

# **CITY OF ASTORIA, OREGON**

**Adopted Budget Document**

**Year Beginning July 1, 2022**

**Prepared by:**

**Brett Estes City Manager  
Budget Officer**

**June 17, 2022**



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**CITY OF ASTORIA,  
OREGON**  
Adopted Budget  
Year Beginning July 1, 2022

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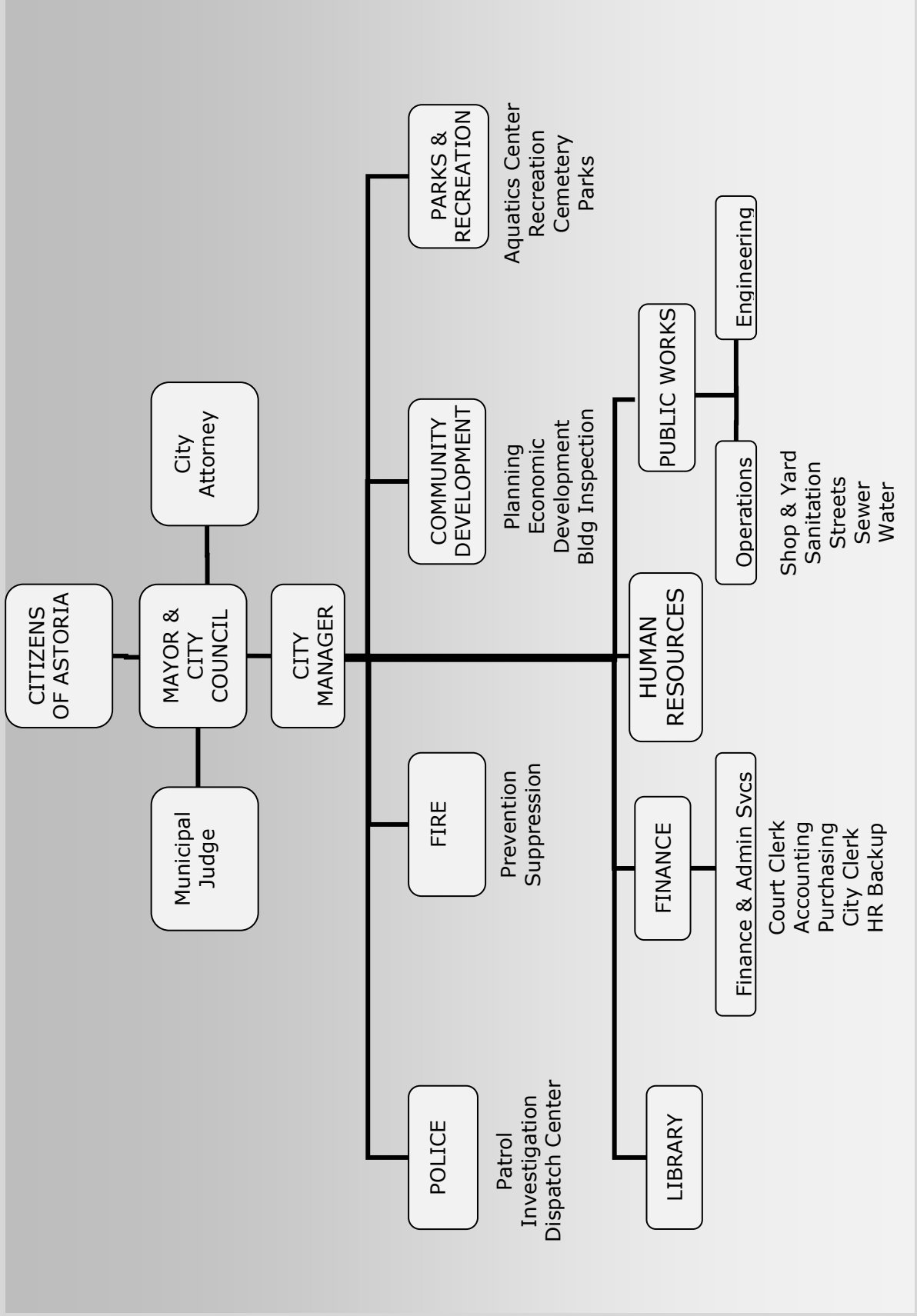
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# City of Astoria Organization Chart





**CITY OF ASTORIA, OREGON**

**BUDGET**

**Year Beginning July 1, 2022**

**Honorable Bruce Jones, Mayor**

**BUDGET COMMITTEE**

	<b>Term Expiration</b>		<b>Term Expiration</b>
<b>Bruce Jones, Mayor</b>	<b>12/31/2022</b>	<b>Andrew Davis</b>	<b>12/31/2023</b>
<b>Roger Rocka, Councilor</b>	<b>12/31/2022</b>	<b>Dena Allen</b>	<b>12/31/2025</b>
<b>Thomas Brownson, Councilor</b>	<b>12/31/2024</b>	<b>Loran Mathews</b>	<b>12/31/2023</b>
<b>Joan Herman, Councilor</b>	<b>12/31/2022</b>	<b>Chris Breitmeyer</b>	<b>12/31/2023</b>
<b>Thomas Hilton, Councilor</b>	<b>12/31/2024</b>	<b>Andrea Mazzarella</b>	<b>12/31/2023</b>

**CITY MANAGER**

**Brett Estes, City Manager**

**ADMINISTRATIVE STAFF**

<b>Blair Henningsgaard</b>	<b>City Attorney</b>
<b>Kristopher A. Kaino</b>	<b>Municipal Judge</b>
<b>Susan Brooks</b>	<b>Director of Finance &amp; Administrative Services</b>
<b>Megan Leatherman</b>	<b>Community Development Director</b>
<b>Dan Crutchfield</b>	<b>Fire Chief</b>
<b>Geoff Spalding</b>	<b>Police Chief</b>
<b>Jonah Dart-McLean</b>	<b>Parks &amp; Community Services Director</b>
<b>Jimmy Pearson</b>	<b>Library Director</b>
<b>Jeff Harrington</b>	<b>Public Works Director</b>



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## CITY OF ASTORIA

Founded 1811 • Incorporated 1856

April 21, 2022

Honorable Mayor Bruce Jones,  
Councilor Joan Herman, Councilor Tom Brownson,  
Councilor Thomas Hilton, Councilor Roger Rocka,  
Budget Committee and Citizens:

As COVID 19 continues to affect our community, state and nation, the City of Astoria continues to work through the evolving stages of recovery with a keen eye toward current and future impacts. We have seen unprecedented shut downs, re-openings, supply chain issues, staffing shortages, and inflation which have impacts on our daily operations. The budget presented for Fiscal Year 2022-23 was developed with an awareness of continued COVID-19 impacts on the global and local economies. Keeping Council direction and goals in mind, the proposed budget anticipates operating conditions returning to prior levels and recognizes new and unique challenges which lie ahead with inflation, supply chain challenges and rising fuel costs. Additionally, project deferrals, recruitment and retention impacts and deadlines associated with provided federal funding will have impacts on workflow for several years. . City Council goals for defining and implementing operational efficiencies, improving revenue sources and increasing sustainability and resiliency have been considered in the compilation of this budget document.

As a guiding principal a budget is a financial plan for a specified period and provides the framework for operations, to which regular evaluation of actual results are conducted. City staff have remained committed and diligent in review and revision of plans throughout critical restrictions of the past two years and look forward to proactively meet the goals and objectives of the City in a less constrictive and reactive environment in the coming year. Property tax collections were largely unaffected in the current fiscal year and transient lodging taxes have rebounded to pre-pandemic levels. The enactment of the American Rescue Plan Act in 2021 will provide an estimated \$ 2.223 million in resources to the City which will be utilized for water and sewer and infrastructure projects. The State has made an additional \$ 10.580 million available to Astoria for water and sewer infrastructure projects and \$ 420,000 for Astoria Public Library renovation project through House Bill 5006. An additional \$ 676,875 for pre-hazard mitigation will be made available through the Office of Emergency Management grant for landslide storm drainage project. Careful management of City reserves, continuing review of expenditures and prompt oversight of changing conditions were initiated and effective for the City as operations continued and the public was provided services in all areas even if scaled down to comply with official guidelines and requirements.

The City of Astoria provides a broad range of services for its residents. Core services are public safety inclusive of fire, police, road infrastructure, safe and quality water distribution, wastewater and stormwater management, permitting, planning and other business and economic development services. The Parks and recreation system includes over 60 facilities, an aquatic center, and a perpetual care cemetery which were challenged over the last two years with closures and limited re-openings. During the pandemic, Council provided direction for continued support for daycare services which has been provided for non-school aged children either in partnership with the school district or independently throughout the emergency declaration period. Rising costs and limited ability to recruit and retain staffing resulted in the discontinuance of childcare offered by the City. The City will be working to re-establish parks recreational activities in a methodical and thoughtful way to ensure sustainability. The aquatic center cautiously and thoughtfully reopened under pandemic guidelines to limited services as has the public library. Astoria manages and maintains a broad level of services while remaining fiscally stable. The

budget has been prepared to ensure core services remain intact for the health and safety of our citizens understanding continuing review of the economic landscape and potential for spending adjustments may be required to ensure we remain within our means.

As an organization, the City enters this fiscal year with a full time workforce of approximately 108 employees, part-time labor normally ranges around 100 is at the drafting of this budget around 70. The total budget for consideration is \$ 58,680,035.

The projected requirements are based on resources becoming available as the economy continues to improve and every effort has been made to provide reasonable forecasts based on economic projections, local recovery outlook, grant funding and flexibility to respond to the changing environment. The beginning reserves in the General fund provided necessary resources and enabled the City to provide critical ongoing services during the pandemic. Constriction of spending in addition to increase in property taxes as well as better than projected transient room tax collections have provided additional reserves which will be utilized to increase capacity to work with livability and homelessness projects and to transfer funds to purchase necessary public safety equipment. The currently estimated contingency provides the capacity to cover approximately 6 months of budgeted requirements and maintains critical reserves to weather unforeseen events which may negatively affect cash flow. The General Fund requirements were prepared anticipating a transfer to Parks Operation Fund of \$ 971,110 and transferring the anticipated 2% transient room tax collections which were implemented January 1, 2018 and are subject to a 70% distribution to tourism in the amount of \$ 157,700, and \$ 49,700 to provide half of the resources necessary for an additional maintenance staff member to provide assistance with homeless activities in parks areas. The total transfer is budgeted for \$ 1,178,510 to Parks Operations. The appropriations for the General Fund have increased by \$ 2,339,340 with \$ 412,740 attributable to personnel services, an increase of \$ 215,631 in overall materials and services and an increase in transfers of \$ 89,400 to Parks Operations; \$ 1,000,000 to Capital Improvement Fund for Fire Department apparatus and \$ 675,139 transfer to Astor West Area Special Projects Fund and a reduced Dispatch transfer of \$ 53,570 represent a total increase in transfers of \$ 1,710,969. Negotiations with International Association of Firefighters (IAFF) are in the final stages of negotiations for the contract period beginning July 1, 2021. Negotiations with Astoria Public Safety Association (APSA) are in process for the period beginning July 1, 2022 and expect to be completed prior to fiscal year end. All service levels have been budgeted with a mindset toward long-term stability and sustainability which is a constant and continual consideration for the overall budget. Additional personnel services include conversion of a part-time Community Service Officer to a full time Police Officer position with assignments to include homelessness and livability issues and an additional addition of a full time Tourist Facilities & Parks Coordinator position within the Parks Operations which will be funded half from General Fund and half from Promote Astoria. The additional Parks position will be utilized to assist with the necessary requirements associated with homeless and livability issues throughout the city and with maintaining tourist related facilities in conjunction with the full time position added last year paid from Promote Astoria funds. The additional positions will enhance response times and ensure coverage seven days a week for cleaning and maintenance issues.

Personnel services represents a significant investment and is the largest expense a City makes to ensure assets, infrastructure and talent available to prepare for future requirements, trends, opportunities and challenges. The City strives to be active in attraction and retention of top talent. Training, competitive benefits and celebration of hard work and achievements on behalf of the City are resources to meet this commitment. Residents should feel confident of the service and care provided at a fair and reasonable rate. The cost of materials and services vary annually as needs arise. Budgets may reflect appropriations for deferred projects due to COVID-19 limitations or restrictions, supply chain interruptions or staff limitations due to turnover or

vacancies which have been difficult to fill in the current employment market.. A single audit was conducted for FY 21-22 based on funding opportunities provided through CARES and the American Rescue Plan Act and available grant awards. The single audit expense is anticipated in the proposed budget for FY 22-23. It should be noted the City's audit firm, Merina & Company, LLC will no longer provide municipal audit services as of December, 2021 and the City is currently seeking proposals for the fiscal year ending June 30, 2022. As City infrastructure and assets age and require updates it is important to note the City is not current with replacement schedules for all capital items and replacements have been prioritized with deferment of some items as available resources dictate. Staff maintains a sharp eye on budgets, programs, projects and funding sources while balancing the requirements and resources on a routine basis. Staff have proposed retention of a portion of the carbon credit resources for future watershed projects and is setting aside reserves for future slow sand filter expenditures as well as beginning deferral for future Fire Department apparatus expenditures.

Interest rates began to fall sharply after March, 2020 and investment opportunities are limited and complicated by required oversight. Low interest rates will continue to impact earnings in all funds and have been estimated at a low level in the proposed budget. The areas of fiscal, emotional and social challenges call for strong leadership, flexibility to effectively leverage resources and the tenacity to manage the daily operations of a full service City while anticipating and preparing for current and upcoming tasks associated with the post pandemic environment and to meet the housing and livability tasks ahead.

With the aforementioned in mind, the following presents some of the highlights for the 2022-2023 fiscal year budget, for the City of Astoria:

## **GENERAL FUND**

### **Beginning Fund Balance / Contingency**

The beginning fund balance at July 1, 2022 is projected to be \$ 8,665,300. The proposed budget for FY 22-23 anticipates a contingency of \$ 6,700,995. The City was in a good position pre-pandemic with reserves available to maintain vital systems, protect and serve the citizens and sustain the continuity of City operations. The projected contingency represents approximately six months of straight-line General Fund expenses. The available contingency is maintained at a level to meet the critical cash requirements during months leading up to November property tax collections.

### **General Fund Resources / Expenditures**

The proposed budget is based on projected total resources of \$ 20,061,185, inclusive of the Beginning Fund Balance. The prior year resources were \$ 16,118,508. This is an increase of \$ 3,942,677. The increase is attributable to increased property tax collections, increased transient lodging tax collections and additional tax distribution available from cessation of Astor West Urban Renewal District tax increment distributions as well as the adjustments for revenue changes anticipated in the coming year. Additionally, the beginning fund balance reflects accumulated constriction of spending during COVID pandemic as well as unspent funds for vacancies. Some of the accumulated resources are amounts which will not recur and are being proposed to transfer to Capital Improvement Fund for much needed equipment replacement.

The primary expenditures of General Fund departmental budgets are "Personnel Services", "Materials and Services" and "Transfers to Other Funds". Personnel Services, comprised of salary and benefit expenses, are projected to be \$ 7,769,170. The prior year personnel expenses

were budgeted at \$ 7,356,430. This represents an increase of \$ 412,740 or 5.6 %. The increase relates to contractual and projected wage adjustments including step increases and stability pay. "Materials and Services" are projected to be \$ 2,238,041. The prior year Materials & Services were \$ 2,022,410. This represents an increase of \$ 215,631 or approximately 10.7 %.

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

- \$ 1,178,510 to the Parks and Recreation Fund (158).
- \$ 1,000,000 to the Capital Improvement Fund (102).
- \$ 675,139 to new fund Special Community Projects - Astor West Area.
- \$ 451,930 to the Emergency Communication (911) Fund (132).
- \$ 30,000 to the Public Works Fund to offset landfill monitoring expenses (301).
- \$ 10,000 to the Public Works Fund for the Utility Assistance Program (301)
- \$ 6,000 to the Unemployment Fund for unemployment payments (104).
- \$ 1,400 to the Special Police Projects Fund (136)

The total General Fund transfers are \$ 3,352,979. This is an increase of \$ 1,710,969 from the FY 21-22 budget and is largely due to transfer to Capital Improvement Fund for critical public safety equipment and to transfer Special Community Project funds for Astor West Area which is excess returned after the maximum indebtedness was reached in Astor West Urban Renewal district.

### **CAPITAL IMPROVEMENT FUND**

The intent of the Capital Improvement Fund is to dedicate state-shared revenue and one-time proceeds, such as the sale of timber and other property related transactions, for purchase of long-lived capital items. The beginning fund balance is projected to be \$ 2,770,000. The healthy beginning fund balance is due in part to the reserve of \$ 750,000 for future planning and projects at the watershed. Revenues are primarily expected from State shared revenues, timber sales and a transfer in from the general fund for needed public safety equipment. Alcohol, State Shared revenue and cigarette taxes are projected to increase \$ 11,700 from the prior year budget.

There are proposed capital expenditures of \$ 2,658,975 and debt service payments for capital leases amounting to \$ 69,300 for the year. The combined amount is \$ 1,101,360 more than the prior year budget. The previously reserved amount of \$ 750,000 for Watershed Planning and Projects has been reduced by \$ 100,000 and this amount will be utilized for Cedar Creek culvert replacement. \$ 800,000 has been identified to purchase a new fire truck which will be in assembly for almost two years, \$ 1,244,500 in library renovations are budgeted which represents amounts carried over from prior year of \$ 824,500 adding \$ 420,000 of funding made available through House Bill 5006 allocation of ARPA moneys. An upgrade to the City Council chambers audio/visual system is planned and is budgeted for \$ 82,170 in addition to an LED lighting project which will be partially offset by Energy Trust incentives and was deferred from FY 21-22. This budget provides a contingency of \$ 150,000, retains \$ 650,000 for future projects at the watershed which may not be supported through timber sales in the future but which are necessary to support continued valuation of carbon credit inventory and provide for sustainable forestry management and a reserve of \$ 200,000 to build up resources for future fire apparatus replacement. As the Fire Department participates in conflagrations equipment reimbursements will be reserved for future replacement needs.

Capital expenditure and lease payments in the 22-23 budget are as follows:

- \$ 112,170 City Hall audio visual equipment and LED lighting project
- \$ 100,000 Cedar Creek Culvert Replacement
- \$ 90,000 Parks & Recreation capital expenditures.
- \$ 1,250,500 Library capital and renovation expenditures
- \$ 960,000 Public Safety capital expenditures.
- \$ 128,805 Technology capital expenditures.
- \$ 69,300 Lease payments for public safety vehicles

## **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 infrastructure, including debt service on long-term improvements. These two Funds receive their resources primarily from water and sewer rates. Combined Service Overflow (CSO) Project Funds budget resources for the CSO program. This budget does not anticipate an active CSO construction phase. The projects are organized in phases and have been paid for through grants and loans from the Department of Environmental Quality (DEQ) and the Oregon Infrastructure Financing Authority (IFA). Surcharges provide revenue for sewer debt service, monitoring/repair expenses for completed phases and work associated with future program phases.

### **Water and Sewer Rates**

In an effort to provide stability to the community, the fiscal year 2020-21 Public Works budget did not provide an increase to sewer/water rates or CSO surcharge rate. The FY 21-22 budget included a modest 2.5% water and 2.5% sewer rate increase with no change to the sewer surcharge. The current budget includes a 4.5% water and 4.5% sewer rate increase which is necessary to provide sufficient resources for anticipated cost increases and to provide for replacement of equipment which is nearing or exceeded useful life. Public Works is able to maintain equipment to generate use exceeding expected life span for most equipment purchased.

### **Public Works Budget**

The Public Works budget for FY 22-23 projects estimated resources of \$ 8,740,110 with expenditures of \$ 8,473,839 and a contingency of \$ 266,271.

### **Public Works Improvement Fund**

The Public Works Improvement Fund budget for FY 22-23 proposes estimated resources of \$ 2,574,740 with expenditures of \$ 2,341,098, leaving a contingency and ending fund balance of \$ 233,642.

Proposed expenditures for FY 22-23 are as follows:

- \$ 485,765 Debt Service payments (other than Combined Sewer Overflow debt)
- \$ 350,000 Water main rehabilitation/replacement projects
- \$ 300,000 Sewer main rehabilitation/ replacement projects
- \$ 200,000 Stormwater rehabilitation/replacement projects
- \$ 200,000 Transfer to Capital Reserve Fund for future capital projects
- \$ 55,000 CSO Modeling expense

- \$ 175,000 System Development Charge Study, Headworks Dam Spillway Pre-Design, SCADA System Audit and Sanitary Sewer Collections Assessment
- \$ 50,000 Repair and Maintenance
- \$ 525,333 Capital Outlay

### **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:

- ODOT OR Highway 202 sidewalk project
- Wastewater Treatment Plant Headworks Improvement Project
- Industrial Pre-treatment program development and implementation
- 16<sup>th</sup> Street Distribution Waterline Replacement Project
- Pipeline Road Waterline Resilience Project
- Marine & 23<sup>rd</sup> Street Enhanced Pedestrian Crossing
- Pre-disaster Landslide Storm Drainage Project

### **Combined Sewer Overflow (CSO) Funds**

In accordance with requirements of State and Federal law, the City has taken action to carry out an approved CSO Facility Plan. The City Council took specific action during fiscal year 2002-2003 to approve an agreement with the Department of Environmental Quality (DEQ) to facilitate ability of the City obtaining compliance in accordance with specified timelines under the Stipulation and Final Order governing CSO control. CSO improvements are financed with loans provided through DEQ and the Oregon Infrastructure Financing Authority (IFA). The loans are programmed to be repaid through a CSO surcharge on sewer billings. The CSO projects have been planned in five phases running through the year 2028 and is projected to cost an estimated \$ 50,000,000. The two remaining areas where major projects are targeted are around Portway Street and 33<sup>rd</sup> Street. The next few years continue to be focused on collecting data, refining the hydraulic model and investigating disallowed discharges as well as development of the project scope required for the next construction projects and continuing research for grant and funding opportunities.

### **CSO Debt Service Fund**

The total borrowing to date is approximately \$ 31,403,594. Outstanding debt as of June 30, 2021 was \$ 18,558,364. The CSO Debt Service Fund accounts for the sewer surcharge, tracks the City's payments of principal, interest and fees associated with CSO loans and provides some resources for ongoing monitoring expenses of completed CSO projects as well as provides for expenses associated with upcoming project development. The surcharge is the minimum needed to cover the required loan payments and fees, fund reserves and ongoing CSO costs. The CSO surcharge was initiated in 2002 at 3.5% and has increased incrementally as loans for work have been initiated. The surcharge is 97 % and has been at this rate since July 1, 2018. City Public Works staff has worked with DEQ to extend the schedule for project completions from 2022 to 2028 and is continuing to review the future requirements and possible extensions as data is gathered and reviewed on completed sections. As a result of the initial extension, loans will be paid off before others come due which will assist with smoothing both the debt and the related CSO surcharge required to meet debt obligations. Initial projections of 110% in year 2021 and 151% in 2025 are no longer anticipated based on current obligations and timelines. As previously indicated, no rate adjustment is proposed for the surcharge in FY 22-23.



The requirements of the CSO surcharge include debt service of \$ 1,767,960 for FY 22-23, \$ 31,010 is budgeted for DEQ administrative services related to monitoring, transfers of \$ 75,000 to Public Works to cover monitoring and project development costs and \$ 55,000 to Public Works Improvement to cover CSO modeling costs are included in this budget.

### **PARKS OPERATION FUND**

The Parks Operation Fund, #158 is organized into three divisions: Aquatics; Recreation/Administration; and Maintenance.

For FY 22-23 the resources for these three functions are budgeted at \$ 3,316,160. More than half of the annual resources of this fund depend on transfers from the General Fund (38.5 %), Transient Lodging Taxes – from both Promote Astoria and General Fund (20.8 %), 17<sup>th</sup> Street Dock (2.8 %) and \$ 99,400 (4.0%) being transferred to fund a full time maintenance position to assist with quality of life issues within the Parks system, tourist-related facilities, and other public areas. The ability to stay fully operational and able to recruit and retain staff in order to charge for revenue-generating services will be of prime importance heading into the new fiscal year as the COVID 19 pandemic begins to wane. This budget presents operations recognizing the closure of daycare operations and the ability to expand services available at the aquatic center while providing a variety of youth and adult programs and sports moving forward; as well as restarting some community events and activities. Budgets reflect the July 1, 2022 minimum wage increase of \$0.75 per hour. The current beginning fund balance is the result of continued collection of General Fund transfers and tax collections while ramping up operations in fiscal year 21-22.

The current Parks Operation budget anticipates a beginning fund balance of \$ 797,300, which reflects partially closed facilities and restricted offerings during the past fiscal year. The anticipated resources from the 2% transient lodging tax increase is comprised of \$ 366,000 from Promote Astoria and \$ 157,700 from the General Fund for a total transfer of \$ 523,700 and a transfer from the General Fund of \$ 971,110 is proposed. An additional transfer of \$ 99,400, half from General Fund and half from Promote Astoria is proposed to provide a full time Tourist Facilities & Parks Coordinator position to assist with the necessary requirements associated with quality of life issues within the Parks system, tourist-related facilities, and other public areas.

### **BUILDING INSPECTION FUND**

The Building Inspection Fund was established in March, 2000. The resources of the Building Inspection program for Fiscal Year 22-23 are budgeted at \$ 540,200, which includes a beginning fund balance of \$ 358,400. The ending fund balance and contingency total \$ 179,635. Proposed expenditures for FY 22-23 include a full-time building inspector, a permit technician and professional services to provide flexibility for coverage and review of a variety of building projects. A transfer of \$ 20,800 to the General Fund is budgeted to defray the costs of General Fund services provided to the Building Inspection Program.

### **PROMOTE ASTORIA FUND**

As specified by State law, a total of 46.1% of the City's transient room tax collections are deposited into the Promote Astoria Fund for 9% of transient room tax collection. 70% of an additional 2% imposed effective January 1, 2018 are meant to cover costs associated with Parks facility costs. The beginning fund balance is projected to be \$ 1,473,000 with an ending contingency and fund balance and contingency of \$ 908,744.

Major expenditures for FY 22-23 are as follow:

- \$ 99,770 Personnel Services for Tourist Facility and Grounds Coordinator
- \$ 203,010 Astoria/Warrenton Chamber of Commerce
- \$ 293,570 Lower Columbia Tourist Committee
- \$ 132,020 Care & Maintenance of City Owned Tourism Facilities
- \$ 366,000 Transfer to Parks Operations for Tourism Related Facilities
- \$ 49,700 Transfer to Parks Operations for ½ of new Tourist Facilities & Parks Coordinator
- \$ 250,000 Riverwalk Track and Trestles
- \$ 125,000 OPRD Riverwalk Improvements
- \$ 97,000 ODOT Riverwalk Lighting Improvements
- \$ 427,000 14<sup>th</sup> Street Pier Design and Construction
- \$ 50,110 Astoria Historic Downtown Development Assoc.
- \$ 27,560 Downtown District Parking Enforcement
- \$ 103,256 Arts and Cultural Fund to Promote Tourism
- \$ 25,000 Tourism Promotion
- \$ 10,000 Credit Card Fees

#### **EMERGENCY COMMUNICATIONS FUND**

The City's contribution to the Emergency Communication Fund is budgeted at \$ 458,290. This represents a decrease of 10 % from the prior year. Dispatch service charges are based on prior year usage. For the 22-23 budget year, \$ 30,000 is transferred to General Fund services to defray administrative costs.

#### **CONCLUSION**

The proposed budget for FY 22-23 is adjusted to provide sustainability and cash reserves to meet future challenges. It was designed to balance, prioritize and provide the framework for continued service levels understanding careful management, practical reintroduction of activities and associated costs will be required, recruitment and retention of staff is key to success in meeting our goals and objectives and to provide a healthy work balance for current staff.

The Finance Department staff has assisted with the preparation of this budget.

Respectfully submitted,

THE CITY OF ASTORIA



Brett Estes  
City Manager / Budget Officer

# BUDGET SECTION

City of Astoria, Oregon

Summary of Requirements

Year Beginning July 1, 2022

Fund	Personal Services	Materials and Services	Capital Outlay	Transfers to Other Funds	Debt Service	Special Payments	Contingency	Total Expenditures	Ending Fund Balance	Total Requirements
<b>General Fund (by department):</b>										
City Council	4,420	10,830						15,250		15,250
City Manager	470,180	17,700						487,880		487,880
Municipal Court	80,420	77,250						157,670		157,670
Finance	702,950	131,825						834,775		834,775
City Attorney	-	89,000						89,000		89,000
Community Development	465,790	106,050						571,840		571,840
City Hall	7,330	54,165						61,495		61,495
Non-Departmental - Unallocated	1,120	957,831		3,352,979				4,311,930		4,311,930
Fire	2,274,700	339,875						2,614,575		2,614,575
Police	3,284,270	273,335						3,557,605		3,557,605
Library	477,990	180,180						658,170		658,170
Other	-	-					6,700,995	6,700,995		6,700,995
<b>Total General Fund</b>	<b>7,769,170</b>	<b>2,238,041</b>		<b>3,352,979</b>			<b>6,700,995</b>	<b>20,061,185</b>		<b>20,061,185</b>
Capital Improvement		310,490	2,658,975		69,300		150,000	3,188,765	1,076,135	4,264,900
Unemployment		65,000						65,000	3,300	68,300
Revolving Loan		210,600					45,870	256,470		256,470
Community Development Block Grant	243,130	96,635		20,800			75,000	435,565	104,635	540,200
Building Inspection			2,000,000				122,040	2,122,040		2,122,040
American Rescue Plan (ARP)	1,444,980	180,275	567,220	30,000			150,000	2,372,475	402,785	2,775,260
Emergency Communications		19,800					1,500	21,300		21,300
Special Police Projects		250,000	250,000				100,000	600,000	77,640	677,640
Astor West Area Special Projects		35,000	70,000				7,500	112,500		112,500
Parks Project		12,000			10,000		7,650	29,650		29,650
Maritime Memorial										
<b>Parks Operation (by department):</b>										
Aquatics	689,770	303,835						993,605		993,605
Recreation/Administration	704,810	184,035	11,750	15,000				915,595		915,595
Maintenance	476,140	160,935						637,075		637,075
Other	-	-					100,000	100,000	669,885	769,885
<b>Total Parks Operation</b>	<b>1,870,720</b>	<b>648,805</b>	<b>11,750</b>	<b>15,000</b>			<b>100,000</b>	<b>2,646,275</b>	<b>669,885</b>	<b>3,316,160</b>
Astoria Road District		125,000	1,249,890	68,000			150,000	1,592,890	228,400	1,821,290
State Tax Street				1,116,000			200,000	1,316,000	141,500	1,457,500
Highway Right of Way Reserve			49,800				0	49,800	0	49,800
Public Works Improvement		1,130,000	525,333	200,000	485,765		233,642	2,574,740	539,400	2,574,740
Public Works Capital Reserve		75,000	300,000				100,000	475,000		1,014,400
Local Improvement Debt Service		31,010		22,000			50,000	72,000	21,700	93,700
CSO Debt Service				130,000	1,767,960			1,928,970	535,510	2,464,480

Fund	Personal Services	Materials and Services	Capital Outlay	Transfers to Other Funds	Debt Service	Special Payments	Contingency	Total Expenditures	Ending Fund Balance	Total Requirements
<b>Public Works (by department):</b>										
Engineering	1,209,140	156,402	11,000	-	-	-	-	1,376,542	-	1,376,542
Shop and Yard	484,370	180,532	27,000	-	-	-	-	691,902	-	691,902
Streets	334,510	373,700	12,000	-	-	-	-	720,210	-	720,210
Sanitation	53,650	44,050	-	-	-	-	-	97,700	-	97,700
Sewer	670,840	716,760	24,500	919,020	-	-	-	2,331,120	-	2,331,120
Stormwater	116,300	201,150	12,500	-	-	-	-	329,950	-	329,950
Water	1,109,030	759,345	56,100	1,001,940	-	-	266,271	2,926,415	-	2,926,415
Other	-	-	-	-	-	-	-	266,271	-	266,271
<b>Total Public Works</b>	<b>3,977,840</b>	<b>2,431,939</b>	<b>143,100</b>	<b>1,920,960</b>	<b>-</b>	<b>-</b>	<b>266,271</b>	<b>8,740,110</b>	<b>-</b>	<b>8,740,110</b>
Cemetery	69,770	27,500	33,000	-	-	-	20,000	150,270	43,600	193,870
17th Street Dock	37,900	100,980	250,000	70,000	210,540	-	46,900	716,320	-	716,320
Aquatic Facility Trust	-	500	-	-	-	-	-	500	6,010	6,510
Astoria Public Library Endowment	-	24,280	2,500	-	-	-	-	26,780	111,920	138,700
Cemetery Irreducible	99,770	844,526	899,000	5,000	-	-	300,000	5,000	1,024,400	1,029,400
Promote Astoria	-	-	945,400	415,700	-	-	-	2,558,996	608,744	3,167,740
Logan Memorial Library	-	-	13,170	-	-	-	-	945,400	-	945,400
Library Renovation	-	-	-	-	-	-	-	13,170	-	13,170
Custodial	-	7,300	-	-	-	-	-	7,300	-	7,300
<b>TOTAL ALL FUNDS</b>	<b>15,513,280</b>	<b>8,864,681</b>	<b>9,969,138</b>	<b>7,366,439</b>	<b>2,543,565</b>	<b>-</b>	<b>8,827,368</b>	<b>53,084,471</b>	<b>5,595,564</b>	<b>58,680,035</b>



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# GENERAL FUND

**FUND:           GENERAL**

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

City Council  
City Manager  
Municipal Court  
City Attorney  
Finance  
Community Development  
City Hall  
Non-Departmental  
Fire  
Police  
Library

For FYE June 30, 2023, the General Fund expects to receive 37.7% of 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. Information regarding department activities are contained in 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 City's property taxes will vary from year to year, depending on the change in assessed value.

All departments within the General Fund are overseen by a director who is responsible to the City Manager. The City Manager is responsible to the City Council.



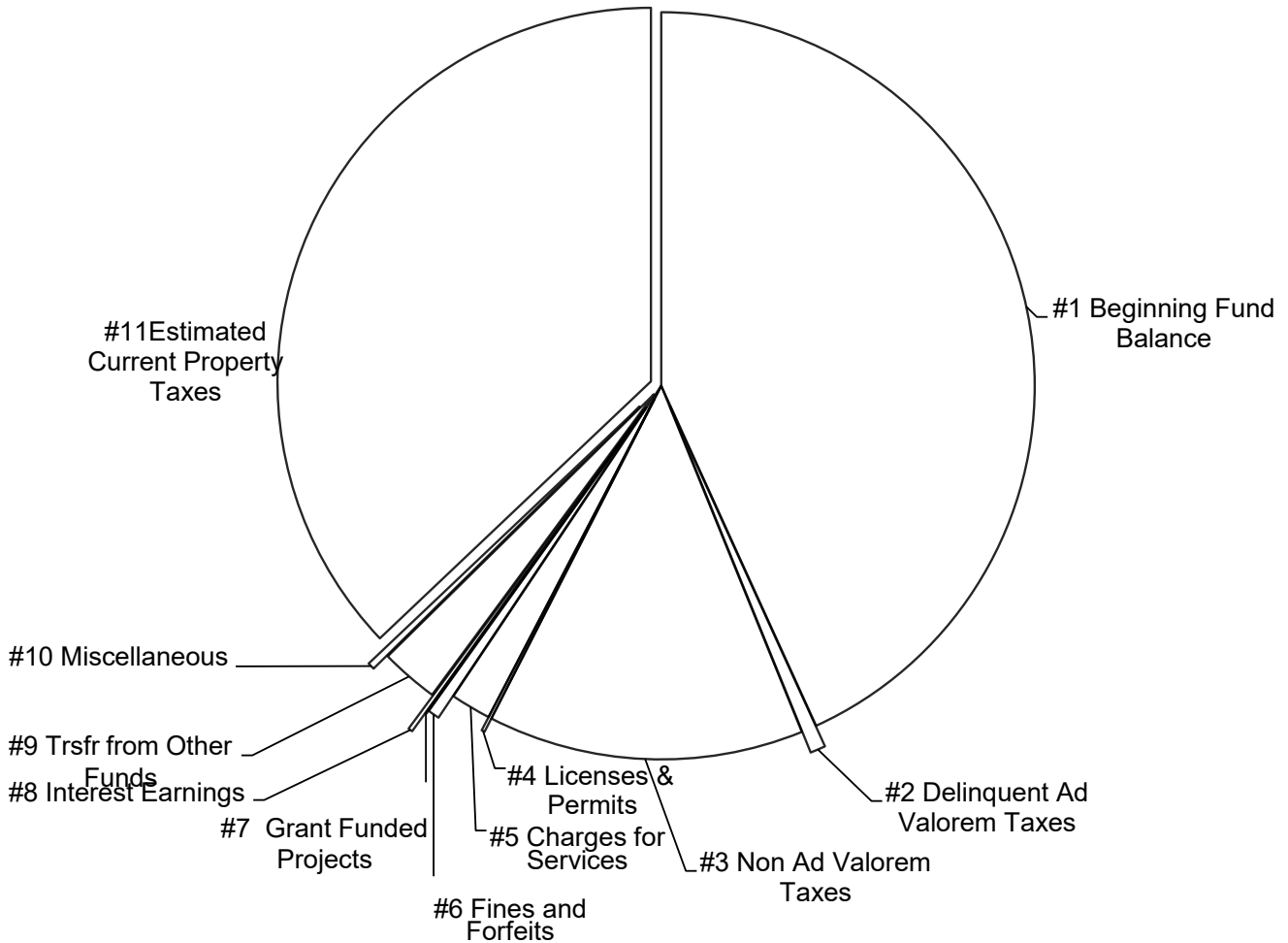
City of Astoria, Oregon  
Budget Document

**GENERAL FUND**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22		Budget Officer	Budget Committee	Governing Body
<b>Resources</b>						
5,422,643	6,053,639	5,506,600	Beginning Fund Balance	8,665,300	8,665,300	8,665,300
155,237	166,113	165,000	Delinquent Ad Valorem Taxes	133,000	133,000	133,000
2,343,204	2,703,867	2,260,240	Non Ad Valorem Taxes	2,739,800	2,739,800	2,739,800
36,809	48,572	34,750	Licenses and Permits	27,500	27,500	27,500
255,656	340,644	251,010	Charges for Services	349,535	349,535	349,535
135,926	106,910	109,000	Fines and Forfeits	101,000	101,000	101,000
68,118	87,627	28,828	Grant Funded Projects	7,150	7,150	7,150
120,729	47,552	47,500	Interest Earnings	38,000	38,000	38,000
Transfers from Other Funds:						
414,600	414,600	414,600	Public Works Fund	414,600	414,600	414,600
25,000	25,000	25,000	Emergency Communication Fund	30,000	30,000	30,000
20,800	20,800	20,800	Building Inspection Fund	20,800	20,800	20,800
22,000	22,000	22,000	Local Improvement Debt Service Fund	22,000	22,000	22,000
-	-	180	Close Out Funds	-	-	-
-	-	-	Parks Operations	15,000	15,000	15,000
<u>86,933</u>	<u>86,248</u>	<u>59,000</u>	Miscellaneous	<u>60,500</u>	<u>60,500</u>	<u>60,500</u>
9,107,655	10,123,572	8,944,508	Sub-Total Resources	12,624,185	12,624,185	12,624,185
<u>6,254,065</u>	<u>6,707,451</u>	<u>7,174,000</u>	Current Ad Valorem Taxes	<u>7,437,000</u>	<u>7,437,000</u>	<u>7,437,000</u>
<u>15,361,720</u>	<u>16,831,023</u>	<u>16,118,508</u>	<b>Total Resources</b>	<u>20,061,185</u>	<u>20,061,185</u>	<u>20,061,185</u>
<b>Requirements (by department)</b>						
14,366	6,629	15,240	City Council	15,250	15,250	15,250
322,146	415,166	467,300	City Manager	487,880	487,880	487,880
122,108	123,104	156,460	Municipal Court	157,670	157,670	157,670
739,308	718,068	768,105	Finance	834,775	834,775	834,775
87,066	93,116	89,000	City Attorney	89,000	89,000	89,000
380,949	452,498	629,510	Community Development	571,840	571,840	571,840
46,065	52,148	61,360	City Hall	61,495	61,495	61,495
715,786	707,736	807,040	Non-Departmental - Unallocated	958,951	958,951	958,951
1,948,081	2,063,438	2,445,415	Fire	2,614,575	2,614,575	2,614,575
2,832,527	2,887,306	3,309,185	Police	3,557,605	3,557,605	3,557,605
<u>527,784</u>	<u>442,357</u>	<u>630,225</u>	Library	<u>658,170</u>	<u>658,170</u>	<u>658,170</u>
7,736,186	7,961,566	9,378,840	Transfer to Other Funds	10,007,211	10,007,211	10,007,211
6,000	6,000	6,000	Unemployment Trust	6,000	6,000	6,000
30,975	30,785	40,000	Emergency Communications Fund	451,930	451,930	451,930
443,912	499,935	505,500	Parks Operation Fund	1,178,510	1,178,510	1,178,510
1,089,608	1,103,419	1,089,110	UAP Transfer to Public Works Fund	10,000	10,000	10,000
1,400	1,400	1,400	Special Police Projects Fund	1,400	1,400	1,400
-	-	-	Special Community Projects - Astor West Ar	675,139	675,139	675,139
-	-	-	Capital Improvement Fund	1,000,000	1,000,000	1,000,000
-	-	-	Public Works - Landfill Monitoring	30,000	30,000	30,000
1,571,895	1,641,539	1,642,010	<b>Total Transfer to Other Funds</b>	3,352,979	3,352,979	3,352,979
-	-	<u>5,097,658</u>	Contingency	<u>6,700,995</u>	<u>6,700,995</u>	<u>6,700,995</u>
9,308,081	9,603,105	16,118,508	Total Expenditures	20,061,185	20,061,185	20,061,185
<u>6,053,639</u>	<u>7,227,918</u>	-	Ending Fund Balance	-	-	-
<u>15,361,720</u>	<u>16,831,023</u>	<u>16,118,508</u>	Total Requirements	<u>20,061,185</u>	<u>20,061,185</u>	<u>20,061,185</u>

City of Astoria, Oregon  
 General Fund Resources  
 Year Beginning July 1, 2022

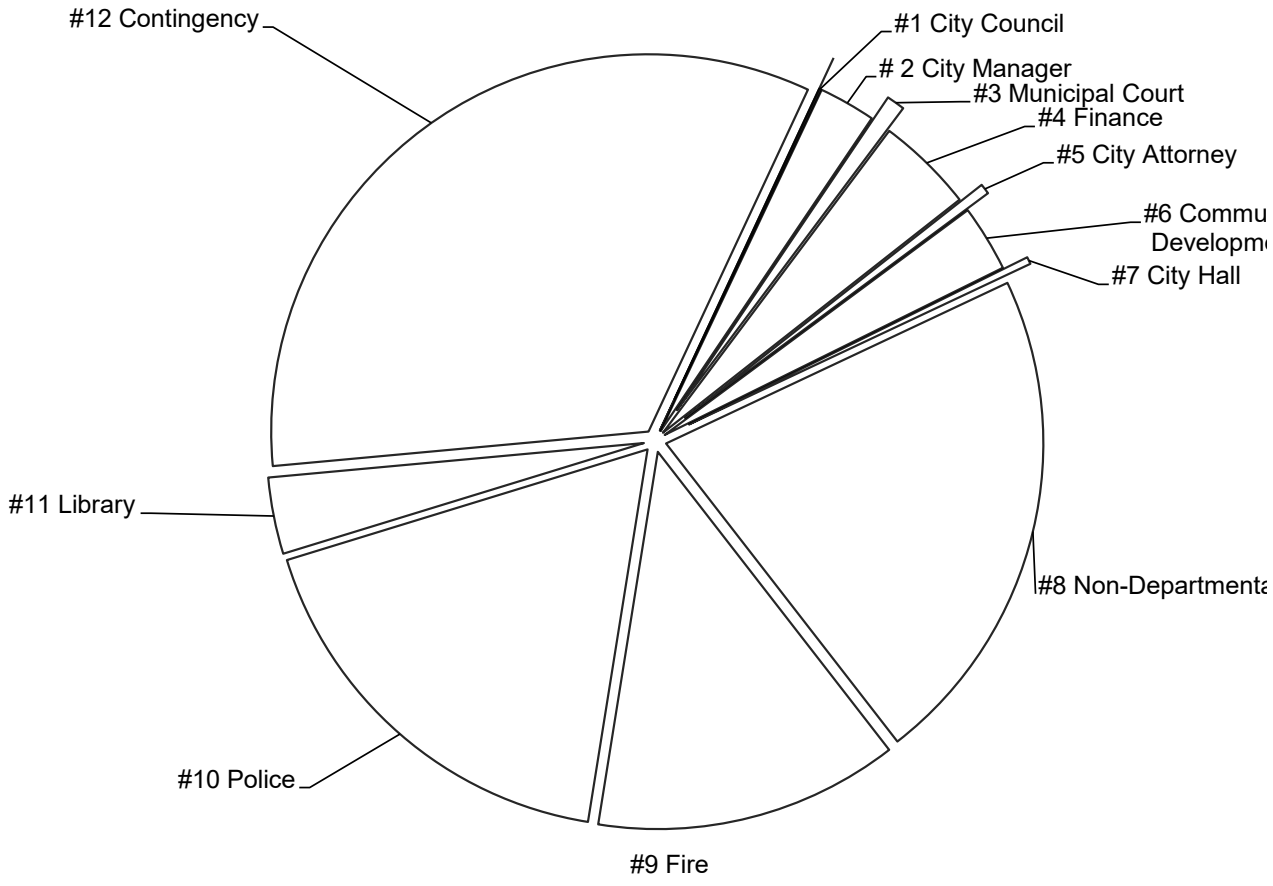
Segment #	Resources	Amount	Percentage
1	Beginning Fund Balance	\$ 8,665,300	43.19%
2	Delinquent Property Taxes	133,000	0.66%
3	Non Ad Valorem Taxes	2,739,800	13.66%
4	Licenses and Permits	27,500	0.14%
5	Charges for Services	349,535	1.74%
6	Fines and Forfeits	101,000	0.50%
7	Grant Funded Projects	7,150	0.04%
8	Interest Earnings	38,000	0.19%
9	Transfers from Other Funds	502,400	2.50%
10	Miscellaneous	60,500	0.30%
11	Estimated Current Property Taxes	<u>7,437,000</u>	<u>37.07%</u>
	<b>Total Resources</b>	<b><u>\$ 20,061,185</u></b>	<b><u>100.00%</u></b>



City of Astoria, Oregon  
General Fund Requirements  
Year Beginning July 1, 2022

Segment #	Requirements	Amount	Percentage
1	City Council	\$ 15,250	0.08%
2	City Manager	487,880	2.43%
3	Municipal Court	157,670	0.79%
4	Finance	834,775	4.16%
5	City Attorney	89,000	0.44%
6	Community Development	571,840	2.85%
7	City Hall	61,495	0.31%
8	Non-Departmental - Unallocated	4,311,930	21.49%
9	Fire	2,614,575	13.03%
10	Police	3,557,605	17.73%
11	Library	658,170	3.28%
12	Contingency	<u>6,700,995</u>	<u>33.40%</u>

Total Requirements    \$ 20,061,185    100.00%



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

Budget for Fiscal Year 7/1/22 - 6/30/23

<u>Historical 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 6/30/20</u>	<u>FYE 6/30/21</u>	<u>FYE 6/30/22</u>	<u>FYE 6/30/21</u>				
<u>Personnel Services:</u>							
4,429	4,398	4,410	4,420	4,420	4,420	4,420	4,420
312,142	401,639	450,000	470,180	470,180	470,180	470,180	470,180
58,757	63,468	79,210	80,420	80,420	80,420	80,420	80,420
658,563	634,671	664,540	702,950	702,950	702,950	702,950	702,950
194,906	330,902	502,060	465,790	465,790	465,790	465,790	465,790
6,631	7,263	8,500	7,330	7,330	7,330	7,330	7,330
235	130	1,120	1,120	1,120	1,120	1,120	1,120
1,729,040	1,866,385	2,142,940	2,274,700	2,274,700	2,274,700	2,274,700	2,274,700
2,667,214	2,731,898	3,049,310	3,284,270	3,284,270	3,284,270	3,284,270	3,284,270
<u>394,569</u>	<u>337,641</u>	<u>454,340</u>	<u>477,990</u>	<u>477,990</u>	<u>477,990</u>	<u>477,990</u>	<u>477,990</u>
6,026,486	6,378,395	7,356,430	7,769,170	7,769,170	7,769,170	7,769,170	7,769,170
<u>Total Personnel Services</u>							
<u>Materials &amp; Services:</u>							
9,937	2,231	10,830	10,830	10,830	10,830	10,830	10,830
10,004	13,527	17,300	17,700	17,700	17,700	17,700	17,700
63,351	59,636	77,250	77,250	77,250	77,250	77,250	77,250
80,745	83,397	103,565	131,825	131,825	131,825	131,825	131,825
88,000	93,116	89,000	89,000	89,000	89,000	89,000	89,000
186,043	121,596	127,450	106,050	106,050	106,050	106,050	106,050
39,434	44,885	52,860	54,165	54,165	54,165	54,165	54,165
715,551	707,606	805,920	957,831	957,831	957,831	957,831	957,831
219,041	197,053	302,475	339,875	339,875	339,875	339,875	339,875
165,313	155,408	259,875	273,335	273,335	273,335	273,335	273,335
<u>133,215</u>	<u>104,716</u>	<u>175,885</u>	<u>180,180</u>	<u>180,180</u>	<u>180,180</u>	<u>180,180</u>	<u>180,180</u>
1,710,634	1,583,171	2,022,410	2,238,041	2,238,041	2,238,041	2,238,041	2,238,041
<u>Total Materials &amp; Services</u>							

Continued on Next Page

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

Budget for Fiscal Year 7/1/22 - 6/30/23

	Historical Data		Adopted Budget	Resources and Requirements		Proposed by	Approved by	Adopted by
	Actual Data		FYE 6/30/22	Budget Officer		Budget Committee	Budget Committee	Governing Body
	FYE 6/30/20	FYE 6/30/21	FYE 6/30/22					
	6,000	6,000	6,000			6,000	6,000	6,000
	443,912	499,935	505,500			451,930	451,930	451,930
	1,089,608	1,103,419	1,089,110			1,178,510	1,178,510	1,178,510
	975	785	10,000			10,000	10,000	10,000
	1,400	1,400	1,400			1,400	1,400	1,400
	-	-	-			675,139	675,139	675,139
	-	-	-			1,000,000	1,000,000	1,000,000
	30,000	30,000	30,000			30,000	30,000	30,000
	1,571,895	1,641,539	1,642,010			3,352,979	3,352,979	3,352,979
	-	-	5,097,658			6,700,995	6,700,995	6,700,995
	9,309,015	9,603,105	16,118,508			20,061,185	20,061,185	20,061,185

Transfer to Other Funds:

Unemployment Trust						6,000	6,000	6,000
Emergency Communications Fund						451,930	451,930	451,930
Parks Operation Fund						1,178,510	1,178,510	1,178,510
UAP Transfer to Public Works Fund						10,000	10,000	10,000
Special Police Projects Fund						1,400	1,400	1,400
Special Community Projects - Astor West Area						675,139	675,139	675,139
Capital Improvement Fund						1,000,000	1,000,000	1,000,000
Public Works - Landfill Monitoring						30,000	30,000	30,000

Total Transfer to Other Funds

						3,352,979	3,352,979	3,352,979
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Contingency

						6,700,995	6,700,995	6,700,995
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Total Expenditures

						20,061,185	20,061,185	20,061,185
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**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>
Bruce Jones	Mayor	12/31/2022
Roger Rocka	Councilor - Ward 1	12/31/2022
Tom Brownson	Councilor - Ward 2	12/31/2024
Joan Herman	Councilor - Ward 3	12/31/2022
Thomas Hilton	Councilor - Ward 4	12/31/2024

City of Astoria, Oregon  
Budget Document  
General

Expenditures (by department)  
**CITY COUNCIL # 1000**

Budget for Fiscal Year 7/1/22 - 6/30/23

<u>Historical Data</u>			Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Actual Data</u> FYE 6/30/20	FYE 6/30/21	<u>Adopted Budget</u> FYE 6/30/22				
4,080	4,080	4,080	<b>Personnel Services:</b>			
312	312	320	Regular Salaries	4,080	4,080	4,080
37	6	10	FICA Taxes	320	320	320
			Workers' Compensation	20	20	20
<u>4,429</u>	<u>4,398</u>	<u>4,410</u>	<b>Total Personnel Services</b>	<u>4,420</u>	<u>4,420</u>	<u>4,420</u>
			<b>Materials and Services:</b>			
-	101	500	Office Supplies	500	500	500
9,157	1,204	8,500	Conferences, Meetings & Travel	8,500	8,500	8,500
310	620	330	Memberships & Dues	330	330	330
<u>470</u>	<u>306</u>	<u>1,500</u>	Miscellaneous	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
<u>9,937</u>	<u>2,231</u>	<u>10,830</u>	<b>Total Materials and Services</b>	<u>10,830</u>	<u>10,830</u>	<u>10,830</u>
<u>14,366</u>	<u>6,629</u>	<u>15,240</u>	<b>Total Expenditures</b>	<u>15,250</u>	<u>15,250</u>	<u>15,250</u>

<b>GENERAL FUND (001)</b>				
<b>CITY COUNCIL (1000)</b>				
<b>Personnel Services (410 - 415)</b>				
410	2020	Straight Time - Regular	4,080	
415	2220	FICA	320	
415	2240	Workers' Compensation	20	
<b>TOTAL PERSONNEL SERVICES</b>				<b>4,420</b>
			<b>TOTAL FTEs</b>	<b>-</b>
<b>Materials and Services (510 - 675)</b>				
510	3045	General Office Supplies	500	
Sub-total of Office Supplies				<b>500</b>
615	4265	Travel, Conferences and Meetings	8,500	
Sub-total Conferences, Meetings & Travel				<b>8,500</b>
630	4720	Sister Cities International Program	330	
Sub-total Memberships & Dues				<b>330</b>
675	6035	Miscellaneous - General	1,500	
Sub-total of Miscellaneous				<b>1,500</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>10,830</b>
<b>TOTAL CITY COUNCIL</b>				<b>15,250</b>





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**FUND:                   GENERAL**

Department:           City Manager #1101

Basic Objectives

This department provides for the activities of the City Manager's office. The City Manager is responsible for overall administration of the City organization and the supervision of the department heads of each of the seven other City functions which include: Finance and Administrative Services, Human Resources, Community Development, Fire, Police and Library in the General Fund; Parks Operations and Public Works.

The City Manager is responsible to the City Council.

Staffing

The staff consists of the City Manager, Executive Assistant and Human Resource Manager and a part time Human Resource clerical support.

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

Expenditures (by department)  
**CITY MANAGER # 1101**

Budget for Fiscal Year 7/1/22 - 6/30/23

<u>Historical Data</u>			Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Actual Data</u>		<u>Adopted Budget</u>				
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22				
			<b>Personnel Services:</b>			
203,012	277,828	288,500	Regular Salaries	302,480	302,480	302,480
-	-	15,920	Extra Help	17,160	17,160	17,160
14,181	19,736	23,290	FICA Taxes	24,460	24,460	24,460
40,664	33,829	36,630	Insurance	36,600	36,600	36,600
54,202	70,063	85,230	Retirement Contributions	89,070	89,070	89,070
83	183	430	Workers' Compensation	410	410	410
<u>312,142</u>	<u>401,639</u>	<u>450,000</u>	<b>Total Personnel Services</b>	<u>470,180</u>	<u>470,180</u>	<u>470,180</u>
2.0	3.0	3.6	<b>FTEs</b>	3.5	3.5	3.5
			<b>Materials and Services:</b>			
299	1,095	1,600	Office Supplies	1,600	1,600	1,600
-	148	250	Operating Supplies	250	250	250
2,456	3,366	4,150	Memberships & Dues	4,250	4,250	4,250
4,309	1,806	7,200	Conferences, Meetings & Travel	7,200	7,200	7,200
2,688	3,816	3,600	Miscellaneous	3,850	3,850	3,850
<u>252</u>	<u>3,296</u>	<u>500</u>	Technology Services	<u>550</u>	<u>550</u>	<u>550</u>
<u>10,004</u>	<u>13,527</u>	<u>17,300</u>	<b>Total Materials and Services</b>	<u>17,700</u>	<u>17,700</u>	<u>17,700</u>
			<b>Capital Outlay:</b>			
-	-	-	Machinery and Equipment	-	-	-
<u>322,146</u>	<u>415,166</u>	<u>467,300</u>	<b>Total Expenditures</b>	<u>487,880</u>	<u>487,880</u>	<u>487,880</u>

**GENERAL FUND (001)**

**CITY MANAGER (1101)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	302,480
410	2085	Extra Help	17,160
415	2220	FICA	24,460
415	2230	Insurance	36,600
415	2235	Retirement Contributions	89,070
415	2240	Workers' Compensation	410

**TOTAL PERSONNEL SERVICES**

**470,180**

TOTAL FTEs

**3.5**

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

510	3040	Printer Cartridges and Supplies	1,200
510	3045	General Office Supplies	400

Sub-total of Office Supplies

**1,600**

515	3310	General Operating Supplies	250
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Sub-total of Operating Supplies

**250**

615	4220	League of Oregon Cities	800
615	4225	OOCMA - Spring / Summer	750
615	4227	ICMA	2,250
615	4230	CCIS	400
615	4265	Travel, Conferences and Meetings	3,000

Sub-total of Conferences, Meetings & Travel

**7,200**

620	4540	General Professional Services	250
		Sub-total of General Professional Services	<b>250</b>

630	4730	ICMA	1,250
630	4735	OCCMA	400
630	4736	Society for Human Resource Management	300
630	4737	Local Government Personnel Services	1,500
630	4765	APA - AICP Certification	800

Sub-total of Memberships & Dues

**4,250**

675	5920	Employee Recognition	3,000
675	6035	General - Miscellaneous	600

Sub-total of Miscellaneous

**3,600**

**GENERAL FUND (001)**

**CITY MANAGER (1101)**

685	6205	Software		
685	6207	Non-Contract IT Services	550	
		Sub-total of Technology Services		<b>550</b>

**TOTAL MATERIALS AND SERVICES 17,700**

**TOTAL CITY MANAGER 487,880**

**CAPITAL IMPROVEMENT - CITY MANAGER**

**Machinery & Equipment**

**Total Capital Improvement - City Manager -**

**TOTAL CITY MANAGER ADMIN. - ALL FUNDS 487,880**

**FUND:       GENERAL**

Department: Municipal Court #1400

Basic Objectives

The Municipal Court handles citations issued by the Astoria Police Department and Astoria Downtown Historic District Association (ADHDA) for traffic violations, misdemeanor law violations and city code violations, as well as citations for parking and animal control offenses.

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

Staffing

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

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

Expenditures (by department)  
**MUNICIPAL COURT # 1400**

Budget for Fiscal Year 7/1/22 - 6/30/23

<u>Historical Data</u>			Resources and Requirements	<u>Budget for Fiscal Year 7/1/22 - 6/30/23</u>		
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22	Officer	Budget Committee	Governing Body	
			<b>Personnel Services:</b>			
39,123	37,981	46,530	Regular Salaries	47,440	47,440	47,440
2,891	2,670	3,560	FICA Taxes	3,630	3,630	3,630
12,169	16,615	18,570	Insurance	18,590	18,590	18,590
4,554	6,159	10,480	Retirement Contributions	10,690	10,690	10,690
<u>20</u>	<u>43</u>	<u>70</u>	Workers' Compensation	<u>70</u>	<u>70</u>	<u>70</u>
58,757	63,468	79,210	<b>Total Personnel Services</b>	80,420	80,420	80,420
1.0	1.0	1.0	<b>FTEs</b>	1.0	1.0	1.0
			<b>Materials and Services:</b>			
888	952	500	Office Supplies	500	500	500
266	-	500	Conferences, Meetings & Travel	500	500	500
35,330	36,084	42,800	Professional Services	42,800	42,800	42,800
-	-	250	Memberships & Dues	250	250	250
3,065	2,798	3,600	Technology Services	3,600	3,600	3,600
<u>23,802</u>	<u>19,802</u>	<u>29,600</u>	Miscellaneous	<u>29,600</u>	<u>29,600</u>	<u>29,600</u>
63,351	59,636	77,250	<b>Total Materials and Services</b>	77,250	77,250	77,250
			<b>Capital Outlay</b>			
-	-	-	Machinery & Equipment	-	-	-
<u>122,108</u>	<u>123,104</u>	<u>156,460</u>	<b>Total Expenditures</b>	<u>157,670</u>	<u>157,670</u>	<u>157,670</u>

**GENERAL FUND (001)**

**MUNICIPAL COURT (1400)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	47,440
415	2220	FICA	3,630
415	2230	Insurance	18,590
415	2235	Retirement Contributions	10,690
415	2240	Workers' Compensation	70

**TOTAL PERSONNEL SERVICES**

**80,420**

**TOTAL FTEs**

**1.0**

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

510	3045	General Office Supplies	500	
		Sub-total of Office Supplies		<b>500</b>
615	4265	Travel - Conferences and Meetings	500	
		Sub-total Conferences, Meetings & Travel		<b>500</b>
620	4325	Municipal Court Judge	37,700	
620	4330	Indigent Defense Contract	2,500	
620	4335	Pro Tem Judge	2,000	
620	4340	Payments for Jury Trials	100	
620	4540	Interpreter Fees	500	
		Sub-total of Professional Services		<b>42,800</b>
630	4750	Memberships & Dues	250	
		Sub-total Memberships & Dues		<b>250</b>
675	5925	VISA Fees	2,500	
675	6040	State Assessments on Fines	24,500	
675	6045	Jury & Witness Fees	100	
675	6050	Jail Assessments	2,500	
		Sub-total of Miscellaneous		<b>29,600</b>
685	6280	Municipal Court Software Maintenance	3,600	
		Sub-total of Technology Services		<b>3,600</b>

**TOTAL MATERIALS & SERVICES**

**77,250**

**TOTAL MUNICIPAL COURT**

**157,670**





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**FUND: GENERAL**

Department: Finance #1600

Basic Objectives

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

Services to other departments include financial control through the budget process, risk management, coordination of computer systems (except Public Safety Systems) with IT vendors, issuance of keys to most City owned buildings and facilities, issuance and review of city issued purchase cards, issuance cell phones and tablets as well as coordination of wireless vendor accounts. Finance also provides accounting and other miscellaneous financial services for other departments, as needed. In 2016 the Finance Department resumed administrative support for Oceanview Cemetery. The Director provides backup for Human Resource activities.

Staffing

There are 6.5 full-time equivalent employees in the Finance Department, including part time clerical support, 3 accounting clerks, 2 staff accountants, a financial reporting manager and the Director of Finance & Administrative Services. The Finance Department is under the supervision of the Director of Finance & Administrative Services, who is responsible to the City Manager.

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22		Budget Officer	Budget Committee	Governing Body
<b>Personnel Services:</b>						
431,400	417,908	429,810	Regular Salaries	450,040	450,040	450,040
11,131	3,180	4,500	Extra Help	15,600	15,600	15,600
32,773	31,122	33,230	FICA Taxes	35,630	35,630	35,630
85,349	90,030	94,610	Insurance	94,590	94,590	94,590
97,739	92,086	101,810	Retirement Contributions	106,490	106,490	106,490
171	345	580	Workers' Compensation	600	600	600
658,563	634,671	664,540	<b>Total Personnel Services</b>	702,950	702,950	702,950
7.0	7.0	6.1	<b>FTEs</b>	6.5	6.5	6.5
<b>Materials and Services:</b>						
4,435	5,564	6,500	Office Supplies	6,500	6,500	6,500
379	-	500	Repair & Maintenance Supplies	500	500	500
-	200	1,000	Training	1,000	1,000	1,000
2,370	698	4,000	Conferences, Meetings & Travel	4,000	4,000	4,000
40,121	40,159	52,500	Professional Services	53,700	53,700	53,700
919	480	945	Memberships & Dues	945	945	945
-	-	120	Communications	120	120	120
1,798	2,112	2,100	Advertising	2,400	2,400	2,400
499	2,453	3,250	Printing & Binding	3,250	3,250	3,250
615	695	750	Repair & Maintenance Services	860	860	860
-	172	250	Miscellaneous	250	250	250
29,609	30,864	31,650	Technology Services	58,300	58,300	58,300
80,745	83,397	103,565	<b>Total Materials and Services</b>	131,825	131,825	131,825
<b>Capital Outlay:</b>						
-	-	-	Machinery & Equipment	-	-	-
<u>739,308</u>	<u>718,068</u>	<u>768,105</u>	<b>Total Expenditures</b>	<u>834,775</u>	<u>834,775</u>	<u>834,775</u>

**GENERAL FUND (001)**

**FINANCE (1600)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	450,040
410	2085	Extra Help	15,600
415	2220	FICA	35,630
415	2230	Insurance	94,590
415	2235	Retirement Contributions	106,490
415	2240	Workers' Compensation	600

<b>TOTAL PERSONNEL SERVICES</b>			<b>702,950</b>
<b>TOTAL FTEs</b>			<b>6.5</b>

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

510	3045	General Office Supplies	6,500	
		Sub-total of Office Supplies		<b>6,500</b>
525	3640	Other Repair & Maintenance Supplies	500	
		Sub-total of Repair & Maintenance Supplies		<b>500</b>
610	4055	Computer Training	1,000	
		Sub-total of Training		<b>1,000</b>
615	4265	Travel - Conferences and Meetings	4,000	
		Sub-total Conferences, Meetings & Travel		<b>4,000</b>
620	4345	Audit Fee	40,300	
620	4346	OPEB Preparation Fee	4,000	
620	4350	State Filing Fee	400	
620	4540	Professional Services - General	9,000	
		Sub-total of Professional Services		<b>53,700</b>
630	4740	Other Dues and Fees	160	
630	4745	OGFOA	210	
630	4746	OSCPA	325	
630	4736	HR Management Association (SHRMA)	250	
		Sub-total Memberships & Dues		<b>945</b>
635	4975	Postage	120	
		Sub-total of Communications		<b>120</b>

**GENERAL FUND (001)**

**FINANCE (1600)**

640	5020	Advertising - Liquor Licenses	900	
640	5025	Advertising - Budget Notices	1,500	
		Sub-total of Advertising		<b>2,400</b>
650	5145	Printing & Binding - General	3,250	
		Sub-total of Printing & Binding		<b>3,250</b>
660	5825	General Repair & Maintenance	860	
		Sub-total of Repair & Maintenance Services		<b>860</b>
675	6035	General-Miscellaneous	250	
		Sub-total of Miscellaneous		<b>250</b>
685	6205	Computer Software	300	
685	6207	Non-Contract IT Services	500	
685	6247	Financial Software Maintenance	57,500	
		Sub-total of Technology Services		<b>58,300</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>131,825</b>
<b>TOTAL FINANCE</b>				<b>834,775</b>
<b>CAPITAL IMPROVEMENT FUND - FINANCE</b>				
<b>Machinery &amp; Equipment</b>				
			-	
<b>Total Capital Improvement - Finance &amp; Admin Svcs</b>				<b>-</b>
<b>TOTAL FINANCE DEPARTMENT - ALL FUNDS</b>				<b>834,775</b>

**FUND:       GENERAL**

Department: City Attorney #1800

Basic Objectives

The City Attorney provides legal advice to departments concerning routine activities, prepares and reviews documents, provides legal representation in some Municipal Court cases and other legal advice, as needed. The City Attorney is appointed by the City Council on an annual basis.

Staffing

This department provides for no staff positions. Services are currently provided by agreement with Attorney Blair Henningsgaard.

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

Expenditures (by department)  
**CITY ATTORNEY # 1800**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22		Budget Officer	Budget Committee	Governing Body
-	-	1,000	<b>Materials and Services:</b>			
87,000	93,116	87,000	Conferences Meetings & Travel	1,000	1,000	1,000
1,000	-	1,000	Professional Services	87,000	87,000	87,000
			Miscellaneous	1,000	1,000	1,000
<u>88,000</u>	<u>93,116</u>	<u>89,000</u>	<b>Total Expenditures</b>	<u>89,000</u>	<u>89,000</u>	<u>89,000</u>

**Detail Information 2022-23**

**GENERAL FUND (001)**

**CITY ATTORNEY (1800)**

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

615	4220	League of Oregon Cities	1,000	
620	4355	City Attorney Agreement	87,000	
675	6035	General - Miscellaneous	1,000	
<b>TOTAL MATERIALS &amp; SERVICES</b>				<u>89,000</u>
<b>TOTAL CITY ATTORNEY</b>				<u>89,000</u>

**FUND: GENERAL**

Department: Community Development # 2001

Basic Objectives

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

Planning Commission/ Historic Landmarks Commission/Design Review Committee

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

Astoria Development Commission

The Community Development Department provides staff support to the Astoria Development Commission (ADC). The ADC's responsibility is to administer the City's two urban renewal districts. The Astor-East Urban Renewal District encompasses 56.95 acres of land located east of Astoria's Central Business District and includes the Liberty Theatre and Heritage Square property in the downtown area. The objectives of the AEURD Renewal Plan are to improve the physical conditions, functional relationships, and visual quality of the area, and to eliminate blight in order to create a climate more conducive for private development of property. Approximately four acres of riverfront property east of 20th Street were purchased in 2000 by the ADC and are being held for future development. In 2002 the City established a new 205.5 acre urban renewal district on the West End of Astoria in the Uniontown & Port of Astoria areas. The Astor-West Urban Renewal District was formed to help with the redevelopment of the Uniontown and Port of Astoria area. In 2016 an amendment was adopted to add property and projects increasing the district by 12.05 acres for a total of 217.55 acres.

Waterfront Revitalization

A Master Plan for the redevelopment of Astoria's waterfront was adopted in 1990 and an update Riverfront Vision Plan was adopted in 2009. These Plans envisioned a pedestrian walkway along the river's edge, street end river viewing piers, improved lighting and pedestrian amenities such as benches and restrooms, interpretive signage, and museum quality exhibits. Since adoption of the 1990 Plan, the City has made steady progress in implementation. In 2014, staff initiated code amendments for implementation of the Riverfront Vision Plan. Through grant funding, Astoria's River Trail has been constructed in increments over the years and was completed in 2013 extending approximately six miles from Smith Point east to the Alderbrook neighborhood. The Astoria Riverfront Trolley Association, with City support, continues to operate a trolley car along a 3-mile section of the waterfront covering the area from Smith Point to 35th Street.

Building Inspection Services

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

Staffing

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



City of Astoria, Oregon  
Budget Document  
GENERAL FUND

Expenditures (by department)  
**COMMUNITY DEVELOPMENT # 2001**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22		Budget Officer	Budget Committee	Governing Body
<b>Personnel Services:</b>						
120,874	217,540	308,990	Regular Salaries	308,940	308,940	308,940
2,043	2,306	3,750	Extra Help	3,750	3,750	3,750
9,102	16,278	23,930	FICA Taxes	23,930	23,930	23,930
35,083	53,582	85,430	Insurance	57,590	57,590	57,590
27,272	40,985	77,750	Retirement Contributions	69,580	69,580	69,580
532	211	2,210	Workers' Compensation	2,000	2,000	2,000
194,906	330,902	502,060	<b>Total Personnel Services</b>	465,790	465,790	465,790
2.5	3.0	4.0	<b>FTEs</b>	4.0	4.0	4.0
<b>Materials and Services:</b>						
3,754	2,047	2,700	Office Supplies	3,200	3,200	3,200
20	-	500	Operating Supplies	500	500	500
5,898	300	5,000	Conferences, Meetings & Travel	6,000	6,000	6,000
145,584	98,016	85,000	Professional Services	50,000	50,000	50,000
5,445	6,250	7,750	Memberships & Dues	8,550	8,550	8,550
12,442	8,656	13,000	Advertising	10,000	10,000	10,000
449	501	500	Postage	3,000	3,000	3,000
906	585	800	Printing & Binding	800	800	800
1,591	1,678	1,000	Repair & Maintenance Services	2,000	2,000	2,000
9,198	2,807	10,000	Projects Funded by Grants	17,000	17,000	17,000
756	756	1,200	Technology Services	5,000	5,000	5,000
186,043	121,596	127,450	<b>Total Materials and Services</b>	106,050	106,050	106,050
<b>Capital Outlay:</b>						
-	-	-	Machinery & Equipment	-	-	-
<u>380,949</u>	<u>452,498</u>	<u>629,510</u>	<b>Total Expenditures</b>	<u>571,840</u>	<u>571,840</u>	<u>571,840</u>

**GENERAL FUND (001)**

**COMMUNITY DEVELOPMENT (2001)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	308,940
410	2085	Extra Help	3,750
415	2220	FICA	23,930
415	2230	Insurance	57,590
415	2235	Retirement Contributions	69,580
415	2240	Workers' Compensation	2,000

**TOTAL PERSONNEL SERVICES**

**465,790**

**TOTAL FTEs**

**4.0**

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

510	3040	Printer Cartridges and Supplies	1,500
510	3045	General Office Supplies	1,700

Sub-total of Office Supplies

**3,200**

515	3180	Fuel, Oil and Lubricants	500
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Sub-total of Operating Supplies

**500**

615	4260	Conference / Meeting Expense	4,000
615	4265	Travel: Conferences and Meetings	1,000
615	4266	Boards & Commission Training	1,000

Sub-total Conferences, Meetings & Travel

**6,000**

620	4540	Professional Services General	50,000
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Sub-total of Professional Services

**50,000**

630	4750	Dues - Miscellaneous	700
630	4760	CREST	5,000
630	4765	OCPDA-APA	2,100
630	4775	Historic Preservation	500
630	4780	Columbia-Pacific Economic Development Distric	250

Sub-total Memberships & Dues

**8,550**

635	4975	Postage	3,000
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Sub-total Postage

**3,000**

**GENERAL FUND (001)**

**COMMUNITY DEVELOPMENT (2001)**

640	5030	Advertising - Public Notices	10,000	
		Sub-total of Advertising		<b>10,000</b>
650	5145	Printing & Binding - General	800	
		Sub-total of Printing & Binding		<b>800</b>
660	5620	Office Machines	1,000	
660	5785	Vehicle Repair & Maintenance	1,000	
		Sub-total of Repair & Maintenance Services		<b>2,000</b>
680	6125	Certified Local Gov/SHPO	15,000	
680	6140	General - Projects Funded by Grants	2,000	
		Sub-total of Projects Funded by Grants		<b>17,000</b>
685	6205	Computer Software	5,000	
		Sub-total of Technology Services		<b>5,000</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>106,050</b>
<b>Capital Outlay (740)</b>				
740	6650	Machinery & Equipment		
		Sub-total of Machinery & Equipment		-
<b>TOTAL CAPITAL OUTLAY</b>				<b>-</b>
<b>TOTAL COMMUNITY DEVELOPMENT</b>				<b>571,840</b>
<b>CAPITAL IMPROVEMENT FUND - COMMUNITY DEVELOPMENT</b>				
<b>Total Capital Improvement Fund - Community Development</b>				<b>-</b>
740	6650	Machinery & Equipment		
		Smart Device Replacement (potentially ipad)	2,000	
		Total Machinery & Equipment		2,000
<b>TOTAL COMMUNITY DEVELOPMENT DEPARTMENT - ALL FUNDS</b>				<b>573,840</b>

**FUND:       GENERAL**

Department: City Hall #2200

Basic Objectives

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

Staffing

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

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

Expenditures (by department)  
**CITY HALL # 2200**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22		Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
395	216	500	Extra Help	500	500	500
3,178	3,116	3,830	Interfund Wages	4,020	4,020	4,020
268	249	340	FICA Taxes	310	310	310
2,072	2,922	2,500	Insurance	1,160	1,160	1,160
640	668	1,090	Retirement Contributions	1,140	1,140	1,140
78	92	240	Workers' Compensation	200	200	200
6,631	7,263	8,500	<b>Total Personnel Services</b>	7,330	7,330	7,330
0.1	0.1	0.1	<b>FTEs</b>	0.1	0.1	0.1
			<b>Materials and Services:</b>			
-	706	1,000	Operating Supplies	1,000	1,000	1,000
3,911	4,866	4,750	Repair & Maintenance Supplies	5,350	5,350	5,350
22,084	25,937	31,490	Professional Services	31,700	31,700	31,700
13,439	13,376	15,620	Public Utility Services	16,115	16,115	16,115
-	-	-	Miscellaneous	-	-	-
39,434	44,885	52,860	<b>Total Materials and Services</b>	54,165	54,165	54,165
46,065	52,148	61,360	<b>Total Expenditures</b>	61,495	61,495	61,495

<b>GENERAL FUND (001)</b>				
<b>CITY HALL (2200)</b>				
<b>Personnel Services (410 - 415)</b>				
410	2085	Extra Help	500	
412	2095	Interfund Wages	4,020	
415	2220	FICA	310	
415	2230	Insurance	1,160	
415	2235	Retirement Contributions	1,140	
415	2240	Workers' Compensation	200	
<b>TOTAL PERSONNEL SERVICES</b>				<b>7,330</b>
			<b>TOTAL FTEs</b>	<b>0.1</b>
<b>Materials and Services (515 - 675)</b>				
515	3265	Custodial Supplies	1,000	
Sub-total of Operating Supplies				<b>1,000</b>
525	3520	Building Materials / Supplies	850	
525	3640	Other Repair & Maintenance Supplies	4,500	
Sub-total of Repair & Maintenance Supplies				<b>5,350</b>
620	4365	Janitorial Services	12,800	
620	4370	Pest Control	150	
620	4375	Elevator Maintenance	14,700	
620	4376	Fire Alarm System Services	1,350	
620	4540	Professional Services - General	2,700	
Sub-total of Professional Services				<b>31,700</b>
655	5205	Electricity - City Hall	10,815	
656	5475	Natural Gas- City Hall	2,500	
657	5505	Sanitation - City Hall	2,800	
Sub-total of Public Utility Services				<b>16,115</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>54,165</b>
<b>Capital Outlay (720 - 740)</b>				
740	6650	Machinery & Equipment		-
<b>TOTAL CAPITAL OUTLAY</b>				-
<b>TOTAL CITY HALL</b>				<b>61,495</b>

**GENERAL FUND (001)**

**CITY HALL (2200)**

**CAPITAL IMPROVEMENT FUND - CITY HALL**

Machinery & Equipment

Audio/Visual Improvements 72,000

LED Lighting 30,000

Granicus Live Cast GovMeetings Setup 10,170

Sub-total of Machinery & Equipment **112,170**

**TOTAL CAPITAL OUTLAY 112,170**

**TOTAL CITY HALL - ALL FUNDS 173,665**

**FUND: GENERAL**

Department: Non-Departmental - Unallocated # 2400

Basic Objectives:

This department accounts for appropriations that benefit all or several departments and appropriations that do not apply to any specific department. Transfers to other funds from the General Fund are budgeted in this department. A schedule of individual transfers may be found in the Detail & Statistical Section.

Community Organization Grants (Social Services – Basic Needs) are distributed from this department with the Budget sub-committee recommendations listed on the last page. A process has been established to set the distribution maximum which equals 0.5% of the previously adopted General Fund budget. The maximum distribution amount for FY 21-22 was \$ 76,110 and \$ 80,590 for FY 22-23.

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-DEPARTMENTAL - UNALLOCATED # 2400**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22		Budget Officer	Budget Committee	Governing Body
<b>Personnel Services:</b>						
-	-	550	Interfund Wages	550	550	550
-	-	50	FICA Taxes	50	50	50
-	-	320	Insurance	320	320	320
218	118	160	Retirement Contributions	160	160	160
<u>17</u>	<u>12</u>	<u>40</u>	Worker Compensation	<u>40</u>	<u>40</u>	<u>40</u>
235	130	1,120	<b>Total Personnel Services</b>	1,120	1,120	1,120
0.1	0.1	0.1	<b>FTEs</b>	0.1	0.1	0.1
<b>Materials and Services:</b>						
2,001	1,843	3,750	Office Supplies	3,750	3,750	3,750
409	290	4,000	Operating Supplies	4,000	4,000	4,000
654	433	5,000	Repair & Maintenance Supplies	5,000	5,000	5,000
287,811	224,485	231,960	Professional Services	262,840	262,840	262,840
10,608	10,770	11,500	Memberships & Dues	12,850	12,850	12,850
44,485	47,461	52,400	Communications	54,325	54,325	54,325
-	-	250	Advertising	250	250	250
294,133	334,001	380,250	Insurance	412,000	412,000	412,000
1,803	2,502	2,500	Rentals	4,200	4,200	4,200
70,944	83,118	97,610	Miscellaneous	177,290	177,290	177,290
<u>2,703</u>	<u>2,703</u>	<u>16,700</u>	Non-Contract IT Services	<u>21,326</u>	<u>21,326</u>	<u>21,326</u>
715,551	707,606	805,920	<b>Total Materials and Services</b>	957,831	957,831	957,831
<b>Transfer to Other Funds:</b>						
6,000	6,000	6,000	Unemployment Trust	6,000	6,000	6,000
443,912	499,935	505,500	Emergency Communications Fund	451,930	451,930	451,930
1,089,608	1,103,419	1,089,110	Parks Operation Fund	1,178,510	1,178,510	1,178,510
975	785	10,000	UAP Transfer to Public Works Fund	10,000	10,000	10,000
1,400	1,400	1,400	Special Police Projects Fund	1,400	1,400	1,400
-	-	-	Special Community Projects - Astor West Area	675,139	675,139	675,139
-	-	-	Capital Improvement Fund	1,000,000	1,000,000	1,000,000
<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	Public Works - Landfill Monitoring	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
<u>1,571,895</u>	<u>1,641,539</u>	<u>1,642,010</u>	<b>Total Transfer to Other Funds</b>	<u>3,352,979</u>	<u>3,352,979</u>	<u>3,352,979</u>
<u>2,287,681</u>	<u>2,349,275</u>	<u>2,449,050</u>	<b>Total Expenditures</b>	<u>4,311,930</u>	<u>4,311,930</u>	<u>4,311,930</u>

**GENERAL FUND (001)**

**NON-DEPARTMENTAL - UNALLOCATED (2400)**

**Personnel Services (412)**

410	2095	Interfund Wages	650
415	2220	FICA	50
415	2230	Insurance	190
415	2235	Retirement Contributions	190
415	2240	Worker Compensation	40

**TOTAL PERSONNEL SERVICES**

**1,120**

**TOTAL FTEs**

**0.1**

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

510	3030	Paper	3,750	
		Sub-total of Office Supplies		<b>3,750</b>
515	3310	General Operating Supplies	4,000	
		Sub-total of Operating Supplies		<b>4,000</b>
525	3640	Other Repair & Maintenance Supplies	5,000	
		Sub-total of Repair & Maintenance Supplies		<b>5,000</b>
620	4390	Network Maintenance	58,000	
620	4395	Email Hosting	2,000	
620	4400	Internet Connectivity	24,060	
620	4402	Website Hosting	10,800	
620	4405	Website Consulting	1,000	
620	4410	Personnel Legal Services	45,000	
620	4411	General Legal Services	25,000	
620	4415	General Professional Services	37,050	
620	4440	Post Retirement Agreement	12,000	
620	4537	ABC Transcription Service	35,000	
620	4539	VOIP Cisco / Obsidian Support	12,930	
		Sub-total of Professional Services		<b>262,840</b>
630	4785	League of Oregon Cities	8,350	
630	4796	CEDR	4,500	
		Sub-total of Memberships & Dues		<b>12,850</b>
635	4920	Cell Phones	20,000	
635	4930	Telephone - Century Link	8,000	
635	4975	Postage	25,725	
635	4980	Postage Meter Fees	600	
		Sub-total of Communications		<b>54,325</b>
640	5020	Advertising - Legal Ads / Notices	250	
		Sub-total of Advertising		<b>250</b>

<b>GENERAL FUND (001)</b>				
<b>NON-DEPARTMENTAL - UNALLOCATED (2400)</b>				
645	5060	Insurance - Liability	412,000	
		Sub-total of Insurance		<b>412,000</b>
665	5860	Office Machines	4,200	
		Sub-total of Repair and Maintenance Service		<b>4,200</b>
675	5925	Credit Card Fees	15,000	
675	5940	Taxes and Assessments	6,700	
675	5950	Priority Funding for Housing and Homeless Projects	75,000	
675	5980	<b>Community Organization (Social Services) Grants</b>	<b>80,590</b>	
		Sub-total of Miscellaneous		<b>177,290</b>
685	6207	Non-Contract IT Services	5,526	
685	6208	HR Info System Software	13,800	
685	6209	Human Resource ApplicantPool	2,000	
		Sub-total of Technology		<b>21,326</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>957,831</b>
<b>Transfers to Other Funds (850)</b>				
850	7520	Unemployment Fund	6,000	
850	7522	UAP Transfer to PW	10,000	
850	7525	Emergency Communications Fund	451,930	
850	7531	Special Community Projects Astor West Area	675,139	
850	7532	Parks / Aquatic Fund	1,178,510	
850	7534	Special Police Projects	1,400	
850	7535	Capital Improvement Fund	1,000,000	
850	7550	Public Works Fund Landfill Monitoring	30,000	
		Sub-total Transfers to Other Funds		<b>3,352,979</b>
<b>TOTAL TRANSFERS TO OTHER FUNDS</b>				<b>3,352,979</b>
<b>TOTAL NON-DEPARTMENTAL - UNALLOCATED</b>				<b>4,311,930</b>
<b>CAPITAL IMPROVEMENT FUND - NON-DEPARTMENTAL - UNALLOCATED</b>				
		Software Support Renewals	38,805	
		Computer Replacements	31,500	
		Hardware, Server Replacements & Backup	58,500	
<b>Total Capital Improvement Fund - Non-Departmental - Unallocated</b>				<b>128,805</b>
<b>TOTAL NON-DEPARTMENTAL - UNALLOCATED ALL FUNDS</b>				<b>4,440,735</b>

**GENERAL FUND (001)**

**NON-DEPARTMENTAL - UNALLOCATED (2400)**

**FY 22-23 COMMUNITY ORGANIZATION (SOCIAL SERVICES - BASIC NEEDS)**

<b><u>Organization</u></b>	<b><u>Requested</u></b>	<b><u>Recommended Distribution</u></b>
Assistance League of the Columbia Pacific	5,000	5,000
Astoria Warming Center	10,000	10,000
Clatsop CASA Program	10,000	10,000
Clatsop Comm Action - Food Program	20,000	15,000
The Harbor /Clatsop County Women's Resource Center	15,000	15,000
LIFEBoat Services	20,000	-
North Coast Food Web	5,000	4,170
Restoration House, Inc.	5,000	1,000
Seaside Hall	422	420
Senior Citizens Services of Astoria	<u>20,000</u>	<u>20,000</u>
<b>Total Community Organizations (Basic Need Grants)</b>	<b><u>110,422</u></b>	<b><u>80,590</u></b>



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**FUND: GENERAL**

Department: Fire # 2600

Basic Objectives

The fire department is responsible for fire suppression, hazards to life safety, and the treatment of persons with serious medical emergencies. Emergency medical transportation is provided by Medix Ambulance Company. The department houses a regional hazardous materials response team through a contract with the Oregon State Fire Marshals' Office. Seven of the team's eleven members are provided by the department with planned addition of two members from the department to the team. Training funds are provided by the state and City is reimbursed for emergency responses. In addition to responding within the city limits, the department provides response for the Tongue Point Job Corps Center through a contract for services with the Department of Labor. The department supports the US Coast Guard by providing response to property at Tongue Point as well as the USCG Cutters Alert and Steadfast through memorandums of agreement. A volunteer firefighter program has been in place since 1993 with varying levels of participation/staffing. A student/intern firefighter program was created in 2001 which offers college tuition, a monthly stipend and sleeping accommodations at fire station 2 located in Uniontown for three individuals. During "off" time, interns reside at Station 2, essentially staffing the station. The budget includes funding for an additional intern firefighter which does not require housing. Each intern is assigned to one of the three normal department work shifts. Department personnel have participated in a variety of regional programs including fire cause investigations, the Clatsop County Juvenile Fire Setter Network, the Clatsop County Firefighters Association and is active in assisting with providing firefighter training county-wide. The department provides public fire safety education programs, concentrating on school children regarding proper actions to be taken during a fire emergency. The department implemented a business inspection program in accordance with Oregon Fire Code. The department also provides portable fire extinguisher training to local businesses upon request. The department participates in a county-wide Mutual Aid system for response to greater alarm fires, both structural and wildland, as well as mass casualty incidents through established mutual aid agreements with all county departments and fire districts. The department also participates as one of 12 lower Columbia River fire agencies in the Maritime Fire Safety Association (MFSA) and the Fire Protection Agency Advisory Council. Consequently, some department personnel have been specially trained in shipboard firefighting, and can receive the same from all participants should a shipboard fire emergency occur in Astoria. MFSA training and response costs are reimbursed to the City as are wildland conflagrations. The department overtime budget was increase to support participation in MFSA, Hazmat response/training and conflagration responses.

Staffing

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

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

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

Expenditures (by department)  
**FIRE # 2600**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
1,021,357	1,012,746	1,198,030	Regular Salaries	1,240,600	1,240,600	1,240,600
14,904	127,844	67,820	Overtime	125,880	125,880	125,880
7,984	16,620	18,900	Department Funded Intern Stipends	25,200	25,200	25,200
10,500	8,893	20,640	Volunteer Wages	28,640	28,640	28,640
22,805	17,950	20,130	Interfund Wages	22,840	22,840	22,840
80,578	88,781	101,400	FICA Taxes	110,410	110,410	110,410
250,376	258,868	305,230	Insurance	270,710	270,710	270,710
275,337	303,888	361,550	Retirement Contributions	392,190	392,190	392,190
45,199	30,795	49,240	Workers' Compensation	58,230	58,230	58,230
<u>1,729,040</u>	<u>1,866,385</u>	<u>2,142,940</u>	<b>Total Personnel Services</b>	<u>2,274,700</u>	<u>2,274,700</u>	<u>2,274,700</u>
12.4	12.9	13.4	<b>FTEs</b>	13.8	13.8	13.8
			<b>Materials and Services:</b>			
1,150	1,160	2,000	Office Supplies	2,000	2,000	2,000
64,114	63,933	82,000	Operating Supplies	92,900	92,900	92,900
11,439	5,246	15,000	Repair & Maintenance Supplies	15,000	15,000	15,000
439	60	6,000	Small Tools & Minor Equipment	6,000	6,000	6,000
29,420	28,923	23,000	City Shop Expenses	32,000	32,000	32,000
17,712	372	25,000	Training	25,000	25,000	25,000
2,384	148	5,000	Conferences, Meetings & Travel	5,000	5,000	5,000
11,527	9,778	14,000	Professional Services	14,000	14,000	14,000
4,141	3,077	6,600	Volunteer Services	6,600	6,600	6,600
13,390	14,833	27,000	Fire Intern Expense	35,000	35,000	35,000
883	783	1,200	Memberships & Dues	1,200	1,200	1,200
265	398	325	Insurance	325	325	325
201	650	750	Advertising	750	750	750
26,328	28,010	33,000	Public Utility Services	38,400	38,400	38,400
26,859	30,938	48,600	Repair & Maintenance Services	51,800	51,800	51,800
-	-	3,000	Rentals/Leasing	3,000	3,000	3,000
8,789	8,744	10,000	Technology Services	10,900	10,900	10,900
<u>219,041</u>	<u>197,053</u>	<u>302,475</u>	<b>Total Materials and Services</b>	<u>339,875</u>	<u>339,875</u>	<u>339,875</u>
			<b>Capital Outlay:</b>			
-	-	-	Machinery & Equipment	-	-	-
<u>-</u>	<u>-</u>	<u>-</u>	<b>Total Capital Outlay</b>	<u>-</u>	<u>-</u>	<u>-</u>
<u>1,948,081</u>	<u>2,063,438</u>	<u>2,445,415</u>	<b>Total Expenditures</b>	<u>2,614,575</u>	<u>2,614,575</u>	<u>2,614,575</u>

**GENERAL FUND (001)**

**FIRE DEPARTMENT (2600)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	1,240,600
410	2045	Overtime	125,880
410	2055	Department Funded Intern Stipends	25,200
410	2059	Volunteer Wages	28,640
412	2095	Interfund Wages	22,840
415	2220	FICA	110,410
415	2230	Insurance	270,710
415	2235	Retirement Contributions	392,190
415	2240	Workers' Compensation	58,230

<b>TOTAL PERSONNEL SERVICES</b>			<b>2,274,700</b>
		<b>TOTAL FTEs</b>	<b>13.8</b>

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

510	3045	General Office Supplies	2,000
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<b>Sub-total of Office Supplies</b>			<b>2,000</b>
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515	3180	Fuel, Oil & Lubricants	16,000
515	3185	Emergency Medical Supplies	6,500
515	3190	Firefighting Equipment	5,500
515	3195	Fire Prevention/Public Relations Supplies	10,000
515	3200	HazMat Supplies	1,200
515	3205	Clothing / Uniforms	11,000
515	3210	Annual Turnout Purchase	13,500
515	3215	Annual Radio / Pager Purchase	4,500
515	3220	Annual Hose Purchase	4,500
515	3225	Annual Nozzle Applications	4,000
515	3230	SCBA Maintenance Supplies	2,500
515	3240	Wildland / Interface	5,000
515	3242	Structural Personal Protective Equipment	2,700
515	3310	General Operating Supplies	6,000

<b>Sub-total of Operating Supplies</b>			<b>92,900</b>
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525	3510	Building Materials / Supplies Station 2	3,900
525	3520	Building Materials / Supplies Headquarters	7,400
525	3530	General - Repair & Maintenance Supplies	2,200
525	3535	Radio / Pagers	1,500

<b>Sub-total of Repair &amp; Maintenance Supplies</b>			<b>15,000</b>
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530	3720	Small Tools	6,000
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<b>Sub-total of Small Tools</b>			<b>6,000</b>
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**GENERAL FUND (001)**

**FIRE DEPARTMENT (2600)**

545	3825	Tires - City Shops	10,000	
545	3820	Vehicle Parts - City Shops	22,000	
		<b>Sub-total of City Shop Expenses</b>		<b>32,000</b>
610	4075	Outside Training & Schools	18,000	
610	4080	Resource Materials	3,500	
610	4090	Career Development/Career Tuition Reimbursement	3,500	
		<b>Sub-total of Training</b>		<b>25,000</b>
615	4265	Conferences / Meetings / Travel Expenses	5,000	
		<b>Sub-total of Conferences, Meetings &amp; Travel</b>		<b>5,000</b>
620	4420	Physician Adviser Services	3,000	
620	4540	General - Professional Services	3,500	
620	4515	Annual Medical Exams	6,500	
620	4520	Finger Printing/ Screening	1,000	
		<b>Sub-total of Professional Services</b>		<b>14,000</b>
625	4650	Volunteer Firefighter Insurance	3,000	
625	4660	Volunteer Awards & Program	3,600	
		<b>Sub-total of Volunteer Services</b>		<b>6,600</b>
625	4635	Department Funded Intern Tuition & Fees	35,000	
		<b>Sub-total of Fire Intern Expense</b>		<b>35,000</b>
630	4750	Various Dues	1,200	
		<b>Sub-total of Memberships &amp; Dues</b>		<b>1,200</b>
640	5020	Advertising - Legal Ads / Notices	750	
		<b>Sub-total of Advertising</b>		<b>750</b>
645	5060	EAP Insurance for volunteers	325	
		<b>Sub-total Insurance Services</b>		<b>325</b>
655	5211	Electricity - Public Safety Building	17,000	
655	5212	Electricity - Fire Station 2	4,000	
656	5450	Natural Gas - Fire Station 2	4,000	
656	5455	Natural Gas - Public Safety Building	10,000	
657	5508	Sanitation - Public Safety Building	2,700	
657	5509	Sanitation - Fire Station 2	700	
		<b>Sub-total of Public Utility Services</b>		<b>38,400</b>

**GENERAL FUND (001)**

**FIRE DEPARTMENT (2600)**

660	5710	Radio / Pagers	2,200	
660	5715	Annual SCBA & Breathing Air Compressor Maint	8,500	
660	5716	Quarterly Breathing Air Quality Testing	500	
660	5717	Porta-Count Annual Calibration	1,200	
660	5720	Defibrillator Maintenance	2,500	
660	5721	Personal Protective Equipment Maintenance	2,700	
660	5725	Eq other than Vehicles/Include Fire Extinguishers	1,000	
660	5726	Public Safety Bay Door Maintenance	3,700	
660	5727	Annual Hose Testing	4,500	
660	5728	Annual Ground Ladder Testing	1,200	
660	5729	Annual Aerial Device/Ladder Testing	4,000	
660	5750	Buildings-Public Safety	6,500	
660	5751	Buildings-Station 2	6,800	
660	5752	Annual Pump Testing - 4 Apparatus	1,500	
660	5785	Motor Vehicles / Auto Body Shop	1,000	
660	5825	General - Repair & Maintenance Services	4,000	
		<b>Sub-total of Repair &amp; Maintenance Services</b>		<b>51,800</b>
665	5860	Photocopy Machines	3,000	
		<b>Sub-total of Rentals/Leasing</b>		<b>3,000</b>
685	6245	EnRoute Pro	1,400	
685	6250	Software Maintenance	9,500	
		<b>Sub-total of Technology Services</b>		<b>10,900</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>339,875</b>
<b>TOTAL FIRE DEPARTMENT</b>				<b>2,614,575</b>

**GENERAL FUND (001)**

**FIRE DEPARTMENT (2600)**

**CAPITAL IMPROVEMENT FUND - FIRE DEPT  
Machinery and Equipment:**

2022 Ford Explorer (Vehicle ordered FY 21-22)	63,000
Cardiac Equipment Replacement	46,800
IPAD & Phone Updates	2,000
Station 2 Roof Repairs	5,000
Public Safety Building - Seal Coating for Asphalt	5,000
Fire Apparatus	800,000

***Identified Needs Not Currently Budgeted***

*Public Safety Building - Heating System Repairs \$ 100,000*

*2022 Ford Explorer (replaces 2014 former APD vehicle) \$ 63,000*

**Subtotal of Machinery and Equipment 921,800**

**TOTAL CAPITAL IMPROVEMENT FUND - FIRE DEPT 921,800**

**TOTAL FIRE DEPARTMENT - ALL FUNDS 3,536,375**

**FUND: GENERAL**

Department: Police # 2800

### **Basic Objectives**

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

***Dedicated to Duty – Committed to Community***

### **Community Policing**

The department has been committed to community policing since 1996. Community policing activities are embedded in the actions of the department and enhanced by the Citizen Police Academy, Coffee with a Cop, Social Media and other activities that bring residents into direct involvement with the police during routine conversations instead of during crisis. In 2013, CERT (Community Emergency Response Team) was transferred from the Fire Department to APD. The Team is currently led by a police officer. Funding for CERT activities are contained in Special Police Projects Fund # 136.

### **Technology**

The department has made technology a priority to help the agency manage response in the most cost effective manner possible. The department is one of the first agencies in the country to replace the vehicle-mounted mobile computer with an inexpensive tablet technology solution which is completely integrated with the records management, dispatch and criminal justice information systems. The department is the only one in the North Coast using electronic ticket writers and in 2015 invested in a body camera system which integrates with existing vehicle cameras.

### **Staffing**

This budget provides for a Chief of Police, deputy chief, three sergeants, two detectives, ten patrol officers, one administrative services manager, two records specialists. An additional officer position is included in this budget to provide for duties related to enhanced engagement with issues in the community associated with homelessness and livability.

When fully staffed, the three sergeants and ten patrol officers are assigned to patrol duties. This staffing provides a consistent two officers on duty 24 hours a day, seven days a week. The highest routine staffing level for patrol activities is three officers.

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

Expenditures (by department)  
**POLICE # 2800**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22		Budget Officer	Budget Committee	Governing Body
<b>Personnel Services:</b>						
1,569,993	1,661,026	1,762,630	Regular Salaries	1,908,820	1,908,820	1,908,820
112,943	53,783	92,880	Overtime	99,000	99,000	99,000
1,517	2,294	1,080	Extra Help	870	870	870
24,194	20,584	23,970	Interfund Wages	24,790	24,790	24,790
126,622	128,741	143,870	FICA Taxes	155,560	155,560	155,560
372,827	391,255	459,230	Insurance	470,450	470,450	470,450
419,941	439,259	510,660	Retirement Contributions	553,910	553,910	553,910
39,177	34,956	54,990	Workers' Compensation	70,870	70,870	70,870
2,667,214	2,731,898	3,049,310	<b>Total Personnel Services</b>	3,284,270	3,284,270	3,284,270
20.5	20.6	21.7	<b>FTEs</b>	22.1	22.1	22.1
<b>Materials and Services:</b>						
7,771	8,014	8,850	Office Supplies	8,850	8,850	8,850
39,067	40,452	63,350	Operating Supplies	66,150	66,150	66,150
7,541	4,925	13,200	Repair & Maintenance Supplies	16,200	16,200	16,200
1,668	1,476	7,175	Small Tools & Minor Equipment	7,575	7,575	7,575
11,886	9,406	17,250	City Shop Expenses	15,000	15,000	15,000
15,129	13,921	28,200	Training	28,200	28,200	28,200
1,603	573	3,000	Conferences, Meetings & Travel	3,000	3,000	3,000
5,111	4,171	8,800	Professional Services	8,800	8,800	8,800
1,010	555	1,580	Memberships & Dues	1,580	1,580	1,580
737	743	2,000	Communications	2,000	2,000	2,000
127	-	1,000	Advertising	1,000	1,000	1,000
2,577	3,430	4,100	Printing & Binding	4,100	4,100	4,100
16,049	16,357	18,990	Public Utility Services	17,800	17,800	17,800
24,701	24,723	26,900	Repair & Maintenance Services	26,900	26,900	26,900
3,761	2,687	7,650	Miscellaneous	7,650	7,650	7,650
26,575	23,975	47,830	Technology Services	58,530	58,530	58,530
165,313	155,408	259,875	<b>Total Materials and Services</b>	273,335	273,335	273,335
<b>Capital Outlay:</b>						
-	-	-	Machinery & Equipment	-	-	-
-	-	-	<b>Total Capital Outlay</b>	-	-	-
2,832,527	2,887,306	3,309,185	<b>Total Expenditures</b>	3,557,605	3,557,605	3,557,605

**GENERAL FUND (001)**

**POLICE DEPARTMENT (2800)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	1,908,820
410	2045	Overtime	99,000
410	2085	Extra Help	870
412	2095	Interfund Wages	24,790
415	2220	FICA	155,560
415	2230	Insurance	470,450
415	2235	Retirement Contributions	553,910
415	2240	Workers' Compensation	70,870

**TOTAL PERSONNEL SERVICES**

**FTEs**

**22.1**

**3,284,270**

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

510	3045	General Office Supplies	8,850
Sub-total of Office Supplies			<b>8,850</b>
515	3120	Books / Periodicals	800
515	3125	Clothing / Uniforms / Boots / Gloves	20,100
515	3130	Photography Supplies	750
515	3135	Food and Local Meetings	2,400
515	3180	Fuel, Oil & Lubricants	40,000
515	3310	General Operating Supplies	2,100

Sub-total of Operating Supplies

**66,150**

525	3520	Building Materials / Supplies	10,600
525	3640	Other Repair & Maintenance Supplies	5,600

Sub-total of Repair & Maintenance Supplies

**16,200**

530	3720	Small Tools	3,800
530	3730	Tactical Duty Gear & Equipment	3,100
530	3740	Minor Operating Equipment	675

Sub-total of Small Tools

**7,575**

545	3820	Vehicle Parts - City Shops	7,000
545	3825	Tires - City Shops	5,000
545	3830	General Repair Supplies - City Shops	3,000

Sub-total of City Shop Expenses

**15,000**

610	4055	Computer Training	500
610	4060	Career Development	18,900
610	4085	Travel Expenses - Training	2,500
610	4086	Ammo Training	5,000
610	4087	Training Equipment	1,300

Sub-total of Training

**28,200**

**GENERAL FUND (001)****POLICE DEPARTMENT (2800)**

615	4260	Conference / Meeting Expense	1,500	
615	4265	Travel - Conferences and Meetings	1,500	
		Sub-Total Conferences, Meetings & Travel		<b>3,000</b>
620	4425	Medical / Psychological Exams	3,000	
620	4430	OSHA Mandated Hearing Tests	800	
620	4467	RV Disposals	5,000	
		Sub-total of Professional Services		<b>8,800</b>
630	4750	Various Dues	1,580	
		Sub-total Memberships & Dues		<b>1,580</b>
635	4935	Satellite Phones	1,200	
635	4965	Cable	600	
635	4975	Postage	200	
		Sub-total of Communications		<b>2,000</b>
640	5020	Advertising - Legal Ads / Notices	600	
640	5022	Advertising - Recruitment	400	
		Sub-total of Advertising		<b>1,000</b>
650	5135	Commercial Printing	800	
650	5145	General - Printing & Binding	3,300	
		Sub-total of Printing and Binding		<b>4,100</b>
655	5217	Electricity - Shooting Range	300	
655	5211	Electricity - Public Safety Building	8,800	
656	5450	Natural Gas - Public Safety Building	7,000	
657	5508	Sanitation - Public Safety Building	1,700	
		Sub-total of Public Utility Services		<b>17,800</b>
660	5620	Office Machines	3,100	
660	5710	Radio / Pagers	2,600	
660	5725	Eqpt Other than Veh/Includes Fire extinguishers	2,100	
660	5745	Janitorial Services Agreement	11,400	
660	5785	Motor Vehicles / Auto Body Shop	5,600	
660	5825	General - Repair & Maintenance Services	2,100	
		Sub-total of Repair & Maintenance Services		<b>26,900</b>
675	5985	Drug Enforcement Program	2,250	
675	5995	Special Investigation	2,500	
675	6000	Towing	1,000	
675	6035	General - Miscellaneous	900	
675	6035	General -Veterinary Costs	1,000	
		Sub-total of Miscellaneous		<b>7,650</b>

**GENERAL FUND (001)**

**POLICE DEPARTMENT (2800)**

685	6245	Computer Hardware	5,720	
685	6250	Software Maintenance		
		Lexipol / Lexipol DTB	7,500	
		CMi (Justice RMS,CAD, 5 device pk Workstation	22,820	
		License, eCitation, JusticeConnect Platform		
		Jetty	5,000	
		Leeds Online	2,130	
		File On Q Evidence	3,000	
		Recorder Maintenance	3,920	
		WatchGuard; Cellebrite	4,700	
		Other	3,740	
		Sub-total of Technology Services		<b>58,530</b>

**TOTAL MATERIALS & SERVICES** **273,335**

**TOTAL CAPITAL OUTLAY** **-**

**TOTAL POLICE DEPARTMENT** **3,557,605**

**CAPITAL IMPROVEMENT FUND - POLICE DEPARTMENT**

**Machinery and Equipment - Police Department**

Watchguard replacement server	15,000	
Motorola APX4000 radios	7,000	
Adjustable Standup desk, Sgt and Det	6,200	
Replace lobby carpet and hallway	3,000	
Parking Lot Sealant	5,000	
Hallway and Conference Room Refresh	2,000	

***Capital identified but not budgeted:***

*Men's Women's Locker Room Remodel (\$35,000)*  
*Replace Door/Proximity Card System ( \$ 20,000)*

**38,200**

**Debt Services**

Principal Payments - Police Vehicle Leases

Lease # 2968	40,400	
New Lease - Patrol Vehicle to replace 772	25,000	
		<b>65,400</b>

Interest Payments - Police Vehicle Leases

Lease # 2968	3,900	
New Lease	-	
		<b>3,900</b>

**107,500**

**TOTAL POLICE DEPARTMENT - ALL FUNDS** **3,665,105**





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**FUND:           GENERAL**

Department:   Library # 3200

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

The Astoria Library is an active and responsive part of the community. Its service priorities are:

- create young readers through early childhood literacy
- create comfortable virtual and physical space for its citizens
- provide resources to enable residents of all ages and backgrounds to explore topics of personal interest
- provide access to technology and tools assisting residents with location, evaluation and use of information resources
- stimulate imagination through reading, viewing and listening for pleasure
- work with supporters to maintain adequate financial resources.

Goals and objectives of the Astoria Public Library strategic plan guide library activities.

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 library staff implements them.

Staffing

Library staff consists of a director, three full time senior library assistants and a pool of temporary part-time library assistants. Core services are enhanced by volunteers in a variety of ways.

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

Expenditures (by department)  
**LIBRARY # 3200**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22		Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
191,907	195,823	202,400	Regular Salaries	256,760	256,760	256,760
-	-	380	Overtime	380	380	380
76,152	27,907	108,410	Extra Help	53,150	53,150	53,150
6,354	6,642	4,630	Interfund Wages	7,200	7,200	7,200
20,714	17,330	24,160	FICA Taxes	24,290	24,290	24,290
37,561	37,228	38,250	Insurance	57,440	57,440	57,440
61,766	52,442	75,680	Retirement Contributions	78,020	78,020	78,020
<u>115</u>	<u>269</u>	<u>430</u>	Workers' Compensation	<u>750</u>	<u>750</u>	<u>750</u>
394,569	337,641	454,340	<b>Total Personnel Services</b>	477,990	477,990	477,990
6.1	5.3	6.3	<b>FTEs</b>	5.8	5.8	5.8
			<b>Materials and Services:</b>			
3,145	2,053	3,550	Office Supplies	3,550	3,550	3,550
7,857	2,862	7,820	Operating Supplies	11,500	11,500	11,500
51,022	28,487	54,760	Library Materials	72,490	72,490	72,490
2,931	2,362	6,250	Repair & Maintenance Supplies	6,250	6,250	6,250
3,818	49	4,000	Conferences, Meetings & Travel	4,000	4,000	4,000
13,393	18,067	17,520	Professional Services	10,805	10,805	10,805
908	444	955	Memberships & Dues	955	955	955
74	23	500	Communications	500	500	500
730	754	1,700	Advertising	1,700	1,700	1,700
502	314	600	Printing & Binding	600	600	600
12,770	10,924	16,300	Public Utility Services	16,300	16,300	16,300
18,669	17,607	21,900	Repair & Maintenance Services	23,000	23,000	23,000
115	4,518	1,000	Miscellaneous	1,000	1,000	1,000
450	4,450	18,600	Projects Funded by Grants	1,430	1,430	1,430
<u>16,831</u>	<u>11,802</u>	<u>20,430</u>	Technology	<u>26,100</u>	<u>26,100</u>	<u>26,100</u>
133,215	104,716	175,885	<b>Total Materials and Services</b>	180,180	180,180	180,180
			<b>Capital Outlay:</b>			
-	-	-	Machinery & Equipment	-	-	-
<u>527,784</u>	<u>442,357</u>	<u>630,225</u>	<b>Total Expenditures</b>	<u>658,170</u>	<u>658,170</u>	<u>658,170</u>

**General Fund (001)**

**LIBRARY (3200)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	256,760
410	2045	Overtime	380
410	2085	Extra Help	53,150
412	2095	Interfund Wages	7,200
415	2220	FICA	24,290
415	2230	Insurance	57,440
415	2235	Retirement Contributions	78,020
415	2240	Workers' Compensation	750

**TOTAL PERSONNEL SERVICES**

**477,990**

**TOTAL FTEs**

**5.8**

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

510	3025	Stationery Envelopes	150
510	3030	Paper	150
510	3040	Printer Cartridges and Supplies	750
510	3045	General Office Supplies	2,500

Sub-total of Office Supplies

**3,550**

515	3165	Volunteer Program - General	1,500
515	3308	Barcodes/Book Jackets/Processing Supply	5,000
515	3310	General Operating Supplies	5,000

Sub-total of Operating Supplies

**11,500**

520	3420	Book Collections, non-fiction	5,500
520	3421	Book Collections, fiction	6,500
520	3422	Book Collections, large print	5,000
520	3423	Audio Books on CD	5,000
520	3424	Adult/Family/Teen Programs	5,500
520	3430	DVD Collection	5,000
520	3435	Magazines	3,000
520	3440	Newspapers / Review Sources	3,400
520	3441	Children's collections-birth to age 5	6,600
520	3442	Children's collections-K-3rd grade	5,500
520	3443	Children's collections- 4th to 6th	5,000
520	3444	Children's collections- 7th to 12th	4,500
520	3445	Children's Programs	5,500
520	3450	ODLC-Library2Go Consortium	5,100
520	3453	Sanborn Maps	890
520	3457	Fundraising Research Materials	500

Sub-total of Library Materials

**72,490**

**General Fund (001)****LIBRARY (3200)**

525	3520	Building Materials / Supplies	900	
525	3555	Flooring and Lighting	750	
525	3640	Other Repair & Maintenance Supplies	4,600	
		Sub-total of Repair & Maintenance Supplies		<b>6,250</b>
615	4265	Travel - Conferences and Meetings	4,000	
		Sub-total of Conferences, Meetings & Travel		<b>4,000</b>
620	4432	Background Checks	300	
620	4445	Staff Development	500	
620	4540	Professional Services - General	10,005	
		Sub-total of Professional Services		<b>10,805</b>
630	5805	Various Dues	175	
630	4810	American Library Association	450	
630	4815	Public Library Association	80	
630	4820	Oregon Library Association	250	
		Sub-total of Memberships & Dues		<b>955</b>
635	4975	Postage	500	
		Sub-total of Communications		<b>500</b>
640	5030	Advertising	1,700	
		Sub-total of Advertising		<b>1,700</b>
650	5145	Printing & Binding - General	600	
		Sub-total of Printing & Binding		<b>600</b>
655	5283	Electricity	10,500	
656	5470	Natural Gas	5,100	
657	5514	Sanitation	700	
		Sub-total of Public Utility Services		<b>16,300</b>
660	5745	Janitorial Services Agreement	15,400	
660	5760	Heating Systems	3,000	
660	5770	Lighting	1,000	
660	5780	Landscaping	3,600	
		Sub-total of Repair & Maintenance Services		<b>23,000</b>
675	6035	General - Miscellaneous	1,000	
		Sub-total of Miscellaneous		<b>1,000</b>

<b>General Fund (001)</b>			
<b>LIBRARY (3200)</b>			
680	6130	Oregon State Library	1,430
		Sub-total of Projects Funded by Grants	<b>1,430</b>
685	6205	Computer Software / Mobile Hot Spot	7,950
685	6210	Annual Technical Repair / Replacement	5,000
685	6260	Integrated Library Software Maintenance	11,450
685	6205	Envisionware	1,700
		Sub-total of Technology	<b>26,100</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>180,180</b>
<b>TOTAL LIBRARY</b>			<b>658,170</b>
<b>CAPITAL IMPROVEMENT FUND - LIBRARY</b>			
		Workstations - Public Access	6,000
		Renovation Projects	1,244,500
<b>Total Capital Improvement Fund - Library</b>			<b>1,250,500</b>
<b>TOTAL LIBRARY - ALL FUNDS</b>			<b>1,908,670</b>

# SPECIAL REVENUE FUNDS

**FUND: CAPITAL IMPROVEMENT # 102**

Basic Objectives

This fund was established by Resolution No. 87-32, adopted May 4, 1987, with the proceeds from several sales of City-owned assets including real estate, timber, buildings, improvements, machinery and equipment. The purpose of the fund is to account for monies reserved for capital equipment and projects.

Due to constraints of property tax limitation measure all General Fund Capital Outlay is budgeted in this fund.

As of June 30, 2021, nine (9) outstanding housing rehabilitation loans from City portion of Community Development Block Grants (CDBGs) total \$ 77,103.

Staffing

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



City of Astoria, Oregon  
Budget Document

**CAPITAL IMPROVEMENT FUND # 102**

Budget for Fiscal Year 7/1/22 - 6/30/23

Historical Data						
Actual Data		Adopted Budget				
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			<b>Resources</b>			
1,721,541	1,697,019	2,333,000	Beginning Fund Balance	2,770,000	2,770,000	2,770,000
296,347	326,380	297,700	Intergovernmental	309,400	309,400	309,400
36,463	15,741	7,500	Interest Earnings	7,500	7,500	7,500
271,785	1,055,484	225,000	Timber/Land Sale	170,000	170,000	170,000
7,938	179,097	-	Gifts, Bequests & Grants	-	-	-
20,803	84,512	38,730	Miscellaneous	8,000	8,000	8,000
			Transfer from Other Funds			
-	-	-	General Fund	1,000,000	1,000,000	1,000,000
76,500	76,500	-	17th Street Dock Fund	-	-	-
<b>2,431,377</b>	<b>3,434,733</b>	<b>2,901,930</b>	<b>Total Resources</b>	<b>4,264,900</b>	<b>4,264,900</b>	<b>4,264,900</b>
			<b>Requirements</b>			
			<b>Materials &amp; Services:</b>			
			Professional Services			
114,615	244,448	120,290	Public Works	125,290	125,290	125,290
8,715	9,330	14,000	Parks	14,000	14,000	14,000
13,213	-	100,000	Professional Services-Unallocated	100,000	100,000	100,000
		700	Advertising-Unallocated	700	700	700
			Repair and Maintenance Services			
75,725	113,056	70,500	Public Works	70,500	70,500	70,500
<b>212,268</b>	<b>366,834</b>	<b>305,490</b>	<b>Total Materials &amp; Services</b>	<b>310,490</b>	<b>310,490</b>	<b>310,490</b>
			<b>Capital Outlay:</b>			
-	-	10,000	Buildings-Unallocated	-	-	-
		7,500	Improvements Other Than Bldgs			
			Public Works	17,500	17,500	17,500
73,956	107,951	115,915	Machinery and Equipment			
		3,000	Network Appropriation-Unallocated	128,805	128,805	128,805
54,169	137,149	186,730	Public Works	100,000	100,000	100,000
-	11,920	830,500	Parks	90,000	90,000	90,000
183,095	62,261	26,120	Library	1,250,500	1,250,500	1,250,500
49,938	187,407	173,000	Police	38,200	38,200	38,200
12,274	15,224	124,000	Fire	921,800	921,800	921,800
-	-	62,300	City Hall	112,170	112,170	112,170
			Finance	-	-	-
<b>373,432</b>	<b>521,912</b>	<b>1,539,065</b>	<b>Total Capital Outlay</b>	<b>2,658,975</b>	<b>2,658,975</b>	<b>2,658,975</b>
			<b>Debt Service</b>			
69,702	51,020	85,550	Principal-Police	65,400	65,400	65,400
72,173	74,239	-	Principal-Fire	-	-	-
2,596	5,266	2,300	Interest-Police	3,900	3,900	3,900
4,187	2,123	-	Interest-Fire	-	-	-
<b>148,658</b>	<b>132,648</b>	<b>87,850</b>	<b>Total Debt Service</b>	<b>69,300</b>	<b>69,300</b>	<b>69,300</b>
<b>-</b>	<b>-</b>	<b>170,000</b>	<b>Contingency</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
<b>734,358</b>	<b>1,021,394</b>	<b>2,102,405</b>	<b>Total Expenditures</b>	<b>3,188,765</b>	<b>3,188,765</b>	<b>3,188,765</b>
947,019	1,663,339	49,525	Fund Balance	226,135	226,135	226,135
750,000	750,000	750,000	Reserved for Future Expenditures	850,000	850,000	850,000
<b>1,697,019</b>	<b>2,413,339</b>	<b>799,525</b>	Ending Fund Balance	<b>1,076,135</b>	<b>1,076,135</b>	<b>1,076,135</b>
<b>2,431,377</b>	<b>3,434,733</b>	<b>2,901,930</b>	<b>Total Requirements</b>	<b>4,264,900</b>	<b>4,264,900</b>	<b>4,264,900</b>

**CAPITAL IMPROVEMENT FUND (102 0000)**

**Materials & Services (620 - 680)**

620	4450	Property Appraisals	3,500	
620	4455	Forest Management Plan Activities	53,590	
620	4460	Hazardous Tree Removal - Public Works City Propertie	35,000	
620	4460	Hazardous Tree Removal - Parks	14,000	
620	4465	Forest Fire Protection	13,200	
620	4467	City Property Sanitary/Refuse Removal	20,000	
620	4540	Professional Services - General	100,000	
		Sub-total of Professional Services		239,290
640	5030	Advertising - Public Notices	700	
		Sub-total of Advertising		700
660	5800	Watershed Road Repairs	45,500	
660	5825	Slide Repair and Maintenance	25,000	
		Sub-total of Repair and Maintenance Services		70,500

**TOTAL MATERIALS & SERVICES 310,490**

**Capital Outlay (720 - 740)**

**GENERAL FUND:**

730	6500	<u>Improvements Other Than Buildings</u>	17,500	
		Sub-total Improvements Other Than Buildings		<b>17,500</b>

740	6650	<u>Machinery &amp; Equipment</u>		
		iFocus Recommended Expenditures	128,805	
		Public Works	100,000	
		Parks and Recreation	90,000	
		Library	1,250,500	
		Police Department	38,200	
		Fire Department	921,800	
		City Hall Department	112,170	
		Sub-total Machinery & Equipment		<b>2,641,475</b>

**TOTAL CAPITAL OUTLAY 2,658,975**

<b><u>Debt Service (810)</u></b>			
810	6026	Principal - Police Vehicle Leases	65,400
810	6027	Interest - Police Vehicle Leases	3,900
Sub-total of Debt Service			<b>69,300</b>
<b><u>Contingent Expenditures (910)</u></b>			
910	8020	Contingency	150,000
Sub-total of Contingency			<b>150,000</b>
<b><u>Ending Fund Balance (950)</u></b>			
950	8520	Unappropriated Ending Fund Balance	226,135
950	8520	Reserve for Future PW Projects and Planning	650,000
950	8520	Reserve for Future Fire Apparatus	200,000
Sub-total Ending Fund Balance			<b>1,076,135</b>
<b>TOTAL CAPITAL IMPROVEMENT FUND</b>			<b>4,264,900</b>

**FUND:        UNEMPLOYMENT # 104**

Basic Objectives

This fund is maintained for the payment of unemployment claims. Transfers from other operating funds provide resources along with interest on available funds.

Staffing

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

City of Astoria, Oregon  
Budget Document

**UNEMPLOYMENT FUND # 104**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
40,443	47,328	43,500	Beginning Fund Balance	62,100	62,100	62,100
885	358	-	Interest Earnings	200	200	200
	63,501	-	Gifts, Bequests and Grants	-	-	-
			Transfers from Other Fund:			
			General Fund	6,000	6,000	6,000
<u>6,000</u>	<u>6,000</u>	<u>6,000</u>				
<u>47,328</u>	<u>117,187</u>	<u>49,500</u>	<b>Total Resources</b>	<u>68,300</u>	<u>68,300</u>	<u>68,300</u>
<b><u>Requirements</u></b>						
			<b>Material and Services:</b>			
-	64,353	49,500	Unemployment claims	65,000	65,000	65,000
-	-	-	<b>Contingency</b>	-	-	-
<u>47,328</u>	<u>52,834</u>	<u>-</u>	Ending Fund Balance	<u>3,300</u>	<u>3,300</u>	<u>3,300</u>
<u>47,328</u>	<u>117,187</u>	<u>49,500</u>	<b>Total Requirements</b>	<u>68,300</u>	<u>68,300</u>	<u>68,300</u>

**2022 / 23 Budget Detail Information**

**UNEMPLOYMENT FUND (104 0000)**

<b><u>Materials and Services (675)</u></b>		
675	6055	Services-Miscellaneous Unemployment Claims
		65,000
		Contingency
		-
		Ending Fund Balance
		<u>3,300</u>
<b>TOTAL UNEMPLOYMENT FUND</b>		<b><u>68,300</u></b>

**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. Grant proceeds were loaned to finance a major expansion and remodeling project. The fund is intended for use as a revolving loan program for other business developments benefiting the community.

On June 1, 1998, by the adoption of Resolution No. 98-20, the City Council transferred the administration of the loan program and \$ 113,450 for use in financing business loans to Enterprise Cascadia, now Craft 3. The amount transferred to the bank is retained as a receivable from Craft 3 on the City financial statements and as a payable to the City of Astoria on Craft 3 financial statements.

Resolution No. 01-30, adopted by the City Council on November 5, 2001 replaced Resolution No. 98-20 and continues the relationship with Craft 3.

Resolution 15-24, adopted by the City Council on July 20, 2015, clarified the name change to Craft 3 and the use and management relationships previously adopted.

City Council approved a commercial loan guarantee using Revolving Loan Funds for the renovation of the Astoria Armory on May 16, 2016 and covers a five (5) year period beginning October 26, 2018 and ending October 25, 2023. The guarantee is for the lesser of the outstanding indebtedness of the Friends of the Astoria Armory Loan or a five year decreasing guarantee amount. The guarantee amount was \$ 70,000 as of June 30, 2021 and will be \$ 50,000 as of June 30, 2022. The loan guarantee is not a grant to the Armory. Craft 3 provided additional support for the Armory project with a \$ 45,000 capacity building grant.

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 7/1/22 - 6/30/23</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 6/30/20	FYE 6/30/21	FYE 6/30/22				
<b><u>Resources</u></b>						
358,180	363,094	252,500	Beginning Fund Balance	253,900	253,900	253,900
4,993	1,836	630	Interest on Investments	1,270	1,270	1,270
-	1,350	1,300	Miscellaneous Income	1,300	1,300	1,300
<u>363,173</u>	<u>366,280</u>	<u>254,430</u>	<b>Total Resources</b>	<u>256,470</u>	<u>256,470</u>	<u>256,470</u>
<b><u>Requirements</u></b>						
<b>Materials &amp; Services</b>						
79	100	210,600	Miscellaneous	210,600	210,600	210,600
-	-	43,830	Contingency	45,870	45,870	45,870
<u>363,094</u>	<u>366,180</u>	-	<b>Ending Fund Balance</b>	-	-	-
<u>363,173</u>	<u>366,280</u>	<u>254,430</u>	<b>Total Requirements</b>	<u>256,470</u>	<u>256,470</u>	<u>256,470</u>

**2022 / 23 Budget Detail Information**

**REVOLVING LOAN FUND (122 0000)**

<b>Materials and Services (675)</b>			
		Miscellaneous	
675	6025	Economic Development Projects	130,600
675	6035	Derelict Building Program Support	<u>80,000</u>
		Total Materials & Services	210,600
910	8020	Contingency	45,870
950	8520	Ending Fund Balance	<u>-</u>
<b>TOTAL REVOLVING LOAN FUND</b>			<b><u>256,470</u></b>

**FUND: COMMUNITY DEVELOPMENT BLOCK GRANT FUND # 125**

Basic Objectives

The Community Development Block Grant Fund was established by the adoption of City Council Resolution 18-08, on May 7, 2018. This fund was created to account for the proceeds of Community Development Block Grants (CDBG) awarded to the City in the amount of \$ 400,000 to provide 0% interest, deferred payment loans to homeowners whose incomes are at or below 80% of median income. The funds are to be used for the repair or renovation of homes to meet health, safety and security standards with a concentrated effort on handicap accessibility modifications. CDBG funds will also be matched with Weatherization Funds received by Community Action Team who will be the certified sub grantee assisting the City with the block grants. The areas to be served include Clatsop, Columbia and Tillamook counties. The City is required to account for these resources in a separate fund.

Staffing

The budget provides for no staff positions. Community Development and Finance staff provide oversight for this fund.



City of Astoria, Oregon  
Budget Document

**COMMUNITY DEVELOPMENT BLOCK GRANT FUND # 125**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
-	-	-	Beginning Fund Balance			
43,434	268,445	88,117	CDBG			
2	-	-	Interest	-	-	-
<u>43,436</u>	<u>268,445</u>	<u>88,117</u>	<b>Total Resources</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Materials &amp; Services</b>						
21,327	210,620	69,172	Loan Disbursements			
<u>22,109</u>	<u>57,829</u>	<u>18,945</u>	Program Management Fees	-	-	-
43,436	268,449	88,117	<b>Total Materials &amp; Services</b>	-	-	-
-	-	-	<b>Contingent Expenditures</b>	-	-	-
-	(4)	-	Ending Fund Balance	-	-	-
<u>43,436</u>	<u>268,445</u>	<u>88,117</u>	<b>Total Requirements</b>	<u>-</u>	<u>-</u>	<u>-</u>

**2022 / 23 Budget Detail Information**

**COMMUNITY DEVELOPMENT BLOCK GRANT FUND (125 0000)**

**Materials and Services (515 - 660)**

	675-6025	Loan Disbursements	-
	620-4470	Program Management Fees	-
			<u>-</u>

**TOTAL HOUSING REHABILITATION LOAN FUND**

-

**FUND: BUILDING INSPECTION # 128**

Basic Objectives

This fund accounts for the activity of the City's building inspection program. The fund was established by City Council Resolution No. 00-11, adopted on March 20, 2000. The activity of the Building Inspection Division is overseen by the Community Development Department of the General Fund and is accounted for as the Building Inspection fund in compliance with ORS Chapter 455. Maintaining a separate fund provides measurement of the costs of the program as they relate to revenue from charges for services.

Staffing

The Community Development Director oversees the expenditures of this fund. Personal Services provide for a building inspector and a building permit coordinator.

City of Astoria, Oregon  
Budget Document

**BUILDING INSPECTION FUND # 128**

Budget for Fiscal Year 7/1/22 - 6/30/23

<u>Historical Data</u>			Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Actual Data</u> FYE 6/30/20	<u>Actual Data</u> FYE 6/30/21	<u>Adopted Budget</u> FYE 6/30/22				
<b><u>Resources</u></b>						
233,451	608,436	533,500	Beginning Fund Balance	358,400	358,400	358,400
801,582	267,708	200,000	Charges for Services	180,000	180,000	180,000
2,268	-	-	Gifts, Bequests and Grants			
257	2,443	-	Miscellaneous Income			
5,556	4,624	2,700	Interest on Investments	1,800	1,800	1,800
<u>1,043,114</u>	<u>883,211</u>	<u>736,200</u>	<b>Total Resources</b>	<u>540,200</u>	<u>540,200</u>	<u>540,200</u>
<b><u>Requirements</u></b>						
<b>Personnel Services:</b>						
57,186	50,238	139,570	Regular Salaries	150,610	150,610	150,610
2,106	14,500		Extra Help			
4,396	4,818	10,680	FICA Taxes	11,530	11,530	11,530
17,357	16,518	44,970	Insurance	44,870	44,870	44,870
16,532	17,659	39,650	Retirement Contributions	33,920	33,920	33,920
669	870	2,210	Workers' Compensation	2,200	2,200	2,200
98,246	104,603	237,080	<b>Total Personnel Services</b>	243,130	243,130	243,130
2.0	2.3	2.2	<b>FTEs</b>	2.0	2.0	2.0
<b>Materials and Services:</b>						
1,739	2,042	2,000	Office Supplies	2,000	2,000	2,000
142	-	650	Operating Supplies	4,050	4,050	4,050
27	78	2,500	Conferences, Meetings & Travel	2,750	2,750	2,750
306,292	153,070	101,750	Professional Services	77,160	77,160	77,160
40	523	350	Memberships & Dues	350	350	350
812	866	750	Communications	825	825	825
250	250	250	Printing & Binding	200	200	200
1,176	1,612	1,200	Repair & Maintenance Services	2,300	2,300	2,300
-	-	700	Technology Services	2,500	2,500	2,500
5,154	13,139	5,560	Miscellaneous	4,500	4,500	4,500
315,632	171,580	115,710	<b>Total Materials and Services</b>	96,635	96,635	96,635
<b>Transfers to Other Funds</b>						
20,800	20,800	20,800	<b>General Fund</b>	20,800	20,800	20,800
20,800	20,800	20,800	<b>Total of Transfer to Other Funds</b>	20,800	20,800	20,800
-	-	75,000	<b>Contingency</b>	75,000	75,000	75,000
434,678	296,983	448,590	<b>Total Expenditures</b>	435,565	435,565	435,565
608,436	586,228	287,610	Ending Fund Balance	104,635	104,635	104,635
<u>1,043,114</u>	<u>883,211</u>	<u>736,200</u>	<b>Total Requirements</b>	<u>540,200</u>	<u>540,200</u>	<u>540,200</u>

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

410	2020	Straight Time - Regular	150,610
410		Overtime	
415	2085	Extra Help	
415	2220	FICA Taxes	11,530
415	2230	Insurance	44,870
415	2235	Retirement Contributions	33,920
415	2240	Workers' Compensation	2,200

**TOTAL PERSONNEL SERVICES****243,130****FTEs****2.0****Materials and Services (510 - 675)**

510	3040	Printer Cartridges	1,000
510	3045	General Office Supplies	1,000
		Code Books and Periodicals	
		Sub-total of Office Supplies	<b>2,000</b>
515	3120	Code Books and Periodicals	1,000
515	3125	Clothing/Uniforms/Boots/Gloves	500
515	3180	Fuel, Oil and Lubricants	1,800
515	3310	General Operating Supplies	250

## Sub-total Operating Supplies

**3,550**

530	3720	Small Tools	500
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## Sub-total Small Tools

**500**

610	4090	Training Registrations	1,000
610	4095	Certification	500

**1,500**

615	4260	Conference / Meeting Expense	750
615	4265	Travel - Conferences / Meetings	500

## Sub-total Conferences, Meetings &amp; Travel

**1,250**

620	4485	Contract Building Inspection Services	75,000
620	4490	Microfilming	1,000
620	4539	VOIP Cisco	1,160

## Sub-total of Professional Services

**77,160**

**BUILDING INSPECTION FUND (128 3300)**

630	4750	Various Dues	350	
		Sub-total Memberships & Dues		<b>350</b>
635	4930	Communications	825	
		Sub-total Communications		<b>825</b>
650	5145	General - Printing and Binding	200	
		Sub-total of Printing and Binding		<b>200</b>
660	5620	Office Machines	700	
660	5785	Vehicle Repair & Maintenance	1,500	
660	5825	General - Repair & Maintenance Services	100	
		Sub-total of Repair & Maintenance Services		<b>2,300</b>
675	5925	VISA Fees	4,000	
675	6035	General - Miscellaneous Services	500	
		Sub-Total of Miscellaneous-Services		<b>4,500</b>
685	6205	Computer Software	500	
685	6245	Computer Hardware	2,000	
		Sub-Total Technology Services		<b>2,500</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>96,635</b>
<b><u>Transfer to Other Funds (850)</u></b>				
850	7555	General Fund	20,800	
		Sub-total Transfer to Other Funds		<b>20,800</b>

<b>BUILDING INSPECTION FUND (128 3300)</b>			
<b><u>Contingent Expenditures (910)</u></b>			
910	8020	Contingency	75,000
		Sub-total Contingency	<b>75,000</b>
<b><u>Fund Balance (950)</u></b>			
950	8520	Unappropriated Ending Fund Balance	104,635
		Sub-total Ending Fund Balance	<b>104,635</b>
<b>TOTAL BUILDING INSPECTION FUND</b>			<b>540,200</b>



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**FUND: AMERICAN RESCUE PLAN (ARP) ACT OF 2021 FUND # 130**

Basic Objectives

HR 1319- American Rescue Plan (ARP) Act of 2021 was signed by President Biden on March 11, 2021. The Rescue Plan (ARP) Act of 2021 Fund was established by the adoption of City Council Resolution 21-07, on April 19, 2021. This fund was created to account for the resources and requirements related to the ARP Act of 2021. Half of the identified resources required for distribution to City were received through the State of Oregon on August 23, 2021 with the remaining half to be distributed within one year of the original distribution. Appropriate project requirements utilizing the fund resources continue to be developed and will be primarily utilized to address water/sewer infrastructure requirements.

Staffing

The budget provides for no staff positions. Public Works Director and Finance staff will provide oversight for the projects and finances associated with this fund.



City of Astoria, Oregon  
Budget Document

**AMERICAN RESCUE PLAN (ARP) FUND # 130**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22- 6/30/23</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
-	-	1,020,500	Beginning Fund Balance	1,007,800	1,007,800	1,007,800
-	-	1,020,500	Intergovernmental	1,112,240	1,112,240	1,112,240
-	-	7,650	Interest	2,000	2,000	2,000
-	-	<u>2,048,650</u>	<b>Total Resources</b>	<u>2,122,040</u>	<u>2,122,040</u>	<u>2,122,040</u>
<b><u>Requirements</u></b>						
<b>Capital Outlay</b>						
-	-	2,000,000	Improvements other than Buildings	2,000,000	2,000,000	2,000,000
-	-	48,650	<b>Contingent Expenditures</b>	122,040	122,040	122,040
-	-	-	Ending Fund Balance	-	-	-
-	-	<u>2,048,650</u>	<b>Total Requirements</b>	<u>2,122,040</u>	<u>2,122,040</u>	<u>2,122,040</u>

**2022 / 23 Budget Detail Information**

**AMERICAN RESCUE PLAN (ARP) FUND (130 0000)**

<b>Capital Outlay ( 730 )</b>			
730	6500	Improvements Other than Buildings	<u>2,000,000</u>
		Total Capital Outlay	2,000,000
910	8020	Contingency	122,040
950	8520	Ending Fund Balance	<u>-</u>
<b>TOTAL REVOLVING LOAN FUND</b>			<b><u>2,122,040</u></b>

**FUND:           EMERGENCY COMMUNICATIONS # 132**

Basic Objectives

This fund was established by Resolution No. 82-14, adopted on July 19, 1982. It supports a Regional Communications Center, which provides emergency and non-emergency call answering and dispatching services for 16 public safety agencies, including the Astoria Police and Fire Departments. Revenues, which are received through the 9-1-1 Emergency Communications System and the agency subscribers to the Center, are deposited into this fund because their use is restricted to development and maintenance of the 9-1-1 emergency telephone system. During FYE June 30, 2000, the 9-1-1 telephone system was upgraded to Enhanced 9-1-1, which adds to the capability of a dispatcher to send appropriate police, fire or medical emergency assistance to an accurate location. All emergency communications costs are reflected in this fund, allowing consistent management of expenditures and realistic fees for the subscribers.

Staffing

This budget provides for a Center manager, a supervisor, nine full-time dispatchers and temporary part-time dispatchers as needed. The Communications Center functions within the organizational structure of the Police Department.

City of Astoria, Oregon  
Budget Document

**EMERGENCY COMMUNICATIONS FUND #132**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</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 6/30/20</u>	<u>FYE 6/30/21</u>	<u>FYE 6/30/22</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<b>Resources</b>						
1,107,023	1,081,215	963,100	Beginning Fund Balance	1,136,400	1,136,400	1,136,400
			Prior Period Adjustment			
317,393	426,816	400,000	Intergovernmental	532,000	532,000	532,000
688,394	687,227	689,900	Charges for Services	643,820	643,820	643,820
19,944	7,097	3,500	Interest on Investments	4,750	4,750	4,750
2,532	155		Gifts, Bequests and Grants			
1,611	12,824		Miscellaneous			
			Transfer From Other Funds			
450,112	499,934	505,500	General Fund	451,930	451,930	451,930
-	6,166	5,000	Public Works	6,360	6,360	6,360
<u>2,587,009</u>	<u>2,721,434</u>	<u>2,567,000</u>	<b>Total Resources</b>	<u>2,775,260</u>	<u>2,775,260</u>	<u>2,775,260</u>
<b>Requirements</b>						
<b>Personnel Services:</b>						
593,464	480,949	717,400	Regular Salaries	725,900	725,900	725,900
158,471	217,712	211,000	Overtime	162,600	162,600	162,600
6,901	4,684	5,000	Extra Help	5,000	5,000	5,000
56,659	51,308	71,400	FICA Taxes	68,400	68,400	68,400
133,367	114,750	281,500	Insurance	261,900	261,900	261,900
161,767	143,516	232,200	Retirement Contributions	219,500	219,500	219,500
-	-	-	Interfund Wages	480	480	480
950	578	1,400	Workers' Compensation	1,200	1,200	1,200
<u>1,111,579</u>	<u>1,013,497</u>	<u>1,519,900</u>	<b>Total Personnel Services</b>	<u>1,444,980</u>	<u>1,444,980</u>	<u>1,444,980</u>
10.0	9.0	12.0	<b>FTEs</b>	12.0	12.0	12.0
<b>Materials and Services:</b>						
1,431	1,086	4,500	Office Supplies	4,500	4,500	4,500
405	112	6,000	Operating Supplies	6,000	6,000	6,000
1,461	3,755	3,000	Small Tools & Minor Equipment	3,000	3,000	3,000
582	128	3,000	General Repairs / City Shops	3,000	3,000	3,000
1,193	1,166	3,100	Training	3,100	3,100	3,100
4,935	3,307	9,500	Conferences, Meetings & Travel	9,500	9,500	9,500
67,377	157,604	55,300	Professional Services	55,300	55,300	55,300
511	500	2,000	Memberships & Dues	2,000	2,000	2,000
6,771	6,772	7,000	Communications	7,000	7,000	7,000
-	-	1,000	Advertising	1,000	1,000	1,000
2,379	2,096	4,340	Public Utility Services	3,200	3,200	3,200
24,084	24,084	26,250	Repair & Maintenance Services	28,875	28,875	28,875
49,386	47,510	26,700	Technology	51,300	51,300	51,300
415	1,410	2,500	Miscellaneous	2,500	2,500	2,500
<u>160,930</u>	<u>249,530</u>	<u>154,190</u>	<b>Total Materials and Services</b>	<u>180,275</u>	<u>180,275</u>	<u>180,275</u>
<b>Capital Outlay:</b>						
18,095	17,480	20,000	Buildings	100,000	100,000	100,000
190,190	215,847	303,100	Machinery & Equipment	467,220	467,220	467,220
<u>208,285</u>	<u>233,327</u>	<u>323,100</u>	<b>Total Capital Outlay</b>	<u>567,220</u>	<u>567,220</u>	<u>567,220</u>
<b>Transfer to Other Fund</b>						
25,000	25,000	25,000	General Fund	30,000	30,000	30,000
<u>-</u>	<u>-</u>	<u>200,000</u>	<b>Contingency</b>	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>
<u>1,505,794</u>	<u>1,521,354</u>	<u>2,222,190</u>	<b>Total Expenditures</b>	<u>2,372,475</u>	<u>2,372,475</u>	<u>2,372,475</u>
1,081,215	1,200,080	344,810	Ending Fund Balance	222,785	222,785	222,785
-	-	-	Reserved for Future Capital Expenditure	180,000	180,000	180,000
<u>1,081,215</u>	<u>1,200,080</u>	<u>344,810</u>	<b>Total Ending Fund Balance</b>	<u>402,785</u>	<u>402,785</u>	<u>402,785</u>
<u>2,587,009</u>	<u>2,721,434</u>	<u>2,567,000</u>	<b>Total Requirements</b>	<u>2,775,260</u>	<u>2,775,260</u>	<u>2,775,260</u>

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

410	2020	Straight Time - Regular	725,900
410	2045	Overtime	162,600
415	2220	FICA - Social Security	68,400
415	2230	Insurance	261,900
415	2235	Retirement Contributions	219,500
415	2240	Workers' Compensation	1,200
415	2085	Extra Help	5,000
415	2095	Interfund Wages	480

**TOTAL PERSONNEL SERVICES****FTEs****12.0****1,444,980****Materials and Services (510 - 685)**

510	3040	Printer Cartridges and Supplies	500
510	3045	General Office Supplies	4,000

Sub-total of Office Supplies

**4,500**

515	3180	Fuel and Lubricants	6,000
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Sub-total of Operating Supplies

**6,000**

530	3720	Small Tools & Minor Equipment	3,000
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Sub-total of Small Tools &amp; Minor Equipment

**3,000**

545	3830	General Repairs / Vehicle Supplies City Shops	3,000
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Sub-total of City Shops Supplies

**3,000**

610	4095	Certification	100
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610	4110	Dispatch Training	3,000
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Sub-total of Training

**3,100**

615	4260	Conferences / Meeting Expenses / Recognition	7,500
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615	4265	Travel-Conferences and Meetings	2,000
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Sub-total of Conferences, Meetings &amp; Travel

**9,500**

620	4495	APCO Frequency Coordination Licensing	3,500
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620	4539	VOIP Cisco/Obsidian Support	1,800
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620	4540	Professional Services-General	50,000
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Sub-total of Professional Services

**55,300**

**EMERGENCY COMMUNICATIONS (132 3400)**

630	4750	Various Dues	2,000	
		Sub-Total of Memberships & Dues		<b>2,000</b>
635	4940	911 Lines/Non Emergency	6,000	
635	4955	Language Line Services	1,000	
		Sub-total of Communications		<b>7,000</b>
640	5030	Advertising - Public Notices	1,000	
		Sub-total of Advertising		<b>1,000</b>
655	5215	Electricity - 3550 Reservoir Ridge Rd	2,000	
655	5219	Electricity - Lewis & Clark	1,200	
		Sub-total of Public Utility Services		<b>3,200</b>
660	5705	Server - Ifocus	28,875	
		Sub-total of Repair & Maintenance Services		<b>28,875</b>
675	6035	General - Miscellaneous	2,500	
		Sub-total of Miscellaneous		<b>2,500</b>
685	6205	911 Web Site Maintenance	1,500	
685	6225	Eventide	-	
685	6230	Web Based Communication Software	5,000	
685	6235	Computer Hardware Maintenance	8,700	
685	6240	CMi (Justice RMS,CAD, 5 device pk Workstation License, eCitation, JusticeConnect Platform	27,500	
685	6245	Crime Reports	1,500	
685	6275	Tailored Solutions	1,100	
685	6275	Airwatch	6,000	
		Sub-total of Technology Services		<b>51,300</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>180,275</b>

**EMERGENCY COMMUNICATIONS (132 3400)****Capital Outlay (740)**

720	6400	Communication System Network Maintenance Radio Site Maintenance	100,000	
		Sub-total of Buildings		<b>100,000</b>
740	6650	Machinery & Equipment		
		PC's	3,100	
		UPS Batteries	3,000	
		UPS Replacement	10,000	
		Radio Site Cameras	7,000	
		Voting Receivers/MLCsTiming Packages	21,500	
		TIG System Annual Maintenance	30,000	
		10 gig Microwave x 3	117,000	
		Pub Sfty SAN replacement/extend server warranty	20,000	
		Public Safety Server Replacement - CJIS Zone	37,940	
		SQL Database Upgrades	20,500	
		Remote Desktop Services	20,580	
		GTR 8000s x 2	28,000	
		Dispatch Radio Console	60,000	
		Eventide Recorder Replacement	48,600	
		Console Installation - Astoria	40,000	
		Sub-total of Machinery & Equipment		<b>467,220</b>

**TOTAL CAPITAL OUTLAY 567,220****Transfer to Other Funds (850)**

850	7555	General Fund	30,000	
		Sub-total Transfers to Other Funds		<b>30,000</b>

**Contingent Expenditures (910)**

910	8020	Contingent Expenditures	150,000	
		Sub-total of Contingent Expenditures		<b>150,000</b>

**Ending Fund Balance (950)**

950	8520	Unappropriated Ending Fund Balance	222,785	
950	8520	Reserved for Future Capital Expenditures	180,000	
		Sub-total of Ending Fund Balance		<b>402,785</b>

**TOTAL EMERGENCY COMMUNICATIONS FUND 2,775,260**



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**FUND: SPECIAL POLICE PROJECTS # 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.

Resolution No. 16-17, adopted on August 1, 2016 changed the fund name to Special Police Project Fund to more closely describe the function and purpose of the fund. The fund may receive contributions from private individuals, organizations and businesses as well as certain grant funds and moneys from court ordered assessments. The Police Department uses these monies to achieve the intended purpose of the resources.

Community Emergency Response Team (CERT) activities are administrated through this fund.

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

**SPECIAL POLICE PROJECTS #136**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</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 6/30/20	FYE 6/30/21	FYE 6/30/22				
<b><u>Resources</u></b>						
16,564	17,280	18,300	Beginning Fund Balance	19,800	19,800	19,800
348	139	100	Intergovernmental Revenue			
-	-		Interest Earnings	100	100	100
163	2,157		Gifts & Bequests			
1,400	1,400	1,400	Fines and Forfeitures			
			Transfers from Other Funds	1,400	1,400	1,400
<u>18,475</u>	<u>20,976</u>	<u>19,800</u>	<b>Total Resources</b>	<u>21,300</u>	<u>21,300</u>	<u>21,300</u>
<b><u>Requirements</u></b>						
1,195	546	18,300	<b>Materials and Services:</b>			
-	-	-	Operating Supplies	19,800	19,800	19,800
			Projects Funded by Grants	-	-	-
1,195	546	18,300	<b>Total Materials and Services</b>	19,800	19,800	19,800
-	-	1,500	<b>Contingency</b>	1,500	1,500	1,500
1,195	546	19,800	<b>Total Expenditures</b>	21,300	21,300	21,300
17,280	20,430	-	Ending Fund Balance	-	-	-
<u>18,475</u>	<u>20,976</u>	<u>19,800</u>	<b>Total Requirements</b>	<u>21,300</u>	<u>21,300</u>	<u>21,300</u>

**2022 / 23 Budget Detail Information**

**SPECIAL POLICE PROJECTS FUND (136 0000)**

<b><u>Materials and Services</u></b>		
515	3310	Operating Supplies
		<u>19,800</u>
		Total Materials and Services
		<b>19,800</b>
		Contingency
		<u>1,500</u>
		Ending Fund Balance
		<u>-</u>
<b>TOTAL SPECIAL POLICE PROJECTS FUND</b>		<b>21,300</b>

**FUND:       ASTOR WEST AREA SPECIAL PROJECTS FUND # 140**

Basic Objectives

On April 15, 2021 Council made the decision to retain the current maximum indebtedness of the Astor West Urban Renewal District and to return excess funds collected and distributed and terminate future tax increment collections to City for the district. At the time the decision was made to return excess distributions support was expressed for creation of a fund utilizing the returned portion in support of Port and Uniontown projects. A separate resolution will be brought to Council to create a special revenue fund to receive the returned amount of \$ 675,139 and to track future resources and expenditures related to projects in the Astor West area.

Staffing

The budget provides for no staff positions. City Manager with Finance staff will provide oversight for the projects and finances associated with this fund.

City of Astoria, Oregon  
Budget Document

**ASTOR WEST AREA SPECIAL PROJECTS FUND # 140**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22- 6/30/23</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
-	-	-	Beginning Fund Balance	-	-	-
-	-	-	Interest	2,501	2,501	2,501
-	-	-	Transfer from Other Funds	675,139	675,139	675,139
-	-	-	<b>Total Resources</b>	<u>677,640</u>	<u>677,640</u>	<u>677,640</u>
<b><u>Requirements</u></b>						
<b>Materials &amp; Services</b>						
-	-	-	Professional Services	250,000	250,000	250,000
-	-	-	<b>Total Materials &amp; Services</b>	250,000	250,000	250,000
<b>Capital Outlay</b>						
-	-	-	Improvements other than Buildings	250,000	250,000	250,000
<b>Contingent Expenditures</b>						
-	-	-		100,000	100,000	100,000
-	-	-	Ending Fund Balance	77,640	77,640	77,640
-	-	-	<b>Total Requirements</b>	<u>677,640</u>	<u>677,640</u>	<u>677,640</u>

**2022 / 23 Budget Detail Information**

**ASTOR WEST AREA SPECIAL PROJECTS FUND (140 0000)**

<b>Capital Outlay ( 730 )</b>			
620	4540	Professional Services	250,000
730	6500	Improvements Other than Buildings	<u>250,000</u>
		Total Capital Outlay	250,000
910	8020	Contingency	100,000
950	8520	Ending Fund Balance	<u>77,640</u>
<b>TOTAL ASTOR WEST AREA SPECIAL PROJECTS FUND</b>			<b><u>677,640</u></b>

**FUND:            PARKS PROJECT FUND # 146**

Basic Objectives

The Parks and Recreation Fund was established by Resolution No. 93-52, adopted on December 6, 1993. Resolution No. 12-07, adopted June 4, 2012 revised the name to Parks Project Fund to recognize expanded scope of park related projects. The major resource for this fund is grants and donations, specifically for parks related programs as gifts or in memory of a person. Private individuals, organizations and businesses may contribute by donation to fund park improvements or program enhancements. It is envisioned the fund will grow to a substantial size to help subsidize programs the community wishes to maintain. This fund is the focal point for the development of the Garden of Surging Waves, a park in tribute to the Chinese heritage in Astoria. The Garden of Surging Waves was dedicated on April 19, 2014. The Parks Project Fund will continue to receive gifts and other resources for park related projects, including the Garden of Surging Waves.

Staffing

The Parks Director manages activities and Finance staff provide accounting services for this fund.

City of Astoria, Oregon  
Budget Document

**PARKS PROJECT FUND #146**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22		Budget Officer	Budget Committee	Governing Body
			<b><u>Resources</u></b>			
261,587	106,944	105,900	Beginning Fund Balance	111,900	111,900	111,900
864	40,505	-	Grants			
3,050	1,435	-	Gifts & Bequests			
(158,431)	-	-	Investment Income (Loss)			
1,534	687	530	Interest Earnings	600	600	600
<u>108,604</u>	<u>149,571</u>	<u>106,430</u>	<b>Total Resources</b>	<u>112,500</u>	<u>112,500</u>	<u>112,500</u>
			<b><u>Requirements</u></b>			
			<b>Materials &amp; Services:</b>			
<u>1,418</u>	<u>3,301</u>	<u>35,000</u>	Professional Services	<u>35,000</u>	<u>35,000</u>	<u>35,000</u>
1,418	3,301	35,000	<b>Total Materials &amp; Services</b>	35,000	35,000	35,000
			<b>Capital Outlay:</b>			
242	35,302	65,000	Improvements Other Than Bldgs	70,000	70,000	70,000
<u>-</u>	<u>-</u>	<u>6,430</u>	<b>Contingent Expenditures</b>	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>
1,660	38,603	106,430	<b>Total Expenditures</b>	112,500	112,500	112,500
<u>106,944</u>	<u>110,968</u>	<u>-</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>108,604</u>	<u>149,571</u>	<u>106,430</u>	<b>Total Requirements</b>	<u>112,500</u>	<u>112,500</u>	<u>112,500</u>

Historical ending fund balance for 6/30/19 reflected \$ 195,000 asset valuation for Mill Pond Lots which were recorded in conformance with Governmental Accounting Standards Board (GASB) 72 requirements in Fiscal Year 2016. Mill Pond Lots were sold in FYE 6/30/2020 at a loss of \$158,431.

**2022 / 23 Budget Detail Information**

**PARKSPROJECT FUND (146 0000)**

			<b><u>Materials &amp; Services</u></b>	
620	4540		Professional Services	35,000
			<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>35,000</b>
			<b><u>Capital Outlay</u></b>	
730	6500		Improvements Other Than Buildings	70,000
			<b>TOTAL CAPITAL OUTLAY</b>	<b>70,000</b>
910	8020		Contingency	7,500
950	8,520		Ending Fund Balance	-
			<b>TOTAL PARKS PROJECT FUND</b>	<b>112,500</b>

**FUND: MARITIME MEMORIAL # 148**

Basic Objectives

This fund was established by City Council Resolution No. 88-07, adopted on February 16, 1988, in recognition of a strong community desire to construct and maintain a maritime memorial. The resources from this fund come from donations of private citizens, businesses, and organizations to memorialize those lost at sea or to commemorate those with strong ties to the maritime industry.

General

Sited beside the Columbia River, phase one of the Maritime Memorial construction was completed with a dedication ceremony held in October, 1993. During FYE June 30, 1998, donations in the name of one individual were sufficient to construct the second phase of the memorial. There has been steady interest in the memorial with engravings completed in October and May each year. A memorial service, sponsored by the Uniontown Neighborhood Association, is held annually on Memorial Day. The memorial has received nation-wide recognition with donations received from various parts of the country commemorating individuals with Pacific Northwest maritime connections. The memorial continues to receive contributions and requests for new plaques and an expansion which began March, 2019 was completed in April, 2020.

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 7/1/22 - 6/30/23</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 6/30/20</u>	<u>FYE 6/30/21</u>	<u>FYE 6/30/22</u>				
<b><u>Resources</u></b>						
47,679	12,709	10,700	Beginning Fund Balance	9,600	9,600	9,600
20,700	18,800	20,000	Gifts and Bequests	20,000	20,000	20,000
		-	Loan Proceeds			
709	124	50	Interest Earnings	50	50	50
<u>69,088</u>	<u>31,633</u>	<u>30,750</u>	<b>Total Resources</b>	<u>29,650</u>	<u>29,650</u>	<u>29,650</u>
<b><u>Requirements</u></b>						
<b>Materials &amp; Services:</b>						
-	-	-	Office Supplies			
24,250	8,550	11,000	Professional Services	12,000	12,000	12,000
-	-	-	Repair & Maintenance Services	-	-	-
24,250	8,550	11,000	<b>Total Materials &amp; Services</b>	12,000	12,000	12,000
<b>Capital Outlay:</b>						
22,129	-	-	Improvements Other Than Bldgs	-	-	-
-	-	9,750	<b>Contingent Expenditures</b>	7,650	7,650	7,650
10,000	10,000	10,000	<b>Debt Service:- Principal Only Loan</b>	10,000	10,000	10,000
56,379	18,550	30,750	<b>Total Expenditures</b>	29,650	29,650	29,650
12,709	13,083	-	Ending Fund Balance	-	-	-
-	(7,850)	-	Prior Period Adjustment	-	-	-
<u>69,088</u>	<u>31,633</u>	<u>30,750</u>	<b>Total Requirements</b>	<u>29,650</u>	<u>29,650</u>	<u>29,650</u>

**2022 / 23 Budget Detail Information**

**MARITIME MEMORIAL FUND (148 0000)**

<b><u>Materials and Services</u></b>						
620	4540	Professional Services - General		<u>12,000</u>		
<b>TOTAL MATERIALS &amp; SERVICES</b>						<b>12,000</b>
<b><u>Capital Outlay</u></b>						
730	6500	Improvements Other Than Buildings		<u>-</u>		
<b>TOTAL CAPITAL OUTLAY</b>						<b>-</b>
<b>Contingency</b>						<b>7,650</b>
<b><u>Debt Service</u></b>						
810	6990	Principal Only Loan from Astor West URD Pmt 4 of 5		<u>10,000</u>		<b>10,000</b>
<b>Ending Fund Balance</b>						<b>-</b>
<b>TOTAL MARITIME MEMORIAL FUND</b>						<b>29,650</b>

**FUND:                    PARKS OPERATION # 158**

Basic Objectives

This fund was established by City Council Resolution 12-07 adopted on June 4, 2012 to consolidate parks functions into one fund.

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

Aquatics	# 4100
Parks Recreation and Administration	# 4200
Parks Maintenance	# 4300

The Parks Operation Fund is a governmental fund. It operates from program fees and a transfer from the City's General Fund. This fund accounts for the activities involved in providing recreational services to the residents of the City including operation of Astoria Aquatic Center; maintenance of City parks and oversight of Oceanview Cemetery.

Staffing

All of the employees of this fund are under the supervision of the Parks and Recreation Director. Full time staffing includes: Parks and Recreation Director; one manager; three recreation coordinators; one maintenance supervisor; one pool supervisor; three full time maintenance workers; one administrative assistant; and, part-time employees, as needed.



City of Astoria, Oregon  
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**PARKS OPERATION FUND #158**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22- 6/30/23</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22				
<b><u>Resources</u></b>						
763,052	920,224	900,100	Beginning Fund Balance	797,300	797,300	797,300
			Charges for Services			
355,520	72,125	292,700	Aquatic Fees	539,000	539,000	539,000
708,637	372,693	477,500	Recreation Fees	312,650	312,650	312,650
85,246	99	-	Maintenance Fees	-	-	-
	48,634		Grants			
	15,403		Miscellaneous			
5,793	6,834	2,500	Interest	3,000	3,000	3,000
39,207	-	-	Cemetery Irreducible Fund	-	-	-
			Transfers from Other Funds:			
1,089,608	1,103,420	1,089,110	General Fund	1,178,510	1,178,510	1,178,510
276,492	280,000	280,000	Promote Astoria	415,700	415,700	415,700
70,000	70,000	70,000	17th Street Dock	70,000	70,000	70,000
<u>3,393,555</u>	<u>2,889,432</u>	<u>3,111,910</u>	<b>Total Resources</b>	<u>3,316,160</u>	<u>3,316,160</u>	<u>3,316,160</u>
<b><u>Requirements (by department)</u></b>						
730,327	440,135	873,255	Aquatic	993,605	993,605	993,605
1,233,441	1,024,917	1,340,575	Parks-Recreation / Administration	900,595	900,595	900,595
509,563	418,464	589,610	Maintenance	637,075	637,075	637,075
-	-	100,000	Contingency	100,000	100,000	100,000
<u>2,473,331</u>	<u>1,883,516</u>	<u>2,903,440</u>	<b>Total Expenditures</b>	<u>2,631,275</u>	<u>2,631,275</u>	<u>2,631,275</u>
<b>Transfers to Other Funds:</b>						
-	-	-	General Fund	15,000	15,000	15,000
<u>920,224</u>	<u>1,005,916</u>	<u>208,470</u>	Ending Fund Balance	<u>669,885</u>	<u>669,885</u>	<u>669,885</u>
<u>3,393,555</u>	<u>2,889,432</u>	<u>3,111,910</u>	<b>Total Requirements</b>	<u>3,316,160</u>	<u>3,316,160</u>	<u>3,316,160</u>

This fund (#158) is set up to account for all parks related functions: Aquatics; Recreation/Administration; Maintenance; and, Cemetery operations. The Aquatic function is designated as Department 4100; the Recreation/Administration as Department 4200; Maintenance is Department 4300

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22- 6/30/23</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 6/30/20	FYE 6/30/21	FYE 6/30/22				
			Personnel Services:			
516,060	287,419	558,270	Aquatic Facility	689,770	689,770	689,770
1,052,227	888,871	1,101,090	Recreation / Administration	704,810	704,810	704,810
<u>373,988</u>	<u>292,866</u>	<u>390,110</u>	Maintenance	<u>476,140</u>	<u>476,140</u>	<u>476,140</u>
1,942,275	1,469,156	2,049,470	Total Personal Services	1,870,720	1,870,720	1,870,720
			Materials & Services:			
214,267	152,716	314,985	Aquatic Facility	303,835	303,835	303,835
181,214	136,046	227,735	Recreation / Administration	184,035	184,035	184,035
<u>135,575</u>	<u>125,598</u>	<u>199,500</u>	Maintenance	<u>160,935</u>	<u>160,935</u>	<u>160,935</u>
531,056	414,360	742,220	Total Materials & Services	648,805	648,805	648,805
			Capital Outlay:			
-	-	-	Aquatic Facility	-	-	-
-	-	11,750	Recreation / Administration	11,750	11,750	11,750
<u>-</u>	<u>-</u>	<u>-</u>	Maintenance	<u>-</u>	<u>-</u>	<u>-</u>
-	-	11,750	Total Capital Outlay	11,750	11,750	11,750
			Transfer to Other Funds			
-	-	-	General Fund	15,000	15,000	15,000
<u>-</u>	<u>-</u>	<u>100,000</u>	Contingency	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
920,224	1,005,916	208,470	<b>Ending Fund Balance</b>	<u>669,885</u>	<u>669,885</u>	<u>669,885</u>
<u>3,393,555</u>	<u>2,889,432</u>	<u>3,111,910</u>	Total Expenditures	<u>3,316,160</u>	<u>3,316,160</u>	<u>3,316,160</u>

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



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**FUND:                    PARKS OPERATION**

Department:            Aquatics # 4100

Basic Objectives

The indoor Astoria Aquatic Center became operational on June 13, 1998. It offers a 6-lane lap pool, a warm water recreation pool with therapy swim apparatus, a river current channel, a large slide, a wading pool and a spa. Dry land components include a large fitness room and a public lobby with free Wi-Fi. The center attracts users from a large area around Astoria. Resources of the fund are provided through charges for services and transfers from General Fund, 17<sup>th</sup> Street Dock and Promote Astoria Funds.

Staffing

Staffing consists of two full-time employees. Temporary employees fill the function of life guards and support staff.

City of Astoria, Oregon  
Budget Document  
PARKS OPERATION FUND

Expenditures (by department)  
**PARKS OPERATION-AQUATICS # 4100**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22		Budget Officer	Budget Committee	Governing Body
<b>Personnel Services:</b>						
122,190	126,748	122,480	Regular Salaries	131,510	131,510	131,510
-	-	-	Overtime	-	-	-
249,246	64,506	289,600	Extra Help	383,900	383,900	383,900
27,914	13,968	31,530	FICA Taxes	39,430	39,430	39,430
46,968	41,996	45,990	Insurance	46,060	46,060	46,060
61,994	31,139	55,740	Retirement Contributions	72,880	72,880	72,880
7,748	9,062	12,930	Workers' Compensation	15,990	15,990	15,990
516,060	287,419	558,270	<b>Total Personal Services</b>	689,770	689,770	689,770
11.5	6.4	11.2	<b>FTEs</b>	12.6	12.6	12.6
<b>Materials and Services:</b>						
975	8,339	1,300	Office Supplies	5,000	5,000	5,000
742	-	1,000	Concession Supplies	1,400	1,400	1,400
5,071	44	7,000	Retail Supplies	5,000	5,000	5,000
41,002	26,547	60,500	Operating Supplies	53,500	53,500	53,500
5,743	3,505	12,500	Repair & Maintenance Supplies	16,500	16,500	16,500
7,523	3,641	11,800	Training	12,800	12,800	12,800
1,112	1,055	2,000	Conferences, Meetings & Travel	2,000	2,000	2,000
22,254	12,238	31,535	Professional Services	22,535	22,535	22,535
3,248	1,809	2,800	Communications	3,200	3,200	3,200
5	50	500	Advertising	500	500	500
299	71	500	Printing & Binding	500	500	500
98,217	83,616	138,000	Public Utility Services	133,000	133,000	133,000
18,681	9,724	28,850	Repair & Maintenance Services	31,000	31,000	31,000
-	-	1,500	Rentals	1,500	1,500	1,500
5,547	1,828	7,600	Miscellaneous	7,800	7,800	7,800
3,848	249	7,600	Technology Services	7,600	7,600	7,600
214,267	152,716	314,985	<b>Total Materials and Services</b>	303,835	303,835	303,835
<b>Capital Outlay:</b>						
-	-	-	Machinery & Equipment	-	-	-
-	-	-	<b>Total Capital Outlay</b>	-	-	-
<u>730,327</u>	<u>440,135</u>	<u>873,255</u>	<b>Total Expenditures</b>	<u>993,605</u>	<u>993,605</u>	<u>993,605</u>

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

**PARKS OPERATION FUND (158)**

**PARKS OPERATION-AQUATICS (4100)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	131,510
410	2045	Overtime	
410	2085	Extra Help	383,900
412	2095	Interfund Wages	
415	2220	FICA - Social Security	39,430
415	2225	Insurance	46,060
415	2235	Retirement Contributions	72,880
415	2240	Workers' Compensation	15,990

**TOTAL PERSONNEL SERVICES**

**689,770**

**FTEs 12.6**

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

510	3045	General Office Supplies	5,000
		Sub-total of Office Supplies	5,000
515	3140	First Aid Supplies	1,000
515	3160	Program Supplies	5,000
515	3170	Concession Stand Supplies	1,400
515	3175	Retail Item Supplies	5,000
515	3180	Fuel Oil Lubricants	500
515	3265	Custodial Supplies	10,000
515	3270	Chemicals	30,000
515	3310	General Operating Supplies	7,000
		Sub-total of Operating Supplies	59,900
525	3520	Building Materials / Supplies	4,000
525	3540	Paint and Paint Supplies	1,000
525	3545	Plumbing Supplies	5,000
525	3550	Electrical Supplies	1,000
525	3640	Other Repair and Maintenance Supplies	5,000
		Sub-total Repair and Maintenance Supplies	16,000
530	3720	Small Tools	500
			500

**PARKS OPERATION FUND (158)**

**PARKS OPERATION-AQUATICS (4100)**

610	4085	Travel Expense - Training	2,500	
610	4105	Life Guard Services	9,500	
610	4115	Workshops	800	
		Sub-total of Training		12,800
615	4260	Conferences / Meeting Expense	1,000	
615	4265	Travel - Conferences and Meeting	1,000	
		Sub-total of Conferences, Meetings & Travel		2,000
620	4390	Network Maintenance	6,335	
620	4432	Background Checks	1,200	
620	4540	Professional Services - General	15,000	
		Sub-total of Professional Services		22,535
635	4920	Cell Phones / long distance	1,500	
635	4965	Charter Cable	1,700	
		Sub-total of Communications		3,200
640	5030	Advertising - Public Notices	500	
		Sub-total of Advertising		500
645	5060	Insurance - EAP	1,200	
		Sub-total of Insurance		1,200
650	5145	General - Printing & Binding	500	
		Sub-total of Printing & Binding		500
655	5289	Electricity	79,000	
656	5479	Natural Gas	49,000	
657	5517	Sanitation	5,000	
		Sub-total of Public Utility Services		133,000
660	5750	Buildings	1,500	
660	5755	Electrical	6,000	
660	5760	Heating Systems	11,500	
660	5765	Plumbing	6,000	
660	5825	General Repair & Maintenance Services	6,000	

<b>PARKS OPERATION FUND (158)</b>			
<b>PARKS OPERATION-AQUATICS (4100)</b>			
		Sub-total of Repair & Maintenance Services	31,000
665	5865	Rental Equipment	1,500
		Sub-total of Rentals	1,500
675	5925	Credit Card Fees	5,000
675	6005	Licenses and Permits	800
675	6035	General - Miscellaneous	800
		Sub-total of Miscellaneous	6,600
685	6255	Software Maintenance Agreement	7,600
		Sub-total of Technology Services	7,600
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>303,835</b>
<b><u>Capital Outlay (720 - 740)</u></b>			
<b>TOTAL CAPITAL OUTLAY</b>			<b>-</b>
<b>TOTAL PARKS OPERATION-AQUATICS</b>			<b>993,605</b>
<b><u>CAPITAL IMPROVEMENT FUND - AQUATICS</u></b>			
		Operating Equipment Replacements	50,000
<b>Total Capital Improvement Fund - Aquatics</b>			<b>50,000</b>
<b>TOTAL AQUATICS - ALL FUNDS</b>			<b>1,043,605</b>





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**FUND:                    PARKS OPERATION**

Department:            Recreation / Administration # 4200

Basic Objectives

This department oversees parks and recreation activities for the City. The department coordinates recreational sporting activities throughout the year and community sports and events. Daycare services previously provided by the Parks Department will transition to another provider as of July 1, 2022.

Staffing

The full-time staff for this department consists of a director, a manager, two recreation coordinators and an administrative assistant. Temporary employees are hired at various times throughout the year as recreation support staff.

City of Astoria, Oregon  
Budget Document  
PARKS OPERATION FUND

Expenditures (by department)  
**RECREATION / ADMINISTRATION # 4200**

Historical Data			Budget for Fiscal Year 7/1/22 - 6/30/23			
Actual Data FYE 6/30/20	Actual Data FYE 6/30/21	Adopted Budget FYE 6/30/22	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			<b>Personnel Services:</b>			
276,247	275,084	338,940	Regular Salaries	336,520	336,520	336,520
211	-	3,840	Overtime	3,660	3,660	3,660
508,895	376,763	449,620	Extra Help	140,980	140,980	140,980
59,936	49,245	60,620	FICA Taxes	36,810	36,810	36,810
67,324	73,929	100,210	Insurance	93,010	93,010	93,010
126,691	107,322	135,070	Retirement Contributions	86,510	86,510	86,510
<u>12,923</u>	<u>6,528</u>	<u>12,790</u>	Workers' Compensation	<u>7,320</u>	<u>7,320</u>	<u>7,320</u>
1,052,227	888,871	1,101,090	<b>Total Personal Services</b>	704,810	704,810	704,810
20.5	17.2	18.0	<b>FTEs</b>	8.7	8.7	8.7
			<b>Materials and Services:</b>			
9,466	1,108	12,400	Office Supplies	11,400	11,400	11,400
72,429	74,859	113,700	Operating Supplies	76,700	76,700	76,700
3,622	3,542	3,500	Repair & Maintenance Supplies	3,500	3,500	3,500
961	429	2,550	Training	3,050	3,050	3,050
2,880	21	4,000	Conferences, Meetings & Travel	5,000	5,000	5,000
36,857	38,876	38,735	Professional Services	28,835	28,835	28,835
395	167	400	Memberships & Dues	400	400	400
4,130	3,209	4,200	Communications	4,950	4,950	4,950
9,406	525	4,000	Advertising	5,500	5,500	5,500
3,883	1,760	500	Printing & Binding	1,500	1,500	1,500
5,997	-	8,500	Repair & Maintenance Services	10,500	10,500	10,500
-	1,006	1,200	Rentals	2,500	2,500	2,500
17,832	7,432	20,000	Fee & Charge Programs	10,000	10,000	10,000
7,081	2,992	7,000	Miscellaneous / VISA Fees	8,000	8,000	8,000
<u>6,275</u>	<u>120</u>	<u>7,050</u>	Technology Services	<u>12,200</u>	<u>12,200</u>	<u>12,200</u>
181,214	136,046	227,735	<b>Total Materials and Services</b>	184,035	184,035	184,035
			<b>Capital Outlay:</b>			
-	-	11,750	Machinery & Equipment	11,750	11,750	11,750
-	-	11,750	<b>Total Capital Outlay</b>	11,750	11,750	11,750
			<b>Transfers Out:</b>			
-	-	-	General Fund	15,000	15,000	15,000
			<b>Ending Fund Balance</b>	-	-	-
<u>1,233,441</u>	<u>1,024,917</u>	<u>1,340,575</u>	<b>Total Expenditures</b>	<u>915,595</u>	<u>915,595</u>	<u>915,595</u>

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

**PARKS OPERATION FUND (158)**

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

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	336,520
410	2045	Overtime	3,660
415	2085	Extra Help	140,980
415	2220	FICA -Social Security	36,810
415	2230	Insurance	93,010
415	2235	Retirement Contributions	86,510
415	2240	Workers' Compensation	7,320

**TOTAL PERSONNEL SERVICES**

**704,810**

FTEs                      8.7

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

510	3030	Paper	0
510	3035	Special Paper	0
510	3040	Printer Cartridges and Supplies	1,400
510	3045	General Office Supplies	10,000

Sub-total of Office Supplies

**11,400**

515	3125	Clothing / Uniforms / Boots / Gloves	3,500
515	3135	Food and Local Meetings	500
515	3140	First Aid Supplies	1,000
515	3150	Awards	1,000
515	3155	Sports Equipment	5,000
515	3160	Program Supplies	65,000
515	3180	Fuel Oil Lubricants	700

Sub-total of Operating Supplies

**76,700**

525	3520	Building Materials / Supplies	2,000
525	3640	Other Repair & Maintenance Supplies	1,500

Sub-total Repair & Maintenance Supplies

**3,500**

610	4085	Travel Expenses - Training	1,000
610	4115	Workshops	2,050

Sub-total of Training

**3,050**

**PARKS OPERATION FUND (158)**

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

615	4260	Conference / Meeting Expense	2,000	
615	4265	Travel - Conferences and Meetings	3,000	
		Sub-total of Conferences, Meetings & Travel		<b>5,000</b>
620	4390	Network Maintenance	6,335	
620	4432	Background Checks	1,500	
620	4435	Sports Officials	6,000	
620	4540	General Professional Services	15,000	
		Sub-total of Professional Services		<b>28,835</b>
630	4800	National Recreation and Parks Association	-	
630	4805	Oregon Recreation and Parks Association	400	
		Sub-total of Memberships and Dues		<b>400</b>
635	4920	Cell Phones	3,950	
635	4975	Postage	1,000	
		Sub-total of Communications		<b>4,950</b>
640	5030	Advertising - Public Notices	500	
640	5035	Advertising - Recreation Promotion	5,000	
		Sub-total of Advertising		<b>5,500</b>
645	5060	Insurance - EAP	1,000	
		Sub-total of Insurance		<b>1,000</b>
650	5135	Commercial Printing	1,000	
650	5145	General - Printing & Binding	500	
		Sub-total of Printing & Binding		<b>1,500</b>
660	5620	Office Machines	6,500	
660	5725	Equipment other than Vehicles	-	
660	5730	Sports Equipment	4,000	
		Sub-total of Repair & Maintenance Services		<b>10,500</b>
665	5865	Rental Equipment	2,500	
		Sub-total of Rentals		<b>2,500</b>

**PARKS OPERATION FUND (158)****PARKS OPERATION-RECREATION / ADMINISTRATION (4200)**

670	5890	Parks & Recreation Fee & Charge Programs	10,000	
		Sub-total of Fee & Charge Programs		<b>10,000</b>
675	5925	Visa Fees	7,000	
		Sub-total of Miscellaneous		<b>7,000</b>
685	6205	Computer Software	5,200	
685	6245	Computer Hardware	4,000	
685	6207	Non Contract IT Services	3,000	
		Sub-total of Technology Services		<b>12,200</b>

**TOTAL MATERIALS & SERVICES 184,035****Capital Outlay (740)**

740	6650	Machinery & Equipment	11,750	
		Sub-total of Machinery & Equipment		<b>11,750</b>

**TOTAL CAPITAL OUTLAY 11,750****Transfers Out**

850	7555	To General Fund	15,000	
				<b>15,000</b>

**Contingent Expenditures (910)****TOTAL PARKS OPERATION - RECREATION / ADMINISTRATION 915,595****CAPITAL IMPROVEMENT FUND - PARKS AND RECREATION - ADMINISTRATION**

Youth Programs and Sports Improvements 10,000

**Total Capital Improvement Fund - Recreation / Administration 10,000****TOTAL RECREATION / ADMINISTRATION - ALL FUNDS 925,595**



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**FUND:                    PARKS OPERATION**

Department:            Maintenance # 4300

Basic Objectives

The Parks Maintenance Department oversees parks and cemetery maintenance. The City maintains over sixty park sites, trails, and community halls. Oceanview Cemetery operations and maintenance is captured in Fund # 325.

Staffing

The full-time staff for this department consists of a park maintenance supervisor and two park maintainers. The parks maintenance supervisor also manages activities of the Tourist Facilities and Parks Coordinator, a maintenance position funded entirely through the Promote Astoria fund and used to focus on improvements and care at tourist related sites. The budget provides for a new full time parks maintenance position which will focus on tourism related facilities and be partially funded by Promote Astoria Funds. Temporary employees are hired at various times throughout the year, to help maintain the parks and recreation facilities.



Budget Document  
PARKS OPERATION FUND

Expenditures (by department)  
**MAINTENANCE # 4300**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</u>			
<u>Actual Data</u> FYE 6/30/20	<u>Actual Data</u> FYE 6/30/21	<u>Adopted Budget</u> FYE 6/30/22	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			<b>Personnel Services:</b>			
175,157	146,891	177,200	Regular Salaries	231,430	231,430	231,430
-	-	-	Overtime	-	-	-
62,187	34,367	66,090	Extra Help	48,600	48,600	48,600
4,655	7,357	6,380	Interfund Wages	10,080	10,080	10,080
18,132	13,990	19,100	FICA Taxes	22,200	22,200	22,200
55,236	49,878	60,530	Insurance	87,130	87,130	87,130
48,732	37,170	51,130	Retirement Contributions	64,610	64,610	64,610
9,889	3,213	9,680	Workers' Compensation	12,090	12,090	12,090
<u>373,988</u>	<u>292,866</u>	<u>390,110</u>	<b>Total Personnel Services</b>	<u>476,140</u>	<u>476,140</u>	<u>476,140</u>
4.7	3.7	4.5	<b>FTEs</b>	5.0	5.0	5.0
			<b>Materials and Services:</b>			
1,034	669	1,200	Office Supplies	1,100	1,100	1,100
24,093	16,907	30,650	Operating Supplies	31,200	31,200	31,200
36,188	34,894	48,500	Repair & Maintenance Supplies	33,950	33,950	33,950
4,240	2,369	3,600	Small Tools & Minor Equipment	3,600	3,600	3,600
976	1,750	4,800	City Shop Expenses	3,500	3,500	3,500
1,614	158	4,500	Training	2,500	2,500	2,500
24,500	14,221	46,235	Professional Services	26,735	26,735	26,735
2,209	2,550	3,000	Communications	4,500	4,500	4,500
49	142	100	Printing & Binding	100	100	100
960	690	800	Advertising	1,000	1,000	1,000
20,270	16,090	22,965	Public Utility Services	20,200	20,200	20,200
14,275	29,363	25,400	Repair & Maintenance Services	24,000	24,000	24,000
3,419	3,137	4,000	Rentals	6,000	6,000	6,000
1,748	2,228	3,750	Miscellaneous	2,550	2,550	2,550
-	430	-	Technology Services	-	-	-
<u>135,575</u>	<u>125,598</u>	<u>199,500</u>	<b>Total Materials and Services</b>	<u>160,935</u>	<u>160,935</u>	<u>160,935</u>
			<b>Capital Outlay:</b>			
-	-	-	Buildings	-	-	-
-	-	-	Improvements Other Than Buildings	-	-	-
-	-	-	Machinery & Equipment	-	-	-
<u>-</u>	<u>-</u>	<u>-</u>	<b>Total Capital Outlay</b>	<u>-</u>	<u>-</u>	<u>-</u>
<u>509,563</u>	<u>418,464</u>	<u>589,610</u>	<b>Total Expenditures</b>	<u>637,075</u>	<u>637,075</u>	<u>637,075</u>

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

**PARKS OPERATION FUND (158)**

**PARKS OPERATION-MAINTENANCE (4300)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	231,430
410	2045	Overtime	-
415	2085	Extra Help	48,600
415	2095	Interfund Wages	10,080
415	2220	FICA -Social Security	22,200
415	2230	Insurance	87,130
415	2235	Retirement Contributions	64,610
415	2240	Workers' Compensation	12,090

**TOTAL PERSONNEL SERVICES**

**476,140**

**FTEs 5.0**

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

510	3030	Paper	200
510	3045	General Office Supplies	900

Sub-total of Office Supplies

**1,100**

515	3125	Clothing / Uniforms / Boots / Gloves	3,500
515	3140	First Aid Supplies	300
515	3155	Sports Equipment	500
515	3180	Fuel, Oil & Lubricants	6,500
515	3235	Seed / Top Dressing Fields	1,000
515	3240	Trees / Shrubs / Flowers	1,000
515	3245	Fertilizers / Pesticides	300
515	3250	Bark Mulch / Top Soil / Sawdust	1,500
515	3255	Gypsum and Field Line Paint	100
515	3260	Playground Chips	7,500
515	3265	Custodial Supplies	2,500
515	3295	Heating Oil - Shively Hall	0
515	3310	General Operating Supplies	6,500

Sub-total of Operating Supplies

**31,200**

**PARKS OPERATION FUND (158)**

**PARKS OPERATION-MAINTENANCE (4300)**

525	3520	Building Materials / Supplies	12,000	
525	3525	Motor Vehicle Repair Parts	2,500	
525	3530	Tires	1,000	
525	3540	Paint & Paint Supplies	2,450	
525	3545	Plumbing Supplies	2,000	
525	3550	Electrical Supplies	2,500	
525	3560	Trails Maintenance	3,000	
525	3565	Vandalism Repair	200	
525	3580	Signs	800	
525	3620	Heating System Maintenance	500	
525	3625	Plumbing & Irrigation Supplies	500	
525	3630	Water and Sewer Repair	500	
525	3640	Other Repair & Maintenance Supplies	6,000	
		Sub-total Repair & Maintenance Supplies		<b>33,950</b>
530	3720	Small Tools	3,300	
530	3725	Irrigation Equipment	300	
		Sub-total of Small Tools & Minor Equipment		<b>3,600</b>
545	3820	Vehicle Parts - City Shops	1,000	
545	3825	Tires - City Shops	500	
545	3830	General Repair Supplies - City Shops	2,000	
		Sub-total of City Shop Expenses		<b>3,500</b>
610	4085	Travel Expenses - Training	1,000	
610	4090	Registration	1,500	
		Sub-total of Training		<b>2,500</b>
620	4390	Network Maintenance	6,335	
620	4432	Background Checks	400	
620	4540	General Professional Services	20,000	
		Sub-total of Professional Services		<b>26,735</b>
635	4920	Cell Phones	4,500	
635	5145	General Printing and Binding	100	
		Sub-total of Communications		<b>4,600</b>
640	5030	Advertising - Public Notices	1,000	
		Sub-total of Advertising		<b>1,000</b>

**PARKS OPERATION FUND (158)****PARKS OPERATION-MAINTENANCE (4300)**

655	5223	Electricity - Tennis Courts	530	
655	5226	Electricity - Columbia Field	265	
655	5229	Electricity - 1300 Klaskanine (Evergreen Park)	3,675	
655	5235	Electricity - 32nd & Lief Erikson	255	
655	5244	Electricity - Alderbrook Hall	474	
655	5256	Electricity - Parks Shop	2,081	
655	5259	Electricity - Parks Shop	4,733	
655	5262	Electricity - Shively Hall	1,632	
655	5265	Electricity - Tapiola Ball Field Lights	847	
655	5271	Electricity - Tapiola Restroom	454	
655	5332	Electricity - Parks Maint General	224	
656	5461	Natural Gas - Alderbrook Hall	530	
657	5535	Sanitation - Transfer Station Fees	3,500	
657	5541	Sanitation - Other Locations	1,000	
		Sub-total of Public Utility Services		<b>20,200</b>
660	5725	Equipment other than Vehicles	4,750	
660	5735	Infield Maintenance	1,000	
660	5740	Field Light Maintenance	1,500	
660	5755	Electrical	3,750	
660	5760	Heating Systems	2,500	
660	5785	Motor Vehicles / Auto Body Shop	500	
660	5824	RPR SVCS Contract Services	5,000	
660	5825	General - Repair & Maintenance Services	5,000	
		Sub-total of Repair & Maintenance Services		<b>24,000</b>
665	5865	Rental Equipment	1,000	
665	5870	Rental Chemical Toilets	5,000	
		Sub-total of Rentals		<b>6,000</b>
675	6005	Licenses & Permits	1,950	
675	6060	Random Drug Screens	600	
		Sub-total of Miscellaneous		<b>2,550</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>160,935</b>

<b>PARKS OPERATION FUND (158)</b>		
<b>PARKS OPERATION-MAINTENANCE (4300)</b>		
<b>Capital Outlay (720 - 740)</b>		
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>
<b>TOTAL PARKS OPERATION-MAINTENANCE</b>		<b>637,075</b>
<b>CAPITAL IMPROVEMENT FUND - PARKS MAINTENANCE</b>		
Upgrade Heating and Electrical in Halls	25,000	
Historic Preservation Program	5,000	
Sub-total of Improvements Other than Buildings		<b>30,000</b>
<b>Total Capital Improvement Fund - Parks Maintenance</b>		<b>-</b>
<b>TOTAL MAINTENANCE - ALL FUNDS</b>		<b>637,075</b>

**FUND: ASTORIA ROAD DISTRICT # 170**

Basic Objectives

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

Significant Budget Information

In past years, the road maintenance and improvements were paid by a tax levy. The most recent tax levy was approved on November 5, 2002. Ordinance No 07-02 was adopted on August 20, 2007 by the City Council approving a fuel tax of \$.03 per gallon. Tax collections are administered by the Oregon Department of Transportation. Ordinance No 16-06, re-adopted provisions of Ordinance 07-02 on October 3, 2016 extending the gas tax indefinitely unless amended or repealed. Projected resources for FY 2022-2023 are estimated at \$ 974,890. Street projects were appropriated at \$ 575,000 in FY 2021-22. Paving projects occur every other year with repairs and maintenance projects accomplished during the alternate year.

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 7/1/22 - 6/30/23</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 6/30/20</u>	<u>FYE 6/30/21</u>	<u>FYE 6/30/22</u>				
<b><u>Resources</u></b>						
466,793	686,119	337,500	Beginning Fund Balance	796,400	796,400	796,400
65	2	-	Delinquent Ad Valorem Taxes			
223,667	201,284	205,000	Intergovernmental - STBG	567,890	567,890	567,890
10,855	3,663	2,000	Local Gas Tax	205,000	205,000	205,000
32,156	-	-	Interest on Investments	2,000	2,000	2,000
-	-	200,000	Miscellaneous			
			Transfer from State Tax Street Fund	250,000	250,000	250,000
733,536	891,068	744,500	Sub-Total Resources	1,821,290	1,821,290	1,821,290
<u>733,536</u>	<u>891,068</u>	<u>744,500</u>	<b>Total Resources</b>	<u>1,821,290</u>	<u>1,821,290</u>	<u>1,821,290</u>
<b><u>Requirements</u></b>						
<b>Materials &amp; Services</b>						
5,879	15,981	75,000	Repair & Maintenance Supplies	125,000	125,000	125,000
<b>Capital Outlay</b>						
<u>41,538</u>	<u>449,883</u>	<u>500,000</u>	Improvements Other Than Buildings	<u>1,249,890</u>	<u>1,249,890</u>	<u>1,249,890</u>
<b>Transfer To Other Funds:</b>						
-	-	-	Public Works Improvement Fund	68,000	68,000	68,000
-	16,000	-	<b>Total Transfer to Other Funds</b>	68,000	68,000	68,000
-	-	150,000	<b>Contingent Expenditures</b>	150,000	150,000	150,000
47,417	481,864	725,000	<b>Total Expenditures</b>	1,592,890	1,592,890	1,592,890
<u>686,119</u>	<u>409,204</u>	<u>19,500</u>	Ending Fund Balance	<u>228,400</u>	<u>228,400</u>	<u>228,400</u>
<u>733,536</u>	<u>891,068</u>	<u>744,500</u>	<b>Total Requirements</b>	<u>1,821,290</u>	<u>1,821,290</u>	<u>1,821,290</u>

**2022 / 23 Budget Detail Information**

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

**Materials and Services (515 - 660)**

660	5825	Repair & Maintenance Supplies	125,000
730	6500	Improvements Other Than Buildings	1,249,890
850	7557	Transfer to Public Works Improvement Fund	68,000
910	8020	Contingency	150,000
950	8520	Ending Fund Balance	<u>228,400</u>
<b>TOTAL ASTORIA ROAD DISTRICT FUND</b>			<u>1,821,290</u>

**FUND: STATE TAX STREET # 172**

Basic Objectives

This fund accounts for monies received from a 99% portion of the City's state fuel tax allocation. The Oregon Constitution (Article IX, Section 3a) dedicates revenues to construction, improvement, maintenance, operation and use of public highways, roads, streets and roadside rest areas. Resources are transferred to the Street Department of the Public Works Fund for expenditures incurred by the Street Department and to Astoria Road District Fund # 170 for paving projects.

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 7/1/22 - 6/30/23</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 6/30/20</u>	<u>FYE 6/30/21</u>	<u>FYE 6/30/22</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<b>Resources</b>						
226,402	387,004	417,700	Beginning Fund Balance	700,000	700,000	700,000
655,624	712,560	705,410	Intergovernmental-Gas Tax/Trans Pkg	755,000	755,000	755,000
<u>5,228</u>	<u>2,743</u>	<u>500</u>	Interest on Investments	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
<u>887,254</u>	<u>1,102,307</u>	<u>1,123,610</u>	<b>Total Resources</b>	<u>1,457,500</u>	<u>1,457,500</u>	<u>1,457,500</u>
<b>Requirements</b>						
<b>Materials and Services</b>						
-	-	-	Repair and Maintenance Services	-	-	-
<b>Transfer To Other Funds:</b>						
500,250	575,000	739,000	Public Works Fund	866,000	866,000	866,000
<u>-</u>	<u>-</u>	<u>200,000</u>	Astoria Road District Fund	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>
500,250	575,000	939,000	<b>Total Transfer to Other Funds</b>	1,116,000	1,116,000	1,116,000
-	-	175,000	<b>Contingent Expenditures</b>	200,000	200,000	200,000
500,250	575,000	1,114,000	<b>Total Expenditures</b>	1,316,000	1,316,000	1,316,000
<u>387,004</u>	<u>527,307</u>	<u>9,610</u>	Ending Fund Balance	<u>141,500</u>	<u>141,500</u>	<u>141,500</u>
<u>887,254</u>	<u>1,102,307</u>	<u>1,123,610</u>	<b>Total Requirements</b>	<u>1,457,500</u>	<u>1,457,500</u>	<u>1,457,500</u>

**2022 / 23 Budget Detail Information**

**STATE TAX STREET FUND (172 0000)**

<u>Transfers to Other Funds (850)</u>						
850	7550	Public Works Fund	866,000			
850	7560	Astoria Road District Fund	<u>250,000</u>			
		Sub-total of Transfers to Other Funds			1,116,000	
910	8020	Contingent Expenditures			200,000	
950	8520	Ending Fund Balance			<u>141,500</u>	
<b>TOTAL STATE TAX STREET FUND</b>					<b>1,457,500</b>	

**FUND: HIGHWAY RIGHT-OF-WAY RESERVE FUND # 174**

Basic Objectives

The purpose of this fund is to account for the receipt of a 1% portion of the City's state gasoline tax allocation, Per ORS 366-514. Funds are restricted for the construction and maintenance of walkways and bikeways, including curb cuts or ramps as part of the project which is within the highway, road or street right-of-way. A 1980 Constitutional Amendment (Article IX, section 3a) prohibits expenditure of highway funds in parks and recreation areas. A subsequent Oregon Supreme Court opinion supports continued use for construction and maintenance of walkways and bikeways but only within the highway right-of-way

Staffing

This budget provides for no staff positions. The Public Works Director oversees work completed utilizing Highway Right-of-Way Reserve funds. The Finance Department provides expenditure and fund balance oversight.

City of Astoria, Oregon  
Budget Document

**HIGHWAY RIGHT-OF-WAY RESERVE FUND # 174**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</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 6/30/20	FYE 6/30/21	FYE 6/30/22				
<b><u>Resources</u></b>						
50,439	27,099	33,700	Beginning Fund Balance	42,100	42,100	42,100
6,865	6,966	7,500	Intergovernmental-Gas Tax/Trans Pkg	7,600	7,600	7,600
605	221	175	Interest on Investments	100	100	100
<u>57,909</u>	<u>34,286</u>	<u>41,375</u>	<b>Total Resources</b>	<u>49,800</u>	<u>49,800</u>	<u>49,800</u>
<b><u>Requirements</u></b>						
<b>Capital Outlay:</b>						
30,810	-	35,000	Improvements Other Than Bldgs	49,800	49,800	49,800
-	-	5,875	<b>Contingent Expenditures</b>	-	-	-
<u>30,810</u>	<u>-</u>	<u>40,875</u>	<b>Total Expenditures</b>	<u>49,800</u>	<u>49,800</u>	<u>49,800</u>
27,099	34,286	500	Ending Fund Balance	-	-	-
<u>57,909</u>	<u>34,286</u>	<u>41,375</u>	<b>Total Requirements</b>	<u>49,800</u>	<u>49,800</u>	<u>49,800</u>

**2022 / 23 Budget Detail Information**

**HIGHWAY RIGHT-OF-WAY RESERVE FUND # 174**

		<b><u>Capital Outlay (730)</u></b>	
730	6500	Improvements Other Than Buildings	49,800
910	8020	Contingency	-
950	8250	Ending Fund Balance	-
<b>TOTAL TRAILS RESERVE FUND</b>			<u>49,800</u>

**FUND: PUBLIC WORKS IMPROVEMENT #176**

Basic Objectives

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

Long-Term Debt

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

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

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

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

Kansas State Bank Lease # 3355815 is for an Elgin Street Sweeper purchase, is a 5 year lease with a 3.18% interest rate. Payments began March 1, 2020 and are made annually through March 1, 2024.

IFA Loan # B17002 is for the Waterfront Bridges Project, is a 25 year loan with a 2.486% interest rate. Annual payments began December 1, 2021 with the final payment due December 1, 2045. Resources from the Astoria Road District Fund will be utilized for the repayment of this debt.

Staffing

This budget provides for no staff positions. The Public Works Director directs the planning, improvements and programs funded by this budget. The City Engineer and Engineering staff provides engineering, design and contract administration services. Construction of improvement projects are accomplished primarily through contract work and, in part, by the Public Works Shops staff. The Finance Department provides expenditure and fund balance oversight.

City of Astoria, Oregon  
Budget Document

**PUBLIC WORKS IMPROVEMENT FUND # 176**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</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 6/30/20	FYE 6/30/21	FYE 6/30/22				
<b>Resources</b>						
1,486,816	1,439,151	607,000	Beginning Fund Balance	947,000	947,000	947,000
42,750	-	55,600	Grant/Loan Proceeds	-	-	-
-	20,000	-	Intergovernmental	-	-	-
42,750	20,000	55,600	<b>Total Charges for Services</b>	-	-	-
<b>Transfer from Other Fund</b>						
1,258,620	1,108,620	1,331,800	Public Works Fund	1,500,000	1,500,000	1,500,000
-	-	0	Astoria Road District Fund	68,000	68,000	68,000
75,000	-	-	Combined Sewer Overflow Debt Service Fund	55,000	55,000	55,000
1,333,620	1,108,620	1,331,800	<b>Total Transfers</b>	1,623,000	1,623,000	1,623,000
5,176	30,834		Miscellaneous			
21,665	6,957	3,035	Interest on Investments	4,740	4,740	4,740
2,890,027	2,605,562	1,997,435	<b>Total Resources</b>	2,574,740	2,574,740	2,574,740
<b>Requirements</b>						
<b>Materials and Services:</b>						
92,856	335,892	190,000	Professional Services	230,000	230,000	230,000
393,599	246,916	700,000	Repair & Maintenance Services	900,000	900,000	900,000
486,455	582,808	890,000	<b>Total Materials and Services</b>	1,130,000	1,130,000	1,130,000
<b>Capital Outlay:</b>						
245,131	272,527	397,000	Machinery & Equipment	525,333	525,333	525,333
245,131	272,527	397,000	<b>Total Capital Outlay</b>	525,333	525,333	525,333
<b>Debt Service:</b>						
334,058	338,661	365,550	Principal	379,320	379,320	379,320
85,232	80,630	109,700	Interest	106,445	106,445	106,445
419,290	419,291	475,250	<b>Total Debt Service</b>	485,765	485,765	485,765
<b>Transfer to Other Funds</b>						
300,000	200,000	200,000	Public Works Capital Reserve Fund	200,000	200,000	200,000
300,000	200,000	200,000	<b>Total Transfers to Other Funds</b>	200,000	200,000	200,000
-	-	35,185	<b>Contingency</b>	233,642	233,642	233,642
1,450,876	1,474,626	1,997,435	<b>Total Expenditures</b>	2,574,740	2,574,740	2,574,740
1,439,151	1,130,936	-	Ending Fund Balance	-	-	-
2,890,027	2,605,562	1,997,435	<b>Total Requirements</b>	2,574,740	2,574,740	2,574,740

Historical Data is presented on a budgetary basis as compared to the financial presentation which is accrual basis.

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

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

**Professional Services**

620	4540	CSO Modeling	55,000	
620	4540	System Development Charges Study	50,000	
620	4540	Headworks Dam Spillway Pre-Design	50,000	
620	4540	SCADA System Audit	65,000	
620	4540	Sanitary Sewer Collections Assessment	10,000	
		Sub-total Professional Services		<b>230,000</b>

**Repair & Maintenance Services (660)**

**Sewer:**

660	5790	Sewer Main Rehabilitation	300,000	
		Sub-total Sewer Projects		<b>300,000</b>

**Stormwater:**

660	5793	Stormwater Main Rehabilitation / Replacement	200,000	
		Sub-total Stormwater Projects		<b>200,000</b>

**Water:**

660	5795	Water Main Rehabilitation / Replacement	350,000	
		Sub-total Water Projects		<b>350,000</b>

660	5825	General Repair & Maintenance Services	50,000	
		Sub-total General Repair & Maint. Services		<b>50,000</b>

**TOTAL MATERIALS & SERVICES 1,130,000**

**Capital Outlay (720 - 740)**

740	6650	Machinery and Equipment		
		Ford F-550 Replacement for #508 Dodge Flatbed 1990	53,414	
		Ford F-450 Replacement for #490 Chevrolet Truck 1996	64,480	
		Ford Ranger 4x4 Super Cab Engineering	25,439	
		PW Shop Roof	120,000	
		Repair Lift in Shop	10,000	
		Air Compressor Sullair Replace #328 37 years old	25,000	
		Ford F-450 (replaces #579 2002 Ford 4x4 Utility Truck w/Crane)	90,000	
		Auto Shop Air Compressor 40 years old	12,000	
		Ford F-450 replaces #604 2000 Ford 4 x 4 Utility Truck	75,000	
		Ford F-150 4 x 4 Reg cab (Replaces #731 2012 Hdwrks Log Rd Truck)	50,000	
		Sub Total Machinery and Equipment		<b>525,333</b>

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

***Priority Substitution Items:***

Mower Head for Excavator - \$ 12,000  
 Replace Homelite 4" Pumps (374) & (388) - \$ 40,000  
 Shop Equipment Shed - \$ 35,000

**TOTAL CAPITAL OUTLAY**

**525,333**

**Debt Service (810)**

		IFA L04001 Skyline Water Tank Loan - Pmt 16 of 20	
810	6910	Principal	75,890
810	6915	Interest	19,210
		IFA S08003 Reservoir Covers - Pmt 13 of 20	
810	6920	Principal	165,050
810	6925	Interest	13,650
		IFA Y10002 Bear Cr Dam - Waterline - Pmt 11 of 20	
810	6930	Principal	33,700
810	6935	Interest	16,400
		IFA Y12006 WWTP Construction - Pmt 9 of 25	
810	6947	Principal - Y12006 WWTP Construction	27,300
810	6949	Interest - Y12006 WWTP Construction	11,250
		Lease # 3355815 Street Sweeper - Pmt 4 of 5	
810	6953	Principal	53,680
810	6954	Interest	3,520
		IFA # B17002 Waterfront Bridges Pmt 2 of 25	
810	6955	Principal	23,700
810	5956	Interest	42,415
		Sub Total Debt Service - Principal	<b>379,320</b>
		Sub Total Debt Service - Interest	<b>106,445</b>

**TOTAL DEBT SERVICE**

**485,765**

**Transfer to Other Funds (850)**

850	7546	Public Works Capital Reserve Fund Future Capital Projects	200,000
		Sub-total of Transfer to Other Funds	<b>200,000</b>

**Contingent Expenditures (910)**

910	8020	Contingency	233,642
		Sub-total Contingency	<b>233,642</b>

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

**Ending Fund Balance (950)**

950	8520	Unappropriated Ending Fund Balance	-	-
		Sub-total Ending Fund Balance		
<b>TOTAL PUBLIC WORKS IMPROVEMENT FUND</b>			<b>2,574,740</b>	





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**FUND: PUBLIC WORKS CAPITAL RESERVE FUND # 178**

Basic Objectives

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

An amount of \$ 200,000 is transferred to this fund from the Public Works Improvement Fund for Capital Project reserves with the most recent project being the Slow Sand Filter Project which began in FY 17-18 and was completed in fiscal year ending June 30, 2021.

Staffing

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

City of Astoria, Oregon  
Budget Document

**PUBLIC WORKS CAPITAL RESERVE FUND # 178**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22- 6/30/23</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 6/30/20</u>	<u>FYE 6/30/21</u>	<u>FYE 6/30/22</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<b><u>Resources</u></b>						
677,850	675,635	605,200	Beginning Fund Balance	810,400	810,400	810,400
14,759	4,719	3,000	Interest Earnings	4,000	4,000	4,000
286	840		Miscellaneous			
			Transfer from Other Fund			
<u>300,000</u>	<u>200,000</u>	<u>200,000</u>	Public Works Improvement Fund	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>
<u>992,895</u>	<u>881,194</u>	<u>808,200</u>	<b>Total Resources</b>	<u>1,014,400</u>	<u>1,014,400</u>	<u>1,014,400</u>
<b><u>Requirements</u></b>						
<b><u>Materials and Services</u></b>						
-	-	50,000	Professional Services	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>
-	-	50,000	<b>Total Materials and Services</b>	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>
<b><u>Capital Outlay</u></b>						
<u>317,260</u>	<u>273,612</u>	<u>648,200</u>	PW Capital Projects	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>
317,260	273,612	648,200	<b>Total Capital Outlay</b>	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>
-	-	<u>110,000</u>	<b>Contingency</b>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
317,260	273,612	808,200	<b>Total Expenditures</b>	<u>475,000</u>	<u>475,000</u>	<u>475,000</u>
<u>675,635</u>	<u>607,582</u>	-	<b>Ending Fund Balance</b>	<u>539,400</u>	<u>539,400</u>	<u>539,400</u>
<u>992,895</u>	<u>881,194</u>	<u>808,200</u>	<b>Total Requirements</b>	<u>1,014,400</u>	<u>1,014,400</u>	<u>1,014,400</u>

**2022 / 23 Budget Detail Information**

**PUBLIC WORKS CAPITAL RESERVE FUND (178 0000)**

<u>Materials and Services</u>			
620	4540	Professional Services	75,000
<u>Capital Outlay</u>			
730	6500	PW Capital Projects	300,000
910	8020	<u>Contingency</u>	100,000
950	8520	<u>Ending Fund Balance</u>	<u>539,400</u>
<b>TOTAL PUBLIC WORKS CAPITAL RESERVE FUND</b>			<b>1,014,400</b>

**FUND: WATERFRONT BRIDGES REPLACEMENT PROJECT FUND # 190**

Basic Objectives

This fund was established by the adoption of City Council Resolution No. 18-04 on February 26, 2018. Where the City numbered streets between 6th and 11th Streets meet the Columbia River, a short bridge connects the solid-ground road to the over-water pier structure. These waterfront bridge structures are of utmost importance to the City as they provide access to critical portions of our waterfront. In September 2014, the City entered into an Intergovernmental Agreement with the Oregon Department of Transportation (ODOT) for the design phase of the Waterfront Bridges Replacement Project to replace these six structures. In February 2017, Council authorized City staff to apply for loan funding from Business Oregon Infrastructure Finance Authority (IFA) for the City match and expenses not covered by the project during construction. Construction of the odd numbered street structures (7th St, 9th St and 11th St) began in October, 2018 and the even numbered street structures (6th St, 8th St and 10th St) begin October, 2019. The project was completed in October, 2020. The temporary construction loan was refinanced through bond offering in February, 2021. Loan payments began in December, 2021 with an anticipated maturity date of December 1, 2045. The final project loan amount of \$984,395.09 will be repaid through resources provided from the Astoria Road District Fund with the debt service payments captured in the Public Works Improvement Fund. The budget is presented for historical reference.

Staffing

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

City of Astoria, Oregon  
Budget Document

**WATERFRONT BRIDGES FUND # 190**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</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 6/30/20	FYE 6/30/21	FYE 6/30/22					
<b><u>Resources</u></b>							
(6,523)	6,179	180	Beginning Fund Balance				
21,595	-	-	Intergovernmental Revenue				
2,370	2,274	-	Loan Proceeds				
164	-	-	Interest on Investments				
8,275	-	-	Interfund Loan Proceeds				
-	16,000	-	Transfers In from General Fund	-	-	-	
<u>25,881</u>	<u>24,453</u>	<u>180</u>	<b>Total Resources</b>	-	-	-	
<b><u>Requirements</u></b>							
<b>Capital Outlay:</b>							
5,197	-	-	Improvements Other Than Bldgs	-	-	-	
<b>Debt Service:</b>							
14,505	15,778	-	Interest	-	-	-	
<u>14,505</u>	<u>15,778</u>	<u>-</u>	Total Debt Service	-	-	-	
-	-	-	<b>Contingency</b>	-	-	-	
-	-	180	Transfer to Other Funds - General	-	-	-	
-	8,275	-	Interfund Loan Payment				
19,702	24,053	-	<b>Total Expenditures</b>	-	-	-	
6,179	400	180	Ending Fund Balance	-	-	-	
<u>25,881</u>	<u>24,453</u>	<u>180</u>	<b>Total Requirements</b>	-	-	-	

**2022 / 23 Detail Budget Information**

**WATERFRONT BRIDGES FUND # 190**

			<b><u>Transfer to Other Funds</u></b>		
730	6500		General Fund - Close Fund	-	
			Contingency	-	
			Ending Fund Balance	-	
<b>TOTAL WATERFRONT BRIDGES REPLACEMENT PROJECT FUND</b>				-	

**FUND: LOCAL IMPROVEMENT DEBT SERVICE # 250**

Basic Objectives

This fund was established to account for debt service requirements of a bond issue made for the financing of several local improvement projects. The funds initial purpose was served after closure of the local improvement loans but retained a small residual balance. In May, 2012 Clatsop County settled property tax assessment and penalties challenge by Georgia Pacific-Wauan Mill. Proceeds for the 10 year repayment period of the settlement charges are retained in this fund to offset the City's share of Clatsop County issued bonds, as a result of the settlement with the Wauna Mill. Annually funds are transferred to the General Fund to offset the property tax withheld by the County for Astoria's share of the bond repayment. The final bond debt service payment is scheduled for 12/31/2021.

Due to Other Fund liability in the amount of \$ 122,351 is maintained to help offset PERS increase.

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 7/1/22 - 6/30/23</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 6/30/20	FYE 6/30/21	FYE 6/30/22				
<b><u>Resources</u></b>						
128,883	113,134	91,800	Beginning Fund Balance	92,800	92,800	92,800
		-	Resources due to other funds	-	-	-
<u>6,251</u>	<u>1,650</u>	<u>900</u>	Interest Earnings	<u>900</u>	<u>900</u>	<u>900</u>
<u>135,134</u>	<u>114,784</u>	<u>92,700</u>	<b>Total Resources</b>	<u>93,700</u>	<u>93,700</u>	<u>93,700</u>
<b><u>Requirements</u></b>						
<b>Transfer to Other Funds</b>						
22,000	22,000	22,000	General Fund	22,000	22,000	22,000
<u>-</u>	<u>-</u>	<u>-</u>	Public Works Fund	<u>-</u>	<u>-</u>	<u>-</u>
22,000	22,000	22,000	<b>Total Transfers</b>	22,000	22,000	22,000
<u>-</u>	<u>-</u>	<u>70,700</u>	<b>Contingency</b>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
22,000	22,000	92,700	<b>Total Expenditures</b>	72,000	72,000	72,000
<u>113,134</u>	<u>92,784</u>	<u>-</u>	Ending Fund Balance	<u>21,700</u>	<u>21,700</u>	<u>21,700</u>
<u>135,134</u>	<u>114,784</u>	<u>92,700</u>	<b>Total Requirements</b>	<u>93,700</u>	<u>93,700</u>	<u>93,700</u>

**2022 / 23 Budget Detail Information**

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

<b>Transfers to Other Funds</b>			
850	7567	General Fund	22,000
850	7550	Public Works Fund	-
<b>TOTAL TRANSFERS TO OTHER FUNDS</b>			<b>22,000</b>
910	8020	Contingency	<b>50,000</b>
950	8520	Ending Fund Balance	<u><b>21,700</b></u>
<b>TOTAL LOCAL IMPROVEMENT DEBT SERVICE FUND</b>			<b>93,700</b>

**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 surcharge resources, debt service on loans used to finance the combined sewer overflow (CSO) projects and transfers to Public Works Improvement and Public Works Funds for the ongoing monitoring expenses associated with completed CSO projects, as well as work for upcoming projects. This multi-million dollar program is mandated by the Oregon Department of Environmental Quality to reduce the amount of contaminated water being discharged into the Columbia River and Young's Bay.

The sewer surcharge was established with addition of Section 1.10 in Sewer Rate Resolution 02-31 and effective with utility bills beginning October, 2002.

<u>Loan Description</u>	<u>Rate</u>	<u>Term</u>	<u>Payments</u>	<u>Last Pmt</u>
OR DEQ Loan # R11790	3.14%	20 year	semi-annual	6/1/2026
OR DEQ Loan # R11791	3.06%	20 year	semi-annual	12/1/2027
OR DEQ Loan # R11792	2.85%	20 year	semi-annual	12/1/2029
OR DEQ Loan # R11793	2.95%	20 year	semi-annual	6/31/2031
OR DEQ Loan # R06117	0.00%	20 year	semi-annual	6/1/2031
IFA Loan # Y12004	1.94%	25 year	annual	12/1/2038
IFA Loan # Y14006	2.09%	25 year	annual	12/1/2042

Staffing

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



City of Astoria, Oregon  
Budget Document

**COMBINED SEWER OVERFLOW (CSO) DEBT SERVICE FUND # 270**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</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 6/30/20	FYE 6/30/21	FYE 6/30/22				
<b><u>Resources</u></b>						
998,972	846,933	548,500	Beginning Fund Balance	487,400	487,400	487,400
1,796,449	1,875,118	1,867,180	Charges for Service	1,974,080	1,974,080	1,974,080
<u>13,626</u>	<u>4,678</u>	<u>1,500</u>	Interest Earnings	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
<u>2,809,047</u>	<u>2,726,729</u>	<u>2,417,180</u>	<b>Total Resources</b>	<u>2,464,480</u>	<u>2,464,480</u>	<u>2,464,480</u>
<b><u>Requirements</u></b>						
<b>Materials &amp; Services:</b>						
44,236	39,940	35,600	Professional Services	31,010	31,010	31,010
<b>Debt Service</b>						
1,294,861	1,326,436	1,358,900	Principal	1,392,240	1,392,240	1,392,240
<u>473,017</u>	<u>441,441</u>	<u>409,025</u>	Interest	<u>375,720</u>	<u>375,720</u>	<u>375,720</u>
<u>1,767,878</u>	<u>1,767,877</u>	<u>1,767,925</u>	<b>Total Debt Service</b>	<u>1,767,960</u>	<u>1,767,960</u>	<u>1,767,960</u>
<b>Transfer to Other Funds</b>						
75,000	-	-	Public Works Improvement Fund	55,000	55,000	55,000
<u>75,000</u>	<u>-</u>	<u>75,000</u>	Public Works Fund	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>
<u>150,000</u>	<u>-</u>	<u>75,000</u>	<b>Total Transfer to Other Funds</b>	<u>130,000</u>	<u>130,000</u>	<u>130,000</u>
-	-	-	<b>Contingency</b>	-	-	-
1,962,114	1,807,817	1,878,525	<b>Total Expenditures</b>	1,928,970	1,928,970	1,928,970
<u>846,933</u>	<u>918,912</u>	<u>538,655</u>	<b>Ending Fund Balance</b>	<u>535,510</u>	<u>535,510</u>	<u>535,510</u>
<u>2,809,047</u>	<u>2,726,729</u>	<u>2,417,180</u>	<b>Total Requirements</b>	<u>2,464,480</u>	<u>2,464,480</u>	<u>2,464,480</u>

<b>COMBINED SEWER OVERFLOW (CSO) DEBT SERVICE FUND (270 0000)</b>			
<b><u>Materials and Services (620)</u></b>			
620	4560	Professional Services DEQ Administrative Fees	31,010
		Sub-total of Materials & Services	31,010
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>31,010</b>
<b><u>Debt Service (810)</u></b>			
810	6940	Principal-CSO Loan #11790	223,360
810	6945	Interest-CSO Loan #11790	27,680
810	6950	Principal-CSO Loan #11791	158,030
810	6955	Interest-CSO Loan #11791	27,310
810	6960	Principal-CSO Loan #11792	258,850
810	6965	Interest-CSO Loan #11792	50,080
810	6936	Principal-CSO Loan #11793	183,540
810	6938	Interest-CSO Loan #11793	53,600
810	6934	Principal-CSO Loan #R06117 ARRA	100,000
810	6984	Principal-CSO Loan IFA #Y12004	250,180
810	6985	Interest-CSO Loan IFA #Y12004	98,300
810	6986	Principal-CSO Loan IFA #Y14006	218,280
810	6987	Interest-CSO Loan IFA #Y14006	118,750
<b>TOTAL DEBT SERVICE</b>			<b>1,767,960</b>
<b><u>Transfer to Other Funds (850)</u></b>			
850	7557	Public Works Improvement Fund	55,000
850	7550	Public Works Fund	75,000
		Sub-total of Transfer to Other Funds	<b>130,000</b>
<b><u>Contingent Expenditures (910)</u></b>			
910	8020	Contingency	-
		Sub-total of Contingent Expenditures	-
<b><u>Ending Fund Balance (950)</u></b>			
950	8520	Ending Unencumbered Fund Balance	535,510
		Sub-total of Ending Fund Balance	<b>535,510</b>
<b>TOTAL CSO DEBT SERVICE FUND</b>			<b>2,464,480</b>

# ENTERPRISE FUNDS

**FUND: PUBLIC WORKS**

The Public Works Fund was established by City Council Resolution No. 77-07, adopted on March 7, 1977, to account for the costs associated with operating and maintaining the City's streets, water, and sewer systems.

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

Engineering  
Shop and Yard  
Streets  
Sanitation  
Stormwater  
Sewer  
Water

The Public Works Fund is an enterprise fund. It operates as a business and no property taxes are received as revenue by the fund. Resources are generated from ratepayer fees for water and sewer services and transfers in from other funds such as the gas tax funded State Tax Street Fund.

This fund accounts for the activities involved in providing water and sewer services to the residents of the City, and for maintaining City streets, streetlights and miscellaneous street-related property.

Staffing

The Public Works staff is under the oversight of the Public Works Director. Management staff includes the Public Works Superintendent, the Assistant Public Works Superintendent, the City Engineer and the Mechanic Supervisor. Other staff positions include: five engineering staff; nineteen utility workers; and, three clerical support staff. Temporary workers are hired, as needed.

Actual employee time is charged to each department based on type of work done and amount of time spent on it. On any given day, an employee may show time worked for one or for several departments.

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

Summary of Expenditures

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22		Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
991,069	1,067,969	1,193,830	Engineering	1,209,140	1,209,140	1,209,140
416,264	407,891	474,870	Shop & Yard	484,370	484,370	484,370
206,568	212,449	328,170	Streets	334,510	334,510	334,510
3,672	2,518	52,580	Sanitation	53,650	53,650	53,650
655,947	744,009	658,140	Sewer	670,840	670,840	670,840
87,292	83,683	114,190	Stormwater	116,300	116,300	116,300
<u>1,076,923</u>	<u>997,481</u>	<u>1,087,900</u>	Water	<u>1,109,030</u>	<u>1,109,030</u>	<u>1,109,030</u>
3,437,735	3,516,000	3,909,680	<b>Total Personnel Services</b>	3,977,840	3,977,840	3,977,840
32.7	32.5	35.0	<b>FTEs</b>	35.0	35.0	35.0
			<b>Materials &amp; Services:</b>			
109,575	82,584	144,855	Engineering	156,402	156,402	156,402
115,612	116,788	153,840	Shop & Yard	180,532	180,532	180,532
233,187	254,985	342,900	Streets	373,700	373,700	373,700
6,187	2,734	29,570	Sanitation	44,050	44,050	44,050
435,158	426,993	645,900	Sewer	716,760	716,760	716,760
70,029	106,516	189,450	Stormwater	201,150	201,150	201,150
<u>419,160</u>	<u>541,987</u>	<u>635,600</u>	Water	<u>759,345</u>	<u>759,345</u>	<u>759,345</u>
1,388,908	1,532,587	2,142,115	<b>Total Materials &amp; Services</b>	2,431,939	2,431,939	2,431,939
			<b>Capital Outlay:</b>			
4,678	4,450	6,000	Engineering	11,000	11,000	11,000
12,151	18,217	21,600	Shop & Yard	27,000	27,000	27,000
1,953	-	4,200	Streets	12,000	12,000	12,000
-	-	-	Sanitation	-	-	-
12,335	31,280	33,200	Sewer	24,500	24,500	24,500
22,400	18,379	20,800	Stormwater	12,500	12,500	12,500
<u>37,150</u>	<u>31,111</u>	<u>35,400</u>	Water	<u>56,100</u>	<u>56,100</u>	<u>56,100</u>
90,667	103,437	121,200	<b>Total Capital Outlay</b>	143,100	143,100	143,100
			<b>Transfers to Other Funds:</b>			
6,200	6,166	5,000	Emergency Communications	6,360	6,360	6,360
1,258,620	1,108,620	1,331,800	Public Works Improvement Fund	1,500,000	1,500,000	1,500,000
414,600	414,600	414,600	General Fund	414,600	414,600	414,600
1,679,420	1,529,386	1,751,400	<b>Total Transfers to Other Funds</b>	1,920,960	1,920,960	1,920,960
-	-	223,285	<b>Contingency</b>	<u>266,271</u>	<u>266,271</u>	<u>266,271</u>
<u>6,596,730</u>	<u>6,681,410</u>	<u>8,147,680</u>	<b>Total Expenditures</b>	<u>8,740,110</u>	<u>8,740,110</u>	<u>8,740,110</u>

City of Astoria, Oregon  
Budget Document

**PUBLIC WORKS FUND # 301**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>	Resources & Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22		Budget Officer	Budget Committee	Governing Body
<b>Resources</b>						
43,448,687	42,132,592	1,067,500	Beginning Fund Balance	1,071,000	1,071,000	1,071,000
<b>Charges for Services:</b>						
57,607	37,215	-	Engineering	-	-	-
3,765,055	4,103,258	4,093,330	Water	4,437,790	4,437,790	4,437,790
2,010,233	2,079,271	2,051,850	Sewer	2,169,320	2,169,320	2,169,320
17,634	10,770	-	Streets	-	-	-
5,850,529	6,230,514	6,145,180	<b>Total Charges for Services</b>	<b>6,607,110</b>	<b>6,607,110</b>	<b>6,607,110</b>
<b>Transfers from Other Funds:</b>						
500,250	575,000	739,000	State Tax Street Fund	866,000	866,000	866,000
30,975	30,785	40,000	General Fund	40,000	40,000	40,000
-	-	75,000	CSO Debt Service Fund	75,000	75,000	75,000
75,000	10,352	6,000	Interest	6,000	6,000	6,000
26,884	42,660	-	Grants	-	-	-
33,015	53,150	75,000	Miscellaneous	75,000	75,000	75,000
<b>49,965,340</b>	<b>49,032,393</b>	<b>8,147,680</b>	<b>Total Resources</b>	<b>8,740,110</b>	<b>8,740,110</b>	<b>8,740,110</b>
<b>Requirements</b>						
<b>Expenditures by Department:</b>						
1,105,322	1,155,003	1,344,685	Engineering	1,376,542	1,376,542	1,376,542
544,027	542,896	650,310	Shop and Yard	691,902	691,902	691,902
441,708	467,434	675,270	Streets	720,210	720,210	720,210
9,859	5,252	82,150	Sanitation	97,700	97,700	97,700
1,103,440	1,202,282	1,337,240	Sewer	1,412,100	1,412,100	1,412,100
179,721	208,578	324,440	Stormwater	329,950	329,950	329,950
1,533,233	1,570,579	1,758,900	Water	1,924,475	1,924,475	1,924,475
-	-	223,285	Contingency	266,271	266,271	266,271
4,917,310	5,152,024	6,396,280	<b>Total Expenditures by Department</b>	<b>6,819,150</b>	<b>6,819,150</b>	<b>6,819,150</b>
<b>Transfers to Other Departments</b>						
6,200	6,166	5,000	Emergency Communications	6,360	6,360	6,360
1,258,620	1,108,620	1,331,800	Public Works Improvement Fund	1,500,000	1,500,000	1,500,000
414,600	414,600	414,600	General Fund	414,600	414,600	414,600
1,679,420	1,529,386	1,751,400	<b>Total Transfers to Other Departments</b>	<b>1,920,960</b>	<b>1,920,960</b>	<b>1,920,960</b>
6,596,730	6,681,410	8,147,680	<b>Total Expenditures</b>	<b>8,740,110</b>	<b>8,740,110</b>	<b>8,740,110</b>
Accrual Adjustments for:						
1,033,560	(1,374,221)	-	Depreciation	-	-	-
(9,291)	-	-	Loss on Sale/Disposal	-	-	-
237,117	486,608	-	Capitalized Expenditures-GASB 68	-	-	-
(25,368)	8,033	-	Net OPEB Obligations	-	-	-
<b>42,132,592</b>	<b>43,230,563</b>	<b>-</b>	Ending Fund Balance	<b>-</b>	<b>-</b>	<b>-</b>
<b>49,965,340</b>	<b>49,032,393</b>	<b>8,147,680</b>	<b>Total Requirements</b>	<b>8,740,110</b>	<b>8,740,110</b>	<b>8,740,110</b>

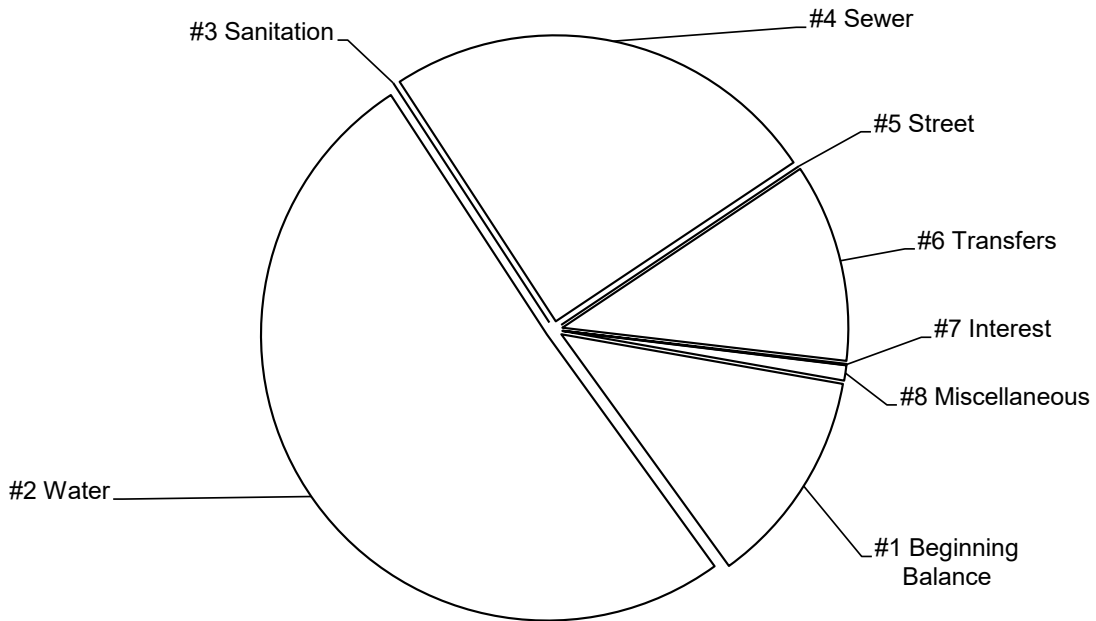
**NOTE:** Generally Accepted Accounting Principles (GAAP) require a business-type fund to maintain its budgetary fund balance on a full accrual basis. The fund balances for the June 30, 2020 and 2021 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the Public Works Fund at June 30, 2020 was \$ 1,478,909 and at June 30, 2021 was \$ 1,524,730.

City of Astoria, Oregon  
Public Works Fund Resources  
Year Beginning July 1, 2022

Segment #	Resources	Amount	Percentage
1	Beginning Fund Balance	\$ 1,071,000	12.25%
2	Charges for Water Services	4,437,790	50.77%
3	Charges for Sanitation Services	-	0.00%
4	Charges for Sewer Services	2,169,320	24.82%
5	Charges for Street Services	-	0.00%
6	Transfers from Other Funds	981,000	11.22%
7	Interest Earnings	6,000	0.07%
8	Miscellaneous	<u>75,000</u>	<u>0.86%</u>
	Total Resources	<u>\$ 8,740,110</u>	<u>100.00%</u>

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

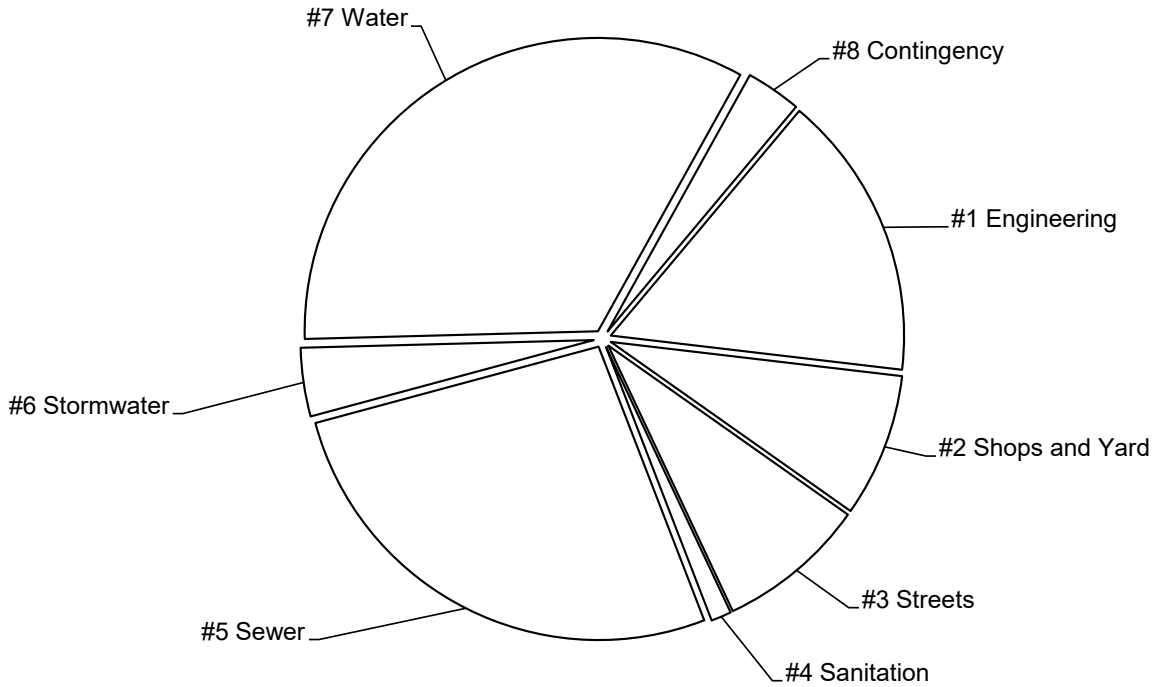
\$ 475,000 is transferred in from the State Tax Street Fund, which receives State of Oregon gas tax revenues. This transfer subsidizes the cost of maintaining City streets.



City of Astoria, Oregon  
Public Works Fund Requirements  
Year Beginning July 1, 2022

Segment #	Requirements	Amount	Percentage
1	Engineering	\$ 1,376,542	15.75%
2	Shops and Yard	691,902	7.92%
3	Streets	720,210	8.24%
4	Sanitation	97,700	1.12%
5	Sewer	2,331,120	26.67%
6	Stormwater	329,950	3.78%
7	Water	2,926,415	33.48%
8	Contingency	<u>266,271</u>	<u>4.68%</u>
	Total Requirements	<u>\$ 8,740,110</u>	<u>100.00%</u>

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







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**FUND: PUBLIC WORKS**

Department: Engineering #3700

Basic Objectives

The Engineering Department oversees design and construction associated with City infrastructure that supports the City and its citizens. The department designs and inspects projects to repair and improve City facilities such as street, sewer, storm and water lines. The department maintains map records of city infrastructure. This department serves as the City's administrator of city-owned real property by managing easements, vacations, licenses, and sales of City property. Engineering provides services to other City Departments such as management of design and construction of community development projects, including docks and walkways. The department also handles traffic, tree, sidewalk, junk, and hazard complaints lodged by citizens.

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

Expenditures (by department)  
**ENGINEERING # 3700**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22	Requirements	Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
639,452	697,084	743,840	Regular Salaries	759,700	759,700	759,700
-	-	1,180	Overtime	1,180	1,180	1,180
5,400	3,750	15,000	Extra Help	15,250	15,250	15,250
47,550	50,814	58,150	FICA Taxes	59,380	59,380	59,380
155,582	165,910	183,000	Insurance	182,870	182,870	182,870
132,964	143,118	180,060	Retirement Contributions	179,470	179,470	179,470
10,121	7,293	12,600	Workers' Compensation	11,290	11,290	11,290
991,069	1,067,969	1,193,830	<b>Total Personnel Services</b>	1,209,140	1,209,140	1,209,140
9.0	9.2	9.5	<b>FTEs</b>	9.5	9.5	9.5
			<b>Materials and Services:</b>			
11,373	6,913	7,500	Office Supplies	7,500	7,500	7,500
2,965	2,032	6,250	Operating Supplies	7,250	7,250	7,250
2,260	1,695	2,500	Repair & Maintenance Supplies	2,500	2,500	2,500
320	232	1,600	Small Tools & Minor Equipment	1,800	1,800	1,800
798	350	1,500	Training	1,500	1,500	1,500
825	1,307	6,000	Conferences, Meetings & Travel	6,000	6,000	6,000
955	975	935	Memberships & Dues	935	935	935
1,295	270	1,000	Advertising	1,250	1,250	1,250
54,162	43,940	81,950	Professional Services	74,547	74,547	74,547
2,894	2,362	4,100	Communications	4,100	4,100	4,100
3,816	4,006	5,200	Repair & Maintenance Services	21,500	21,500	21,500
900	190	2,370	Licenses and Permits	2,370	2,370	2,370
867	2,600	1,030	Miscellaneous	1,030	1,030	1,030
26,145	15,712	22,920	Technology Services	24,120	24,120	24,120
109,575	82,584	144,855	<b>Total Materials and Services</b>	156,402	156,402	156,402
			<b>Capital Outlay:</b>			
4,678	4,450	6,000	Machinery & Equipment	11,000	11,000	11,000
4,678	4,450	6,000	<b>Total Capital Outlay</b>	11,000	11,000	11,000
1,105,322	1,155,003	1,344,685	<b>Total Expenditures</b>	1,376,542	1,376,542	1,376,542

**PUBLIC WORKS FUND (301)**

**ENGINEERING (3700)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	759,700
410	2045	Overtime	1,180
410	2085	Extra Help	15,250
415	2220	FICA	47,504
415	2225	FICA -Medicare	11,876
415	2230	Insurance	182,870
415	2235	Retirement Contributions	179,470
415	2240	Workers' Compensation	11,290

**TOTAL PERSONNEL SERVICES**

**FTEs**

**9.5**

**1,209,140**

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

510	3045	General Office Supplies	7,500	
		Sub-total of Office Supplies		<b>7,500</b>
515	3120	Books / Periodicals	250	
515	3180	Fuel, Oil, Lubricants	3,000	
515	3310	General Operating Supplies	4,000	
		Sub-total of Operating Supplies		<b>7,250</b>
525	3525	Motor Vehicle Repair Parts	2,500	
		Sub-total of Repair & Maintenance Supplies		<b>2,500</b>
530	3720	Small Tools	1,000	
530	3730	Steel Toe Boots	800	
		Sub-total of Small Tools & Minor Equipment		<b>1,800</b>
610	4115	Workshops	1,500	
		Sub-total of Training		<b>1,500</b>
615	4260	Travel, Conference and Meeting Expense	6,000	
		Sub-total of Travel, Conferences & Meetings		<b>6,000</b>
620	4390	Network Maintenance	13,027	
620	4395	Email Hosting	320	
620	4540	Professional Services	40,000	
620	4500	Development Services	20,000	
620	4541	VOIP Cisco / Obsidian Support	1,200	
		Sub-total of Personnel Services		<b>74,547</b>

**PUBLIC WORKS FUND (301)**

**ENGINEERING (3700)**

630	4830	American Public Works Association	660	
630	4835	American Society of Civil Engineers	275	
		Sub-total of Memberships & Dues		<b>935</b>
635	4920	Cell Phones	3,600	
635	4922	Conference Calls	500	
		Sub-total of Communications		<b>4,100</b>
640	5020	Advertising - Legal Ads / Notice	750	
640	5022	Advertising - Recruitment	500	
		Sub-total of Advertising		<b>1,250</b>
645	5060	Insurance - EAP	130	
		Sub-total of Insurance		<b>130</b>
660	5660	Engineering Plan Plotter / Scanner (Leases)	3,000	
660	5785	Motor Vehicles / Auto Body Shop	1,500	
660	5805	Survey & Other Equipment	17,000	
		Sub-total of Repair & Maintenance Services		<b>21,500</b>
665	5860	Copier Lease (3/5 year lease - Engineering Portion)	900	
		Sub-total Rentals/Leasing		<b>900</b>
675	5925	Credit Card Processing Fees	1,800	
675	6010	Professional License Renewal	570	
		Sub-total of Miscellaneous		<b>2,370</b>
685	6205	Computer Software	1,000	
685	6212	GIS Consulting	15,000	
685	6235	Communications Hardware Maintenance	1,200	
685	6245	Computer Hardware	500	
685	6255	Software Maintenance Agreement	4,920	
685	6235	Radar Reader Sign Annual Fee	1,500	
		Sub-total Technology		<b>24,120</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>156,402</b>

**PUBLIC WORKS FUND (301)**

**ENGINEERING (3700)**

**Capital Outlay (740)**

740	6650	Machinery & Equipment		
		Computers (2)	6,000	
		iPad/Tablet (2)	5,000	
		Sub-total Machinery & Equipment		<b>11,000</b>

**TOTAL CAPITAL OUTLAY 11,000**

**TOTAL ENGINEERING 1,376,542**



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**FUND: PUBLIC WORKS**

Department: Shop and Yard # 3800

Basic Objectives

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



City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22	Requirements	Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
235,625	233,457	273,170	Regular Salaries	277,920	277,920	277,920
254	552	2,000	Overtime	2,000	2,000	2,000
934	737	4,000	Extra Help	4,000	4,000	4,000
16,586	17,990	22,430	FICA Taxes	22,790	22,790	22,790
101,088	90,878	94,170	Insurance	96,590	96,590	96,590
53,419	58,226	68,980	Retirement Contributions	70,650	70,650	70,650
8,358	6,051	10,120	Workers' Compensation	10,420	10,420	10,420
<u>416,264</u>	<u>407,891</u>	<u>474,870</u>	<b>Total Personnel Services</b>	<u>484,370</u>	<u>484,370</u>	<u>484,370</u>
4.3	4.3	4.6	<b>FTEs</b>	4.6	4.6	4.6
			<b>Materials and Services:</b>			
1,657	1,356	1,500	Office Supplies	2,200	2,200	2,200
2,949	5,065	5,900	Small Tools & Minor Equipment	7,400	7,400	7,400
11,567	12,157	16,400	Operating Supplies	19,700	19,700	19,700
24,312	26,063	28,500	Repair & Maintenance Supplies	38,500	38,500	38,500
1,349	-	7,000	Training	7,000	7,000	7,000
	89	150	Printing & Binding	200	200	200
20,842	22,488	27,140	Professional Services	30,632	30,632	30,632
8,264	8,889	9,300	Communications	10,100	10,100	10,100
19,154	20,761	22,400	Public Utility Services	24,400	24,400	24,400
17,493	14,593	20,400	Repair & Maintenance Services	25,000	25,000	25,000
-	-	1,000	Rentals	1,000	1,000	1,000
282	525	650	Miscellaneous	1,200	1,200	1,200
7,743	4,802	13,500	Technology Services	13,200	13,200	13,200
<u>115,612</u>	<u>116,788</u>	<u>153,840</u>	<b>Total Materials and Services</b>	<u>180,532</u>	<u>180,532</u>	<u>180,532</u>
			<b>Capital Outlay:</b>			
12,151	18,217	21,600	Machinery & Equipment	27,000	27,000	27,000
<u>12,151</u>	<u>18,217</u>	<u>21,600</u>	<b>Total Capital Outlay</b>	<u>27,000</u>	<u>27,000</u>	<u>27,000</u>
<u>544,027</u>	<u>542,896</u>	<u>650,310</u>	<b>Total Expenditures</b>	<u>691,902</u>	<u>691,902</u>	<u>691,902</u>

**PUBLIC WORKS FUND (301)**

**SHOP AND YARD (3800)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	277,920
410	2045	Overtime	2,000
410	2085	Extra Help	4,000
415	2220	FICA	22,790
415	2230	Insurance	96,590
415	2235	Retirement Contributions	70,650
415	2240	Workers' Compensation	10,420

**TOTAL PERSONNEL SERVICES**

**FTEs**

**4.6**

**484,370**

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

510	3030	Paper	600
510	3040	Printer, Cartridges and Supplies	800
510	3045	General Office Supplies	800

Sub-total of Office Supplies

**2,200**

515	3120	Books & periodicals	300
515	3125	Clothing, Uniforms, Boots, Gloves	4,100
515	3140	First Aid Supplies	1,500
515	3180	Fuel, Oil, Lubricants	11,000
515	3265	Custodial Supplies	1,800
515	3310	General Operating Supplies	1,000

Sub-total of Operating Supplies

**19,700**

525	3520	Building Materials / Supplies	7,500
525	3525	Motor Vehicle Repair Parts	4,000
525	3530	Tires	4,000
525	3540	Paint & Paint Supplies	1,000
525	3550	Electrical Supplies	7,000
525	3585	Safety Supplies	3,000
525	3640	Other Repair & Maintenance Supplies	12,000

Sub-total of Repair & Maintenance Supplies

**38,500**

530	3720	Small Tools	5,000
530	3722	Mechanics Contractual Tool Allowance	2,400

Sub-total of Small Tools

**7,400**

610	4085	Travel Expense - Training	3,000
610	4115	Workshops	4,000

Sub-total of Training

**7,000**

**PUBLIC WORKS FUND (301)**

**SHOP AND YARD (3800)**

620	4390	Network Maintenance	22,162	
620	4395	Email Hosting	320	
620	4400	Internet connectivity	100	
620	4432	Background Checks	250	
620	4510	Drug / Alcohol Testing	500	
620	4515	CDL Physicals	800	
620	4540	General - Professional Services	6,000	
620	4540	Advertising / Recruitment	500	
		Sub-total of Professional Services		<b>30,632</b>
635	4920	Cell Phones	5,000	
635	4930	Telephone	5,000	
635	4975	Postage	100	
		Sub-total of Communications		<b>10,100</b>
645	5060	EAP Insurance	200	
		Sub-total of Insurance		<b>200</b>
650	5145	General Printing and Binding	200	
		Sub-total of Printing and Binding		<b>200</b>
655	5304	Electricity - 535 31st - Old Shop	1,500	
655	5307	Electricity - 550 30th - Main PW	11,400	
656	5473	Natural Gas - PW Shops	4,500	
657	5520	Sanitation - PW Shops	7,000	
		Sub-total of Public Utility Services		<b>24,400</b>
660	5725	Equipment Other Than Vehicles	4,000	
660	5745	Janitorial Services Agreement	12,000	
660	5785	Motor Vehicles / Auto Body Shop	1,000	
660	5825	General Repair and Maintenance Services	8,000	
		Sub-total of Repair and Maintenance Services		<b>25,000</b>
665	5865	Rentals - Equipment	1,000	
		Sub-total of Rentals		<b>1,000</b>
675	6010	License Renewal - Certifications and CDL	400	
675	6020	Permits (Tank Assessments)	200	
675	6035	General - Miscellaneous	400	
		Sub-total of Miscellaneous		<b>1,000</b>

**PUBLIC WORKS FUND (301)**

**SHOP AND YARD (3800)**

685	6205	Computer Software	500
685	6235	Communications Hardware Maintenance	1,200
685	6245	Computer Hardware	3,000
685	6255	Software Maintenance Agreement	8,500
		Sub-total of Technology Services	<b>13,200</b>

**TOTAL MATERIALS & SERVICES 180,532**

**Capital Outlay (730 - 740)**

740	6650	Machinery & Equipment	
		Awning for Mechanic Shop	5,000
		Equipment Shed Light/Doors	6,000
		Shelving for Vactor Barn	7,000
		Shops Gargage Doors	9,000
		Sub-total of Machinery & Equipment	<b>27,000</b>

**TOTAL CAPITAL OUTLAY 27,000**

**TOTAL SHOP & YARD 691,902**



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**FUND: PUBLIC WORKS**

Department: Streets # 3900

Basic Objectives

The Street Department is responsible for the operations, maintenance, repair and improvement of City roads, streets, street ends, bridges and trails. The provision of street signs, signals, street patching, sanding/deicing, and brush cutting along rights-of way are also provided through this Department.

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22	Requirements	Budget Officer	Budget Committee	Governing Body
<b>Personnel Services:</b>						
115,151	121,158	182,110	Regular Salaries	185,280	185,280	185,280
1,103	1,568	2,600	Overtime	2,600	2,600	2,600
4,863	1,181	13,000	Extra Help	13,000	13,000	13,000
9,112	9,375	14,950	FICA Taxes	15,190	15,190	15,190
43,084	46,508	62,780	Insurance	64,390	64,390	64,390
27,664	28,627	45,980	Retirement Contributions	47,100	47,100	47,100
5,591	4,032	6,750	Workers' Compensation	6,950	6,950	6,950
<u>206,568</u>	<u>212,449</u>	<u>328,170</u>	<b>Total Personnel Services</b>	<u>334,510</u>	<u>334,510</u>	<u>334,510</u>
2.1	2.3	3.1	<b>FTEs</b>	3.1	3.1	3.1
<b>Materials and Services:</b>						
787	629	1,000	Small Tools & Minor Equipment	1,000	1,000	1,000
8,015	8,243	14,000	Operating Supplies	17,300	17,300	17,300
48,806	60,793	78,000	Repair & Maintenance Supplies	104,000	104,000	104,000
20	-	300	Training	300	300	300
5,120	5,539	8,750	Professional Services	10,750	10,750	10,750
141,519	124,290	148,150	Public Utility Services	134,650	134,650	134,650
26,731	55,391	88,000	Repair & Maintenance Services	101,000	101,000	101,000
1,540	-	4,000	Rentals	4,000	4,000	4,000
649	100	700	Miscellaneous	700	700	700
<u>233,187</u>	<u>254,985</u>	<u>342,900</u>	<b>Total Materials and Services</b>	<u>373,700</u>	<u>373,700</u>	<u>373,700</u>
<b>Capital Outlay:</b>						
1,953	-	4,200	Machinery & Equipment	12,000	12,000	12,000
<u>-</u>	<u>-</u>	<u>-</u>	<b>Total Capital Outlay</b>	<u>-</u>	<u>-</u>	<u>-</u>
<u>441,708</u>	<u>467,434</u>	<u>675,270</u>	<b>Total Expenditures</b>	<u>720,210</u>	<u>720,210</u>	<u>720,210</u>

**PUBLIC WORKS FUND (301)**

**STREETS (3900)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	185,280
410	2045	Overtime	2,600
410	2085	Extra Help	13,000
415	2220	FICA	15,190
415	2230	Insurance	64,390
415	2235	Retirement Contributions	47,100
415	2240	Workers' Compensation	6,950

**TOTAL PERSONNEL SERVICES**

**334,510**

**FTEs 3.1**

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

515	3120	Books and Periodicals	100	
515	3125	Clothing, Uniforms, Boots, Gloves	700	
515	3180	Fuel, Oil, Lubricants	16,000	
515	3310	General Operating Supplies	500	
		Sub-total of Operating Supplies		<b>17,300</b>
525	3525	Motor Vehicle Repair Parts	16,000	
525	3530	Tires	5,000	
525	3540	Paint and Paint Supplies	18,000	
525	3550	Electrical Supplies	4,000	
525	3578	Road Maintenance Materials	10,000	
525	3580	Signs	20,000	
525	3585	Safety Supplies	3,000	
525	3590	Cold Patch	5,000	
525	3593	De-Icer	3,000	
525	3595	Rock	10,000	
525	3640	Other Repair and Maintenance Supplies	10,000	
		Sub-total of Repair and Maintenance Supplies		<b>104,000</b>
530	3720	Small Tools	1,000	
		Sub-total of Small Tools		<b>1,000</b>
610	4085	Travel Expense - Training	150	
610	4115	Workshops	150	
		Sub-total of Training		<b>300</b>
620	4460	Hazardous Tree Removal	5,000	
620	4510	Drug / Alcohol Testing	150	
620	4515	CDL Physicals	100	
620	4540	General - Professional Services	5,000	
620	4540	Advertising/Recruitment	500	
		Sub-total of Professional Services		<b>10,750</b>



**PUBLIC WORKS FUND (301)**

<b>STREETS (3900)</b>			
655	5310	Electricity - Street Lights	134,500
657	5541	Sanitation	150
		Sub-total of Public Utility Services	<b>134,650</b>
660	5725	Equipment Other Than Vehicles	4,000
660	5785	Motor Vehicles / Auto Body Shop	8,000
660	5815	Equipment with Operator	4,000
660	5820	Paving, Street Repair, Concrete	20,000
660	5825	General Repair and Maintenance Services	10,000
660	5826	Street Sweeping Disposal	10,000
660	5827	Striping, Pavement Marking	45,000
		Sub-total of Repair & Maintenance Services	<b>101,000</b>
665	5865	Rentals - Equipment	1,500
665	5875	General - Rentals	2,500
		Sub-total of Rentals	<b>4,000</b>
675	6005	Licenses and Permits	100
675	6010	License Renewal	100
675	6035	General - Miscellaneous	500
		Sub-total of Miscellaneous	<b>700</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>373,700</b>
<b>Capital Outlay (740)</b>			
740	6650	Machinery & Equipment	
		General Lights/Millpond	3,000
		Plate Compactor	6,000
		Trash Pump	1,500
		Chop Saw	1,500
		Sub-total of Machinery & Equipment	<b>12,000</b>
<b>TOTAL CAPITAL OUTLAY</b>			<b>12,000</b>
<b>TOTAL STREETS</b>			<b>720,210</b>

**FUND: PUBLIC WORKS**

Department: Sanitation # 5400

Basic Objectives

The Sanitation Department is responsible for maintenance and monitoring of the Landfill leachate and gas produced from the City's closed Landfill.

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

Expenditures (by department)  
**SANITATION # 5400**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22	Requirements	Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
1,467	1,009	30,350	Regular Salaries	30,880	30,880	30,880
131	118	500	Extra Help	500	500	500
120	85	2,490	FICA Taxes	2,530	2,530	2,530
647	383	10,460	Insurance	10,730	10,730	10,730
375	254	7,660	Retirement Contributions	7,850	7,850	7,850
932	669	1,120	Worker Compensation	1,160	1,160	1,160
<u>3,672</u>	<u>2,518</u>	<u>52,580</u>	<b>Total Personnel Services</b>	<u>53,650</u>	<u>53,650</u>	<u>53,650</u>
0.1	0.1	0.5	<b>FTEs</b>	0.5	0.5	0.5
			<b>Materials and Services:</b>			
-	-	450	Operating Supplies	450	450	450
94	185	1,500	Repair & Maintenance Supplies	1,500	1,500	1,500
295	295	320	Memberships & Dues	350	350	350
-	-	50	Advertising	50	50	50
5,336	1,441	24,000	Professional Services	38,000	38,000	38,000
223	212	250	Public Utility Services	250	250	250
89	413	1,850	Repair & Maintenance Services	2,250	2,250	2,250
-	-	500	Rentals	500	500	500
<u>150</u>	<u>188</u>	<u>650</u>	Miscellaneous	<u>700</u>	<u>700</u>	<u>700</u>
<u>6,187</u>	<u>2,734</u>	<u>29,570</u>	<b>Total Materials and Services</b>	<u>44,050</u>	<u>44,050</u>	<u>44,050</u>
			<b>Capital Outlay</b>			
-	-	-	Machinery and Equipment	-	-	-
-	-	-	<b>Total Capital Outlay</b>	-	-	-
<u>9,859</u>	<u>5,252</u>	<u>82,150</u>	<b>Total Expenditures</b>	<u>97,700</u>	<u>97,700</u>	<u>97,700</u>

**PUBLIC WORKS FUND (301)**

**SANITATION (5400)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	30,880
410	2085	Extra Help	500
415	2220	FICA	2,530
415	2230	Insurance	10,730
415	2235	Retirement Contributions	7,850
415	2240	Workers' Compensation	1,160

**TOTAL PERSONNEL SERVICES**

**FTEs**

**0.5**

**53,650**

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

515	3275	Laboratory Supplies	150
515	3310	General Operating Supplies	300

Sub-total of Operating Supplies

**450**

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

Sub-total of Repair and Maintenance Supplies

**1,500**

620	4520	Lab Testing	8,000
620	4540	Professional Services-General	30,000

Sub-total of Professional Services

**38,000**

630	4850	Association of Oregon Recyclers	350
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Sub-total of Membership's and Dues

**350**

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

**50**

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

**250**

660	5725	Equipment Other Than Vehicles	500
660	5785	Motor Vehicles / Auto Body Shop	250
660	5815	Equipment with Operator	1,500

Sub-total of Repair & Maintenance Services

**2,250**

665	5865	Rentals - Equipment	500
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Sub-total of Rentals

**500**

**PUBLIC WORKS FUND (301)**

<b>SANITATION (5400)</b>				
675	6020	Permits		200
675	6035	General - Miscellaneous		500
		Sub-total of Miscellaneous		<b>700</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>44,050</b>
<u>Capital Outlay (730 - 740)</u>				
740	6650	Machinery & Equipment		-
		Sub-total Machinery & Equipment		-
<b>TOTAL CAPITAL OUTLAY</b>				<b>-</b>
<b>TOTAL SANITATION</b>				<b>97,700</b>

**FUND: PUBLIC WORKS**

Department: Sewer # 5600

Basic Objectives

This department operates, maintains and improves the City's sewer collection and treatment systems and sewage pumping stations. Staff maintains, repairs and monitors ten City sewage pumping stations. This department fulfills all Environmental Protection Agency and other Federal and State requirements for monitoring, testing, inspecting and reporting on wastewater collection and treatment.

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

Expenditures (by department)  
**SEWER # 5600**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22	Requirements	Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
381,088	444,307	364,220	Regular Salaries	370,560	370,560	370,560
1,650	1,113	4,000	Overtime	4,000	4,000	4,000
18,649	22,295	24,000	On Call	24,000	24,000	24,000
2,627	4,807	5,000	Extra Help	5,000	5,000	5,000
30,448	34,202	29,900	FICA Taxes	30,390	30,390	30,390
110,377	123,876	125,560	Insurance	128,790	128,790	128,790
96,038	105,324	91,970	Retirement Contributions	94,200	94,200	94,200
15,070	8,085	13,490	Workers' Compensation	13,900	13,900	13,900
<u>655,947</u>	<u>744,009</u>	<u>658,140</u>	<b>Total Personnel Services</b>	<u>670,840</u>	<u>670,840</u>	<u>670,840</u>
6.0	6.3	6.1	<b>FTEs</b>	6.1	6.1	6.1
			<b>Materials and Services:</b>			
962	385	1,150	Office Supplies	1,150	1,150	1,150
60,646	72,042	82,550	Operating Supplies	104,550	104,550	104,550
91,710	104,429	136,000	Repair & Maintenance Supplies	154,000	154,000	154,000
3,910	2,091	4,000	Small Tools & Minor Equipment	4,000	4,000	4,000
4,992	1,709	8,500	Training	13,500	13,500	13,500
23,598	21,197	77,800	Professional Services	81,200	81,200	81,200
890	1,357	1,500	Memberships & Dues	1,600	1,600	1,600
1,642	1,072	3,700	Communications	4,500	4,500	4,500
20	-	900	Advertising	1,100	1,100	1,100
6,206	7,126	7,800	Printing & Binding	8,300	8,300	8,300
136,235	128,423	157,300	Public Utility Services	143,750	143,750	143,750
54,782	37,643	97,000	Repair & Maintenance Services	115,000	115,000	115,000
1,689	5,312	7,000	Rentals	10,000	10,000	10,000
9,826	9,903	9,400	Licenses and Permits	12,000	12,000	12,000
20,874	22,764	22,800	Credit Card Fees	22,800	22,800	22,800
-	1,856	2,500	Miscellaneous	2,500	2,500	2,500
17,176	9,684	26,000	Technology Services	36,810	36,810	36,810
<u>435,158</u>	<u>426,993</u>	<u>645,900</u>	<b>Total Materials and Services</b>	<u>716,760</u>	<u>716,760</u>	<u>716,760</u>
			<b>Capital Outlay:</b>			
12,335	31,280	33,200	Machinery & Equipment	24,500	24,500	24,500
<u>12,335</u>	<u>31,280</u>	<u>33,200</u>	<b>Total Capital Outlay</b>	<u>24,500</u>	<u>24,500</u>	<u>24,500</u>
			<b>Transfers to Other Funds:</b>			
3,100	3,083	2,500	Emergency Communications	3,180	3,180	3,180
629,310	554,310	665,900	Public Works Improvement Fund	750,000	750,000	750,000
165,840	165,840	165,840	General Fund	165,840	165,840	165,840
<u>798,250</u>	<u>723,233</u>	<u>834,240</u>	<b>Total Transfer to Other Funds</b>	<u>919,020</u>	<u>919,020</u>	<u>919,020</u>
<u>1,901,690</u>	<u>1,925,515</u>	<u>2,171,480</u>	<b>Total Expenditures</b>	<u>2,331,120</u>	<u>2,331,120</u>	<u>2,331,120</u>

**PUBLIC WORKS FUND (301)**

**SEWER (5600)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	370,560
410	2045	Overtime	4,000
410	2047	On Call	24,000
410	2085	Extra Help	5,000
415	2220	FICA	30,390
415	2230	Insurance	128,790
415	2235	Retirement Contributions	94,200
415	2240	Workers' Compensation	13,900

**TOTAL PERSONNEL SERVICES**

**FTEs**

**6.1**

**670,840**

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

510	3030	Paper	250
510	3040	Printer, Cartridges and Supplies	400
510	3045	General Office Supplies	500

Sub-total of Office Supplies

**1,150**

515	3120	Books & periodicals	200
515	3125	Clothing, Uniforms, Boots, Gloves	7,000
515	3180	Fuel, Oil, Lubricants	19,000
515	3265	Custodial Supplies	250
515	3275	Laboratory Supplies	7,000
515	3280	Chlorine	25,000
515	3281	Dechlorinating Chemical	25,000
515	3282	pH Adjustment	1,000
515	3283	Pro Biotic Scrubber	18,000
515	3310	General Operating Supplies	2,100

Sub-total of Operating Supplies

**104,550**

525	3520	Building Materials / Supplies	5,000
525	3525	Motor Vehicle Repair Parts	14,000
525	3530	Tires	5,000
525	3540	Paint & Paint Supplies	1,500
525	3550	Electrical Supplies	10,000
525	3585	Safety Supplies	5,000
525	3590	Cold Patch	2,500
525	3595	Rock	6,000
525	3600	Sewer Supplies	35,000
525	3615	Pump Station Repair Parts	40,000
525	3640	Other Repair and Maintenance Supplies	30,000

Sub-total of Repair and Maintenance Supplies

**154,000**

530	3720	Small Tools	4,000
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Sub-total of Small Tools

**4,000**



**PUBLIC WORKS FUND (301)**

**SEWER (5600)**

610	4085	Travel Expense - Training	2,500	
610	4085	Mandated ELDT CDL Training	5,000	
610	4115	Workshops	6,000	
		Sub-total of Training		<b>13,500</b>
620	4400	Internet Connectivity	4,000	
620	4510	Drug / Alcohol Testing	700	
620	4515	CDL Physicals	1,200	
620	4520	Lab Testing	15,000	
620	4525	Locate Requests	300	
620	4540	General - Professional Services	60,000	
		Sub-total Professional Services		<b>81,200</b>
630	4855	Association of Clean Water Agencies	1,100	
630	4860	OAWU-OR Assc of Water Utilities	500	
		Sub-total of Memberships & Dues		<b>1,600</b>
635	4920	Cell Phones	2,500	
635	4975	Postage	2,000	
		Sub-total of Communications		<b>4,500</b>
640	5022	Advertising - Recruitment	600	
640	5030	Advertising - Public Notices	500	
		Sub-total of Advertising		<b>1,100</b>
650	5140	Utility Bills, CCR, Meter Slips	8,000	
650	5145	General Printing and Binding	300	
		Sub-total of Printing and Binding		<b>8,300</b>
655	5370	Electricity - 4665 Birch #1	41,600	
655	5373	Electricity - 2165 Duane #3	14,000	
655	5376	Electricity - 175 W Marine Dr #4	5,200	
655	5379	Electricity - 580 W Marine Dr #5	5,500	
655	5382	Electricity - 1090 Olney #6	3,200	
655	5385	Electricity - 5555 Lagoon Rd	71,000	
655	5388	Electricity - 5250 Ash #2	700	
655	5391	Electricity - 5340 Alder #3	500	
655	5394	Electricity - 5324 52nd Alderbrook	350	
655	5397	Electricity - 2700 Marine Drive	500	
657	5529	Sanitation - Sewer/Dry Bed	1,200	
		Sub-total of Public Utility Services		<b>143,750</b>

**PUBLIC WORKS FUND (301)**

**SEWER (5600)**

660	5725	Equipment Other Than Vehicles	33,000	
660	5785	Motor Vehicles / Auto Body Shop	15,000	
660	5815	Equipment with Operator	12,000	
660	5820	Paving, Street Repair, Concrete	15,000	
660	5825	General Repair and Maintenance Services	40,000	
		Sub-total of Repair and Maintenance Services		<b>115,000</b>
665	5865	Rentals - Equipment	10,000	
		Sub-total of Rentals		<b>10,000</b>
675	5925	Credit Card Fees	22,800	
675	6005	Licenses and Permits	12,000	
675	6010	License Renewal	500	
675	6035	General - Miscellaneous	2,000	
		Sub-total of Miscellaneous		<b>37,300</b>
685	6205	Computer Software	10,000	
685	6207	Contracted IT Services	5,610	
685	6235	Communications Hardware Maintenance	1,200	
685	6245	Computer Hardware	7,000	
685	6255	Software Maintenance Agreement	13,000	
		Sub-total of Technology Services		<b>36,810</b>

**TOTAL MATERIALS & SERVICES 716,760**

**Capital Outlay (730 - 740)**

740	6650	Machinery & Equipment		
		Ipad X 4	8,000	
		Safety / Confined Space / Traffic Control / Gas Monitors	7,500	
		Trash Pump	1,500	
		Chop Saw	1,500	
		Remote Terminal Unit Millpond Pump Station	4,000	
		Computer	2,000	
		<b>Priority Substitution Items:</b>		
		<i>PS # 6 Generator Transfer Switch Building (\$38,000)</i>		
		Sub-total of Machinery & Equipment		<b>24,500</b>

**TOTAL CAPITAL OUTLAY 24,500**

**Transfer to Other Funds (850)**

850	7555	General Fund	165,840	
850	7525	Emergency Communications Fund	3,180	
850	7557	Public Works Improvement Fund	750,000	
		Sub-total Transfers to Other Funds		<b>919,020</b>
		<b>TOTAL SEWER</b>		<b>2,331,120</b>



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**FUND: PUBLIC WORKS**

Department: Stormwater # 7400

Basic Objectives

The Stormwater Department is responsible for the operation, inspection, maintenance, repairs and improvements of the stormwater system which includes catch basins, stormwater manholes, surface water runoff, culverts, and field inlets.

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

Expenditures (by department)  
**STORMWATER # 7400**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22				
			<b>Personnel Services:</b>			
47,001	45,557	60,700	Regular Salaries	61,760	61,760	61,760
-	-	2,000	Overtime	2,000	2,000	2,000
4,573	3,218	8,000	Extra Help	8,000	8,000	8,000
3,838	3,665	4,980	FICA Taxes	5,060	5,060	5,060
18,020	18,411	20,930	Insurance	21,460	21,460	21,460
11,997	11,486	15,330	Retirement Contributions	15,700	15,700	15,700
<u>1,863</u>	<u>1,346</u>	<u>2,250</u>	Workers' Compensation	<u>2,320</u>	<u>2,320</u>	<u>2,320</u>
87,292	83,683	114,190	<b>Total Personnel Services</b>	116,300	116,300	116,300
0.9	0.9	1.0	<b>FTEs</b>	1.0	1.0	1.0
			<b>Materials and Services:</b>			
1,032	1,012	1,500	Small Tools & Minor Equipment	2,000	2,000	2,000
3,678	2,998	8,050	Operating Supplies	8,550	8,550	8,550
36,415	61,322	117,000	Repair & Maintenance Supplies	115,000	115,000	115,000
-	-	3,400	Training	3,500	3,500	3,500
1,501	1,790	4,300	Professional Services	10,800	10,800	10,800
-	367	400	Membership and Dues	500	500	500
8,205	8,205	8,600	Communications	8,600	8,600	8,600
2,881	2,175	3,500	Public Utility Services	2,500	2,500	2,500
15,817	25,582	36,000	Repair & Maintenance Services	41,000	41,000	41,000
-	3,065	6,000	Rentals	8,000	8,000	8,000
-	-	200	Licenses and Permits	200	200	200
<u>500</u>	<u>-</u>	<u>500</u>	Miscellaneous	<u>500</u>	<u>500</u>	<u>500</u>
70,029	106,516	189,450	<b>Total Materials and Services</b>	201,150	201,150	201,150
<u>22,400</u>	<u>18,379</u>	<u>20,800</u>	<b>Capital Outlay:</b>	<u>12,500</u>	<u>12,500</u>	<u>12,500</u>
22,400	18,379	20,800	<b>Total Capital Outlay</b>	12,500	12,500	12,500
<u>179,721</u>	<u>208,578</u>	<u>324,440</u>	<b>Total Expenditures</b>	<u>329,950</u>	<u>329,950</u>	<u>329,950</u>

**PUBLIC WORKS FUND (301)**

**STORMWATER (7400)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	61,760
410	2045	Overtime	2,000
410	2085	Extra Help	8,000
415	2220	FICA	5,060
415	2230	Insurance	21,460
415	2235	Retirement Contributions	15,700
415	2240	Workers' Compensation	2,320

**TOTAL PERSONNEL SERVICES**

**FTEs                      1.0                      116,300**

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

515	3120	Books & Periodicals	50
515	3125	Clothing, Uniforms, Boots, Gloves	1,000
515	3180	Fuel, Oil, Lubricants	7,000
515	3310	General Operating Supplies	500
		Sub-total of Operating Supplies	<b>8,550</b>
525	3515	CSO Maintenance & Repairs	40,000
525	3520	Building Materials/Supplies	5,000
525	3525	Motor Vehicle Repair Parts	10,000
525	3530	Tires	1,000
525	3550	Electrical Supplies	2,500
525	3585	Safety Supplies	2,500
525	3590	Cold Patch	1,000
525	3595	Rock	3,000
525	3605	Stormwater Maintenance Supplies	25,000
525	3640	Other Repair and Maintenance Supplies	25,000
		Sub-total of Repair and Maintenance Supplies	<b>115,000</b>
530	3720	Small Tools	2,000
		Sub-total of Small Tools	<b>2,000</b>
610	4085	Travel Expense	1,000
610	4115	Workshops	2,500
		Sub-total of Training	<b>3,500</b>
620	4510	Drug / Alcohol Testing	150
620	4515	CDL Physicals	150
620	4540	General Professional Services	10,000
620	4540	Advertising - Recruitment	500
		Sub-total Professional Services	<b>10,800</b>
630	4860	OAWU-OR Assc of Water Utilities	500

**500**

**PUBLIC WORKS FUND (301)**

**STORMWATER (7400)**

635	4982	Combined Sewer Overflow monitoring	8,600	
		Sub-total of Communications		<b>8,600</b>
655	5397	Electricity - Denver Storage	2,500	
		Sub-total of Public Utility Services		<b>2,500</b>
660	5725	Equipment Other Than Vehicles	5,000	
660	5785	Motor Vehicles / Auto Body Shop	5,000	
660	5815	Equipment with Operator	3,000	
660	5820	Paving, Street Repair, Concrete	8,000	
660	5825	General Repair & Maintenance	10,000	
660	5826	Street Sweeping Disposal	10,000	
		Sub-total of Repair and Maintenance Services		<b>41,000</b>
665	5865	Rentals - Equipment	8,000	
		Sub-total of Rentals		<b>8,000</b>
675	6010	License Renewal	200	
675	6035	General - Miscellaneous	500	
		Sub-total of Miscellaneous		<b>700</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>201,150</b>
<b><u>Capital Outlay (730 - 740)</u></b>				
740	6650	Machinery & Equipment		
		Chop Saw	1,500	
		Safety / Confined Space / Traffic Control / Gas Monitors	7,500	
		Trash Pump	1,500	
		Computer	2,000	
		Sub-total of Machinery & Equipment		<b>12,500</b>
<b>TOTAL CAPITAL OUTLAY</b>				<b>12,500</b>
<b>TOTAL STORMWATER</b>				<b>329,950</b>

**FUND: PUBLIC WORKS**

Department: Water # 8100

Basic Objectives

The Water Department provides safe, ample and quality supply of water to the citizens of Astoria and five outlying water Districts and Associations. This department oversees and protects the City's 3,700 acre Watershed. The Watershed is located about thirteen miles east of Astoria. Water is treated via a slow sand filter, piped to Astoria and held in short term storage at various points before entering the distribution system. This department operates, maintains, repairs and improves the City's water treatment and distribution system. It also administers the provision of water service; including starts, metering, servicing and testing.



City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22		Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
608,604	566,869	607,030	Regular Salaries	617,590	617,590	617,590
13,412	8,330	14,000	Overtime	14,000	14,000	14,000
9,187	10,398	12,000	On Call	12,000	12,000	12,000
17,404	16,166	20,000	Extra Help	20,000	20,000	20,000
48,520	45,316	49,840	FICA Taxes	50,650	50,650	50,650
213,772	199,108	209,260	Insurance	214,630	214,630	214,630
145,287	137,365	153,280	Retirement Contributions	157,000	157,000	157,000
20,737	13,929	22,490	Workers' Compensation	23,160	23,160	23,160
<u>1,076,923</u>	<u>997,481</u>	<u>1,087,900</u>	<b>Total Personnel Services</b>	<u>1,109,030</u>	<u>1,109,030</u>	<u>1,109,030</u>
10.3	9.4	10.2	<b>FTEs</b>	10.2	10.2	10.2
			<b>Materials and Services:</b>			
847	289	1,350	Office Supplies	1,350	1,350	1,350
5,999	5,983	6,500	Small Tools & Minor Equipment	6,500	6,500	6,500
58,309	67,413	67,450	Operating Supplies	89,350	89,350	89,350
167,275	241,788	277,000	Repair & Maintenance Supplies	321,100	321,100	321,100
5,053	3,772	8,500	Training	13,500	13,500	13,500
2,576	2,953	3,100	Memberships & Dues	3,735	3,735	3,735
378	-	500	Advertising	500	500	500
10,025	10,738	11,000	Printing & Binding	12,000	12,000	12,000
10,129	7,559	12,000	Rentals	12,000	12,000	12,000
43,589	44,573	56,500	Professional Services	68,400	68,400	68,400
3,850	4,266	5,700	Communications	16,800	16,800	16,800
24,521	22,831	26,200	Public Utility Services	25,700	25,700	25,700
55,069	96,976	111,000	Repair & Maintenance Services	131,000	131,000	131,000
140	3,075	4,000	Licenses and Permits	4,600	4,600	4,600
20,874	22,764	22,800	Credit Card Fees	22,800	22,800	22,800
1,026	1,097	4,000	Miscellaneous	4,200	4,200	4,200
9,500	5,910	18,000	Technology Services	25,810	25,810	25,810
<u>419,160</u>	<u>541,987</u>	<u>635,600</u>	<b>Total Materials and Services</b>	<u>759,345</u>	<u>759,345</u>	<u>759,345</u>
			<b>Capital Outlay:</b>			
<u>37,150</u>	<u>31,111</u>	<u>35,400</u>	Machinery & Equipment	<u>56,100</u>	<u>56,100</u>	<u>56,100</u>
37,150	31,111	35,400	<b>Total Capital Outlay</b>	56,100	56,100	56,100
			<b>Transfer to Other Funds:</b>			
3,100	3,083	2,500	Emergency Communications	3,180	3,180	3,180
629,310	554,310	665,900	Public Works Improvement Fund	750,000	750,000	750,000
<u>248,760</u>	<u>248,760</u>	<u>248,760</u>	General Fund	<u>248,760</u>	<u>248,760</u>	<u>248,760</u>
881,170	806,153	917,160	<b>Total Transfer to Other Funds</b>	1,001,940	1,001,940	1,001,940
<u>2,414,403</u>	<u>2,376,732</u>	<u>2,676,060</u>	<b>Total Expenditures</b>	<u>2,926,415</u>	<u>2,926,415</u>	<u>2,926,415</u>

**PUBLIC WORKS FUND (301)**

**WATER (8100)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	617,590
410	2045	Overtime	14,000
410	2047	On Call	12,000
410	2085	Extra Help	20,000
415	2220	FICA	50,650
415	2230	Insurance	214,630
415	2235	Retirement Contributions	157,000
415	2240	Workers' Compensation	23,160

**TOTAL PERSONNEL SERVICES**

**FTEs**

**10.2**

**1,109,030**

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

510	3020	Forms	100
510	3025	Stationery, Envelopes	50
510	3030	Paper	400
510	3040	Printer, Cartridges and Supplies	500
510	3045	General Office Supplies	300

Sub-total of Office Supplies

**1,350**

515	3120	Books & Periodicals	300
515	3125	Clothing, Uniforms, Boots, Gloves	6,000
515	3180	Fuel, Oil, Lubricants	35,000
515	3265	Custodial Supplies	350
515	3275	Laboratory Supplies	15,500
515	3280	Chlorine	16,000
515	3285	Fluoride	14,000
515	3310	General Operating Supplies	2,200

Sub-total of Operating Supplies

**89,350**

525	3520	Building Materials / Supplies	20,000
525	3525	Motor Vehicle Repair Parts	25,000
525	3530	Tires	9,000
525	3540	Paint & Paint Supplies	3,000
525	3550	Electrical Supplies	15,000
525	3585	Safety Supplies	6,100
525	3590	Cold Patch	3,000
525	3595	Rock	20,000
525	3605	Water Maintenance Supplies	180,000
525	3640	Other Repair and Maintenance Supplies	40,000

Sub-total of Repair & Maintenance Supplies

**321,100**

**PUBLIC WORKS FUND (301)**

**WATER (8100)**

530	3720	Small Tools	6,500	
		Sub-total Small Tools		<b>6,500</b>
610	4085	Travel Expense - Training	2,500	
610	4085	Mandated ELDT CDL Training	5,000	
610	4115	Workshops	6,000	
		Sub-total of Training		<b>13,500</b>
620	4510	Drug / Alcohol Testing	500	
620	4515	CDL Physicals	1,000	
620	4520	Lab Testing	8,000	
620	4525	Locate Requests	300	
620	4535	Water Meter Reading / Green Card	33,100	
620	4540	General - Professional Services	25,000	
620	4540	Advertising - Recruitment	500	
		Sub-Total of Professional Services		<b>68,400</b>
630	4860	OAWU-OR Assc of Water Utilities	500	
630	4865	Association of State Dam Safety Officials	2,535	
630	4870	American Waterworks Association	400	
630	4875	OCCIRS - Cross Connections	300	
		Sub-Total of Memberships & Dues		<b>3,735</b>
635	4920	Cell Phones	3,500	
635	4930	Telephone	700	
635	4965	Internet Service	9,600	
635	4975	Postage	3,000	
		Sub-total of Communications		<b>16,800</b>
640	5030	Advertising - Public Notices	500	
		Sub-total of Advertising		<b>500</b>
645	5060	Insurance - Liability / EAP	200	
		Sub-total of Insurance		<b>200</b>
650	5140	Utility Bills, CCR, Meter Slips	12,000	
		Sub-total of Printing & Binding		<b>12,000</b>

**PUBLIC WORKS FUND (301)**

**WATER (8100)**

655	5400	Electricity - 6th and Lexington	700	
655	5403	Electricity - 92477 Headwork's Rd	1,400	
655	5406	Electricity - Headworks Shop	1,900	
655	5409	Electricity - 3550 Pipeline Rd	3,800	
655	5412	Electricity - Niagara Pump Station	1,200	
655	5415	Electricity - 15th & Coxcomb Dr.	4,000	
655	5424	Electricity - 1597 James St.	3,100	
655	5427	Electricity - Skyline Pump House	2,000	
655	5430	Electricity - 92926 Headworks Rd	6,800	
655	5433	Electricity - 93583 Headworks Rd	800	
		Sub-total of Public Utility Services		<b>25,700</b>
660	5725	Equipment Other Than Vehicles	13,000	
660	5785	Motor Vehicles / Auto Body Shop	16,000	
660	5815	Equipment with Operator	12,000	
660	5820	Paving, Street Repair, Concrete	40,000	
660	5825	General Repair and Maintenance Services	50,000	
		Sub-total of Repair and Maintenance Services		<b>131,000</b>
665	5865	Equipment	6,000	
665	5875	General Rentals	6,000	
		Sub-total of Rentals		<b>12,000</b>
675	5925	Credit Card Fees	22,800	
675	6005	Licenses and Permits	4,000	
675	6010	License Renewal	600	
675	6035	General - Miscellaneous	4,000	
		Sub-total of Miscellaneous		<b>31,400</b>
685	6205	Computer Software	2,000	
685	6207	Contracted IT Services	5,610	
685	6235	Communications Hardware Maintenance	1,200	
685	6245	Computer Hardware	6,000	
685	6255	Software Maintenance Agreement	11,000	
		Sub-total of Technology Services		<b>25,810</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>759,345</b>

**PUBLIC WORKS FUND (301)**

**WATER (8100)**

**Capital Outlay**

740	6650	Machinery & Equipment	
		CLA-Val Controllers - Headworks	12,000
		Telemetry for Column Pump Station	4,200
		Headworks Security	2,000
		Bear Creek Meter Vault	2,500
		CL 17 Chlorine analyzers Headworks	10,400
		Midway Valve Remote Pressure Monitor	8,000
		Drill Press Headworks	2,500
		Skyline Tank Meter	7,000
		Headworks Boat (Safety/Invasive Species)	7,500

***Priority Substitution Items:***

- Transient Voltage Surge Suppressor (\$1,500)*
- Headworks Pump (\$16,000)*
- Niagara PS ( \$2,500)*
- Madison PS (\$ 3,000)*
- Column PS ( \$5,000)*

Sub-total of Capital Outlay	<b>56,100</b>
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<b>TOTAL CAPITAL OUTLAY</b>	<b>56,100</b>
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**Transfer to Other Funds (850)**

850	7555	General Fund	248,760
850	7525	Emergency Communications Fund (911 Subscription)	3,180
850	7557	Public Works Improvement Fund	750,000

Sub-total Transfers to Other Funds	<b>1,001,940</b>
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<b>TOTAL WATER</b>	<b>2,926,415</b>
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**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.

Staffing

The Cemetery Fund utilizes a part-time position throughout the summer. Parks Maintenance Supervisor and Grounds Coordinator coordinate burial services throughout the year. The Finance Department provides administrative support for the record keeping and grave sales as well as financial activities for the fund.

City of Astoria, Oregon  
Budget Document

**CEMETERY FUND # 325**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</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 6/30/20</u>	<u>FYE 6/30/21</u>	<u>FYE 6/30/22</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<b><u>Resources</u></b>						
454,415	451,079	61,500	Beginning Fund Balance	120,100	120,100	120,100
	27,348	17,000	Sale of Graves	25,000	25,000	25,000
	102,995	58,880	Charges for Services	39,000	39,000	39,000
85	426	-	Interest Earnings	270	270	270
	340	-	Miscellaneous	4,500	4,500	4,500
-	6,645	4,600	Transfers In -Cemetery Irreducible Fund	5,000	5,000	5,000
<u>454,500</u>	<u>588,833</u>	<u>141,980</u>	<b>Total Resources</b>	<u>193,870</u>	<u>193,870</u>	<u>193,870</u>
<b><u>Requirements</u></b>						
<b>Personnel Services</b>						
	4,308	13,580	Regular Salaries	17,840	17,840	17,840
	18,868	18,750	Extra Help	23,130	23,130	23,130
	13,537	9,860	Interfund Wages	4,470	4,470	4,470
	2,755	3,230	FICA Taxes	3,480	3,480	3,480
	8,544	8,350	Insurance	7,360	7,360	7,360
	8,869	9,500	Retirement Contributions	11,420	11,420	11,420
-	1,678	1,750	Workers' Compensation	2,070	2,070	2,070
-	58,559	65,020	<b>Total Personnel Services (FTEs)</b>	<u>69,770</u>	<u>69,770</u>	<u>69,770</u>
	0.8	0.9		1.0	1.0	1.0
<b>Materials and Services</b>						
	-	100	Office Supplies	100	100	100
	724	5,250	Operating Supplies	12,050	12,050	12,050
	1,564	4,000	Repair & Maintenance Supplies	4,000	4,000	4,000
	771	700	Small Tools & Minor Equipment	700	700	700
	2,230	600	Professional Services	600	600	600
	544	1,150	Memberships & Dues	1,150	1,150	1,150
		200	Advertising	200	200	200
	2,555	3,300	Utilities	3,300	3,300	3,300
	2,315	600	Repair & Maintenance Services	1,350	1,350	1,350
	1,627	2,200	Rental Equipment	3,000	3,000	3,000
-	23	1,050	Miscellaneous	1,050	1,050	1,050
-	12,353	19,150	<b>Total Materials and Services</b>	<u>27,500</u>	<u>27,500</u>	<u>27,500</u>
<b>Capital Outlay</b>						
-	-	33,000	Improvements Other than Buildings	33,000	33,000	33,000
-	-	33,000	<b>Total Capital Outlay</b>	<u>33,000</u>	<u>33,000</u>	<u>33,000</u>
-	-	18,200	<b>Contingency</b>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
<b>Accrual Adjustments for:</b>						
3,421	3,421	-	Depreciation	-	-	-
3,421	74,333	135,370	<b>Total Expenditures</b>	<u>150,270</u>	<u>150,270</u>	<u>150,270</u>
<u>451,079</u>	<u>514,500</u>	<u>6,610</u>	Ending Fund Balance	<u>43,600</u>	<u>43,600</u>	<u>43,600</u>
<u>454,500</u>	<u>588,833</u>	<u>141,980</u>	<b>Total Requirements</b>	<u>193,870</u>	<u>193,870</u>	<u>193,870</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 balance for the June 30, 2020 and 2021 actual data includes cash, inventory, accounts receivable and fixed assets. Cash for the Cemetery Fund at June 30, 2020 and 2021 was \$ 39,059 and \$ 102,681.

**OCEANVIEW CEMETERY FUND 325**

**CEMETERY OPERATION-MAINTENANCE (8500)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	17,840
415	2085	Extra Help	23,130
415	2095	Interfund Wages	4,470
415	2220	FICA -Social Security	3,480
415	2230	Insurance	7,360
415	2235	Retirement Contributions	11,420
415	2240	Workers' Compensation	2,070

**TOTAL PERSONNEL SERVICES**

**69,770**

**FTEs 1.0**

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

510	3045	General Office Supplies	100
		Sub-total of Office Supplies	<b>100</b>

515	3118	Cemetery Liners	8,000
515	3180	Fuel Oil Lubricants	1,500
515	3245	Fertilizers / Pesticides	500
515	3250	Bark Mulch / Top Soil / Sawdust	500
515	3265	Custodial Supplies	250
515	3290	Heating Oil - Cemetery	800
515	3310	General Operating Supplies	500

Sub-total of Operating Supplies **12,050**

525	3520	Building Materials / Supplies	1,000
525	3525	Motor Vehicle Repair Parts	250
525	3530	Tires	200
525	3540	Paint & Paint Supplies	50
525	3565	Vandalism Repair	200
525	3580	Signs	200
525	3620	Heating System Maintenance	200
525	3625	Plumbing & Irrigation Supplies	500
525	3630	Water and Sewer Repair	900
525	3640	Other Repair & Maintenance Supplies	500

Sub-total Repair & Maintenance Supplies **4,000**

530	3720	Small Tools	200
530	3725	Irrigation Equipment	500

Sub-total of Small Tools & Minor Equipment **700**



**OCEANVIEW CEMETERY FUND 325**

**CEMETERY OPERATION-MAINTENANCE (8500)**

620	4432	Background Checks	100	
620	4540	General Professional Services	500	
		Sub-total of Professional Services		<b>600</b>
630	4880	Oregon Cemetery Association	250	
630	4885	State Cemetery Board	900	
		Sub-total of Memberships & Dues		<b>1,150</b>
640	5030	Advertising - Public Notices	200	
		Sub-total of Advertising		<b>200</b>
655	5292	Electricity - Cemetery	1,000	
657	5535	Sanitation	100	
658	5555	Cemetery Water and Sewer	2,200	
		Sub-total of Public Utility Services		<b>3,300</b>
660	5725	Equipment other than Vehicles	1,000	
660	5755	Electrical	250	
660	5825	General - Repair & Maintenance Services	100	
		Sub-total of Repair & Maintenance Services		<b>1,350</b>
665	5865	Rental Equipment	1,000	
665	5870	Chemical Toilet	2,000	
		Sub-total of Rentals		<b>3,000</b>
675	5925	Credit Card Processing Fees	1,000	
675	6005	Licenses & Permits	50	
		Sub-total of Miscellaneous		<b>1,050</b>
685	6205	Computer Software		
		Sub-total of Technology Services		
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>27,500</b>
<b>Capital Outlay (720 - 740)</b>				
730	6500	Improvements Other than Buildings		
		OVC Master Plan Recommendations	20,000	
		Purchase New Gator for OVC Operations	13,000	
		Sub-total of Improvements Other than Buildings		<b>33,000</b>
<b>TOTAL CAPITAL OUTLAY</b>				<b>33,000</b>

OCEANVIEW CEMETERY FUND 325

**CEMETERY OPERATION-MAINTENANCE (8500)**

**Contingent Expenditures (910)**

910	8020	Contingency	20,000	
		Subtotal of Contingency		<b>20,000</b>

**Ending Fund Balance (950)**

950	8520	Unappropriated Ending Fund Balance	43,600	
		Sub-total of Ending Fund Balance		<b>43,600</b>

**TOTAL OCEANVIEW CEMETERY FUND 193,870**



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**FUND: 17TH STREET DOCK # 330**

Basic Objectives

The Maritime Park Fund was renamed 17<sup>th</sup> Street Dock Fund with the adoption of Resolution No. 96-31, May 6, 1996. The 17<sup>th</sup> Street Dock Fund was established to receive payments for moorage at and provide maintenance for the 17<sup>th</sup> Street dock and other sources as appropriate for dock activities. This fund accounts for payments made by the U. S. Coast Guard to lease dock space for two local Coast Guard vessels. Lease payments are the major resource of the fund with FY 22-23 receipts anticipated at approximately \$ 237,000. The fund also receives moorage fees from American Cruise Line and is anticipated to be approximately \$ 82,000 in FY 22-23. The City has rebuilt the facility using a Connect Oregon III grant and a loan from the State of Oregon Infrastructure Finance Authority (IFA). The project was completed in the summer of 2013. The loan with IFA will be repaid from the Coast Guard dock lease which is executed for a one year lease with nineteen (19), one (1) year renewal terms beginning October 1, 2013 and ending September 30, 2033.

Long Term Debt

IFA Loan # B11002 for Dock Construction and is a 25 year loan with an interest rate of 4.00%. Payments, beginning December, 2014, are made annually with the final payment due December, 2039. As funds have been available additional principal payments are made on the loan to align the payoff with the anticipated ending date of the Coast Guard dock lease.

Staffing

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

City of Astoria, Oregon  
Budget Document

17TH STREET DOCK FUND # 330

Budget for Fiscal Year 7/1/22 - 6/30/23

<u>Historical Data</u>			Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Actual Data</u> FYE 6/30/20	<u>Actual Data</u> FYE 6/30/21	<u>Adopted Budget</u> FYE 6/30/22				
<b><u>Resources</u></b>						
3,255,654	3,187,519	390,900	Beginning Fund Balance	394,900	394,900	394,900
228,971	232,465	233,600	Intergovernmental	237,000	237,000	237,000
118,935	80,653	82,420	Charge for Services	82,420	82,420	82,420
9,428	3,237	2,000	Interest on Investments	2,000	2,000	2,000
-	-	-	Miscellaneous	-	-	-
<u>3,612,988</u>	<u>3,503,874</u>	<u>708,920</u>	<b>Total Resources</b>	<u>716,320</u>	<u>716,320</u>	<u>716,320</u>
<b><u>Requirements</u></b>						
<b>Personnel Services:</b>						
13,594	10,254	36,770	Interfund Wages	37,900	37,900	37,900
0.18	0.15	<b>0.30</b>		<b>FTEs 0.30</b>	<b>0.30</b>	<b>0.30</b>
<b>Materials and Services:</b>						
7,125	3,560	10,000	Repair & Maintenance Supplies	10,000	10,000	10,000
10,827	9,192	19,520	Public Utility Services	17,990	17,990	17,990
21,717	2,199	50,000	Professional Services	50,000	50,000	50,000
6,603	35,165	23,000	Repair & Maintenance Services	22,990	22,990	22,990
46,272	50,116	102,520	<b>Total Materials and Services</b>	100,980	100,980	100,980
<b>Capital Outlay:</b>						
-	-	350,000	Improvements Other Than Bldgs	250,000	250,000	250,000
-	-	350,000	<b>Total Capital Outlay</b>	250,000	250,000	250,000
<b>Debt Service</b>						
		101,500	Principal	196,740	196,740	196,740
39,566	35,728	34,200	Interest	13,800	13,800	13,800
39,566	35,728	135,700	<b>Total Debt Service</b>	210,540	210,540	210,540
<b>Transfer to Other Funds</b>						
76,500	76,500	-	Transfer to Capital Improvement Fund	-	-	-
70,000	70,000	70,000	Transfer to Parks Operation Fund	70,000	70,000	70,000
146,500	146,500	70,000	<b>Total Transfer to Other Funds</b>	70,000	70,000	70,000
-	-	13,930	<b>Contingency</b>	46,900	46,900	46,900
Accrual Adjustment for:						
179,537	179,536	-	Depreciation	-	-	-
425,469	422,134	708,920	<b>Total Expenditures</b>	716,320	716,320	716,320
3,187,519	3,081,740	-	Unappropriated Ending Fund Balance	-	-	-
3,187,519	3,081,740	-	<b>Total Fund Balance</b>	-	-	-
<u>3,612,988</u>	<u>3,503,874</u>	<u>708,920</u>	<b>Total Requirements</b>	<u>716,320</u>	<u>716,320</u>	<u>716,320</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, 2020 and 2021 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the 17th Street Dock Fund at June 30, 2020 was \$ 475,747 and at June 30, 2021 was \$ 434,072

**17<sup>TH</sup> STREET DOCK FUND (330 0000)**

**Personal Services (412 - 415)**

412	2095	Interfund Wages	37,900
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<b>TOTAL PERSONAL SERVICES</b>			<b>37,900</b>
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FTE			0.3
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**Materials & Services (525 - 660)**

525	3640	Other Repair & Maintenance Supplies	10,000
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Sub-total of Repair & Maintenance Supplies			<b>10,000</b>
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620	4540	Professional Services	50,000
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Sub-total of Professional Services			<b>50,000</b>
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655	5297	Electricity - 17th StreetDock	1,000
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657	5544	Sanitation - 17th Street Dock	16,990
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Sub-total of Public Utilities			<b>17,990</b>
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660	5825	General - Repair & Maintenance Services	20,000
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Sub-total of Repair & Maintenance Services			<b>20,000</b>
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665	5875	Dock Lease/Rental	2,990
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Sub-total of Lease/Rental			<b>2,990</b>
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<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>100,980</b>
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**Capital Outlay (730)**

730	6500	Improvements Other than Buildings Floating Dock	250,000
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Sub-total Improvements Other than Buildings			<b>250,000</b>
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<b>TOTAL CAPITAL OUTLAY</b>			<b>250,000</b>
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**Debt Service (810)**

Oregon Economic Development Department  
17th Street Dock / Scheduled payoff 12/1/2034

810	6977	Principal IFA Loan	196,740
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810	6979	Interest IFA Loan	13,800
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Sub-total Debt Service			<b>210,540</b>
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**17<sup>TH</sup> STREET DOCK FUND (330 0000)**

**Transfer to Other Fund (850)**

Transfer to Capital Improvement Fund	-
Transfer to Parks Operation Fund	70,000

Sub-total Transfer to Other Fund	<b>70,000</b>
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**Contingent Expenditures (910)**

910	8020	Contingency	46,900
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Sub-total of Contingency	<b>46,900</b>
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**Ending Fund Balance (950)**

950	8520	Unappropriated Ending Fund Balance	-
		Reserved for Future Capital Requirements	-

Sub-total Ending Fund Balance	-
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<b>TOTAL 17TH STREET DOCK FUND</b>	<b>716,320</b>
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# FIDUCIARY FUNDS

**FUND: AQUATIC FACILITY TRUST # 401**

Basic Objectives

The Aquatic Facility Trust Fund was established by City Council Resolution No. 00-12, adopted on March 20, 2000. This is an expendable trust. The resources are used for the purpose intended by the donor such as aquatic center improvements or equipment purchases and free swim programs. The ending fund balance represents prior year donations made to assist with installing an energy efficient cover for the pool.

During 2010 collections were gathered by Friends of the Aquatic Center to purchase a cover for the pool. Donations were submitted to the City and additional donations have been accumulated in memory of Freda Englund. Existing funds are insufficient to purchase a pool cover, however, City acquired pool covers through an Energy Trust of Oregon incentive. Available funds will be utilized for the maintenance and upkeep of the pool cover.

Staffing

The Parks & Community Services Director administers this fund. The Finance Department provides accounting services to this fund.

**AQUATIC FACILITY TRUST FUND # 401**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</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 6/30/20	FYE 6/30/21	FYE 6/30/22				
<b><u>Resources</u></b>						
7,332	6,407	6,400	Beginning Fund Balance	6,480	6,480	6,480
-	-	-	Gifts and Bequests	-	-	-
135	47	60	Interest Earnings	30	30	30
<u>7,467</u>	<u>6,454</u>	<u>6,460</u>	<b>Total Resources</b>	<u>6,510</u>	<u>6,510</u>	<u>6,510</u>
<b><u>Requirements</u></b>						
1,060	-	-	Materials & Services: Repairs and Maintenance	500	500	500
1,060	-	-	<b>Total Expenditures</b>	500	500	500
<u>6,407</u>	<u>6,454</u>	<u>6,460</u>	Ending Fund Balance	<u>6,010</u>	<u>6,010</u>	<u>6,010</u>
<u>7,467</u>	<u>6,454</u>	<u>6,460</u>	<b>Total Requirements</b>	<u>6,510</u>	<u>6,510</u>	<u>6,510</u>

**2022 / 23 Budget Detail Information**

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

670	5895	Materials & Services: Repairs and Maintenance	500
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>500</b>
950	8520	Ending Fund Balance	<b>6,010</b>
<b>TOTAL AQUATIC FACILITY TRUST FUND</b>			<b>6,510</b>

**FUND: ASTORIA PUBLIC LIBRARY ENDOWMENT TRUST # 403**

Basic Objectives

This fund was established by the adoption of City Council Resolution No. 00-13 on April 17, 2000. The fund accounts for the gift given to the City by Mr. Don A. Goodall who wished to establish an endowment fund in memory of his parents, Harris Allen and Mabel Mae Goodall. The intent was to establish a resource which would grow and provide an additional source of revenue for library needs.

On March 7, 2005, the City Council adopted Resolution No. 05-05 to transfer the assets from the Astor Library Far East, the Library Memorial and the Dorothy Whitney Trust Funds to the Astoria Public Library Endowment Trust Fund. The assets of these fund accounts are utilized in accordance with the original guidelines established by donors.

Staffing

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

City of Astoria, Oregon  
Budget Document

**ASTOR PUBLIC LIBRARY ENDOWMENT TRUST FUND # 403**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
145,954	142,646	139,500	Beginning Fund Balance	138,000	138,000	138,000
50	133		Gifts and Bequests			
2,910	1,046	700	Interest Earnings	700	700	700
			Miscellaneous			
-	-	-	Transfers From Other Funds	-	-	-
<u>148,914</u>	<u>143,825</u>	<u>140,200</u>	<b>Total Resources</b>	<u>138,700</u>	<u>138,700</u>	<u>138,700</u>
<b><u>Requirements</u></b>						
<b>Materials &amp; Services:</b>						
2,368	-	2,500	Dorothy Whitney Trust Fund	2,280	2,280	2,280
<u>725</u>	<u>-</u>	<u>23,280</u>	Books Purchased from Endowment	<u>22,000</u>	<u>22,000</u>	<u>22,000</u>
3,093	-	25,780	<b>Total Materials &amp; Services</b>	24,280	24,280	24,280
<u>3,175</u>	<u>-</u>	<u>2,500</u>	<b>Capital Outlay</b>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
6,268	-	28,280	<b>Total Expenditures</b>	26,780	26,780	26,780
<u>142,646</u>	<u>143,825</u>	<u>111,920</u>	Ending Fund Balance	<u>111,920</u>	<u>111,920</u>	<u>111,920</u>
<u>148,914</u>	<u>143,825</u>	<u>140,200</u>	<b>Total Requirements</b>	<u>138,700</u>	<u>138,700</u>	<u>138,700</u>

**2022 / 23 Budget Detail Information**

**ASTORIA PUBLIC LIBRARY ENDOWMENT FUND (403 0000 )**

<b><u>Materials and Services (520)</u></b>			
520	3460	Dorothy Whitney Trust Fund	2,280
520	3465	Books Purchased with Endowment	<u>22,000</u>
			<b>24,280</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>			
740	6650	<b>CAPITAL OUTLAY</b>	<b>2,500</b>
950	8500	<b>ENDING FUND BALANCE</b>	<u><b>111,920</b></u>
<b>TOTAL ASTORIA PUBLIC LIBRARY ENDOWMENT FUND</b>			<u><b>138,700</b></u>

**FUND: CEMETERY IRREDUCIBLE # 408**

Basic Objectives

The Cemetery Irreducible Fund was created to receive a portion of each grave sale and is a nonexpendable trust fund. It is governed by City Code section 1.340. The resources of this fund accumulate to provide for perpetual care at the Oceanview Cemetery once all graves have been sold. Interest earned by this fund is used for the operations budgeted in the Oceanview Cemetery Fund # 325.

Staffing

This budget provides for no staff positions. The Finance Department monitors fund activity.

City of Astoria, Oregon  
Budget Document

**CEMETERY IRREDUCIBLE FUND # 408**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
891,145	903,734	924,200	Beginning Fund Balance	1,009,400	1,009,400	1,009,400
10,618	18,016	10,500	Sale of Graves	15,000	15,000	15,000
<u>1,971</u>	<u>6,656</u>	<u>4,600</u>	Interest Earnings	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
-						
<u>903,734</u>	<u>928,406</u>	<u>939,300</u>	<b>Total Resources</b>	<u>1,029,400</u>	<u>1,029,400</u>	<u>1,029,400</u>
<b><u>Requirements</u></b>						
-	6,645	4,600	<b>Transfers to Other Funds</b>	5,000	5,000	5,000
<u>903,734</u>	<u>921,761</u>	<u>934,700</u>	<b>Ending Fund Balance</b>	<u>1,024,400</u>	<u>1,024,400</u>	<u>1,024,400</u>
<u>903,734</u>	<u>928,406</u>	<u>939,300</u>	<b>Total Requirements</b>	<u>1,029,400</u>	<u>1,029,400</u>	<u>1,029,400</u>

**2022 / 23 Budget Detail Information**

**CEMETERY IRREDUCIBLE FUND (408 0000)**

<b><u>Transfers to Other Funds</u></b>		
850	7570	Transfer to Cemetery Fund 5,000
<b><u>Ending Fund Balance (950)</u></b>		
950	8520	Ending Fund Balance Reserved for Perpetual Care 1,024,400
<b>TOTAL CEMETERY IRREDUCIBLE FUND</b>		<b>1,029,400</b>

**FUND: PROMOTE ASTORIA # 410**

Basic Objectives

The Promote Astoria Fund was established by the adoption of City Council Resolution No. 81-36, on September 8, 1981. This fund was originally created to receive a portion of the transient room tax as required to be paid on the rental of short-term lodging within the City. City Code restricts use of the funds for activities which promote Astoria as a tourist destination. In 1993-94, the City Council approved changing the concept of this fund to promoting the region as a tourist destination.

In accordance with ORS 320.300 and as recognized by Council on June 7, 2004, 46.1% of collected motel taxes are being deposited into the Promote Astoria Fund to promote tourism and tourism facilities as defined by Oregon Laws 2003, Chapter 818.

City Council approved a 2% increase to the Transient Lodging Tax rate from 9% to 11%, beginning January, 2018 with adoption of Ordinance 17-11. HB 2267 placed restrictions on new or increased local lodging taxes so that 70% of new or increased taxes must be used for tourism promotion or tourism related facilities and 30% is unrestricted in use. Ordinance 18-03 provided for distribution of 70% of the 2% increase to Promote Astoria for the purpose of supporting Tourist related facilities maintained and operated by City Parks Departments.

Staffing

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



City of Astoria, Oregon  
Budget Document  
**PROMOTE ASTORIA FUND #410**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22		Budget Officer	Budget Committee	Governing Body
<b>Resources</b>						
1,355,741	1,635,268	1,329,000	Beginning Fund Balance	1,473,000	1,473,000	1,473,000
30,452	51,258	891,420	Gifts Bequests and Grants	232,340	232,340	232,340
1,238,853	1,440,715	1,111,400	Motel Tax	1,452,000	1,452,000	1,452,000
30,833	11,491	6,600	Interest Earnings	7,400	7,400	7,400
14,890	25,611	2,500	Miscellaneous	3,000	3,000	3,000
<u>2,670,769</u>	<u>3,164,343</u>	<u>3,340,920</u>	<b>Total Resources</b>	<u>3,167,740</u>	<u>3,167,740</u>	<u>3,167,740</u>
<b>Requirements</b>						
<b>Personnel Services:</b>						
-	-	27,730	Regular Salaries	54,240	54,240	54,240
-	-	2,121	FICA Taxes	4,150	4,150	4,150
-	-	13,438	Insurance	26,290	26,290	26,290
-	-	6,245	Retirement Contributions	12,220	12,220	12,220
-	-	1,466	Workers' Compensation	2,870	2,870	2,870
-	-	51,000	<b>Total Personnel Services</b>	99,770	99,770	99,770
		0.5	<b>FTEs</b>	1.0	1.0	1.0
<b>Materials &amp; Services</b>						
6,811	6,330	10,000	Credit Card Fees	10,000	10,000	10,000
19,801	45,971	25,000	Tourism Promotion	25,000	25,000	25,000
40,000	40,000	43,200	Astoria Downtown Historic District Association	50,110	50,110	50,110
29,400	13,021	23,760	Downtown District Parking Enforcement	27,560	27,560	27,560
63,550	58,000	94,200	Arts and Cultural Promotion	103,256	103,256	103,256
161,928	161,930	174,570	Astoria/Warrenton Chamber of Commerce Visitor Services	203,010	203,010	203,010
234,160	234,160	252,440	Astoria/Warrenton Chamber LCTC	293,570	293,570	293,570
145,333	178,598	218,970	Tourism Related Facilities	132,020	132,020	132,020
700,983	738,010	842,140	<b>Total Materials &amp; Services</b>	844,526	844,526	844,526
<b>Capital Outlay</b>						
13,000	18,458	941,540	OPRD Riverwalk Improvements	125,000	125,000	125,000
-	-	330,000	14th St Pier	427,000	427,000	427,000
-	-	387,366	ODOT Riverwalk Lighting Improvements	97,000	97,000	97,000
45,026	377,179	250,000	Riverwalk - Track and Trestles	250,000	250,000	250,000
58,026	395,637	1,908,906	<b>Total Capital Outlay</b>	899,000	899,000	899,000
<b>Transfers Out</b>						
276,492	280,000	280,000	Parks Operations - Tourist Facilities	415,700	415,700	415,700
276,492	280,000	280,000	<b>Total Transfers Out</b>	415,700	415,700	415,700
-	-	200,000	<b>Contingent Expenditures</b>	300,000	300,000	300,000
1,035,501	1,413,647	3,282,046	<b>Total Expenditures</b>	2,558,996	2,558,996	2,558,996
1,635,268	1,750,696	58,874	Ending Fund Balance	608,744	608,744	608,744
<u>2,670,769</u>	<u>3,164,343</u>	<u>3,340,920</u>	<b>Total Requirements</b>	<u>3,167,740</u>	<u>3,167,740</u>	<u>3,167,740</u>

**PROMOTE ASTORIA FUND (410 0000)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	54,240	
410	2045	Overtime		
415	2220	FICA - Social Security	4,150	
415	2225	Insurance	26,290	
415	2235	Retirement Contributions	12,220	
415	2240	Workers' Compensation	2,870	

**TOTAL PERSONNEL SERVICES**

**FTEs**

1.0

**99,770**

**Materials & Services**

675	5925	Credit Card Fees	10,000	10,000
678	6085	Tourism Promotion		
		Tourism Advertising	5,000	
		Tourism Promotion Miscellaneous	20,000	
		Sub-total Tourism Promotion		25,000
678	6086	Downtown District Parking Enforcement		27,560
678	6087	Arts and Cultural Community Grants		<b>103,256</b>
678	6089	Astoria Downtown Historic District Assoc		50,110
678	6090	Astoria/Warrenton Chamber of Commerce Visitor Services		203,010
678	6095	Astoria/Warrenton Chamber of Commerce Lower Columbia Tourism Committee		293,570
678	6091	Tourism Related Facilities Mowing, Care & Maint		
		Mowing, Care & Maint - Riverwalk	33,000	
		Mowing, Care & Maint - Garden of Surging Waves and Maritime Memorial	15,000	
		Mowing, Care & Maint - Portal Parks	5,000	
		Mowing, Care & Maint - People Park	4,500	
		Mowing, Care & Maint - Fort Astoria Park	5,000	
		Mowing, Care & Maint - 9th & Astor Park	5,000	
		Mowing, Care & Maint - 15th St Triangle	3,000	
		Doughboy & AAC Grounds, Shively Park	20,000	
		Mowing, Care & Maint - 8th, 17th, 11th St Steps and West Bond Triangle	9,500	
		Electricity for Tourism Related Facilities		
678	6092	Electricity - 16th Street	540	
678	6093	Electricity - Coxcomb Hill Column	3,810	
678	6094	Electricity - 1153 Duane / Heritage Square	1,190	
678	6098	Electricity - Other	6,480	

		<b>Rest Room Maintenance Services</b>		
678	6096	Downtown and Doughboy Restrooms	10,000	
678	6097	Tapiola and Evergreen Restrooms	5,000	
678	6097	9th & Astor, 15th & Marine Temp Restrooms	5,000	
Sub-total for Tourism Related Facilities				132,020
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>844,526</b>
		<b><u>Capital Outlay</u></b>		
		Improvements Other than Buildings		
730	6500	Riverwalk, Track & Trestles	250,000	
730	6500	14th St Pier	427,000	
730	6500	OPRD Riverwalk Improvements	125,000	
730	6500	ODOT Riverwalk Lighting Improvements	97,000	
<b>TOTAL CAPITAL OUTLAY</b>				<b>899,000</b>
		<b><u>Transfers to Other Funds</u></b>		
850	7542	To Parks Operations - Tourist Facilities	366,000	
		To Parks Operations - Tourist Facilities (New 1/2 FT)	49,700	
Sub-total Transfers to other Funds				<b>415,700</b>
		<b><u>Contingent Expenditures</u></b>		
910	8020	Contingent Expenditures	300,000	
Sub-total of Contingent Expenditures				<b>300,000</b>
		<b><u>Ending Fund Balance</u></b>		
950	8520	Ending Fund Balance	608,745	
Sub-total of Ending Fund Balance				<b>608,744</b>
<b>TOTAL PROMOTE ASTORIA FUND</b>				<b>3,167,740</b>

**Arts and Cultural Community Grants:**

Requests	Organization	Subcommittee Recommendations	Returned Funds Prior Yr Awards	Total To Be Distributed
5,000	Astoria Arts and Movement	5,000		5,000
15,000	Astoria Regatta Association	15,000	12,316	27,316
8,000	Astoria Scandinavian Heritage Association	8,000		8,000
10,000	Astoria Tenor Guitar Foundation	10,000		10,000
7,500	Astoria Visual Arts	7,500		7,500
6,000	Cascadia Concert Opera	6,000		6,000
5,000	Ten Fifteen Productions	5,000		5,000
<u>56,500</u>		<u>56,500</u>	<u>12,316</u>	<u>68,816</u>

**Grant Funds advertised to a maximum distribution of \$ 90,940.**

**FUND: LOGAN MEMORIAL LIBRARY TRUST # 412**

Basic Objectives

The Logan Memorial Library Trust was established by City Council Resolution No. 98-18, adopted on June 1, 1998 to account for the proceeds from the Lorens F. Logan Estate and any other contributions. The City of Astoria was a longstanding beneficiary of the Lorens F. Logan estate. Mr. Logan was the grandson of former Astoria Mayor Dr. W. C. Logan. During FYE June 30, 1999, the last living beneficiary of the trust died and assets were distributed to beneficiaries. The City received a bequest of stock and investments valued at approximately \$620,000. Under Oregon State Law, municipalities cannot hold stock or be shareholders in private companies and the stock assets were sold to covert to a cash basis. The bequest was specifically designated for future library construction.

During FYE June 30, 2010, legal action was taken through the “cy pres” process to modify the trust for use of extensive remodeling of the current Astoria library building. The remodeling of the library shall be accompanied by a renaming of the library to “Logan Memorial Library”.

Staffing

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

City of Astoria, Oregon  
Budget Document

**LOGAN MEMORIAL LIBRARY TRUST FUND # 412**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
910,872	929,461	935,600	Beginning Fund Balance	940,700	940,700	940,700
18,589	6,814	4,700	Interest Earnings	4,700	4,700	4,700
<u>929,461</u>	<u>936,275</u>	<u>940,300</u>	<b>Total Resources</b>	<u>945,400</u>	<u>945,400</u>	<u>945,400</u>
<b><u>Requirements</u></b>						
-		940,300	Capital Outlay	945,400	945,400	945,400
-	-	-	Contingency	-	-	-
-	-	940,300	Total Expenditures	945,400	945,400	945,400
<u>929,461</u>	<u>936,275</u>	<u>-</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>929,461</u>	<u>936,275</u>	<u>940,300</u>	Total Requirements	<u>945,400</u>	<u>945,400</u>	<u>945,400</u>

**2022 / 23 Budget Detail Information**

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

<b><u>Materials and Services</u></b>			
730	6500	<b>CAPITAL OUTLAY</b>	<b>945,400</b>
910	8020	<b>CONTINGENCY</b>	-
950	8520	<b>ENDING FUND BALANCE</b>	<u>-</u>
<b>TOTAL LOGAN MEMORIAL TRUST FUND</b>			<b>945,400</b>

**FUND: LIBRARY RENOVATION FUND # 414**

Basic Objectives

The Library Renovation Fund was established by City Council Resolution No. 15-02, adopted on January 5, 2015 as an expendable trust fund for gifts designated for renovation of the Astoria Public Library. \$ 7,400 was received from the Estate of Ruth Jensen who was a dedicated friend of the public library and a school librarian devoted to the success of children everywhere to read well and succeed in school and in life. The Jensen bequest was specifically designated for furnishing the children's area in the renovated library.

Staffing

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

City of Astoria, Oregon  
Budget Document

**LIBRARY RENOVATION FUND # 414**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
7,786	7,945	8,000	Beginning Fund Balance	13,100	13,100	13,100
<u>159</u>	<u>58</u>	<u>40</u>	Interest Earnings	<u>70</u>	<u>70</u>	<u>70</u>
<u>7,945</u>	<u>8,003</u>	<u>8,040</u>	<b>Total Resources</b>	<u>13,170</u>	<u>13,170</u>	<u>13,170</u>
<b><u>Requirements</u></b>						
		8,040	Capital Outlay	13,170	13,170	13,170
<u>-</u>	<u>-</u>	<u>-</u>	Contingency	<u>-</u>	<u>-</u>	<u>-</u>
<u>-</u>	<u>-</u>	8,040	<b>Total Expenditures</b>	13,170	13,170	13,170
<u>7,945</u>	<u>8,003</u>	<u>-</u>	<b>Ending Fund Balance</b>	<u>-</u>	<u>-</u>	<u>-</u>
<u>7,945</u>	<u>8,003</u>	<u>8,040</u>	<b>Total Requirements</b>	<u>13,170</u>	<u>13,170</u>	<u>13,170</u>

**2022 / 23 Budget Detail Information**

**LIBRARY RENOVATION FUND (414 0000)**

**Materials and Services**

730	6500	<b>CAPITAL OUTLAY</b>	<b>13,170</b>
910	8020	<b>CONTINGENCY</b>	-
950	8520	<b>ENDING FUND BALANCE</b>	<u>-</u>

**TOTAL LIBRARY RENOVATION FUND** **13,170**

**FUND: CUSTODIAL FUND # 415**

Basic Objectives

This funds was established with Resolution 20-10 to account for a variety of pass through grant activities including: Astoria Warehouse Site Cleanup and Redevelopment Project C2019314, anticipated Community Development Block Grant (CDBG) for small business grants, anticipated CDBG grant for Personal Protective Equipment to be identified by Clatsop County and anticipated CDBG for Bowline/Buoy Beer water infrastructure.

Staffing

The Finance Department provides accounting services to this fund.



City of Astoria, Oregon  
Budget Document

**CUSTODIAL FUND # 415**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/22 - 6/30/23</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
			Beginning Fund Balance	7,300	7,300	7,300
	631,263	50,000	Grants			
-	187	-	Interest Earnings	-	-	-
-	<u>631,450</u>	<u>50,000</u>	<b>Total Resources</b>	<u>7,300</u>	<u>7,300</u>	<u>7,300</u>
<b><u>Requirements</u></b>						
<b>Materials &amp; Services:</b>						
	528,900	45,000	Grant Disbursements	6,700	6,700	6,700
-	2,363	5,000	Program Management Fees	600	600	600
-	531,263	50,000	<b>Total Materials &amp; Services</b>	7,300	7,300	7,300
-	-	-	<b>Contingency</b>	-	-	-
-	531,263	50,000	<b>Total Expenditures</b>	7,300	7,300	7,300
-	100,187	-	<b>Ending Fund Balance</b>	-	-	-
-	<u>102,550</u>	<u>50,000</u>	<b>Total Requirements</b>	<u>7,300</u>	<u>7,300</u>	<u>7,300</u>

**2022 / 23 Budget Detail Information**

**CUSTODIAL FUND # 415**

**Materials and Services**

<b>Grant Disbursements</b>			
680	6143	Clatsop County Public Services PPE Pass Through Grant	<b>6,700</b>
<b>Program Management Fees</b>			
620	4470	Grant Administration Fees	<b>600</b>
950	8520	<b>ENDING FUND BALANCE</b>	<u>-</u>
<b>TOTAL LIBRARY RENOVATION FUND</b>			<b>7,300</b>

## DETAIL & STATISTICAL SECTION

**City of Astoria, Oregon**  
**Summary of Interfund Transfers**  
**Year Beginning July 1, 2022**

<u>Transfers From:</u>			<u>Transfers To:</u>		
General Fund			General Fund		
Non & Interdepartmental			From Building Inspection Fund	20,800	001-0000
Unemployment Fund	6,000	001-2400	From Emergency Communication Fund	30,000	001-0000
UAP Transfer to PW	10,000	001-2400	From Local Improvement Debt Service Fund	22,000	001-0000
Emergency Communications Fund	451,930	001-2400	From Public Works Fund	414,600	001-0000
Parks/Aquatic Fund	1,178,510	001-2400	From Parks Operations	15,000	001-0000
Special Community Projects Astor West	675,139	001-2400			
Special Police Projects Fund	1,400	001-2400			
Public Works Fund	30,000	001-2400			
to Capital Improvement Fund	1,000,000	001-2400			
<b>Subtotal General Fund</b>	<b>3,352,979</b>		<b>Subtotal General Fund</b>	<b>502,400</b>	
Building Inspection Fund	20,800	128-3300	Unemployment Fund	6,000	104-0000
Emergency Communication Fund	30,000	132-3400	Capital Improvement Fund		
Parks Operations Fund			From Capital Improvement Fund	1,000,000	102-0000
General Fund	15,000	158-4200	From 17th Street Dock Fund	-	102-0000
Local Improvement Debt Service Fund			<b>Subtotal Capital Improvement Fund</b>	<b>1,000,000</b>	
General Fund	22,000	250-0000	Special Community Projects Astor West	-	
Public Works	-	250-0000	From General Fund	675,139	140-0000
<b>Subtotal Local Improvement Debt Svc</b>	<b>22,000</b>		Emergency Communications Fund		
Astoria Road District and State Tax Street Funds			From General Fund	451,930	132-3400
Public Works Improvement Fund	68,000	170-0000	From Public Works Fund	6,360	132-3400
Public Works Fund - Streets	866,000	172-0000	<b>Subtotal Emergency Communications Fund</b>	<b>458,290</b>	
Astoria Road District Fund	250,000	172-0000	Special Police Project Fund	1,400	136-0000
<b>Subtotal State Tax Street Fund</b>	<b>1,184,000</b>		Parks Operation Fund		
Public Works Improvement Fund			From General Fund	1,178,510	158-0000
Public Works Capital Reserve Fund	200,000	176-0000	From 17th Street Dock	70,000	158-0000
<b>Subtotal Public Works Improvement Fund</b>	<b>200,000</b>		From Promote Astoria	415,700	158-0000
Combined Sewer Overflow (CSO) Debt Service Fund			<b>Subtotal Parks Operations Fund</b>	<b>1,664,210</b>	
Public Works Improvement Fund	55,000	270-0000	Astoria Road District Fund	250,000	170-0000
Public Works Fund Sanitation	75,000	270-0000	Public Works Improvement Fund		
<b>Subtotal CSO Debt Service Fund</b>	<b>130,000</b>		From Astoria Road District Fund	68,000	176-0000
Public Works Fund			From CSO Debt Service Fund	55,000	176-0000
Sewer	919,020	301-5600	From PW Sewer	750,000	176-0000
Water	1,001,940	301-8100	From PW Water	750,000	176-0000
<b>Subtotal Public Works Fund</b>	<b>1,920,960</b>		<b>Subtotal Public Works Improvement Fund</b>	<b>1,623,000</b>	
17th Street Dock			Public Works Capital Reserve Fund	200,000	178-0000
Parks Operation Fund	70,000	330-0000	Public Works Fund		
Capital Improvement Fund	0	330-0000	Public Works Sewer Surcharge Trsfr	75,000	301-0000
<b>Subtotal 17th Street Dock</b>	<b>70,000</b>		Public Works Fund Sanitation	30,000	301-0000
Promote Astoria			Public Works Fund Utility Assistance Program (I	10,000	301-0000
Parks Operation Fund	415,700	410-0000	Public Works Fund Streets	866,000	301-0000
<b>Subtotal Promote Astoria</b>	<b>415,700</b>		From Local Improvement Debt Svc Fund	-	301-0000
Cemetery Irreducible			<b>Subtotal Public Works</b>	<b>981,000</b>	
Cemetery Fund	5,000	408-0000	Cemetery Fund		
<b>TOTAL TRANSFERS FROM:</b>	<b><u>7,366,439</u></b>		Cemetery Irreducible Fund	5,000	325-0000
			<b>TOTAL TRANSFERS TO:</b>	<b><u>7,366,439</u></b>	

City of Astoria, Oregon

Schedule of Tax Levies Imposed

<u>Levy Description</u>	Actual 2020-21	Actual 2021-22	Estimated 2022-23
General Fund	\$ <u>6,985,483</u>	\$ <u>7,683,577</u>	\$ <u>7,997,063</u>
Total	\$ <u><u>6,985,483</u></u>	\$ <u><u>7,683,577</u></u>	\$ <u><u>7,997,063</u></u>

In the property tax system, the Oregon Department of Revenue calculated a permanent tax rate of \$ 8.1738 for the City of Astoria. The tax to be imposed on tax payers in Astoria is calculated by multiplying the assessed property values by the permanent tax rate. In order to project a property tax revenue for 2022-23, a projected assessed value of \$ 982,038,039. The assessed value for 2021-22 was \$ 943,791,555. The 2022-23 value represents a 4.05 % increase to the posted County valuation for FY 21-22.

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
6/30/12	6,206,944	5,724,294	92.22%	234,786	5,959,080	96.01%	334,157	5.38%
6/30/13	6,241,010	5,770,406	92.46%	246,299	6,016,705	96.41%	352,030	5.64%
6/30/14	6,218,028	5,790,305	93.12%	339,363	6,129,668	98.58%	302,144	4.86%
6/30/15	6,490,166	6,072,483	93.56%	291,161	6,363,644	98.05%	256,195	3.95%
6/30/16	6,774,006	6,362,786	93.93%	261,398	6,624,184	97.79%	231,912	3.42%
6/30/17	7,094,036	6,673,006	94.07%	223,670	6,896,676	97.22%	237,536	3.35%
6/30/18	7,402,292	6,973,552	94.21%	226,326	7,199,878	97.27%	222,137	3.00%
6/30/19	7,655,083	7,205,974	94.13%	219,225	7,425,199	97.00%	185,228	2.42%
6/30/20	7,835,223	7,370,868	94.07%	237,673	7,608,541	97.11%	184,895	2.36%
6/30/21	8,246,828	7,844,195	95.12%	275,637	8,119,832	98.46%	152,960	1.85%

Source: Clatsop County Tax Assessor

# APPENDIX

## THE BUDGET PROCESS

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

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

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

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

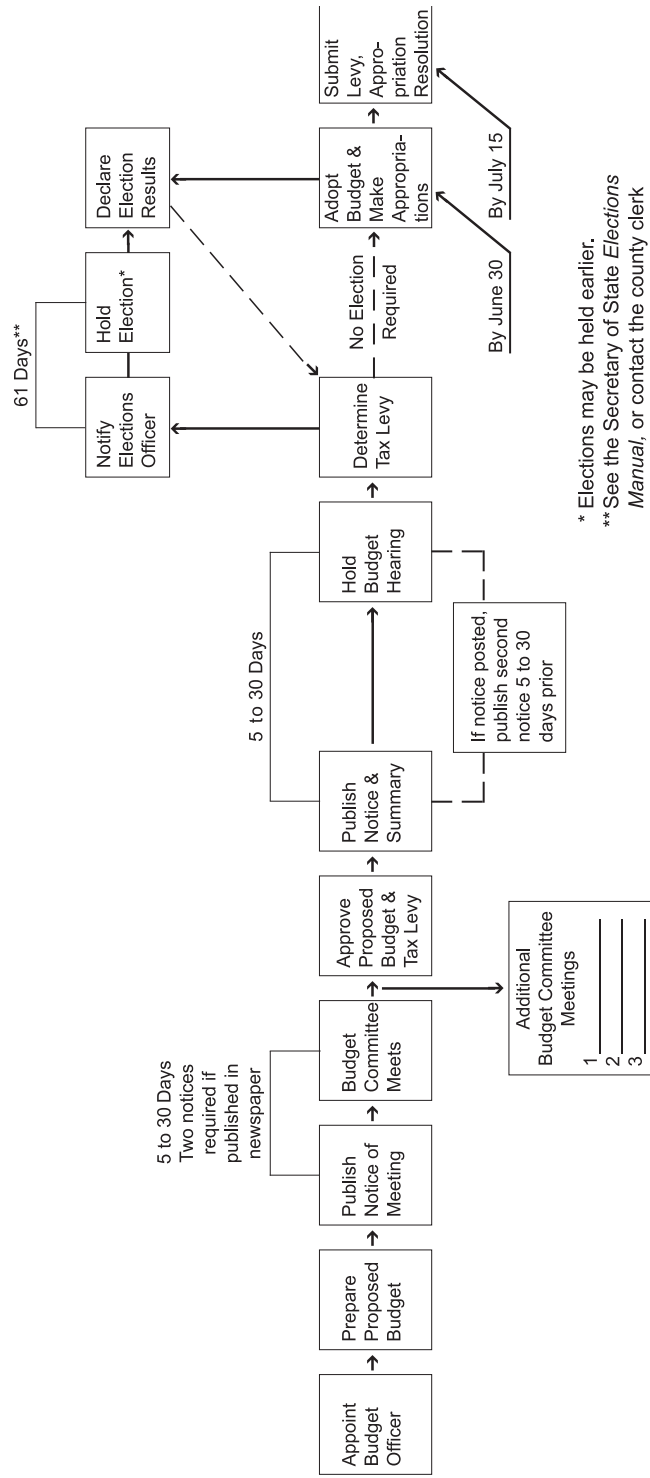
The first formal meeting of the Budget Committee includes a public hearing. Anyone wishing to present ideas or programs for which City funding is sought may make a presentation to the Budget Committee. The Committee sets several work sessions to review and/or revise the figures as presented in the Proposed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

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

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

The following graphic illustrates the flow of the budget process.

# The Budget Process



\* Elections may be held earlier.  
 \*\* See the Secretary of State *Elections Manual*, or contact the county clerk for actual dates of filing.



# Index of Budget Terms

## **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 part-time or 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 \$5,000 with a useful life of longer than one year

### **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.