



CITY OF ASTORIA, OREGON

ADOPTED BUDGET

YEAR BEGINNING JULY 1, 2011

CITY OF ASTORIA, OREGON

Adopted Budget Document

Integrated Budget Document AND Detail Pages

Year Beginning July 1, 2011

Prepared by:

**Paul Benoit, City Manager
Budget Officer**

July 1, 2011

CITY OF ASTORIA, OREGON
 Adopted Budget
 Year Beginning July 1, 2011

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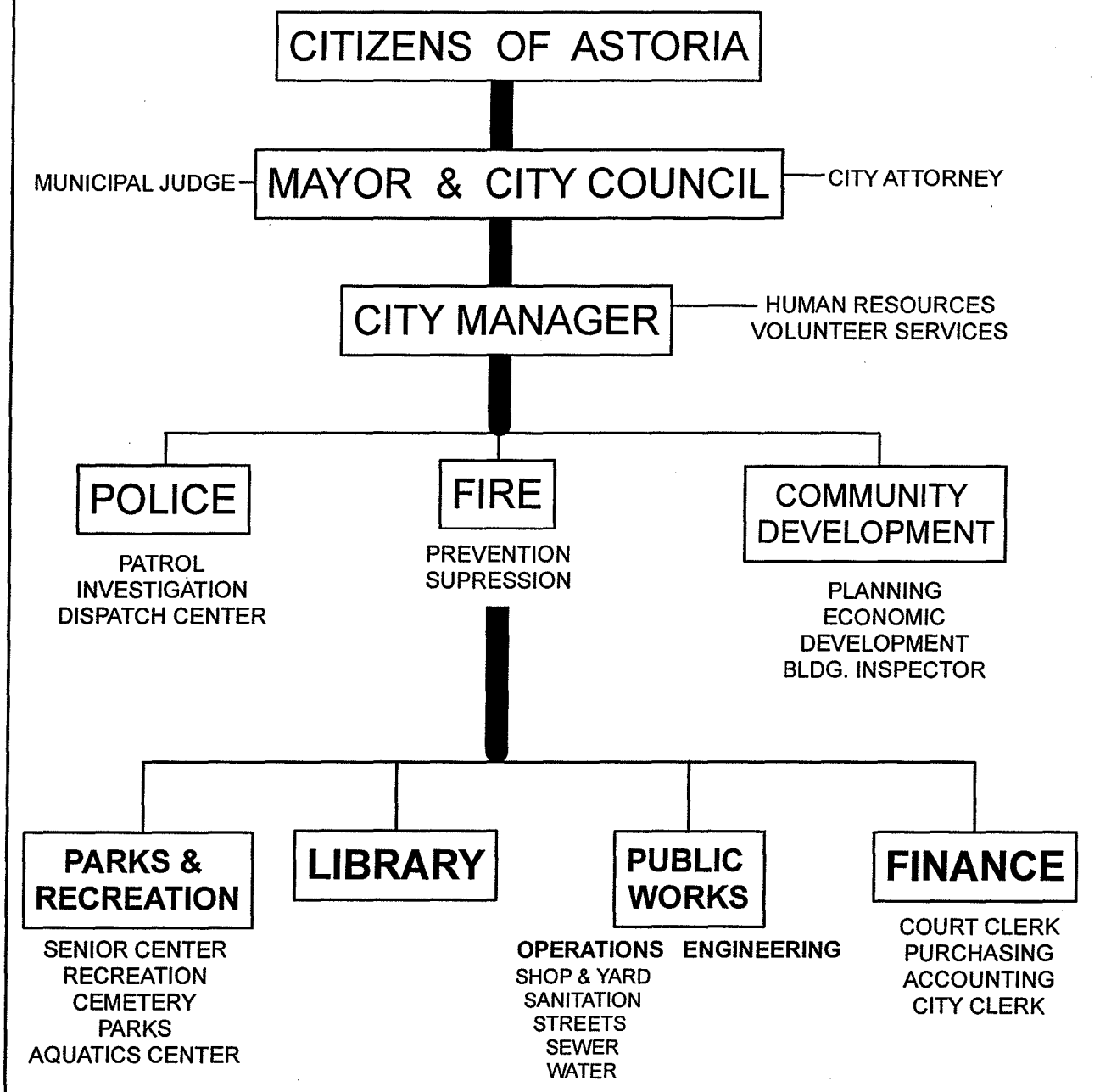
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City of Astoria Organization Chart



CITY OF ASTORIA, OREGON

BUDGET

Year Beginning July 1, 2011

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

Jim Wilkins

CITY MANAGER

Paul Benoit

ADMINISTRATIVE STAFF

**Blair Henningsgaard
Mary Ann Murk**

**City Attorney
City Attorney**

Kristopher A. Kaino

Municipal Judge

Mark Carlson

Finance Director

Brett Estes

Community Development Director

Lenard Hansen

Fire Chief

Pete Curzon

Police Chief

J.P. Moss

**Interim Parks and Community Services
Director**

Jane Tucker

Library Director

Ken Cook

Public Works Director



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

April 27, 2011

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 slight drawdown in contingency funds. To address the general economic downturn the City Council and Budget Committee approved significant reductions in expenses over the past two years. In the fiscal year 2009-2010 budget, the General Fund transfer to the Aquatic Center was reduced by more than 80%. In addition, wage freezes, reductions in expenses for medical insurance, and reductions in staffing factored heavily into developing a balanced budget. In the current fiscal Year budget, the adjustments implemented in the prior year were maintained and expenses for personnel and materials and services were adjusted modestly and only to the extent necessary.

I am pleased to report that, as a result of these adjustments, the City's budget was stabilized and a positive carryover was accomplished. The primary goals of the budget proposed for fiscal year 2011-2012 are to maintain that stability, to continue providing the level of service our citizens expect and deserve, to maintain a cash balance sufficient to buffer the City against unforeseen events, and to ensure sufficient cash flow requirements.

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

GENERAL FUND

Beginning Cash Balance / Contingency

The beginning cash balance at July 1, 2011 is projected to be in the range of \$1,500,000. This proposed budget shows a reduction (usage) of that balance by the end of the budget year in the amount of \$22,230. In other words, the proposed budget is balanced by a slight drawdown in contingency funds. With this drawdown, the contingency, or "beginning fund balance" for the fiscal year beginning July 1, 2012 is projected at \$1,477,770.

General Fund Resources / Expenditures

The proposed budget is based on projected gross resources of \$9,145,860. Worth noting in this year's budget is the slowing of the rate of increase in the assessed value of property within the City's taxing base. In past years we were seeing an overall increase in total assessed values in the 4-5% range. The 2010-2011 increase was 1.60% and this year we are projecting the same. This trend is expected to continue for the near future as the gap between market values and assessed values continue to narrow.

The two primary expenditure components of each General Fund departmental budget are "Personal Services" and "Materials and Services". Personal Services, comprised of salary and benefit expenses, are estimated to be \$5,384,930. This represents an increase of \$278,360 or 5.45% over the prior year budget. The increase relates primarily to larger health insurance



premiums and to wage adjustments, including step increases and stability pay. "Materials and Services" total \$1,732,020. This represents an increase of \$109,910 or 6.78% over the prior year budget.

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:

- \$325,000 to the Emergency Communication (911) Fund
- \$69,840 to the Public Works Fund to offset landfill maintenance expenses
- \$10,000 to the Unemployment Fund for unemployment payments
- \$43,300 to the Capital Improvement Fund (this transfer is a one-time credit from City County Insurance Services for the City's liability and property insurance).
- \$25,000 to a proposed Landfill Reserve Fund to begin setting aside funds for the eventual closure and rehabilitation of the old landfill site at Williamsport Road.

With regard to "Transfers to Other Funds" this proposed budget does not include a transfer to the Aquatic Center. However, we are setting aside \$50,000 as a contingency in the general fund that, if approved by the City Council, could be used to provide support on an as needed basis.

One area of significant and exciting change in the General Fund is the reduction in the overall required funding of the Parks and Recreation Department. In the 2010-2011 budget year, the net cost of running the Parks Department (expenses over revenues) was budgeted at \$718,000. In the coming budget year, the net costs are expected to drop to \$629,000. This net reduction in outlay is occurring while programs offered to residents have increased dramatically. This is a direct result of innovative thinking, efficiencies, revenue generation, and cost cutting within programs by the Parks Department staff.

The fund balance for the end of the 2011-2012 budget year is projected to be at a healthy 19%. This balance, which serves as a contingency fund, has been maintained through wise stewardship of our resources. Over the next year I will be working with the Finance Director to develop draft financial policies as well as a long term capital planning budget for consideration by the City Council. This work would, in part, provide a guide for the maintenance of adequate financial reserves and for the likely needed reserve revenue to address future capital needs.

While the proposed General Fund budget is close to being self supporting, with only a \$22,230 fund balance draw down, there must be a note of caution as we look forward to the coming years. Downward trends in tax receipts and state revenue sharing, increased costs for goods and services, and potential set asides for capital needs will put significant pressure on future General Fund budgets.

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 \$2,050,000. These services, combined with the projected beginning fund balance, bring total available resources to \$4,642,960. Projected sources of additional funding for the year are as follows:

- \$1,957,300 in grant revenues
- \$370,000 from the sale of timber in the Astoria watershed
- \$215,360 from intergovernmental transfers

- \$43,300 from interfund transfers
- \$7,000 from interest earnings

There are planned capital expenditures for the year of \$4,099,900 and a contingency of \$300,000 to combine for a total expenditure of \$4,339,900. Significant capital expenditure items in the 2011-2012 budget are as follows:

- \$1,500,000 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.
- \$247,300 grant for the Streetscape Project. This project will enhance amenities along the downtown corridor.
- \$210,000 grant for the Rivertrail Project. This grant will allow the City to complete the trail project in the Alderbrook area.
- \$1,725,000 to renovate City Hall. This project is expected to start in June and to be completed in early 2012.

The fund is projected to end the year with a fund balance of \$300,000.

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

During fiscal year 2008-2009 the City contracted with Financial Consulting Services Group, Inc. (FCS) of Redmond, Washington to conduct a water and sewer rate study. This study analyzed options for adjusting utility rates to meet the City's needs for operations, debt service and capital projects and equipment and is used as a guide for considering rate recommendations in the context of the City's capital improvement needs.

I am pleased to report that no increase in water or sewer rates is proposed. I am, however, proposing a 9% increase to the CSO surcharge rate (from 59% to 68%). This 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 (11th Street Separation Project).

Public Works Budget

The Public Works Fund budget for fiscal year 2011-2012 proposes estimated resources of \$4,682,280 with expenditures of the same. Concerned with the economy and the financial stresses of our citizens, we feel that a 0% increase in the base sewer and water rates is prudent for the coming 2011-2012 budget year. However, pressing capital needs will not allow static rates to continue long into the future. Planning for future needs of the Public Works Department is something that will need further attention. Over the next year I will be working with the Public Works Department to compile capital needs and associated costs. This information will be shared with the Council for their consideration and input.

Public Works Improvement Fund

The budget for fiscal year 2011-2012 proposes estimated resources for the Public Works Improvement Fund of \$ 3,023,820. The major source of funds is as follows:

- \$312,700 Beginning fund balance
- \$1,562,500 Grant Proceeds
- \$1,146,120 Water & Sewer charges
- \$2,500 Interest earnings

Major project and equipment expenditures in the Public Works Improvement Fund for the coming budget year are as follows:

- \$812,500 for Wastewater Treatment Plant Upgrades. (part of grant proceeds above)
- \$375,000 for the water transmission line relocation. 75% of this is funded by a grant with a City match of 25%. (part of grant proceeds above)
- \$50,000 for the Bond Street waterline relocation. The total cost of this project is estimated at \$600,000. 75% of this project will be funded by a grant with a City match of 25%. The City's match comes from the \$50,000 shown here along with \$50,000 from the Public Works Water Fund and \$50,000 from the Capital Improvement Fund.
- \$80,000 for a new backhoe. \$40,000 of this was set aside in the previous year and carried forward.

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:

- Work will begin on the CSO 11th Street Separation Project with a budgeted expenditure of \$650,000 for design and beginning construction costs. The total costs for the project are estimated to be between 3.5 and 4 million dollars. These funds are accounted for in the CSO Phase 3 fund #183.
- \$4,900,000 for the 17th Street Dock replacement. This project, to replace the aging existing dock, will be paid for with a combination of grants and loans. The revenue generated from the lease of the dock is expected to cover the debt service associated with the loan portion of the project. These funds are accounted for in the 17th Street Dock Fund #330.

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.

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 59%. In order to maintain funds sufficient to cover anticipated debt service, the rate is proposed to increase by 9% at the beginning of the 2011-2012 budget year.

BUILDING INSPECTION FUND

The Building Inspection Fund was established in March 2000. The cost of the Building Inspection program for fiscal year 2011-2012 is budgeted at \$424,920, with an ending fund balance of \$156,480.

The anticipated change from contract services to "in-house" building inspection and code enforcement services for 2010-2011 did not take place as planned. The position is anticipated to be filled in May of the current year.

There is no Capital Outlay and Contingency is \$35,000. A transfer of \$15,210 is budgeted to defray the costs of General Fund services.

AQUATIC FACILITY FUNDS

The Aquatics Center continues to refine and improve. Operational adjustments brought the deficit down to \$95,000 during fiscal year 2009-2010. In the 2010-2011 fiscal year the deficit is projected to be further reduced to an estimated \$45,000. This is great news in light of the operating deficits approaching a half million dollars in previous years. In the 2011-2012 budget year, we are not budgeting for an interfund transfer to the Aquatic Center, however, as mentioned above, a contingency of \$50,000 has been set aside recognizing their may be a need as we approach the end of fiscal year.

PROMOTE ASTORIA FUND

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 2011-2012 are estimated at \$449,030. The beginning balance is projected to be \$325,150. The ending fund balance is projected to be \$103,430 along with a contingency of \$85,000.

This year's budget includes a proposal for:

- \$52,500 match for the Rivertrail project;
- \$60,000 for the Astoria Bicentennial. One of the City Council's goals for the 2011-2012 year is to support the City with its bicentennial efforts;
- \$115,000 for the Astoria/Warrenton Chamber of Commerce Visitor Services;
- \$170,750 for the Astoria/Warrenton Chamber of Commerce LCTC and
- \$187,500 of Tourism Related facilities and events.

EMERGENCY COMMUNICATIONS FUND

The City's contribution to the Emergency Communication Fund increased by \$62,100 over the prior year. This is due to increases in the cost of center operations over the last two years and that no increase was added to the subscriber rates in the 2010-2011 budget year. The City represents 41.5% of the center activities and as such is the largest stakeholder and contributor.

LOGAN MEMORIAL LIBRARY TRUST FUND

The City Council established a goal for the 2011-2012 year to initiate planning for the renovation of the Astor Library. \$100,000 has been budgeted for professional services to that end.

CONCLUSION

The proposed budget for fiscal year 2010-2011 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 2011-2012 for the City of Astoria is ready for review by the Budget Committee.

Respectfully submitted,

THE CITY OF ASTORIA


Paul Benoit
City Manager/Budget Officer

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BUDGET SECTION

City of Astoria, Oregon

Summary of Requirements

Year Beginning July 1, 2011

Fund	Personal Services	Materials and Services	Capital Outlay	Transfers to Other Funds	Debt Service	Special Payments	Contingency	Total Expenditures	Ending Fund Balance	Total Requirements
General Fund (by department):										
City Council	4,430	8,130						12,560		12,560
City Manager:										
Administration Division	242,210	13,840						256,050		256,050
Human Resources Division	79,150	18,800						97,950		97,950
Municipal Court	59,250	96,900						156,150		156,150
Finance	502,570	84,490	5,000					592,060		592,060
City Attorney		84,900						84,900		84,900
Community Development	266,890	51,870						318,760		318,760
City Hall	7,850	30,400						38,250		38,250
Non and Interdepartmental	4,000	649,330		435,700				1,089,030		1,089,030
Fire	1,242,640	193,540	16,500					1,452,680		1,452,680
Police	1,833,830	155,220	15,500					2,004,550		2,004,550
Parks and Recreation:										
Recreation/Admin Div.	531,210	118,920	25,000					675,130		675,130
Maintenance Div.	323,100	104,660	11,000					438,760		438,760
Library	287,800	124,180	5,000					416,980		416,980
Other							1,512,050	1,512,050	0	1,512,050
Total General Fund	5,384,930	1,735,180	78,000	435,700	0	0	1,512,050	9,145,860	0	9,145,860
Capital Improvement		2,149,500	1,899,920		40,480		300,000	4,389,900	253,060	4,642,960
Unemployment		25,150						25,150		25,150
Revolving Loan		108,590						108,590	11,860	120,450
Housing Rehabilitation Loan		50,000					4,500	54,500		54,500
Building Inspection	163,010	55,220		15,210			35,000	268,440	156,480	424,920
Emergency Communications	717,790	96,770	62,500				75,000	952,060	274,290	1,226,350
Community Policing		329,100					900	330,000		330,000
Parks & Recreation		10,000	31,000					41,000		41,000
Maritime Memorial		15,000	75,000				5,600	95,600		95,600
Astoria Column Restoration		100						100		100
Aquatics Facility	256,390	266,450	25,000				3,000	550,840		550,840
Astoria Road District		5,000	576,000					581,000		581,000
State Tax Street				502,000			63,500	565,500		565,500
Trails Reserve		3,000	15,540					18,540		18,540
Public Works Improvement		2,307,500	98,000		451,770		166,550	3,023,820		3,023,820
CSO Projects										
Maintenance	66,850	43,650	10,000				18,000	138,500	84,100	222,600
Denver Street Storage			150,000					150,000		150,000
11th Street Separation		400,000	250,000					650,000		650,000
Local Improvement Debt Service					280,000		8,990	288,990		288,990
Aquatics Facility Debt Service					270,080		20,000	290,080	475,290	765,370
E. Astoria Waterline Debt Service					68,250			68,250	113,750	182,000
7th Street Dock LID					14,100			14,100	28,490	42,590

Fund	Personal Services	Materials and Services	Capital Outlay	Transfers to Other Funds	Debt Service	Special Payments	Contingency	Total Expenditures	Ending Fund Balance	Total Requirements
CSO Debt Service		74,260			1,061,010			1,135,270	533,150	1,668,420
Public Works (by department):										
Engineering	284,110	55,880	10,350					350,340		350,340
Shop and Yard	410,610	97,100	8,400					516,110		516,110
Streets	166,610	336,050						502,660		502,660
Sanitation	35,540	34,300						69,840		69,840
Sewer	714,690	481,240	1,500	143,200				1,340,630		1,340,630
Water	1,061,010	560,020	4,800	214,800				1,840,630		1,840,630
Other							81,270	81,270		81,270
Total Public Works	2,672,570	1,564,590	25,050	358,000	0	0	81,270	4,701,480	0	4,701,480
Landfill Reserve			125,000					125,000		125,000
Cemetery	115,390	42,900					20,000	178,290	78,110	256,400
17th Street Dock		60,000	4,900,000		12,810		70,000	5,042,810		5,042,810
Aquatic Facility Trust		2,510						2,510	6,390	8,900
Astoria Public Library Endowment		10,000					1,500	11,500	123,570	135,070
Senior Citizens Endowment		15,000						15,000		15,000
Cemetery Irreducible								0	692,450	692,450
Promote Astoria		585,750					85,000	670,750	103,430	774,180
Logan Memorial Library		100,000					15,000	115,000	801,700	916,700
TOTAL ALL FUNDS	9,376,930	10,055,220	8,321,010	1,310,910	2,198,500	0	2,485,860	33,748,430	3,736,120	37,484,550

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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
Parks and Recreation
Library

For FYE June 30, 2012, the General Fund expects to receive 49.76% 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

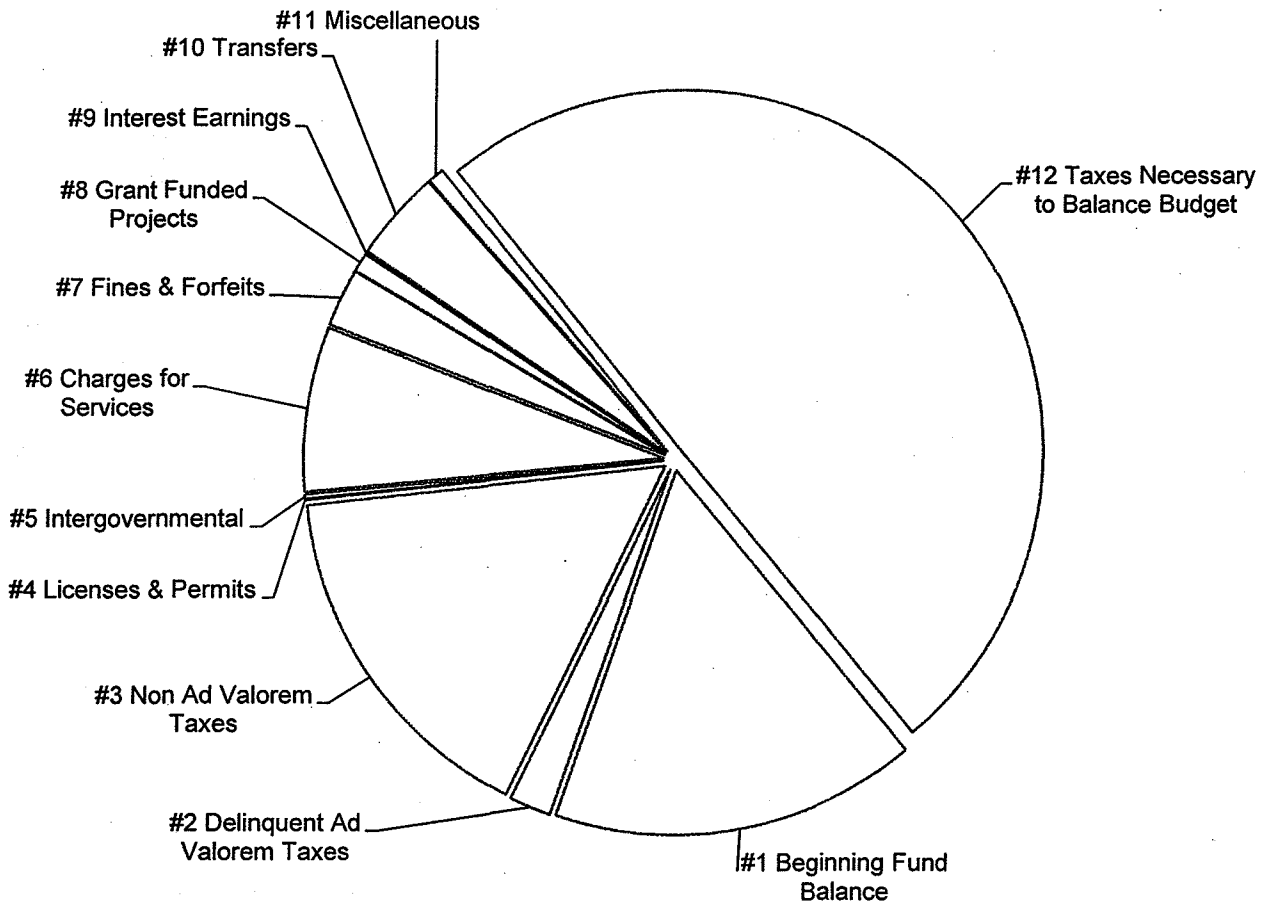
GENERAL FUND

Budget for Fiscal Year 7/1/11 - 6/30/12

Historical Data			Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Actual Data FYE 6/30/09	FYE 6/30/10	Adopted Budget FYE 6/30/11				
Resources						
1,536,402	1,102,240	1,500,000	Beginning Fund Balance	1,500,000	1,500,000	1,500,000
132,504	133,405	160,000	Delinquent Ad Valorem Taxes	170,000	170,000	170,000
1,500,109	1,502,748	1,377,940	Non Ad Valorem Taxes	1,474,420	1,474,420	1,474,420
8,509	8,509	6,000	Licenses and Permits	5,700	5,700	5,700
20,062	28,419	20,000	Intergovernmental	18,400	18,400	18,400
365,806	343,195	330,930	Charges for Services	667,930	667,930	667,930
220,640	214,921	206,500	Fines and Forfeits	235,500	235,500	235,500
35,192	15,222	125,790	Grant Funded Projects	77,000	77,000	77,000
31,939	14,504	12,800	Interest Earnings	7,500	7,500	7,500
	0		Transfers from Other Funds:			
343,000	358,000	258,000	Public Works Fund	358,000	358,000	358,000
50,000	13,333	0	17th Street Dock Fund	0	0	0
34,080	35,210	15,210	Building Inspection Fund	15,210	15,210	15,210
0	0	12,500	Aquatic Facility Trust Fund	0	0	0
154,063	151,883	65,500	Miscellaneous	65,500	65,500	65,500
4,432,306	3,921,589	4,091,170	Sub-Total Resources	4,595,160	4,595,160	4,595,160
3,960,007	4,466,014	4,637,600	Taxes Necessary to Balance Budget	4,550,700	4,550,700	4,550,700
8,392,313	8,387,603	8,728,770	Total Resources	9,145,860	9,145,860	9,145,860
Requirements (by department)						
10,093	11,764	12,560	City Council	12,560	12,560	12,560
318,503	287,126	343,520	City Manager - all divisions	354,000	354,000	354,000
145,487	139,823	173,430	Municipal Court	156,150	156,150	156,150
595,273	568,912	642,880	Finance	592,060	592,060	592,060
83,278	84,503	86,800	City Attorney	84,900	84,900	84,900
316,784	288,055	331,860	Community Development	318,760	318,760	318,760
39,330	36,801	44,240	City Hall	38,250	38,250	38,250
1,326,573	1,048,641	968,390	Non and Interdepartmental	1,123,310	1,126,470	1,089,030
1,341,663	1,236,372	1,395,200	Fire	1,452,680	1,452,680	1,452,680
1,884,576	1,723,351	1,974,100	Police	2,004,550	2,004,550	2,004,550
845,030	816,636	867,200	Parks and Recreation - all divisions	1,113,890	1,113,890	1,113,890
383,483	349,340	420,460	Library	416,980	416,980	416,980
0	0	1,468,130	Contingency	1,477,770	1,474,610	1,512,050
7,290,073	6,591,323	8,728,770	Total Expenditures	9,145,860	9,145,860	9,145,860
1,102,240	1,796,280	0	Ending Fund Balance	0	0	0
8,392,313	8,387,603	8,728,770	Total Requirements	9,145,860	9,145,860	9,145,860

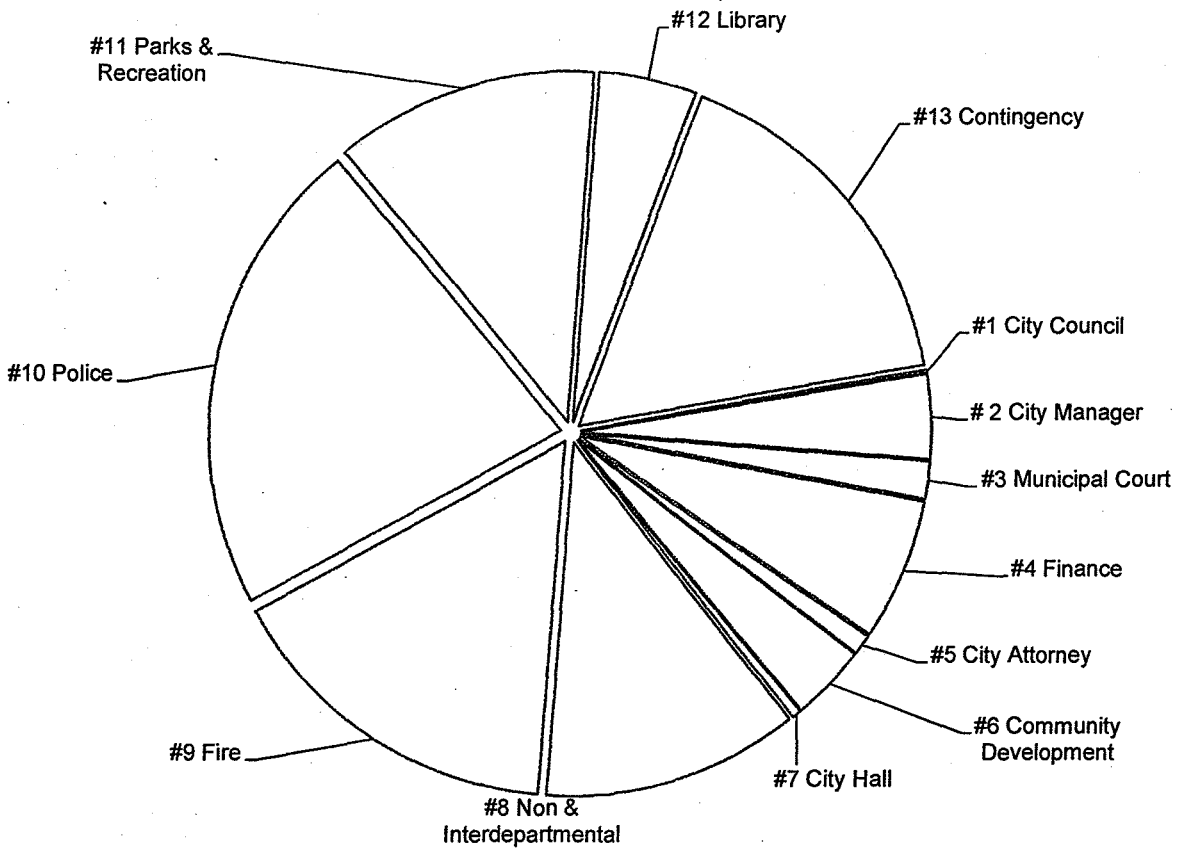
City of Astoria, Oregon
 General Fund Resources
 Year Beginning July 1, 2011

Segment #	Resources	Amount	Percentage
1	Beginning Fund Balance	\$1,500,000	16.40%
2	Delinquent Ad Valorem Taxes	170,000	1.86%
3	Non Ad Valorem Taxes	1,474,420	16.12%
4	Licenses and Permits	5,700	0.06%
5	Intergovernmental	18,400	0.20%
6	Charges for Services	667,930	7.30%
7	Fines and Forfeits	235,500	2.57%
8	Grant Funded Projects	77,000	0.84%
9	Interest Earnings	7,500	0.08%
10	Transfers from Other Funds	373,210	4.08%
11	Miscellaneous	65,500	0.72%
12	Taxes Necessary to Balance Budget	<u>4,550,700</u>	<u>49.76%</u>
Total Resources		\$9,145,860	100.00%



City of Astoria, Oregon
 General Fund Requirements
 Year Beginning July 1, 2011

Segment #	Requirements	Amount	Percentage
1	City Council	\$12,560	0.14%
2	City Manager - all divisions	354,000	3.87%
3	Municipal Court	156,150	1.71%
4	Finance	592,060	6.47%
5	City Attorney	84,900	0.93%
6	Community Development	318,760	3.49%
7	City Hall	38,250	0.42%
8	Non and Interdepartmental	1,089,030	11.91%
9	Fire	1,452,680	15.88%
10	Police	2,004,550	21.92%
11	Parks and Recreation	1,113,890	12.18%
12	Library	416,980	4.56%
13	Contingency	<u>1,512,050</u>	<u>16.53%</u>
Total Requirements		\$9,145,860	100.00%



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

Budget for Fiscal Year 7/1/11 - 6/30/12

<u>Historical Data</u>			<u>Resources and Requirements</u>	<u>Proposed by Budget Officer</u>	<u>Approved by Budget Committee</u>	<u>Adopted by Governing Body</u>
<u>Actual Data</u> FYE 6/30/09	<u>Actual Data</u> FYE 6/30/10	<u>Adopted Budget</u> FYE 6/30/11				
			<u>Personal Services:</u>			
4,158	4,051	4,430	City Council	4,430	4,430	4,430
305,948	274,189	313,380	City Manager - All Divisions	321,360	321,360	321,360
55,325	50,155	60,630	Municipal Court	59,250	59,250	59,250
512,108	446,985	534,450	Finance	502,570	502,570	502,570
255,136	232,046	260,410	Community Development	266,890	266,890	266,890
5,523	5,822	7,850	City Hall	7,850	7,850	7,850
2,589	(1,794)	3,000	Non & Interdepartmental	4,000	4,000	4,000
1,170,249	1,049,607	1,206,210	Fire	1,242,640	1,242,640	1,242,640
1,684,544	1,525,662	1,796,070	Police	1,833,830	1,833,830	1,833,830
635,704	535,682	637,400	Parks and Recreation - All Divisions	854,310	854,310	854,310
<u>266,648</u>	<u>236,443</u>	<u>282,740</u>	Library	<u>287,800</u>	<u>287,800</u>	<u>287,800</u>
4,897,932	4,358,847	5,106,570	Total Personal Services	5,384,930	5,384,930	5,384,930
			<u>Materials & Services:</u>			
5,935	7,133	8,130	City Council	8,130	8,130	8,130
12,555	12,937	30,140	City Manager - All Divisions	32,640	32,640	32,640
90,162	89,668	112,800	Municipal Court	96,900	96,900	96,900
79,982	121,927	94,930	Finance	84,490	84,490	84,490
83,278	84,503	86,800	City Attorney	84,900	84,900	84,900
59,348	56,009	71,450	Community Development	51,870	51,870	51,870
33,807	30,979	36,390	City Hall	30,400	30,400	30,400
591,784	590,875	504,260	Non and Interdepartmental	646,170	649,330	649,330
154,808	171,367	169,140	Fire	193,540	193,540	193,540
165,583	182,419	170,050	Police	155,220	155,220	155,220
202,445	278,124	200,300	Parks and Recreation - All Divisions	223,580	223,580	223,580
<u>114,582</u>	<u>109,897</u>	<u>137,720</u>	Library	<u>124,180</u>	<u>124,180</u>	<u>124,180</u>
1,594,269	1,735,838	1,622,110	Total Materials & Services	1,732,020	1,735,180	1,735,180

Continued on Next Page

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/11 - 6/30/12</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11		Budget Officer	Budget Committee	Governing Body
			<u>Capital Outlay:</u>			
0	0	0	City Manager - All Divisions	0	0	0
0	580	0	Municipal Court	0	0	0
3,183	0	13,500	Finance	5,000	5,000	5,000
2,300	0	0	Community Development	0	0	0
16,606	15,398	19,850	Fire	16,500	16,500	16,500
34,449	15,270	7,980	Police	15,500	15,500	15,500
6,881	2,830	29,500	Parks and Recreation - All Divisions	36,000	36,000	36,000
<u>2,253</u>	<u>3,000</u>	<u>0</u>	Library	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
65,672	37,078	70,830	Total Capital Outlay	78,000	78,000	78,000
			<u>Transfer to Other Funds:</u>			
7,500	28,430	32,000	Unemployment Fund	10,000	10,000	10,000
237,700	262,900	262,900	Emergency Communications Fund	325,000	325,000	287,560
420,000	95,000	0	Aquatics Facility Fund			
67,000	73,230	73,230	Public Works Fund	69,840	69,840	69,840
0	<u>0</u>	93,000	Capital Improvement Fund	43,300	43,300	43,300
			Landfill Reserve Fund	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
732,200	459,560	461,130	Total Transfer to Other Funds	473,140	473,140	435,700
0	0	1,468,130	Contingency	1,477,770	1,474,610	1,512,050
<u>7,290,073</u>	<u>6,591,323</u>	<u>8,728,770</u>	Total Expenditures	<u>9,145,860</u>	<u>9,145,860</u>	<u>9,145,860</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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/11 - 6/30/12</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11				
			Personal Services:			
3,840	3,739	4,080	Regular Salaries	4,080	4,080	4,080
294	287	320	FICA Taxes	320	320	320
<u>24</u>	<u>25</u>	<u>30</u>	Workers' Compensation	<u>30</u>	<u>30</u>	<u>30</u>
4,158	4,051	4,430	Total Personal Services	4,430	4,430	4,430
			Materials and Services:			
0	44	180	Office Supplies	180	180	180
0	0	50	Operating Supplies	50	50	50
4,142	4,672	5,000	Conferences, Meetings & Travel	5,000	5,000	5,000
0	225	500	Professional Services	500	500	500
250	250	400	Memberships & Dues	400	400	400
<u>1,543</u>	<u>1,942</u>	<u>2,000</u>	Miscellaneous	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
5,935	7,133	8,130	Total Materials and Services	8,130	8,130	8,130
<u>10,093</u>	<u>11,184</u>	<u>12,560</u>	Total Expenditures	<u>12,560</u>	<u>12,560</u>	<u>12,560</u>

GENERAL FUND (001)			
CITY COUNCIL (1000)			
Personal Services (410 - 415)			
410	2020	Straight Time - Regular	4,080
415	2220	FICA -Social Security	320
415	2240	Workers' Compensation	30
TOTAL PERSONAL SERVICES			4,430
Materials and Services (510 - 675)			
510	3045	General Office Supplies	180
Sub-total of Office Supplies			180
515	3310	General Operating Supplies	50
Sub-total of Operating Supplies			50
615	4220	League of Oregon Cities	3,000
615	4260	Conferences / Meeting Expenses	1,000
615	4265	Travel - Conferences and Meetings	1,000
Sub-total Conferences, Meetings & Travel			5,000
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			8,130
TOTAL CITY COUNCIL			12,560

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FUND: GENERAL

Department: City Manager #s 1101 & 1102

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 and Recreation, Library, Fire, Police and Public Works/Engineering. The City Manager is responsible to the City Council.

Budget Method

The City Manager Department is comprised of the administration and human resources divisions. Overall budgeting is done on a departmental basis within funds.

Staffing

The staff consists of the City Manager, an Executive Secretary, and a Human Resources Administrator.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
CITY MANAGER - All Divisions

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/09	FYE 6/30/10	FYE 6/30/10		Budget Officer	Budget Committee	Governing Body
			Personal Services:			
211,745	198,980	206,300	Regular Salaries	210,360	210,360	210,360
1,139	151	1,000	Extra Help	1,000	1,000	1,000
15,006	13,977	16,630	FICA Taxes	16,940	16,940	16,940
45,839	36,065	54,440	Insurance	56,860	56,860	56,860
31,451	24,579	34,270	Retirement Contributions	35,460	35,460	35,460
<u>768</u>	<u>437</u>	<u>740</u>	Workers' Compensation	<u>740</u>	<u>740</u>	<u>740</u>
305,948	274,189	313,380	Total Personal Services	321,360	321,360	321,360
			Materials and Services:			
594	381	1,750	Office Supplies	1,750	1,750	1,750
1,074	415	1,150	Operating Supplies	1,150	1,150	1,150
0	0	80	Repair & Maintenance Supplies	80	80	80
0	0	800	Training	800	800	800
1,513	1,290	9,000	Professional Services	11,500	11,500	11,500
1,557	5,481	3,450	Memberships & Dues	3,450	3,450	3,450
0	0	0	Communications	0	0	0
0	0	100	Advertising	100	100	100
0	0	100	Printing & Binding	100	100	100
3,557	239	300	Repair & Maintenance Services	300	300	300
3,059	3,560	7,110	Conferences Meetings & Travel	7,110	7,110	7,110
<u>1,201</u>	<u>1,571</u>	<u>6,300</u>	Miscellaneous	<u>6,300</u>	<u>6,300</u>	<u>6,300</u>
12,555	12,937	30,140	Total Materials and Services	32,640	32,640	32,640
			Capital Outlay:			
0	0	0	Machinery and Equipment	0	0	0
<u>318,503</u>	<u>287,126</u>	<u>343,520</u>	Total Expenditures	<u>354,000</u>	<u>354,000</u>	<u>354,000</u>

City of Astoria, Oregon
Budget Document
GENERAL FUND

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

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11		Budget Officer	Budget Committee	Governing Body
161,880	156,216	155,020	Personal Services:			
11,292	11,482	12,700	Regular Salaries	158,050	158,050	158,050
33,968	28,936	42,840	FICA Taxes	12,940	12,940	12,940
23,243	20,025	25,200	Insurance	44,610	44,610	44,610
<u>579</u>	<u>333</u>	<u>560</u>	Retirement Contributions	26,050	26,050	26,050
			Workers' Compensation	<u>560</u>	<u>560</u>	<u>560</u>
230,962	216,992	236,320	Total Personal Services	242,210	242,210	242,210
			Materials and Services:			
594	227	950	Office Supplies	950	950	950
772	324	650	Operating Supplies	650	650	650
0	0	80	Repair & Maintenance Supplies	80	80	80
2,365	2,672	1,750	Memberships & Dues	1,750	1,750	1,750
0	0	0	Communications	0	0	0
0	0	100	Repair & Maintenance Services	100	100	100
3,557	3,546	6,110	Conferences, Meetings & Travel	6,110	6,110	6,110
<u>697</u>	<u>850</u>	<u>4,200</u>	Miscellaneous	<u>4,200</u>	<u>4,200</u>	<u>4,200</u>
7,985	7,619	13,840	Total Materials and Services	13,840	13,840	13,840
			Capital Outlay:			
0	0	0	Machinery and Equipment	0	0	0
<u>238,947</u>	<u>224,611</u>	<u>250,160</u>	Total Expenditures	<u>256,050</u>	<u>256,050</u>	<u>256,050</u>

GENERAL FUND (001)

CITY MANAGER - Administration (1101)

Personal Services (410 - 415)

410	2020	Straight Time - Regular	158,050
415	2220	FICA -Social Security	12,940
415	2230	Insurance	44,610
415	2235	Retirement Contributions	26,050
415	2240	Workers' Compensation	560

TOTAL PERSONAL SERVICES 242,210

Materials and Services (510 - 685)

510	3040	Printer Cartridges and Supplies	250
510	3045	General Office Supplies	700
		Sub-total of Office Supplies	950
515	3310	General Operating Supplies	650
		Sub-total of Operating Supplies	650
525	3640	Repair & Maintenance Supplies	80
		Sub-total of Repair & Maintenance Supplies	80
615	4220	League of Oregon Cities	760
615	4225	OOCMA - Spring / Summer	1,200
615	4227	ICMA	2,500
615	4230	CCIS	400
615	4260	Conference / Meeting Expenses	650
615	4265	Travel - Conferences and Meetings	600
		Sub-total of Conferences, Meetings & Travel	6,110
630	4725	Rotary	570
630	4730	ICMA	920
630	4735	OCCMA	200
630	4755	Columbia Forum	60
		Sub-total of Memberships & Dues	1,750

GENERAL FUND (001)			
CITY MANAGER - Administration (1101)			
660	5825	Repair & Maintenance Services - General	100
		Sub-total of Repair & Maintenance Services	100
675	5920	Employee Recognition	3,500
675	6035	General - Miscellaneous	700
		Sub-total of Miscellaneous	4,200
TOTAL MATERIALS & SERVICES			13,840
TOTAL CITY MANAGER - Administration			256,050
TOTAL CITY MANAGER ADMIN. - ALL FUNDS			256,050

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 7/1/11 - 6/30/12</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11				
			Personal Services:			
49,865	42,764	51,280	Regular Salaries	52,310	52,310	52,310
1,139	151	1,000	Extra Help	1,000	1,000	1,000
3,714	2,495	3,930	FICA Taxes	4,000	4,000	4,000
11,871	7,129	11,600	Insurance	12,250	12,250	12,250
8,208	4,554	9,070	Retirement Contributions	9,410	9,410	9,410
189	104	180	Workers' Compensation	180	180	180
74,986	57,197	77,060	Total Personal Services	79,150	79,150	79,150
			Materials and Services:			
0	154	800	Office Supplies	800	800	800
302	91	500	Operating Supplies	500	500	500
0	0	800	Training	800	800	800
1,513	1,290	9,000	Professional Services	11,500	11,500	11,500
1,557	2,809	1,700	Memberships & Dues	1,700	1,700	1,700
0	0	100	Advertising	100	100	100
0	0	100	Printing & Binding	100	100	100
0	239	200	Repair & Maintenance Services	200	200	200
694	14	1,000	Conferences, Meetings & Travel	1,000	1,000	1,000
504	721	2,100	Miscellaneous	2,100	2,100	2,100
4,570	5,318	16,300	Total Materials and Services	18,800	18,800	18,800
			Capital Outlay:			
0	0	0	Machinery & Equipment	0	0	0
<u>79,556</u>	<u>62,515</u>	<u>93,360</u>	Total Expenditures	97,950	97,950	97,950

GENERAL FUND (001)

CITY MANAGER - Human Resources (1102)

Personal Services (410 - 415)

410	2020	Straight Time - Regular	52,310
410	2085	Extra Help	1,000
415	2220	FICA -Social Security	4,000
415	2230	Insurance	12,250
415	2235	Retirement Contributions	9,410
415	2240	Workers' Compensation	180

TOTAL PERSONAL SERVICES

79,150

Materials and Services (510 - 685)

510	3040	Printer Cartridges and Supplies	200
510	3045	General Office Supplies	600
		Sub-total of Office Supplies	800
515	3120	Books / Periodicals	500
		Sub-total of Operating Supplies	500
610	4080	Resource Materials	200
610	4085	Training - Travel Expenses	200
610	4115	Workshops	400
		Sub-total of Training	800
615	4260	Conference / Meeting Expense	500
615	4265	Travel - Conferences and Meetings	500
		Sub-total Conferences, Meetings & Travel	1,000
620	4320	Employee Assistance Program	1,500
620	4540	Professional Services - General - Personnel Manual	10,000
		Sub-total Professional Services	11,500
630	4736	Society for Human Resource Management	200
630	4737	Local Government Personnel Institute	1,300
630	4738	International Public Mngmnt Assoc. for HR	200
		Sub-total Memberships & Dues	1,700
640	5022	Advertising - Recruitment	100
		Sub-total of Advertising	100
650	5118	Printing and Binding - Personnel	50
650	5145	Printing and Binding - General	50
		Sub-total of Printing & Binding	100

GENERAL FUND (001)

CITY MANAGER - Human Resources (1102)

660	5825	Repair & Maintenance Services - General	200	
		Sub-total of Repair & Maintenance Services		200
675	5920	Employee Recognition	2,000	
675	6035	General - Miscellaneous	100	
		Sub-total of Miscellaneous		2,100
TOTAL MATERIALS & SERVICES				18,800
TOTAL CITY MANAGER - Human Resources				97,950
TOTAL CITY MANAGER - HR - ALL FUNDS				97,950

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/11- 6/30/12</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	<u>Resources and Requirements</u>	<u>Proposed by Budget Officer</u>	<u>Approved by Budget Committee</u>	<u>Adopted by Governing Body</u>
<u>FYE 6/30/09</u>	<u>FYE 6/30/10</u>	<u>FYE 6/30/11</u>				
			Personal Services:			
35,357	33,631	39,350	Regular Salaries	35,150	35,150	35,150
160	0	0	Overtime			
0	0	0	Extra Help			
2,691	2,468	3,010	FICA Taxes	2,690	2,690	2,690
10,954	9,411	11,170	Insurance	16,500	16,500	16,500
6,002	4,560	6,960	Retirement Contributions	4,780	4,780	4,780
161	85	140	Workers' Compensation	130	130	130
55,325	50,155	60,630	Total Personal Services	59,250	59,250	59,250
			Materials and Services:			
864	637	950	Office Supplies	950	950	950
0	799	750	Operating Supplies	750	750	750
131	135	400	Conferences, Meetings & Travel	400	400	400
54,520	57,630	56,890	Professional Services	56,890	56,890	56,890
85	0	80	Memberships & Dues	80	80	80
1,035	264	1,250	Communications	250	250	250
431	45	900	Printing & Binding			
1,875	2,844	1,580	Repair & Maintenance Services	1,580	1,580	1,580
0	750	0	Technology Services			
31,221	26,564	50,000	Miscellaneous	36,000	36,000	36,000
90,162	89,668	112,800	Total Materials and Services	96,900	96,900	96,900
			Capital Outlay			
0	580	0	Machinery & Equipment	0	0	0
<u>145,487</u>	<u>140,403</u>	<u>173,430</u>	Total Expenditures	<u>156,150</u>	<u>156,150</u>	<u>156,150</u>

GENERAL FUND (001)

MUNICIPAL COURT (1400)

Personal Services (410 - 415)

410	2020	Straight Time - Regular	35,150
415	2220	FICA -Social Security	2,690
415	2230	Insurance	16,500
415	2235	Retirement Contributions	4,780
415	2240	Workers' Compensation	130

TOTAL PERSONAL SERVICES

59,250

Materials and Services (510 - 685)

510	3045	General Office Supplies	950
		Sub-total of Office Supplies	950
515	3310	General - Operating Supplies	750
		Sub-total of Operating Supplies	750
615	4265	Travel - Conferences and Meetings	400
		Sub-total Conferences, Meetings & Travel	400
620	4325	Municipal Court Judge	36,090
620	4330	Indigent Defense Contract	16,800
620	4335	Pro Tem Judge	1,600
620	4340	Payments for Jury Trials	2,400
		Sub-total of Professional Services	56,890
630	4750	Memberships & Dues	80
		Sub-total Memberships & Dues	80
635	4975	Postage	250
		Sub-total of Communications	250
650	5145	Printing & Binding - General	0
		Sub-total of Printing & Binding	0
660	5620	Office Machines	80
660	5825	General - Repair & Maintenance Services	1,500
		Sub-total of Repair & Maintenance Services	1,580

GENERAL FUND (001)			
MUNICIPAL COURT (1400)			
675	6040	State Assessments on Fines	30,000
675	6045	Jury & Witness Fees	1,000
675	6050	Jail Assessments	5,000
		Sub-total of Miscellaneous	36,000
TOTAL MATERIALS & SERVICES			96,900
TOTAL MUNICIPAL COURT			156,150
TOTAL MUNICIPAL COURT - ALL FUNDS			156,150

FUND: GENERAL

Department: Finance #1600

Basic Objectives

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

Services to other departments include financial control through the budget process, 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 6 full-time equivalent employees in the Finance Department, including 2 accounting clerks, an operations supervisor, a financial reporting manager, a financial analyst and the finance director. The Finance Department is under the supervision of the Finance Director, who is responsible to the City Manager. The Finance budget provides for a 15 hour per week position that provides front counter/reception support.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
FINANCE #1600

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11				
			Personal Services:			
374,273	341,314	372,810	Regular Salaries	343,540	343,540	343,540
0	4,244	2,500	Overtime			
0	1,621	0	Extra Help	17,500	17,500	17,500
28,057	24,716	30,310	FICA Taxes	27,620	27,620	27,620
60,376	39,257	75,560	Insurance	64,550	64,550	64,550
46,824	33,589	50,830	Retirement Contributions	47,310	47,310	47,310
<u>2,578</u>	<u>2,244</u>	<u>2,440</u>	Workers' Compensation	<u>2,050</u>	<u>2,050</u>	<u>2,050</u>
512,108	446,985	534,450	Total Personal Services	502,570	502,570	502,570
			Materials and Services:			
4,734	4,827	4,100	Office Supplies	4,160	4,160	4,160
751	(148)	400	Operating Supplies	500	500	500
0	3	100	Repair & Maintenance Supplies	100	100	100
290	230	400	Small Tools & Minor Equipment	400	400	400
3,590	2,927	11,000	Training	12,300	12,300	12,300
3,154	2,036	1,200	Conferences, Meetings & Travel	2,000	2,000	2,000
26,228	41,774	49,100	Professional Services	34,100	34,100	34,100
730	980	480	Memberships & Dues	900	900	900
71	40	150	Communications	850	850	850
2,796	3,546	1,850	Advertising	1,950	1,950	1,950
678	2,192	1,350	Printing & Binding	2,830	2,830	2,830
35,279	58,383	2,000	Repair & Maintenance Services	2,500	2,500	2,500
1,681	904	1,500	Miscellaneous	500	500	500
<u>0</u>	<u>4,233</u>	<u>21,300</u>	Technology Services	<u>21,400</u>	<u>21,400</u>	<u>21,400</u>
79,982	121,927	94,930	Total Materials and Services	84,490	84,490	84,490
			Capital Outlay:			
3,183	0	13,500	Machinery & Equipment	5,000	5,000	5,000
<u>595,273</u>	<u>568,912</u>	<u>642,880</u>	Total Expenditures	<u>592,060</u>	<u>592,060</u>	<u>592,060</u>

GENERAL FUND (001)

FINANCE (1600)

Personal Services (410 - 415)

410	2020	Straight Time - Regular	343,540
410	2045	Overtime	0
410	2085	Extra Help	17,500
415	2220	FICA -Social Security	27,620
415	2225	FICA -Medicare	0
415	2230	Insurance	64,550
415	2235	Retirement Contributions	47,310
415	2240	Workers' Compensation	2,050

TOTAL PERSONAL SERVICES

502,570

Materials and Services (510 - 685)

510	3020	Forms	650
510	3025	Stationery, Envelopes	510
510	3040	Printer, Cartridges and Supplies	1,200
510	3045	General Office Supplies	1,800

Sub-total of Office Supplies

4,160

515	3120	Books / Periodicals	100
515	3310	General Operating Supplies	400

Sub-total of Operating Supplies

500

525	3640	Other Repair & Maintenance Supplies	100
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Sub-total of Repair & Maintenance Supplies

100

530	3720	Small Tools	400
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Sub-total of Small Tools & Minor Equipment

400

610	4055	Computer Training	7,000
610	4115	Workshops	5,300

Sub-total of Training

12,300

615	4260	Conference / Meeting Expense	1,000
615	4265	Travel - Conferences and Meetings	1,000

Sub-total Conferences, Meetings & Travel

2,000

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

620	4345	Audit Fee	28,700	
620	4350	State Filing Fee	400	
620	4540	Professional Services - General	5,000	
		Sub-total of Professional Services		34,100
630	4745	OMFOA	100	
630	4750	General	800	
		Sub-total Memberships & Dues		900
635	4975	Postage	850	
		Sub-total of Communications		850
640	5020	Advertising - Legal Ads / Notices	200	
640	5025	Advertising - Budget Notices	1,750	
		Sub-total of Advertising		1,950
650	5120	Printing & Binding - Budget	850	
650	5125	Printing & Binding - Financial	1,150	
650	5145	Printing & Binding - General	830	
		Sub-total of Printing & Binding		2,830
660	5825	General Repair & Maintenance	2,500	
		Sub-total of Repair & Maintenance Services		2,500
675	5925	VISA Fees	500	
		Sub-total of Miscellaneous		500
685	6205	Computer Software	1,000	
685	6247	Financial Software Maintenance	20,400	
		Sub-total of Technology Services		21,400
TOTAL MATERIALS & SERVICES				84,490

GENERAL FUND (001)			
FINANCE (1600)			
Capital Outlay (740)			
740	6650	Machinery & Equipment Cash Receipt Processor	5,000
		Sub-total of Machinery & Equipment	5,000
TOTAL CAPITAL OUTLAY			5,000
TOTAL FINANCE			592,060
TOTAL FINANCE - ALL FUNDS			592,060

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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

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11				
			Materials and Services:			
574	283	800	Conferences Meetings & Travel	400	400	400
82,667	84,000	84,000	Professional Services	84,000	84,000	84,000
37	220	<u>2,000</u>	Miscellaneous	<u>500</u>	<u>500</u>	<u>500</u>
<u>83,278</u>	<u>84,503</u>	<u>86,800</u>	Total Expenditures	<u>84,900</u>	<u>84,900</u>	<u>84,900</u>

GENERAL FUND (001)

CITY ATTORNEY (1800)

Materials and Services (615 - 675)

615	4220	League of Oregon Cities	400	
		Sub-total of Confrences, Meetings and Travel		400
620	4355	City Attorney Consortium Agreement	84,000	
		Sub-total of Professional Services		84,000
675	6035	General - Miscellaneous	500	
		Sub-total of Miscellaneous		500

TOTAL MATERIALS & SERVICES 84,900

TOTAL CITY ATTORNEY 84,900

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FUND: GENERAL

Department: Community Development #2001

Basic Objectives

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

Planning Commission/ Historic Landmarks Commission/Design Review Committee

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

Astoria Development Commission

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

Waterfront Revitalization

A Master Plan for the redevelopment of Astoria's waterfront was adopted in 1990 and an update Riverfront Vision Plan was adopted in 2009. These Plans envisioned a pedestrian walkway along the river's edge, street end river viewing piers, improved lighting and pedestrian amenities such as benches and restrooms, interpretive signage, and museum quality exhibits. Since adoption of the 1990 Plan, the City has made steady progress in implementation. Through grant funding, Astoria's River Trail has been constructed in increments over the years and will extend from Smith Point east to the Alderbrook neighborhood. following completion of an expansion in 2011/2012. The Astoria Riverfront Trolley Association, with City support, continues to operate a trolley car along a 3-mile section of the waterfront covering the area from Smith Point to 35th Street.

Building Inspection Services

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

Staffing

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

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
COMMUNITY DEVELOPMENT #2001

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11		Budget Officer	Budget Committee	Governing Body
			Personal Services:			
181,218	169,003	184,950	Regular Salaries	188,570	188,570	188,570
3,649	465	3,000	Extra Help	3,000	3,000	3,000
13,822	16,652	14,380	FICA Taxes	14,650	14,650	14,650
25,918	20,774	24,730	Insurance	26,080	26,080	26,080
29,863	24,778	32,700	Retirement Contributions	33,940	33,940	33,940
666	374	650	Workers' Compensation	650	650	650
255,136	232,046	260,410	Total Personal Services	266,890	266,890	266,890
			Materials and Services:			
2,108	1,724	2,500	Office Supplies	2,000	2,000	2,000
60	1,139	50	Operating Supplies	120	120	120
2,431	1,033	2,000	Training	2,000	2,000	2,000
2,216	4,902	2,500	Conferences, Meetings & Travel	2,500	2,500	2,500
20,323	19,854	20,000	Professional Services	20,000	20,000	20,000
6,118	5,779	7,000	Memberships & Dues	7,200	7,200	7,200
940	15	1,500	Communications	150	150	150
4,312	5,482	5,000	Advertising	5,000	5,000	5,000
765	382	1,500	Printing & Binding	1,500	1,500	1,500
1,050	258	1,250	Repair & Maintenance Services	750	750	750
746	319	500	Miscellaneous			
18,279	15,122	27,000	Projects Funded by Grants	10,000	10,000	10,000
0	0	650	Technology Services	650	650	650
59,348	56,009	71,450	Total Materials and Services	51,870	51,870	51,870
			Capital Outlay:			
2,300	0	0	Machinery & Equipment	0	0	0
316,784	288,055	331,860	Total Expenditures	318,760	318,760	318,760

GENERAL FUND (001)

COMMUNITY DEVELOPMENT (2001)

Personal Services (410 - 415)

410	2020	Straight Time - Regular	188,570
410	2085	Extra Help	3,000
415	2220	FICA - Social Security	14,650
415	2230	Insurance	26,080
415	2235	Retirement Contributions	33,940
415	2240	Workers' Compensation	650

TOTAL PERSONAL SERVICES			266,890
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Materials and Services (510 - 685)

510	3045	General Office Supplies	2,000	
		Sub-total of Office Supplies		2,000
515	3120	Books / Periodicals	120	
		Sub-total of Operating Supplies		120
610	4115	Workshops	2,000	
		Sub-total of Training		2,000
615	4260	Conference / Meeting Expense	2,500	
		Sub-total Conferences, Meetings & Travel		2,500
620	4360	Planning and Economic Development	20,000	
		Sub-total of Professional Services		20,000
630	4750	Dues - Miscellaneous	350	
630	4760	CREST	5,000	
630	4765	OCPDA-APA	900	
630	4770	ODDA / IDA	400	
630	4775	Historic Preservation	300	
630	4780	Columbia-Pacific Economic Development District	250	
		Sub-total Memberships & Dues		7,200
635	4975	Postage	150	
		Sub-total of Communications		150
640	5030	Advertising - Public Notices	5,000	
		Sub-total of Advertising		5,000

GENERAL FUND (001)

COMMUNITY DEVELOPMENT (2001)

650	5145	Printing & Binding - General	1,500	
		Sub-total of Printing & Binding		1,500
660	5620	Office Machines	500	
660	5825	General Repair & Maintenance	250	
		Sub-total of Repair & Maintenance Services		750
675	6035	General Miscellaneous	0	
		Sub-total of Miscellaneous		0
680	6125	CZM Assistance	10,000	
		Sub-total of Projects Funded by Grants		10,000
685	6205	Computer Software	650	
		Sub-total of Technology Services		650
TOTAL MATERIALS & SERVICES				51,870
TOTAL COMMUNITY DEVELOPMENT				318,760
TOTAL COMMUNITY DEVELOPMENT - ALL FUNDS				318,760

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 7/1/11 - 6/30/12</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11				
			Personal Services:			
0	0	2,500	Regular Salaries	2,500	2,500	2,500
0	358	0	Extra Help			
5,388	4,367	5,000	Interfund Wages	5,000	5,000	5,000
0	195	200	FICA Taxes	200	200	200
0	501	10	Insurance	10	10	10
0	282	20	Retirement Contributions	20	20	20
<u>135</u>	<u>119</u>	<u>120</u>	Workers' Compensation	<u>120</u>	<u>120</u>	<u>120</u>
5,523	5,822	7,850	Total Personal Services	7,850	7,850	7,850
			Materials and Services:			
2,474	3,043	2,740	Operating Supplies	6,500	6,500	6,500
1,318	1,933	1,500	Repair & Maintenance Supplies	150	150	150
1,789	638	2,500	City Shops Expense	1,000	1,000	1,000
13,348	13,470	13,850	Professional Services	13,850	13,850	13,850
10,751	10,215	10,800	Public Utility Services	7,900	7,900	7,900
0	20	0	Miscellaneous	0	0	0
<u>4,127</u>	<u>1,660</u>	<u>5,000</u>	Repair & Maintenance Services	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
33,807	30,979	36,390	Total Materials and Services	30,400	30,400	30,400
<u>39,330</u>	<u>36,801</u>	<u>44,240</u>	Total Expenditures	<u>38,250</u>	<u>38,250</u>	<u>38,250</u>

GENERAL FUND (001)

CITY HALL (2200)

Personal Services (410 - 415)

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

TOTAL PERSONAL SERVICES 7,850

Materials and Services (515 - 675)

515	3290	Heating Oil	6,500
		Sub-total of Operating Supplies	6,500
525	3520	Building Materials / Supplies	
525	3640	Other Repair & Maintenance Supplies	150
		Sub-total of Repair & Maintenance Supplies	150
545	3830	General Repair Supplies-City Shops Expense	1,000
		Sub-total of City Shops Expense	1,000
620	4365	Janitorial Services	8,300
620	4370	Pest Control	100
620	4375	Elevator Maintenance	5,450
		Sub-total of Professional Services	13,850
655	5205	Electricity - City Hall	7,000
657	5505	Sanitation - City Hall	900
		Sub-total of Public Utility Services	7,900

GENERAL FUND (001)

CITY HALL (2200)

660	5750	Buildings	250
660	5755	Electrical	250
660	5760	Heating Systems	250
660	5765	Plumbing	250

Sub-total of Repair & Maintenance Services **1,000**

TOTAL MATERIALS & SERVICES 30,400

TOTAL CITY HALL 38,250

TOTAL CITY HALL - ALL FUNDS 38,250

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/11 - 6/30/12</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11				
			Personal Services			
2,589	(1,794)	3,000	Interfund Wages	3,000	3,000	3,000
0	0	0	FICA Taxes	1,000	1,000	1,000
2,589	(1,794)	3,000	Total Personal Services	4,000	4,000	4,000
			Materials and Services:			
0	4,430	19,500	Office Supplies	7,500	7,500	7,500
22,162	21,128	1,500	Operating Supplies	9,000	9,000	9,000
1,259	391	0	Repair & Maintenance Supplies	1,500	1,500	1,500
1,040	0	0	City Shops Expense			
5,096	2,849	6,000	Training/Career Development			
2,895	0	0	Conferences & Meetings			
125,444	123,566	115,400	Professional Services	157,990	157,990	157,990
8,048	7,590	7,780	Memberships & Dues	7,360	7,360	7,360
39,276	62,320	44,100	Communications	52,960	52,960	52,960
0	607	250	Advertising	250	250	250
203,667	204,577	134,500	Insurance	157,150	157,150	157,150
1,012	0	0	Public Utility Services			
5,097	3,066	5,000	Repair & Maintenance Services	500	500	500
12,336	12,311	17,000	Rentals	12,500	12,500	12,500
164,452	148,040	153,230	Miscellaneous	239,460	242,620	242,620
591,784	590,875	504,260	Total Materials and Services	646,170	649,330	649,330
			Transfer to Other Funds:			
7,500	28,430	32,000	Unemployment Trust	10,000	10,000	10,000
237,700	262,900	262,900	Emergency Communications Fund	325,000	325,000	287,560
420,000	95,000	0	Aquatics Facility Fund			
67,000	73,230	73,230	Public Works Fund	69,840	69,840	69,840
0	0	93,000	Capital Improvement Fund	43,300	43,300	43,300
			Landfill Reserve Fund	25,000	25,000	25,000
732,200	459,560	461,130	Total Transfer to Other Funds	473,140	473,140	435,700
<u>1,326,573</u>	<u>1,048,641</u>	<u>968,390</u>	Total Expenditures	1,123,310	1,126,470	1,089,030

GENERAL FUND (001)

NON & INTERDEPARTMENTAL (2400)

Personal Services (412)

412	2095	Interfund Wages	3,000
415	2220	FICA	1,000

TOTAL PERSONAL SERVICES 4,000

Materials and Services (510 - 675)

510	3025	Stationery Envelopes	1,000
510	3030	Paper	6,500
Sub-total of Office Supplies			7,500

515	3265	Custodial Supplies	8,000
515	3310	General Operating Supplies	1,000
Sub-total of Operating Supplies			9,000

525	3640	Other Repair & Maintenance Supplies	1,500
Sub-total of Repair & Maintenance Supplies			1,500

620	4380	Financial Consulting	500
620	4385	Information Technology Consulting	37,670
620	4390	Network Maintenance	16,600
620	4395	Email Hosting	1,350
620	4400	Internet Connectivity	15,070
620	4405	Website Consulting	1,500
620	4410	Personnel Legal Services	15,000
620	4415	General Professional Services	36,800
620	4537	ABC Transcription Service	16,000
		VOIP Cisco / Obsidian Support	15,000
		Anti-Virus Maintenance	2,500
Sub-total of Professional Services			157,990

630	4785	League of Oregon Cities	7,060
630	4790	Chamber of Commerce	300
Sub-total of Memberships & Dues			7,360

635	4920	Cell Phones	18,000
635	4925	Telephone - Integra	960
635	4930	Telephone - Qwest	14,000
635	4975	Postage	18,000
635	4980	Postage Meter Fees	2,000
Sub-total of Communications			52,960

640	5020	Advertising - Legal Ads / Notices	250
Sub-total of Advertising			250

GENERAL FUND (001)

NON & INTERDEPARTMENTAL (2400)

645	5060	Insurance - Liability	81,240	
645	5065	Insurance - Excess Earthquake Coverage	2,500	
645	5070	Insurance - Property	73,110	
645	5075	Insurance - Employee Bonds	300	
		Sub-total of Insurance		157,150
660	5750	Buildings	500	
		Sub-total of Repair & Maintenance Services		500
665	5860	Photocopy Machines	12,500	
		Sub-total of Rentals		12,500
675	5935	Retiree Medical Benefits	122,430	
675	5940	Taxes and Assessments	7,200	
675	5945	County Animal Control	19,350	
675	5947	General - Miscellaneous	50,000	
675	5950	Community Org - Clatsop Comm Action Food Program	15,000	
675	5955	Community Org - Clatsop Cnty Women's Resource Ctr	21,740	
675	5970	Community Org - CASA Program	4,000	
675	5980	Other Community Organizations		
		Coastal Family Health Center	1,700	
		Lower Columbia Hispanic Center	1,200	
		Sub-total of Miscellaneous		242,620

TOTAL MATERIALS & SERVICES **649,330**

Transfers to Other Funds (850)

850	7520	Unemployment Fund	10,000	
850	7525	Emergency Communications Fund	287,560	
850	7535	Capital Improvement Fund	43,300	
850	7550	Public Works Fund	69,840	
		Landfill Reserve	25,000	
		Sub-total Transfers to Other Funds		435,700

TOTAL TRANSFERS TO OTHER FUNDS **435,700**

TOTAL NON & INTERDEPARTMENTAL **1,089,030**

FUND: GENERAL

Department: Fire #2600

Basic Objectives

This department is responsible for fire suppression and emergency medical response which is coordinated with the local ambulance service. In addition, the department operates a fireboat in conjunction with the Port of Astoria. Through a contract with the Oregon State Fire Marshal's office, a hazardous materials response team operates throughout Clatsop, Columbia and Tillamook Counties. The department also has contracts with Tongue Point Job Corps Center, US Coast Guard property at Tongue Point and USCG cutters Alert and Steadfast to offer fire suppression to their constituencies. Astoria is also a member of the Maritime Fire Safety Association with nine other fire agencies along the Columbia River. The department has an active volunteer program, including an intern program that offers college tuition and sleeping accommodations for three individuals. Each intern is assigned to work on one of the three shifts in the department. During their "off" time, they reside at fire station 2 (Uniontown). The department's training program includes a cadet program, which offers firefighter training as part of high school curriculum to students at Astoria High School. The department provides a variety of services, including inspections, fire cause investigations; participates in the Clatsop County Juvenile Firesetters Network, and coordinating a 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 the advantages of utilizing home escape plans along with home fire sprinklers. The department is part of a countywide mutual aid system for emergency response.

Staffing

Fire Department staff currently includes a career chief, deputy chief/training officer, three lieutenants, three driver/engineers, three firefighters, an administrative assistant, and approximately 20 volunteer firefighters.

The City continues to recruit and maintain the volunteer firefighter workforce to support and supplement career staff. This force should number around thirty-five firefighters. 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

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11		Budget Officer	Budget Committee	Governing Body
			Personal Services:			
706,785	674,680	723,700	Regular Salaries	730,630	730,630	730,630
27,981	12,704	15,810	Overtime	15,810	15,810	15,810
44,967	39,406	63,670	FLSA Overtime	64,380	64,380	64,380
22,446	23,760	23,970	Holiday Pay	24,160	24,160	24,160
4,505	2,076	7,450	Holiday Pay Overtime	7,620	7,620	7,620
0	0	0	Extra Help			
1,980	1,242	2,000	Interfund Wages	2,000	2,000	2,000
60,579	57,331	64,000	FICA Taxes	64,610	64,610	64,610
147,035	117,070	135,580	Insurance	164,560	164,560	164,560
136,817	102,759	147,560	Retirement Contributions	146,200	146,200	146,200
17,154	18,579	22,470	Workers' Compensation	22,670	22,670	22,670
1,170,249	1,049,607	1,206,210	Total Personal Services	1,242,640	1,242,640	1,242,640
			Materials and Services:			
1,409	2,995	1,400	Office Supplies	1,400	1,400	1,400
39,211	37,462	39,900	Operating Supplies	46,110	46,110	46,110
6,064	6,757	6,500	Repair & Maintenance Supplies	4,500	4,500	4,500
578	534	600	Small Tools & Minor Equipment	600	600	600
7,441	16,843	6,750	City Shop Expenses	8,750	8,750	8,750
3,998	3,845	9,500	Training	9,500	9,500	9,500
2,627	4,170	2,000	Conferences, Meetings & Travel	2,000	2,000	2,000
6,977	5,841	6,700	Professional Services	6,700	6,700	6,700
47,373	41,319	46,650	Volunteer Services	46,650	46,650	46,650
734	1,464	680	Memberships & Dues	680	680	680
759	3,828	3,660	Communications	0	0	0
130	2,285	250	Advertising	250	250	250
28,070	27,380	27,300	Public Utility Services	44,950	44,950	44,950
9,437	15,174	16,500	Repair & Maintenance Services	20,700	20,700	20,700
0	1,470	750	Technology Services	750	750	750
154,808	171,367	169,140	Total Materials and Services	193,540	193,540	193,540
			Capital Outlay:			
0	0	6,400	Buildings			
0	0	0	Improvements Other Than Bldgs			
16,606	15,398	13,450	Machinery & Equipment	16,500	16,500	16,500
16,606	15,398	19,850	Total Capital Outlay	16,500	16,500	16,500
<u>1,341,663</u>	<u>1,236,372</u>	<u>1,395,200</u>	Total Expenditures	1,452,680	1,452,680	1,452,680

GENERAL FUND (001)

FIRE DEPARTMENT (2600)

Personal Services (410 - 415)

410	2020	Straight Time - Regular	730,630
410	2045	Overtime	15,810
410	2050	FLSA Overtime	64,380
410	2070	Holiday Pay	24,160
410	2080	Holiday Overtime	7,620
412	2095	Interfund Wages	2,000
415	2220	FICA - Social Security	64,610
415	2230	Insurance	164,560
415	2235	Retirement Contributions	146,200
415	2240	Workers' Compensation	22,670

TOTAL PERSONAL SERVICES	1,242,640
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Materials and Services (510 - 685)

510	3045	General Office Supplies	1,400	
		Sub-total of Office Supplies		1,400
515	3180	Fuel, Oil & Lubricants	9,440	
515	3185	Emergency Medical Supplies	2,750	
515	3190	Firefighting Equipment	3,020	
515	3195	Fire Prevention/Public Relations Supplies	2,800	
515	3200	HazMat Supplies	1,000	
515	3205	Turnout Maintenance	3,500	
515	3210	Annual Turnout Purchase	7,500	
515	3215	Annual Radio / Pager Purchase	2,500	
515	3220	Annual Hose Purchase	3,000	
515	3225	Annual Nozzle Applications	3,000	
515	3230	SCBA Maintenance Supplies	1,600	
515	3240	Wildland / Interface	2,000	
515	3310	General Operating Supplies	4,000	
		Sub-total of Operating Supplies		46,110
525	3520	Building Materials / Supplies	1,250	
525	3530	Tires	2,250	
525	3535	Radio / Pagers	1,000	
		Sub-total of Repair & Maintenance Supplies		4,500
530	3720	Small Tools	600	
		Sub-total of Small Tools		600
545	3830	General Repair Supplies - City Shops	8,750	
		Sub-total of City Shop Expenses		8,750

GENERAL FUND (001)

FIRE DEPARTMENT (2600)

610	4070	Emergency Medical Services	2,000	
610	4075	Schools & Resource Materials	6,000	
610	4080	Resource Materials	1,500	
		Sub-total of Training		9,500
615	4260	Conference / Meeting Expense	2,000	
		Sub-total of Conferences, Meetings & Travel		2,000
620	4420	Physician Adviser Services	1,200	
620	4540	General - Professional Services	5,500	
		Sub-total of Professional Services		6,700
625	4620	Volunteer Compensation	8,000	
625	4625	Intern Compensation	12,000	
625	4630	Volunteer Uniforms	1,450	
625	4635	Intern Program Materials	13,500	
625	4640	Volunteer Training	1,000	
625	4645	Cadet Training	900	
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		46,650
630	4750	Various Dues	680	
		Sub-total of Memberships & Dues		680
635	4975	Postage	0	
		Sub-total of Communications		0
640	5020	Advertising - Legal Ads / Notices	250	
		Sub-total of Advertising		250
655	5211	Electricity - Public Safety Building	17,300	
655	5300	Electricity - Fire Station 2	3,500	
656	5455	Natural Gas - Public Safety Building	12,100	
656	2455	Natural Gas - Fire Station 2	9,000	
657	5508	Sanitation - Public Safety Building	2,600	
657	5600	Sanitation - Fire Station 2	450	
		Sub-total of Public Utility Services		44,950

GENERAL FUND (001)			
FIRE DEPARTMENT (2600)			
660	5710	Radio / Pagers	1,500
660	5715	SCBA / Compressor Maintenance	4,500
660	5720	Lifepak Maintenance Agreement	1,000
660	5725	Equipment other than Vehicles	1,500
660	5750	Buildings	6,700
660	5760	Heating Systems	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	20,700
685	6250	Firehouse Software Maintenance	750
		Sub-total of Technology Services	750
TOTAL MATERIALS & SERVICES			193,540
Capital Outlay (720 - 740)			
720	6400	Buildings	
		Sub-total of Buildings	0
740	6652	Machinery & Equipment	
		FIREFIGHTING EQUIPMENT:	
		Hose Roller	7,200
		Portable Pump	5,500
		Ladder Spot Lights for Truck 2541	1,800
		Garage Door Opener for Station 2	2,000
		Sub-total of Machinery & Equipment	16,500
TOTAL CAPITAL OUTLAY			16,500
TOTAL FIRE DEPARTMENT			1,452,680

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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 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

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11		Budget Officer	Budget Committee	Governing Body
			Personal Services:			
978,362	902,016	1,014,360	Regular Salaries	1,028,860	1,028,860	1,028,860
76,562	57,446	84,660	Overtime	84,660	84,660	84,660
26,655	32,697	30,850	Holiday Pay	31,760	31,760	31,760
24,368	13,777	26,530	Holiday Pay Overtime	27,340	27,340	27,340
0	1,185	0	Grant-funded Overtime			
18,537	54,669	30,000	Extra Help	10,000	10,000	10,000
9,921	9,261	10,000	Interfund Wages	10,000	10,000	10,000
84,048	80,865	90,000	FICA Taxes	91,240	91,240	91,240
245,620	195,442	250,170	Insurance	292,830	292,830	292,830
180,775	138,069	206,220	Retirement Contributions	203,370	203,370	203,370
39,696	40,235	53,280	Workers' Compensation	53,770	53,770	53,770
1,684,544	1,525,662	1,796,070	Total Personal Services	1,833,830	1,833,830	1,833,830
			Materials and Services:			
4,952	7,264	4,200	Office Supplies	4,500	4,500	4,500
41,397	37,897	33,200	Operating Supplies	45,200	45,200	45,200
3,330	11,006	8,600	Repair & Maintenance Supplies	8,600	8,600	8,600
2,663	1,782	2,500	Small Tools & Minor Equipment	2,500	2,500	2,500
13,902	14,199	14,500	City Shop Expenses	14,500	14,500	14,500
10,246	17,080	14,000	Training	16,400	16,400	16,400
759	2,814	2,500	Conferences, Meetings & Travel	3,000	3,000	3,000
9,352	3,550	2,700	Professional Services	2,800	2,800	2,800
225	302	500	Memberships & Dues	500	500	500
15,178	14,559	10,900	Communications	1,400	1,400	1,400
1,160	1,877	1,500	Advertising	1,500	1,500	1,500
1,101	1,686	1,700	Printing & Binding	1,700	1,700	1,700
21,418	21,889	18,500	Public Utility Services	300	300	300
21,002	16,891	20,400	Repair & Maintenance Services	21,000	21,000	21,000
18,898	22,444	20,050	Miscellaneous	19,450	19,450	19,450
0	7,179	14,300	Technology Services	11,870	11,870	11,870
165,583	182,419	170,050	Total Materials and Services	155,220	155,220	155,220
			Capital Outlay:			
0	520	0	Buildings			
0	0	0	Improvements other than Buildings	0	0	0
34,449	14,750	7,980	Machinery & Equipment	15,500	15,500	15,500
34,449	15,270	7,980	Total Capital Outlay	15,500	15,500	15,500
<u>1,884,576</u>	<u>1,723,351</u>	<u>1,974,100</u>	Total Expenditures	2,004,550	2,004,550	2,004,550

GENERAL FUND (001)

POLICE DEPARTMENT (2800)

Personal Services (410 - 415)

410	2020	Straight Time - Regular	1,028,860
410	2045	Overtime	84,660
410	2070	Holiday Pay	31,760
410	2080	Holiday Overtime	27,340
410	2085	Extra Help	10,000
412	2095	Interfund Wages	10,000
415	2220	FICA - Social Security	91,240
415	2230	Insurance	292,830
415	2235	Retirement Contributions	203,370
415	2240	Workers' Compensation	53,770

TOTAL PERSONAL SERVICES **1,833,830**

Materials and Services (510 - 685)

510	3030	Paper	900
510	3040	Printer Cartridges and Supplies	2,000
510	3045	General Office Supplies	1,600
		Sub-total of Office Supplies	4,500
515	3120	Books / Periodicals	700
515	3125	Clothing / Uniforms / Boots / Gloves	9,000
515	3130	Photography Supplies	600
515	3135	Food and Local Meetings	1,900
515	3180	Fuel, Oil & Lubricants	30,000
515	3310	General Operating Supplies	3,000
		Sub-total of Operating Supplies	45,200
525	3520	Building Materials / Supplies	3,000
525	3640	Other Repair & Maintenance Supplies	5,600
		Sub-total of Repair & Maintenance Supplies	8,600
530	3720	Small Tools	2,500
		Sub-total of Small Tools	2,500
545	3820	Vehicle Parts - City Shops	6,500
545	3825	Tires - City Shops	5,000
545	3830	General Repair Supplies - City Shops	3,000
		Sub-total of City Shop Expenses	14,500
610	4055	Computer Training	500
610	4060	Career Development	8,900
610	4085	Travel Expenses - Training	2,500
610	4086	Ammo Training	4,500
		Sub-total of Training	16,400

GENERAL FUND (001)

POLICE DEPARTMENT (2800)

615	4260	Conference / Meeting Expense	1,500	
615	4265	Travel - Conferences and Meetings	1,500	
		Sub-Total Conferences, Meetings & Travel		3,000
620	4425	Medical / Psychological Exams	2,000	
620	4430	OSHA Mandated Hearing Tests	800	
		Sub-total of Professional Services		2,800
630	4750	Various Dues	500	
		Sub-total Memberships & Dues		500
635	4935	Satellite Phones	1,200	
635	4975	Postage	200	
		Sub-total of Communications		1,400
640	5020	Advertising - Legal Ads / Notices	600	
640	5022	Advertising - Recruitment	900	
		Sub-total of Advertising		1,500
650	5135	Commercial Printing	800	
650	5145	General - Printing & Binding	900	
		Sub-total of Printing and Binding		1,700
655	5217	Electricity - Shooting Range	300	
		Sub-total of Public Utility Services		300
660	5710	Radio / Pagers	2,000	
660	5745	Janitorial Services Agreement	11,400	
660	5785	Motor Vehicles / Auto Body Shop	5,600	
660	5825	General - Repair & Maintenance Services	2,000	
		Sub-total of Repair & Maintenance Services		21,000
675	5985	County Drug Enforcement Program	2,250	
675	5990	Prisoner Lodging	14,000	
675	5995	Special Investigation	1,300	
675	6000	Towing	1,000	
675	6035	General - Miscellaneous	900	
		Sub-total of Miscellaneous		19,450

GENERAL FUND (001)			
POLICE DEPARTMENT (2800)			
685	6245	Computer Hardware	0
685	6250	Software Maintenance	11,870
		Sub-total of Technology Services	11,870
TOTAL MATERIALS & SERVICES			155,220
Capital Outlay (720 - 740)			
740	6650	Machinery & Equipment	
		4 - Personal Body Armor	2,400
		3 - Portable Radios	2,500
		2 - Tasers	1,600
		2 - Glock Handguns (Replacement)	850
		1 - AR15	900
		Range Building Maintenance	1,000
		Evidence Software Upgrade	4,500
		4 - Bike Racks	750
		EX Up Canopy	1,000
		Sub-total of Machinery & Equipment	15,500
TOTAL CAPITAL OUTLAY			15,500
TOTAL POLICE DEPARTMENT			2,004,550
CAPITAL IMPROVEMENT FUND - POLICE DEPARTMENT			
		2 - Patrol Vehicles (Replacement)	71,000
		5 - Patrol Cameras (Replacement)	21,000
		Segway	7,000
		Evidence Room Rolling Racks	15,530
Total Capital Improvement Fund - Police Department			114,530
TOTAL POLICE DEPARTMENT - ALL FUNDS			2,119,080

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FUND: GENERAL

Department: Parks and Recreation #s 3001 & 3002

Basic Objectives

This department oversees parks and recreation activities for the City. The City maintains forty-three parks site, trails, community halls and facilities. In addition, the department also oversees and maintains: one senior center, one indoor aquatic center, four public restroom buildings, three tennis courts, eight playgrounds, ten ballfields, four basketball courts and one boat launch ramp/fishing dock.

The department coordinates recreational sporting activities throughout the year, including softball, track meets, volleyball, basketball, football, and tennis. The department also coordinates several classes and special events such as trips to the theater, Breakfast with Santa, two Easter egg hunts, and family movie nights throughout the year.

The Parks and Recreation Department is comprised of the administration/recreation and the maintenance divisions. Overall budgeting is done on a departmental basis within funds.

Staffing

The full-time staff for this department consists of a director, three recreation coordinators, 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. In addition, the Parks and Recreation Director manage the cemetery and aquatic facility functions that are accounted for in separate funds.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
PARKS AND RECREATION - All Divisions

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11				
			Personal Services:			
345,794	275,585	369,580	Regular Salaries	380,640	380,640	380,640
2,486	1,128	2,200	Overtime	2,200	2,200	2,200
91,583	117,538	55,000	Extra Help	223,000	223,000	223,000
280	0	0	Temps, Overtime	0	0	0
6,560	6,338	6,620	Interfund Wages	6,620	6,620	36,950
32,379	27,062	33,170	FICA Taxes	46,860	46,860	56,420
86,059	51,706	89,350	Insurance	87,010	87,010	102,720
55,593	38,278	61,550	Retirement Contributions	88,340	88,340	41,740
14,970	18,047	19,930	Workers' Compensation	19,640	19,640	10,640
635,704	535,682	637,400	Total Personal Services	854,310	854,310	854,310
			Materials and Services:			
2,225	4,024	1,300	Office Supplies	3,100	3,100	3,100
44,836	42,079	35,180	Operating Supplies	73,660	73,660	73,660
8,660	6,881	14,200	Repair & Maintenance Supplies	16,800	16,800	16,800
1,289	5,969	3,700	Small Tools & Minor Equipment	6,200	6,200	6,200
8,499	10,831	4,000	City Shop Expenses	4,000	4,000	4,000
4,397	843	2,500	Training	3,500	3,500	3,500
4,951	2,263	6,620	Conferences, Meetings & Travel	7,170	7,170	7,170
21,171	131,379	26,000	Professional Services	45,500	45,500	45,500
135	140	700	Memberships & Dues	700	700	700
4,116	1,158	2,800	Communications	1,600	1,600	1,600
1,015	2,116	5,500	Advertising	500	500	500
4,642	5,176	11,000	Printing & Binding	10,000	10,000	10,000
30,675	29,562	25,700	Public Utility Services	21,800	21,800	21,800
20,225	8,034	8,500	Repair & Maintenance Services	16,450	16,450	16,450
1,351	630	3,500	Rentals	7,500	7,500	7,500
38,281	23,572	40,000	Fee & Charge Programs	1,000	1,000	1,000
5,936	516	3,000	Miscellaneous	3,000	3,000	3,000
0	0	0	Rivertrail Maintenance	0	0	0
41	0	0	Grant Funded Projects	0	0	0
0	2,951	6,100	Technology Services	1,100	1,100	1,100
202,445	278,124	200,300	Total Materials and Services	223,580	223,580	223,580
			Capital Outlay:			
2,360	0	4,500	Improvements Other Than Buildings	6,000	6,000	6,000
4,521	2,830	25,000	Machinery & Equipment	30,000	30,000	30,000
6,881	2,830	29,500	Total Capital Outlay	36,000	36,000	36,000
845,030	816,636	867,200	Total Expenditures	1,113,890	1,113,890	1,113,890

City of Astoria, Oregon
Budget Document
GENERAL FUND

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

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11		Budget Officer	Budget Committee	Governing Body
			Personal Services:			
177,434	115,986	192,990	Regular Salaries	199,890	199,890	199,890
0	0	1,500	Overtime	1,500	1,500	1,500
45,783	72,595	27,000	Extra Help	195,000	195,000	195,000
15,987	11,206	16,950	FICA Taxes	30,330	30,330	30,330
46,418	17,017	54,590	Insurance	39,890	39,890	39,890
25,658	15,107	25,250	Retirement Contributions	55,600	55,600	55,600
6,358	7,071	9,500	Workers' Compensation	9,000	9,000	9,000
317,638	238,982	327,780	Total Personal Services	531,210	531,210	531,210
			Materials and Services:			
1,795	3,883	1,100	Office Supplies	2,900	2,900	2,900
3,979	9,145	4,120	Operating Supplies	32,900	32,900	32,900
0	220	2,000	Repair & Maintenance Supplies	2,000	2,000	2,000
63	50	200	Small Tools & Minor Equipment	200	200	200
3,672	87	1,000	Training	2,000	2,000	2,000
4,387	1,756	5,620	Conferences, Meetings & Travel	6,670	6,670	6,670
21,171	105,319	26,000	Professional Services	45,000	45,000	45,000
135	140	700	Memberships & Dues	700	700	700
2,338	1,158	1,500	Communications	1,500	1,500	1,500
1,015	2,116	5,500	Advertising	500	500	500
4,642	5,176	11,000	Printing & Binding	10,000	10,000	10,000
3,462	2,885	1,600	Repair & Maintenance Services	7,550	7,550	7,550
183	84	1,000	Rentals	5,000	5,000	5,000
38,281	23,572	40,000	Fee & Charge Programs	1,000	1,000	1,000
41	0	0	Grant Funded Projects			
0	2,951	6,000	Technology Services	1,000	1,000	1,000
85,164	158,542	107,340	Total Materials and Services	118,920	118,920	118,920
			Capital Outlay:			
2,247	1,500	25,000	Machinery & Equipment	25,000	25,000	25,000
2,247	1,500	25,000	Total Capital Outlay	25,000	25,000	25,000
<u>405,049</u>	<u>399,024</u>	<u>460,120</u>	Total Expenditures	<u>675,130</u>	<u>675,130</u>	<u>675,130</u>

GENERAL FUND (001)

PARKS AND RECREATION - Administration (3001)

Personal Services (410 - 415)

410	2020	Straight Time - Regular	199,890
410	2045	Overtime	1,500
415	2085	Extra Help	195,000
415	2220	FICA -Social Security	30,330
415	2230	Insurance	39,890
415	2235	Retirement Contributions	55,600
415	2240	Workers' Compensation	9,000

TOTAL PERSONAL SERVICES

531,210

Materials and Services (510 - 685)

510	3020	Forms	200
510	3030	Paper	700
510	3045	General Office Supplies	2,000

Sub-total of Office Supplies

2,900

515	3120	Books / Periodicals	1,000
515	3125	Clothing / Uniforms / Boots / Gloves	1,000
515	3130	Photography Supplies	1,000
515	3135	Food and Local Meetings	2,000
515	3140	First Aid Supplies	500
515	3150	Awards	3,000
515	3155	Sports Equipment	4,000
515	3160	Program Supplies	20,000
515	3165	Volunteer Program - General	400

Sub-total of Operating Supplies

32,900

525	3520	Building Materials / Supplies	1,000
525	3640	Other Repair & Maintenance Supplies	1,000

Sub-total Repair & Maintenance Supplies

2,000

530	3720	Small Tools	200
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Sub-total of Small Tools & Minor Equipment

200

610	4085	Travel Expenses - Training	1,000
610	4115	Workshops	1,000

Sub-total of Training

2,000

GENERAL FUND (001)

PARKS AND RECREATION - Administration (3001)

615	4240	Oregon Recreation & Park Program	600	
615	4260	Conference / Meeting Expense	1,570	
615	4265	Travel - Conferences and Meetings	4,500	
		Sub-total of Conferences, Meetings & Travel		6,670
620	4435	Sports Officials	2,000	
620	4440	Senior Center Janitorial Service	1,000	
620	4540	Professional Services - Consulting	42,000	
		Sub-total of Professional Services		45,000
630	4800	National Recreation & Park Assn	500	
630	4805	Oregon Recreation & Park Assn	200	
		Sub-total of Memberships & Dues		700
635	4975	Postage	1,500	
		Sub-total of Communications		1,500
640	5030	Advertising - Public Notices	500	
		Sub-total of Advertising		500
650	5135	Commercial Printing	6,000	
650	5145	General - Printing & Binding	4,000	
		Sub-total of Printing & Binding		10,000
660	5620	Office Machines	2,500	
660	5725	Equipment other than Vehicles	50	
660	5730	Sports Equipment	5,000	
		Sub-total of Repair & Maintenance Services		7,550
665	5865	Equipment	5,000	
		Sub-total of Rentals		5,000
670	5890	Parks & Recreation Fee & Charge Programs	1,000	
		Sub-total of Fee & Charge Programs		1,000
685	6205	Computer Software	1,000	
		Sub-total of Technology Services		1,000
TOTAL MATERIALS & SERVICES				118,920

GENERAL FUND (001)			
PARKS AND RECREATION - Administration (3001)			
Capital Outlay (740)			
740	6650	Machinery & Equipment Indoor Recreation Equipment	25,000
		Sub-total of Machinery & Equipment	25,000
TOTAL CAPITAL OUTLAY			25,000
TOTAL PARKS AND RECREATION - Administration			675,130
TOTAL PARKS ADMINISTRATION - ALL FUNDS			675,130

City of Astoria, Oregon
Budget Document
GENERAL FUND

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

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11				
168,360	159,599	176,590	Personal Services:			
2,486	1,128	700	Regular Salaries	180,750	180,750	180,750
45,800	44,943	28,000	Overtime	700	700	700
280	0	0	Extra Help	28,000	28,000	28,000
6,560	6,338	6,620	Temps, Overtime			
16,392	15,856	16,220	Interfund Wages	6,620	6,620	6,620
39,641	34,689	34,760	FICA Taxes	16,530	16,530	16,530
29,935	23,171	36,300	Insurance	47,120	47,120	47,120
<u>8,612</u>	<u>10,976</u>	<u>10,430</u>	Retirement Contributions	32,740	32,740	32,740
			Workers' Compensation	<u>10,640</u>	<u>10,640</u>	<u>10,640</u>
318,066	296,700	309,620	Total Personal Services	323,100	323,100	323,100
			Materials and Services:			
430	141	200	Office Supplies	200	200	200
40,857	32,934	31,060	Operating Supplies	40,760	40,760	40,760
8,660	6,661	12,200	Repair & Maintenance Supplies	14,800	14,800	14,800
1,226	5,919	3,500	Small Tools & Minor Equipment	6,000	6,000	6,000
8,499	10,831	4,000	City Shop Expenses	4,000	4,000	4,000
725	756	1,500	Training	1,500	1,500	1,500
564	507	1,000	Conferences, Meetings & Travel	500	500	500
0	26,060	0	Professional Services	500	500	500
1,778	0	1,300	Communications	100	100	100
30,675	29,562	25,700	Public Utility Services	21,800	21,800	21,800
16,763	5,149	6,900	Repair & Maintenance Services	8,900	8,900	8,900
1,168	546	2,500	Rentals	2,500	2,500	2,500
5,936	516	3,000	Miscellaneous	3,000	3,000	3,000
0	0	0	Rivertrail Maintenance	0	0	0
0	0	100	Technology Services	<u>100</u>	<u>100</u>	<u>100</u>
117,281	119,582	92,960	Total Materials and Services	104,660	104,660	104,660
			Capital Outlay:			
2,360	0	4,500	Improvements Other Than Buildings	6,000	6,000	6,000
<u>2,274</u>	<u>1,330</u>	<u>0</u>	Machinery & Equipment	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
4,634	1,330	4,500	Total Capital Outlay	11,000	11,000	11,000
<u>439,981</u>	<u>417,612</u>	<u>407,080</u>	Total Expenditures	438,760	438,760	438,760

GENERAL FUND (001)

PARKS AND RECREATION - Maintenance (3002)

Personal Services (410 - 415)

410	2020	Straight Time - Regular	180,750
410	2045	Overtime	700
415	2085	Extra Help	28,000
415	2095	Interfund Wages	6,620
415	2220	FICA -Social Security	16,530
415	2230	Insurance	47,120
415	2235	Retirement Contributions	32,740
415	2240	Workers' Compensation	10,640

TOTAL PERSONAL SERVICES	323,100
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Materials and Services (510 - 685)

510	3045	General Office Supplies	200
		Sub-total of Office Supplies	200
515	3120	Books / Periodicals	90
515	3125	Clothing / Uniforms / Boots / Gloves	250
515	3140	First Aid Supplies	100
515	3155	Sports Equipment	2,000
515	3180	Fuel, Oil & Lubricants	6,000
515	3235	Seed / Top Dressing Fields	3,500
515	3240	Trees / Shrubs / Flowers	5,000
515	3245	Fertilizers / Pesticides	4,000
515	3250	Bark Mulch / Top Soil / Sawdust	5,000
515	3255	Gypsum and Field Line Paint	2,200
515	3260	Playground Chips	5,000
515	3265	Custodial Supplies	3,000
515	3295	Heating Oil - Shively Hall	2,000
515	3300	Heating Oil - Parks Shops	1,900
515	3305	Heating Oil - Column Residence	720
		Sub-total of Operating Supplies	40,760
525	3520	Building Materials / Supplies	1,500
525	3525	Motor Vehicle Repair Parts	900
525	3530	Tires	500
525	3540	Paint & Paint Supplies	800
525	3545	Plumbing Supplies	900
525	3550	Electrical Supplies	1,200
525	3560	Trails Maintenance	3,000
525	3565	Vandalism Repair	3,000
525	3640	Other Repair & Maintenance Supplies	3,000
		Sub-total Repair & Maintenance Supplies	14,800

GENERAL FUND (001)

PARKS AND RECREATION - Maintenance (3002)

530	3720	Small Tools	5,000	
530	3725	Irrigation Equipment	1,000	
		Sub-total of Small Tools & Minor Equipment		6,000
545	3830	General Repair Supplies - City Shops	4,000	
		Sub-total of City Shop Expenses		4,000
610	4090	Registration	1,500	
		Sub-total of Training		1,500
615	4260	Conference / Meeting Expense	500	
		Sub-total of Conferences, Meetings & Travel		500
620	4432	Background Checks	500	
		Sub-total of Professional Services		500
635	4975	Postage	100	
		Sub-total of Communications		100
655	5223	Electricity - Tennis Courts	1,500	
655	5226	Electricity - Columbia Field	500	
655	5229	Electricity - 1300 Klaskanine (Evergreen Park)	2,300	
655	5232	Electricity - Astoria Column	3,400	
655	5238	Electricity - Custom House	400	
655	5241	Electricity - Fort Astoria	400	
655	5244	Electricity - Alderbrook Hall	800	
655	5247	Electricity - Portal Park	500	
655	5250	Electricity - Yacht Club	0	
655	5253	Electricity - 2nd Street Bridge	300	
655	5262	Electricity - Shively Hall	1,500	
655	5265	Electricity - Tapiola Ball Field Lights	3,300	
655	5268	Electricity - Tapiola Concession Stand	0	
655	5271	Electricity - Tapiola Restroom	1,000	
655	5277	Electricity - Doughboy Monument	300	
656	5461	Natural Gas - Alderbrook Hall	2,200	
656	5467	Natural Gas - Yacht Club	0	
657	5535	Sanitation - Transfer Station Fees	3,400	
		Sub-total of Public Utility Services		21,800

GENERAL FUND (001)

PARKS AND RECREATION - Maintenance (3002)

660	5725	Equipment other than Vehicles	2,500	
660	5735	Infield Maintenance	500	
660	5740	Field Light Maintenance	500	
660	5755	Electrical	700	
660	5760	Heating Systems	500	
660	5785	Motor Vehicles / Auto Body Shop	700	
660	5825	General - Repair & Maintenance Services	3,500	
		Sub-total of Repair & Maintenance Services		8,900
665	5865	Equipment	500	
665	5870	Chemical Toilets	2,000	
		Sub-total of Rentals		2,500
675	6005	Licenses & Permits	3,000	
		Sub-total of Miscellaneous		3,000
685	6205	Computer Software	100	
		Sub-total of Technology Services		100
TOTAL MATERIALS & SERVICES				104,660

Capital Outlay (720 - 740)

730	6500	Improvements other than Buildings		
		Rip Rap	3,000	
		Playground Timbers	3,000	
		Sub-total of Improvements other than Buildings		6,000
740	6,650	Machinery & Equipment		
		Floor Cleaning Machine	5,000	
		Sub-total of Machinery & Equipment		5,000

TOTAL CAPITAL OUTLAY 11,000

TOTAL PARKS AND RECREATION - Maintenance 438,760

TOTAL PARKS MAINTENANCE - ALL FUNDS 438,760

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

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11				
			Personal Services:			
126,878	125,774	140,300	Regular Salaries	145,060	145,060	145,060
0	0	100	Overtime	100	100	100
59,850	42,519	52,850	Extra Help	53,000	53,000	53,000
1,701	1,233	1,000	Interfund Wages	1,000	1,000	1,000
13,751	12,386	14,860	FICA Taxes	15,220	15,220	15,220
37,000	32,856	38,840	Insurance	41,030	41,030	41,030
26,925	21,306	34,170	Retirement Contributions	31,750	31,750	31,750
<u>543</u>	<u>369</u>	<u>620</u>	Workers' Compensation	<u>640</u>	<u>640</u>	<u>640</u>
266,648	236,443	282,740	Total Personal Services	287,800	287,800	287,800
			Materials and Services:			
2,143	3,079	2,200	Office Supplies	2,700	2,700	2,700
2,467	2,507	3,300	Operating Supplies	4,500	4,500	4,500
40,533	33,957	37,320	Library Materials	43,200	43,200	43,200
406	500	500	Repair & Maintenance Supplies	500	500	500
238	0	0	City Shops Expense			
3,522	2,772	2,100	Conferences, Meetings & Travel	7,750	7,750	7,750
6,583	11,038	9,000	Professional Services	6,500	6,500	6,500
385	370	550	Memberships & Dues	730	730	730
3,304	2,067	3,550	Communications	500	500	500
0	123	1,000	Advertising	2,000	2,000	2,000
34	12,412	200	Printing & Binding	200	200	200
18,506	2,770	17,400	Public Utility Services	15,300	15,300	15,300
15,260	14,893	27,600	Repair & Maintenance Services	19,400	19,400	19,400
117	3	500	Miscellaneous	800	800	800
20,364	17,754	21,900	Technology	19,100	19,100	19,100
<u>720</u>	<u>5,652</u>	<u>10,600</u>	Projects Funded by Grants	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
114,582	109,897	137,720	Total Materials and Services	124,180	124,180	124,180
			Capital Outlay:			
2,253	3,000	0	Machinery & Equipment	5,000	5,000	5,000
<u>383,483</u>	<u>349,340</u>	<u>420,460</u>	Total Expenditures	<u>416,980</u>	<u>416,980</u>	<u>416,980</u>

General Fund (001)

LIBRARY (3200)

Personal Services (410 - 415)

410	2020	Straight Time - Regular	145,060
410	2045	Overtime	100
410	2085	Extra Help	53,000
412	2095	Interfund Wages	1,000
415	2220	FICA -Social Security	15,220
415	2230	Insurance	41,030
415	2235	Retirement Contributions	31,750
415	2240	Workers' Compensation	640

TOTAL PERSONAL SERVICES 287,800

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	1,500
515	3310	General Operating Supplies	2,500
		Sub-total of Operating Supplies	4,500
520	3420	Books, Fiction & Non-Fiction, Adult	12,580
520	3425	Books, Fiction & Non-Fiction, All Ages Children	10,570
520	3430	Audiovisual, DVD	6,400
520	3435	Magazines	3,500
520	3440	Newspapers / Review Sources	1,200
520	3445	Children's Programs	3,400
520	3450	Electronic Collection - State Consortium	3,300
520	3453	Sanborn Maps	650
520	3455	State Library Database Research	800
520	3457	Fundraising Research Materials	800
		Sub-total of Library Materials	43,200
525	3520	Building Materials / Supplies	200
525	3555	Flooring and Lighting	100
525	3640	Other Repair & Maintenance Supplies	200
		Sub-total of Repair & Maintenance Supplies	500
615	4245	Oregon Library Association	800
615	4250	Public Library Directors	250
615	4255	PLA Bi-Annual Conference	5,500
615	4260	Conference / Meeting Expense	700
615	4265	Travel - Conferences and Meetings	500
		Sub-total of Conferences, Meetings & Travel	7,750
620	4432	Background Checks	250
620	4445	Staff Development	3,000
620	4540	Professional Services - General	3,500
		Sub-total of Professional Services	6,500
630	4810	American Library Association	250
630	4815	Public Library Association	250
630	4820	Oregon Library Association	130
		Sunset Reading Council	100
		Sub-total of Memberships & Dues	730

General Fund (001)

LIBRARY (3200)

635	4975	Postage	500	
		Sub-total of Communications		500
640	5030	Advertising - Public Notices	2,000	
		Sub-total of Advertising		2,000
650	5145	Printing & Binding - General	200	
		Sub-total of Printing & Binding		200
655	5283	Electricity - Library	9,500	
656	5470	Natural Gas - Library	5,000	
657	5514	Sanitation - Library	800	
		Sub-total of Public Utility Services		15,300
660	5635	Microfilm Reader / Printer	1,200	
660	5745	Janitorial Services Agreement	13,100	
660	5760	Heating Systems	500	
660	5765	Plumbing	300	
660	5770	Lighting	4,000	
660	5775	Roof	300	
		Sub-total of Repair & Maintenance Services		19,400
675	6035	General - Miscellaneous	800	
		Sub-total of Miscellaneous		800
680	6130	Oregon State Library	1,000	
		Sub-total of Projects Funded by Grants		1,000
685	6205	Computer Software	500	
685	6210	Annual Technical Repair / Replacement	4,000	
685	6260	Library TLC Software Maintenance	14,600	
		Sub-total of Technology		19,100
TOTAL MATERIALS & SERVICES				124,180
<u>Capital Outlay (740)</u>				
740	6650	Machinery & Equipment		
		Peripherals: Receipt Printers; Barcode Scanners	3,500	
		Landscaping	1,500	
		Sub-Total Machinery & Equipment		5,000
TOTAL LIBRARY				416,980

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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, 2012, 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.

The City sold property at Young's River Falls during FY 2005-2006 for \$814,879.50. During FY 2007-2008 the City received \$364,827 from the harvest of blown down timber. The timber harvests during fiscal year 2008-2009 netted \$961,066. One time sales of City property have contributed to the cash position of this fund. Other resources for FYE June 30, 2012 include state shared revenues in the amount of \$215,360, grant proceeds of \$1,957,300 and a timber harvest estimated at \$370,000.

The City has received grants for the following projects: \$1,500,000 for seismic upgrade of the Public Safety Building; \$247,300 for the Streetscape project; and, \$210,000 for the Rivertrail project. The other significant budgeted expenditure is \$1,725,000 to renovate City Hall.

Staffing

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

City of Astoria, Oregon
Budget Document

CAPITAL IMPROVEMENT FUND #102

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11		Budget Officer	Budget Committee	Governing Body
Resources						
1,531,032	2,125,299	1,925,350	Beginning Fund Balance	2,050,000	2,050,000	2,050,000
0	0	0	Taxes			
225,984	200,844	237,230	Intergovernmental	215,360	215,360	215,360
44,704	12,529	12,000	Interest Earnings	7,000	7,000	7,000
1,086,121	87,550	200,000	Sale of City Property	370,000	370,000	370,000
121,500	473,603	60,000	Gifts, Bequests & Grants	1,957,300	1,957,300	1,957,300
15,660	0	0	Donations			
39,930	44,679	0	Miscellaneous			
			Transfer From Other Funds			
		93,000	From General Fund	43,300	43,300	43,300
		50,000	From Building Inspection Fund			
0	0	100,000	From Public Works Fund			
<u>3,064,931</u>	<u>2,944,504</u>	<u>2,677,580</u>	Total Resources	<u>4,642,960</u>	<u>4,642,960</u>	<u>4,642,960</u>
Requirements						
Materials & Services:						
241,237	165,186	84,300	Professional Services	71,500	71,500	71,500
1,452	1,170	700	Advertising	700	700	700
48,519	80,098	15,000	Repair and Maintenance Services	70,000	70,000	70,000
<u>78,653</u>	<u>751,991</u>	<u>63,020</u>	Projects Funded by Grants	<u>1,957,300</u>	<u>1,957,300</u>	<u>2,007,300</u>
369,861	998,445	163,020	Total Materials & Services	2,099,500	2,099,500	2,149,500
Capital Outlay:						
356,930	156,679	1,402,000	Buildings	1,725,000	1,725,000	1,725,000
16,189	40,733	30,530	Improvements Other Than Bldgs	15,530	15,530	15,530
<u>156,186</u>	<u>149,545</u>	<u>112,740</u>	Machinery and Equipment	<u>159,390</u>	<u>159,390</u>	<u>159,390</u>
529,305	346,957	1,545,270	Total Capital Outlay	1,899,920	1,899,920	1,899,920
Debt Service						
28,390	29,233	30,120	Principal	30,120	30,120	30,120
<u>12,076</u>	<u>11,232</u>	<u>10,360</u>	Interest	<u>10,360</u>	<u>10,360</u>	<u>10,360</u>
40,466	40,465	40,480	Total Debt Service	40,480	40,480	40,480
0	0	270,000	Contingency	300,000	300,000	300,000
939,632	1,385,867	2,018,770	Total Expenditures	4,339,900	4,339,900	4,389,900
2,125,299	1,558,637	658,810	Ending Fund Balance	303,060	303,060	253,060
<u>3,064,931</u>	<u>2,944,504</u>	<u>2,677,580</u>	Total Requirements	<u>4,642,960</u>	<u>4,642,960</u>	<u>4,642,960</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	10,000	
620	4465	Forest Fire Control: Non-Watershed Property	1,000	
620	4540	Professional Services - General	30,000	
		Sub-total of Professional Services		71,500
640	5030	Advertising - Public Notices	350	
640	5040	Advertising - Property Sales	350	
		Sub-total of Advertising		700
660	5800	Watershed Road Repairs	70,000	
		Sub-total of Repair and Maintenance Services		70,000
680	6140	General-Projects Funded by Grants		
		Public Safety Building Seismic Grant	1,500,000	
		Bond Street Waterline FEMA Grant Match	50,000	
		Streetscape Project (Match from A E Urban Renewal Fund)	247,300	
		Rivertrail Project (Match from Promote Astoria Fund)	210,000	
		Sub-total of Projects Funded by Grants		2,007,300

TOTAL MATERIALS & SERVICES 2,149,500

Capital Outlay (720 - 740)

720	6400	GENERAL FUND:		
		<u>Buildings</u>		
		City Hall		
		Renovation	1,725,000	
		Sub-total Buildings		1,725,000
730	6500	<u>Improvements Other Than Buildings</u>		
		Police		
		Evidence Room Rolling Racks	15,530	
		Sub-total Improvements Other Than Buildings		15,530

CAPITAL IMPROVEMENT FUND (102 0000)

740	6650	Machinery & Equipment		
		Finance		
		Springbrook Software (Payment 3 of 5)	27,190	
		Non and Interdepartmental		
		iFocus Recommended Replacements		
		12 Workstation Replacements	15,600	
		Police		
		2 - Patrol Cars	71,000	
		5 - Camera Units Replacements	21,000	
		1 - Segway	7,000	
		Smart Card System	9,600	
		Mobile Data Terminal Replacements	8,000	
		Sub-total Machinery & Equipment		159,390
TOTAL CAPITAL OUTLAY				1,899,920
		<u>Debt Service (810)</u>		
810	6820	Principal	30,120	
810	6825	Interest	10,360	
		Sub-total of Debt Service		40,480
		<u>Contingent Expenditures (910)</u>		
910	8020	Contingency	300,000	
		Sub-total of Contingency		300,000
		<u>Ending Fund Balance (950)</u>		
950	8520	Unappropriated Ending Fund Balance	253,060	
		Sub-total Ending Fund Balance		253,060
TOTAL CAPITAL IMPROVEMENT FUND				4,642,960

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

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11		Budget Officer	Budget Committee	Governing Body
Resources						
14,248	12,824	6,500	Beginning Fund Balance	15,100	15,100	15,100
334	55	60	Interest Earnings	50	50	50
<u>7,500</u>	<u>28,430</u>	<u>32,000</u>	Transfers from Other Funds:			
			General Fund	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
<u>22,082</u>	<u>41,309</u>	<u>38,560</u>	Total Resources	<u>25,150</u>	<u>25,150</u>	<u>25,150</u>
Requirements						
			Material and Services:			
9,258	41,257	38,560	Unemployment claims	25,150	25,150	25,150
12,824	52	0	Ending Fund Balance	0	0	0
<u>22,082</u>	<u>41,309</u>	<u>38,560</u>	Total Requirements	<u>25,150</u>	<u>25,150</u>	<u>25,150</u>

2011 / 12 Budget Detail Information

UNEMPLOYMENT FUND (104 0000)

Materials and Services (675)			
675	6055	Services-Miscellaneous Unemployment Claims	25,150
		Sub-total Services-Miscellaneous	25,150
TOTAL UNEMPLOYMENT FUND			<u>25,150</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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/11 - 6/30/12</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	<u>Resources and Requirements</u>	<u>Proposed by Budget Officer</u>	<u>Approved by Budget Committee</u>	<u>Adopted by Governing Body</u>
<u>FYE 6/30/09</u>	<u>FYE 6/30/10</u>	<u>FYE 6/30/11</u>				
<u>Resources</u>						
164,619	165,703	96,050	Beginning Fund Balance	119,980	119,980	119,980
1,084	761	540	Interest on Investments	470	470	470
0		0	Miscellaneous			
0	(20,749)	0	Transfers from Other Funds:			
0	68,000	20,000	Aquatics Facility			
			Housing Rehab			
<u>165,703</u>	<u>213,715</u>	<u>116,590</u>	Total Resources	<u>120,450</u>	<u>120,450</u>	<u>120,450</u>
<u>Requirements</u>						
Materials & Services						
0	0	88,000	Miscellaneous	80,000	80,000	80,000
Special Payments:						
0	0	28,590	Loan Disbursement	28,590	28,590	28,590
165,703	213,715	0	Ending Fund Balance	11,860	11,860	11,860
<u>165,703</u>	<u>213,715</u>	<u>116,590</u>	Total Requirements	<u>120,450</u>	<u>120,450</u>	<u>120,450</u>

2011 / 12 Budget Detail Information

REVOLVING LOAN FUND (122 0000)

Materials and Services (675)			
675	6025	Services-Miscellaneous Loan Disbursement	28,590
675	6035	Miscellaneous Derelict Building Program Support	80,000
Sub-total Material and Services			108,590
TOTAL REVOLVING LOAN FUND			108,590

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. The budget for FYE June 30, 2012 shows \$50,000 available for qualified loans.

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

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11				
Resources						
72,077	(15,849)	58,450	Beginning Fund Balance	4,450	4,450	4,450
0	0	0	Intergovernmental			
0	13,100	0	Loan Payments	50	50	50
1,496	118	900	Interest			
<u>130,936</u>	<u>337,262</u>	<u>200,000</u>	Miscellaneous Revenue	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
<u>204,509</u>	<u>334,631</u>	<u>259,350</u>	Total Resources	<u>54,500</u>	<u>54,500</u>	<u>54,500</u>
Requirements						
Materials & Services						
38,436	43,415	40,000	Professional Services	5,000	5,000	5,000
<u>181,922</u>	<u>171,557</u>	<u>140,000</u>	Loan Disbursements	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>
220,358	214,972	180,000	Total Materials & Services	50,000	50,000	50,000
Transfers to Other Funds						
0	68,000	20,000	Revolving Loan Fund			
0	0	30,000	Contingent Expenditures	4,500	4,500	4,500
(15,849)	51,659	29,350	Ending Fund Balance			
<u>204,509</u>	<u>334,631</u>	<u>259,350</u>	Total Requirements	<u>54,500</u>	<u>54,500</u>	<u>54,500</u>

HOUSING REHABILITATION LOAN FUND (124 0000)

Materials and Services (515 - 660)

620	4470	Professional Services Program Management Fees	5,000	
		Sub-total Professional Services		5,000
675	6025	Services-Miscellaneous Loan Disbursement	45,000	
		Sub-total Services-Miscellaneous		45,000
TOTAL MATERIALS & SERVICES				50,000

Contingent Expenditures (910)

910	8020	Contingency	4,500	
		Sub-total of Contingent Expenditures		4,500

Ending Fund Balance (950)

950	8520	Ending Unencumbered Fund Balance	0	
		Sub-total of Ending Fund Balance		0

TOTAL HOUSING REHABILITATION LOAN FUND 54,500

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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

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11		Budget Officer	Budget Committee	Governing Body
Resources						
360,732	390,242	336,450	Beginning Fund Balance	245,920	245,920	245,920
246,317	119,581	175,000	Charges for Services	175,000	175,000	175,000
<u>7,209</u>	<u>2,244</u>	<u>4,000</u>	Interest on Investments	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
614,258	512,067	515,450	Total Resources	424,920	424,920	424,920
Requirements						
Personal Services:						
28,930	26,853	107,950	Regular Salaries	108,910	108,910	108,910
0	900	0	Extra Help			
2,209	2,083	8,260	FICA Taxes	8,330	8,330	8,330
16,546	13,185	27,380	Insurance	28,900	28,900	28,900
4,751	3,690	19,090	Retirement Contributions	16,490	16,490	16,490
<u>102</u>	<u>59</u>	<u>370</u>	Workers' Compensation	<u>380</u>	<u>380</u>	<u>380</u>
52,538	46,770	163,050	Total Personal Services	163,010	163,010	163,010
Materials and Services:						
961	1,117	1,500	Office Supplies	1,500	1,500	1,500
43	0	0	Operating Supplies			
0	172	50	Small Tools & Minor Equipment	50	50	50
187	0	1,000	Training	1,250	1,250	1,250
75	190	750	Conferences, Meetings & Travel	1,000	1,000	1,000
134,404	147,946	44,000	Professional Services	47,000	47,000	47,000
80	75	250	Memberships & Dues	1,470	1,470	1,470
1,202	0	1,200	Communications	1,200	1,200	1,200
121	494	1,000	Printing & Binding	1,000	1,000	1,000
0	1,214	500	Repair & Maintenance Services	500	500	500
<u>75</u>	<u>224</u>	<u>250</u>	Miscellaneous	<u>250</u>	<u>250</u>	<u>250</u>
137,148	151,432	50,500	Total Materials and Services	55,220	55,220	55,220
Capital Outlay:						
250	0	0	Machinery & Equipment	0	0	0
0	0	25,000	Contingency	35,000	35,000	35,000
Transfers to Other Funds						
34,080	35,210	15,210	General Fund	15,210	15,210	15,210
0	0	50,000	Capital Improvement Fund			
34,080	35,210	65,210	Total of Transfers	15,210	15,210	15,210
224,016	233,412	303,760	Total Expenditures	268,440	268,440	268,440
390,242	278,655	211,690	Ending Fund Balance	156,480	156,480	156,480
614,258	512,067	515,450	Total Requirements	424,920	424,920	424,920

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

410	2020	Straight Time - Regular	108,910
415	2220	FICA - Social Security	8,330
415	2230	Insurance	28,900
415	2235	Retirement Contributions	16,490
415	2240	Workers' Compensation	380

TOTAL PERSONAL SERVICES**163,010****Materials and Services (510 - 675)**

510	3045	General Office Supplies	1,500
		Sub-total of Office Supplies	1,500
530	3720	Small Tools	50
		Sub-total Small Tools	50
610	4085	Travel Expenses - Training	1,250
		Sub-total of Training	1,250
615	4260	Conference / Meeting Expense	1,000
		Sub-total Conferences, Meetings & Travel	1,000
620	4475	Building Inspection Surcharge	20,000
620	4485	Additional Building Inspection	25,000
620	4490	Microfilming	2,000
		Sub-total of Professional Services	47,000
630	4750	Various Dues	1,470
		Sub-total Memberships & Dues	1,470
635	4975	Postage	1,200
		Sub-total of Communications	1,200
650	5145	General - Printing and Binding	1,000
		Sub-total of Printing and Binding	1,000
660	5825	General - Repair & Maintenance Services	500
		Sub-total of Repair & Maintenance Services	500
675	6035	General - Miscellaneous Services	250
		Sub-Total of Miscellaneous-Services	250

TOTAL MATERIALS & SERVICES**55,220**

BUILDING INSPECTION FUND (128 3300)			
Transfer to Other Funds (850)			
850	7555	General Fund	15,210
		Sub-total Transfer to Other Funds	15,210
Contingent Expenditures (910)			
910	8020	Contingency	35,000
		Sub-total Contingency	35,000
Fund Balance (950)			
950	8520	Unappropriated Ending Fund Balance	156,480
		Sub-total Ending Fund Balance	156,480
TOTAL BUILDING INSPECTION FUND			424,920
TOTAL BUILDING INSPECTION - ALL FUNDS			424,920

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/11 - 6/30/12</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 6/30/09</u>	<u>FYE 6/30/10</u>	<u>FYE 6/30/11</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<u>Resources</u>						
466,115	374,027	473,920	Beginning Fund Balance	407,300	407,300	407,300
54,055	52,006	56,100	Intergovernmental	49,000	49,000	49,000
309,433	474,000	462,950	Charges for Services	527,230	527,230	477,990
8,588	2,945	4,500	Interest on Investments	4,500	4,500	4,500
	0		Transfer From Other Funds			
<u>237,700</u>	<u>262,900</u>	<u>262,900</u>	General Fund	<u>325,000</u>	<u>325,000</u>	<u>287,560</u>
<u>1,075,891</u>	<u>1,165,878</u>	<u>1,260,370</u>	Total Resources	<u>1,313,030</u>	<u>1,313,030</u>	<u>1,226,350</u>
<u>Requirements</u>						
Personal Services:						
356,415	357,865	439,520	Regular Salaries	460,490	460,490	386,050
38,424	49,298	30,000	Overtime	30,000	30,000	30,000
12,274	16,645	14,100	Holiday Pay	15,470	15,470	13,620
9,722	6,870	12,670	Holiday Pay Overtime	13,240	13,240	10,470
9,879	0	3,750	Extra Help	3,750	3,750	3,750
33,352	32,626	37,970	FICA Taxes	39,720	39,720	33,670
100,693	102,451	143,220	Insurance	152,820	152,820	166,980
69,135	54,268	81,070	Retirement Contributions	88,320	88,320	72,230
<u>2,141</u>	<u>1,210</u>	<u>1,160</u>	Workers' Compensation	<u>1,210</u>	<u>1,210</u>	<u>1,020</u>
632,035	621,233	763,460	Total Personal Services	805,020	805,020	717,790
Materials and Services:						
1,720	3,096	2,290	Office Supplies	2,400	2,400	2,400
1,680	1,194	1,700	Operating Supplies	1,700	1,700	1,700
0	0	140	Small Tools & Minor Equipment	200	200	200
365	250	1,320	Training	1,320	1,320	1,320
3,700	4,097	4,500	Conferences, Meetings & Travel	5,500	5,500	5,500
782	1,521	3,500	Professional Services	3,500	3,500	3,500
120	242	400	Memberships & Dues	1,000	1,000	1,000
9,208	3,603	11,500	Communications	11,500	11,500	11,500
456	783	1,000	Advertising	2,500	2,500	2,500
44,951	8,640	56,700	Repair & Maintenance Services	17,400	17,400	17,400
0	36,756	0	Techology	48,250	48,250	48,250
<u>0</u>	<u>1,380</u>	<u>250</u>	Miscellaneous	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
62,982	61,562	83,300	Total Materials and Services	96,770	96,770	96,770
Capital Outlay:						
6,847	19,216	29,450	Machinery & Equipment	62,500	62,500	62,500
0	0	80,000	Contingency	75,000	75,000	75,000
701,864	702,011	956,210	Total Expenditures	1,039,290	1,039,290	952,060
374,027	463,867	304,160	Ending Fund Balance	273,740	273,740	274,290
<u>1,075,891</u>	<u>1,165,878</u>	<u>1,260,370</u>	Total Requirements	<u>1,313,030</u>	<u>1,313,030</u>	<u>1,226,350</u>

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

410 2020 Straight Time - Regular	386,050
410 2045 Overtime	30,000
410 2070 Holiday Pay	13,620
410 2075 Holiday Worked	0
410 2080 Holiday Overtime	10,470
410 2085 Extra Help	3,750
415 2220 FICA - Social Security	33,670
415 2225 FICA - Medicare	0
415 2230 Insurance	166,980
415 2235 Retirement Contributions	72,230
415 2240 Workers' Compensation	1,020

TOTAL PERSONAL SERVICES**717,790****Materials and Services (510 - 685)**

510 3025 Stationery Envelopes	0
510 3030 Paper	0
510 3035 Special Paper	600
510 3040 Printer Cartridges and Supplies	1,100
510 3045 General Office Supplies	700
Sub-total of Office Supplies	2,400
515 3310 General Operating Supplies	1,700
Sub-total of Operating Supplies	1,700
530 3720 Small Tools & Minor Equipment	200
Sub-total of Small Tools & Minor Equipment	200
610 4095 Certification	100
610 4100 EMD	300
610 4105 American Red Cross	200
610 4110 Police Legal	720
Sub-total of Training	1,320
615 4260 Conferences / Meeting Expenses	5,500
615 4265 Travel-Conferences and Meetings	0
Sub-total of Conferences, Meetings & Travel	5,500
620 4495 APCO Frequency Coordination	3,500
620 4540 Professional Services - General	0
Sub-total of Professional Services	3,500

EMERGENCY COMMUNICATIONS (132 3400)		
630 4750	Various Dues	1,000
	Sub-Total of Memberships & Dues	1,000
635 4940	9-1-1 Lines	1,300
635 4945	9-1-1 Backup Lines	1,300
635 4950	Line Charge 325-4411	2,000
635 4955	AT&T Language Line	900
635 4960	LEDS Phone Line	6,000
	Sub-total of Communications	11,500
640 5030	Advertising - Public Notices	2,500
	Sub-total of Advertising	2,500
660 5705	Server - Ifocus	17,400
	Sub-total of Repair & Maintenance Services	17,400
675 6035	General - Miscellaneous	1,500
	Sub-total of Miscellaneous	1,500
685 6205	Computer Software	0
685 6220	Dispatch Consoles	11,500
685 6225	Eventide	10,000
685 6230	Pier	4,000
685 6235	Computer Hardware Maintenance	4,000
685 6245	Computer Hardware	0
685 6265	CMI Software	8,500
685 6270	CCSO CMI	8,250
685 6275	Tailored Solutions	2,000
	Sub-total of Technology Services	48,250
TOTAL MATERIALS & SERVICES		96,770
<u>Capital Outlay (740)</u>		
740 6650	Machinery & Equipment	
	Chair	1,400
	UPS Batteries	800
	1 PC with Printer	1,800
	Net Book / Laptop	750
	Security	2,500
	Furniture	2,250
	Fire Software	15,000
	Vehicle	20,000

EMERGENCY COMMUNICATIONS (132 3400)		
	Map Book	18,000
	Sub-total of Machinery & Equipment	62,500
TOTAL CAPITAL OUTLAY		62,500
<u>Contingent Expenditures (910)</u>		
910	8020 Contingent Expenditures	75,000
	Sub-total of Contingent Expenditures	75,000
<u>Ending Fund Balance (950)</u>		
950	8520 Unappropriated Ending Fund Balance	274,290
	Sub-total of Ending Fund Balance	274,290
TOTAL EMERGENCY COMMUNICATIONS FUND		1,226,350
CAPITAL IMPROVEMENT FUND - EMERGENCY COMMUNICATIONS		
	Total Capital Improvement Fund - Emergency Comm.	0
TOTAL EMERGENCY COMMUNICATIONS - ALL FUNDS		1,226,350

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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 continue engaging in community policing activities that bring residents and police together to prevent crime and solve neighborhood problems.

Staffing

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

City of Astoria, Oregon
Budget Document

COMMUNITY POLICING #136

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/11 - 6/30/12</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
<u>Resources</u>						
5,163	3,958	4,360	Beginning Fund Balance	26,070	26,070	26,070
148	45,569	325,000	Intergovernmental Revenue	277,750	277,750	277,750
103	32	20	Interest Earnings	90	90	90
7,508	0	59,220	Gifts & Bequests	26,090	26,090	26,090
	<u>1,883</u>	<u>0</u>	Miscellaneous			
<u>12,922</u>	<u>51,442</u>	<u>388,600</u>	Total Resources	<u>330,000</u>	<u>330,000</u>	<u>330,000</u>
<u>Requirements</u>						
Materials and Services:						
0	286	0	Office Supplies			
1,754	2,923	0	Operating Supplies			
0	0	0	Training			
0	0	1,550	Various Dues			
0	149	0	Printing & Binding			
<u>7,210</u>	<u>29,942</u>	<u>384,220</u>	Projects Funded by Grants	<u>329,100</u>	<u>329,100</u>	<u>329,100</u>
8,964	33,300	385,770	Total Materials and Services	<u>329,100</u>	<u>329,100</u>	<u>329,100</u>
Capital Outlay						
0	0	0	Machinery & Equipment	0	0	0
0	0	2,830	Contingency	900	900	900
8,964	33,300	388,600	Total Expenditures	<u>330,000</u>	<u>330,000</u>	<u>330,000</u>
3,958	18,142	0	Ending Fund Balance	0	0	0
<u>12,922</u>	<u>51,442</u>	<u>388,600</u>	Total Requirements	<u>330,000</u>	<u>330,000</u>	<u>330,000</u>

COMMUNITY POLICING FUND (136 0000)

Materials and Services (510 - 650)

630	4750	Accreditation Dues	1,550	
		Sub-total of Various Due		1,550
680	6140	Grant Funded Projects Federal Earmark	327,550	
		Sub-total of Grant Funded Projects		327,550

TOTAL MATERIALS & SERVICES 329,100

Contingency (910)

910	8020	Contingency	900	
		Sub-total of Contingency		900

TOTAL COMMUNITY POLICING FUND 330,000

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FUND: PARKS AND RECREATION #146

Basic Objectives

This fund was established by Resolution No. 93-52, adopted on December 6, 1993. The major resource of this fund is money, donated specifically for parks related programs, as gifts or in memory of a person. As popular programs face budgetary cuts because of the property tax limitation laws, private individuals, organizations and businesses are motivated to contribute by donation to keep a favorite program going. Resources in this fund are designated for use to fund recreation programs or to make park improvements in conjunction with the Parks and Recreation Department of the General Fund. 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. The project will continue with development and fundraising for FYE June 30, 2012.

Staffing

The Finance Department provides accounting services to this fund.

City of Astoria, Oregon
Budget Document

PARKS AND RECREATION FUND #146

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11				
			Resources			
27,281	(6,913)	14,550	Beginning Fund Balance	16,000	16,000	16,000
35,237	18,345	12,000	Gifts & Bequests	25,000	25,000	25,000
0	99,530	800,000	Grants			
1,253	46	0	Interest Earnings			
<u>63,771</u>	<u>111,008</u>	<u>826,550</u>	Total Resources	<u>41,000</u>	<u>41,000</u>	<u>41,000</u>
			Requirements			
			Materials & Services:			
0	520	3,000	Operating Supplies			
51,902	24,207	23,550	Professional Services	10,000	10,000	10,000
51,902	24,727	26,550	Total Materials & Services	10,000	10,000	10,000
			Capital Outlay:			
18,782	102,418	800,000	Improvements Other Than Bldgs	31,000	31,000	31,000
0	0	0	Contingent Expenditures	0	0	0
(6,913)	(16,137)	0	Ending Fund Balance	0	0	0
<u>63,771</u>	<u>111,008</u>	<u>826,550</u>	Total Requirements	<u>41,000</u>	<u>41,000</u>	<u>41,000</u>

2011 / 12 Budget Detail Information

PARKS AND RECREATION FUND (146 0000)

<u>Materials & Services (515 - 620)</u>			
515	3310	Operating Supplies General	
Sub-total Operating Supplies			0
620	4540	Professional Services Chinese Park Design	10,000
Sub-total Professional Services			10,000
TOTAL MATERIALS & SERVICES			10,000
<u>Capital Outlay (730)</u>			
730	6500	Improvements Other Than Buildings Chinese Park Construction	31,000
Sub-total of Capital Outlay			31,000
TOTAL PARKS AND RECREATION FUND			41,000

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 7/1/11 - 6/30/12</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11				
<u>Resources</u>						
110,543	116,094	122,330	Beginning Fund Balance	80,100	80,100	80,100
9,150	17,272	15,000	Gifts and Bequests	15,000	15,000	15,000
<u>2,376</u>	<u>798</u>	<u>500</u>	Interest Earnings	<u>500</u>	<u>500</u>	<u>500</u>
<u>122,069</u>	<u>134,164</u>	<u>137,830</u>	Total Resources	<u>95,600</u>	<u>95,600</u>	<u>95,600</u>
<u>Requirements</u>						
Materials & Services:						
0	195	100	Office Supplies	100	100	100
0	0	5,500	Professional Services	5,500	5,500	5,500
<u>0</u>	<u>910</u>	<u>9,400</u>	Repair & Maintenance Services	<u>9,400</u>	<u>9,400</u>	<u>9,400</u>
0	1,105	15,000	Total Materials & Services	15,000	15,000	15,000
Capital Outlay:						
5,975	12,900	75,000	Improvements Other Than Bldgs	75,000	75,000	75,000
0	0	13,500	Contingent Expenditures	5,600	5,600	5,600
5,975	14,005	103,500	Total Expenditures	95,600	95,600	95,600
116,094	120,159	34,330	Ending Fund Balance			
<u>122,069</u>	<u>134,164</u>	<u>137,830</u>	Total Requirements	<u>95,600</u>	<u>95,600</u>	<u>95,600</u>

MARITIME MEMORIAL FUND (148 0000)**Materials and Services (510 - 660)**

510	3045	General - Office Supplies	100	
		Sub-total of Office Supplies		100
620	4540	Professional Services - General	5,500	
		Sub-total of Professional Services		5,500
660	5825	General - Repair & Maintenance Services	9,400	
		Sub-total of Repair & Maintenance Services		9,400

TOTAL MATERIALS & SERVICES **15,000****Capital Outlay (730)**

730	6500	Improvements Other Than Buildings General Improvements	75,000	
		Sub-total Improvements Other Than Buildings		75,000

TOTAL CAPITAL OUTLAY **75,000****Contingent Expenditures (910)**

910	8020	Contingent Expenditures	5,600	
		Sub-total Contingent Expenditures		5,600

Ending Fund Balance (950)

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

TOTAL MARITIME MEMORIAL FUND **95,600**

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FUND: ASTORIA COLUMN RESTORATION #152

Basic Objectives

Established by the adoption of City Council Resolution No. 86-17, this fund was created to receive resources to be used for the restoration and preservation of the Astoria Column. This monument, of unique design, is listed on the National Register of Historic Places.

In the 1920s, Electus Litchfield, a New York architect, designed the Astoria Column to commemorate various events, which had occurred at the mouth of the Columbia River. The monument is patterned after the noted Trajan Column erected in Rome by Emperor Trajan in the year 114 A. D. Italian artist, Attilio Pusterla, using a method called "sgraffito," whereby the scenes were etched in wet concrete, completed the decorations on the column. Events, which led to the establishment of American claims to the Northwest Territory, and the ultimate winning of the West, are colorfully emblazoned on the column, which juts 123 feet into the sky. The events depicted include the discovery of the Columbia River by Captain Robert Gray in 1792, the Lewis & Clark Expedition of 1805-06, the arrival of John Jacob Astor's ship Tonquin in 1810, and Fort Astoria. Inside the column are 164 steps of a circular stairway leading to a viewing platform, which gives an encompassing view of the surrounding countryside. While it does not rank in size with many monuments and memorials in different countries, the fact is that this is the only large piece of memorial architecture constructed of reinforced concrete finished with a pictorial frieze in sgraffito work. In this respect, it is unique in the world.

The City Council continues to work with the Friends of the Astoria Column to improve the column as a tourist attraction.

Staffing

This budget provides for no staff positions. The Finance Department provides oversight of the activity of the Astoria Column Fund.

City of Astoria, Oregon
Budget Document

ASTORIA COLUMN RESTORATION FUND #152

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/11 - 6/30/12</u>			
<u>Actual Data</u> FYE 6/30/09	<u>Actual Data</u> FYE 6/30/10	<u>Adopted Budget</u> FYE 6/30/11	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Resources</u>						
194	198	200	Beginning Fund Balance	100	100	100
4	1	0	Interest Earnings			
<u>198</u>	<u>199</u>	<u>200</u>	Total Resources	<u>100</u>	<u>100</u>	<u>100</u>
<u>Requirements</u>						
Materials & Services:						
0	106	200	Repair & Maintenance Supplies	100	100	100
198	93	0	Ending Fund Balance	0	0	0
<u>198</u>	<u>199</u>	<u>200</u>	Total Requirements	<u>100</u>	<u>100</u>	<u>100</u>

2011 - 12 Budget Detail Information

ASTORIA COLUMN RESTORATION FUND (152 0000 452)

<u>Materials & Services (30xx to 40xx)</u>			
525	3640	Repair & Maintenance Supplies General	100
Sub-total of Repair & Maintenance Supplies			100
TOTAL ASTORIA COLUMN RESTORATION FUND			100

FUND: AQUATICS FACILITY #156

Basic Objectives

This fund was established by City Council Resolution No. 98-11, adopted on March 16, 1998. The purpose of this fund is to account for the operational costs of the indoor Astoria Aquatic Center. This facility 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.

City of Astoria, Oregon
Budget Document

AQUATICS FACILITY FUND #156

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data FYE 6/30/09	Actual Data FYE 6/30/10	Adopted Budget FYE 6/30/11	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Resources						
(34,078)	(34,610)	3,000	Beginning Fund Balance	3,000	3,000	3,000
228,264	360,542	350,000	Charges for Services			
			Pool Admissions	345,000	345,000	345,000
	0	87,000	Classes	65,840	65,840	65,840
14,495	73,355	80,000	Sale of Concessions & Goods	60,000	60,000	60,000
0	66,977	100,000	Rents	75,000	75,000	75,000
9	1,605	500	Interest on Investments	500	500	500
3,502	0	1,630	Gifts & Bequests	1,500	1,500	1,500
	0		Transfer From Other Funds			
420,000	95,000	0	General Fund			
			Interfund Loan			
0	0	0	Capital Improvement Fund			
29,051	0	0	Miscellaneous			
<u>661,243</u>	<u>562,869</u>	<u>622,130</u>	Total Resources	<u>550,840</u>	<u>550,840</u>	<u>550,840</u>
Requirements						
Personal Services:						
129,031	37,312	56,660	Regular Salaries	57,810	57,810	57,810
170,271	162,586	160,000	Extra Help	160,000	160,000	160,000
22,172	16,046	16,580	FICA Taxes	16,670	16,670	16,670
31,910	5,080	5,920	Insurance	6,240	6,240	6,240
29,848	12,922	12,110	Retirement Contributions	12,500	12,500	12,500
8,160	2,958	3,160	Workers' Compensation	3,170	3,170	3,170
391,392	236,904	254,430	Total Personal Services	256,390	256,390	256,390
Materials and Services:						
11,821	20,744	25,000	Concession Supplies	17,000	17,000	17,000
3,858	15,329	15,000	Retail Supplies	10,000	10,000	10,000
1,776	1,834	4,000	Office Supplies	1,000	1,000	1,000
29,219	47,889	24,000	Operating Supplies	34,000	34,000	34,000
26,279	16,020	24,000	Repair & Maintenance Supplies	9,500	9,500	9,500
1,111	100	500	Small Tools & Minor Equipment	500	500	500
775	3,942	7,500	Training	11,000	11,000	11,000
0	2,719	1,500	Conferences, Meetings & Travel	1,500	1,500	1,500
18,268	22,196	0	Professional Services	2,000	2,000	2,000
33	389	550	Memberships & Dues	550	550	550
1,620	0	2,100	Communications	1,200	1,200	1,200
3,696	5,769	5,500	Advertising	500	500	500
421	12,351	12,000	Printing & Binding	5,000	5,000	5,000
162,343	139,766	161,000	Public Utility Services	136,200	136,200	136,200
19,376	33,808	20,000	Repair & Maintenance Services	25,000	25,000	25,000
1,547	562	10,000	Rentals	5,000	5,000	5,000
1,820	2,747	6,000	Fee and Charge Program	3,000	3,000	3,000
4,030	3,712	3,000	Miscellaneous	3,500	3,500	3,500
287,993	329,877	321,650	Total Materials and Services	266,450	266,450	266,450
Capital Outlay:						
1,750	0	0	Buildings	0	0	0
1,294	0	0	Improvements other than Buildings	0	0	0
13,424	35,009	44,000	Machinery & Equipment	25,000	25,000	25,000
16,468	35,009	44,000	Total Capital Outlay	25,000	25,000	25,000
0	0	2,050	Contingency	3,000	3,000	3,000
695,853	601,790	622,130	Total Expenditures	550,840	550,840	550,840
(34,610)	(38,921)	0	Ending Fund Balance	0	0	0
<u>661,243</u>	<u>562,869</u>	<u>622,130</u>	Total Requirements	<u>550,840</u>	<u>550,840</u>	<u>550,840</u>

AQUATICS FACILITY FUND (156 - 3600)

Personal Services (410 - 415)

410	2020	Straight Time - Regular	57,810
410	2085	Extra Help	160,000
415	2220	FICA - Social Security	16,670
415	2230	Insurance	6,240
415	2235	Retirement Contributions	12,500
415	2240	Workers' Compensation	3,170

TOTAL PERSONAL SERVICES

256,390

Materials and Services (510 - 685)

510	3045	General Office Supplies	1,000	
		Sub-total of Office Supplies		1,000
515	3140	First Aid Supplies	3,000	
515	3160	Program Supplies	3,000	
515	3170	Concession Stand Supplies	17,000	
515	3175	Retail Item Supplies	10,000	
515	3265	Custodial Supplies	5,000	
515	3270	Chemicals	17,000	
515	3310	General Operating Supplies	6,000	
		Sub-total of Operating Supplies		61,000
525	3520	Building Materials / Supplies	3,000	
525	3640	Other Repair and Maintenance Supplies	6,500	
		Sub-total Repair and Maintenance Supplies		9,500
530	3720	Small Tools	500	
		Sub-total of Small Tools		500
610	4085	Travel Expense - Training	2,500	
610	4105	American Red Cross	7,000	
610	4115	Workshops	1,500	
		Sub-total of Training		11,000
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		1,500

AQUATICS FACILITY FUND (156 - 3600)

620	4432	Background Checks	1,000	
620	4540	Professional Services - General	1,000	
		Sub-total of Professional Services		2,000
630	4800	National Recreation & Parks Assn	250	
630	4805	Oregon Recreation & Parks Assn	250	
630	4825	Portland Area Aquatic Council	50	
		Sub-total of Memberships & Dues		550
635	4965	Charter Cable	700	
630	4975	Postage	500	
		Sub-total of Communications		1,200
640	5030	Advertising - Public Notices	500	
640	5035	Advertising - Recreation Promotion	0	
		Sub-total of Advertising		500
650	5145	General - Printing & Binding	5,000	
		Sub-total of Printing & Binding		5,000
655	5289	Electricity	50,000	
656	5479	Natural Gas	85,000	
657	5517	Sanitation	1,200	
		Sub-total of Public Utility Services		136,200
660	5825	General Repair & Maintenance Services	25,000	
		Sub-total of Repair & Maintenance Services		25,000
665	5865	Equipment	5,000	
		Sub-total of Rentals		5,000
670	5895	Fees and Charges	3,000	
		Sub-total of Fees and Charges		3,000
675	6005	Licenses and Permits	1,000	
675	6035	General - Miscellaneous	2,500	
		Sub-total of Miscellaneous		3,500
TOTAL MATERIALS & SERVICES				266,450

AQUATICS FACILITY FUND (156 - 3600)

Capital Outlay (720 - 740)

740	6650	Machinery & Equipment	
		Window Tint	5,000
		Fitness & Pool Equipment	20,000
		Sub-total of Machinery & Equipment	25,000

TOTAL CAPITAL OUTLAY 25,000

Contingent Expenditures (910)

910	8020	Contingency	3,000
		Sub-total Contingency	3,000

TOTAL AQUATIC FACILITY FUND 550,840

TOTAL AQUATIC FACILITY - ALL FUNDS 550,840

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FUND: ASTORIA ROAD DISTRICT #170

Basic Objectives

This fund accounts for the property tax revenues 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 2011-2012 are estimated at \$200,000 from local fuel taxes. Estimates of \$576,000 have been appropriated for FY 2011-2012 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 7/1/11 - 6/30/12</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>	<u>Resources and Requirements</u>	<u>Proposed by</u>	<u>Approved by</u>	<u>Adopted by</u>
<u>FYE 6/30/09</u>	<u>FYE 6/30/10</u>	<u>FYE 6/30/11</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<u>Resources</u>						
246,076	462,378	288,000	Beginning Fund Balance	375,000	375,000	375,000
4,096	4,522	3,500	Delinquent Ad Valorem Taxes	3,500	3,500	3,500
227,435	223,336	210,000	Local Gas Tax	200,000	200,000	200,000
989	0	0	Timber Sales			
		0	Transfer from State Tax Street Fund			
<u>7,295</u>	<u>1,885</u>	<u>2,500</u>	Interest on Investments	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
485,891	692,121	504,000	Sub-Total Resources	581,000	581,000	581,000
<u>5,636</u>	<u>0</u>	<u>0</u>	Taxes Necessary to Balance Budget	<u>0</u>	<u>0</u>	<u>0</u>
<u>491,527</u>	<u>692,121</u>	<u>504,000</u>	Total Resources	<u>581,000</u>	<u>581,000</u>	<u>581,000</u>
<u>Requirements</u>						
Materials & Services						
0	5,000	5,000	Repair & Maintenance Supplies	5,000	5,000	5,000
Capital Outlay						
29,149	419,166	499,000	Improvements Other Than Buildings	576,000	576,000	576,000
Debt Service						
0	0	0	Principal	0	0	0
<u>0</u>	<u>0</u>	<u>0</u>	Interest	<u>0</u>	<u>0</u>	<u>0</u>
0	0	0	Total Debt Service	0	0	0
29,149	424,166	504,000	Total Expenditures	581,000	581,000	581,000
0	0	0	Contingent Expenditures	0	0	0
462,378	267,955	0	Ending Fund Balance	0	0	0
<u>491,527</u>	<u>692,121</u>	<u>504,000</u>	Total Requirements	<u>581,000</u>	<u>581,000</u>	<u>581,000</u>

ASTORIA ROAD DISTRICT FUND (170 0000)			
<u>Materials and Services (515 - 660)</u>			
515	3310	General Operating Supplies	5,000
		Sub-total of Operating Supplies	5,000
TOTAL MATERIALS & SERVICES			5,000
<u>Capital Outlay (730)</u>			
730	6500	Improvements Other Than Buildings General	576,000
		Sub-total of Improvements other than Buildings	576,000
TOTAL CAPITAL OUTLAY			576,000
TOTAL ASTORIA ROAD DISTRICT FUND			581,000

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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 7/1/11 - 6/30/12</u>			
<u>Actual Data</u> FYE 6/30/09	<u>Actual Data</u> FYE 6/30/10	<u>Adopted Budget</u> FYE 6/30/11	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Resources</u>						
1,070	172	340	Beginning Fund Balance	1,000	1,000	1,000
384,740	416,325	490,000	Intergovernmental-Gas Tax	564,500	564,500	564,500
112	8	0	Interest on Investments			
<u>385,922</u>	<u>416,505</u>	<u>490,340</u>	Total Resources	<u>565,500</u>	<u>565,500</u>	<u>565,500</u>
<u>Requirements</u>						
385,750	416,000	450,000	Transfer To Other Funds: Public Works Fund	502,000	502,000	502,000
0	0	40,340	Contingent Expenditures	63,500	63,500	63,500
385,750	416,000	490,340	Total Expenditures	<u>565,500</u>	<u>565,500</u>	<u>565,500</u>
172	505	0	Ending Fund Balance	0	0	0
<u>385,922</u>	<u>416,505</u>	<u>490,340</u>	Total Requirements	<u>565,500</u>	<u>565,500</u>	<u>565,500</u>

2011 - 12 Budget Detail Information

STATE TAX STREET FUND (172 0000)

<u>Transfers to Other Funds (850)</u>			
850	7550	Public Works Fund	502,000
Sub-total of Transfers to Other Funds			502,000
<u>Contingency (910)</u>			
910	8020	Contingent Expenditures	63,500
Sub-total of Contingency			63,500
TOTAL STATE TAX STREET FUND			<u>565,500</u>

FUND: TRAILS RESERVE #174

Basic Objectives

The purpose of this fund is to account for the receipt of a 1% portion of the City's state gasoline tax allocation 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 7/1/11 - 6/30/12</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11				
<u>Resources</u>						
32,335	4,729	7,250	Beginning Fund Balance	12,780	12,780	12,780
3,886	4,205	5,000	Intergovernmental-Gas Tax	5,700	5,700	5,700
<u>635</u>	<u>45</u>	<u>400</u>	Interest on Investments	<u>60</u>	<u>60</u>	<u>60</u>
<u>36,856</u>	<u>8,979</u>	<u>12,650</u>	Total Resources	<u>18,540</u>	<u>18,540</u>	<u>18,540</u>
<u>Requirements</u>						
Materials and Services:						
4,000	0	2,500	Professional Services	3,000	3,000	3,000
Capital Outlay:						
28,127	0	10,150	Improvements Other Than Bldgs	15,540	15,540	15,540
32,127	0	12,650	Total Expenditures	18,540	18,540	18,540
4,729	8,979	0	Ending Fund Balance	0	0	0
<u>36,856</u>	<u>8,979</u>	<u>12,650</u>	Total Requirements	<u>18,540</u>	<u>18,540</u>	<u>18,540</u>

TRAILS RESERVE FUND (174 0000)			
<u>Materials and Services (620)</u>			
620	4540	General Professional Services	3,000
		Sub-total of Professional Services	3,000
TOTAL MATERIALS & SERVICES			3,000
<u>Capital Outlay (730)</u>			
730	6500	Improvements Other Than Buildings	15,540
		Sub-total of Improvements other than Buildings	15,540
TOTAL CAPITAL OUTLAY			15,540
TOTAL TRAILS RESERVE FUND			18,540

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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. The major projects during FYE June 30, 2012 are the Wastewater Treatment Plant Discharge Improvements for \$812,500 and the Bond Street Waterline Improvement for \$600,000. The City received a FEMA grant of \$450,000 to offset the cost of the Bond Street project. Capital outlay appropriations total \$98,000. Debt service appropriations total \$451,770.

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

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11		Budget Officer	Budget Committee	Governing Body
Resources						
702,673	940,689	614,450	Beginning Fund Balance	312,700	312,700	312,700
1,360,059	1,472,569	1,580,040	Grant/Loan Proceeds	1,112,500	1,112,500	1,562,500
	0		Charges for Services			
478,380	365,181	667,610	Water	667,610	667,610	667,610
323,700	272,000	478,510	Sewer	478,510	478,510	478,510
10,302	2,590	2,500	Interest on Investments	2,500	2,500	2,500
<u>39,542</u>	<u>0</u>	<u>0</u>	Miscellaneous	<u>0</u>	<u>0</u>	<u>0</u>
<u>2,914,656</u>	<u>3,053,029</u>	<u>3,343,110</u>	Total Resources	<u>2,573,820</u>	<u>2,573,820</u>	<u>3,023,820</u>
Requirements						
Materials and Services:						
141,447	30,460	20,000	Professional Services	4,000	4,000	4,000
1,409,106	1,935,024	2,516,440	Repair & Maintenance Services	1,853,500	1,853,500	2,303,500
1,550,553	1,965,484	2,536,440	Total Materials and Services	1,857,500	1,857,500	2,307,500
Capital Outlay:						
97,705	6,796	25,000	Improvements Other Than Bldgs			
<u>111,076</u>	<u>75,851</u>	<u>199,750</u>	Machinery & Equipment	<u>98,000</u>	<u>98,000</u>	<u>98,000</u>
208,781	82,647	224,750	Total Capital Outlay	98,000	98,000	98,000
Debt Service:						
117,084	123,975	302,910	Principal	368,870	368,870	368,870
<u>97,549</u>	<u>108,662</u>	<u>148,750</u>	Interest	<u>82,900</u>	<u>82,900</u>	<u>82,900</u>
214,633	232,637	451,660	Total Debt Service	451,770	451,770	451,770
0	0	130,260	Contingency	166,550	166,550	166,550
1,973,967	2,280,768	3,343,110	Total Expenditures	2,573,820	2,573,820	3,023,820
940,689	772,261	0	Ending Fund Balance	0	0	0
<u>2,914,656</u>	<u>3,053,029</u>	<u>3,343,110</u>	Total Requirements	<u>2,573,820</u>	<u>2,573,820</u>	<u>3,023,820</u>

PUBLIC WORKS IMPROVEMENT FUND (176 0000)

Materials and Services (620 - 660)

620	4550	Consultant Design Services	2,000	
620	4555	Engineering Consultant Services	2,000	
		Sub-total Professional Services		4,000
		Repair & Maintenance Services		
		Sewer:		
660	5790	Sewer Main Rehabilitation		
		Sewer Main Rehab / Replacements	150,000	
		Wastewater Treatment Plan Discharge Improvements	812,500	
		Water:		
660	5795	General Water Main Rehabilitation/Replacement	155,000	
		Relocate Section of Transmission Main	300,000	
		(75,000 City Match)	75,000	
		Navy Hospital Waterline Swamp Re-Route	50,000	
		Irving Waterline (14th - 17th)	65,000	
		Cell 3 Resand	180,000	
		Bond Street Waterline - FEMA GRANT	450,000	
		Bond Street Waterline - City Match	50,000	
660	5825	General Repair & Maintenance Services		
		Heating Oil & Fuel Tank Removal - Headworks	10,000	
		Diver Inspection Res 2 & 3; Skyline; E Astoria Tank	6,000	
		Sub-Total of Repair & Maintenance Services		2,303,500

TOTAL MATERIALS & SERVICES 2,307,500

Capital Outlay (720 - 740)

730	6500	Improvements other than Buildings		
		Sub-total of Improvements other than Buildings		0
740	6650	Machinery and Equipment		
		Backhoe Replacement (2 of 2 Years)	40,000	
		Pickup Replacement at Watershed	25,000	
		Replace Snow Plow Blade	6,500	
		Mini Camera	11,500	
		Pickup - Replace 1990 Dodge 3/4 Ton #460	15,000	
		Sub-total Machinery and Equipment		98,000

TOTAL CAPITAL OUTLAY 98,000

PUBLIC WORKS IMPROVEMENT FUND (176 0000)

Debt Service (810)

Oregon Economic Development Department
Slow Sand Filter - 20 Year Loan

810	6870	Principal	59,870
810	6875	Interest	23,930

Energy Trust of Oregon
Aerator Loan

810	6880	Principal	15,070
810	6885	Interest	6,770

East Astoria Waterline

810	6890	Principal	9,400
810	6895	Interest	1,130

7th Street Dock LID

810	6900	Principal	2,030
810	6905	Interest	2,160

Oregon Economic Community Development Department
Skyline Water Tank Loan

810	6910	Principal	46,160
810	6915	Interest	48,910

Reservoir Covers

810	6920	Principal	178,630
810	6925	Interest	

Dam - Waterline Replacement

810	6930	Principal	57,710
810	6935	Interest	

TOTAL DEBT SERVICE			451,770
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Contingent Expenditures (910)

910	8020	Contingency	166,550
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Sub-total of Contingency			166,550
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TOTAL PUBLIC WORKS IMPROVEMENT FUND			3,023,820
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City of Astoria, Oregon
Budget Document

COMBINED SEWER OVERFLOW (CSO) - CURRENT ACTIVITIES COMBINED

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11		Budget Officer	Budget Committee	Governing Body
Resources						
0	(28,742)	48,000	Beginning Fund Balance	194,600	194,600	194,600
1,279,989	2,281,155	7,875,450	Intergovernmental Revenue	800,000	800,000	800,000
322	407	0	Interest on Investments	0	0	0
510	229,500	122,000	Charges for Services	28,000	28,000	28,000
(53,974)	0	0	Transfers In			
			From CSO Fund #179	0	0	0
<u>1,226,847</u>	<u>2,482,320</u>	<u>8,045,450</u>	Total Resources	<u>1,022,600</u>	<u>1,022,600</u>	<u>1,022,600</u>
Requirements						
Personal Services:						
0	0	70,000	Regular Salaries	50,000	50,000	50,000
0	0		Interfund Wages	0	0	0
0	0		FICA Taxes	3,830	3,830	3,830
0	0		Insurance	1,970	1,970	1,970
0	0		Retirement Contributions	6,750	6,750	6,750
0	0		Workers' Compensation	4,300	4,300	4,300
0	0	70,000	Total Personal Services	66,850	66,850	66,850
Materials and Services:						
0	228,215	100,000	Repair & Maintenance Supplies	2,000	2,000	2,000
324,610	76,132	400,000	Professional Services	400,000	400,000	0
0	0	0	Public Utility Services	11,000	11,000	411,000
			Repair & Maintenance Services	30,650	30,650	30,650
324,610	304,347	500,000	Total Materials and Services	443,650	443,650	443,650
Capital Outlay:						
930,200	3,666,177	7,475,450	Improvements Other Than Bldgs	410,000	410,000	410,000
779	0	0	Contingency	18,000	18,000	18,000
1,255,589	3,970,524	8,045,450	Total Expenditures	938,500	938,500	938,500
(28,742)	(1,488,204)	0	Ending Fund Balance	84,100	84,100	84,100
<u>1,226,847</u>	<u>2,482,320</u>	<u>8,045,450</u>	Total Requirements	<u>1,022,600</u>	<u>1,022,600</u>	<u>1,022,600</u>

FUND: COMBINED SEWER OVERFLOW MAINTENANCE FUND #180

Basic Objectives

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

Staffing

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

City of Astoria, Oregon
Budget Document

COMBINED SEWER OVERFLOW (CSO) MAINTENANCE FUND #180

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/11 - 6/30/12</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11				
<u>Resources</u>						
0	(28,742)	48,000	Beginning Fund Balance	194,600	194,600	194,600
1,279,989	307,745	0	Intergovernmental Revenue			
322	329	0	Interest on Investments			
510	229,500	122,000	Charges for Services	28,000	28,000	28,000
			Transfers In			
(53,974)	0	0	From CSO Fund #179			
<u>1,226,847</u>	<u>508,832</u>	<u>170,000</u>	Total Resources	<u>222,600</u>	<u>222,600</u>	<u>222,600</u>
<u>Requirements</u>						
Personal Services:						
		0	Regular Salaries	50,000	50,000	50,000
		70,000	Interfund Wages			
		0	FICA Taxes	3,830	3,830	3,830
		0	Insurance	1,970	1,970	1,970
		0	Retirement Contributions	6,750	6,750	6,750
		0	Workers' Compensation	4,300	4,300	4,300
0	0	70,000	Total Personal Services	66,850	66,850	66,850
Materials and Services:						
0	228,215	100,000	Repair & Maintenance Supplies	2,000	2,000	2,000
324,610	76,132	0	Professional Services			
			Public Utility Services	11,000	11,000	11,000
			Repair & Maintenance Services	30,650	30,650	30,650
324,610	304,347	100,000	Total Materials and Services	43,650	43,650	43,650
Capital Outlay:						
930,200	180	0	Machinery & Equipment	10,000	10,000	10,000
779	0	0	Contingency	18,000	18,000	18,000
1,255,589	304,527	100,000	Total Expenditures	138,500	138,500	138,500
(28,742)	204,305	0	Ending Fund Balance	84,100	84,100	84,100
<u>1,226,847</u>	<u>508,832</u>	<u>170,000</u>	Total Requirements	<u>222,600</u>	<u>222,600</u>	<u>222,600</u>

CSO MAINTENANCE (180 0000)				
Personal Services (410 - 415)				
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	
TOTAL PERSONAL SERVICES				66,850
Materials and Services (510 - 675)				
515	3310	General Operating Supplies	2,000	
Sub-total of Operating Supplies				2,000
655	5397	Electricity - Denver Storage Facility	11,000	
Sub-total of Public Utility Services				11,000
660	5825	General - Repair & Maintenance Services	30,650	
Sub-total of Repair & Maintenance Services				30,650
TOTAL MATERIALS & SERVICES				43,650
Capital Outlay (730 - 740)				
740	6650	Machinery & Equipment Monitors	10,000	
Sub-total of Machinery & Equipment				10,000
Contingent Expenditures (910)				
910	8020	Contingency	18,000	
Sub-total Contingency				18,000
Fund Balance (950)				
950	8520	Unappropriated Ending Fund Balance	84,100	
Sub-total Ending Fund Balance				84,100
TOTAL CSO MAINTENANCE FUND				222,600

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FUND: COMBINED SEWER OVERFLOW PHASE 3 ARRA FUND #181

Basic Objectives

Appropriations in this fund are designated 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.

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

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11				
Resources						
0	0	0	Beginning Fund Balance			
0	1,973,410	3,500,000	Intergovernmental Revenue			
0	78	0	Interest on Investments			
0	<u>1,973,488</u>	<u>3,500,000</u>	Total Resources	<u>0</u>	<u>0</u>	<u>0</u>
Requirements						
Capital Outlay:						
0	3,665,997	3,500,000	Improvements Other Than Bldgs			
0	3,665,997	3,500,000	Total Expenditures	0	0	0
0	(1,692,509)	0	Ending Fund Balance	0	0	0
0	<u>1,973,488</u>	<u>3,500,000</u>	Total Requirements	<u>0</u>	<u>0</u>	<u>0</u>

FUND: COMBINED SEWER OVERFLOW PHASE 3 11793 FUND #182

Basic Objectives

Appropriations in this fund are designated for continuing construction of the Denver Street storage project at Tapiola Park. Anticipated completion of the final phase of finishing the ball fields is early Fall 2011.

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.

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Budget Document

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/11 - 6/30/12</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/09	FYE 6/30/09	FYE 6/30/11				
<u>Resources</u>						
0	0	0	Beginning Fund Balance			
0	0	3,475,450	Intergovernmental Revenue	150,000	150,000	150,000
<u>0</u>	<u>0</u>	<u>3,475,450</u>	Total Resources	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>
<u>Requirements</u>						
Capital Outlay:						
0	0	3,475,450	Improvements Other Than Bldgs	150,000	150,000	150,000
0	0	3,475,450	Total Expenditures	150,000	150,000	150,000
0	0	0	Ending Fund Balance	0	0	0
<u>0</u>	<u>0</u>	<u>3,475,450</u>	Total Requirements	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>

FUND: COMBINED SEWER OVERFLOW PHASE 3 11794 FUND #183

Basic Objectives

Appropriations in this fund are designated for design and beginning construction of the 11th 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 11794 FUND #183

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/11 - 6/30/12</u>			
<u>Actual Data</u> FYE 6/30/09	<u>Actual Data</u> FYE 6/30/09	<u>Adopted Budget</u> FYE 6/30/11	<u>Resources and Requirements</u>	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Resources</u>						
0	0	0	Beginning Fund Balance			
0	0	900,000	Intergovernmental Revenue	650,000	650,000	650,000
<u>0</u>	<u>0</u>	<u>900,000</u>	Total Resources	<u>650,000</u>	<u>650,000</u>	<u>650,000</u>
<u>Requirements</u>						
Materials and Services:						
0	0	400,000	Professional Services	400,000	400,000	400,000
0	0	400,000	Total Materials and Services	400,000	400,000	400,000
Capital Outlay:						
0	0	500,000	Improvements Other Than Bldgs	250,000	250,000	250,000
0	0	900,000	Total Expenditures	650,000	650,000	650,000
0	0	0	Ending Fund Balance	0	0	0
<u>0</u>	<u>0</u>	<u>900,000</u>	Total Requirements	<u>650,000</u>	<u>650,000</u>	<u>650,000</u>

FUND: LOCAL IMPROVEMENT DEBT SERVICE #250

Basic Objectives

This fund was established to account for debt service requirements of a bond issue made for the financing of several local improvement projects.

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 7/1/11 - 6/30/12</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>	<u>Resources and Requirements</u>	<u>Proposed by Budget Officer</u>	<u>Approved by Budget Committee</u>	<u>Adopted by Governing Body</u>
<u>FYE 6/30/09</u>	<u>FYE 6/30/10</u>	<u>FYE 6/30/11</u>				
<u>Resources</u>						
6,413	7,611	373,830	Beginning Fund Balance	287,770	287,770	287,770
236	1,270	1,200	Interest Earnings	1,220	1,220	1,220
962	300,735	0	Miscellaneous			
<u>7,611</u>	<u>309,616</u>	<u>375,030</u>	Total Resources	<u>288,990</u>	<u>288,990</u>	<u>288,990</u>
<u>Requirements</u>						
Materials & Services						
0	0	0	Professional Services	0	0	0
Debt Service						
0	0	367,420	Principal	280,000	280,000	280,000
0	0	0	Interest			
0	0	367,420	Total Debt Service	280,000	280,000	280,000
0	0	7,610	Contingency	8,990	8,990	8,990
0	0	375,030	Total Expenditures	288,990	288,990	288,990
7,611	309,616	0	Ending Fund Balance	0	0	0
<u>7,611</u>	<u>309,616</u>	<u>375,030</u>	Total Requirements	<u>288,990</u>	<u>288,990</u>	<u>288,990</u>

LOCAL IMPROVEMENT DEBT SERVICE FUND (250 0000)			
<u>Debt Service (810)</u>			
		Debt Service	
810	6840	Principal	280,000
810	6845	Interest	
		Sub-total of Debt Service	280,000
TOTAL DEBT SERVICE			280,000
<u>Contingent Expenditures (910)</u>			
910	8020	Contingency	8,990
		Sub-total of Contingent Expenditures	8,990
TOTAL LOCAL IMPROVEMENT DEBT SERVICE FUND			288,990

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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. The bonds will be repaid over a twenty-year period.

Staffing

The Finance Department oversees expenditures from this fund.

City of Astoria, Oregon
Budget Document

AQUATICS FACILITY DEBT SERVICE FUND #260

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11				
Resources						
409,431	463,928	469,670	Beginning Fund Balance	490,290	490,290	490,290
0	294,250	0	Delinquent Ad Valorem Taxes			
10,414	3,345	0	Interest			
419,845	761,523	469,670	Sub-Total Resources	490,290	490,290	490,290
<u>301,099</u>	<u>0</u>	<u>275,080</u>	Taxes Necessary to Balance Budget	<u>275,080</u>	<u>275,080</u>	<u>275,080</u>
<u>720,944</u>	<u>761,523</u>	<u>744,750</u>	Total Resources	<u>765,370</u>	<u>765,370</u>	<u>765,370</u>
Requirements						
Materials & Services:						
535	535	0	Professional Services	0	0	0
Debt Service:						
175,000	195,000	205,000	Principal	220,000	220,000	220,000
<u>81,481</u>	<u>72,075</u>	<u>61,360</u>	Interest	<u>50,080</u>	<u>50,080</u>	<u>50,080</u>
256,481	267,075	266,360	Total Debt Service	270,080	270,080	270,080
0	0	20,000	Contingency	20,000	20,000	20,000
257,016	267,610	286,360	Total Expenditures	290,080	290,080	290,080
463,928	493,913	458,390	Ending Fund Balance	475,290	475,290	475,290
<u>720,944</u>	<u>761,523</u>	<u>744,750</u>	Total Requirements	<u>765,370</u>	<u>765,370</u>	<u>765,370</u>

AQUATICS FACILITY DEBT SERVICE FUND (260 0000)				
<u>Debt Service (810)</u>				
		Debt Service		
810	6840	Principal	220,000	
810	6845	Interest	50,080	
		Sub-total of Debt Service		270,080
TOTAL DEBT SERVICE				270,080
<u>Contingent Expenditures (910)</u>				
910	8020	Contingency	20,000	
		Sub-total of Contingent Expenditures		20,000
<u>Ending Fund Balance (950)</u>				
950	8520	Ending Unencumbered Fund Balance	475,290	
		Sub-total of Ending Fund Balance		475,290
TOTAL AQUATICS FACILITY DEBT SERVICE FUND				765,370

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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

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11		Budget Officer	Budget Committee	Governing Body
Resources						
186,463	176,837	163,450	Beginning Fund Balance	131,670	131,670	131,670
3,536	8,095	2,500	Interest Earnings	450	450	450
			Transfer from Other Funds			
14,660	13,740	0	Public Works Improvement Fund			
<u>40,797</u>	<u>32,353</u>	<u>53,520</u>	Miscellaneous	<u>49,880</u>	<u>49,880</u>	<u>49,880</u>
<u>245,456</u>	<u>231,025</u>	<u>219,470</u>	Total Resources	<u>182,000</u>	<u>182,000</u>	<u>182,000</u>
Requirements						
Debt Service						
42,125	42,464	47,840	Principal	48,250	48,250	48,250
<u>26,494</u>	<u>24,493</u>	<u>22,380</u>	Interest	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
68,619	66,957	70,220	Total Debt Service	68,250	68,250	68,250
68,619	66,957	70,220	Total Expenditures	68,250	68,250	68,250
176,837	164,068	149,250	Ending Fund Balance	113,750	113,750	113,750
<u>245,456</u>	<u>231,025</u>	<u>219,470</u>	Total Requirements	<u>182,000</u>	<u>182,000</u>	<u>182,000</u>

EAST ASTORIA WATERLINE DEBT SERVICE FUND (265 0000)				
<u>Debt Service (810)</u>				
Debt Service				
810	6840	Principal	48,250	
810	6845	Interest	20,000	
Sub-total of Debt Service				68,250
TOTAL DEBT SERVICE				68,250
<u>Ending Fund Balance (950)</u>				
950	8520	Ending Unencumbered Fund Balance	113,750	
Sub-total of Ending Fund Balance				113,750
TOTAL E ASTORIA WATERLINE DEBT SERVICE FUND				182,000

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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

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11		Budget Officer	Budget Committee	Governing Body
Resources						
39,232	37,021	34,350	Beginning Fund Balance	31,410	31,410	31,410
723	4,146	220	Interest Earnings	120	120	120
1,790	0	0	Transfer from General Fund			
0	0	11,140	Sale of City Property			
<u>9,357</u>	<u>7,247</u>	<u>0</u>	Miscellaneous	<u>11,060</u>	<u>11,060</u>	<u>11,060</u>
<u>51,102</u>	<u>48,414</u>	<u>45,710</u>	Total Resources	<u>42,590</u>	<u>42,590</u>	<u>42,590</u>
Requirements						
Debt Service						
5,543	5,875	6,230	Principal	7,490	7,490	7,490
<u>8,538</u>	<u>8,205</u>	<u>7,860</u>	Interest	<u>6,610</u>	<u>6,610</u>	<u>6,610</u>
14,081	14,080	14,090	Total Debt Service	14,100	14,100	14,100
14,081	14,080	14,090	Total Expenditures	14,100	14,100	14,100
37,021	34,334	31,620	Ending Fund Balance	28,490	28,490	28,490
<u>51,102</u>	<u>48,414</u>	<u>45,710</u>	Total Requirements	<u>42,590</u>	<u>42,590</u>	<u>42,590</u>

7th STREET DOCK DEBT SERVICE FUND (267 0000)			
<u>Debt Service (810)</u>			
		Debt Service	
810	6850	Principal	7,490
810	6855	Interest	6,610
		Sub-total of Debt Service	
TOTAL DEBT SERVICE			14,100
<u>Ending Fund Balance (950)</u>			
950	8520	Ending Unencumbered Fund Balance	28,490
		Sub-total of Ending Fund Balance	28,490
TOTAL 7th STREET DOCK DEBT SERVICE FUND			42,590

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FUND: COMBINED SEWER OVERFLOW DEBT SERVICE FUND #270

Basic Objectives

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

Staffing

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

City of Astoria, Oregon
Budget Document

COMBINED SEWER OVERFLOW (CSO) DEBT SERVICE FUND #270

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11		Budget Officer	Budget Committee	Governing Body
Resources						
620,865	773,208	846,700	Beginning Fund Balance	534,500	534,500	534,500
606,149	647,614	883,270	Charges for Service	1,133,920	1,133,920	1,133,920
12,628	4,637	5,000	Interest Earnings			
<u>1,239,642</u>	<u>1,425,459</u>	<u>1,734,970</u>	Total Resources	<u>1,668,420</u>	<u>1,668,420</u>	<u>1,668,420</u>
Requirements						
Materials & Services:						
30,300	29,083	49,300	Professional Services	74,260	74,260	74,260
Debt Service						
241,153	255,447	396,660	Principal	675,800	675,800	675,800
<u>194,981</u>	<u>180,911</u>	<u>583,890</u>	Interest	<u>385,210</u>	<u>385,210</u>	<u>385,210</u>
436,134	436,358	980,550	Total Debt Service	1,061,010	1,061,010	1,061,010
0	0	50,000	Contingency			
466,434	465,441	1,079,850	Total Expenditures	1,135,270	1,135,270	1,135,270
773,208	960,018	655,120	Ending Fund Balance	533,150	533,150	533,150
<u>1,239,642</u>	<u>1,425,459</u>	<u>1,734,970</u>	Total Requirements	<u>1,668,420</u>	<u>1,668,420</u>	<u>1,668,420</u>

COMBINED SEWER OVERFLOW (CSO) DEBT SERVICE FUND (270 0000)			
<u>Materials and Services (620)</u>			
620	4560	Professional Services DEQ Administrative Fees	74,260
Sub-total of Materials & Services			74,260
TOTAL MATERIALS & SERVICES			74,260
<u>Debt Service (810)</u>			
810	6940	Principal-CSO Loan #11790	158,550
810	6945	Interest-CSO Loan #11790	92,490
810	6950	Principal-CSO Loan #11791	113,150
810	6955	Interest-CSO Loan #11791	72,190
810	6960	Principal-CSO Loan #11792	169,990
810	6965	Interest-CSO Loan #11792	118,980
		Principal-CSO Loan #11793	134,110
		Interest-CSO Loan #11793	101,550
		Principal-CSO Loan #R06117 ARRA	100,000
TOTAL DEBT SERVICE			1,061,010
<u>Contingent Expenditures (910)</u>			
910	8020	Contingency	
Sub-total of Contingent Expenditures			0
<u>Ending Fund Balance (950)</u>			
950	8520	Ending Unencumbered Fund Balance	533,150
Sub-total of Ending Fund Balance			533,150
TOTAL CSO DEBT SERVICE FUND			1,668,420

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 7/1/11 - 6/30/12			
Actual Data FYE 6/30/09	Actual Data FYE 6/30/10	Adopted Budget FYE 6/30/11	Resources & Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Resources						
23,254,387	24,975,003	100,000	Beginning Fund Balance	375,000	375,000	375,000
Charges for Services:						
20,475	10,787	0	Engineering			
2,048,752	2,087,806	2,225,750	Water	2,200,600	2,200,600	2,200,600
0	0	0	Sanitation			
1,473,309	1,523,815	1,839,550	Sewer	1,465,190	1,465,190	1,525,190
13,899	10,759	9,150	Streets	44,200	44,200	3,400
3,556,435	3,633,167	4,074,450	Total Charges for Services	3,709,990	3,709,990	3,729,190
Transfers from Other Funds:						
385,750	416,000	450,000	State Tax Street Fund	502,000	502,000	502,000
67,000	73,230	73,230	General Fund	69,840	69,840	69,840
7,618	1,488	4,500	Interest	1,000	1,000	1,000
22,477	28,069	26,600	Miscellaneous	24,450	24,450	24,450
0	0	0	Sale of City Property			
1,600	1,300	0	Licenses and Permits			
<u>27,295,267</u>	<u>29,128,257</u>	<u>4,728,780</u>	Total Resources	<u>4,682,280</u>	<u>4,682,280</u>	<u>4,701,480</u>
Requirements						
Expenditures by Department:						
335,010	252,777	431,410	Engineering	350,340	350,340	350,340
469,269	411,168	513,260	Shop and Yard	516,110	516,110	516,110
534,005	443,474	480,680	Streets	502,660	502,660	502,660
61,256	55,856	75,130	Sanitation	69,840	69,840	69,840
1,116,619	1,128,444	1,235,580	Sewer	1,340,630	1,340,630	1,340,630
1,771,836	1,586,398	1,809,470	Water	1,790,630	1,790,630	1,840,630
0	0	183,250	Contingency	112,070	112,070	81,270
4,287,995	3,878,117	4,728,780	Total Expenditures by Department	4,682,280	4,682,280	4,701,480
4,287,995	3,878,117	4,728,780	Total Expenditures	4,682,280	4,682,280	4,701,480
Accrual Adjustments for:						
(850,620)	(939,263)	0	Depreciation	0	0	0
10,130	20,475	0	Capitalized Expenditures	0	0	0
(1,127,241)	(3,736,259)	0	Fixed Assets	0	0	0
24,975,003	29,905,187		Ending Fund Balance			
<u>27,295,267</u>	<u>29,128,257</u>	<u>4,728,780</u>	Total Requirements	<u>4,682,280</u>	<u>4,682,280</u>	<u>4,701,480</u>

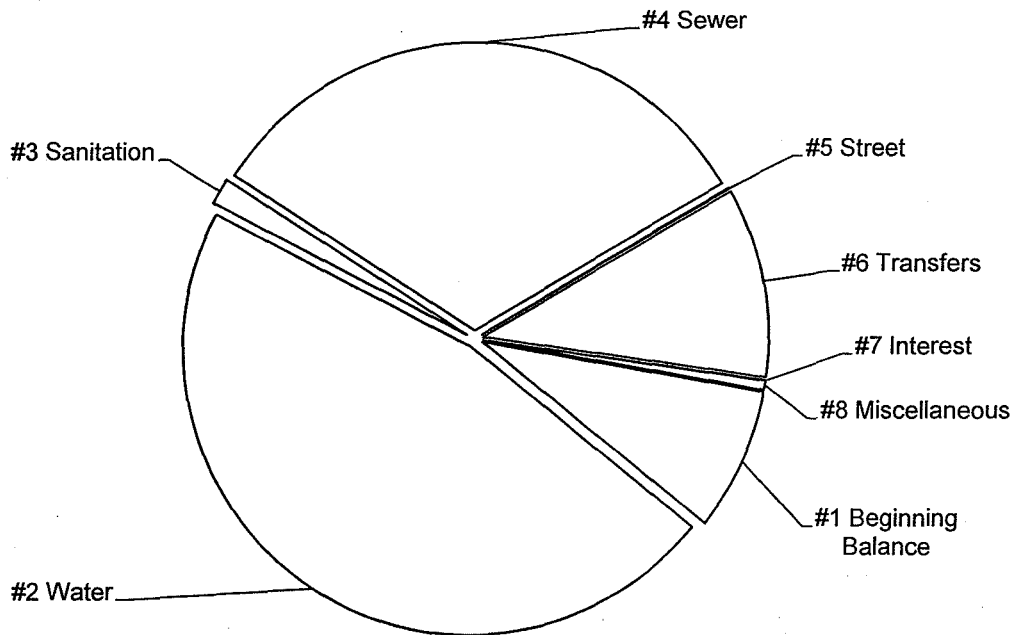
NOTE: Generally Accepted Accounting Principles (GAAP) require a business-type fund to maintain its budgetary fund balance on a full accrual basis. The fund balances for the June 30, 2009 and 2010 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the Public Works Fund at June 30, 2009 was \$22,177 and at June 30, 2010 was \$411,819.

City of Astoria, Oregon
Public Works Fund Resources
Year Beginning July 1, 2011

Segment #	Resources	Amount	Percentage
1	Beginning Fund Balance	\$375,000	7.98%
2	Charges for Water Services	2,200,600	46.81%
3	Charges for Sanitation Services	69,840	1.49%
4	Charges for Sewer Services	1,525,190	32.44%
5	Charges for Street Services	3,400	0.07%
6	Transfers from Other Funds	502,000	10.68%
7	Interest Earnings	1,000	0.02%
8	Miscellaneous	<u>24,450</u>	<u>0.52%</u>
	Total Resources	\$4,701,480	100.00%

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

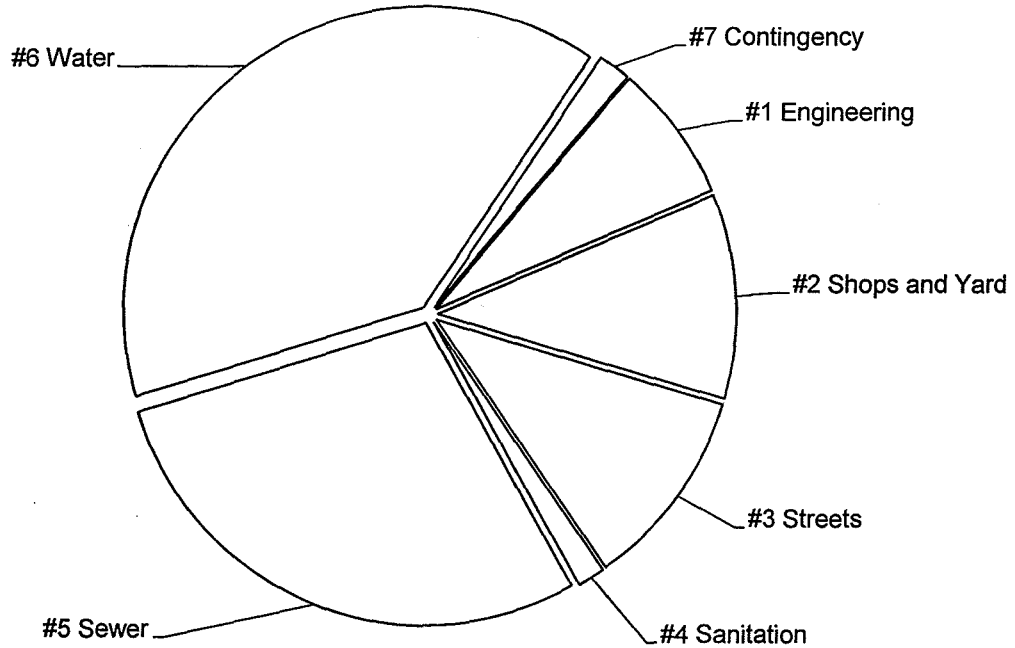
\$440,000 is transferred in from the State Tax Street Fund, which receives State of Oregon gas tax revenues. This transfer subsidizes the cost of maintaining City streets.



City of Astoria, Oregon
Public Works Fund Requirements
Year Beginning July 1, 2011

Segment #	Requirements	Amount	Percentage
1	Engineering	\$350,340	7.45%
2	Shops and Yard	516,110	10.98%
3	Streets	502,660	10.69%
4	Sanitation	69,840	1.49%
5	Sewer	1,340,630	28.52%
6	Water	1,840,630	39.15%
7	Contingency	<u>81,270</u>	<u>1.73%</u>
	Total Requirements	\$4,701,480	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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/11 - 6/30/12</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/09	FYE 6/30/09	FYE 6/30/11				
			Personal Services:			
268,543	198,073	296,930	Engineering	284,110	284,110	284,110
388,519	310,741	406,360	Shop & Yard	410,610	410,610	410,610
261,684	181,034	160,780	Streets	166,610	166,610	166,610
21,339	21,389	33,680	Sanitation	35,540	35,540	35,540
588,576	649,019	658,890	Sewer	714,690	714,690	714,690
<u>1,065,993</u>	<u>944,738</u>	<u>1,058,100</u>	Water	<u>1,061,010</u>	<u>1,061,010</u>	<u>1,061,010</u>
2,594,654	2,304,994	2,614,740	Total Personal Services	2,672,570	2,672,570	2,672,570
			Materials & Services:			
52,756	48,424	79,530	Engineering	55,880	55,880	55,880
80,750	94,627	99,700	Shop & Yard	97,100	97,100	97,100
271,862	261,240	319,900	Streets	336,050	336,050	336,050
39,917	34,467	41,450	Sanitation	34,300	34,300	34,300
385,617	336,214	430,040	Sewer	481,240	481,240	481,240
<u>490,376</u>	<u>415,846</u>	<u>533,370</u>	Water	<u>510,020</u>	<u>510,020</u>	<u>560,020</u>
1,321,278	1,190,818	1,503,990	Total Materials & Services	1,514,590	1,514,590	1,564,590
			Capital Outlay:			
13,711	6,280	54,950	Engineering	10,350	10,350	10,350
0	5,800	7,200	Shop & Yard	8,400	8,400	8,400
459	1,200	0	Streets			
5,226	11	3,450	Sewer	1,500	1,500	1,500
<u>9,667</u>	<u>11,014</u>	<u>3,200</u>	Water	<u>4,800</u>	<u>4,800</u>	<u>4,800</u>
29,063	24,305	68,800	Total Capital Outlay	25,050	25,050	25,050
			Transfers to Other Funds:			
343,000	358,000	258,000	General Fund	358,000	358,000	358,000
0	0	<u>100,000</u>	Capital Improvement Fund			
343,000	358,000	358,000	Total Transfers to Other Funds	358,000	358,000	358,000
0	0	183,250	Contingency	112,070	112,070	81,270
<u>4,287,995</u>	<u>3,878,117</u>	<u>4,728,780</u>	Total Expenditures	<u>4,682,280</u>	<u>4,682,280</u>	<u>4,701,480</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. This department acts in the capacity of City liaison to attract and support movie production.

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

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data		Adopted Budget	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11				
			Personal Services:			
81,548	10,214	137,820	Regular Salaries	145,730	145,730	145,730
82	0	0	Overtime			
44,344	90,444	10,000	Extra Help	10,000	10,000	10,000
30,570	23,740	23,130	FICA Taxes	21,160	21,160	21,160
63,345	34,536	70,570	Insurance	57,800	57,800	57,800
47,120	38,091	53,450	Retirement Contributions	47,770	47,770	47,770
<u>1,534</u>	<u>1,048</u>	<u>1,960</u>	Workers' Compensation	<u>1,650</u>	<u>1,650</u>	<u>1,650</u>
268,543	198,073	296,930	Total Personal Services	284,110	284,110	284,110
			Materials and Services:			
3,837	4,445	5,200	Office Supplies	5,000	5,000	5,000
3,703	2,733	3,000	Operating Supplies	4,000	4,000	4,000
1,653	1,152	2,000	Repair & Maintenance Supplies	2,500	2,500	2,500
558	140	1,950	Small Tools & Minor Equipment	1,950	1,950	1,950
7,733	1,484	5,000	Training	4,000	4,000	4,000
130	1,641	2,000	Conferences, Meetings & Travel	1,000	1,000	1,000
1,569	446	880	Memberships & Dues	1,320	1,320	1,320
527	12,650	1,500	Advertising	750	750	750
20,145	18,638	20,000	Professional Services			
4,147	2,494	4,000	Communications	2,800	2,800	2,800
1,250	0	7,800	Repair & Maintenance Services	7,500	7,500	7,500
7,396	0	1,500	Licenses and Permits	360	360	360
108	424	0	Miscellaneous			
<u>0</u>	<u>2,177</u>	<u>24,700</u>	Technology Services	<u>24,700</u>	<u>24,700</u>	<u>24,700</u>
52,756	48,424	79,530	Total Materials and Services	55,880	55,880	55,880
			Capital Outlay:			
13,711	6,280	54,950	Machinery & Equipment	10,350	10,350	10,350
<u>335,010</u>	<u>252,777</u>	<u>431,410</u>	Total Expenditures	<u>350,340</u>	<u>350,340</u>	<u>350,340</u>

PUBLIC WORKS FUND (301)

ENGINEERING (3700)

Personal Services (410 - 415)

410	2020	Straight Time - Regular	145,730
410	2085	Extra Help - 2 Temp - Summer Interns	10,000
415	2220	FICA -Social Security	21,160
415	2230	Insurance	57,800
415	2235	Retirement Contributions	47,770
415	2240	Workers' Compensation	1,650

TOTAL PERSONAL SERVICES **284,110**

Materials and Services (510 - 685)

510	3045	General Office Supplies	5,000	
		Sub-total of Office Supplies		5,000
515	3120	Books / Periodicals	1,000	
515	3180	Fuel, Oil, Lubricants	2,000	
515	3310	General Operating Supplies	1,000	
		Sub-total of Operating Supplies		4,000
525	3525	Motor Vehicle Repair Parts	2,500	
		Sub-total of Repair & Maintenance Supplies		2,500
530	3720	Small Tools	1,500	
530	3730	Steel Toe Boots	450	
		Sub-total of Small Tools & Minor Equipment		1,950
610	4115	Workshops	4,000	
		Sub-total of Training		4,000
615	4260	Conference / Meeting Expense	1,000	
		Sub-total of Conferences, Meetings & Travel		1,000
630	4830	American Public Works Association	450	
630	4835	American Society of Civil Engineers	680	
630	4840	AWWA Field Membership	190	
		Sub-total of Memberships & Dues		1,320
635	4920	Cell Phones	2,800	
		Sub-total of Communications		2,800

PUBLIC WORKS FUND (301)				
ENGINEERING (3700)				
640	5020	Advertising - Legal Ads / Notice	750	
		Sub-total of Advertising		750
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		7,500
675	6010	Professional License Renewal	360	
		Sub-total of Miscellaneous		360
685	6205	Computer Software	1,000	
685	6208	Information Technology Consultant	7,200	
685	6212	GIS Consulting	5,000	
685	6235	Computer Hardware Maintenance	1,000	
685	6245	Computer Hardware	500	
685	6255	Software Maintenance Agreement	10,000	
		Sub-total of Technology Services		24,700
TOTAL MATERIALS & SERVICES				55,880
Capital Outlay (740)				
740	6650	Machinery & Equipment		
		2 Computers	5,000	
		Office Furniture	2,000	
		Autocad Software License	3,350	
		Sub-total Machinery & Equipment		10,350
TOTAL CAPITAL OUTLAY				10,350
TOTAL ENGINEERING				350,340
TOTAL ENGINEERING - ALL FUNDS				350,340

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

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data		Adopted Budget	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11				
			Personal Services:			
181,010	170,025	170,240	Regular Salaries	180,030	180,030	180,030
1,656	983	1,500	Overtime	1,500	1,500	1,500
729	1,027	3,000	Extra Help	3,000	3,000	3,000
31,562	20,350	32,480	FICA Taxes	33,330	33,330	33,330
110,357	76,779	128,150	Insurance	118,650	118,650	118,650
51,402	29,871	55,410	Retirement Contributions	58,240	58,240	58,240
<u>11,803</u>	<u>11,706</u>	<u>15,580</u>	Workers' Compensation	<u>15,860</u>	<u>15,860</u>	<u>15,860</u>
388,519	310,741	406,360	Total Personal Services	410,610	410,610	410,610
			Materials and Services:			
786	2,249	1,000	Office Supplies	850	850	850
1,888	2,522	2,800	Small Tools & Minor Equipment	2,600	2,600	2,600
15,896	10,781	15,000	Operating Supplies	14,900	14,900	14,900
9,483	12,600	14,300	Repair & Maintenance Supplies	14,100	14,100	14,100
3,546	1,458	3,500	Training	3,500	3,500	3,500
0	0	0	Advertising			
0	0	200	Printing & Binding	300	300	300
287	0	1,000	Rentals			
5,347	1,559	1,850	Professional Services	2,050	2,050	2,050
6,114	2,623	6,000	Communications	3,500	3,500	3,500
17,072	14,808	19,300	Public Utility Services	18,600	18,600	18,600
15,197	22,979	14,400	Repair & Maintenance Services	14,100	14,100	14,100
583	0	0	Rentals	1,000	1,000	1,000
4,551	5,272	6,350	Miscellaneous	6,600	6,600	6,600
<u>0</u>	<u>17,776</u>	<u>14,000</u>	Technology Services	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
80,750	94,627	99,700	Total Materials and Services	97,100	97,100	97,100
			Capital Outlay:			
0	0	0	Buildings			
0	5,800	2,500	Improvements Other Than Buildings			
<u>0</u>	<u>0</u>	<u>4,700</u>	Machinery & Equipment	<u>8,400</u>	<u>8,400</u>	<u>8,400</u>
0	5,800	7,200	Total Capital Outlay	8,400	8,400	8,400
<u>469,269</u>	<u>411,168</u>	<u>513,260</u>	Total Expenditures	<u>516,110</u>	<u>516,110</u>	<u>516,110</u>

PUBLIC WORKS FUND (301)

SHOP AND YARD (3800)

Personal Services (410 - 415)

410	2020	Straight Time - Regular	180,030
410	2045	Overtime	1,500
410	2085	Extra Help	3,000
415	2220	FICA -Social Security	33,330
415	2230	Insurance	118,650
415	2235	Retirement Contributions	58,240
415	2240	Workers' Compensation	15,860

TOTAL PERSONAL SERVICES

410,610

Materials and Services (510 - 685)

510	3030	Paper	150
510	3040	Printer, Cartridges and Supplies	400
510	3045	General Office Supplies	300

Sub-total of Office Supplies

850

515	3120	Books & periodicals	200
515	3125	Clothing, Uniforms, Boots, Gloves	2,100
515	3140	First Aid Supplies	600
515	3180	Fuel, Oil, Lubricants	10,000
515	3265	Custodial Supplies	200
515	3310	General Operating Supplies	1,800

Sub-total of Operating Supplies

14,900

525	3520	Building Materials / Supplies	2,500
525	3525	Motor Vehicle Repair Parts	4,500
525	3540	Paint & Paint Supplies	200
525	3550	Electrical Supplies	2,000
525	3585	Safety Supplies	900
525	3640	Other Repair & Maintenance Supplies	4,000

Sub-total of Repair & Maintenance Supplies

14,100

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

Sub-total of Small Tools

2,600

610	4085	Travel Expense - Training	1,800
610	4115	Workshops	1,700

Sub-total of Training

3,500

PUBLIC WORKS FUND (301)

SHOP AND YARD (3800)

620	4432	Background Checks	50	
620	4510	Drug / Alcohol Testing	600	
620	4515	CDL Physicals	600	
620	4540	General - Professional Services	800	
		Sub-total of Professional Services		2,050
635	4920	Cell Phones	1,800	
635	4970	Leased Line Charges	1,600	
635	4975	Postage	100	
		Sub-total of Communications		3,500
650	5145	General Printing and Binding	300	
		Sub-total of Printing and Binding		300
655	5304	Electricity - 535 31st - Old Shop	1,000	
655	5307	Electricity - 550 30th - Main PW	9,600	
656	5473	Natural Gas - PW Shops	5,000	
657	5520	Sanitation - PW Shops	3,000	
		Sub-total of Public Utility Services		18,600
660	5725	Equipment Other Than Vehicles	100	
660	5745	Janitorial Services Agreement	9,000	
660	5785	Motor Vehicles / Auto Body Shop	500	
660	5825	General Repair and Maintenance Services	4,500	
		Sub-total of Repair and Maintenance Services		14,100
665	5865	Rentals - Equipment	1,000	
		Sub-total of Rentals		1,000
375	6010	License Renewal	300	
675	6015	Fuel Tank Insurance	4,500	
675	6020	Permits (CDL, Boiler, Tank Assessments)	800	
675	6035	General - Miscellaneous	1,000	
		Sub-total of Miscellaneous		6,600

PUBLIC WORKS FUND (301)

SHOP AND YARD (3800)

685	6205	Computer Software	1,000	
685	6208	Information Technology Consultant	2,000	
685	6235	Computer Hardware Maintenance	5,000	
685	6245	Computer Hardware	4,000	
685	6255	Software Maintenance Agreement	3,000	
		Sub-total of Technology Services		15,000

TOTAL MATERIALS & SERVICES 97,100

Capital Outlay (730 - 740)

730	6500	Improvements Other than Buildings		
		Sub-total Improvements Other than Buildings		0
740	6650	Machinery & Equipment		
		Portable Welding Fume Extractor & Filter	2,700	
		Battery & Charging System Tester	3,800	
		Shop Entry Doors	1,900	
		Sub-total of Machinery & Equipment		8,400

TOTAL CAPITAL OUTLAY 8,400

TOTAL SHOP & YARD - ALL FUNDS 516,110

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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

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data		Adopted Budget	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11				
			Personal Services:			
185,946	110,998	124,140	Regular Salaries	133,450	133,450	133,450
5,288	1,521	3,000	Overtime	3,000	3,000	3,000
5,882	9,951	11,000	Extra Help	11,000	11,000	11,000
8,642	8,366	3,540	FICA Taxes	3,670	3,670	3,670
33,022	33,206	7,030	Insurance	3,460	3,460	3,460
16,321	13,681	8,030	Retirement Contributions	7,890	7,890	7,890
<u>6,583</u>	<u>3,311</u>	<u>4,040</u>	Workers' Compensation	<u>4,140</u>	<u>4,140</u>	<u>4,140</u>
261,684	181,034	160,780	Total Personal Services	166,610	166,610	166,610
			Materials and Services:			
364	0	500	Small Tools & Minor Equipment			
18,200	11,050	19,500	Operating Supplies	20,400	20,400	20,400
45,671	47,924	58,800	Repair & Maintenance Supplies	64,400	64,400	64,400
270	52	300	Training	300	300	300
0	1,196	5,000	Rentals			
9,040	2,906	18,300	Professional Services	12,300	12,300	12,300
12	0	1,050	Communications	50	50	50
145,887	147,522	155,200	Public Utility Services	175,000	175,000	175,000
51,724	48,440	58,000	Repair & Maintenance Services	57,000	57,000	57,000
317	0	0	Rentals	5,000	5,000	5,000
377	2,150	1,450	Miscellaneous	1,600	1,600	1,600
<u>0</u>	<u>0</u>	<u>1,800</u>	Technology Services			
271,862	261,240	319,900	Total Materials and Services	336,050	336,050	336,050
			Capital Outlay:			
459	1,200	0	Machinery & Equipment	0	0	0
<u>534,005</u>	<u>443,474</u>	<u>480,680</u>	Total Expenditures	<u>502,660</u>	<u>502,660</u>	<u>502,660</u>

PUBLIC WORKS FUND (301)

STREETS (3900)

Personal Services (410 - 415)

410	2020	Straight Time - Regular	133,450
410	2045	Overtime	3,000
410	2085	Extra Help	11,000
415	2220	FICA -Social Security	3,670
415	2230	Insurance	3,460
415	2235	Retirement Contributions	7,890
415	2240	Workers' Compensation	4,140

TOTAL PERSONAL SERVICES 166,610

Materials and Services (515 - 675)

515	3125	Clothing, Uniforms, Boots, Gloves	300
515	3180	Fuel, Oil, Lubricants	20,000
515	3310	General Operating Supplies	100
		Sub-total of Operating Supplies	20,400
525	3525	Motor Vehicle Repair Parts	15,000
525	3530	Tires	10,000
525	3540	Paint and Paint Supplies	8,000
525	3550	Electrical Supplies	1,500
525	3578	Road Maintenance Materials	1,000
525	3580	Signs	8,000
525	3585	Safety Supplies	2,500
525	3590	Cold Patch	1,800
525	3595	Rock	4,000
525	3640	Other Repair and Maintenance Supplies	12,000
		Sub-total of Repair and Maintenance Supplies	63,800
530	3720	Small Tools	600
		Sub-total of Small Tools	600
610	4085	Travel Expense - Training	150
610	4115	Workshops	150
		Sub-total of Training	300

PUBLIC WORKS FUND (301)

STREETS (3900)

620	4460	Hazardous Tree Removal	11,000	
620	4510	Drug / Alcohol Testing	150	
620	4515	CDL Physicals	150	
620	4540	General - Professional Services	1,000	
		Sub-total of Professional Services		12,300
635	4970	Leased Line Charges		
635	4975	Postage	50	
		Sub-total of Communications		50
655	5310	Electricity - Street Lights	175,000	
		Sub-total of Public Utility Services		175,000
660	5725	Equipment Other Than Vehicles	500	
660	5785	Motor Vehicles / Auto Body Shop	3,500	
660	5815	Equipment with Operator	3,000	
660	5820	Paving, Street Repair, Concrete	35,000	
660	5825	General Repair and Maintenance Services	15,000	
		Sub-total of Repair & Maintenance Services		57,000
665	5865	Rentals - Equipment	2,500	
665	5875	General - Rentals	2,500	
		Sub-total of Rentals		5,000
675	6005	Licenses and Permits	400	
675	6010	License Renewal	200	
675	6035	General - Miscellaneous	1,000	
		Sub-total of Miscellaneous		1,600
685	6255	Software Maintenance - Street Saver Program		
		Sub-total of Technology Services		0

TOTAL MATERIALS & SERVICES	336,050
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TOTAL STREETS - ALL FUNDS	502,660
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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

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data		Adopted Budget	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11				
			Personal Services:			
20,463	16,230	32,430	Regular Salaries	34,290	34,290	34,290
476	846	1,000	Overtime	1,000	1,000	1,000
400	808	250	Extra Help	<u>250</u>	<u>250</u>	<u>250</u>
0	614	0	FICA Taxes			
0	1,811	0	Insurance			
0	1,080	0	Retirement Contributions			
<u>0</u>	<u>0</u>	<u>0</u>	Worker Compensation			
21,339	21,389	33,680	Total Personal Services	35,540	35,540	35,540
			Materials and Services:			
879	8,491	1,600	Operating Supplies	1,600	1,600	1,600
11,759	1,261	7,500	Repair & Maintenance Supplies	7,500	7,500	7,500
190	190	200	Memberships & Dues	200	200	200
0	0	150	Advertising	150	150	150
84	3,085	2,000	Rentals			
16,710	9,920	11,000	Professional Services	5,000	5,000	5,000
9,558	10,551	11,150	Public Utility Services	10,800	10,800	10,800
350	6	5,550	Repair & Maintenance Services	5,550	5,550	5,550
150	0	0	Rentals	2,000	2,000	2,000
<u>237</u>	<u>963</u>	<u>2,300</u>	Miscellaneous	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
39,917	34,467	41,450	Total Materials and Services	34,300	34,300	34,300
<u>61,256</u>	<u>55,856</u>	<u>75,130</u>	Total Expenditures	<u>69,840</u>	<u>69,840</u>	<u>69,840</u>

PUBLIC WORKS FUND (301)

SANITATION (5400)

Personal Services (410 - 415)

410	2020	Straight Time - Regular	34,290
410	2045	Overtime	1,000
410	2085	Extra Help	250

TOTAL PERSONAL SERVICES

35,540

Materials and Services (515 - 675)

515	3180	Fuel, Oil, Lubricants	1,000
515	3270	Chemicals	400
515	3275	Laboratory Supplies	100
515	3310	General Operating Supplies	100

Sub-total of Operating Supplies

1,600

525	3525	Motor Vehicle Repair Parts	1,500
525	3610	Drainage Ditch Supplies	4,000
525	3640	Other Repair and Maintenance Supplies	2,000

Sub-total of Repair and Maintenance Supplies

7,500

620	4520	Lab testing	5,000
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Sub-total of Professional Services

5,000

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

200

640	5030	Advertising - Public Notices	150
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Sub-total of Advertising

150

655	5367	Electricity - Transfer Station	300
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657	5538	Sanitation - Downtown Litter Baskets	10,500
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Sub-total of Public Utility Services

10,800

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		5,550
665	5865	Rentals - Equipment	2,000	
		Sub-total of Rentals		2,000
675	6020	Permits	1,000	
675	6035	General - Miscellaneous	500	
		Sub-total of Miscellaneous		1,500
TOTAL MATERIALS & SERVICES				34,300
TOTAL SANITATION - ALL FUNDS				69,840

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

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data		Adopted Budget	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11				
			Personal Services:			
408,989	466,240	486,400	Regular Salaries	514,360	514,360	514,360
3,669	3,418	6,000	Overtime	6,000	6,000	6,000
1,650	3,450	4,000	Standby Time	4,000	4,000	4,000
3,373	5,469	8,000	Extra Help	8,000	8,000	8,000
27,365	27,777	24,230	FICA Taxes	30,650	30,650	30,650
91,994	88,964	79,620	Insurance	82,710	82,710	82,710
40,957	41,314	37,730	Retirement Contributions	54,370	54,370	54,370
<u>10,579</u>	<u>12,387</u>	<u>12,910</u>	Workers' Compensation	<u>14,600</u>	<u>14,600</u>	<u>14,600</u>
588,576	649,019	658,890	Total Personal Services	714,690	714,690	714,690
			Materials and Services:			
498	296	800	Office Supplies	700	700	700
328	0	1,500	Small Tools & Minor Equipment	1,500	1,500	1,500
33,005	24,297	36,450	Operating Supplies	37,950	37,950	37,950
67,261	94,219	118,000	Repair & Maintenance Supplies	129,500	129,500	129,500
1,590	2,288	4,000	Training	4,000	4,000	4,000
619	620	620	Memberships & Dues	620	620	620
195	297	600	Advertising	1,000	1,000	1,000
804	2,524	7,900	Printing & Binding	7,900	7,900	7,900
1,220	825	2,500	Rentals	2,000	2,000	2,000
36,432	27,598	33,350	Professional Services	51,550	51,550	51,550
5,864	4,569	1,820	Communications	2,120	2,120	2,120
105,451	108,319	107,500	Public Utility Services	121,200	121,200	121,200
111,564	61,351	89,000	Repair & Maintenance Services	91,000	91,000	91,000
10,946	0	0	Licenses and Permits	9,800	9,800	9,800
9,840	4,146	15,000	Miscellaneous	4,600	4,600	4,600
<u>0</u>	<u>4,865</u>	<u>11,000</u>	Technology Services	<u>15,800</u>	<u>15,800</u>	<u>15,800</u>
385,617	336,214	430,040	Total Materials and Services	481,240	481,240	481,240
			Capital Outlay:			
5,226	11	3,450	Machinery & Equipment	1,500	1,500	1,500
			Transfers to Other Funds:			
137,200	143,200	93,200	General Fund	143,200	143,200	143,200
0	0	50,000	Capital Improvement Fund			
137,200	143,200	143,200	Total Transfer to Other Funds	143,200	143,200	143,200
<u>1,116,619</u>	<u>1,128,444</u>	<u>1,235,580</u>	Total Expenditures	<u>1,340,630</u>	<u>1,340,630</u>	<u>1,340,630</u>

PUBLIC WORKS FUND (301)

SEWER (5600)

Personal Services (410 - 415)

410	2020	Straight Time - Regular	514,360
410	2043	Standby Time	4,000
410	2045	Overtime	6,000
410	2085	Extra Help	8,000
415	2220	FICA -Social Security	30,650
415	2230	Insurance	82,710
415	2235	Retirement Contributions	54,370
415	2240	Workers' Compensation	14,600

TOTAL PERSONAL SERVICES

714,690

Materials and Services (510 - 685)

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

Sub-total of Office Supplies

700

515	3120	Books & periodicals	250
515	3125	Clothing, Uniforms, Boots, Gloves	2,000
515	3180	Fuel, Oil, Lubricants	25,000
515	3265	Custodial Supplies	200
515	3275	Laboratory Supplies	4,500
515	3280	Chlorine	4,000
515	3310	General Operating Supplies	2,000

Sub-total of Operating Supplies

37,950

525	3520	Building Materials / Supplies	3,000
525	3525	Motor Vehicle Repair Parts	17,000
525	3530	Tires	7,000
525	3540	Paint & Paint Supplies	2,000
525	3550	Electrical Supplies	2,000
525	3585	Safety Supplies	2,500
525	3590	Cold Patch	3,500
525	3595	Rock	7,000
525	3600	Sewer Supplies	58,000
525	3615	Pump Station Repair Parts	26,000
525	3640	Other Repair and Maintenance Supplies	1,500

Sub-total of Repair and Maintenance Supplies

129,500

530	3720	Small Tools	1,500
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Sub-total of Small Tools

1,500

PUBLIC WORKS FUND (301)

SEWER (5600)

610	4085	Travel Expense - Training	2,500	
610	4115	Workshops	1,500	
		Sub-total of Training		4,000
620	4510	Drug / Alcohol Testing	300	
620	4515	CDL Physicals	500	
620	4520	Lab Testing	22,000	
620	4525	Locate Requests	250	
620	4540	General - Professional Services	28,500	
		Sub-total Professional Services		51,550
630	4855	Association of Clean Water Agencies	550	
630	4860	Water Environment Federation (WEF)	70	
		Sub-total of Memberships & Dues		620
635	4920	Cell Phones	120	
635	4975	Postage	2,000	
		Sub-total of Communications		2,120
640	5022	Advertising - Recruitment	500	
640	5030	Advertising - Public Notices	500	
		Sub-total of Advertising		1,000
650	5135	Commercial Printing	500	
650	5140	Utility Bills, CCR, Meter Slips	7,000	
650	5145	General Printing and Binding	400	
		Sub-total of Printing and Binding		7,900
655	5370	Electricity - 4665 Birch #1	42,000	
655	5373	Electricity - 2165 Duane #3	8,700	
655	5376	Electricity - 175 W. Marine Dr.	4,500	
655	5379	Electricity - 580 W. Marine Dr.	5,000	
655	5382	Electricity - 1090 Olney #2	2,500	
655	5385	Electricity - 5555 Lagoon Rd/WW	55,000	
655	5388	Electricity - 5250 Ash #2	1,000	
655	5391	Electricity - 5340 Alder #3	500	
655	5394	Electricity - 5324 52nd Alderbrook	500	
655	5397	Electricity - 2700 Marine Drive	500	
657	5529	Sanitation - Sewer	1,000	
		Sub-total of Public Utility Services		121,200

PUBLIC WORKS FUND (301)

SEWER (5600)

660	5725	Equipment Other Than Vehicles	4,000	
660	5785	Motor Vehicles / Auto Body Shop	17,000	
660	5815	Equipment with Operator	20,000	
660	5820	Paving, Street Repair, Concrete	35,000	
660	5825	General Repair and Maintenance Services	15,000	
		Sub-total of Repair and Maintenance Services		91,000
665	5865	Rentals - Equipment	2,000	
		Sub-total of Rentals		2,000
675	6005	Licenses and Permits	9,800	
675	6010	License Renewal	600	
675	6035	General - Miscellaneous	4,000	
		Sub-total of Miscellaneous		14,400
685	6205	Computer Software	2,300	
685	6208	Information Technology Consultant	5,000	
685	6235	Computer Hardware Maintenance	2,000	
685	6245	Computer Hardware	4,200	
685	6255	Software Maintenance Agreement	2,300	
		Sub-total of Technology Services		15,800

TOTAL MATERIALS & SERVICES 481,240

Capital Outlay (730 - 740)

740	6650	Machinery & Equipment Heater for WWTP Lab	1,500	
		Sub-total of Machinery & Equipment		1,500

TOTAL CAPITAL OUTLAY 1,500

Transfer to Other Funds (850)

850	7555	General Fund	143,200	
		Sub-total Transfers to Other Funds		143,200

TOTAL SEWER - ALL FUNDS 1,340,630

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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

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data		Adopted Budget	Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11		Budget Officer	Budget Committee	Governing Body
Personal Services:						
755,340	625,790	670,330	Regular Salaries	706,660	706,660	706,660
12,202	7,855	15,000	Overtime	15,000	15,000	15,000
4,800	3,525	4,000	Standby Time	4,000	4,000	4,000
25,978	16,198	19,000	Extra Help	19,000	19,000	19,000
37,353	39,407	46,450	FICA Taxes	48,900	48,900	48,900
119,313	131,429	163,890	Insurance	132,660	132,660	132,660
84,945	94,918	107,500	Retirement Contributions	101,440	101,440	101,440
<u>26,062</u>	<u>25,616</u>	<u>31,930</u>	Workers' Compensation	<u>33,350</u>	<u>33,350</u>	<u>33,350</u>
1,065,993	944,738	1,058,100	Total Personal Services	1,061,010	1,061,010	1,061,010
Materials and Services:						
266	263	650	Office Supplies	650	650	650
719	0	2,500	Small Tools & Minor Equipment	2,500	2,500	2,500
73,848	59,324	77,450	Operating Supplies	72,950	72,950	72,950
218,093	199,380	249,000	Repair & Maintenance Supplies	227,000	227,000	227,000
5,002	3,132	5,000	Training	5,000	5,000	5,000
581	584	550	Memberships & Dues	2,050	2,050	2,050
381	1,321	1,000	Advertising	1,000	1,000	1,000
1,793	4,806	8,800	Printing & Binding	8,000	8,000	8,000
11,050	10,000	8,000	Rentals	7,500	7,500	7,500
61,698	42,143	52,800	Professional Services	51,950	51,950	51,950
9,455	5,662	3,520	Communications	2,320	2,320	2,320
28,512	23,645	32,100	Public Utility Services	30,600	30,600	30,600
76,158	62,347	82,500	Repair & Maintenance Services	86,500	86,500	136,500
1,448	0	0	Licenses and Permits	1,000	1,000	1,000
1,372	1,081	3,000	Miscellaneous	2,000	2,000	2,000
<u>0</u>	<u>2,158</u>	<u>6,500</u>	Technology Services	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
490,376	415,846	533,370	Total Materials and Services	510,020	510,020	560,020
Capital Outlay:						
4,441	0	0	Buildings			
0	6,170	0	Improvements other than Buildings			
<u>5,226</u>	<u>4,844</u>	<u>3,200</u>	Machinery & Equipment	<u>4,800</u>	<u>4,800</u>	<u>4,800</u>
9,667	11,014	3,200	Total Capital Outlay	4,800	4,800	4,800
Transfer to Other Funds:						
205,800	214,800	164,800	General Fund	214,800	214,800	214,800
<u>0</u>	<u>0</u>	<u>50,000</u>	Capital Improvement Fund			
205,800	214,800	214,800	Total Transfer to Other Funds	214,800	214,800	214,800
<u>1,771,836</u>	<u>1,586,398</u>	<u>1,809,470</u>	Total Expenditures	<u>1,790,630</u>	<u>1,790,630</u>	<u>1,840,630</u>

PUBLIC WORKS FUND (301)

WATER (8100)

Personal Services (410 - 415)

410	2020	Straight Time - Regular	706,660
410	2043	Standby Time	4,000
410	2045	Overtime	15,000
410	2085	Extra Help	19,000
415	2220	FICA -Social Security	48,900
415	2230	Insurance	132,660
415	2235	Retirement Contributions	101,440
415	2240	Workers' Compensation	33,350

TOTAL PERSONAL SERVICES

1,061,010

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	350
515	3125	Clothing, Uniforms, Boots, Gloves	2,500
515	3180	Fuel, Oil, Lubricants	30,000
515	3265	Custodial Supplies	100
515	3270	Chemicals	3,000
515	3275	Laboratory Supplies	7,000
515	3280	Chlorine	11,500
515	3285	Fluoride	18,000
515	3310	General Operating Supplies	500

Sub-total of Operating Supplies

72,950

525	3520	Building Materials / Supplies	3,000
525	3525	Motor Vehicle Repair Parts	20,000
525	3530	Tires	7,500
525	3540	Paint & Paint Supplies	3,000
525	3550	Electrical Supplies	4,000
525	3585	Safety Supplies	3,000
525	3590	Cold Patch	3,500
525	3595	Rock	18,000
525	3605	Water Maintenance Supplies	140,000
525	3640	Other Repair and Maintenance Supplies	25,000

Sub-total of Repair & Maintenance Supplies

227,000

PUBLIC WORKS FUND (301)

WATER (8100)

530	3720	Small Tools	2,500	
		Sub-total Small Tools		2,500
610	4085	Travel Expense - Training	3,000	
610	4115	Workshops	2,000	
		Sub-total of Training		5,000
620	4510	Drug / Alcohol Testing	1,000	
620	4515	CDL Physicals	900	
620	4520	Lab Testing	9,000	
620	4530	Locate Requests	250	
620	4535	Fire Control	6,800	
620	4525	Water Meter Reading / Green Card	22,000	
620	4540	General - Professional Services	12,000	
		Sub-Total of Professional Services		51,950
630	4865	Association of State Dam Safety Officials	1,500	
630	4870	American Waterworks Association	350	
630	4875	OCCIRS - Cross Connections	200	
		Sub-Total of Memberships & Dues		2,050
635	4920	Cell Phones	120	
635	4930	Telephone - Qwest	700	
635	4975	Postage	1,500	
		Sub-total of Communications		2,320
640	5030	Advertising - Public Notices	1,000	
		Sub-total of Advertising		1,000
650	5140	Utility Bills, CCR, Meter Slips	7,000	
650	5145	General Printing and Binding	1,000	
		Sub-total of Printing & Binding		8,000

PUBLIC WORKS FUND (301)

WATER (8100)

655	5400	Electricity - 6th and Lexington	500	
655	5403	Electricity - RR2 Box 812	800	
655	5406	Electricity - Watershed Equipment	2,500	
655	5409	Electricity - Pipeline Res #3	4,000	
655	5412	Electricity - Niagara Pump Station	1,200	
655	5415	Electricity - 1499 Madison	3,000	
655	5424	Electricity - 1597 James St.	3,000	
655	5427	Electricity - Skyline Pump House	2,000	
655	5430	Electricity - Bear Creek Reservoir	13,000	
655	5433	Electricity - Headworks Rd	600	
		Sub-total of Public Utility Services		30,600
660	5725	Equipment Other Than Vehicles	3,500	
660	5785	Motor Vehicles / Auto Body Shop	8,000	
660	5815	Equipment with Operator	11,000	
660	5820	Paving, Street Repair, Concrete	49,000	
660	5825	General Repair and Maintenance Services	65,000	
		Sub-total of Repair and Maintenance Services		136,500
665	5865	Equipment	5,000	
665	5875	General Rentals	2,500	
		Sub-total of Rentals		7,500
675	6005	Licenses and Permits	1,000	
675	6010	License Renewal	1,000	
675	6035	General - Miscellaneous	1,000	
		Sub-total of Miscellaneous		3,000
685	6205	Computer Software	1,500	
685	6208	Information Technology Consultant	3,000	
685	6235	Computer Hardware Maintenance	500	
685	6245	Computer Hardware	500	
685	6255	Software Maintenance Agreement	3,500	
		Sub-total of Technology Services		9,000
TOTAL MATERIALS & SERVICES				560,020

PUBLIC WORKS FUND (301)

WATER (8100)

Capital Outlay (60xx)

740	6650	Machinery & Equipment		
		Headworks Chart Recorder	1,200	
		Jumping Jack Compactor	3,600	
		Sub-total Machinery & Equipment		4,800

TOTAL CAPITAL OUTLAY 4,800

Transfer to Other Funds (850)

850	7555	General Fund	214,800	
		Sub-total Transfers to Other Funds		214,800

TOTAL WATER - ALL FUNDS 1,840,630

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 7/1/11 - 6/30/12</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11				
<u>Resources</u>						
0	0	0	Beginning Fund Balance	0	0	0
			Grant Proceeds			100,000
<u>0</u>	<u>0</u>	<u>0</u>	Interest Earnings	0	0	0
			Transfer from Other Fund General Fund	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
<u>0</u>	<u>0</u>	<u>0</u>	Total Resources	<u>25,000</u>	<u>25,000</u>	<u>125,000</u>
<u>Capital Outlay</u>						
			Improvements Other than Buildings	<u>25,000</u>	<u>25,000</u>	<u>125,000</u>
			Total Capital Outlay	25,000	25,000	125,000
<u>0</u>	<u>0</u>	<u>0</u>	Ending Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>
			Total Landfill Reserve Fund	<u>25,000</u>	<u>25,000</u>	<u>125,000</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	125,000
		Sub-total Capital Outlay	125,000
TOTAL LANDFILL RESERVE FUND			125,000

FUND: CEMETERY #325

Basic Objectives

This fund provides for the operation of Ocean View Cemetery which is owned by the City of Astoria. The cemetery has been in continuous operation since 1897. Graves are sold on a perpetual care basis. Interest from the Cemetery Irreducible Fund, which receives a portion of the grave sales, is used for the Cemetery Fund operations. Employees of this department maintain the cemetery, prepare graves as needed, and assist visitors and people wishing to purchase cemetery lots.

Staffing

This fund provides for a full-time supervisor. Temporary employees are hired throughout the year. Employees are under the supervision of the Parks and Recreation Director. The Finance Department provides clerical support for the record keeping and grave sales activities.

City of Astoria, Oregon
Budget Document

CEMETERY FUND #325

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/11 - 6/30/12</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11				
<u>Resources</u>						
707,766	675,955	199,350	Beginning Fund Balance	123,400	123,400	123,400
24,059	0	40,000	Sale of Graves	30,000	30,000	30,000
68,590	65,330		Charges for Services			
		120,000	Current Services	61,000	61,000	61,000
		53,810	New Services	10,000	10,000	10,000
		15,000	Sales	12,000	12,000	12,000
18,709	3,857	23,000	Interest Earnings			
0	0	10,000	Gifts & Bequests	10,000	10,000	10,000
3,854	15,270	0	Miscellaneous	10,000	10,000	10,000
<u>822,978</u>	<u>760,412</u>	<u>461,160</u>	Total Resources	<u>256,400</u>	<u>256,400</u>	<u>256,400</u>
<u>Requirements</u>						
123,229	107,373	121,230	Personal Services	115,390	115,390	115,390
19,285	20,355	81,350	Materials and Services	42,900	42,900	42,900
Capital Outlay						
319	0	25,000	Machinery & Equipment			
0	0	25,000	Contingency	20,000	20,000	20,000
Accrual Adjustments for:						
4,190	5,083	0	Depreciation	0	0	0
147,023	132,811	252,580	Total Expenditures	178,290	178,290	178,290
675,955	627,601	208,580	Ending Fund Balance	78,110	78,110	78,110
<u>822,978</u>	<u>760,412</u>	<u>461,160</u>	Total Requirements	<u>256,400</u>	<u>256,400</u>	<u>256,400</u>

NOTE: Generally Accepted Accounting Principles (GAAP) require a business-type fund to maintain its budgetary fund balance on a full accrual basis. The fund balances for the June 30, 2009 and 2010 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the Cemetery Fund at June 30, 2009 was \$208,234 and at June 30, 2010 was \$170,372.

City of Astoria, Oregon
Budget Document

CEMETERY FUND #325
Expenditures

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data		Adopted Budget	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11				
			Personal Services:			
50,479	52,849	56,830	Regular Salaries	52,310	52,310	52,310
8,504	2,618	0	Overtime			
26,342	20,533	24,000	Extra Help	24,000	24,000	24,000
575	670	750	Interfund Wages	750	750	750
6,040	5,498	6,240	FICA Taxes	5,900	5,900	5,900
16,697	13,777	15,780	Insurance	16,620	16,620	16,620
11,646	8,577	14,290	Retirement Contributions	12,660	12,660	12,660
<u>2,946</u>	<u>2,851</u>	<u>3,340</u>	Workers' Compensation	<u>3,150</u>	<u>3,150</u>	<u>3,150</u>
123,229	107,373	121,230	Total Personal Services	115,390	115,390	115,390
			Materials & Services:			
954	0	10,000	Liners	10,000	10,000	10,000
308	684	36,000	Office Supplies	1,250	1,250	1,250
5,043	4,344	9,850	Operating Supplies	8,550	8,550	8,550
1,643	1,420	5,100	Repair & Maintenance Supplies	15,800	15,800	15,800
979	170	950	Small Tools & Minor Equipment	3,000	3,000	3,000
397	943	3,000	City Shops Expense			
0	2,583	0	Training			
469	4,508	0	Professional Services			
934	0	1,150	Memberships & Dues	1,150	1,150	1,150
1,764	1,764	1,200	Communications			
979	466	3,600	Advertising			
0	0	1,000	Printing & Binding	500	500	500
3,099	2,772	9,300	Public Utility Services	1,000	1,000	1,000
2,491	465	0	Repair & Maintenance Services			
0	0	50	Rentals	500	500	500
<u>225</u>	<u>236</u>	<u>150</u>	Miscellaneous	<u>1,150</u>	<u>1,150</u>	<u>1,150</u>
19,285	20,355	81,350	Total Materials and Services	42,900	42,900	42,900
			Capital Outlay:			
319	0	25,000	Machinery & Equipment			
0	0	25,000	Contingency	20,000	20,000	20,000
			Accrual Adjustments for:			
4,190	5,083	0	Depreciation	0	0	0
675,955	0	208,580	Ending Unencumbered Fund Balance	78,110	78,110	78,110
<u>822,978</u>	<u>132,811</u>	<u>461,160</u>	Total Expenditures	<u>256,400</u>	<u>256,400</u>	<u>256,400</u>

CEMETERY FUND (325 - 8500)			
<u>Personal Services (410 - 415)</u>			
410	2020	Straight Time - Regular	52,310
410	2085	Extra Help	24,000
412	2095	Interfund Wages	750
415	2220	FICA - Social Security	5,900
415	2230	Insurance	16,620
415	2235	Retirement Contributions	12,660
415	2240	Workers' Compensation	3,150
TOTAL PERSONAL SERVICES			115,390
<u>Materials and Services (510 - 685)</u>			
510	3025	Stationery Envelopes	50
510	3030	Paper	100
510	3044	Purchased Items	1,000
510	3045	General Office Supplies	100
Sub-total of Office Supplies			1,250
515	3118	Liners	10,000
515	3125	Clothing, Uniforms, Boots, Gloves	100
515	3180	Fuel, Oil & Lubricants	1,600
515	3245	Fertilizers, Pesticides	1,000
515	3250	Bark Mulch, Top Soil, Sawdust	1,500
515	3263	Lawn Maintenance Supplies	300
515	3265	Custodial Supplies	250
515	3290	Heating Oil	1,800
515	3310	General Operating Supplies	2,000
Sub-total of Operating Supplies			18,550
525	3520	Building Materials / Supplies	1,000
525	3525	Motor Vehicle Repair Parts	250
525	3530	Tires	250
525	3540	Paint & Paint Supplies	1,000
525	3580	Signs	200
525	3620	Heating System Maintenance	600
525	3625	Plumbing & Irrigation Supplies	1,000
525	3630	Water and Sewer Repair	10,000
525	3635	Lawn Maintenance, Parts and Repair	500
525	3640	Other Repair & Maintenance Supplies	1,000
Sub-total of Repair & Maintenance Supplies			15,800
530	3720	Small Tools	500
530	3720	Irrigation Equipment	2,000
530	3720	General Small Tools and Minor Equipment	500
Sub-total of Small Tools & Minor Equipment			3,000
630	4880	Oregon Cemetery Association	250
630	4885	State Cemetery Board	900
Sub-total of Memberships & Dues			1,150

CEMETERY FUND (325 - 8500)			
650	5145	General - Printing and Binding	500
		Sub-total of Printing & Binding	500
655	5292	Electricity	1,000
657	5535	Sanitation - Transfer Station Fee	0
658	5555	Water and Sewer	0
		Sub-total of Public Utility Services	1,000
665	5865	Equipment	500
		Sub-total of Rentals	500
675	6005	Licenses and Permits	50
675	6060	Random Drug Screens	100
		Sub-total of Miscellaneous	150
685	6205	Computer Software	1,000
		Sub-total of Technology Services	1,000
TOTAL MATERIALS & SERVICES			42,900
<u>Capital Outlay (720 - 740)</u>			
740	6650	Machinery and Equipment	
		Sub-total Machinery and Equipment	0
TOTAL CAPITAL OUTLAY			0
<u>Contingent Expenditures (910)</u>			
910	8020	Contingent Expenditures	20,000
		Sub-total of Contingent Expenditures	20,000
<u>Ending Fund Balance (950)</u>			
950	8520	Unappropriated Ending Fund Balance	78,110
		Sub-total of Ending Fund Balance	78,110
TOTAL CEMETERY FUND			256,400
TOTAL CEMETERY - ALL FUNDS			256,400

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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 17th Street Dock Facilities. For FYE June 30, 2012 the City received a grant in the amount of \$3,840,000 to re-build the 17th Street Dock. The City will match this with a \$1,000,000 loan to be repaid from the Coast Guard lease payments.

Staffing

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

City of Astoria, Oregon
Budget Document

17TH STREET DOCK FUND #330

Budget for Fiscal Year 7/1/11 - 6/30/12

Historical Data		Adopted Budget FYE 6/30/11	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Actual Data FYE 6/30/09	FYE 6/30/10					
Resources						
387,319	421,980	4,900	Beginning Fund Balance	85,000	85,000	85,000
2,100	72,828	86,100	Intergovernmental	117,630	117,630	117,630
95,811	0	16,650	Rent of Dock			
0	9,458	0	Gifts and Bequests/Grants	4,840,000	4,840,000	4,840,000
523	231	0	Interest on Investments	180	180	180
5,435	0	0	Transfer from General Fund			
<u>22,461</u>	<u>1,706</u>	<u>0</u>	Miscellaneous			
<u>513,649</u>	<u>506,203</u>	<u>107,650</u>	Total Resources	<u>5,042,810</u>	<u>5,042,810</u>	<u>5,042,810</u>
Requirements						
Personal Services:						
4,997	4,282	0	Interfund Wages	0	0	0
Materials and Services:						
648	4,861	750	Repair & Maintenance Supplies	20,000	20,000	20,000
0	0	500	Conferences, Meetings & Travel	500	500	500
880	0	0	Professional Services			
8,748	4,690	9,500	Public Utility Services	9,500	9,500	9,500
17,236	9,700	7,830	Repair & Maintenance Services	30,000	30,000	30,000
<u>20</u>	<u>0</u>	<u>0</u>	Projects Funded by Grants			
27,532	19,251	18,580	Total Materials and Services	60,000	60,000	60,000
Capital Outlay:						
31,500	0	26,260	Improvements Other Than Bldgs	4,900,000	4,900,000	4,900,000
Transfer to Other Funds:						
0	13,333	0	General Fund			
Debt Service						
6,001	6,362	6,750	Principal	7,150	7,150	7,150
<u>6,799</u>	<u>6,439</u>	<u>6,060</u>	Interest	<u>5,660</u>	<u>5,660</u>	<u>5,660</u>
12,800	12,801	12,810	Total Debt Service	12,810	12,810	12,810
0	0	50,000	Contingency	70,000	70,000	70,000
Accrual Adjustment for:						
52,968	58,606	0	Depreciation	0	0	0
(6,001)	(6,362)	0	Principal Payments	0	0	0
(32,127)	0	0	Capitalized Expenditures	0	0	0
91,669	101,911	107,650	Total Expenditures	5,042,810	5,042,810	5,042,810
421,980	404,292	0	Ending Fund Balance	0	0	0
<u>513,649</u>	<u>506,203</u>	<u>107,650</u>	Total Requirements	<u>5,042,810</u>	<u>5,042,810</u>	<u>5,042,810</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, 2009 and 2010 actual data include cash, inventory, accounts receivable and fixed asset. Cash for the 17th Street Dock Fund at June 30, 2009 was \$5,222 and at June 30, 2010 was \$8,273.

17TH STREET DOCK FUND (330 0000 442)			
<u>Materials & Services (525 - 660)</u>			
525	3640	Other Repair & Maintenance Supplies	20,000
		Sub-total of Repair & Maintenance Supplies	20,000
615	4260	Conference / Meeting Expense	500
		Sub-total Conference, Meetings & Travel	500
657	5544	Sanitation - 17th Street Dock	9,500
		Sub-total of Public Utilities	9,500
660	5825	General - Repair & Maintenance Services	30,000
		Sub-total of Repair & Maintenance Services	30,000
TOTAL MATERIALS & SERVICES			60,000
<u>Capital Outlay (730)</u>			
730	6500	Improvements Other than Buildings General Dock Improvements	4,900,000
		Sub-total Improvements Other than Buildings	4,900,000
TOTAL CAPITAL OUTLAY			4,900,000
<u>Debt Service (810)</u>			
Oregon Economic Development Department 17th Street Dock			
810	6970	Principal	7,150
810	6975	Interest	5,660
		Sub-total Debt Service	12,810
<u>Contingent Expenditures (910)</u>			
910	8020	Contingency	70,000
		Sub-total of Contingency	70,000
TOTAL 17TH STREET DOCK FUND			5,042,810

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. For fiscal year 2011-2012 there is an appropriation to fund the free swim program at the Aquatic Facility. The ending fund balance represents a donation to assist with installing an energy efficient cover for the pool.

Staffing

The Parks & Community Services Director uses a small amount of his time to administer this fund. The Finance Department provides accounting services to this fund.

City of Astoria, Oregon
Budget Document

AQUATIC FACILITY TRUST FUND #401

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/11 - 6/30/12</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	<u>Resources and Requirements</u>	<u>Proposed by Budget Officer</u>	<u>Approved by Budget Committee</u>	<u>Adopted by Governing Body</u>
<u>FYE 6/30/09</u>	<u>FYE 6/30/10</u>	<u>FYE 6/30/11</u>				
<u>Resources</u>						
12,529	12,795	17,220	Beginning Fund Balance	6,800	6,800	6,800
0	4,919	0	Gifts and Bequests	2,000	2,000	2,000
<u>266</u>	<u>94</u>	<u>300</u>	Interest Earnings	<u>100</u>	<u>100</u>	<u>100</u>
<u>12,795</u>	<u>17,808</u>	<u>17,520</u>	Total Resources	<u>8,900</u>	<u>8,900</u>	<u>8,900</u>
<u>Requirements</u>						
0	0	0	Materials & Services: Fee & Charge Programs	2,510	2,510	2,510
0	0	12,500	Transfer To Other Funds: General Fund			
12,795	17,808	5,020	Ending Fund Balance	6,390	6,390	6,390
<u>12,795</u>	<u>17,808</u>	<u>17,520</u>	Total Requirements	<u>8,900</u>	<u>8,900</u>	<u>8,900</u>

2011 - 12 Budget Detail Information

AQUATIC FACILITY TRUST FUND (401 0000)

<u>Transfers to Other Funds (850)</u>			
670	5895	Aquatic Facility Fee & Charge	2,510
Sub-total of Transfers			2,510
<u>Ending Fund Balance (950)</u>			
950	8520	Ending Unencumbered Fund Balance	6,390
Sub-total of Ending Fund Balance			6,390
TOTAL AQUATIC FACILITY TRUST FUND			<u>8,900</u>

FUND: ASTORIA PUBLIC LIBRARY ENDOWMENT TRUST #403

Basic Objectives

This fund was established by the adoption of City Council Resolution No. 00-13 on April 17, 2000. The fund accounts for the gift given to the City by Mr. Don A. Goodall who wished to establish an endowment fund in memory of his parents, Harris Allen and Mabel Mae Goodall. 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 7/1/11 - 6/30/12</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 6/30/09</u>	<u>FYE 6/30/10</u>	<u>FYE 6/30/11</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<u>Resources</u>						
130,214	132,704	137,330	Beginning Fund Balance	134,570	134,570	134,570
264	5,505	0	Gifts and Bequests			
<u>2,749</u>	<u>901</u>	<u>900</u>	Interest Earnings	<u>500</u>	<u>500</u>	<u>500</u>
<u>133,227</u>	<u>139,110</u>	<u>138,230</u>	Total Resources	<u>135,070</u>	<u>135,070</u>	<u>135,070</u>
<u>Requirements</u>						
Materials & Services:						
0	0	3,000	Dorothy Whitney Trust Fund	3,000	3,000	3,000
<u>523</u>	<u>4,500</u>	<u>7,000</u>	Books Purchased from Endowment	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>
523	4,500	10,000	Total Materials & Services	10,000	10,000	10,000
0	0	1,500	Contingency	1,500	1,500	1,500
132,704	134,610	126,730	Ending Fund Balance	123,570	123,570	123,570
<u>133,227</u>	<u>139,110</u>	<u>138,230</u>	Total Requirements	<u>135,070</u>	<u>135,070</u>	<u>135,070</u>

ASTORIA PUBLIC LIBRARY ENDOWMENT FUND (403 0000)**Materials and Services (520)**

520	3460	Dorothy Whitney Trust Fund	3,000	
520	3465	Books Purchased with Endowment	7,000	
		Sub-total of Library Materials Purchased		10,000

TOTAL MATERIALS & SERVICES 10,000**Contingent Expenditures (910)**

910	8020	Contingent Expenditures	1,500	
		Sub-total Contingent Expenditures		1,500

Ending Fund Balance (950)

950	8500	Ending Unencumbered Fund Balance	123,570	
		Sub-total Ending Fund Balance		123,570

TOTAL ASTORIA PUBLIC LIBRARY ENDOWMENT FUND 135,070

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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 7/1/11 - 6/30/12</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11				
<u>Resources</u>						
36,487	35,529	35,790	Beginning Fund Balance	14,950	14,950	14,950
0	0	0	Bequests			
742	234	240	Interest Earnings	50	50	50
<u>37,229</u>	<u>35,763</u>	<u>36,030</u>	Total Resources	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
<u>Requirements</u>						
Materials & Services:						
1,700	4,400	21,870	Operating Supplies	15,000	15,000	15,000
35,529	31,363	14,160	Ending Fund Balance			
<u>37,229</u>	<u>35,763</u>	<u>36,030</u>	Total Requirements	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>

2011 - 12 Budget Detail Information

SENIOR CITIZENS ENDOWMENT TRUST FUND (406 0000)

<u>Materials & Services (515)</u>			
515	3310	Operating Supplies	15,000
		Sub-total Operating Supplies	15,000
<u>Ending Fund Balance (950)</u>			
950	8520	Ending Unencumbered Fund Balance	
		Sub-total Ending Fund Balance	0
TOTAL SENIOR CITIZENS ENDOWMENT FUND			15,000

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

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11		Budget Officer	Budget Committee	Governing Body
Resources						
753,818	765,962	673,870	Beginning Fund Balance	684,950	684,950	684,950
<u>12,144</u>	<u>9,568</u>	<u>12,000</u>	Sale of Graves	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>
<u>765,962</u>	<u>775,530</u>	<u>685,870</u>	Total Resources	<u>692,450</u>	<u>692,450</u>	<u>692,450</u>
Requirements						
<u>765,962</u>	<u>775,530</u>	<u>685,870</u>	Ending Fund Balance	<u>692,450</u>	<u>692,450</u>	<u>692,450</u>

2011 - 12 Budget Detail Information

CEMETERY IRREDUCIBLE FUND (408 0000)

<u>Ending Fund Balance (950)</u>		
950	8520	Ending Unencumbered Fund Balance Reserved for Perpetual Care
		692,450
		Sub-total Ending Fund Balance
		692,450
TOTAL CEMETERY IRREDUCIBLE FUND		692,450

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. It is projected that \$449,030 will be deposited into this fund for FYE June 30, 2012. The beginning fund balance is estimated to be \$325,150, so that total resources for this fund will be \$774,180. The following items are proposed for appropriation: 1) tourism promotion, \$151,950; 2) Astoria / Warrenton Chamber of Commerce visitor services, \$115,000; and, 3) Astoria / Warrenton Lower Columbia Tourism Committee (LCTC), \$170,750. \$85,000 is budgeted as contingency. The ending fund balance is \$103,430. A broadcast quality Web Cam was installed to enhance the area's visibility, particularly in the Portland and Seattle markets.

Additional appropriations include \$10,800 for the SkyCam at the Column; \$5,000 for the Astoria Music Festival; \$60,000 for the Astoria Bicentennial; \$5,000 for the Astoria Regatta; \$52,250 to match a grant to extend the Rivertrail; and, \$15,000 in support of the Astoria Downtown Historic District Association.

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 7/1/11 - 6/30/12				
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11					
Resources							
669,306	568,860	325,900	Beginning Fund Balance	325,150	325,150	325,150	
507,583	479,182	403,800	Motel Tax	449,030	449,030	449,030	
16,617	3,152	1,500	Interest Earnings				
475	90,426	0	Miscellaneous				
<u>1,193,981</u>	<u>1,141,620</u>	<u>731,200</u>	Total Resources	<u>774,180</u>	<u>774,180</u>	<u>774,180</u>	
Requirements							
Materials & Services:							
Tourism Promotion and							
343,617	417,160	154,200	Tourism-Related Facilities	176,950	151,950	151,950	
0	4,480		River Trail Match	52,250	52,250	52,250	
0	0	10,800	Sky Cam at Column	10,800	10,800	10,800	
			Astoria Downtown Historic District Association	0	15,000	15,000	
0	0	5,000	Astoria Music Festival	0	5,000	5,000	
0	0	125,000	Astoria Bicentennial	60,000	60,000	60,000	
0	0	5,000	Astoria Regatta	0	5,000	5,000	
			Astoria/Warrenton Chamber of Commerce				
112,446	110,000	115,000	Visitor Services	115,000	115,000	115,000	
<u>141,750</u>	<u>154,050</u>	<u>170,750</u>	Astoria/Warrenton Chamber of Commerce				
			Lower Columbia Tourism Committee	<u>170,750</u>	<u>170,750</u>	<u>170,750</u>	
597,813	685,690	585,750	Total Materials & Services	585,750	585,750	585,750	
Capital Outlay							
27,308	33,000	0	Improvements Other Than Buildings	0	0	0	
0	0	82,500	Contingent Expenditures	85,000	85,000	85,000	
625,121	718,690	668,250	Total Expenditures	670,750	670,750	670,750	
568,860	422,930	62,950	Ending Fund Balance	103,430	103,430	103,430	
<u>1,193,981</u>	<u>1,141,620</u>	<u>731,200</u>	Total Requirements	<u>774,180</u>	<u>774,180</u>	<u>774,180</u>	

PROMOTE ASTORIA FUND (410 0000)

Materials & Services (660 - 678)

678	6085	Tourism Promotion		
		Tourism-Related Facilities	151,950	
		Rivertrail Match	52,250	
		Sky Cam at Column	10,800	
		Astoria Bicentennial	60,000	
		Astoria Downtown Historic Distric Association	15,000	
		Astoria Music Festival	5,000	
		Astoria Regatta	5,000	
		Astoria Bicentennial		
678	6090	Astoria/Warrenton Chamber of Commerce		
		Visitor Services	115,000	
678	6095	Astoria/Warrenton Chamber of Commerce		
		Lower Columbia Tourism Committee	170,750	
		Sub-total Services - Promote Astoria		585,750
		<u>Contingent Expenditures (75xx)</u>		
910	8020	Contingent Expenditures	85,000	
		Sub-total of Contingent Expenditures		85,000
		<u>Ending Fund Balance (90xx)</u>		
950	8520	Ending Fund Balance	103,430	
		Sub-total of Ending Fund Balance		103,430
		TOTAL PROMOTE ASTORIA FUND		774,180

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FUND: LOGAN MEMORIAL LIBRARY TRUST #412

Basic Objectives

This fund was established by City Council Resolution No. 98-18, adopted on June 1, 1998 to account for the following bequest. The City of Astoria was a longstanding beneficiary of the Lorens F. Logan estate. Mr. Logan was the grandson of former Astoria Mayor Dr. W. C. Logan. During FYE 1999, the last living beneficiary of the trust died and the assets distributed to beneficiaries. The City received a bequest of stock and investments valued at about \$620,000. Under Oregon State Law, municipalities cannot be stock or shareholders in private companies, so those assets were liquidated through the Bank of America. 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 of \$100,000 is available for FYE June 30, 2012 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

Historical Data			Budget for Fiscal Year 7/1/11 - 6/30/12			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/09	FYE 6/30/10	FYE 6/30/11		Budget Officer	Budget Committee	Governing Body
Resources						
884,166	902,892	909,280	Beginning Fund Balance	912,800	912,800	912,800
<u>18,726</u>	<u>5,994</u>	<u>5,760</u>	Interest Earnings	<u>3,900</u>	<u>3,900</u>	<u>3,900</u>
<u>902,892</u>	<u>908,886</u>	<u>915,040</u>	Total Resources	<u>916,700</u>	<u>916,700</u>	<u>916,700</u>
Requirements						
0	0	0	Materials & Services:			
			Professional Services - Design	100,000	100,000	100,000
0	0	0	Total Materials & Services	100,000	100,000	100,000
0	0	0	Contingency	15,000	15,000	15,000
<u>902,982</u>	<u>908,886</u>	<u>915,040</u>	Ending Fund Balance	<u>801,700</u>	<u>801,700</u>	<u>801,700</u>
<u>902,982</u>	<u>908,886</u>	<u>915,040</u>	Total Requirements	<u>916,700</u>	<u>916,700</u>	<u>916,700</u>

2011 / 12 Budget Detail Information

LOGAN MEMORIAL LIBRARY TRUST FUND (412 0000)

Materials and Services			
675	6025	Professional Services Design	100,000
		Contingency	15,000
950	8520	Ending Unencumbered Fund Balance	<u>801,700</u>
TOTAL LOGAN MEMORIAL TRUST FUND			<u>916,700</u>

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DETAIL & STATISTICAL SECTION

**City of Astoria, Oregon
Summary of Interfund Transfers
Year Beginning July 1, 2011**

<u>Transfers From:</u>		<u>Transfers To:</u>	
General Fund			
Non & Interdepartmental	435,700	Unemployment Fund	10,000
		Emergency Communications Fund	287,560
		Capital Improvement Fund	43,300
		Public Works Fund	69,840
		Landfill Reserve Fund	25,000
Total General Fund	<u>435,700</u>	Total Transfers to Funds	<u>435,700</u>
Building Inspection Fund	<u>15,210</u>	General Fund	<u>15,210</u>
State Tax Street Fund	<u>502,000</u>	Public Works Fund	<u>502,000</u>
Public Works Fund			
Sewer	143,200	General Fund	143,200
Water	214,800	General Fund	214,800
Total Public Works Fund	<u>358,000</u>	Total General Fund	<u>358,000</u>
 TOTAL TRANSFERS FROM:	 <u>1,310,910</u>	 TOTAL TRANSFERS TO:	 <u>1,310,910</u>

CITY OF ASTORIA PROPOSED PERSONNEL LEVELS LAST 10 FISCAL YEARS

DEPARTMENT	2001 2002	2002 2003	2003 2004	2004 2005	2005 2006	2006 2007	2007 2008	2008 2009	2009 2010	2010 2011	2011 2012 (Proposed)
CITY MANAGER	1.93	1.93	1.93	1.93	2	2	2	2	2	2	2
COMMUNITY DEVELOPMENT	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.75	3.75	5	5
FINANCE	7.67	6.67	6.67	6.67	7	7	7	8	8	7	6
FIRE	17	13	13	12	12	12	12	12	12	12	12
HUMAN RESOURCES	1	1	1	1	1	1	1	1	1	1	1
LIBRARY	2	2	2	2	2	2	2	2	3	3	3
MUNICIPAL COURT	1	1	1	1	1	1	1	1	1	1	1*
PARKS & RECREATION ADMINISTRATION	3.75	3	3	3	3	3	3	3	3	4	4
PARKS	3	3	3	3	3	4	4	4	4	4	4
POLICE	17.5	18.5	18.5	17.5	18.5	18.5	18.5	18.5	18	17	18
EMERGENCY COMMUNICATIONS	8	8	8	8	8	7.80	8	8	8	8	8
TOTAL GENERAL FUND	66.35	61.6	61.6	59.6	61	61.80	62	63.25	63.75	64.00	64.00**
AQUATIC FACILITY	2.75	2.75	2.75	2.75	2.75	2.75	3	3	3	1	1
CEMETERY	2	1	1	1	1	1	1	1	1	1	1
ENGINEERING	7	7	6.75	7	7	8	8	8	8	8	8
PUBLIC WORKS	25	25	25	25	25	25	25	25	25	23	23
TOTAL PUBLIC WORKS FUND	32	32	31.75	32	32	33	33	33	33	31	31
TOTAL F.T.E	103.10	97.35	97.1	95.35	96.75	98.55	99	100.25	100.75	97	96
TOTAL EMPLOYEES	105	100	100	97	98	99	99	101	101	97	97

* Municipal Court Clerk now Accounting Clerk located in Finance after reorganization

**2 Part-time Communications Operator

City of Astoria, Oregon
Schedule of Tax Levies Imposed

<u>Levy Description</u>	<u>Actual 2009-10</u>	<u>Actual 2010-11</u>	<u>Estimated 2011-12</u>
General Fund	\$ 4,780,017	\$ 4,869,561	\$ 4,946,412
Astoria Road District	0	0	0
Aquatic Facility	<u>299,017</u>	<u>299,053</u>	<u>299,000</u>
Total	\$ 5,079,034	\$ 5,168,614	\$ 5,245,412

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 2011-12, a projected assessed value of \$610,048,233 was used. The assessed value for 2010-11 was \$600,441,174. This represents a projected increase in assessed value of 1.6%.

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
6/30/01	3,977,292	3,597,828	90.46%	232,511	3,830,339	96.31%	608,379	15.30%
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%

Note: The Property Tax Limitation Measure, as approved by the voters of the State of Oregon, limited the collectability of property taxes levied, beginning with the fiscal year ended 6/30/95.

Source: Clatsop County Tax Assessor

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APPENDIX

THE BUDGET PROCESS

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

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

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

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

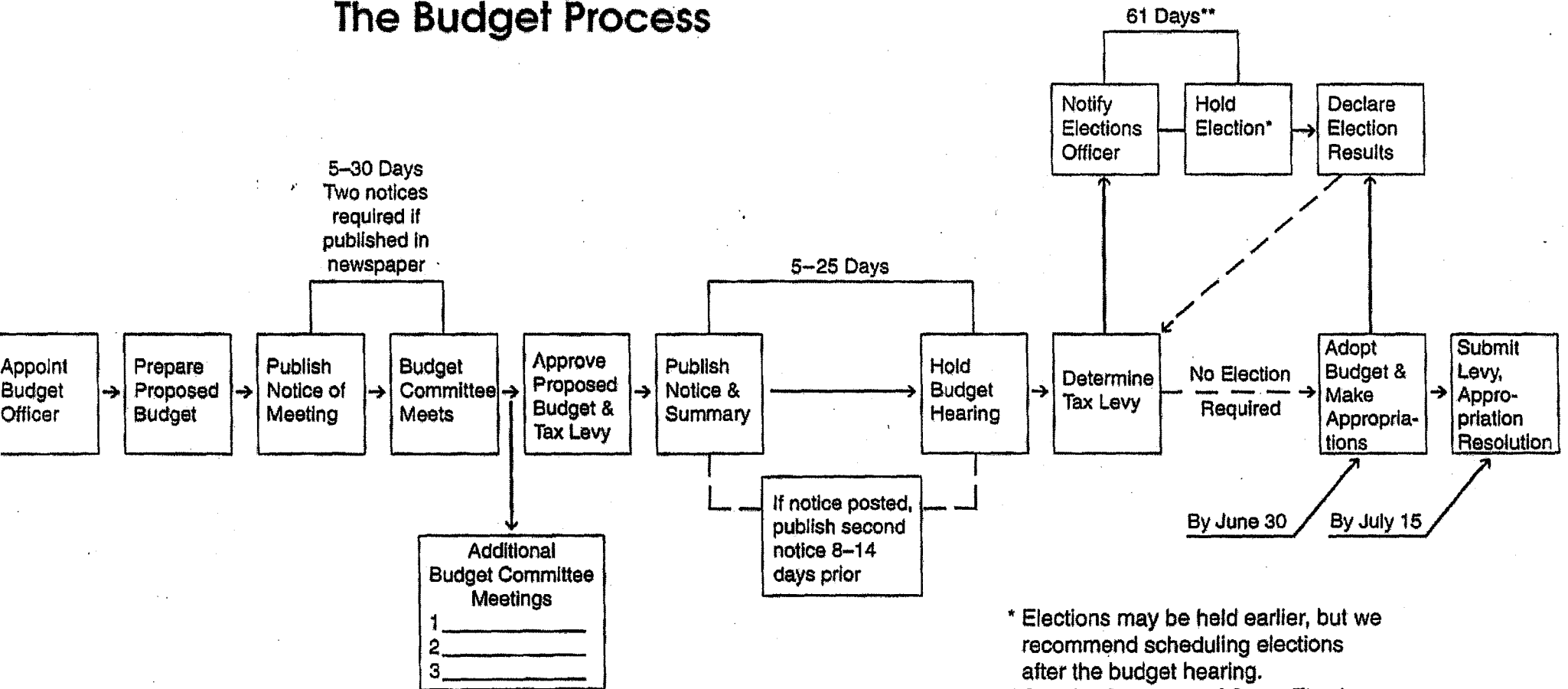
The first formal meeting of the Budget Committee includes a public hearing. Anyone wishing to present ideas or programs for which City funding is sought may make a presentation to the Budget Committee. The Committee sets several work sessions to review and/or revise the figures as presented in the Proposed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

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

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

The following graphic illustrates the flow of the budget process. Following the graphic is the City's budget calendar for the 2003-04 budget preparation process that shows the dates used to meet each step of the process graphic:

The Budget Process



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

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

CITY OF ASTORIA
Budget Preparation Calendar
For Fiscal Year Beginning July 1, 2011

2010

December 15 (Wed) Budget detail worksheets distributed to departments.

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

2011

January 24 - 28 Department Head Work Session during this week.

February 8 (Tues) Department budget requests due to Finance Director.

February 16 (Wed) Community organization funding applications due.

February 14 – 18 City Manager and Finance Director review department budgets.

February 21 – 25 City Manager and Finance Director meet with department heads to review proposed budgets.

March 2 (Wed) City Manager's budget message is completed. City Manager makes final determination of budget to be recommended to Budget Committee.

March 7 – 11 Proposed budget is prepared and completed.

March 16 (Wed) Proposed budget is copied and bound in-house.

March 21 – 25 Prepare color-coded budget detail for committee and extra copies for Library and public purchase.

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

April 13 (Wed) First notice of Budget Committee meeting published. (Publish 5-30 days before the first budget meeting on April 27, 2011 / 4-13-11 is 14 days.)

April 21 (Thurs) Second notice published in Daily Astorian. (Notice must be published 5-30 days before the first budget meeting on April 27, 2011 and no less than 7 days after first notice / 4-21-11 is 8 days after 4-13-11 and 6 days before 4-27-11.)

April 20 (Wed) Proposed budget is distributed. **(Can distribute to Committee any time before or at first meeting. Document becomes public at that time.)**

April 27 (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, 2011

2011

- April 28 – May 4 Budget Committee meets to revise and complete the budget.
If required, Committee may meet on: **April 28 (Thurs) and May 3 (Tues).**
- By May 4 (Wed) Budget Committee approves budget as revised and **sets tax levy or rate.**
- May 5 – May 13 Approved budget prepared for reproduction.
- Prepare notice of public hearing on approved budget and State revenue sharing. (Summary, which is about 12 pages and requires over one full newspaper page.)
- May 2 (Mon) Remind Public Works to send BOLI list by May 16, 2011.
- May 11 (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 20, 2011}.) (See ORS 279.023)
- May 11 (Wed) Approved budget copied and bound in-house.
- May 16 (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 20, 2011.) Email can be done in addition to hand delivery so that the publication order will be correct.
- May 20 (Fri) Notice of public hearing published in Daily Astorian. (Notice must be published **5-25** days before June 6, 2011 / 5-20-11 is 17 days.)
- June 6 (Mon) Public hearing on budget and State revenue sharing.
- June 20 (Mon) City Council adopts budget, makes appropriations and levies and categorizes taxes. (By Resolution)
- June 21 - 24 Complete adopted budget document.
- June 24 (Fri) Adopted budget copied and bound.
- June 30 (Thurs) Distribute adopted budget document.
- July 8 (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.