |                |                  |                |
| 5,800                  | 2,660          | -                     | Improvements Other Than Buildings              | 8,500          | 8,500            | 8,500          |
| -                      | 4,372          | 8,400                 | Machinery & Equipment                          | 2,200          | 2,200            | 2,200          |
| <u>5,800</u>           | <u>7,032</u>   | <u>8,400</u>          | <b>Total Capital Outlay</b>                    | <u>10,700</u>  | <u>10,700</u>    | <u>10,700</u>  |
| <u>411,168</u>         | <u>410,290</u> | <u>516,110</u>        | <b>Total Expenditures</b>                      | <u>551,070</u> | <u>551,070</u>   | <u>551,070</u> |

**PUBLIC WORKS FUND (301)**

**SHOP AND YARD (3800)**

**Personnel Services (410 - 415)**

|     |      |                          |         |
|-----|------|--------------------------|---------|
| 410 | 2020 | Straight Time - Regular  | 271,390 |
| 410 | 2045 | Overtime                 | 1,500   |
| 410 | 2085 | Extra Help               | 3,000   |
| 415 | 2220 | FICA -Social Security    | 21,720  |
| 415 | 2230 | Insurance                | 78,010  |
| 415 | 2235 | Retirement Contributions | 42,500  |
| 415 | 2240 | Workers' Compensation    | 10,520  |

|                                 |                |
|---------------------------------|----------------|
| <b>TOTAL PERSONNEL SERVICES</b> | <b>428,640</b> |
|---------------------------------|----------------|

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

|     |      |  |               |
|-----|------|--|---------------|
| 510 | 3030 | Paper                                      | 100           |
| 510 | 3040 | Printer, Cartridges and Supplies           | 800           |
| 510 | 3045 | General Office Supplies                    | 400           |
|     |      | Sub-total of Office Supplies               | <b>1,300</b>  |
| 515 | 3120 | Books & periodicals                        | 350           |
| 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                         | 200           |
| 515 | 3310 | General Operating Supplies                 | 1,500         |
|     |      | Sub-total of Operating Supplies            | <b>14,650</b> |
| 525 | 3520 | Building Materials / Supplies              | 2,000         |
| 525 | 3525 | Motor Vehicle Repair Parts                 | 4,500         |
| 525 | 3530 | Tires                                      | 3,000         |
| 525 | 3540 | Paint & Paint Supplies                     | 300           |
| 525 | 3550 | Electrical Supplies                        | 2,000         |
| 525 | 3585 | Safety Supplies                            | 1,400         |
| 525 | 3640 | Other Repair & Maintenance Supplies        | 4,500         |
|     |      | Sub-total of Repair & Maintenance Supplies | <b>17,700</b> |
| 530 | 3720 | Small Tools                                | 1,200         |
| 530 | 3722 | Mechanics Contractual Tool Allowance       | 1,800         |
|     |      | Sub-total of Small Tools                   | <b>3,000</b>  |
| 610 | 4085 | Travel Expense - Training                  | 1,800         |
| 610 | 4115 | Workshops                                  | 1,700         |
|     |      | Sub-total of Training                      | <b>3,500</b>  |



**PUBLIC WORKS FUND (301)**

**SHOP AND YARD (3800)**

|     |      |  |        |               |
|-----|------|--|--------|---------------|
| 620 | 4432 | Background Checks                            | 250    |               |
| 620 | 4510 | Drug / Alcohol Testing                       | 600    |               |
| 620 | 4515 | CDL Physicals                                | 300    |               |
| 620 | 4540 | General - Professional Services              | 800    |               |
| 620 | 4390 | Network Maintenance                          | 11,830 |               |
| 620 | 4395 | Email Hosting                                | 320    |               |
| 620 | 4400 | Internet Connectivity                        | 3,700  |               |
| 620 | 4541 | VOIP Cisco / Obsidian Support                | 1,680  |               |
|     |      | Sub-total of Professional Services           |        | <b>19,480</b> |
| 635 | 4920 | Cell Phones                                  | 1,500  |               |
| 635 | 4930 | Telephone Century Link (Qwest)               | 2,600  |               |
| 635 | 4975 | Postage                                      | 100    |               |
|     |      | Sub-total of Communications                  |        | <b>4,200</b>  |
| 650 | 5145 | General Printing and Binding                 | 800    |               |
|     |      | Sub-total of Printing and Binding            |        | <b>800</b>    |
| 655 | 5304 | Electricity - 535 31st - Old Shop            | 1,200  |               |
| 655 | 5307 | Electricity - 550 30th - Main PW             | 9,000  |               |
| 656 | 5473 | Natural Gas - PW Shops                       | 5,000  |               |
| 657 | 5520 | Sanitation - PW Shops                        | 3,300  |               |
|     |      | Sub-total of Public Utility Services         |        | <b>18,500</b> |
| 660 | 5725 | Equipment Other Than Vehicles                | 500    |               |
| 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 |        | <b>14,000</b> |
| 665 | 5865 | Rentals - Equipment                          | 1,000  |               |
|     |      | Sub-total of Rentals                         |        | <b>1,000</b>  |
| 375 | 6010 | License Renewal                              | 300    |               |
| 675 | 6015 | Fuel Tank Insurance                          | 5,000  |               |
| 675 | 6020 | Permits (CDL, Boiler, Tank Assessments)      | 700    |               |
| 675 | 6035 | General - Miscellaneous                      | 500    |               |
|     |      | Sub-total of Miscellaneous                   |        | <b>6,500</b>  |

**PUBLIC WORKS FUND (301)**

**SHOP AND YARD (3800)**

|     |      |                                  |       |              |
|-----|------|----------------------------------|-------|--------------|
| 685 | 6205 | Computer Software                | 1,000 |              |
| 685 | 6245 | Computer Hardware                | 2,000 |              |
| 685 | 6255 | Software Maintenance Agreement   | 4,100 |              |
|     |      | Sub-total of Technology Services |       | <b>7,100</b> |

**TOTAL MATERIALS & SERVICES 111,730**

**Capital Outlay (730 - 740)**

|     |      |   |       |              |
|-----|------|---|-------|--------------|
| 730 | 6500 | Improvements Other than Buildings<br>Shop Gutters | 8,500 |              |
|     |      | Sub-total Improvements Other than Buildings       |       | <b>8,500</b> |
| 740 | 6650 | Machinery & Equipment<br>Garage Doors             | 2,200 |              |
|     |      | Sub-total of Machinery & Equipment                |       | <b>2,200</b> |

**TOTAL CAPITAL OUTLAY 10,700**

**TOTAL SHOP & YARD - ALL FUNDS 551,070**

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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.

Staffing

For budgeting purposes, this budget provides for a street sweeper operator and a senior utility technician. Using a cost accounting system, actual time worked is charged by specific function.

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

Expenditures (by department)  
**STREETS #3900**

Budget for Fiscal Year 7/1/12 - 6/30/13

| Historical Data            |                |                               | Requirements                        | Budget for Fiscal Year 7/1/12 - 6/30/13 |                                    |                                 |
|----------------------------|----------------|-------------------------------|-------------------------------------|---|------------------------------------|---------------------------------|
| Actual Data<br>FYE 6/30/10 | FYE 6/30/11    | Adopted Budget<br>FYE 6/30/12 |                                     | Proposed by<br>Budget<br>Officer        | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
|                            |                |                               | <b>Personnel Services:</b>          |   |                                    |                                 |
| 110,998                    | 60,138         | 133,450                       | Regular Salaries                    | 91,050                                  | 91,050                             | 91,050                          |
| 1,521                      | 1,925          | 3,000                         | Overtime                            | 2,500                                   | 2,500                              | 2,500                           |
| 9,951                      | 9,394          | 11,000                        | Extra Help                          | 8,000                                   | 8,000                              | 8,000                           |
| 8,366                      | 12,060         | 3,670                         | FICA Taxes                          | 7,290                                   | 7,290                              | 7,290                           |
| 33,206                     | 52,449         | 3,460                         | Insurance                           | 26,170                                  | 26,170                             | 26,170                          |
| 13,681                     | 19,504         | 7,890                         | Retirement Contributions            | 14,260                                  | 14,260                             | 14,260                          |
| 3,311                      | 3,048          | 4,140                         | Workers' Compensation               | 3,530                                   | 3,530                              | 3,530                           |
| <u>181,034</u>             | <u>158,518</u> | <u>166,610</u>                | <b>Total Personnel Services</b>     | <u>152,800</u>                          | <u>152,800</u>                     | <u>152,800</u>                  |
|                            |                |                               | <b>Materials and Services:</b>      |   |                                    |                                 |
| -                          | 364            | -                             | Small Tools & Minor Equipment       | 500                                     | 500                                | 500                             |
| 11,050                     | 16,264         | 20,400                        | Operating Supplies                  | 14,400                                  | 14,400                             | 14,400                          |
| 47,924                     | 41,157         | 64,400                        | Repair & Maintenance Supplies       | 49,500                                  | 49,500                             | 49,500                          |
| 52                         | 26             | 300                           | Training                            | 300                                     | 300                                | 300                             |
| 1,196                      | -              | -                             | Rentals                             | -                                       | -                                  | -                               |
| 2,906                      | 2,704          | 12,300                        | Professional Services               | 9,300                                   | 9,300                              | 9,300                           |
| -                          | 10             | 50                            | Communications                      | 50                                      | 50                                 | 50                              |
| 147,522                    | 95,956         | 175,000                       | Public Utility Services             | 160,000                                 | 160,000                            | 160,000                         |
| 48,440                     | 40,796         | 57,000                        | Repair & Maintenance Services       | 56,000                                  | 56,000                             | 56,000                          |
| -                          | -              | 5,000                         | Rentals                             | 4,000                                   | 4,000                              | 4,000                           |
| 2,150                      | -              | 1,600                         | Miscellaneous                       | 1,300                                   | 1,300                              | 1,300                           |
| <u>261,240</u>             | <u>197,277</u> | <u>336,050</u>                | <b>Total Materials and Services</b> | <u>295,350</u>                          | <u>295,350</u>                     | <u>295,350</u>                  |
|                            |                |                               | <b>Capital Outlay:</b>              |   |                                    |                                 |
| 1,200                      | -              | -                             | Machinery & Equipment               | -                                       | -                                  | -                               |
| <u>443,474</u>             | <u>355,795</u> | <u>502,660</u>                | <b>Total Expenditures</b>           | <u>448,150</u>                          | <u>448,150</u>                     | <u>448,150</u>                  |

**PUBLIC WORKS FUND (301)**

**STREETS (3900)**

**Personnel Services (410 - 415)**

|     |      |                          |        |
|-----|------|--------------------------|--------|
| 410 | 2020 | Straight Time - Regular  | 91,050 |
| 410 | 2045 | Overtime                 | 2,500  |
| 410 | 2085 | Extra Help               | 8,000  |
| 415 | 2220 | FICA -Social Security    | 7,290  |
| 415 | 2230 | Insurance                | 26,170 |
| 415 | 2235 | Retirement Contributions | 14,260 |
| 415 | 2240 | Workers' Compensation    | 3,530  |

**TOTAL PERSONNEL SERVICES 152,800**

**Materials and Services (515 - 675)**

|     |      |  |               |
|-----|------|--|---------------|
| 515 | 3120 | Books and Periodicals                        | 100           |
| 515 | 3125 | Clothing, Uniforms, Boots, Gloves            | 200           |
| 515 | 3180 | Fuel, Oil, Lubricants                        | 14,000        |
| 515 | 3310 | General Operating Supplies                   | 100           |
|     |      | Sub-total of Operating Supplies              | <b>14,400</b> |
| 525 | 3525 | Motor Vehicle Repair Parts                   | 10,500        |
| 525 | 3530 | Tires  | 10,000        |
| 525 | 3540 | Paint and Paint Supplies                     | 9,000         |
| 525 | 3550 | Electrical Supplies                          | 1,500         |
| 525 | 3578 | Road Maintenance Materials                   | 1,500         |
| 525 | 3580 | Signs  | 6,000         |
| 525 | 3585 | Safety Supplies                              | 2,000         |
| 525 | 3590 | Cold Patch                                   | 2,500         |
| 525 | 3595 | Rock   | 2,500         |
| 525 | 3640 | Other Repair and Maintenance Supplies        | 4,000         |
|     |      | Sub-total of Repair and Maintenance Supplies | <b>49,500</b> |
| 530 | 3720 | Small Tools                                  | 500           |
|     |      | Sub-total of Small Tools                     | <b>500</b>    |
| 610 | 4085 | Travel Expense - Training                    | 150           |
| 610 | 4115 | Workshops                                    | 150           |
|     |      | Sub-total of Training                        | <b>300</b>    |

**PUBLIC WORKS FUND (301)**

**STREETS (3900)**

|                                       |      |  |         |                |
|---------------------------------------|------|--|---------|----------------|
| 620                                   | 4460 | Hazardous Tree Removal                     | 8,000   |                |
| 620                                   | 4510 | Drug / Alcohol Testing                     | 150     |                |
| 620                                   | 4515 | CDL Physicals                              | 150     |                |
| 620                                   | 4540 | General - Professional Services            | 1,000   |                |
|                                       |      | Sub-total of Professional Services         |         | <b>9,300</b>   |
| 635                                   | 4975 | Postage                                    | 50      |                |
|                                       |      | Sub-total of Communications                |         | <b>50</b>      |
| 655                                   | 5310 | Electricity - Street Lights                | 160,000 |                |
|                                       |      | Sub-total of Public Utility Services       |         | <b>160,000</b> |
| 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            | 35,000  |                |
| 660                                   | 5825 | General Repair and Maintenance Services    | 15,000  |                |
|                                       |      | Sub-total of Repair & Maintenance Services |         | <b>56,000</b>  |
| 665                                   | 5865 | Rentals - Equipment                        | 1,500   |                |
| 665                                   | 5875 | General - Rentals                          | 2,500   |                |
|                                       |      | Sub-total of Rentals                       |         | <b>4,000</b>   |
| 675                                   | 6005 | Licenses and Permits                       | 200     |                |
| 675                                   | 6010 | License Renewal                            | 100     |                |
| 675                                   | 6035 | General - Miscellaneous                    | 1,000   |                |
|                                       |      | Sub-total of Miscellaneous                 |         | <b>1,300</b>   |
| <b>TOTAL MATERIALS &amp; SERVICES</b> |      |  |         | <b>295,350</b> |
| <b>TOTAL STREETS - ALL FUNDS</b>      |      |  |         | <b>448,150</b> |

**FUND: PUBLIC WORKS**

Department: Sanitation #5400

Basic Objectives

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

Staffing

There are no full-time staff positions. The Public Works staff provides support for this fund's activities. The City 3R Committee meets on as needed basis.



City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

Expenditures (by department)  
SANITATION #5400

Budget for Fiscal Year 7/1/12 - 6/30/13

| Historical Data |             |                | Requirements                        | Budget for Fiscal Year 7/1/12 - 6/30/13 |                |               |
|-----------------|-------------|----------------|-------------------------------------|---|----------------|---------------|
| Actual Data     |             | Adopted Budget |                                     | Proposed by                             | Approved by    | Adopted by    |
| FYE 6/30/10     | FYE 6/30/11 | FYE 6/30/12    | Officer                             | Budget Committee                        | Governing Body |               |
|                 |             |                | <b>Personnel Services:</b>          |   |                |               |
| 16,230          | 9,609       | 34,290         | Regular Salaries                    | 30,020                                  | 30,020         | 30,020        |
| 846             | 865         | 1,000          | Overtime                            | 100                                     | 100            | 100           |
| 808             | 381         | 250            | Extra Help                          | 300                                     | 300            | 300           |
| 614             | 917         | -              | FICA Taxes                          | -                                       | -              | -             |
| 1,811           | 3,147       | -              | Insurance                           | -                                       | -              | -             |
| 1,080           | 1,534       | -              | Retirement Contributions            | -                                       | -              | -             |
| 21,389          | 16,453      | 35,540         | <b>Total Personnel Services</b>     | <b>30,420</b>                           | <b>30,420</b>  | <b>30,420</b> |
|                 |             |                | <b>Materials and Services:</b>      |   |                |               |
| 8,491           | 2           | 1,600          | Operating Supplies                  | 1,500                                   | 1,500          | 1,500         |
| 1,261           | 292         | 7,500          | Repair & Maintenance Supplies       | 4,500                                   | 4,500          | 4,500         |
| 190             | -           | 200            | Memberships & Dues                  | 200                                     | 200            | 200           |
| -               | 190         | 150            | Advertising                         | 50                                      | 50             | 50            |
| 3,085           | -           | -              | Rentals                             | -                                       | -              | -             |
| 9,920           | 4,740       | 5,000          | Professional Services               | 5,100                                   | 5,100          | 5,100         |
| 10,551          | 10,690      | 10,800         | Public Utility Services             | 250                                     | 250            | 250           |
| 6               | 2,286       | 5,550          | Repair & Maintenance Services       | 5,550                                   | 5,550          | 5,550         |
| -               | -           | 2,000          | Rentals                             | 2,000                                   | 2,000          | 2,000         |
| 963             | 1,333       | 1,500          | Miscellaneous                       | 1,500                                   | 1,500          | 1,500         |
| 34,467          | 19,533      | 34,300         | <b>Total Materials and Services</b> | <b>20,650</b>                           | <b>20,650</b>  | <b>20,650</b> |
| 55,856          | 35,986      | 69,840         | <b>Total Expenditures</b>           | <b>51,070</b>                           | <b>51,070</b>  | <b>51,070</b> |

**PUBLIC WORKS FUND (301)**

**SANITATION (5400)**

**Personnel Services (410 - 415)**

|     |      |                         |        |
|-----|------|-------------------------|--------|
| 410 | 2020 | Straight Time - Regular | 30,020 |
| 410 | 2045 | Overtime                | 100    |
| 410 | 2085 | Extra Help              | 300    |

**TOTAL PERSONNEL SERVICES 30,420**

**Materials and Services (515 - 675)**

|     |      |  |              |
|-----|------|--|--------------|
| 515 | 3180 | Fuel, Oil, Lubricants                        | 1,000        |
| 515 | 3270 | Chemicals                                    | 300          |
| 515 | 3275 | Laboratory Supplies                          | 100          |
| 515 | 3310 | General Operating Supplies                   | 100          |
|     |      | Sub-total of Operating Supplies              | <b>1,500</b> |
| 525 | 3525 | Motor Vehicle Repair Parts                   | 1,500        |
| 525 | 3610 | Drainage Ditch Supplies                      | 2,000        |
| 525 | 3640 | Other Repair and Maintenance Supplies        | 1,000        |
|     |      | Sub-total of Repair and Maintenance Supplies | <b>4,500</b> |
| 620 | 4520 | Lab testing                                  | 5,000        |
| 620 | 4540 | Professional Services-General                | 100          |
|     |      | Sub-total of Professional Services           | <b>5,100</b> |
| 630 | 4850 | Association of Oregon Recyclers              | 200          |
|     |      | Sub-total of Membership's and Dues           | <b>200</b>   |
| 640 | 5030 | Advertising - Public Notices                 | 50           |
|     |      | Sub-total of Advertising                     | <b>50</b>    |
| 655 | 5367 | Electricity - Transfer Station               | 250          |
|     |      | Sub-total of Public Utility Services         | <b>250</b>   |

**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                    | 5,000 |               |
|                                       |      | Sub-total of Repair & Maintenance Services |       | <b>5,550</b>  |
| 665                                   | 5865 | Rentals - Equipment                        | 2,000 |               |
|                                       |      | Sub-total of Rentals                       |       | <b>2,000</b>  |
| 675                                   | 6020 | Permits                                    | 1,000 |               |
| 675                                   | 6035 | General - Miscellaneous                    | 500   |               |
|                                       |      | Sub-total of Miscellaneous                 |       | <b>1,500</b>  |
| <b>TOTAL MATERIALS &amp; SERVICES</b> |      |  |       | <b>20,650</b> |
| <b>TOTAL SANITATION - ALL FUNDS</b>   |      |  |       | <b>51,070</b> |

**FUND: PUBLIC WORKS**

Department: Sewer #5600

Basic Objectives

This department operates, maintains and improves the City's sewer collection and treatment systems and sewage pumping stations. Staff maintains, repairs and monitors 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.

Staffing

For budgeting purposes, this budget provides for an assistant public works superintendent, a sewer plant operator, one assistant sewer plant operator, one senior utility worker, and two senior utility technicians.

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

Expenditures (by department)  
SEWER #5600

Budget for Fiscal Year 7/1/12 - 6/30/13

| Historical Data            |                  |                               | Requirements                         | Budget for Fiscal Year 7/1/12 - 6/30/13 |                                    |                                 |
|----------------------------|------------------|-------------------------------|--------------------------------------|---|------------------------------------|---------------------------------|
| Actual Data<br>FYE 6/30/10 | FYE 6/30/11      | Adopted Budget<br>FYE 6/30/12 |                                      | Proposed by<br>Budget<br>Officer        | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
|                            |                  |                               | <b>Personnel Services:</b>           |   |                                    |                                 |
| 466,240                    | 431,985          | 514,360                       | Regular Salaries                     | 424,630                                 | 424,630                            | 424,630                         |
| 3,418                      | 2,163            | 6,000                         | Overtime                             | 3,500                                   | 3,500                              | 3,500                           |
| 3,450                      | 3,525            | 4,000                         | Standby Time                         | 4,000                                   | 4,000                              | 4,000                           |
| 5,469                      | 4,977            | 8,000                         | Extra Help                           | 4,000                                   | 4,000                              | 4,000                           |
| 27,777                     | 31,149           | 30,650                        | FICA Taxes                           | 37,390                                  | 37,390                             | 37,390                          |
| 88,964                     | 106,649          | 82,710                        | Insurance                            | 134,280                                 | 134,280                            | 134,280                         |
| 41,314                     | 43,794           | 54,370                        | Retirement Contributions             | 57,530                                  | 57,530                             | 57,530                          |
| 12,387                     | 11,946           | 14,600                        | Workers' Compensation                | 24,350                                  | 24,350                             | 24,350                          |
| <b>649,019</b>             | <b>636,188</b>   | <b>714,690</b>                | <b>Total Personnel Services</b>      | <b>689,680</b>                          | <b>689,680</b>                     | <b>689,680</b>                  |
|                            |                  |                               | <b>Materials and Services:</b>       |   |                                    |                                 |
| 296                        | 348              | 700                           | Office Supplies                      | 600                                     | 600                                | 600                             |
| -                          | 993              | 1,500                         | Small Tools & Minor Equipment        | 1,000                                   | 1,000                              | 1,000                           |
| 24,297                     | 21,099           | 37,950                        | Operating Supplies                   | 60,800                                  | 60,800                             | 60,800                          |
| 94,219                     | 71,014           | 129,500                       | Repair & Maintenance Supplies        | 117,000                                 | 117,000                            | 117,000                         |
| 2,288                      | 1,591            | 4,000                         | Training                             | 3,700                                   | 3,700                              | 3,700                           |
| 620                        | 745              | 620                           | Memberships & Dues                   | 1,000                                   | 1,000                              | 1,000                           |
| 297                        | 459              | 1,000                         | Advertising                          | 2,000                                   | 2,000                              | 2,000                           |
| 2,524                      | 6,215            | 7,900                         | Printing & Binding                   | 7,300                                   | 7,300                              | 7,300                           |
| 825                        | 85               | 2,000                         | Rentals                              | 2,000                                   | 2,000                              | 2,000                           |
| 27,598                     | 75,174           | 51,550                        | Professional Services                | 45,100                                  | 45,100                             | 45,100                          |
| 4,569                      | 1,516            | 2,120                         | Communications                       | 2,500                                   | 2,500                              | 2,500                           |
| 108,319                    | 113,264          | 121,200                       | Public Utility Services              | 143,100                                 | 143,100                            | 143,100                         |
| 61,351                     | 41,474           | 91,000                        | Repair & Maintenance Services        | 97,000                                  | 97,000                             | 97,000                          |
| -                          | -                | 9,800                         | Licenses and Permits                 | 10,200                                  | 10,200                             | 10,200                          |
| 4,146                      | 762              | 4,600                         | Miscellaneous                        | 4,000                                   | 4,000                              | 4,000                           |
| 4,865                      | 10,017           | 15,800                        | Technology Services                  | 12,100                                  | 12,100                             | 12,100                          |
| <b>336,214</b>             | <b>344,756</b>   | <b>481,240</b>                | <b>Total Materials and Services</b>  | <b>509,400</b>                          | <b>509,400</b>                     | <b>509,400</b>                  |
|                            |                  |                               | <b>Capital Outlay:</b>               |   |                                    |                                 |
| 11                         | 3,345            | 1,500                         | Machinery & Equipment                | 6,700                                   | 6,700                              | 6,700                           |
|                            |                  |                               | Transfers to Other Funds:            |   |                                    |                                 |
| 143,200                    | 143,200          | 143,200                       | General Fund                         | 143,200                                 | 143,200                            | 143,200                         |
| <b>143,200</b>             | <b>143,200</b>   | <b>143,200</b>                | <b>Total Transfer to Other Funds</b> | <b>143,200</b>                          | <b>143,200</b>                     | <b>143,200</b>                  |
| <b>1,128,444</b>           | <b>1,127,489</b> | <b>1,340,630</b>              | <b>Total Expenditures</b>            | <b>1,348,980</b>                        | <b>1,348,980</b>                   | <b>1,348,980</b>                |

**PUBLIC WORKS FUND (301)**

**SEWER (5600)**

**Personnel Services (410 - 415)**

|     |      |                          |         |
|-----|------|--------------------------|---------|
| 410 | 2020 | Straight Time - Regular  | 424,630 |
| 410 | 2043 | Standby Time             | 4,000   |
| 410 | 2045 | Overtime                 | 3,500   |
| 410 | 2085 | Extra Help               | 4,000   |
| 415 | 2220 | FICA -Social Security    | 37,390  |
| 415 | 2230 | Insurance                | 134,280 |
| 415 | 2235 | Retirement Contributions | 57,530  |
| 415 | 2240 | Workers' Compensation    | 24,350  |

**TOTAL PERSONNEL SERVICES**

**689,680**

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

|     |      |                                  |     |
|-----|------|----------------------------------|-----|
| 510 | 3040 | Printer, Cartridges and Supplies | 400 |
| 510 | 3045 | General Office Supplies          | 200 |

Sub-total of Office Supplies

**600**

|     |      |                                   |        |
|-----|------|-----------------------------------|--------|
| 515 | 3120 | Books & periodicals               | 200    |
| 515 | 3125 | Clothing, Uniforms, Boots, Gloves | 1,400  |
| 515 | 3180 | Fuel, Oil, Lubricants             | 19,000 |
| 515 | 3265 | Custodial Supplies                | 200    |
| 515 | 3275 | Laboratory Supplies               | 4,500  |
| 515 | 3280 | Chlorine                          | 5,000  |
| 515 | 3281 | Dechloranation Chemical           | 19,000 |
| 515 | 3282 | pH Adjustment                     | 10,000 |
| 515 | 3310 | General Operating Supplies        | 1,500  |

Sub-total of Operating Supplies

**60,800**

|     |      |                                       |        |
|-----|------|---------------------------------------|--------|
| 525 | 3520 | Building Materials / Supplies         | 3,000  |
| 525 | 3525 | Motor Vehicle Repair Parts            | 10,500 |
| 525 | 3530 | Tires                                 | 7,000  |
| 525 | 3540 | Paint & Paint Supplies                | 1,500  |
| 525 | 3550 | Electrical Supplies                   | 2,000  |
| 525 | 3585 | Safety Supplies                       | 2,000  |
| 525 | 3590 | Cold Patch                            | 2,500  |
| 525 | 3595 | Rock                                  | 5,500  |
| 525 | 3600 | Sewer Supplies                        | 50,000 |
| 525 | 3615 | Pump Station Repair Parts             | 25,000 |
| 525 | 3640 | Other Repair and Maintenance Supplies | 8,000  |

Sub-total of Repair and Maintenance Supplies

**117,000**

|     |      |             |       |
|-----|------|-------------|-------|
| 530 | 3720 | Small Tools | 1,000 |
|-----|------|-------------|-------|

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                |        | <b>3,700</b>   |
| 620 | 4510 | Drug / Alcohol Testing               | 400    |                |
| 620 | 4515 | CDL Physicals                        | 450    |                |
| 620 | 4520 | Lab Testing                          | 14,000 |                |
| 620 | 4525 | Locate Requests                      | 250    |                |
| 620 | 4540 | General - Professional Services      | 30,000 |                |
|     |      | Sub-total Professional Services      |        | <b>45,100</b>  |
| 630 | 4855 | Association of Clean Water Agencies  | 800    |                |
| 630 | 4860 | Water Environment Federation (WEF)   | 200    |                |
|     |      | Sub-total of Memberships & Dues      |        | <b>1,000</b>   |
| 635 | 4920 | Cell Phones                          | 500    |                |
| 635 | 4975 | Postage                              | 2,000  |                |
|     |      | Sub-total of Communications          |        | <b>2,500</b>   |
| 640 | 5022 | Advertising - Recruitment            | 1,000  |                |
| 640 | 5030 | Advertising - Public Notices         | 1,000  |                |
|     |      | Sub-total of Advertising             |        | <b>2,000</b>   |
| 650 | 5135 | Commercial Printing                  | 100    |                |
| 650 | 5140 | Utility Bills, CCR, Meter Slips      | 7,000  |                |
| 650 | 5145 | General Printing and Binding         | 200    |                |
|     |      | Sub-total of Printing and Binding    |        | <b>7,300</b>   |
| 655 | 5300 | Electricity - 300 S. Denver          | 7,200  |                |
| 655 | 5370 | Electricity - 4665 Birch #1          | 50,000 |                |
| 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      | 55,000 |                |
| 655 | 5388 | Electricity - 5250 Ash #2            | 1,100  |                |
| 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                   | 1,000  |                |
|     |      | Sub-total of Public Utility Services |        | <b>143,100</b> |

**PUBLIC WORKS FUND (301)**

**SEWER (5600)**

|     |      |  |        |               |
|-----|------|--|--------|---------------|
| 660 | 5725 | Equipment Other Than Vehicles                | 18,000 |               |
| 660 | 5785 | Motor Vehicles / Auto Body Shop              | 14,000 |               |
| 660 | 5815 | Equipment with Operator                      | 15,000 |               |
| 660 | 5820 | Paving, Street Repair, Concrete              | 35,000 |               |
| 660 | 5825 | General Repair and Maintenance Services      | 15,000 |               |
|     |      | Sub-total of Repair and Maintenance Services |        | <b>97,000</b> |
| 665 | 5865 | Rentals - Equipment                          | 2,000  |               |
|     |      | Sub-total of Rentals                         |        | <b>2,000</b>  |
| 675 | 6005 | Licenses and Permits                         | 9,500  |               |
| 675 | 6010 | License Renewal                              | 700    |               |
| 675 | 6035 | General - Miscellaneous                      | 4,000  |               |
|     |      | Sub-total of Miscellaneous                   |        | <b>14,200</b> |
| 685 | 6205 | Computer Software                            | 2,300  |               |
| 685 | 6207 | Non-Contract IT Services                     | 2,000  |               |
| 685 | 6245 | Computer Hardware                            | 5,500  |               |
| 685 | 6255 | Software Maintenance Agreement               | 2,300  |               |
|     |      | Sub-total of Technology Services             |        | <b>12,100</b> |

**TOTAL MATERIALS & SERVICES 509,400**

**Capital Outlay (730 - 740)**

|     |      |                                    |       |              |
|-----|------|------------------------------------|-------|--------------|
| 740 | 6650 | Machinery & Equipment              |       |              |
|     |      | Portable Honda Generator           | 2,000 |              |
|     |      | Stihl Cutoff Saw                   | 1,300 |              |
|     |      | Locator                            | 3,400 |              |
|     |      | Sub-total of Machinery & Equipment |       | <b>6,700</b> |

**TOTAL CAPITAL OUTLAY 6,700**

**Transfer to Other Funds (850)**

|     |      |                                    |         |                |
|-----|------|------------------------------------|---------|----------------|
| 850 | 7555 | General Fund                       | 143,200 |                |
|     |      | Sub-total Transfers to Other Funds |         | <b>143,200</b> |

**TOTAL SEWER - ALL FUNDS 1,348,980**



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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.

Staffing

For budgeting purposes, this budget provides appropriations for Public Works staff to track the time and materials used for this function.

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

Expenditures (by department)  
STORMWATER #7400

| <u>Historical Data</u> |             |                       | <u>Budget for Fiscal Year 7/1/12 - 6/30/13</u> |                |                  |                |
|------------------------|-------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u>     |             | <u>Adopted Budget</u> | Requirements                                   | Proposed by    | Approved by      | Adopted by     |
| FYE 6/30/10            | FYE 6/30/11 | FYE 6/30/12           |  | Budget Officer | Budget Committee | Governing Body |
|                        |             |                       | <b>Personnel Services:</b>                     |                |                  |                |
|                        |             |                       | Regular Salaries                               | 75,160         | 75,160           | 75,160         |
|                        |             |                       | Overtime                                       | 2,000          | 2,000            | 2,000          |
|                        |             |                       | Extra Help                                     | 8,000          | 8,000            | 8,000          |
|                        |             |                       | FICA Taxes                                     | 5,780          | 5,780            | 5,780          |
|                        |             |                       | Insurance                                      | 20,740         | 20,740           | 20,740         |
|                        |             |                       | Retirement Contributions                       | 11,300         | 11,300           | 11,300         |
| -                      | -           | -                     | Workers' Compensation                          | <u>2,790</u>   | <u>2,790</u>     | <u>2,790</u>   |
| -                      | -           | -                     | <b>Total Personnel Services</b>                | <b>125,770</b> | <b>125,770</b>   | <b>125,770</b> |
|                        |             |                       | <b>Materials and Services:</b>                 |                |                  |                |
|                        |             |                       | Small Tools & Minor Equipment                  | 500            | 500              | 500            |
|                        |             |                       | Operating Supplies                             | 13,250         | 13,250           | 13,250         |
|                        |             |                       | Repair & Maintenance Supplies                  | 30,000         | 30,000           | 30,000         |
|                        |             |                       | Training                                       | 300            | 300              | 300            |
|                        |             |                       | Professional Services                          | 600            | 600              | 600            |
|                        |             |                       | Repair & Maintenance Services                  | 7,500          | 7,500            | 7,500          |
|                        |             |                       | Rentals  | 1,000          | 1,000            | 1,000          |
|                        |             |                       | Licenses and Permits                           | 200            | 200              | 200            |
|                        |             |                       | Miscellaneous                                  | 500            | 500              | 500            |
| -                      | -           | -                     | <b>Total Materials and Services</b>            | <u>53,850</u>  | <u>53,850</u>    | <u>53,850</u>  |
| -                      | -           | -                     | <b>Total Expenditures</b>                      | <u>179,620</u> | <u>179,620</u>   | <u>179,620</u> |

**PUBLIC WORKS FUND (301)**

**STORMWATER (7400)**

**Personnel Services (410 - 415)**

|     |      |                          |        |
|-----|------|--------------------------|--------|
| 410 | 2020 | Straight Time - Regular  | 75,160 |
| 410 | 2045 | Overtime                 | 2,000  |
| 410 | 2085 | Extra Help               | 8,000  |
| 415 | 2220 | FICA -Social Security    | 5,780  |
| 415 | 2230 | Insurance                | 20,740 |
| 415 | 2235 | Retirement Contributions | 11,300 |
| 415 | 2240 | Workers' Compensation    | 2,790  |

**TOTAL PERSONNEL SERVICES 125,770**

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

|     |      |  |               |
|-----|------|--|---------------|
| 515 | 3120 | Books & periodicals                          | 50            |
| 515 | 3125 | Clothing, Uniforms, Boots, Gloves            | 700           |
| 515 | 3180 | Fuel, Oil, Lubricants                        | 12,000        |
| 515 | 3310 | General Operating Supplies                   | 500           |
|     |      | Sub-total of Operating Supplies              | <b>13,250</b> |
| 525 | 3525 | Motor Vehicle Repair Parts                   | 13,000        |
| 525 | 3578 | Road Maintenance Materials                   | 1,000         |
| 525 | 3585 | Safety Supplies                              | 1,000         |
| 525 | 3590 | Cold Patch                                   | 1,000         |
| 525 | 3595 | Rock   | 2,000         |
| 525 | 3640 | Other Repair and Maintenance Supplies        | 12,000        |
|     |      | Sub-total of Repair and Maintenance Supplies | <b>30,000</b> |
| 530 | 3720 | Small Tools                                  | 500           |
|     |      | Sub-total of Small Tools                     | <b>500</b>    |
| 610 | 4115 | Workshops                                    | 300           |
|     |      | Sub-total of Training                        | <b>300</b>    |
| 620 | 4510 | Drug / Alcohol Testing                       | 300           |
| 620 | 4515 | CDL Physicals                                | 300           |
|     |      | Sub-total Professional Services              | <b>600</b>    |

**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                      | 6,000 |              |
|     |      | Sub-total of Repair and Maintenance Services |       | <b>7,500</b> |
| 665 | 5865 | Rentals - Equipment                          | 1,000 |              |
|     |      | Sub-total of Rentals                         |       | <b>1,000</b> |
| 675 | 6010 | License Renewal                              | 200   |              |
| 675 | 6035 | General - Miscellaneous                      | 500   |              |
|     |      | Sub-total of Miscellaneous                   |       | <b>700</b>   |

**TOTAL MATERIALS & SERVICES** **53,850**

**Capital Outlay (730 - 740)**

|     |      |                                    |  |          |
|-----|------|------------------------------------|--|----------|
| 740 | 6650 | Machinery & Equipment              |  |          |
|     |      | Sub-total of Machinery & Equipment |  | <b>0</b> |

**TOTAL CAPITAL OUTLAY** **0**

**TOTAL STORMWATER - ALL FUNDS** **179,620**

**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.

Staffing

For budgeting purposes, this department provides for a water technician, two senior utility workers, one utility worker II, one utility worker I, a senior utility technician and a water source supervisor.

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

Expenditures (by department)  
**WATER #8100**

| <u>Historical Data</u> |                    |                       | <u>Budget for Fiscal Year 7/1/12 - 6/30/13</u> |                  |                  |                  |
|------------------------|--------------------|-----------------------|--|------------------|------------------|------------------|
| <u>Actual Data</u>     | <u>Actual Data</u> | <u>Adopted Budget</u> |  | Proposed by      | Approved by      | Adopted by       |
| FYE 6/30/10            | FYE 6/30/11        | FYE 6/30/12           | Requirements                                   | Budget Officer   | Budget Committee | Governing Body   |
|                        |                    |                       | <b>Personnel Services:</b>                     |                  |                  |                  |
| 625,790                | 675,318            | 706,660               | Regular Salaries                               | 672,830          | 672,830          | 672,830          |
| 7,855                  | 8,240              | 15,000                | Overtime                                       | 15,000           | 15,000           | 15,000           |
| 3,525                  | 3,375              | 4,000                 | Standby Time                                   | 4,000            | 4,000            | 4,000            |
| 16,198                 | 25,496             | 19,000                | Extra Help                                     | 19,000           | 19,000           | 19,000           |
| 39,407                 | 48,883             | 48,900                | FICA Taxes                                     | 56,050           | 56,050           | 56,050           |
| 131,429                | 170,836            | 132,660               | Insurance                                      | 201,300          | 201,300          | 201,300          |
| 94,918                 | 77,456             | 101,440               | Retirement Contributions                       | 100,320          | 100,320          | 100,320          |
| 25,616                 | 23,968             | 33,350                | Workers' Compensation                          | 30,900           | 30,900           | 30,900           |
| <u>944,738</u>         | <u>1,033,572</u>   | <u>1,061,010</u>      | <b>Total Personnel Services</b>                | <u>1,099,400</u> | <u>1,099,400</u> | <u>1,099,400</u> |
|                        |                    |                       | <b>Materials and Services:</b>                 |                  |                  |                  |
| 263                    | 177                | 650                   | Office Supplies                                | 650              | 650              | 650              |
| -                      | 2,225              | 2,500                 | Small Tools & Minor Equipment                  | 2,500            | 2,500            | 2,500            |
| 59,324                 | 59,128             | 72,950                | Operating Supplies                             | 68,500           | 68,500           | 68,500           |
| 199,380                | 172,275            | 227,000               | Repair & Maintenance Supplies                  | 232,000          | 232,000          | 232,000          |
| 3,132                  | 2,548              | 5,000                 | Training                                       | 5,000            | 5,000            | 5,000            |
| 584                    | 539                | 2,050                 | Memberships & Dues                             | 2,050            | 2,050            | 2,050            |
| 1,321                  | 105                | 1,000                 | Advertising                                    | 1,000            | 1,000            | 1,000            |
| 4,806                  | 7,079              | 8,000                 | Printing & Binding                             | 8,100            | 8,100            | 8,100            |
| 10,000                 | 4,143              | 7,500                 | Rentals  | 7,500            | 7,500            | 7,500            |
| 42,143                 | 60,234             | 51,950                | Professional Services                          | 53,650           | 53,650           | 53,650           |
| 5,662                  | 4,028              | 2,320                 | Communications                                 | 3,450            | 3,450            | 3,450            |
| 23,645                 | 25,286             | 30,600                | Public Utility Services                        | 32,400           | 32,400           | 32,400           |
| 62,347                 | 59,851             | 136,500               | Repair & Maintenance Services                  | 89,500           | 89,500           | 89,500           |
| -                      | -                  | 1,000                 | Licenses and Permits                           | 2,100            | 2,100            | 2,100            |
| 1,081                  | 7,558              | 2,000                 | Miscellaneous                                  | 1,000            | 1,000            | 1,000            |
| 2,158                  | 6,752              | 9,000                 | Technology Services                            | 8,000            | 8,000            | 8,000            |
| <u>415,846</u>         | <u>411,928</u>     | <u>560,020</u>        | <b>Total Materials and Services</b>            | <u>517,400</u>   | <u>517,400</u>   | <u>517,400</u>   |
|                        |                    |                       | <b>Capital Outlay:</b>                         |                  |                  |                  |
| 6,170                  | -                  | -                     | Improvements other than Buildings              |                  |                  |                  |
| 4,844                  | 92                 | 4,800                 | Machinery & Equipment                          | 9,100            | 9,100            | 9,100            |
| <u>11,014</u>          | <u>92</u>          | <u>4,800</u>          | <b>Total Capital Outlay</b>                    | <u>9,100</u>     | <u>9,100</u>     | <u>9,100</u>     |
|                        |                    |                       | <b>Transfer to Other Funds:</b>                |                  |                  |                  |
| 214,800                | 214,800            | 214,800               | General Fund                                   | 214,800          | 214,800          | 214,800          |
| <u>214,800</u>         | <u>214,800</u>     | <u>214,800</u>        | <b>Total Transfer to Other Funds</b>           | <u>214,800</u>   | <u>214,800</u>   | <u>214,800</u>   |
| <u>1,586,398</u>       | <u>1,660,392</u>   | <u>1,840,630</u>      | <b>Total Expenditures</b>                      | <u>1,840,700</u> | <u>1,840,700</u> | <u>1,840,700</u> |

**PUBLIC WORKS FUND (301)**

**WATER (8100)**

**Personnel Services (410 - 415)**

|     |      |                          |         |
|-----|------|--------------------------|---------|
| 410 | 2020 | Straight Time - Regular  | 672,830 |
| 410 | 2043 | Standby Time             | 4,000   |
| 410 | 2045 | Overtime                 | 15,000  |
| 410 | 2085 | Extra Help               | 19,000  |
| 415 | 2220 | FICA -Social Security    | 56,050  |
| 415 | 2230 | Insurance                | 201,300 |
| 415 | 2235 | Retirement Contributions | 100,320 |
| 415 | 2240 | Workers' Compensation    | 30,900  |

**TOTAL PERSONNEL SERVICES** **1,099,400**

**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               | 9,000  |
| 515 | 3280 | Chlorine                          | 11,000 |
| 515 | 3285 | Fluoride                          | 9,000  |
| 515 | 3310 | General Operating Supplies        | 500    |

Sub-total of Operating Supplies **68,500**

|     |      |                                       |         |
|-----|------|---------------------------------------|---------|
| 525 | 3520 | Building Materials / Supplies         | 8,000   |
| 525 | 3525 | Motor Vehicle Repair Parts            | 20,000  |
| 525 | 3530 | Tires                                 | 7,500   |
| 525 | 3540 | Paint & Paint Supplies                | 2,500   |
| 525 | 3550 | Electrical Supplies                   | 3,500   |
| 525 | 3585 | Safety Supplies                       | 3,000   |
| 525 | 3590 | Cold Patch                            | 3,500   |
| 525 | 3595 | Rock                                  | 19,000  |
| 525 | 3605 | Water Maintenance Supplies            | 140,000 |
| 525 | 3640 | Other Repair and Maintenance Supplies | 25,000  |

Sub-total of Repair & Maintenance Supplies **232,000**



**PUBLIC WORKS FUND (301)**

**WATER (8100)**

|     |      |   |        |               |
|-----|------|---|--------|---------------|
| 530 | 3720 | Small Tools                               | 2,500  |               |
|     |      | Sub-total Small Tools                     |        | <b>2,500</b>  |
| 610 | 4085 | Travel Expense - Training                 | 3,000  |               |
| 610 | 4115 | Workshops                                 | 2,000  |               |
|     |      | Sub-total of Training                     |        | <b>5,000</b>  |
| 620 | 4510 | Drug / Alcohol Testing                    | 800    |               |
| 620 | 4515 | CDL Physicals                             | 600    |               |
| 620 | 4520 | Lab Testing                               | 13,000 |               |
| 620 | 4525 | Locate Requests                           | 250    |               |
| 620 | 4535 | Water Meter Reading / Green Card          | 24,000 |               |
| 620 | 4540 | General - Professional Services           | 15,000 |               |
|     |      | Sub-Total of Professional Services        |        | <b>53,650</b> |
| 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           |        | <b>2,050</b>  |
| 635 | 4920 | Cell Phones                               | 750    |               |
| 635 | 4930 | Telephone - Qwest                         | 700    |               |
| 635 | 4975 | Postage                                   | 2,000  |               |
|     |      | Sub-total of Communications               |        | <b>3,450</b>  |
| 640 | 5030 | Advertising - Public Notices              | 1,000  |               |
|     |      | Sub-total of Advertising                  |        | <b>1,000</b>  |
| 650 | 5140 | Utility Bills, CCR, Meter Slips           | 7,000  |               |
| 650 | 5145 | General Printing and Binding              | 1,100  |               |
|     |      | Sub-total of Printing & Binding           |        | <b>8,100</b>  |

**PUBLIC WORKS FUND (301)**

**WATER (8100)**

|                                       |      |  |        |                |
|---------------------------------------|------|--|--------|----------------|
| 655                                   | 5400 | Electricity - 6th and Lexington              | 800    |                |
| 655                                   | 5403 | Electricity - RR2 Box 812                    | 700    |                |
| 655                                   | 5406 | Electricity - Watershed Equipment            | 2,400  |                |
| 655                                   | 5409 | Electricity - Pipeline Res #3                | 4,500  |                |
| 655                                   | 5412 | Electricity - Niagara Pump Station           | 1,300  |                |
| 655                                   | 5415 | Electricity - 1499 Madison                   | 3,200  |                |
| 655                                   | 5424 | Electricity - 1597 James St.                 | 3,500  |                |
| 655                                   | 5427 | Electricity - Skyline Pump House             | 2,500  |                |
| 655                                   | 5430 | Electricity - Bear Creek Reservoir           | 13,000 |                |
| 655                                   | 5433 | Electricity - Headworks Rd                   | 500    |                |
|                                       |      | Sub-total of Public Utility Services         |        | <b>32,400</b>  |
| 660                                   | 5725 | Equipment Other Than Vehicles                | 6,500  |                |
| 660                                   | 5785 | Motor Vehicles / Auto Body Shop              | 8,000  |                |
| 660                                   | 5815 | Equipment with Operator                      | 10,000 |                |
| 660                                   | 5820 | Paving, Street Repair, Concrete              | 45,000 |                |
| 660                                   | 5825 | General Repair and Maintenance Services      | 20,000 |                |
|                                       |      | Sub-total of Repair and Maintenance Services |        | <b>89,500</b>  |
| 665                                   | 5865 | Equipment                                    | 5,000  |                |
| 665                                   | 5875 | General Rentals                              | 2,500  |                |
|                                       |      | Sub-total of Rentals                         |        | <b>7,500</b>   |
| 675                                   | 6005 | Licenses and Permits                         | 1,000  |                |
| 675                                   | 6010 | License Renewal                              | 1,100  |                |
| 675                                   | 6035 | General - Miscellaneous                      | 1,000  |                |
|                                       |      | Sub-total of Miscellaneous                   |        | <b>3,100</b>   |
| 685                                   | 6205 | Computer Software                            | 1,500  |                |
| 685                                   | 6207 | Non-Contract IT Services                     | 2,000  |                |
| 685                                   | 6245 | Computer Hardware                            | 1,000  |                |
| 685                                   | 6255 | Software Maintenance Agreement               | 3,500  |                |
|                                       |      | Sub-total of Technology Services             |        | <b>8,000</b>   |
| <b>TOTAL MATERIALS &amp; SERVICES</b> |      |  |        | <b>517,400</b> |

**PUBLIC WORKS FUND (301)**

**WATER (8100)**

**Capital Outlay**

|     |      |                                 |       |              |
|-----|------|---------------------------------|-------|--------------|
| 740 | 6650 | Machinery & Equipment           |       |              |
|     |      | Portable Honda Generator        | 2,000 |              |
|     |      | Stihl Cutoff Saw                | 1,300 |              |
|     |      | Small Cutting Torch             | 800   |              |
|     |      | Rainwater Pump Flow Switches    | 5,000 |              |
|     |      | Sub-total Machinery & Equipment |       | <b>9,100</b> |
|     |      | <b>TOTAL CAPITAL OUTLAY</b>     |       | <b>9,100</b> |

**Transfer to Other Funds (850)**

|     |      |                                    |         |                  |
|-----|------|------------------------------------|---------|------------------|
| 850 | 7555 | General Fund                       | 214,800 |                  |
|     |      | Sub-total Transfers to Other Funds |         | <b>214,800</b>   |
|     |      | <b>TOTAL WATER - ALL FUNDS</b>     |         | <b>1,840,700</b> |

**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 7/1/12 - 6/30/13</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 6/30/10</u>           | <u>FYE 6/30/11</u> | <u>FYE 6/30/12</u>    |  | <u>Budget Officer</u> | <u>Budget Committee</u> | <u>Governing Body</u> |
| <b><u>Resources</u></b>      |                    |                       |  |                       |                         |                       |
| -                            | -                  | -                     | Beginning Fund Balance                         | 38,680                | 38,680                  | 38,680                |
| -                            | -                  | 100,000               | Grant Proceeds                                 | -                     | -                       | -                     |
| -                            | -                  | -                     | Interest Earnings                              | 260                   | 260                     | 260                   |
| -                            | -                  | -                     | Transfer from Other Fund                       |                       |                         |                       |
| -                            | -                  | <u>25,000</u>         | General Fund                                   | <u>66,000</u>         | <u>66,000</u>           | <u>66,000</u>         |
| -                            | -                  | <u>125,000</u>        | <b>Total Resources</b>                         | <u>104,940</u>        | <u>104,940</u>          | <u>104,940</u>        |
| <b><u>Capital Outlay</u></b> |                    |                       |  |                       |                         |                       |
| -                            | -                  | <u>125,000</u>        | Improvements Other than Buildings              | <u>104,940</u>        | <u>104,940</u>          | <u>104,940</u>        |
| -                            | -                  | 125,000               | <b>Total Capital Outlay</b>                    | 104,940               | 104,940                 | 104,940               |
| -                            | -                  | -                     | <b>Ending Fund Balance</b>                     | -                     | -                       | -                     |
| -                            | -                  | <u>125,000</u>        | <b>Total Landfill Reserve Fund</b>             | <u>104,940</u>        | <u>104,940</u>          | <u>104,940</u>        |

**2011 / 12 Budget Detail Information**

**LANDFILL RESERVE FUND (305 0000)**

|     |      |  |                |
|-----|------|--|----------------|
| 730 | 6500 | <u>Capital Outlay</u>                    |                |
|     |      | <u>Improvements Other than Buildings</u> |                |
|     |      | Landfill Improvements                    | <u>104,940</u> |
|     |      | Sub-total Capital Outlay                 | 104,940        |
|     |      | <b>TOTAL LANDFILL RESERVE FUND</b>       | <b>104,940</b> |

**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.

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**CEMETERY FUND #325**

| <u>Historical Data</u>     |                    |                       | <u>Budget for Fiscal Year 7/1/12 - 6/30/13</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 6/30/10</u>         | <u>FYE 6/30/11</u> | <u>FYE 6/30/12</u>    |  | <u>Budget Officer</u> | <u>Budget Committee</u> | <u>Governing Body</u> |
| <b><u>Resources</u></b>    |                    |                       |  |                       |                         |                       |
| 675,955                    | 627,601            | 123,400               | Beginning Fund Balance                         | 109,370               | 109,370                 | 109,370               |
| -                          | 18,232             | 30,000                | Sale of Graves                                 | 11,800                | 11,800                  | 11,800                |
| 65,330                     | 50,005             | 61,000                | Charges for Services                           | -                     | -                       | -                     |
| -                          | -                  | 10,000                | New Services                                   | -                     | -                       | -                     |
| -                          | -                  | 12,000                | Sales  | -                     | -                       | -                     |
| 3,857                      | 3,643              | -                     | Interest Earnings                              | 500                   | 500                     | 500                   |
| -                          | -                  | 10,000                | Gifts & Bequests                               | -                     | -                       | -                     |
| 15,270                     | 76,100             | 10,000                | Miscellaneous                                  | -                     | -                       | -                     |
| <u>760,412</u>             | <u>775,581</u>     | <u>256,400</u>        | <b>Total Resources</b>                         | <u>121,670</u>        | <u>121,670</u>          | <u>121,670</u>        |
| <b><u>Requirements</u></b> |                    |                       |  |                       |                         |                       |
| 107,373                    | 96,297             | 115,390               | Personnel Services                             |                       |                         |                       |
| 20,355                     | 22,743             | 42,900                | Materials and Services                         |                       |                         |                       |
| -                          | -                  | -                     | Capital Outlay                                 |                       |                         |                       |
| -                          | -                  | -                     | Improvements Other than Buildings              | 100,000               | 100,000                 | 100,000               |
| -                          | -                  | -                     | Machinery & Equipment                          |                       |                         |                       |
| -                          | -                  | 20,000                | Contingency                                    | 10,000                | 10,000                  | 10,000                |
| 5,083                      | 5,594              | -                     | Accrual Adjustments for:                       |                       |                         |                       |
| -                          | 17,474             | -                     | Depreciation                                   | -                     | -                       | -                     |
|                            |                    |                       | Gain on Sale of Asset                          | -                     | -                       | -                     |
| 132,811                    | 142,108            | 178,290               | <b>Total Expenditures</b>                      | <u>110,000</u>        | <u>110,000</u>          | <u>110,000</u>        |
| 627,601                    | 633,473            | 78,110                | Ending Fund Balance                            | <u>11,670</u>         | <u>11,670</u>           | <u>11,670</u>         |
| <u>760,412</u>             | <u>775,581</u>     | <u>256,400</u>        | <b>Total Requirements</b>                      | <u>121,670</u>        | <u>121,670</u>          | <u>121,670</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, 2010 and 2011 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the Cemetery Fund at June 30, 2010 was \$170,372 and at June 30, 2011 was \$184,567.

**2012 / 13 Budget Detail Information**

**CEMETERY FUND (325 0000)**

|  |       |                                   |                |
|--|-------|-----------------------------------|----------------|
| <u>Capital Outlay (730)</u>            |       |                                   |                |
| 730                                    | 6500  | Improvements Other Than Buildings | <u>100,000</u> |
|  |       | Sub-total of Capital Outlay       | 100,000        |
| <u>Contingent Expenditures (75xx)</u>  |       |                                   |                |
|  | 75 03 | Contingent Expenditures           | <u>10,000</u>  |
|  |       | Sub-total Contingent Expenditures | 10,000         |
| <u>Ending Fund Balance (90xx)</u>      |       |                                   |                |
|  | 90 03 | Ending Unencumbered Fund Balance  | -              |
|  |       | Sub-total Ending Fund Balance     | -              |
| <b>TOTAL PARKS AND RECREATION FUND</b> |       |                                   | <u>110,000</u> |

City of Astoria, Oregon  
Budget Document

CEMETERY FUND #325  
Expenditures

Budget for Fiscal Year 7/1/12 - 6/30/13

| Historical Data            |                |                               | Requirements                        | Budget for Fiscal Year 7/1/12 - 6/30/13 |                                    |                                 |
|----------------------------|----------------|-------------------------------|-------------------------------------|---|------------------------------------|---------------------------------|
| Actual Data<br>FYE 6/30/10 | FYE 6/30/11    | Adopted Budget<br>FYE 6/30/12 |                                     | Proposed by<br>Budget<br>Officer        | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
|                            |                |                               | <b>Personal Services:</b>           |   |                                    |                                 |
| 52,849                     | 51,152         | 52,310                        | Regular Salaries                    | -                                       | -                                  | -                               |
| 2,618                      | 650            | -                             | Overtime                            | -                                       | -                                  | -                               |
| 20,533                     | 10,066         | 24,000                        | Extra Help                          | -                                       | -                                  | -                               |
| 670                        | 1,510          | 750                           | Interfund Wages                     | -                                       | -                                  | -                               |
| 5,498                      | 5,662          | 5,900                         | FICA Taxes                          | -                                       | -                                  | -                               |
| 13,777                     | 16,157         | 16,620                        | Insurance                           | -                                       | -                                  | -                               |
| 8,577                      | 8,650          | 12,660                        | Retirement Contributions            | -                                       | -                                  | -                               |
| 2,851                      | 2,450          | 3,150                         | Workers' Compensation               | -                                       | -                                  | -                               |
| <b>107,373</b>             | <b>96,297</b>  | <b>115,390</b>                | <b>Total Personal Services</b>      | <b>-</b>                                | <b>-</b>                           | <b>-</b>                        |
|                            |                |                               | <b>Materials &amp; Services:</b>    |   |                                    |                                 |
| -                          | 590            | 10,000                        | Liners                              | -                                       | -                                  | -                               |
| 684                        | 190            | 1,250                         | Office Supplies                     | -                                       | -                                  | -                               |
| 4,344                      | 6,910          | 8,550                         | Operating Supplies                  | -                                       | -                                  | -                               |
| 1,420                      | 3,993          | 15,800                        | Repair & Maintenance Supplies       | -                                       | -                                  | -                               |
| 170                        | 1,250          | 3,000                         | Small Tools & Minor Equipment       | -                                       | -                                  | -                               |
| 943                        | 1,060          | -                             | City Shops Expense                  | -                                       | -                                  | -                               |
| 2,583                      | -              | -                             | Training                            | -                                       | -                                  | -                               |
| 4,508                      | 2,660          | -                             | Professional Services               | -                                       | -                                  | -                               |
| -                          | 960            | 1,150                         | Memberships & Dues                  | -                                       | -                                  | -                               |
| 1,764                      | 820            | -                             | Communications                      | -                                       | -                                  | -                               |
| 466                        | 10             | -                             | Advertising                         | -                                       | -                                  | -                               |
| -                          | -              | 500                           | Printing & Binding                  | -                                       | -                                  | -                               |
| 2,772                      | 3,300          | 1,000                         | Public Utility Services             | -                                       | -                                  | -                               |
| 465                        | 300            | -                             | Repair & Maintenance Services       | -                                       | -                                  | -                               |
| -                          | 630            | 500                           | Rentals                             | -                                       | -                                  | -                               |
| 236                        | 70             | 1,150                         | Miscellaneous                       | -                                       | -                                  | -                               |
| <b>20,355</b>              | <b>22,743</b>  | <b>42,900</b>                 | <b>Total Materials and Services</b> | <b>-</b>                                | <b>-</b>                           | <b>-</b>                        |
|                            |                |                               | <b>Capital Outlay:</b>              |   |                                    |                                 |
| -                          | -              | -                             | Improvements Other than Buildings   | 100,000                                 | 100,000                            | 100,000                         |
| -                          | -              | 20,000                        | Contingency                         | 10,000                                  | 10,000                             | 10,000                          |
|                            |                |                               | Accrual Adjustments for:            |   |                                    |                                 |
| 5,083                      | 5,594          | -                             | Depreciation                        | -                                       | -                                  | -                               |
| -                          | -              | 78,110                        | Ending Unencumbered Fund Balance    | -                                       | -                                  | -                               |
| <b>132,811</b>             | <b>124,634</b> | <b>256,400</b>                | <b>Total Expenditures</b>           | <b>110,000</b>                          | <b>110,000</b>                     | <b>110,000</b>                  |



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**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 \$117,630 per year. This fund also expects to receive moorage fees from several tour boats that moor regularly at the 17<sup>th</sup> Street Dock Facilities. For FYE June 30, 2013 the City has appropriated grant proceeds in the amount of \$3,475,000 to rebuild the 17<sup>th</sup> Street Dock. Design for this project is in progress. The City will match this with a \$1,160,000 loan to be repaid from the Coast Guard lease payments. This loan is in process with the Oregon Infrastructure Financing Authority.

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**

Budget for Fiscal Year 7/1/12 - 6/30/13

| <u>Historical Data</u>            |                                   |                                      | Resources and Requirements          | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
|-----------------------------------|-----------------------------------|--------------------------------------|-------------------------------------|----------------------------------|------------------------------------|---------------------------------|
| <u>Actual Data</u><br>FYE 6/30/10 | <u>Actual Data</u><br>FYE 6/30/11 | <u>Adopted Budget</u><br>FYE 6/30/12 |                                     |                                  |                                    |                                 |
| <b><u>Resources</u></b>           |                                   |                                      |                                     |                                  |                                    |                                 |
| 421,980                           | 404,292                           | 85,000                               | Beginning Fund Balance              | 175,000                          | 175,000                            | 175,000                         |
| 72,828                            | 143,640                           | 117,630                              | Intergovernmental                   | 117,630                          | 117,630                            | 117,630                         |
| 9,458                             | 118,799                           | 4,840,000                            | Gifts and Bequests/Grants           | 3,475,000                        | 3,475,000                          | 3,475,000                       |
| 231                               | 402                               | 180                                  | Interest on Investments             | 950                              | 950                                | 950                             |
| <u>1,706</u>                      | <u>-</u>                          | <u>-</u>                             | Miscellaneous                       | <u>-</u>                         | <u>-</u>                           | <u>-</u>                        |
| <u>506,203</u>                    | <u>667,133</u>                    | <u>5,042,810</u>                     | <b>Total Resources</b>              | <u>3,768,580</u>                 | <u>3,768,580</u>                   | <u>3,768,580</u>                |
| <b><u>Requirements</u></b>        |                                   |                                      |                                     |                                  |                                    |                                 |
| <b>Personnel Services:</b>        |                                   |                                      |                                     |                                  |                                    |                                 |
| 4,282                             | 1,955                             | -                                    | Interfund Wages                     | -                                | -                                  | -                               |
| <b>Materials and Services:</b>    |                                   |                                      |                                     |                                  |                                    |                                 |
| 4,861                             | 22,273                            | 20,000                               | Repair & Maintenance Supplies       | 20,000                           | 20,000                             | 20,000                          |
| -                                 | -                                 | 500                                  | Conferences, Meetings & Travel      | 500                              | 500                                | 500                             |
| -                                 | 2,400                             | -                                    | Professional Services               | -                                | -                                  | -                               |
| 4,690                             | 5,458                             | 9,500                                | Public Utility Services             | 9,500                            | 9,500                              | 9,500                           |
| <u>9,700</u>                      | <u>327,242</u>                    | <u>30,000</u>                        | Repair & Maintenance Services       | <u>30,000</u>                    | <u>30,000</u>                      | <u>30,000</u>                   |
| 19,251                            | 357,373                           | 60,000                               | <b>Total Materials and Services</b> | 60,000                           | 60,000                             | 60,000                          |
| <b>Capital Outlay:</b>            |                                   |                                      |                                     |                                  |                                    |                                 |
| -                                 | 2,240                             | 4,900,000                            | Improvements Other Than Bldgs       | 3,475,000                        | 3,475,000                          | 3,475,000                       |
| <b>Transfer to Other Funds:</b>   |                                   |                                      |                                     |                                  |                                    |                                 |
| 13,333                            | -                                 | -                                    | General Fund                        | -                                | -                                  | -                               |
| <b>Debt Service</b>               |                                   |                                      |                                     |                                  |                                    |                                 |
| 6,362                             | 6,743                             | 7,150                                | Principal                           | 7,580                            | 7,580                              | 7,580                           |
| <u>6,439</u>                      | <u>6,057</u>                      | <u>5,660</u>                         | Interest                            | <u>5,230</u>                     | <u>5,230</u>                       | <u>5,230</u>                    |
| 12,801                            | 12,800                            | 12,810                               | <b>Total Debt Service</b>           | 12,810                           | 12,810                             | 12,810                          |
| -                                 | -                                 | 70,000                               | <b>Contingency</b>                  | 220,770                          | 220,770                            | 220,770                         |
| <b>Accrual Adjustment for:</b>    |                                   |                                      |                                     |                                  |                                    |                                 |
| 58,606                            | 65,981                            | -                                    | Depreciation                        | -                                | -                                  | -                               |
| (6,362)                           | (6,743)                           | -                                    | Principal Payments                  | -                                | -                                  | -                               |
| <u>-</u>                          | <u>(324,029)</u>                  | <u>-</u>                             | Capitalized Expenditures            | <u>-</u>                         | <u>-</u>                           | <u>-</u>                        |
| 101,911                           | 109,577                           | 5,042,810                            | <b>Total Expenditures</b>           | 3,768,580                        | 3,768,580                          | 3,768,580                       |
| <u>404,292</u>                    | <u>557,556</u>                    | <u>-</u>                             | Ending Fund Balance                 | <u>-</u>                         | <u>-</u>                           | <u>-</u>                        |
| <u>506,203</u>                    | <u>667,133</u>                    | <u>5,042,810</u>                     | <b>Total Requirements</b>           | <u>3,768,580</u>                 | <u>3,768,580</u>                   | <u>3,768,580</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, 2010 and 2011 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the 17th Street Dock Fund at June 30, 2010 was \$8,723 and at June 30, 2011 was \$(59,923), in anticipation of a loan reimbursement.

| <b>17TH STREET DOCK FUND (330 0000 442)</b>                |      |  |                  |
|--|------|--|------------------|
| <b><u>Materials &amp; Services (525 - 660)</u></b>         |      |  |                  |
| 525  | 3640 | Other Repair & Maintenance Supplies                            | 20,000           |
|  |      | Sub-total of Repair & Maintenance Supplies                     | <b>20,000</b>    |
| 615  | 4260 | Conference / Meeting Expense                                   | 500              |
|  |      | Sub-total Conference, Meetings & Travel                        | <b>500</b>       |
| 657  | 5544 | Sanitation - 17th Street Dock                                  | 9,500            |
|  |      | Sub-total of Public Utilities                                  | <b>9,500</b>     |
| 660  | 5825 | General - Repair & Maintenance Services                        | 30,000           |
|  |      | Sub-total of Repair & Maintenance Services                     | <b>30,000</b>    |
| <b>TOTAL MATERIALS &amp; SERVICES</b>                      |      |  | <b>60,000</b>    |
| <b><u>Capital Outlay (730)</u></b>                         |      |  |                  |
| 730  | 6500 | Improvements Other than Buildings<br>General Dock Improvements | 3,475,000        |
|  |      | Sub-total Improvements Other than Buildings                    | <b>3,475,000</b> |
| <b>TOTAL CAPITAL OUTLAY</b>                                |      |  | <b>3,475,000</b> |
| <b><u>Debt Service (810)</u></b>                           |      |  |                  |
| Oregon Economic Development Department<br>17th Street Dock |      |  |                  |
| 810  | 6970 | Principal  | 7,580            |
| 810  | 6975 | Interest   | 5,230            |
|  |      | Sub-total Debt Service   | <b>12,810</b>    |
| <b><u>Contingent Expenditures (910)</u></b>                |      |  |                  |
| 910  | 8020 | Contingency  | 220,770          |
|  |      | Sub-total of Contingency                                       | <b>220,770</b>   |
| <b>TOTAL 17TH STREET DOCK FUND</b>                         |      |  | <b>3,768,580</b> |

# 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**

**Budget for Fiscal Year 7/1/12 - 6/30/13**

Historical Data

| <u>Actual Data</u>         |               |              | <u>Adopted Budget</u> |  | Proposed by    | Approved by      | Adopted by     |
|----------------------------|---------------|--------------|-----------------------|--|----------------|------------------|----------------|
| FYE 6/30/10                | FYE 6/30/11   | FYE 6/30/12  | FYE 6/30/12           | Resources and Requirements                     | Budget Officer | Budget Committee | Governing Body |
| <b><u>Resources</u></b>    |               |              |                       |  |                |                  |                |
| 12,795                     | 17,808        | 6,800        |                       | Beginning Fund Balance                         | 6,840          | 6,840            | 6,840          |
| 4,919                      | -             | 2,000        |                       | Gifts and Bequests                             | 2,000          | 2,000            | 2,000          |
| 94                         | 31            | 100          |                       | Interest Earnings                              | 50             | 50               | 50             |
| <u>17,808</u>              | <u>17,839</u> | <u>8,900</u> |                       | <b>Total Resources</b>                         | <u>8,890</u>   | <u>8,890</u>     | <u>8,890</u>   |
| <b><u>Requirements</u></b> |               |              |                       |  |                |                  |                |
| -                          | -             | 2,510        |                       | Materials & Services:<br>Fee & Charge Programs | 2,500          | 2,500            | 2,500          |
| -                          | 12,500        | -            |                       | Transfer to Other Funds:<br>General Fund       | -              | -                | -              |
| <u>17,808</u>              | <u>5,339</u>  | <u>6,390</u> |                       | Ending Fund Balance                            | <u>6,390</u>   | <u>6,390</u>     | <u>6,390</u>   |
| <u>17,808</u>              | <u>17,839</u> | <u>8,900</u> |                       | <b>Total Requirements</b>                      | <u>8,890</u>   | <u>8,890</u>     | <u>8,890</u>   |

**2012 - 13 Budget Detail Information**

**AQUATIC FACILITY TRUST FUND (401 0000)**

| <u>Materials &amp; Services:</u>         |                                     |      |  |                                  |       |              |  |
|--|-------------------------------------|------|--|----------------------------------|-------|--------------|--|
|  | 670                                 | 5895 |  | Aquatic Facility Fee & Charge    | 2,500 |              |  |
|  | Sub-total of Materials and Services |      |  |                                  |       | 2,500        |  |
| <u>Ending Fund Balance (950)</u>         |                                     |      |  |                                  |       |              |  |
|  | 950                                 | 8520 |  | Ending Unencumbered Fund Balance | 6,390 |              |  |
|  | Sub-total of Ending Fund Balance    |      |  |                                  |       | <u>6,390</u> |  |
| <b>TOTAL AQUATIC FACILITY TRUST FUND</b> |                                     |      |  |                                  |       | <b>8,890</b> |  |

**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 7/1/12 - 6/30/13</u> |                                  |                                    |                                 |
|----------------------------------|----------------|-----------------------|--|----------------------------------|------------------------------------|---------------------------------|
| <u>Actual Data</u>               |                | <u>Adopted Budget</u> | Resources and Requirements                     | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| FYE 6/30/10                      | FYE 6/30/11    | FYE 6/30/12           |  |                                  |                                    |                                 |
| <b>Resources</b>                 |                |                       |  |                                  |                                    |                                 |
| 132,704                          | 134,610        | 134,570               | Beginning Fund Balance                         | 135,520                          | 135,520                            | 135,520                         |
| 5,505                            | 582            | -                     | Gifts and Bequests                             | -                                | -                                  | -                               |
| 901                              | 592            | 500                   | Interest Earnings                              | 650                              | 650                                | 650                             |
| <u>139,110</u>                   | <u>135,784</u> | <u>135,070</u>        | <b>Total Resources</b>                         | <u>136,170</u>                   | <u>136,170</u>                     | <u>136,170</u>                  |
| <b>Requirements</b>              |                |                       |  |                                  |                                    |                                 |
| <b>Materials &amp; Services:</b> |                |                       |  |                                  |                                    |                                 |
| -                                | -              | 3,000                 | Dorothy Whitney Trust Fund                     | 3,000                            | 3,000                              | 3,000                           |
| 4,500                            | 1,017          | 7,000                 | Books Purchased from Endowment                 | 7,000                            | 7,000                              | 7,000                           |
| 4,500                            | 1,017          | 10,000                | <b>Total Materials &amp; Services</b>          | 10,000                           | 10,000                             | 10,000                          |
| -                                | -              | 1,500                 | <b>Contingency</b>                             | 1,500                            | 1,500                              | 1,500                           |
| <u>134,610</u>                   | <u>134,767</u> | <u>123,570</u>        | Ending Fund Balance                            | <u>124,670</u>                   | <u>124,670</u>                     | <u>124,670</u>                  |
| <u>139,110</u>                   | <u>135,784</u> | <u>135,070</u>        | <b>Total Requirements</b>                      | <u>136,170</u>                   | <u>136,170</u>                     | <u>136,170</u>                  |

2012 / 13 Budget Detail Information

ASTORIA PUBLIC LIBRARY ENDOWMENT FUND (403 0000 )

|  |      |                                  |         |
|--|------|----------------------------------|---------|
| <b>Materials and Services (520)</b>                |      |                                  |         |
| 520  | 3460 | Dorothy Whitney Trust Fund       | 3,000   |
| 520  | 3465 | Books Purchased with Endowment   | 7,000   |
| <b>TOTAL MATERIALS &amp; SERVICES</b>              |      |                                  | 10,000  |
| <b>Contingent Expenditures (910)</b>               |      |                                  |         |
| 910  | 8020 | Contingent Expenditures          | 1,500   |
| <b>TOTAL CONTINGENCY</b>                           |      |                                  | 1,500   |
| <b>Ending Fund Balance (950)</b>                   |      |                                  |         |
| 950  | 8500 | Ending Unencumbered Fund Balance | 124,670 |
| <b>TOTAL ENDING FUND BALOANCE</b>                  |      |                                  | 124,670 |
| <b>TOTAL ASTORIA PUBLIC LIBRARY ENDOWMENT FUND</b> |      |                                  | 136,170 |

**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 is to receive gifts and bequests from persons wishing to support the activities of the Senior Citizens Center. The goal is to achieve a fund balance which will generate interest income to finance the operation of the 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.

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 7/1/12 - 6/30/13</u> |                |                  |                |
|----------------------------|---------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u>         |               | <u>Adopted Budget</u> | Resources and Requirements                     | Proposed by    | Approved by      | Adopted by     |
| FYE 6/30/10                | FYE 6/30/11   | FYE 6/30/12           |  | Budget Officer | Budget Committee | Governing Body |
| <b><u>Resources</u></b>    |               |                       |  |                |                  |                |
| 35,529                     | 31,363        | 14,950                | Beginning Fund Balance                         | 7,570          | 7,570            | 7,570          |
| 234                        | 95            | 50                    | Interest Earnings                              | 50             | 50               | 50             |
| <u>35,763</u>              | <u>31,458</u> | <u>15,000</u>         | <b>Total Resources</b>                         | <u>7,620</u>   | <u>7,620</u>     | <u>7,620</u>   |
| <b><u>Requirements</u></b> |               |                       |  |                |                  |                |
| 4,400                      | 19,803        | 15,000                | <b>Materials &amp; Services:</b>               |                |                  |                |
|                            |               |                       | Operating Supplies                             | 7,620          | 7,620            | 7,620          |
| <u>31,363</u>              | <u>11,655</u> | -                     | Ending Fund Balance                            | -              | -                | -              |
| <u>35,763</u>              | <u>31,458</u> | <u>15,000</u>         | <b>Total Requirements</b>                      | <u>7,620</u>   | <u>7,620</u>     | <u>7,620</u>   |

**2012 - 13 Budget Detail Information**

**SENIOR CITIZENS ENDOWMENT TRUST FUND (406 0000)**

|  |      |                                  |                     |
|--|------|----------------------------------|---------------------|
| <b><u>Materials &amp; Services (515)</u></b> |      |                                  |                     |
| 515  | 3310 | Operating Supplies               | <u>7,620</u>        |
| Sub-total Operating Supplies                 |      |                                  | 7,620               |
| <b><u>Ending Fund Balance (950)</u></b>      |      |                                  |                     |
| 950  | 8520 | Ending Unencumbered Fund Balance | -                   |
| Sub-total Ending Fund Balance                |      |                                  | -                   |
| <b>TOTAL SENIOR CITIZENS ENDOWMENT FUND</b>  |      |                                  | <u><b>7,620</b></u> |

**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 7/1/12 - 6/30/13</u> |                |                  |                |
|----------------------------|----------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u>         |                | <u>Adopted Budget</u> |  | Proposed by    | Approved by      | Adopted by     |
| FYE 6/30/10                | FYE 6/30/11    | FYE 6/30/12           | Resources and Requirements                     | Budget Officer | Budget Committee | Governing Body |
| <b><u>Resources</u></b>    |                |                       |  |                |                  |                |
| 765,962                    | 775,530        | 684,950               | Beginning Fund Balance                         | 694,160        | 694,160          | 694,160        |
| 9,568                      | 10,904         | 7,500                 | Sale of Graves                                 | 7,500          | 7,500            | 7,500          |
| -                          | -              | -                     | Interest Earnings                              | 3,490          | 3,490            | 3,490          |
| <u>775,530</u>             | <u>786,434</u> | <u>692,450</u>        | <b>Total Resources</b>                         | <u>705,150</u> | <u>705,150</u>   | <u>705,150</u> |
| <b><u>Requirements</u></b> |                |                       |  |                |                  |                |
| <u>775,530</u>             | <u>786,434</u> | <u>692,450</u>        | <b>Ending Fund Balance</b>                     | <u>705,150</u> | <u>705,150</u>   | <u>705,150</u> |

2012 - 13 Budget Detail Information

**CEMETERY IRREDUCIBLE FUND (408 0000)**

|  |      |  |
|--|------|--|
| <u>Ending Fund Balance (950)</u>       |      |  |
| 950                                    | 8520 | Ending Unencumbered Fund Balance Reserved for Perpetual Care |
|  |      | 705,150  |
|  |      | Sub-total Ending Fund Balance                                |
|  |      | 705,150  |
| <b>TOTAL CEMETERY IRREDUCIBLE FUND</b> |      | <b>705,150</b>   |

**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 7/1/12 - 6/30/13                                   |                                  |                                    |                                 |
|----------------------------------|----------------|----------------|---|----------------------------------|------------------------------------|---------------------------------|
| Actual Data                      |                | Adopted Budget | Resources and Requirements  | Proposed by<br>Budget<br>Officer | Approved by<br>Budget<br>Committee | Adopted by<br>Governing<br>Body |
| FYE 6/30/10                      | FYE 6/30/11    | FYE 6/30/12    |   |                                  |                                    |                                 |
| <b>Resources</b>                 |                |                |   |                                  |                                    |                                 |
| 568,860                          | 422,930        | 325,150        | Beginning Fund Balance  | 423,700                          | 423,700                            | 423,700                         |
| 479,182                          | 485,329        | 449,030        | Motel Tax   | 475,570                          | 475,570                            | 475,570                         |
| 3,152                            | 1,860          | -              | Interest Earnings   | 1,700                            | 1,700                              | 1,700                           |
| 90,426                           | -              | -              | Miscellaneous   | -                                | -                                  | -                               |
| <u>1,141,620</u>                 | <u>910,119</u> | <u>774,180</u> | <b>Total Resources</b>  | <u>900,970</u>                   | <u>900,970</u>                     | <u>900,970</u>                  |
| <b>Requirements</b>              |                |                |   |                                  |                                    |                                 |
| <b>Materials &amp; Services:</b> |                |                |   |                                  |                                    |                                 |
| Tourism Promotion and            |                |                |   |                                  |                                    |                                 |
| 417,160                          | 92,485         | 151,950        | Tourism-Related Facilities  | 179,750                          | 179,750                            | 179,750                         |
| 4,480                            | -              | 52,250         | River Trail Match   | 52,250                           | 52,250                             | 52,250                          |
| -                                | 10,642         | 10,800         | Sky Cam at Column   | -                                | -                                  | -                               |
| -                                | -              | 15,000         | Astoria Downtown Historic District Association                            | 15,000                           | 15,000                             | 15,000                          |
| -                                | -              | -              | Council Travel to Sister City   | 18,000                           | 18,000                             | 18,000                          |
| -                                | 5,000          | 5,000          | Astoria Music Festival  | -                                | -                                  | -                               |
| -                                | 137,392        | 60,000         | Astoria Bicentennial  | -                                | -                                  | -                               |
| -                                | 5,000          | 5,000          | Astoria Regatta   | -                                | -                                  | -                               |
| 110,000                          | 115,000        | 115,000        | Astoria/Warrenton Chamber of Commerce<br>Visitor Services                 | 115,000                          | 115,000                            | 115,000                         |
| 154,050                          | 170,750        | 170,750        | Astoria/Warrenton Chamber of Commerce<br>Lower Columbia Tourism Committee | 170,750                          | 170,750                            | 170,750                         |
| <u>685,690</u>                   | <u>536,269</u> | <u>585,750</u> | <b>Total Materials &amp; Services</b>                                     | <u>550,750</u>                   | <u>550,750</u>                     | <u>550,750</u>                  |
| <b>Capital Outlay</b>            |                |                |   |                                  |                                    |                                 |
| 33,000                           | 35,000         | -              | Improvements Other Than Buildings   | -                                | -                                  | -                               |
| <b>Debt Service</b>              |                |                |   |                                  |                                    |                                 |
| -                                | -              | -              | Heritage Square Loan Payment  | 80,000                           | 80,000                             | 80,000                          |
| -                                | -              | 85,000         | <b>Contingent Expenditures</b>  | <u>75,000</u>                    | <u>75,000</u>                      | <u>75,000</u>                   |
| <u>718,690</u>                   | <u>571,269</u> | <u>670,750</u> | <b>Total Expenditures</b>   | <u>705,750</u>                   | <u>705,750</u>                     | <u>705,750</u>                  |
| <u>422,930</u>                   | <u>338,850</u> | <u>103,430</u> | Ending Fund Balance   | <u>195,220</u>                   | <u>195,220</u>                     | <u>195,220</u>                  |
| <u>1,141,620</u>                 | <u>910,119</u> | <u>774,180</u> | <b>Total Requirements</b>   | <u>900,970</u>                   | <u>900,970</u>                     | <u>900,970</u>                  |

**PROMOTE ASTORIA FUND (410 0000)**

**Materials & Services (660 - 678)**

|     |      |   |         |                |
|-----|------|---|---------|----------------|
| 678 | 6085 | Tourism Promotion   |         |                |
|     |      | Tourism-Related Facilities  | 179,750 |                |
|     |      | Rivertrail Match  | 52,250  |                |
|     |      | Astoria Downtown Historic Distric Association                             | 15,000  |                |
|     |      | Council Travel to Sister City   | 18,000  |                |
| 678 | 6090 | Astoria/Warrenton Chamber of Commerce<br>Visitor Services                 | 115,000 |                |
| 678 | 6095 | Astoria/Warrenton Chamber of Commerce<br>Lower Columbia Tourism Committee | 170,750 |                |
|     |      | Sub-total Services - Promote Astoria                                      |         | 550,750        |
|     |      | <b><u>Debt Service</u></b>  |         |                |
| 810 | 6980 | Loan Payment for Heritage Square  | 80,000  |                |
|     |      | Sub-total Debt Service  |         | 80,000         |
|     |      | <b><u>Contingent Expenditures</u></b>                                     |         |                |
| 910 | 8020 | Contingent Expenditures   | 75,000  |                |
|     |      | Sub-total of Contingent Expenditures                                      |         | 75,000         |
|     |      | <b><u>Ending Fund Balance</u></b>   |         |                |
| 950 | 8520 | Ending Fund Balance   | 195,220 |                |
|     |      | Sub-total of Ending Fund Balance  |         | 195,220        |
|     |      | <b>TOTAL PROMOTE ASTORIA FUND</b>   |         | <b>900,970</b> |



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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 Loren 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, 2013 to initiate 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 7/1/12 - 6/30/13</u> |   |   |  |
|----------------------------------|--------------------|-----------------------|--|---|---|--|
| <u>Actual Data</u>               |                    | <u>Adopted Budget</u> | <u>Resources and Requirements</u>              | <u>Proposed by<br/>Budget<br/>Officer</u> | <u>Approved by<br/>Budget<br/>Committee</u> | <u>Adopted by<br/>Governing<br/>Body</u> |
| <u>FYE 6/30/10</u>               | <u>FYE 6/30/11</u> | <u>FYE 6/30/12</u>    |  |   |   |  |
| <b><u>Resources</u></b>          |                    |                       |  |   |   |  |
| 902,892                          | 908,886            | 912,800               | Beginning Fund Balance                         | 917,050                                   | 917,050                                     | 917,050                                  |
| 5,994                            | 4,007              | 3,900                 | Interest Earnings                              | 4,300                                     | 4,300                                       | 4,300                                    |
| <u>908,886</u>                   | <u>912,893</u>     | <u>916,700</u>        | <b>Total Resources</b>                         | <u>921,350</u>                            | <u>921,350</u>                              | <u>921,350</u>                           |
| <b><u>Requirements</u></b>       |                    |                       |  |   |   |  |
| <b>Materials &amp; Services:</b> |                    |                       |  |   |   |  |
| -                                | -                  | 100,000               | Professional Services - Design                 | 100,000                                   | 100,000                                     | 100,000                                  |
| -                                | -                  | 100,000               | <b>Total Materials &amp; Services</b>          | 100,000                                   | 100,000                                     | 100,000                                  |
| -                                | -                  | -                     | <b>Contingency</b>                             | 15,000                                    | 15,000                                      | 15,000                                   |
| -                                | -                  | 15,000                |  |   |   |  |
| <u>908,886</u>                   | <u>912,893</u>     | <u>801,700</u>        | <b>Ending Fund Balance</b>                     | <u>806,350</u>                            | <u>806,350</u>                              | <u>806,350</u>                           |
| <u>908,886</u>                   | <u>912,893</u>     | <u>916,700</u>        | <b>Total Requirements</b>                      | <u>921,350</u>                            | <u>921,350</u>                              | <u>921,350</u>                           |

2012 / 13 Budget Detail Information

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

| <b><u>Materials and Services</u></b>   |      |                                  |                |
|--|------|----------------------------------|----------------|
| 675                                    | 6025 | Professional Services<br>Design  | 100,000        |
|  |      | Contingency                      | 15,000         |
| 950                                    | 8520 | Ending Unencumbered Fund Balance | <u>806,350</u> |
| <b>TOTAL LOGAN MEMORIAL TRUST FUND</b> |      |                                  | <u>921,350</u> |

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# DETAIL & STATISTICAL SECTION

**City of Astoria, Oregon  
Summary of Interfund Transfers  
Year Beginning July 1, 2012**

| <u>Transfers From:</u>          |                         | <u>Transfers To:</u>            |                         |
|---------------------------------|-------------------------|---------------------------------|-------------------------|
| <b>General Fund</b>             |                         |                                 |                         |
| Non & Interdepartmental         | 1,137,650               | Unemployment Fund               | 10,000                  |
|                                 |                         | Emergency Communications Fund   | 307,180                 |
|                                 |                         | Parks Operation Fund            | 697,400                 |
|                                 |                         | Public Works Fund               | 57,070                  |
|                                 |                         | Landfill Reserve Fund           | <u>66,000</u>           |
|                                 |                         | <b>Total Transfers to Funds</b> | <b>1,137,650</b>        |
| <b>Building Inspection Fund</b> | 15,210                  | <b>General Fund</b>             | 15,210                  |
| <b>State Tax Street Fund</b>    | 585,240                 | Public Works Fund               | 532,240                 |
|                                 |                         | Astoria Road District Fund      | <u>53,000</u>           |
|                                 |                         | <b>Total Transfers to Funds</b> | <b>585,240</b>          |
| <b>Public Works Fund</b>        |                         | <b>General Fund</b>             | 143,200                 |
| Sewer                           | 143,200                 | <b>General Fund</b>             | <u>214,800</u>          |
| Water                           | <u>214,800</u>          |                                 |                         |
| <b>Total Public Works Fund</b>  | <u>358,000</u>          | <b>Total General Fund</b>       | <u>358,000</u>          |
| <b>TOTAL TRANSFERS FROM:</b>    | <b><u>2,096,100</u></b> | <b>TOTAL TRANSFERS TO:</b>      | <b><u>2,096,100</u></b> |

## CITY OF ASTORIA PROPOSED PERSONNEL LEVELS LAST 10 FISCAL YEARS

| DEPARTMENT                           | 2002<br>2003 | 2003<br>2004 | 2004<br>2005 | 2005<br>2006 | 2006<br>2007 | 2007<br>2008 | 2008<br>2009  | 2009<br>2010  | 2010<br>2011 | 2011<br>2012 | 2012<br>2013<br>(Proposed) |
|--------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|---------------|--------------|--------------|----------------------------|
| CITY MANAGER                         | 1.93         | 1.93         | 1.93         | 2            | 2            | 2            | 2             | 2             | 2            | 2            | 2                          |
| COMMUNITY<br>DEVELOPMENT             | 3.5          | 3.5          | 3.5          | 3.5          | 3.5          | 3.5          | 3.75          | 3.75          | 5            | 5            | 5                          |
| FINANCE                              | 6.67         | 6.67         | 6.67         | 7            | 7            | 7            | 8             | 8             | 7            | 6            | 7                          |
| FIRE                                 | 13           | 13           | 12           | 12           | 12           | 12           | 12            | 12            | 12           | 12           | 12                         |
| HUMAN RESOURCES                      | 1            | 1            | 1            | 1            | 1            | 1            | 1             | 1             | 1            | 1            | -                          |
| LIBRARY                              | 2            | 2            | 2            | 2            | 2            | 2            | 2             | 3             | 3            | 3            | 3                          |
| MUNICIPAL COURT                      | 1            | 1            | 1            | 1            | 1            | 1            | 1             | 1             | 1            | 1            | 1                          |
| PARKS & RECREATION<br>ADMINISTRATION | 3            | 3            | 3            | 3            | 3            | 3            | 3             | 3             | 4            | 4            | 3                          |
| PARKS                                | 3            | 3            | 3            | 3            | 4            | 4            | 4             | 4             | 4            | 4            | 4                          |
| POLICE                               | 18.5         | 18.5         | 17.5         | 18.5         | 18.5         | 18.5         | 18.5          | 18            | 17           | 18           | 18                         |
| EMERGENCY<br>COMMUNICATIONS          | 8            | 8            | 8            | 8            | 7.80         | 8            | 8             | 8             | 8            | 8            | 8                          |
| <b>TOTAL GENERAL<br/>FUND</b>        | <b>61.6</b>  | <b>61.6</b>  | <b>59.6</b>  | <b>61</b>    | <b>61.80</b> | <b>62</b>    | <b>63.25</b>  | <b>63.75</b>  | <b>64</b>    | <b>64</b>    | <b>63</b>                  |
| <b>AQUATIC FACILITY</b>              | <b>2.75</b>  | <b>2.75</b>  | <b>2.75</b>  | <b>2.75</b>  | <b>2.75</b>  | <b>3</b>     | <b>3</b>      | <b>3</b>      | <b>1</b>     | <b>1</b>     | <b>1</b>                   |
| <b>CEMETERY</b>                      | <b>1</b>     | <b>1</b>     | <b>1</b>     | <b>1</b>     | <b>1</b>     | <b>1</b>     | <b>1</b>      | <b>1</b>      | <b>1</b>     | <b>1</b>     | <b>-</b>                   |
| <b>ENGINEERING</b>                   | <b>7</b>     | <b>6.75</b>  | <b>7</b>     | <b>7</b>     | <b>8</b>     | <b>8</b>     | <b>8</b>      | <b>8</b>      | <b>8</b>     | <b>8</b>     | <b>8</b>                   |
| <b>PUBLIC WORKS</b>                  | <b>25</b>    | <b>25</b>    | <b>25</b>    | <b>25</b>    | <b>25</b>    | <b>25</b>    | <b>25</b>     | <b>25</b>     | <b>23</b>    | <b>23</b>    | <b>23</b>                  |
| <b>TOTAL PUBLIC<br/>WORKS FUND</b>   | <b>32</b>    | <b>31.75</b> | <b>32</b>    | <b>32</b>    | <b>33</b>    | <b>33</b>    | <b>33</b>     | <b>33</b>     | <b>31</b>    | <b>31</b>    | <b>31</b>                  |
| <b>TOTAL F.T.E</b>                   | <b>97.35</b> | <b>97.1</b>  | <b>95.35</b> | <b>96.75</b> | <b>98.55</b> | <b>99</b>    | <b>100.25</b> | <b>100.75</b> | <b>97</b>    | <b>96</b>    | <b>95</b>                  |
| <b>TOTAL EMPLOYEES</b>               | <b>100</b>   | <b>100</b>   | <b>97</b>    | <b>98</b>    | <b>99</b>    | <b>99</b>    | <b>101</b>    | <b>101</b>    | <b>97</b>    | <b>97</b>    | <b>96</b>                  |

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City of Astoria, Oregon

Schedule of Tax Levies Imposed

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| <u>Levy Description</u> | <u>Actual<br/>2010-11</u> | <u>Actual<br/>2011-12</u> | <u>Estimated<br/>2012-13</u> |
|-------------------------|---------------------------|---------------------------|------------------------------|
| General Fund            | \$4,869,561               | \$5,038,151               | \$5,188,593                  |
| Astoria Road District   | 0                         | 0                         | 0                            |
| Aquatic Facility        | <u>299,053</u>            | <u>299,066</u>            | <u>137,290</u>               |
| Total                   | <u>\$5,168,614</u>        | <u>\$5,337,217</u>        | <u>\$5,325,883</u>           |

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In the property tax system, the Oregon Department of Revenue calculated a permanent tax rate of \$8.1738 for the City of Astoria. The tax to be imposed on tax payers in Astoria is calculated by multiplying the assessed property values by the permanent tax rate. In order to project a property tax revenue for 2012-13, a projected assessed value of \$639,677,129 was used. The assessed value for 2011-12 was \$621,045,746. This represents a projected increase in assessed value of 3%.

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



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

| Year Ended | Total Tax Levy | Current Tax Collections | Percentage of Tax Levy Collected | Delinquent Tax Collections | Total Tax Collections | Percentage of Total Tax Collections to Tax Levy | Outstanding Delinquent Taxes | Percentage of Delinquent Taxes to Tax Levy |
|------------|----------------|-------------------------|----------------------------------|----------------------------|-----------------------|---|------------------------------|--|
| 6/30/02    | 4,173,776      | 3,769,808               | 90.32%                           | 249,756                    | 4,019,564             | 96.31%  | 564,439                      | 13.52%                                     |
| 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%                                      |

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.

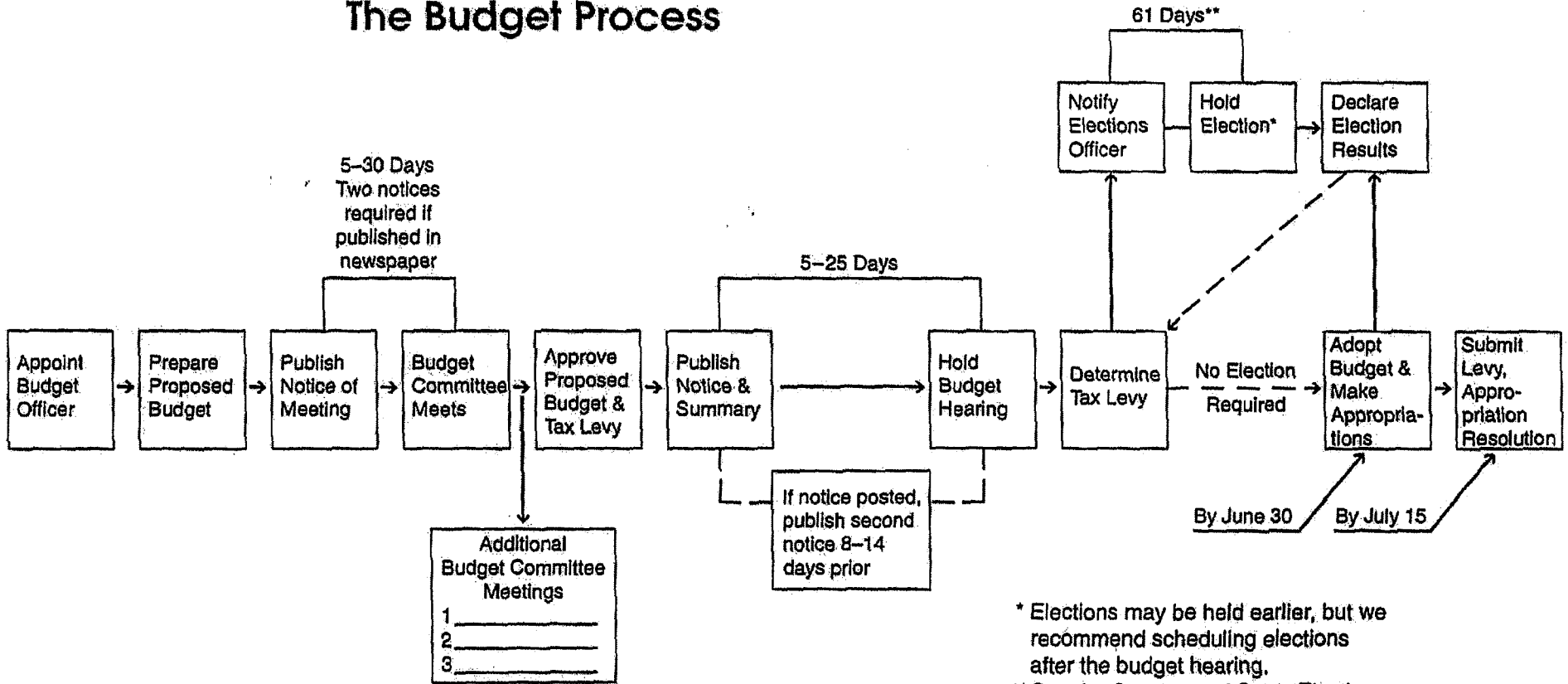
After the Budget Committee approves the Proposed Budget, a summary of the Approved Budget is published in the newspaper. Copies of the complete Approved Budget document are made available to the public at City Hall. Published legal notices also notify the public of the date on which the Approved Budget 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

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\* 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, 2012

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**2011**

December 20 (Tues) Budget detail worksheets distributed to departments.

December 27 (Tues) Mail community organization funding applications to those agencies funded for the current year.

**2012**

January 16 - 25 Department Head Work Session during this timeframe.

February 13 (Mon) Department budget requests due to Finance Director.

February 15 (Wed) Community organization funding applications due.

February 20 / 24  
City Manager and Finance Director meet with department heads to review proposed budgets.

March 5 - 23 City Manager's budget message is completed. City Manager makes final determination of budget to be recommended to Budget Committee.

March 26 – April 13 Proposed budget is prepared and completed, including color-coded pages.

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

April 11 (Wed) Notice of Budget Committee meeting published. (Publish 5-30 days before the first budget meeting on April 25, 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 17 (Tues) Proposed budget is distributed. **(Can distribute to Committee any time before or at first meeting. Document becomes public at that time.)**

**April 25 (Wed) 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.

CITY OF ASTORIA  
Budget Preparation Calendar  
For Fiscal Year Beginning July 1, 2012

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**2012**

- April 26 – May 2      Budget Committee meets to revise and complete the budget.  
If required, Committee may meet on: **April 26 (Thurs) and May 2 (Wed).**
- By May 2 (Wed)      Budget Committee approves budget as revised and **sets tax levy or rate.**
- May 3 – May 11      Approved budget prepared for reproduction.
- Prepare notice for publication of public hearing on approved budget and State revenue sharing.
- May 1 (Tues)      Remind Public Works to send BOLI list by May 16, 2012.
- May 16 (Wed)      Send list of approved public works projects to Bureau of Labor and Industries. (Must be sent not later than 30 days before budget is adopted. {June 18, 2012}.) (See ORS 279.023)
- May 16 (Wed)      Approved budget copied and bound in-house.
- May 14 (Mon)      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 18, 2012.) Email can be done in addition to hand delivery so that the publication order will be correct.
- May 18 (Fri)**      Notice of public hearing published in Daily Astorian. (Notice must be published **5-25** days before June 4, 2012 / 5-18-12 is 17 days.)
- June 4 (Mon)**      Public hearing on budget and State revenue sharing.
- June 18 (Mon)**      City Council adopts budget, makes appropriations and levies and categorizes taxes. (By Resolution)
- June 19 - 21      Complete adopted budget document.
- June 22 (Fri)      Adopted budget copied and bound.
- June 28 (Thurs)      Distribute adopted budget document.
- July 6 (Fri)      Certify tax levy to County Assessor.

## ACCOUNTING METHODS

Because the City is required to use governmental accounting procedures, the budget is presented in a particular order. The main fiscal divisions in this budget are by fund type. "Fund" is an accounting term, which organizes related fiscal activities into a separate entity, which has its own set of books. The City has 34 separate active funds. The different funds of the City are listed below, with a short description of each. They are arranged alphabetically within each fund type.

### **GOVERNMENTAL FUNDS**

These funds are grouped together because they use the same modified accrual basis of accounting. They depend partially on outside revenue such as grants, taxes, or state and federal government money.

#### **General Fund**

This is the City's general operating fund. This fund provides for the activities of the following departments: City Council, City Manager, Municipal Court, Finance, City Attorney, Community Development, Historic Preservation, Human Resources, City Hall, Non & Interdepartmental, Fire, Police, Parks & Community Services and Library. This fund provides the most diverse services, and is the only fund that all cities have in common. Services provided by this fund include, but are not limited to, police and fire protection, management of the City's parks and recreation programs, operation of the public library and municipal judicial system, comprehensive city planning and community development, and parking control. Revenues received to support these services include property taxes, franchise license fees, other business taxes, state-shared revenues, federal and state grants, miscellaneous revenue from the operation of the library, municipal court and parking control, and interest earned on investments.

#### **Special Revenue Funds**

These funds account for revenues received for specifically designated purposes. The designation may be provided for by state or federal law or by resolution or ordinance of the City Council.

***Aquatics Facility Fund*** – to account for the operating costs for the indoor aquatics facility which was completed in June 1998.

***Aquatics Facility Debt Service Fund*** - to account for the debt service of a \$2.95 million bond issue approved by the voters on November 7, 1995, for the construction of a new indoor aquatics facility. The bonds will be repaid over a twenty-year period.

***Astoria Column Restoration Fund*** - to account for monies reserved for the restoration of the mural etched on the Astoria Column, a monument on the National Register of Historic Places.

***Astoria Road District Fund*** - to account for the property tax revenues of the Astoria Road District. Expenditures are limited to the repair and improvement of streets and bridges.

**Building Inspection Fund** - to account for the resources and expenditures associated with the City's building permit and inspection program.

**Capital Improvement Fund** - to account for monies reserved for capital improvement appropriation. The primary revenue source is the sale of City-owned property.

**Combined Sewer Overflow (CSO) Projects Funds** - to account for grants, loans and bond issues related to the projects that will meet a Department of Environmental Quality mandate to reduce the level of wastewater discharged into the Columbia River.

**Combined Sewer Overflow (CSO) Debt Service Fund** - to account for debt service on loans or bond issues required to complete combined sewer overflow projects.

**Community Policing Fund** - to account for fees received for conducting grant writing workshops and community contributions for a community-based policing program.

**East Astoria Waterline Debt Service Fund** - to account for debt service on a loan from the State of Oregon Economic Development Department that was used to construct waterline improvements in the East Astoria area.

**Emergency Communications Fund** - to account for funds received from a statewide tax on telephone usage to provide for 9-1-1 emergency telephone service. Expenditures are limited, by State Statute, to the maintenance of a 9-1-1 emergency dispatch service.

**Housing Rehabilitation Loan Fund** - to account for the proceeds of a Community Development Block Grant and for loan payments from an earlier grant which was loaned for low-income housing improvement.

**Local Improvement Debt Service Fund** - to account for debt service requirements of a bond issue to be made for the financing of several local improvement projects.

**Maritime Memorial Fund** - to account for the receipt of monies designated for the construction and ongoing expansion of a memorial to those who have lost their lives in the Columbia River or the area where the river meets the Pacific Ocean.

**Parks & Recreation Fund** - to account for the receipt of monies designated for the continuance of parks and recreation programs and projects.

**Public Works Improvement Fund** - to account for the financing of large, extra-ordinary public works projects not normally financed with revenues from the Public Works Fund.

**Revolving Loan Fund** - to account for grants received and disbursed as loans to local businesses for capital improvements.

**7th Street Dock Debt Service Fund** - to account for the resources and expenditures associated with debt service for the 7th Street dock reconstruction.

**State Tax Street Fund** - to account for the receipt of State of Oregon gasoline tax apportionments which, by State Statute, are required to be used to maintain City streets. Expenditures are limited to the reimbursement of expenditures in the Streets Department of the Public Works Fund.

**Trails Reserve Fund** - to account for the receipt of State of Oregon gasoline tax apportionments which, by State Statute, are required to be used to build and maintain trails and bicycle paths within the City.

**Unemployment Fund** - to account for monies reserved for the payment of unemployment claims. The source of revenue is from investment earnings and transfers, as required from the General, Cemetery and/or Public Works Funds.

### **Enterprise Funds**

These funds are grouped together because they use the full accrual basis of accounting. They are used to account for operations that are financed and operated in a manner similar to private business enterprises. The intent of the governing body is that the cost (expenses, including depreciation) of providing goods or services to the general public on a continuing basis, be financed primarily through user charges. Appropriations for depreciation are not budgeted.

**Cemetery Fund** - to account for the operation of the Ocean View Cemetery which is owned by the City of Astoria. The major sources of revenue are from grave sales and charges for burial services.

**Public Works Fund** - to account for the resources and expenditures required to provide water, sewer and sanitation services to the residents of Astoria. The fund also provides for activities pertaining to street lights and street development and maintenance. The major source of revenue is from user fees for water, sewer and sanitation services.

**17th Street Dock Fund** - to account for rental fee received from the U. S. Coast Guard for moorage at the 17th Street dock. Resources are also derived from docking fees paid by tour boats that moor at the dock.

### **Fiduciary Funds**

These funds are used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governments and other funds. The modified accrual basis of accounting is used.

**Aquatics Facility Trust Fund** - to account for a gift of \$10,000 to provide access to the Astoria Aquatic Center by underprivileged youth in the community. It is intended that expenditures match anticipated earnings through FYE 06/30/10.

**Astoria Public Library Endowment Fund** - to account for a gift from Don Goodall 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.

**Cemetery Irreducible Fund** - to account for a portion of each grave sale at Ocean View Cemetery. The fund balance is restricted for perpetual care at the Cemetery once all graves are sold.

**Logan Memorial Library Trust Fund** - to account for a bequest from the Lorens F. Logan estate to be used for the construction of a library building.



***Promote Astoria Fund*** - to account for portions of the 9% transient room tax collected on behalf of the City that is made available for use on activities that seek to increase and accommodate tourism. A certain amount is budgeted for the Lower Columbia Tourism Committee (LCTC) of the Astoria-Warrenton Area Chamber of Commerce. By City Code, expenditures by the LCTC must be used for activities and programs that promote the Astoria area. 2% of the 9% transient room tax designated for the Chamber of Commerce/Port of Astoria conference center project is also budgeted in this fund.

***Senior Citizens Endowment Fund*** - to account for gifts and bequests in honor or in memory of a person or occasion. Use of the funds is restricted to expenditures related to the development and maintenance of the Senior Citizens Center.

## **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.

