



CITY OF ASTORIA, OREGON



2025-26 Fiscal Year Adopted Budget

City of Astoria, Oregon

2025-26 Adopted Budget



CONTACT INFORMATION

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Astoria, OR 97103
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CITY OF ASTORIA, OREGON
Proposed Budget
Year Beginning July 1, 2025

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CITY OF ASTORIA
FISCAL YEAR 2025-26
BUDGET COMMITTEE MEMBERS

City Council

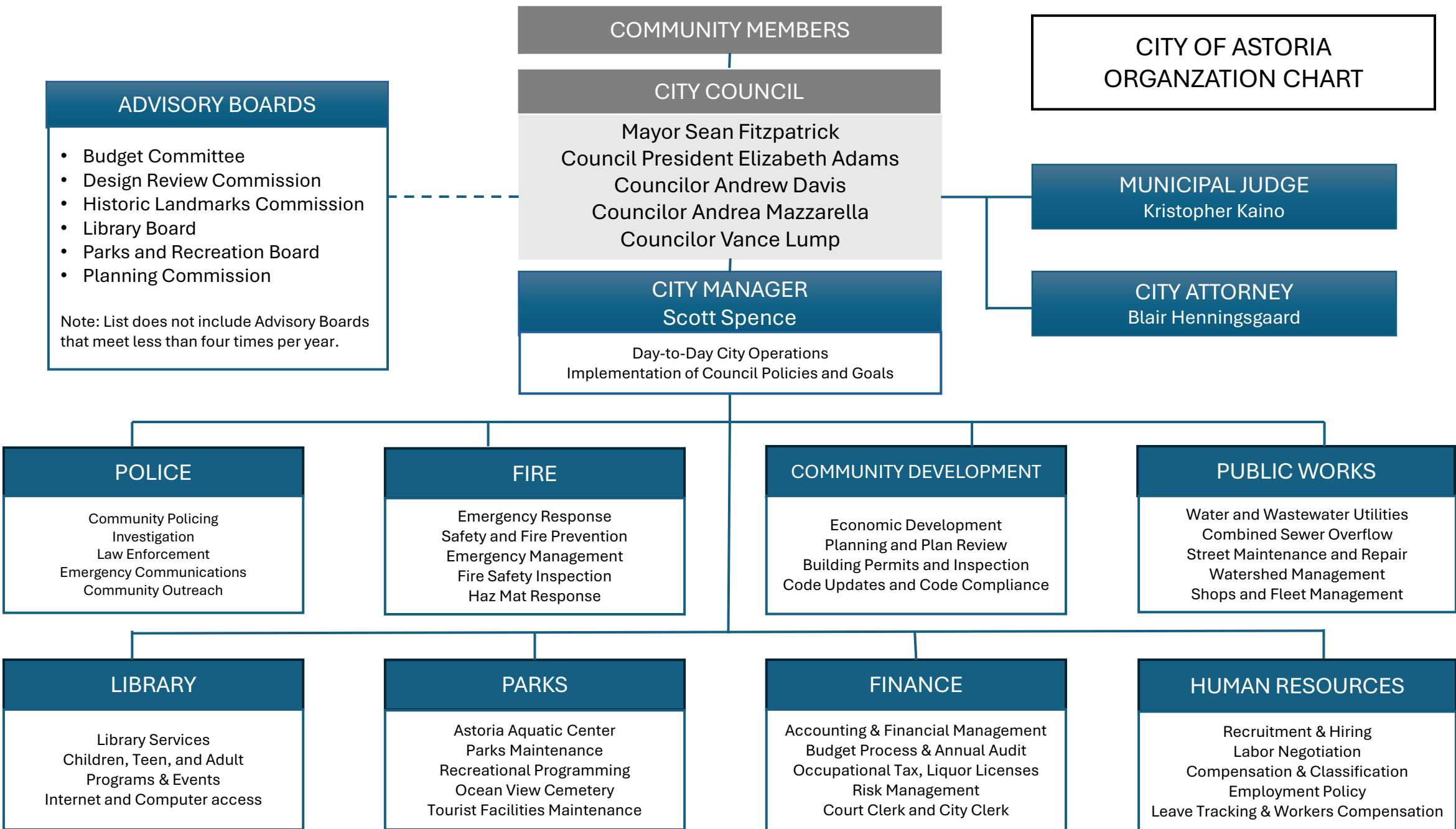
| | | |
|--------------------|-------------------|-----------------------|
| Sean Fitzpatrick | Mayor | Term Expires 12/31/26 |
| Elizabeth Adams | Council President | Term Expires 12/31/26 |
| Andrew Davis | Councilor | Term Expires 12/31/26 |
| Vance Lump | Councilor | Term Expires 12/31/28 |
| Andrea Mazzearella | Councilor | Term Expires 12/31/28 |

Citizen Members

| | | |
|----------------|---------|-----------------------|
| David Oser | Citizen | Term Expires 12/31/25 |
| Linda Moreland | Citizen | Term Expires 12/31/26 |
| Gilbert Ramil | Citizen | Term Expires 12/31/26 |
| Kaisa Johnson | Citizen | Term Expires 12/31/27 |
| Miriam Rose | Citizen | Term Expires 12/31/26 |

ADMINISTRATIVE STAFF

| | |
|--------------------------------------|---|
| Scott Spence, City Manager | Blair Henningsgaard, City Attorney |
| Kristopher A. Kaino, Municipal Judge | John Roberts, Community Dev Director |
| Dan Crutchfield, Fire Chief | Jonah Dart-McLean, Parks Director |
| Suzanne Harold, Library Director | Jeff Harrington, Public Works Director |
| Stacy Kelly, Police Chief | Ashley Diets, Human Resources Director |
| Hilary Norton, Finance Director | Ryan Quigley, Assistant to the City Manager |





CITY OF ASTORIA
Founded 1811 • Incorporated 1856

TO: Honorable Mayor Fitzpatrick
Members of the Astoria City Council
Budget Committee Members
Citizens of Astoria

DATE: April 17, 2025


SUBJECT: 2025-26 FY Proposed Budget Message

I am pleased to present a balanced budget for the fiscal year beginning July 1, 2025, and ending June 30, 2026. The city budget, arguably, is the single most important document that charts the immediate path of our community's future by communicating the delivery of essential services to our residents and businesses as well as highlighting significant investments to be made in the upcoming fiscal year.

This document is also a link between public policy, values, critical needs, and available resources. It is organized by program and fund type and has been prepared to satisfy the legal requirements of the State of Oregon Budget Law and Local Government Accounting Standards.

In addition, the budget is aligned with Council goals by allocating resources in support of the 5-year City Council Workplan that was officially adopted in February 2024. City Council's five goal areas include: Housing for All Astorians; a Thriving Local Economy; Resilience as a Community; Livability and Quality of Life for all Astorians; and Preservation of Astoria's Unique Character. Each goal area has specific projects and tasks to support identified initiatives.

Critically, the budget provides the necessary means to carry out the functions of Astoria's responsibilities as a full-service city, serving a population of 10,131 residents. These responsibilities include providing police and fire protection, community and economic development, building permits, inspections, and plan review, finance and administrative services, traffic and parking control; municipal court; parks recreation & maintenance; Astoria Aquatic Center operations and maintenance, library services, 911 emergency communications; street maintenance and repair; water, sewer, stormwater utilities; and Oceanview Cemetery operations and maintenance.



In summary, this year's budget ensures the continuity of key services and addresses essential priorities that will help Astoria accomplish its long-term goals. It also addresses priority utility projects to preserve water, sewer, and stormwater utility capabilities, builds upon Astoria's environmental stewardship, and continues successful services to maintain Astoria's standing as a quality community.

BUDGET STRUCTURE

Each fund is a self-balancing set of accounts and is categorized by type in accordance with Oregon budget law and generally accepted accounting principles (GAAP). Summary sheets show the prior year's adopted budget and audited numbers of the most recent two complete years. The budget document is organized by fund type and then by individual fund.

FINANCIAL POLICIES

- Revenues and expenditures are estimated accurately, but conservatively.
- Reserves are maintained in each fund that are adequate to provide a bridge to cover expenses that are incurred prior to the receipt of tax revenues in November.
- Ongoing expenses should be covered by ongoing revenue.
- Capital equipment and vehicles should be maintained and/or replaced so they are in proper working order.
- While this City budget is a one-year document, a multi-year approach is used to consider the future implications of current fiscal conditions and decisions.

The City of Astoria continues to use a modified accrual basis of accounting. This means we recognize revenues as they become available and measurable, and we recognize expenditures when liabilities are incurred.

ECONOMIC FACTORS

The 2025-26 Fiscal Year Proposed Budget was prepared under, and carefully considered, the economic conditions confronting the nation, state, and region. The following economic factors shaped the development of the budget:

- Inflation rates are similar to the prior year. Over the last 12 months, the CPI-U Western Region advanced 2.6% in food, 0.2% in energy, and is at 2.8% in all items. Shelter increased by 0.3%. Increases were primarily driven by food and housing.
- The Federal Reserve is expected to hold the federal funds rate steady at 4.25%-4.5% in its March 2025 meeting. Prior forecasts suggested the rate may be down to 3.5% by December of 2025.

- As franchise fees are impacted by population shifts and the weather, they may vary from year-to-year. 2024 was 10% over 2023, but the past 10 years show 1-2% is typical. Staff estimates they will increase by about 3% in 2025-26.
- Astoria's population projection for 2025 is 10,131, a 0.04% decrease from 10,167 in 2024.
- State Shared Revenue has been trending down – in part due to the decreased population estimate and in part due to new fees the state has added. The 2025-26 budget projects a decrease of almost 20%, which is close to current estimates of what will be received in the current fiscal year. This does not greatly decrease the resources available in Fund 102.
- Property tax revenue is capped at 3%. Recent building activity may increase property tax revenue as projects are completed; however, several of the current projects under construction are non-profit organizations and may qualify for tax exemptions.
- Transient Lodging Tax revenue (TLT) had small increases in 2023 and 2024. Early results from State Collection appear to have a better collection rate for 3rd party platforms like Airbnb and VRBO. TLT is projected conservatively, at about a 1% increase.

OVERVIEW OF THE 2025-26 FY PROPOSED BUDGET

The total proposed budget for Fiscal Year 2025 26 for all funds is \$81,000,942. This is a decrease of \$3,045,356 (3.6%) from the amended 2024-25 fiscal year budget of \$84,046,298. The reduction is due to construction on several infrastructure projects and the library renovation project, reducing one-time use funds in the overall budget. This is balanced in part by a higher than anticipated beginning fund balance in several funds, incremental increases in property tax revenue and transient lodging tax revenue as well as continued development activity in the building fund.

The Library Renovation Project, 16th Street Waterline Project, Pipeline Road Project, and the 27th and Grand Landslide repair are scheduled to be completed during the 2025-26 fiscal year, removing about \$6.3M of one-time expendable funds from the total budget for the following fiscal year. The Wastewater Treatment Plant Project and Sewage Lift Station Rehabilitation Project are expected to be started this year and completed in the following fiscal year, removing almost \$11.9M in one-time funds from the budget.

The total proposed budget includes operating expenditures (personnel, materials & services, capital outlay, and debt service) in the amount of \$57,468,723, a 5.8% decrease to the prior fiscal year. It also includes Interfund Transfers in the amount of \$6,741,767, Contingency Funds in the amount of \$9,343,255, and Ending Fund Balances in the amount of \$7,447,197.

COST DRIVERS

Personnel

As an organization, the City enters this fiscal year with a full-time workforce of 116 positions. This is a zero net change from the prior year – an aquatic center position was eliminated, and an HR Specialist position was added. The total of all part-time, seasonal, temporary and overtime hours worked is an estimated additional Full Time Equivalent (FTE) of 15.98. Personnel Requirements are increased by \$1,580,529 (8.6%) in the Proposed 25-26 FY Budget. This includes PERS contribution increases of 2-3%, and a health benefits increase of 9%. It also includes steps and COLAs for staff, as established in the existing collective bargaining agreements and the most recent salary resolution. Negotiations with Astoria Public Safety Association (APSA) are underway.

Increased Development Activity

Several large projects began or completed in 2024-25 are: Columbia Memorial Hospital, Columbia Maritime Memorial Museum, Columbia Behavioral Health, Hyak Boatlift Project, Astoria Waterfront Apartments, Astoria Library Renovation, Yakima Valley Farm Workers Clinic, Owens Adair 2, and Bethany Lutheran Church. Some of these projects may have continued plan review, permit, and inspection activity into 2025-26. These projects have brought new revenue into the Building Fund and Engineering. The capacity of both staffs is challenged to maintain the same level of service and timeliness for daily permit and planning activity as well as handling the large projects. Currently, the Building Official position is vacant. In both Building and Engineering, it has been necessary to contract for additional assistance to deal with the pace of new development.

Investment in Infrastructure

The enactment of the American Rescue Plan Act in 2021 provided an estimated \$2,223,000 in resources to the City. The State granted an additional \$10,580,000 to Astoria for water and sewer infrastructure projects. As per the requirements, these funds were committed by December 2024 and must be spent by December 2026. Several major infrastructure projects will be completed in the next two fiscal years, including the 16th Street Waterline Project, the Pipeline Road Waterline Project, the Sewage Treatment Plant Improvement Project, the Wastewater Lift Station Rehabilitation Project, as well as a street paving project and ongoing work on the Riverwalk trestles and bank stabilization.

Landslide Repair

This budget includes \$600,000 for the 27th & Grand landslide repair. This includes work on the sewer and water infrastructure adjacent to the site. These are one-time expenditures that will be paid from the General Fund and Astoria's utilities.

CONCLUSION

Residents and businesses in Astoria can have confidence in their local government's ability to utilize the public dollars under its stewardship and to leverage funds to the maximum benefit of the community. Staff is mindful of increased uncertainty in the economy and will monitor resources and make adjustments as necessary.

The 2025-26 Proposed Fiscal Year Budget is a team effort. A significant amount of work goes into the development of the budget, spanning several months. I want to acknowledge the work of the Executive Team for their diligence and effective use of limited resources available to the City of Astoria. Finally, I want to recognize the efforts of the Astoria Finance Department for the hours spent to prepare the necessary financial information to create a comprehensive budget document. The community is fortunate to have such dedicated public servants.

Respectfully submitted,



Scott Spence

Budget Officer



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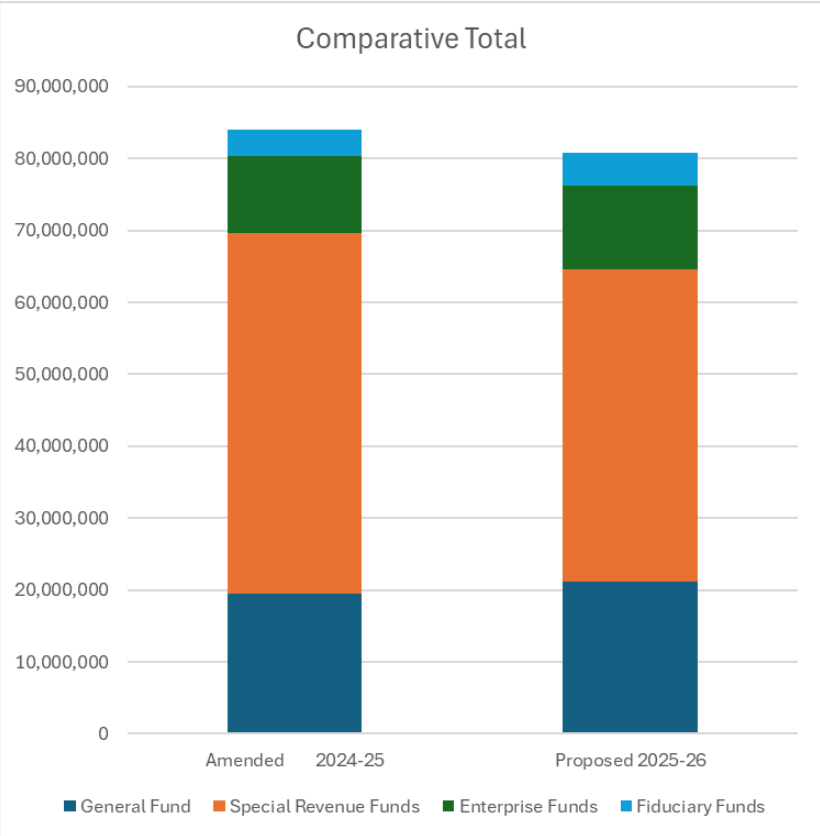
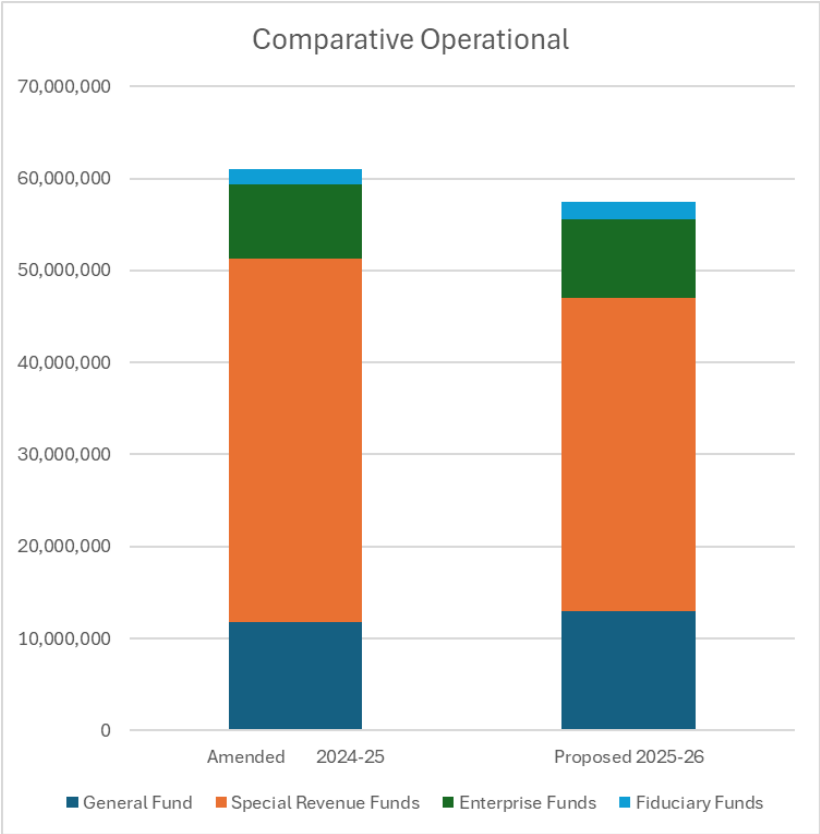


BUDGET SUMMARY

BUDGET SUMMARY

| Budget at a Glance Fiscal Year 2025-26 Budget Comparison to FY 2024-25 Budget | | | | |
|---|--------------------|---------------------|----------------------|-----------------------|
| | 2024/25 Amended | 2025/26 Proposed | Dollar Difference | Percent Difference |
| General Fund | | | | |
| Council | 27,420 | 57,830 | 30,410 | 110.9% |
| City Manager | 422,770 | 457,260 | 34,490 | 8.2% |
| Human Resources | 344,200 | 506,440 | 162,240 | 47.1% |
| Municipal Court | 136,780 | 152,700 | 15,920 | 11.6% |
| Finance | 995,407 | 1,071,170 | 75,763 | 7.6% |
| City Attorney | 89,000 | 112,500 | 23,500 | 26.4% |
| Community Development | 871,320 | 989,140 | 117,820 | 13.5% |
| City Hall | 82,101 | 73,980 | -8,121 | -9.9% |
| Unallocated | 1,069,995 | 1,150,592 | 80,597 | 7.5% |
| Fire | 2,992,870 | 3,198,830 | 205,960 | 6.9% |
| Police | 3,990,769 | 4,358,011 | 367,242 | 9.2% |
| Library | 727,510 | 836,715 | 109,205 | 15.0% |
| Subtotal General Fund Operation | 11,750,142 | 12,965,168 | 1,215,026 | 10.3% |
| Transfers Out | 1,533,487 | 1,675,677 | 142,190 | 9.3% |
| Contingency | 6,183,681 | 6,504,655 | 320,974 | 5.2% |
| Ending Fund Balance | 0 | 0 | 0 | 0.0% |
| Total General Fund | 19,467,310 | 21,145,500 | 1,678,190 | 8.6% |
| Special Revenue Funds | | | | |
| Capital Improvement | 1,503,315 | 1,114,400 | -388,915 | -25.9% |
| Unemployment | 40,000 | 56,500 | 16,500 | 41.3% |
| Revolving Loan | 210,000 | 230,600 | 20,600 | 9.8% |
| Building Inspection | 658,775 | 686,670 | 27,895 | 4.2% |
| American Rescue Plan (ARP) | 450,000 | 330,400 | -119,600 | -26.6% |
| Emergency Communications | 2,960,175 | 2,606,974 | -353,201 | -11.9% |
| Special Police Projects | 81,390 | 54,130 | -27,260 | -33.5% |
| Astor West Area Special Projects | 649,000 | 703,500 | 54,500 | 8.4% |
| Parks Project | 53,850 | 105,000 | 51,150 | 95.0% |
| Maritime Memorial | 9,750 | 10,000 | 250 | 2.6% |
| Parks Operation | 2,785,765 | 2,649,080 | -136,685 | -4.9% |
| Water SDC Reimbursement | 0 | 0 | 0 | 0.0% |
| Water SDC Improvement | 0 | 0 | 0 | 0.0% |
| Sewer SDC Reimbursement | 0 | 0 | 0 | 0.0% |
| Sewer SDC Improvement | 0 | 0 | 0 | 0.0% |
| Storm Water SDC Reimbursement | 0 | 0 | 0 | 0.0% |
| Storm Water SDC Improvement | 0 | 0 | 0 | 0.0% |
| Transportation SDC Improvement | 0 | 0 | 0 | 0.0% |
| Parks SDC Reimbursement | 0 | 0 | 0 | 0.0% |
| Parks SDC Improvement | 0 | 0 | 0 | 0.0% |
| Astoria Road District | 125,000 | 880,000 | 755,000 | 604.0% |
| State Tax Street | 100,000 | 0 | -100,000 | -100.0% |
| Highway Right of Way Reserve | 10,000 | 0 | -10,000 | -100.0% |
| Public Works Improvement | 2,394,350 | 2,668,550 | 274,200 | 11.5% |

| | 2024/25 Amended | 2025/26 Proposed | Dollar Difference | Percent Difference |
|---|--------------------|---------------------|----------------------|-----------------------|
| Public Works Capital Reserve | 633,020 | 2,000,000 | 1,366,980 | 215.9% |
| Library Bond Construction | 9,709,400 | 2,509,300 | -7,200,100 | -74.2% |
| Sewage Lift Station Rehab | 305,800 | 3,589,909 | 3,284,109 | 0.0% |
| WWTP Improvement Project | 9,706,232 | 8,268,595 | -1,437,637 | -14.8% |
| 16th St Water Distribution Project | 2,243,240 | 2,076,526 | -166,714 | -7.4% |
| Pipeline Rd Waterline Resilience Project | 2,512,000 | 1,092,551 | -1,419,449 | -56.5% |
| Library Bond Debt Service Fund | 578,510 | 607,768 | 29,258 | 5.1% |
| CSO Debt Service | 1,789,510 | 1,797,864 | 8,354 | 0.5% |
| Subtotal Special Revenue Funds Operation | 39,509,082 | 34,038,317 | -5,470,765 | -13.8% |
| Transfers Out | 1,609,440 | 2,131,600 | 522,160 | 32.4% |
| Contingency | 3,164,887 | 2,168,395 | -996,492 | -31.5% |
| Ending Fund Balance | 5,852,387 | 5,090,485 | -761,902 | -13.0% |
| Total Special Revenue Funds | 50,135,796 | 43,428,797 | -6,706,999 | -13.4% |
| Enterprise Funds | | | | |
| Public Works Operations | | | | |
| Engineering | 1,716,500 | 1,934,570 | 218,070 | 12.7% |
| Shop and Yard | 718,707 | 769,880 | 51,173 | 7.1% |
| Streets | 760,078 | 781,700 | 21,622 | 2.8% |
| Sanitation | 104,571 | 113,310 | 8,739 | 8.4% |
| Sewer | 1,534,135 | 1,581,640 | 47,505 | 3.1% |
| Stormwater | 300,463 | 277,390 | -23,073 | -7.7% |
| Water | 2,259,196 | 2,310,190 | 50,994 | 2.3% |
| Subtotal Public Works Operations | 7,393,650 | 7,768,680 | 375,030 | 5.1% |
| Cemetery | 140,735 | 177,885 | 37,150 | 26.4% |
| 17th Street Dock | 609,600 | 603,430 | -6,170 | -1.0% |
| Subtotal Enterprise Funds | 8,143,985 | 8,549,995 | 406,010 | 5.0% |
| Transfers Out | 1,919,712 | 2,391,990 | 472,278 | 24.6% |
| Contingency | 400,160 | 470,205 | 70,045 | 17.5% |
| Ending Fund Balance | 322,265 | 361,415 | 39,150 | 12.1% |
| Total Enterprise Funds | 10,786,122 | 11,773,605 | 987,483 | 9.2% |
| Fiduciary Funds | | | | |
| Aquatic Facility Trust | 15,220 | 15,220 | 0 | 0.0% |
| Astoria Public Library Endowment | 42,180 | 42,180 | 0 | 0.0% |
| Cemetery Irreducible | 0 | 0 | 0 | 0.0% |
| Promote Astoria | 1,512,740 | 1,843,523 | 330,783 | 21.9% |
| Logan Memorial Library | 0 | 0 | 0 | 0.0% |
| Library Renovation | 14,320 | 14,320 | 0 | 0.0% |
| Custodial | 0 | 0 | 0 | 0.0% |
| Subtotal Fiduciary Funds | 1,584,460 | 1,915,243 | 330,783 | 20.9% |
| Transfers Out | 423,880 | 542,500 | 118,620 | 28.0% |
| Contingency | 0 | 200,000 | 200,000 | |
| Ending Fund Balance | 1,648,730 | 1,995,297 | 346,567 | 21.0% |
| Total Fiduciary Funds | 3,657,070 | 4,653,040 | 995,970 | 27.2% |
| Operational City Budget | 60,987,669 | 57,468,723 | -3,518,946 | -5.8% |
| Total Operational Transfers | 5,486,519 | 6,741,767 | 1,255,248 | 22.9% |
| Total Contingency | 9,748,728 | 9,343,255 | -405,473 | -4.2% |
| Total Ending Fund Balance | 7,823,382 | 7,447,197 | -376,185 | -4.8% |
| Total City Budget | 84,046,298 | 81,000,942 | -3,045,356 | -3.6% |



General Fund

The General Fund shows an increase of 10%. This includes increased compensation for Council, an increase in the City Attorney's contract, an additional HR Specialist position, reserved funds for additional library books for the new library, professional services funds for a plan review process evaluation, and the two part time police cadet positions. The City Attorney's contract has not been increased since 2016. The actual contract will need to come to Council, but this allows space in the budget for that negotiation. There is also a 9% increase in transfers out, primarily to Parks. The transfer to Parks Operations had been reduced in 2024-25, and was increased back to the prior standard to help ensure their operations are sustainable. The IT contract was also renegotiated this year and had not increased in several years. The city had been being underbilled for some services.

Special Revenue Funds

Capital Improvement is down in part because timber revenue has gone to every other year, and there is less money in the fund this year. This fluctuation will become normal. The American Rescue Plan Act funds are beginning to be spent as the 16th Street Waterline project gets underway. Emergency Communications spending is less than in the prior year when four new consoles were purchased. The Special Police Project fund is down because the cadet positions were moved to the General Fund. The Parks Project fund is up primarily due to the Parks Master Plan which is partially funded by a grant. The Astoria Road District shows a substantial increase because the city will do a paving project this year. The Public Works Improvement Fund is increased by the 27th & Grand landslide repair. The Public Works Capital Reserve is increased because funds were appropriated this year for maintenance for the slow sand filters. The Library Construction fund and the infrastructure projects funds all show decreases based on work that will have been completed in 2024-25.

Enterprise Funds

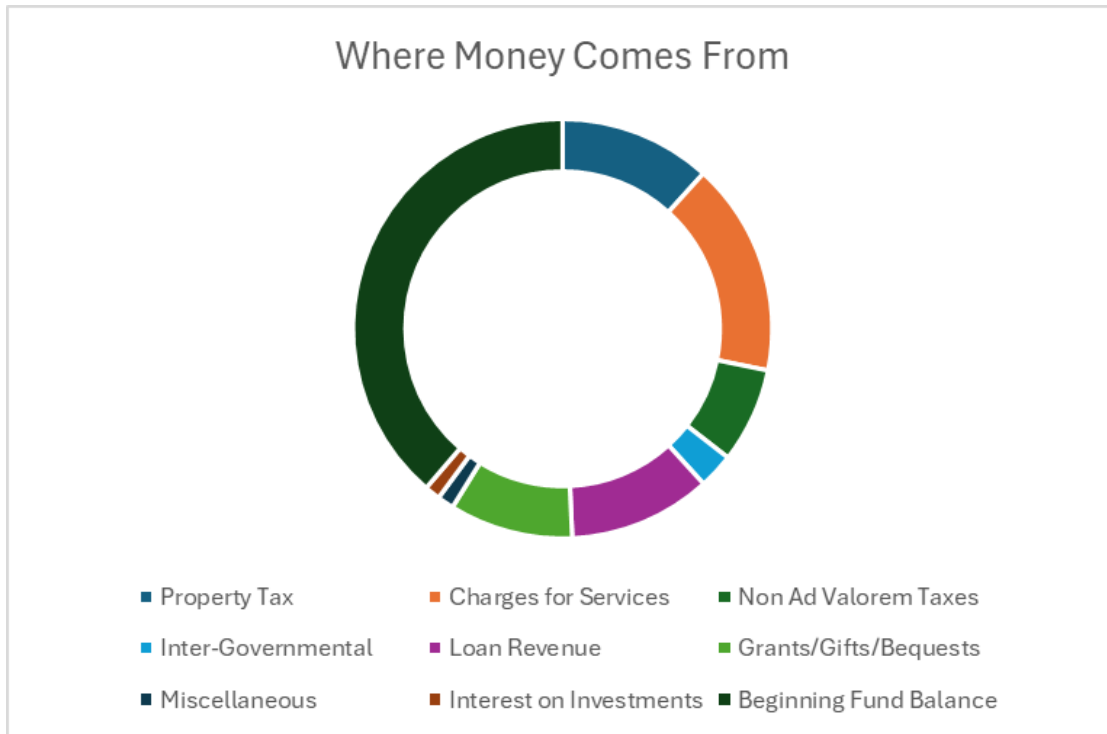
The Public Works Operations fund is showing a 5.1% increase. The greatest factors are the increased transfer needed to the Public Works Improvement fund to pay for infrastructure repairs adjacent to the 27th & Grand landslide site, and increased interfund transfers to pay for their portion of administrative costs paid out of the general fund. This formula hasn't been updated since 2018 and costs have more than doubled since that time. There are also significant increases in the Engineering personnel to assist with major projects and plan review. The Cemetery fund is a little increased, which includes some additional interfund wages from Parks for administration, and a new GIS tool that will assist staff and cemetery customers alike in more efficiently locating interments and confirming plot ownership.

Fiduciary Funds

The Fiduciary Funds show little change, except that Promote Astoria is healthier this year, with a stronger beginning fund balance and projected revenue. The proposed budget includes \$100,000 for the Oregon Film Museum, honoring an MOU Council signed in 2024, and the continuation of the Arts and Culture Tourism contract.

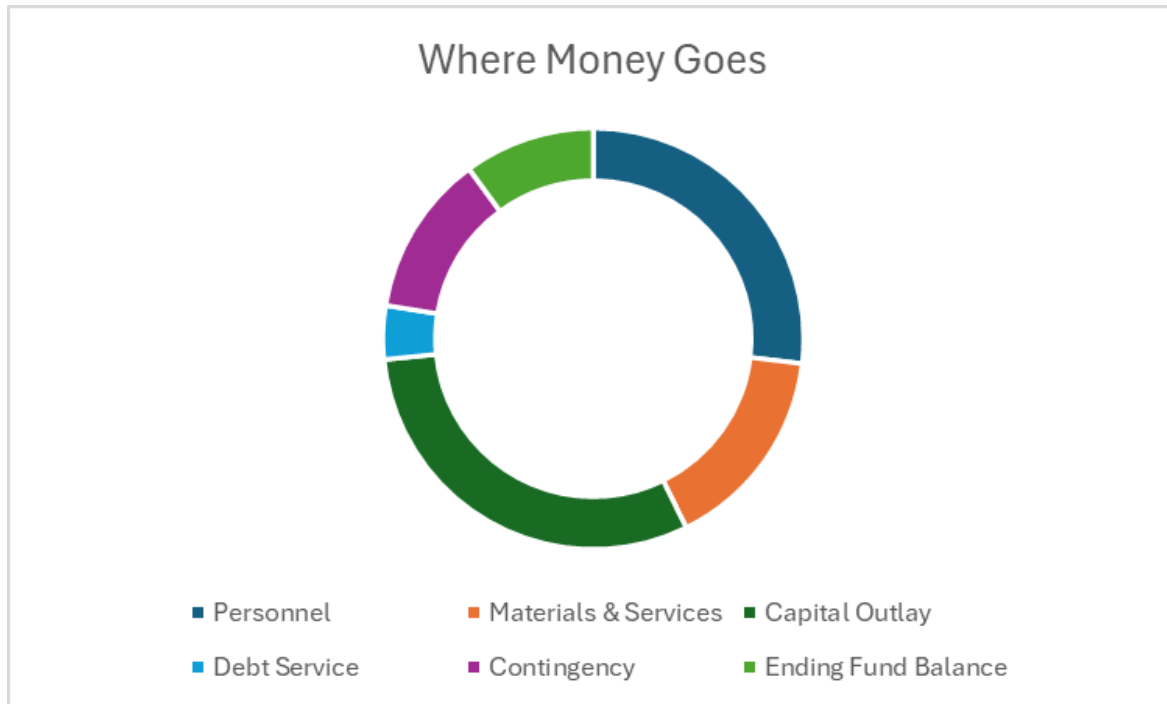
Overall, the City is in a sound financial position, with operations expenses fitting within ongoing revenue sources, and increased beginning fund balances in most funds.

CITY RESOURCES



| CITY RESOURCES | | |
|-----------------------------|-------------------|-------|
| Property Tax | 8,686,685 | 10.7% |
| Charges for Services | 12,357,843 | 15.3% |
| Non Ad Valorem Taxes | 5,444,500 | 6.7% |
| Inter-Governmental | 2,016,700 | 2.5% |
| Loan Revenue | 8,163,260 | 10.1% |
| Grants/Gifts/Bequests | 7,071,321 | 8.7% |
| Miscellaneous | 948,300 | 1.2% |
| Interest on Investments | 894,708 | 1.1% |
| Transfers In | 6,741,767 | 8.3% |
| Beginning Fund Balance | 28,675,858 | 35.4% |
| Total City Resources | 81,000,942 | |

CITY REQUIREMENTS



| REQUIREMENTS | | |
|--------------------------------|-------------------|-------|
| Personnel | 19,932,240 | 24.6% |
| Materials & Services | 11,757,229 | 14.5% |
| Capital Outlay | 22,755,072 | 28.1% |
| Debt Service | 3,049,182 | 3.8% |
| Contingency | 9,343,255 | 11.5% |
| Transfers Out | 6,741,767 | 8.3% |
| Ending Fund Balance | 7,422,197 | 9.2% |
| Total City Requirements | 81,000,942 | |

GENERAL FUND (001)

The General Fund provides essential services to Astoria citizens including Astoria Police Department, Astoria Fire Department, Astoria Library, Community & Economic Development, Finance, Human Resources, and Administration.

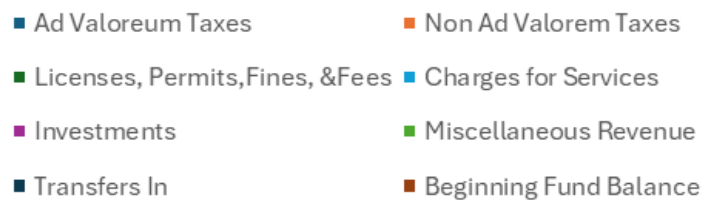
Beginning Fund Balance and Contingency

The beginning fund balance at July 1, 2025, is projected to be \$7,900,000, an increase of 12%. The proposed budget for FY 25-26 anticipates a contingency of \$6,504,655, an increase of \$465,934 from the prior year. This is a restoration of the contingency level in the 2023-24 FY Budget. The projected contingency represents about five months of straight-line General Fund expenses. The available contingency is maintained at a level to meet the critical cash requirements during the months prior to November property tax collections.

General Fund Resources

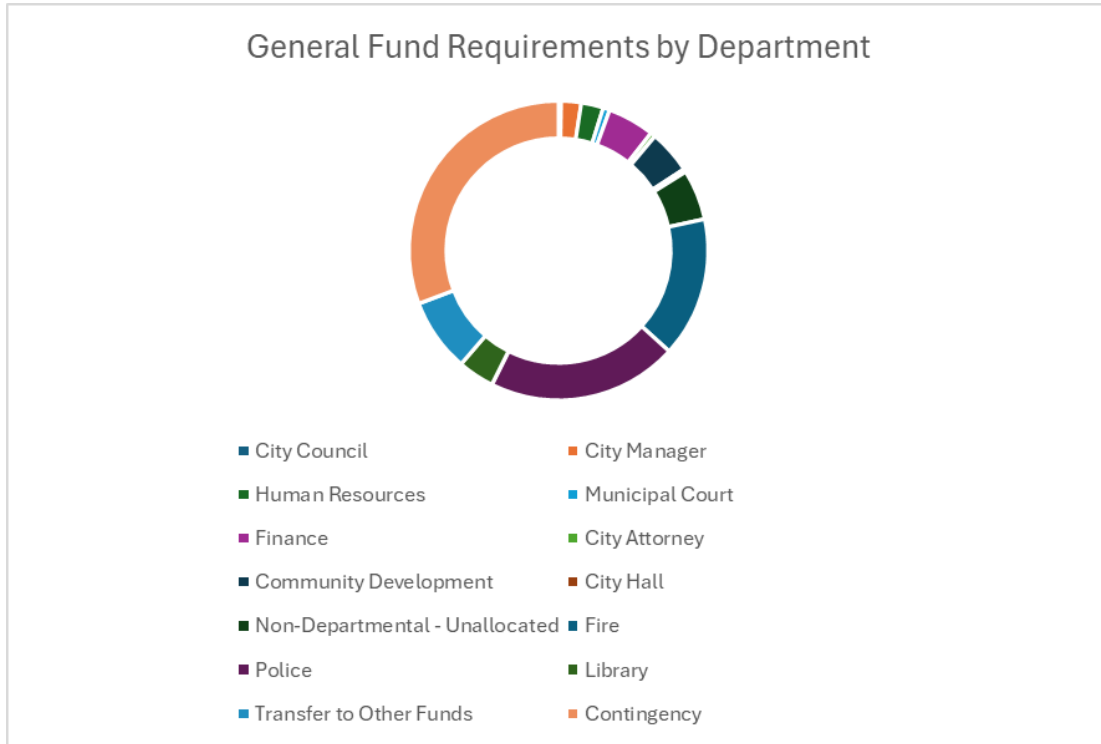
The proposed budget for the General Fund is based on projected total resources of \$21,145,500, inclusive of the Beginning Fund Balance. The prior year's resources were \$19,467,310. This is an increase of \$1,678,190. The difference is a combination of beginning fund balance increase due to careful frugality of staff, a 2.79% increase in property tax, a 3.39% increase in projected non-ad valorem taxes, and an increase in interfund transfers to cover shared administrative costs. Interest is currently holding at 4.25% but anticipated to decline to 3.5% by December 2025.

General Fund Resources 2025-26

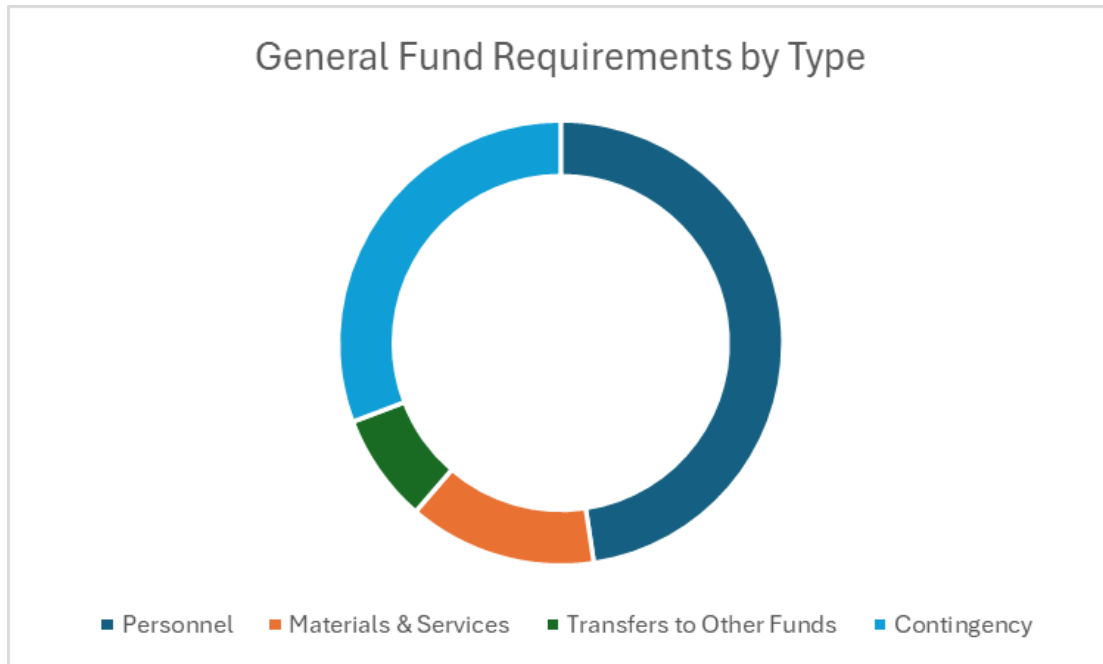


| General Fund Resources | 2024-25 | 2025-26 | +/- | % |
|-------------------------------------|-------------------|-------------------|------------------|-------------|
| Ad Valorem Taxes | 7,844,000 | 8,063,000 | 219,000 | 2.8% |
| Non Ad Valorem Taxes | 3,089,760 | 3,194,500 | 104,740 | 3.4% |
| Licenses, Permits, Fines & Fees | 131,600 | 118,000 | -13,600 | -10.3% |
| Charges for Services | 334,410 | 375,000 | 40,590 | 12.1% |
| Investments | 320,000 | 280,000 | -40,000 | -12.5% |
| Miscellaneous Revenue | 72,500 | 61,000 | -11,500 | -15.9% |
| Transfers In | 481,840 | 1,154,000 | 672,160 | 139.5% |
| Beginning Fund Balance | 7,193,200 | 7,900,000 | 706,800 | 9.8% |
| Total General Fund Resources | 19,467,310 | 21,145,500 | 1,678,190 | 8.6% |

General Fund Requirements



| General Fund Requirements | 2024-25 | 2025-26 | +/- | % |
|--|-------------------|-------------------|------------------|-------------|
| City Council | 27,420 | 57,830 | 30,410 | 110.9% |
| City Manager | 422,770 | 457,260 | 34,490 | 8.2% |
| Human Resources | 344,200 | 506,440 | 162,240 | 47.1% |
| Municipal Court | 136,780 | 152,700 | 15,920 | 11.6% |
| Finance | 995,407 | 1,071,170 | 75,763 | 7.6% |
| City Attorney | 89,000 | 112,500 | 23,500 | 26.4% |
| Community Development | 871,320 | 989,140 | 117,820 | 13.5% |
| City Hall | 82,101 | 73,980 | -8,121 | -9.9% |
| Non-Departmental - Unallocated | 1,214,955 | 1,150,592 | -64,363 | -5.3% |
| Fire | 2,992,870 | 3,198,830 | 205,960 | 6.9% |
| Police | 3,990,769 | 4,358,011 | 367,242 | 9.2% |
| Library | 727,510 | 836,715 | 109,205 | 15.0% |
| Transfer to Other Funds | 1,533,487 | 1,675,677 | 142,190 | 9.3% |
| Contingency | 6,038,721 | 6,504,655 | 465,934 | 7.7% |
| Total General Fund Requirements | 19,467,310 | 21,145,500 | 1,678,190 | 8.9% |



| General Fund Requirements | 2024-25 | 2025-26 | +/- | % |
|--|-------------------|-------------------|------------------|-------------|
| Personnel | 9,126,631 | 10,071,020 | 944,389 | 10.3% |
| Materials & Services | 2,623,511 | 2,894,148 | 270,637 | 10.3% |
| Transfers to Other Funds | 1,533,487 | 1,675,677 | 142,190 | 9.3% |
| Contingency | 6,183,681 | 6,504,655 | 320,974 | 5.2% |
| Total General Fund Requirements | 19,467,310 | 21,145,500 | 1,678,190 | 8.6% |

Personnel costs are increased by 10.35% in the general fund. Changes in Personnel costs include the elimination of the Plan Review Engineer position that was budgeted for in the prior year and an additional HR Specialist as well as the two part-time police cadets. This also includes increased compensation for Council, increases in health benefits and PERS rates, and COLAs and steps as identified in the CBAs.

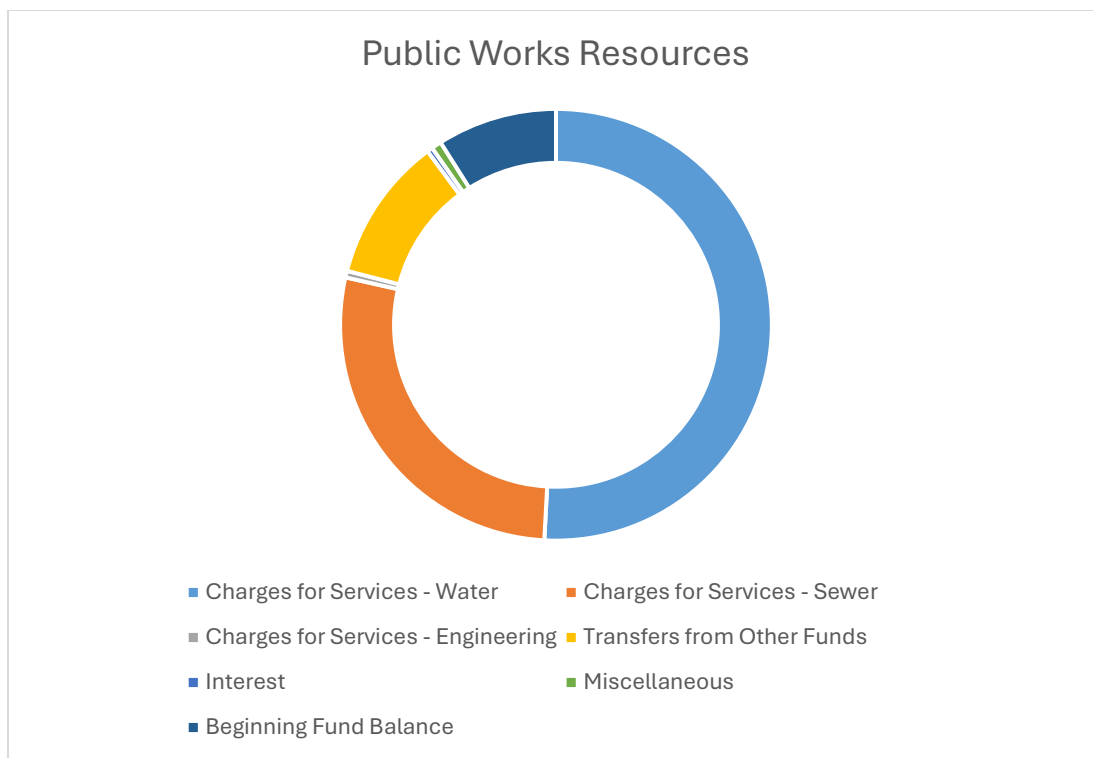
Materials and Services increased by 10.32%. This includes the possible increase in cost for the City Attorney's contract, setting up an additional workspace for a third HR staff member, additional shelving for records storage, professional services for planning review process improvement, additional funds for an Opening Day Collection at the Library and some additional expenses in the Library related to the larger building.

Transfers to Other Funds is increased by 9.27%, primarily restoring the prior level of funding to Parks Operations that was reduced in 2024-25.

PUBLIC WORKS OPERATIONS FUND (301)

The Public Works Operations Fund is the primary operations fund for utilities and infrastructure for the City. It includes Engineering, Shops & Yard, Streets, Sanitation, Sewer, Stormwater, and Water. Because the primary revenue stream for the fund is charges for services rather than property taxes, there is no need to carry a large ending fund balance.

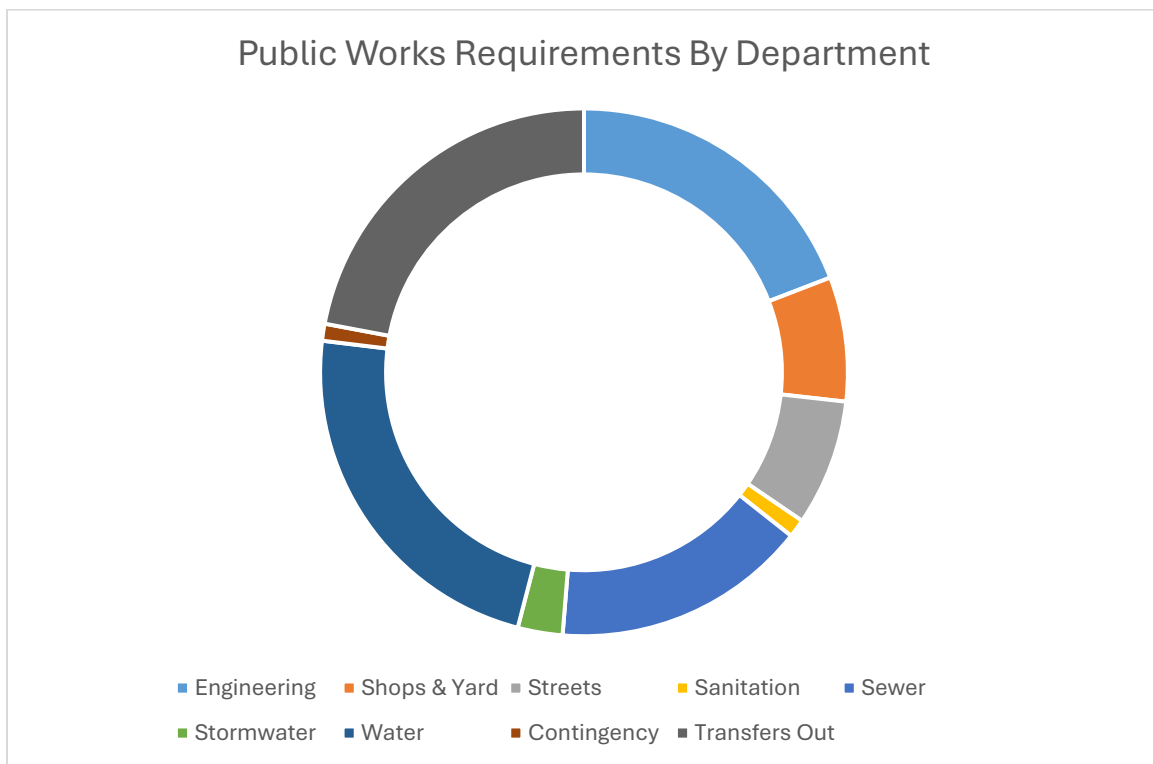
Public Works Operations Resources



| Public Works Resources | 2024-25 | 2025-26 | +/- | % |
|-------------------------------------|------------------|-------------------|----------------|-------------|
| Charges for Services - Water | 4,906,720 | 5,212,560 | 305,840 | 6.2% |
| Charges for Services - Sewer | 2,510,230 | 2,868,850 | 358,620 | 14.3% |
| Charges for Services - Engineering | 40,000 | 50,000 | 10,000 | 25.0% |
| Transfers from Other Funds | 1,044,440 | 1,094,800 | 50,360 | 4.8% |
| Interest | 62,500 | 42,000 | -20,500 | -32.8% |
| Miscellaneous | 75,000 | 75,000 | 0 | 0.0% |
| Beginning Fund Balance | 870,600 | 907,000 | 36,400 | 4.2% |
| Total Public Works Resources | 9,509,490 | 10,250,210 | 740,720 | 7.8% |

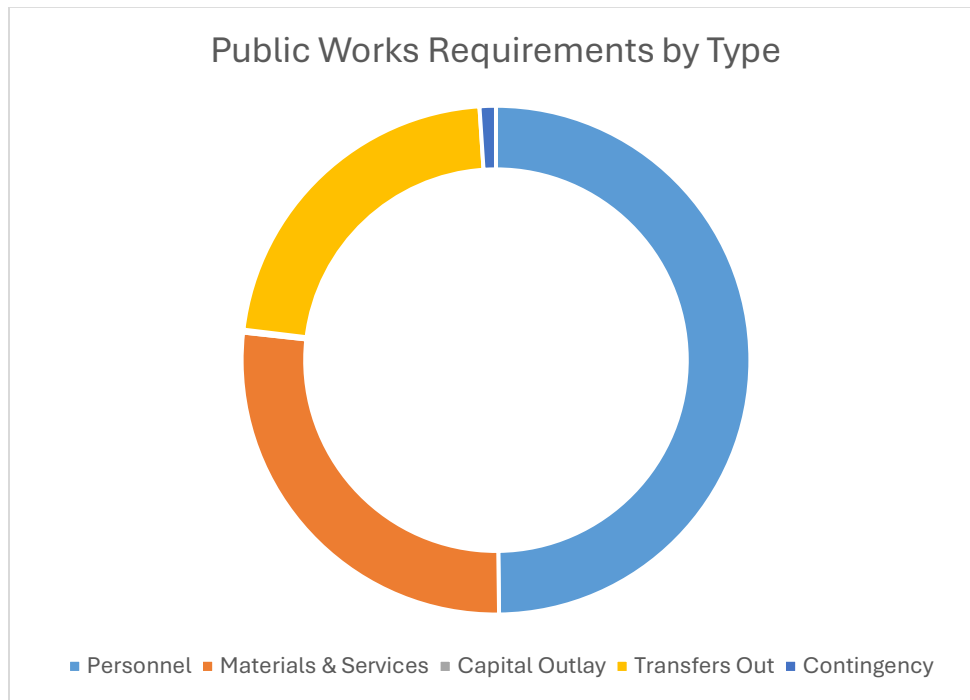
The proposed budget includes total resources of \$10,250,210, inclusive of the Beginning Fund Balance. The prior year's resources were \$9,509,490. This is an increase of \$740,720, or 7.8%. This is driven by operational requirements in fund 301 and the larger maintenance and repair projects in fund 176. Resources include a slightly higher beginning fund balance than the prior year, slightly increased transfers from other funds, and increased charges for services revenue.

Public Works Operations Requirements



| Public Works Requirements | 2024-25 | 2025-26 | +/- | % |
|--|------------------|-------------------|----------------|-------------|
| Engineering | 1,716,500 | 1,934,570 | 218,070 | 12.7% |
| Shops & Yard | 718,707 | 769,880 | 51,173 | 7.1% |
| Streets | 760,078 | 781,700 | 21,622 | 2.8% |
| Sanitation | 104,571 | 113,310 | 8,739 | 8.4% |
| Sewer | 1,534,135 | 1,581,640 | 47,505 | 3.1% |
| Stormwater | 300,463 | 277,390 | -23,073 | -7.7% |
| Water | 2,259,196 | 2,310,190 | 50,994 | 2.3% |
| Contingency | 197,060 | 229,540 | 32,480 | 16.5% |
| Transfers Out | 1,918,780 | 2,251,990 | 333,210 | 17.4% |
| Total Public Works Requirements | 9,509,490 | 10,250,210 | 740,720 | 7.8% |

Engineering shows an increase of 12.7%. This is primarily due to temporary additional staff assistance made necessary by several large infrastructure projects and several new development projects in process or scheduled to begin. Other incremental increases in other departments are primarily related to COLAs to comply with the current Collective Bargaining Agreement (CBA) and other small operational shifts due to cost increases for materials or services and utilities. Transfers out have increased by 17.4% due to a recalculation of the shared administrative costs coming out of the general fund, and to funds transferred to the Public Works Improvement Fund for landslide repairs. The shared administrative costs haven't been recalculated since 2018, and the cost of property and liability insurance, payroll, accounts payable, shared technology costs (network administration and website), HR, and administration have increased significantly in the last seven years.



| Public Works Requirements | 2024-25 | 2025-26 | +/- | % |
|--|------------------|-------------------|----------------|-------------|
| Personnel | 4,463,620 | 5,030,890 | 567,270 | 12.7% |
| Materials & Services | 2,816,930 | 2,719,290 | -97,640 | -3.5% |
| Capital Outlay | 113,100 | 18,500 | -94,600 | -83.6% |
| Transfers Out | 1,918,780 | 2,251,990 | 333,210 | 17.4% |
| Contingency | 197,060 | 229,540 | 32,480 | 16.5% |
| Total Public Works Requirements | 9,509,490 | 10,250,210 | 740,720 | 7.8% |

Personnel costs are increased by 12.7% in the Public Works Operations fund. This is primarily due to contracted temporary assistance for engineering for plan review for development and for several large infrastructure projects. This also includes increases in health benefits and PERS rates, and COLAs and steps as identified in the CBA and the most recent salary resolution.

Materials and Services has decreased by 3.5%. This is in part due to staff's efforts to control operating expenses to reduce the need for a higher rate increase. Capital Outlay is reduced by 83.6%. This is due in part to clarification of what size projects should be budgeted into the Public Works Improvement Fund (176) and in part to staff efforts to control costs and reduce the need for a higher rate increase. Capital outlay in the Public Works Improvement fund is also reduced this year, due to the need to repair infrastructure at the 27th & Grand landslide site.

Utility Rate Increase

Public Works operations costs have increased by 7.8% this year. The Budget Committee approved a 6% increase in Water and Sewer rates to maintain existing levels of service and maintenance in the face of increased operations costs. An additional burden this year comes from the need to repair infrastructure at the 27th & Grand landslide site and the draw on Engineering's capacity related to large development and infrastructure projects some of which have short timelines. City staff have already reduced their requested operations budget in 301 and have postponed certain Capital equipment purchases and will continue to seek operational efficiencies to absorb the additional costs above the 6% increase.

A 6% rate increase would impact rates as follows:

Water base rate + 7500 gallons would increase from **\$56.50** per month to **\$59.89**.

Sewer base rate + 7500 gallons would increase from **\$56.46** per month to **\$59.85**.

CSO Surcharge for the same usage would increase from **\$54.77** per month to **\$58.06**.

Total: \$177.80

| Regular Full-Time Positions | | | | | 2025-26 |
|--------------------------------------|-----------|-----------|-----------|-----------|-----------|
| Budgeted by Department | 2021-22 | 2022-23 | 2023-24 | 2024-25 | Proposed |
| City Administration | | | | | |
| City Manager | 1 | 1 | 1 | 1 | 1 |
| Exec. Asst/Asst to City Mgr | 1 | 1 | 1 | 1 | 1 |
| HR Manager | 1 | 1 | - | - | - |
| Total City Administration | 3 | 3 | 2 | 2 | 2 |
| Human Resources | | | | | |
| HR Director | - | - | 1 | 1 | 1 |
| HR Specialist | - | - | - | 1 | 2 |
| Total Human Resources | 0 | 0 | 1 | 2 | 3 |
| Finance | | | | | |
| Finance Director | 1 | 1 | 1 | 1 | 1 |
| Assistant Finance Director | - | - | 1 | 1 | 1 |
| Financial Reporting Manager | 1 | 1 | 1 | - | - |
| Accountant/Senior Accountant | 2 | 2 | 2 | 3 | 3 |
| Accounting Clerk | 3 | 3 | 2 | 2 | 2 |
| Total Finance | 7 | 7 | 7 | 7 | 7 |
| Community Development | | | | | |
| Community Development Director | 1 | 1 | 1 | 1 | 1 |
| City Planner | 1 | 1 | 1 | 1 | 1 |
| Associate Planner | 1 | 1 | 1 | 1 | 1 |
| Building Official | 1 | 1 | 1 | 1 | 1 |
| Permit Technician | 1 | 1 | 1 | 1 | 1 |
| Code Compliance Specialist | - | - | 1 | 1 | 1 |
| Administrative Assistant | 1 | 1 | 1 | 1 | 1 |
| Total Community Development | 6 | 6 | 7 | 7 | 7 |
| Fire | | | | | |
| Fire Chief | 1 | 1 | 1 | 1 | 1 |
| Deputy Chief - Operations & Training | 1 | 1 | 1 | 1 | 1 |
| Deputy Chief - Fire Marshal & Emerge | 1 | 1 | 1 | 1 | 1 |
| Lietuenant | 3 | 3 | 3 | 3 | 3 |
| Firefighter/Engineer | 6 | 6 | 6 | 6 | 6 |
| Total Fire | 12 | 12 | 12 | 12 | 12 |
| Police | | | | | |
| Patrol | | | | | |
| Chief of Police | 1 | 1 | 1 | 1 | 1 |
| Deputy Chief of Police | 1 | 1 | 1 | 1 | 1 |
| Sergeant | 3 | 3 | 4 | 4 | 4 |
| Police Officer/Senior Police Officer | 12 | 13 | 12 | 12 | 12 |
| Patrol | 17 | 18 | 18 | 18 | 18 |

| Regular Full-Time Positions | | | | | 2025-26 |
|--|-----------------------|-----------------------|-----------------------|-----------------------|------------------------|
| Budgeted by Department | <u>2021-22</u> | <u>2022-23</u> | <u>2023-24</u> | <u>2024-25</u> | <i>Proposed</i> |
| <i>Records</i> | | | | | |
| Administrative Services Manager | 1 | 1 | 1 | 1 | 1 |
| Records Specialist/Senior Records Manager | 2 | 2 | 2 | 2 | 2 |
| Records | 3 | 3 | 3 | 3 | 3 |
| <i>Emergency Communications</i> | | | | | |
| Emergency Communications Manager | 1 | 1 | 1 | 1 | 1 |
| Operations Supervisor | 1 | 1 | 1 | 1 | 1 |
| Communications Oper/Senior Communicator | 9 | 9 | 9 | 9 | 9 |
| Emergency Communications FTE | 11 | 11 | 11 | 11 | 11 |
| Total Police | 31 | 32 | 32 | 32 | 32 |
| <i>Library</i> | | | | | |
| Library Director | 1 | 1 | 1 | 1 | 1 |
| Library Assistant/Senior Library Assistant | 3 | 3 | 3 | 3 | 3 |
| Total Library | 4 | 4 | 4 | 4 | 4 |
| <i>Parks & Recreation</i> | | | | | |
| <i>Aquatics</i> | | | | | |
| Aquatic Center Supervisor | 1 | - | 1 | 1 | 1 |
| Recreation Coordinator | 1 | 1 | 1 | 1 | 0 |
| Head Lifeguard | - | 3 | 3 | 3 | 3 |
| Aquatics | 2 | 4 | 5 | 5 | 4 |
| <i>Recreation</i> | | | | | |
| Parks Director | 1 | 1 | 1 | 1 | 1 |
| Recreation Manager | 1 | - | 1 | 1 | 1 |
| Recreation and Aquatics Supervisor | - | 1 | - | - | - |
| Recreation Coordinator | 2 | 2 | 2 | 2 | 2 |
| Administrative Assistant | 1 | 1 | 1 | 1 | 1 |
| Recreation | 5 | 5 | 5 | 5 | 5 |
| <i>Parks Maintenance</i> | | | | | |
| Parks Maintenance Supervisor | 1 | 1 | - | - | - |
| Parks Grounds Coordinator | 1 | 1 | 1 | 1 | 1 |
| Parks Facilities Coordinator | 1 | 1 | 1 | 1 | 1 |
| Tourist Facilities and Parks Coordinator | 1 | 1 | 1 | 1 | 1 |
| Parks & Public Sites Maintenance Coordinator | - | - | 2 | 2 | 2 |
| Parks Maintenance | 4 | 4 | 5 | 5 | 5 |
| Total Parks | 11 | 13 | 15 | 15 | 14 |

| Regular Full-Time Positions | | | | | 2025-26 |
|--|----------------|----------------|----------------|----------------|-----------------|
| Budgeted by Department | 2021-22 | 2022-23 | 2023-24 | 2024-25 | Proposed |
| Public Works | | | | | |
| Administration/Engineering | | | | | |
| Public Works Director | 1 | 1 | 1 | 1 | 1 |
| Administrative Assistant/Management | 1 | 1 | 1 | 1 | 1 |
| City Engineer | 1 | 1 | 1 | 1 | 1 |
| Assistant City Engineer | 1 | 1 | 1 | 1 | 1 |
| Project Engineer | 1 | 1 | 1 | 1 | 1 |
| Senior GIS Specialist/GIS Administrator | 1 | 1 | 1 | 1 | 1 |
| Engineering Tech/Senior Engineering | 2 | 2 | 2 | 2 | 2 |
| Engineering Admin Asst/Engineering | 1 | 1 | 1 | 1 | 1 |
| Special Projects Coordinator | - | - | - | - | 1 |
| Admin/Engineering | 9 | 9 | 9 | 9 | 10 |
| Operations | | | | | |
| Internal Operations Manager | 1 | 1 | 1 | 1 | 1 |
| Field Operations Manager | 1 | 1 | 1 | 1 | 1 |
| Equipment Maintenance Supervisor | 1 | 1 | 1 | 1 | 1 |
| Equipment Servicer/Mechanic I/II | 2 | 2 | 3 | 3 | 3 |
| Stores Supervisor | 1 | 1 | 1 | 1 | 1 |
| Administrative Assistant | 1 | 1 | 1 | 1 | 1 |
| Water Quality Supervisor | 1 | 1 | 1 | 1 | 1 |
| Water Quality Technician | 1 | 1 | 1 | 1 | 1 |
| Water Source Operator | 1 | 1 | 1 | 1 | 1 |
| Wastewater Supervisor/Interim Wastewater | 1 | 1 | 1 | 1 | 1 |
| Wastewater Operator | 1 | 1 | 1 | 1 | 1 |
| Sweeper Operator | 1 | 1 | 1 | 1 | 1 |
| Maintenance Tech/Senior Building Maintenance | 1 | 1 | 1 | 1 | 1 |
| Maintenance Tech/Senior Maintenance | 1 | 1 | 1 | 1 | 1 |
| Utility Worker I/II/Senior Utility Worker | 8 | 8 | 8 | 8 | 8 |
| Machine Mower/Utility Worker I | - | - | - | 1 | 1 |
| Operations | 23 | 23 | 24 | 25 | 25 |
| Total Public Works | 32 | 32 | 33 | 34 | 35 |
| Regular Full Time Positions | | | | | |
| City Wide Total | 106 | 109 | 113 | 115 | 116 |

Oregon State Budget Law requires budgets include the Full Time Equivalent (FTE) for each fund. Those numbers are visible in the summary worksheets for each fund. FTE includes regular full time positions and the full time equivalent of all part time, seasonal, temporary, and overtime hours worked. The 2025-26 FY Budget includes 116 regular full time employees and estimated additional FTE of 15.98.

| 2025-26 Capital Outlay | | |
|--|------|------------------------|
| Department/Description | Fund | Budgeted Amount |
| Administrative Services | | |
| Vehicle - trainings, conferences, code compliance | 102 | 30,397 |
| Cyber security upgrades and backup connectivity | 102 | 14,150 |
| Community Development/Building | | |
| Vehicle - building official | | 30,397 |
| Emergency Communications | | |
| Eventide auto recorder - backup | 132 | 85,541 |
| CAD to CAD connection with metro area joint CAD systems | 132 | 30,831 |
| Rugged laptops for mobility in emergencies (3) | 132 | 10,000 |
| Finance | | |
| Municipal accounting software | 102 | 105,000 |
| Cyber security project | 102 | 145,000 ⁽¹⁾ |
| Fire | | |
| <i>Breathing air system</i> | 102 | 185,000 ⁽²⁾ |
| LUCAS CPR device | 102 | 30,000 |
| Grind & resurface blacktop around Public Safety building | 102 | 40,000 |
| Parks | | |
| Playground equipment - Lindstrom and Children's parks | 158 | 10,000 ⁽³⁾ |
| Lawn mowers (2) | 158 | 25,000 |
| Master parks plan | 146 | 84,000 ⁽⁴⁾ |
| Camera system upgrade | 158 | 9,045 |
| Police | | |
| Dell ruggedized computers (9) | 102 | 35,938 |
| New patrol vehicle | 102 | 80,000 |
| Public Works | | |
| Vehicle lifts | 301 | 14,000 |
| Shops access gate improvements | 176 | 16,000 |
| CCTV inspection camera, sewer | 176 | 88,510 |

2025-26 Capital Outlay

| Department/Description | | Budgeted Amount |
|---|-----|--------------------------|
| Library | | |
| Renovated library building, furniture, equipment | 191 | 2,564,300 ⁽⁵⁾ |
| (1) Cyber Security grant from Oregon Emergency Management: awarded | | 145,000 |
| (2) Assistant to Firefighters Grant (AFG): applied | | 175,750 |
| (3) Grants from Ford Family Foundation (\$5,000) and Pacific Power(\$2,000): will apply | | 7,000 |
| (4) Local Government Grant (LGG) from Oregon Parks and Recreation: awarded | | 50,000 |
| (5) Grant from National Endowment for Humanities: awarded | | 500,000 |

2025-26 Budgeted Infrastructure Improvements

| Department/Description | Fund (s) | Budgeted Amount | Expected Completion |
|---|---------------|-----------------|---------------------|
| Water | | | |
| 16th Street Water Distribution Project* | 196, 130, 176 | 2,076,526 | Dec 2025 |
| Pipeline Road Waterline Resilience Project* | 197 | 1,092,551 | Nov 2025 |
| Slow Sand Filter - sand replacement** | 178 | 2,000,000 | Jun 2027 |
| Landslide Repair (27th & Grand) | 102, 176 | 180,000 | Oct 2025 |
| Waste Water | | | |
| Sewage Lift Station Rehabilitation Project | 148 | 3,589,909 | Nov 2026 |
| Wastewater Treatment Plant Improvement Project* | 150 | 8,268,595 | Aug 2026 |
| Landslide Repair (27th & Grand) | 102, 176 | 320,000 | Oct 2025 |
| Storm/CSO | | | |
| CSO Monitor Replacement | 176 | 150,000 | Dec 2028 |
| Streets | | | |
| 2025 Paving Project | 170 | 700,000 | Dec 2025 |
| Coxcomb Guardrail Repair | 170 | 35,000 | Oct 2025 |
| 15th & Marine ADA Ramp | 170 | 50,000 | Oct 2025 |
| 16th Street R/R Crossing | 170 | 40,000 | Jun 2026 |
| Trestles, Tracks, Bank Stabilization | | | |
| Trestle repair project | 410 | 625,000 | 2025-26 |
| Riverwalk, trestles, track - striping & maintenance | 410 | 40,000 | 2025-26 |
| Forest Management | | | |
| 5 Year carbon credit verification & inventory | 102 | 240,000 | 2025-26 |

* Due to mandatory timelines for use of ARPA funding, those projects may be prioritized if limitations in staff capacity makes it necessary to push some infrastructure projects to the following fiscal year

** Project cost not yet established. Still sourcing sand.



BUDGET SECTION

Year Beginning July 1, 2025

| Fund | Personal Services | Materials and Services | Capital Outlay | Transfers to Other Funds | Debt Service | Special Payments | Contingency | Total Expenditures | Ending Fund Balance | Total Requirements |
|--|-------------------|------------------------|----------------|--------------------------|--------------|------------------|-------------|--------------------|---------------------|--------------------|
| 001 General Fund (by department): | | | | | | | | | | |
| City Council | 33,840 | 23,990 | | | | | | 57,830 | | 57,830 |
| City Manager | 427,930 | 29,330 | | | | | | 457,260 | | 457,260 |
| Human Resources | 423,640 | 82,800 | | | | | | 506,440 | | 506,440 |
| Municipal Court | 83,100 | 69,600 | | | | | | 152,700 | | 152,700 |
| Finance | 876,140 | 195,030 | | | | | | 1,071,170 | | 1,071,170 |
| City Attorney | | 112,500 | | | | | | 112,500 | | 112,500 |
| Community Development | 776,190 | 212,950 | | | | | | 989,140 | | 989,140 |
| City Hall | 10,530 | 63,450 | | | | | | 73,980 | | 73,980 |
| Non-Departmental - Unallocated | 1,390 | 1,149,202 | | 1,675,677 | | | | 2,826,269 | | 2,826,269 |
| Fire | 2,825,250 | 373,580 | | | | | | 3,198,830 | | 3,198,830 |
| Police | 3,988,690 | 369,321 | | | | | | 4,358,011 | | 4,358,011 |
| Library | 624,320 | 212,395 | | | | | | 836,715 | | 836,715 |
| Other | - | - | - | - | - | - | 6,504,655 | 6,504,655 | - | 6,504,655 |
| Total General Fund | 10,071,020 | 2,894,148 | - | 1,675,677 | - | - | 6,504,655 | 21,145,500 | - | 21,145,500 |
| 102 Capital Improvement | | 502,000 | 612,400 | | | | 200,000 | 1,314,400 | 1,644,800 | 2,959,200 |
| 104 Unemployment | | 56,500 | | | | | 0 | 56,500 | | 56,500 |
| 122 Revolving Loan | | 230,600 | | | | | 64,380 | 294,980 | 0 | 294,980 |
| 128 Building Inspection | 615,970 | 40,200 | 30,500 | 189,000 | | | 200,000 | 1,075,670 | 687,430 | 1,763,100 |
| 130 American Rescue Plan (ARP) | | | 330,400 | | | | 0 | 330,400 | | 330,400 |
| 132 Emergency Communications | 1,958,420 | 504,074 | 144,480 | 77,000 | | | 120,000 | 2,803,974 | 22,386 | 2,826,360 |
| 136 Special Police Projects | 0 | 54,130 | | | | | 0 | 54,130 | | 54,130 |
| 140 Astor West Area Special Projects | | 300,000 | 403,500 | | | | 0 | 703,500 | | 703,500 |
| 146 Parks Project | | 20,000 | 85,000 | | | | 0 | 105,000 | 73,333 | 178,333 |
| 148 Maritime Memorial | | 10,000 | | | | | 5,000 | 15,000 | 10,600 | 25,600 |
| 158 Parks Operation (by department): | | | | | | | | | | |
| Aquatics | 634,360 | 316,345 | | | | | | 950,705 | | 950,705 |
| Recreation/Administration | 768,670 | 165,685 | 20,000 | 142,700 | | | | 1,097,055 | | 1,097,055 |
| Maintenance | 547,970 | 161,050 | 35,000 | | | | | 744,020 | | 744,020 |
| Other | - | - | - | - | - | - | 75,000 | 75,000 | 1,174,420 | 1,249,420 |
| 160 Water SDC Reimbursement | | | | | | | 24,600 | 24,600 | | 24,600 |
| 161 Water SDC Improvement | | | | | | | 130,045 | 130,045 | | 130,045 |
| 162 Sewer SDC Reimbursement | | | | | | | 22,100 | 22,100 | | 22,100 |
| 163 Sewer SDC Improvement | | | | | | | 3,670 | 3,670 | | 3,670 |
| 164 Storm Water SDC Reimbursement | | | | | | | 46,100 | 46,100 | | 46,100 |
| 165 Storm Water SDC Improvement | | | | | | | 41,080 | 41,080 | | 41,080 |
| 166 Transportation SDC Reimbursement | | | | | | | - | - | | - |
| 167 Transportation SDC Improvement | | | | | | | 353,600 | 353,600 | | 353,600 |
| 168 Parks SDC Reimbursement | | | | | | | 2,020 | 2,020 | | 2,020 |
| 169 Parks SDC Improvement | | | | | | | 17,040 | 17,040 | | 17,040 |
| 170 Astoria Road District | | 75,000 | 805,000 | 63,100 | | | 200,000 | 1,143,100 | 463,300 | 1,606,400 |
| 172 State Tax Street | | | | 1,159,800 | | | 150,000 | 1,309,800 | 103,885 | 1,413,685 |
| 174 Highway Right of Way Reserve | | | | | | | 31,430 | 31,430 | | 31,430 |
| 176 Public Works Improvement | | 2,010,000 | 104,000 | 200,000 | 554,550 | | 225,330 | 3,093,880 | | 3,093,880 |
| 178 Public Works Capital Reserve | | | 2,000,000 | | | | 157,000 | 2,157,000 | | 2,157,000 |
| 191 Library Bond Construction | | | 2,509,300 | | | | - | 2,509,300 | - | 2,509,300 |
| 194 Wastewater Lift Station Rehab | | 384,909 | 3,205,000 | | | | - | 3,589,909 | | 3,589,909 |
| 195 WWTP Improvement Project | | | 8,268,595 | | | | - | 8,268,595 | | 8,268,595 |
| 196 16th St Water Distribution Project | | | 2,076,526 | | | | | 2,076,526 | | 2,076,526 |
| 197 Pipeline Rd Waterline Resilience Project | | | 1,092,551 | | | | | 1,092,551 | | 1,092,551 |
| 250 Local Improvement Debt Service | | | | | | | | - | | - |

| Fund | Personal Services | Materials and Services | Capital Outlay | Transfers to Other Funds | Debt Service | Special Payments | Contingency | Total Expenditures | Ending Fund Balance | Total Requirements |
|--|-------------------|------------------------|-------------------|--------------------------|------------------|------------------|------------------|--------------------|---------------------|--------------------|
| 261 Library Bond Debt Service Fund | | | | | 607,768 | | | 607,768 | | 607,768 |
| 270 CSO Debt Service | | 30,000 | | 300,000 | 1,767,864 | | 100,000 | 2,197,864 | 910,331 | 3,108,195 |
| 301 Public Works (by department): | | | | | | | | | | |
| Engineering | 1,738,110 | 196,460 | | | | | | 1,934,570 | | 1,934,570 |
| Shop and Yard | 524,730 | 239,150 | 6,000 | | | | | 769,880 | | 769,880 |
| Streets | 396,600 | 385,100 | | | | | | 781,700 | | 781,700 |
| Sanitation | 65,510 | 47,800 | | | | | | 113,310 | | 113,310 |
| Sewer | 819,990 | 749,150 | 12,500 | 1,075,995 | | | | 2,657,635 | | 2,657,635 |
| Stormwater | 136,990 | 140,400 | | | | | | 277,390 | | 277,390 |
| Water | 1,348,960 | 961,230 | | 1,175,995 | | | | 3,486,185 | | 3,486,185 |
| Other | - | - | - | - | - | - | 229,540 | 229,540 | - | 229,540 |
| Total Public Works | 5,030,890 | 2,719,290 | 18,500 | 2,251,990 | - | - | 229,540 | 10,250,210 | - | 10,250,210 |
| 325 Cemetery | 128,590 | 34,295 | 15,000 | | | | 100,000 | 277,885 | 361,415 | 639,300 |
| 330 17th Street Dock | 32,930 | 151,500 | 300,000 | 140,000 | 119,000 | | 140,665 | 884,095 | - | 884,095 |
| 401 Aquatic Facility Trust | | 15,220 | | | | | | 15,220 | 0 | 15,220 |
| 403 Astoria Public Library Endowment | | 42,180 | | | | | | 42,180 | 111,920 | 154,100 |
| 408 Cemetery Irreducible | | | | 36,000 | | | | 36,000 | 1,070,400 | 1,106,400 |
| 410 Promote Astoria | 143,420 | 1,040,103 | 685,000 | 506,500 | | | 200,000 | 2,575,023 | 787,977 | 3,363,000 |
| 412 Logan Memorial Library | | | | | | | | - | | - |
| 414 Library Renovation | | | 14,320 | | | | | 14,320 | | 14,320 |
| 415 Custodial | - | - | - | | - | - | - | - | - | - |
| TOTAL ALL FUNDS | 19,932,240 | 11,757,229 | 22,755,072 | 6,741,767 | 3,049,182 | - | 9,343,255 | 73,578,745 | 7,422,197 | 81,000,942 |



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GENERAL FUND

FUND: #001 General

Purpose

The General Fund is the primary operational fund for the government functions of the City of Astoria.

Scope

This fund includes the following departments and sub funds:

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

In Fiscal Year 2024-25, the General Fund will receive about 38% of its revenue from Property tax, 6% from Franchise Fees, 15.1% from non-Ad Valorem Taxes, 37.5% from the Beginning Fund Balance, and the remainder from licenses, permits, fees, court fines, and interest.

Personnel

Positions will be listed on the cover sheet for each department.

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 7/1/25 - 6/30/26</u> | | | |
|-------------------------------------|-------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Resources and Requirements | Budget Officer | Budget Committee | Governing Body |
| Resources | | | | | | |
| 8,587,121 | 9,036,919 | 7,193,200 | Beginning Fund Balance | 7,900,000 | 7,900,000 | 7,900,000 |
| 146,875 | 145,344 | 110,000 | Delinquent Ad Valorem Taxes | 113,000 | 113,000 | 113,000 |
| 3,102,165 | 3,273,298 | 3,089,760 | Non Ad Valorem Taxes | 3,194,500 | 3,194,500 | 3,194,500 |
| 31,085 | 24,643 | 26,500 | Licenses and Permits | 18,000 | 18,000 | 18,000 |
| 389,681 | 402,574 | 334,410 | Charges for Services | 375,000 | 375,000 | 375,000 |
| 102,894 | 110,978 | 105,100 | Fines and Forfeits | 100,000 | 100,000 | 100,000 |
| 37,556 | - | - | Grant Funded Projects | - | - | - |
| 272,134 | 453,768 | 320,000 | Interest Earnings | 280,000 | 280,000 | 280,000 |
| | | | Transfers from Other Funds: | | | |
| 414,600 | 414,600 | 414,600 | Public Works Fund | 745,300 | 745,300 | 745,300 |
| 30,000 | 30,000 | 30,000 | Emergency Communication Fund | 77,000 | 77,000 | 77,000 |
| 20,800 | 20,800 | 20,800 | Building Inspection Fund | 189,000 | 189,000 | 189,000 |
| 22,000 | 22,000 | - | Local Improvement Debt Service Fund | - | - | - |
| - | - | 1,440 | Close Out Funds | - | - | - |
| 15,000 | 15,000 | 15,000 | Parks Operations | 142,700 | 142,700 | 142,700 |
| 69,966 | 110,365 | 72,500 | Miscellaneous | 61,000 | 61,000 | 61,000 |
| 13,241,877 | 14,060,289 | 11,733,310 | Sub-Total Resources | 13,195,500 | 13,195,500 | 13,195,500 |
| 7,708,737 | 7,885,555 | 7,734,000 | Current Ad Valorem Taxes | 7,950,000 | 7,950,000 | 7,950,000 |
| 20,950,614 | 21,945,844 | 19,467,310 | Total Resources | 21,145,500 | 21,145,500 | 21,145,500 |
| Requirements (by department) | | | | | | |
| 16,996 | 15,566 | 27,420 | City Council | 57,830 | 57,830 | 57,830 |
| 508,665 | 424,112 | 422,770 | City Manager | 457,260 | 457,260 | 457,260 |
| - | 193,006 | 344,200 | Human Resources | 506,440 | 506,440 | 506,440 |
| 114,315 | 114,321 | 136,780 | Municipal Court | 152,700 | 152,700 | 152,700 |
| 807,829 | 997,717 | 995,407 | Finance | 1,071,170 | 1,071,170 | 1,071,170 |
| 102,275 | 88,097 | 89,000 | City Attorney | 112,500 | 112,500 | 112,500 |
| 553,676 | 643,124 | 871,320 | Community Development | 989,140 | 989,140 | 989,140 |
| 57,832 | 53,768 | 82,101 | City Hall | 73,980 | 73,980 | 73,980 |
| 863,971 | 852,462 | 1,214,955 | Non-Departmental - Unallocated | 1,150,592 | 1,150,592 | 1,150,592 |
| 2,414,098 | 2,566,152 | 2,992,870 | Fire | 3,198,830 | 3,198,830 | 3,198,830 |
| 3,310,076 | 3,539,628 | 3,990,769 | Police | 4,358,011 | 4,358,011 | 4,358,011 |
| 554,180 | 665,121 | 727,510 | Library | 836,715 | 836,715 | 836,715 |
| 9,303,913 | 10,153,074 | 11,895,102 | | 12,965,168 | 12,965,168 | 12,965,168 |
| Transfer to Other Funds | | | | | | |
| 6,000 | - | - | Unemployment Trust | - | - | - |
| 451,930 | 459,459 | 457,087 | Emergency Communications Fund | 464,177 | 464,177 | 464,177 |
| 1,178,510 | 1,198,760 | 1,035,000 | Parks Operation Fund | 1,151,500 | 1,151,500 | 1,151,500 |
| 650 | 315 | 10,000 | UAP Transfer to Public Works Fund | 30,000 | 30,000 | 30,000 |
| 1,400 | 1,400 | 1,400 | Special Police Projects Fund | - | - | - |
| 675,139 | - | - | Special Community Projects - Astor West Ar | - | - | - |
| 1,000,000 | - | - | Capital Improvement Fund | - | - | - |
| 30,000 | 30,000 | 30,000 | Public Works - Landfill Monitoring | 30,000 | 30,000 | 30,000 |
| 3,343,629 | 1,689,934 | 1,533,487 | Total Transfer to Other Funds | 1,675,677 | 1,675,677 | 1,675,677 |
| - | - | 6,038,721 | Contingency | 6,504,655 | 6,504,655 | 6,504,655 |
| 12,647,542 | 11,843,008 | 19,467,310 | Total Expenditures | 21,145,500 | 21,145,500 | 21,145,500 |
| 8,303,072 | 10,102,836 | - | Ending Fund Balance | - | - | - |
| 20,950,614 | 21,945,844 | 19,467,310 | Total Requirements | 21,145,500 | 21,145,500 | 21,145,500 |

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

| | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|----------------------------------|-------------|-----------------------|--|----------------------------------|------------------------------------|---------------------------------|
| <u>Historical Data</u> | | <u>Adopted Budget</u> | | Proposed by Budget Officer | Approved by Budget Committee | Adopted by Governing Body |
| <u>Actual Data</u> | | | | | | |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Resources and Requirements | | | |
| <u>Personnel Services:</u> | | | | | | |
| 4,410 | 4,427 | 4,430 | City Council | 33,840 | 33,840 | 33,840 |
| 445,588 | 411,874 | 397,930 | City Manager | 427,930 | 427,930 | 427,930 |
| - | 186,507 | 268,760 | Human Resources | 423,640 | 423,640 | 423,640 |
| 57,221 | 56,434 | 71,680 | Municipal Court | 83,100 | 83,100 | 83,100 |
| 628,013 | 834,499 | 830,570 | Finance | 876,140 | 876,140 | 876,140 |
| 388,300 | 490,449 | 723,870 | Community Development | 776,190 | 776,190 | 776,190 |
| 11,089 | 4,383 | 15,791 | City Hall | 10,530 | 10,530 | 10,530 |
| 199 | 729 | 1,320 | Non-Departmental - Unallocated | 1,390 | 1,390 | 1,390 |
| 2,153,465 | 2,277,377 | 2,622,290 | Fire | 2,825,250 | 2,825,250 | 2,825,250 |
| 3,037,841 | 3,220,551 | 3,620,690 | Police | 3,988,690 | 3,988,690 | 3,988,690 |
| 386,846 | 511,959 | 569,300 | Library | 624,320 | 624,320 | 624,320 |
| 7,112,972 | 7,999,189 | 9,126,631 | Total Personnel Services | 10,071,020 | 10,071,020 | 10,071,020 |
| <u>Materials & Services:</u> | | | | | | |
| 12,586 | 11,139 | 22,990 | City Council | 23,990 | 23,990 | 23,990 |
| 63,077 | 12,238 | 24,840 | City Manager | 29,330 | 29,330 | 29,330 |
| - | 6,499 | 75,440 | Human Resources | 82,800 | 82,800 | 82,800 |
| 57,094 | 57,887 | 65,100 | Municipal Court | 69,600 | 69,600 | 69,600 |
| 179,816 | 163,218 | 164,837 | Finance | 195,030 | 195,030 | 195,030 |
| 102,275 | 88,097 | 89,000 | City Attorney | 112,500 | 112,500 | 112,500 |
| 165,376 | 152,675 | 147,450 | Community Development | 212,950 | 212,950 | 212,950 |
| 46,743 | 49,385 | 66,310 | City Hall | 63,450 | 63,450 | 63,450 |
| 863,971 | 851,733 | 1,213,635 | Non-Departmental - Unallocated | 1,149,202 | 1,149,202 | 1,149,202 |
| 260,633 | 288,775 | 370,580 | Fire | 373,580 | 373,580 | 373,580 |
| 272,235 | 319,077 | 370,079 | Police | 369,321 | 369,321 | 369,321 |
| 167,334 | 153,162 | 158,210 | Library | 212,395 | 212,395 | 212,395 |
| 2,191,140 | 2,153,885 | 2,768,471 | Total Materials & Services | 2,894,148 | 2,894,148 | 2,894,148 |

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

| | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|------------------------|-------------------|-----------------------|--|----------------------------------|------------------------------------|---------------------------------|
| <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 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | | | |
| | | | <u>Transfer to Other Funds:</u> | | | |
| 6,000 | - | - | Unemployment Trust | - | - | - |
| 451,930 | 459,459 | 457,087 | Emergency Communications Fund | 464,177 | 464,177 | 464,177 |
| 1,178,510 | 1,198,760 | 1,035,000 | Parks Operation Fund | 1,151,500 | 1,151,500 | 1,151,500 |
| 650 | 315 | 10,000 | UAP Transfer to Public Works Fund | 30,000 | 30,000 | 30,000 |
| 1,400 | 1,400 | 1,400 | Special Police Projects Fund | - | - | - |
| 675,139 | - | - | Special Community Projects - Astor West Area | - | - | - |
| 1,000,000 | - | - | Capital Improvement Fund | - | - | - |
| 30,000 | 30,000 | 30,000 | Public Works - Landfill Monitoring | 30,000 | 30,000 | 30,000 |
| 3,343,629 | 1,689,934 | 1,533,487 | Total Transfer to Other Funds | 1,675,677 | 1,675,677 | 1,675,677 |
| - | - | 6,038,721 | Contingency | 6,504,655 | 6,504,655 | 6,504,655 |
| <u>12,647,741</u> | <u>11,843,008</u> | <u>19,467,310</u> | Total Expenditures | <u>21,145,500</u> | <u>21,145,500</u> | <u>21,145,500</u> |

Department: #1000 City Council

Purpose

The City Council serves the citizens of Astoria by adopting Ordinances, making strategic and policy decisions and planning for the future of the City.

Scope

The fund supports the activities of the Mayor and four Councilors who comprise the City Council. The Council is the policy making body for the City of Astoria. Members of the Council serve as Council representatives on many boards and commissions of the City and of other local and regional governments and organizations. The Council adopts the budget and appropriates funds, hears land use appeals, and approves updates to the Astoria Development Code and Municipal Code. The Council also sets strategic priorities and goals for the city organization.

Personnel

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.

Members of Council:

| <u>Name</u> | <u>Position</u> | <u>Term Expires</u> |
|--------------------|--------------------|---------------------|
| Sean Fitzpatrick | Mayor | 12/31/2026 |
| Andrew Davis | Councilor - Ward 1 | 12/31/2026 |
| Andrea Mazzearella | Councilor - Ward 2 | 12/31/2028 |
| Elisabeth Adams | Councilor - Ward 3 | 12/31/2026 |
| Vance Lump | Councilor - Ward 4 | 12/31/2028 |

New this year

An amendment to the City Charter was passed to update how the compensation for the Council is established. The citizen volunteer members of the budget committee now set the compensation for Council.

City of Astoria, Oregon
Budget Document
General

Expenditures (by department)
CITY COUNCIL # 1000

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|------------------------|-------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Resources and Requirements | Budget Officer | Budget Committee | Governing Body |
| | | | Personnel Services: | | | |
| 4,080 | 4,080 | 4,080 | Regular Salaries | 31,200 | 31,200 | 31,200 |
| 311 | 311 | 330 | Payroll Taxes | 2,520 | 2,520 | 2,520 |
| 19 | 36 | 20 | Workers' Compensation | 120 | 120 | 120 |
| 4,410 | 4,427 | 4,430 | Total Personnel Services | 33,840 | 33,840 | 33,840 |
| - | - | - | FTEs | - | - | - |
| | | | Materials and Services: | | | |
| 1,261 | 193 | 500 | Office Supplies | 500 | 500 | 500 |
| 2,910 | 4,065 | 1,200 | Operating Supplies | 4,200 | 4,200 | 4,200 |
| 5,945 | 3,448 | 8,500 | Conferences, Meetings & Travel | 9,500 | 9,500 | 9,500 |
| - | - | 7,000 | Professional Services | 5,000 | 5,000 | 5,000 |
| 139 | 880 | 660 | Memberships & Dues | 660 | 660 | 660 |
| - | 2,553 | 3,000 | Communications | 3,000 | 3,000 | 3,000 |
| 2,331 | - | 2,130 | Miscellaneous | 1,130 | 1,130 | 1,130 |
| 12,586 | 11,139 | 22,990 | Total Materials and Services | 23,990 | 23,990 | 23,990 |
| 16,996 | 15,566 | 27,420 | Total Expenditures | 57,830 | 57,830 | 57,830 |

| General Fund | | | | |
|---------------------------------------|--|---------------------|-----------------------|---------------|
| CITY COUNCIL | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
| Personnel Services | | | | |
| 001-1000-410-2020 | Straight Time - Regular | 4,080 | 4,080 | 31,200 |
| | Subtotal Regular Salaries | 4,080 | 4,080 | 31,200 |
| 001-1000-415-2220 | FICA Social Security | 252 | 244 | 1,935 |
| 001-1000-415-2225 | FICA Medicare | 59 | 66 | 460 |
| 001-1000-415-2230 | Insurance | 0 | 0 | |
| 001-1000-415-2235 | Retirement Contributions | 0 | 0 | |
| 001-1000-415-2240 | Worker Compensation | 20 | 20 | 120 |
| 001-1000-415-2242 | Paid Leave Oregon | 16 | 20 | 125 |
| | Subtotal Payroll Taxes | 347 | 350 | 2,640 |
| TOTAL PERSONNEL SERVICES | | 4,427 | 4,430 | 33,840 |
| Materials and Services | | | | |
| 001-1000-510-3045 | General Office Supplies | 193 | 500 | 500 |
| | Subtotal Office Supplies | 193 | 500 | 500 |
| 001-1000-515-3310 | General Operating Supplies | 4,065 | 1,200 | 4,200 |
| | Subtotal Operating Supplies | 4,065 | 1,200 | 4,200 |
| 001-1000-615-4220 | League of Oregon Cities | 0 | 0 | 1,000 |
| 001-1000-615-4260 | Conference / Meeting Expenses | 3,448 | 8,500 | 8,500 |
| | Subtotal Conferences, Meetings & Travel | 3,448 | 8,500 | 9,500 |
| 001-1000-620-4540 | Professional Services General | 0 | 7,000 | 5,000 |
| | Subtotal Professional Services General | 0 | 7,000 | 5,000 |
| 001-1000-630-4720 | Sister City International | 880 | 660 | 660 |
| | Subtotal Memberships & Dues | 880 | 660 | 660 |
| 001-1000-635-4920 | Cell Phones | 2,553 | 3,000 | 3,000 |
| | Subtotal Communications | 2,553 | 3,000 | 3,000 |
| 001-1000-675-6035 | General - Miscellaneous | 0 | 2,130 | 1,130 |
| | Subtotal Miscellaneous | 0 | 2,130 | 1,130 |
| TOTAL MATERIALS & SERVICES | | 11,139 | 22,990 | 23,990 |
| TOTAL CITY COUNCIL | | 15,566 | 27,420 | 57,830 |

Department: City Manager #1101

Purpose

The City Manager is responsible for overall administration of the City of Astoria.

Scope

The City Manager serves as the Chief Operations Officer and manages the day-to-day operations of the City. Under the Council-Manager Form of government, the position of city manager provides key support and advises the City Council on policy-related matters impacting the community. The City Manager oversees the directors administering Astoria's eight city departments providing essential services to Astoria's residents and businesses.

The City Manager responds to critical needs inside the organization and coordinates responses to both emerging issues and emergency situations within the community. With the help of an assistant, the City Manager's office also provides technical support for public meetings, administers specific grant programs, distributes public information, supports special projects, assists with Council strategic planning, and responds to public records requests.

The City Manager is directly responsible to the City Council.

Personnel

Two full-time regular positions

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
CITY MANAGER # 1101

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|------------------------|-------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Resources and Requirements | Budget Officer | Budget Committee | Governing Body |
| | | | Personnel Services: | | | |
| 325,709 | 295,804 | 265,300 | Regular Salaries | 280,100 | 280,100 | 280,100 |
| 17,119 | - | - | Extra Help | - | - | - |
| 26,822 | 18,577 | 21,060 | Payroll Taxes | 22,420 | 22,420 | 22,420 |
| 21,326 | 34,655 | 36,930 | Insurance | 41,760 | 41,760 | 41,760 |
| 54,307 | 62,543 | 74,230 | Retirement Contributions | 83,150 | 83,150 | 83,150 |
| 305 | 295 | 410 | Workers' Compensation | 500 | 500 | 500 |
| 445,588 | 411,874 | 397,930 | Total Personnel Services | 427,930 | 427,930 | 427,930 |
| 3.5 | 2.0 | 2.0 | FTEs | 2.0 | 2.0 | 2.0 |
| | | | Materials and Services: | | | |
| 217 | 858 | 1,400 | Office Supplies | 1,400 | 1,400 | 1,400 |
| 2,867 | - | 250 | Operating Supplies | 250 | 250 | 250 |
| 10,687 | 2,766 | 7,200 | Conferences, Meetings & Travel | 8,200 | 8,200 | 8,200 |
| 43,502 | - | 250 | General Professional Services | 3,500 | 3,500 | 3,500 |
| 2,684 | 3,179 | 2,060 | Memberships & Dues | 2,300 | 2,300 | 2,300 |
| 1,927 | 4,525 | 12,600 | Miscellaneous | 12,600 | 12,600 | 12,600 |
| 1,193 | 910 | 1,080 | Technology Services | 1,080 | 1,080 | 1,080 |
| 63,077 | 12,238 | 24,840 | Total Materials and Services | 29,330 | 29,330 | 29,330 |
| | | | Capital Outlay: | | | |
| - | - | - | Machinery and Equipment | - | - | - |
| 508,665 | 424,112 | 422,770 | Total Expenditures | 457,260 | 457,260 | 457,260 |

| General Fund Expenditures | | | | |
|---------------------------------------|--|---------------------|-----------------------|----------------|
| CITY MANAGER | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
| Personnel Services | | | | |
| 001-1101-410-2020 | Straight Time - Regular | 258,931 | 262,940 | 277,400 |
| | Subtotal Regular Salaries | 258,931 | 262,940 | 277,400 |
| 001-1101-410-2045 | Overtime | 2,864 | 2,360 | 2,700 |
| 001-1101-410-2085 | Extra Help | 0 | 0 | |
| 001-1101-415-2220 | FICA Social Security | 14,045 | 15,903 | 17,050 |
| 001-1101-415-2225 | FICA Medicare | 3,730 | 4,212 | 4,410 |
| 001-1101-415-2230 | Insurance | 34,655 | 36,930 | 41,760 |
| 001-1101-415-2235 | Retirement Contributions | 62,543 | 74,230 | 83,150 |
| 001-1101-415-2240 | Worker Compensation | 295 | 410 | 500 |
| 001-1101-415-2242 | Paid Leave Oregon | 802 | 945 | 960 |
| | Subtotal Payroll Taxes | 118,934 | 134,990 | 150,530 |
| TOTAL PERSONNEL SERVICES | | 377,865 | 397,930 | 427,930 |
| Materials and Services | | | | |
| 001-1101-510-3040 | Printer Cartridges & Supplies | 407 | 700 | 700 |
| 001-1101-510-3045 | General Office Supplies | 451 | 700 | 700 |
| | Subtotal Office Supplies | 858 | 1,400 | 1,400 |
| 001-1101-515-3310 | General Operating Supplies | 0 | 250 | 250 |
| | Subtotal Operating Supplies | 0 | 250 | 250 |
| 001-1101-615-4220 | League of Oregon Cities | 404 | 800 | 800 |
| 001-1101-615-4225 | OOCMA Spring / Summer | 0 | 750 | 750 |
| 001-1101-615-4227 | ICMA | 1,375 | 2,250 | 2,250 |
| 001-1101-615-4230 | CCIS | 0 | 400 | 400 |
| 001-1101-615-4260 | Conference / Meeting Expenses | 0 | 0 | 1,000 |
| 001-1101-615-4265 | Travel: Conferences & Meetings | 2,766 | 3,000 | 3,000 |
| | Subtotal Conferences, Meetings & Travel | 4,545 | 7,200 | 8,200 |
| 001-1101-620-4540 | Professional Services General | 0 | 250 | 3,500 |
| | Subtotal Professional Services General | 0 | 250 | 3,500 |
| 001-1101-630-4730 | ICMA | 1,400 | 1,400 | 1,400 |
| 001-1101-630-4735 | OCCMA | 0 | 660 | 900 |
| 001-1101-630-4736 | Soc for Human Rsrc Mgmt | 0 | 0 | 0 |
| 001-1101-630-4737 | Local Gvmnt Personnel Inst | 0 | 0 | 0 |
| 001-1101-630-4765 | APA-AICP Certification | 0 | 0 | 0 |
| | Subtotal Memberships & Dues | 1,400 | 2,060 | 2,300 |
| 001-1101-675-5920 | Employee Recognition | 4,377 | 12,000 | 12,000 |
| 001-1101-675-6035 | General - Miscellaneous | 143 | 600 | 600 |
| | Subtotal Miscellaneous | 4,520 | 12,600 | 12,600 |
| 001-1101-685-6205 | Computer Software | 311 | 450 | 450 |
| 001-1101-685-6207 | Non-Contract IT Services | 599 | 630 | 630 |
| 001-1101-685-6245 | Computer Hardware | 0 | 0 | 0 |
| | Subtotal Technology | 910 | 1,080 | 1,080 |
| TOTAL MATERIALS & SERVICES | | 12,233 | 24,840 | 29,330 |
| TOTAL CITY MANAGER | | 390,098 | 422,770 | 457,260 |

Fund: #001 General Fund
Department: #1102 Human Resources

Purpose

The Human Resources Department is responsible for managing all aspects of recruitment, compensation, job analysis, benefits administration, leave management, training, coaching & development for employees and supervisors, employee records, policies & procedures, performance & disciplinary processes, investigations, accidents & workers compensation, labor relations & negotiations for four unions. All of these areas of responsibility are essential to supporting City operations and ensures the organization meets its legal obligations related to state and federal labor and employment laws.

Scope

The City has a workforce of 155 employees working in over 85 job titles across nine departments. Full-time employees presently account for approximately 70% of the workforce and part-time employees account for 30%. Given the varied workforce most recruitments and training plans require comprehensive planning in alignment with requirements for pre-employment backgrounds and screenings, job qualifications, certifications, and collective bargaining agreements. In 2024, the City completed 50 recruitments, received and reviewed 495 applications and hired 32 employees. The four collective bargaining agreements are three year contracts with 1-2 contracts being negotiated every year. Complex employment law continues to develop and expand requiring more time and attention to properly administer and communicate with employees and supervisors.

Personnel

Two full-time regular positions

New this year

The proposed budget includes a second HR Specialist position.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
HUMAN RESOURCES # 1102

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|------------------------|-------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Resources and Requirements | Budget Officer | Budget Committee | Governing Body |
| | | | Personnel Services: | | | |
| - | 126,930 | 180,510 | Regular Salaries | 257,990 | 257,990 | 257,990 |
| - | 14,614 | 1,670 | Extra Help | - | - | - |
| - | 11,384 | 14,670 | Payroll Taxes | 20,770 | 20,770 | 20,770 |
| - | 4,014 | 28,100 | Insurance | 63,760 | 63,760 | 63,760 |
| - | 29,411 | 43,530 | Retirement Contributions | 80,700 | 80,700 | 80,700 |
| - | 154 | 280 | Workers' Compensation | 420 | 420 | 420 |
| - | 186,507 | 268,760 | Total Personnel Services | 423,640 | 423,640 | 423,640 |
| - | 1.5 | 2.0 | FTEs | 3.0 | 3.0 | 3.0 |
| | | | Materials and Services: | | | |
| - | 1,765 | 4,687 | Office Supplies | 3,000 | 3,000 | 3,000 |
| - | 299 | - | Operating Supplies | 3,000 | 3,000 | 3,000 |
| - | 1,392 | 2,720 | Conferences, Meetings & Travel | 3,000 | 3,000 | 3,000 |
| - | 56 | 45,000 | General Professional Services | 45,000 | 45,000 | 45,000 |
| - | 2,151 | 2,133 | Memberships & Dues | 2,800 | 2,800 | 2,800 |
| - | - | 3,500 | Advertising | 3,500 | 3,500 | 3,500 |
| - | 836 | 17,400 | Technology Services | 22,500 | 22,500 | 22,500 |
| - | 6,499 | 75,440 | Total Materials and Services | 82,800 | 82,800 | 82,800 |
| | | | Capital Outlay: | | | |
| - | - | - | Machinery and Equipment | - | - | - |
| - | 193,006 | 344,200 | Total Expenditures | 506,440 | 506,440 | 506,440 |

| General Fund Expenditures | | | | |
|---------------------------------------|--|---------------------|-----------------------|----------------|
| HUMAN RESOURCES | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
| Personnel Services | | | | |
| 001-1102-410-2020 | Straight Time - Regular | 126,930 | 180,510 | 256,070 |
| | Subtotal Regular Salaries | 126,930 | 180,510 | 256,070 |
| 001-1102-410-2045 | Overtime | 0 | 0 | 1,920 |
| 001-1102-410-2085 | Extra Help | 14,614 | 1,670 | 0 |
| 001-1102-415-2220 | FICA Social Security | 8,765 | 11,007 | 15,990 |
| 001-1102-415-2225 | FICA Medicare | 2,049 | 2,934 | 3,500 |
| 001-1102-415-2230 | Insurance | 4,014 | 28,100 | 63,760 |
| 001-1102-415-2235 | Retirement Contributions | 29,411 | 43,530 | 80,700 |
| 001-1102-415-2240 | Worker Compensation | 154 | 280 | 420 |
| 001-1102-415-2242 | Paid Leave Oregon | 570 | 729 | 1,280 |
| | Subtotal Payroll Taxes | 59,577 | 88,250 | 167,570 |
| TOTAL PERSONNEL SERVICES | | 186,507 | 268,760 | 423,640 |
| Materials and Services | | | | |
| 001-1102-510-3040 | Printer Cartridges & Supplies | 475 | 1,000 | 500 |
| 001-1102-510-3045 | General Office Supplies | 1,290 | 3,687 | 5,500 |
| | Subtotal Office Supplies | 1,765 | 4,687 | 6,000 |
| 001-1102-515-3310 | General Operating Supplies | 299 | 0 | 0 |
| | Subtotal Operating Supplies | 299 | 0 | 0 |
| 001-1102-615-4260 | Conference / Meeting Expenses | 0 | 0 | |
| 001-1102-615-4265 | Travel: Conferences & Meetings | 1,392 | 2,720 | 3,000 |
| | Subtotal Conferences, Meetings & Travel | 1,392 | 2,720 | 3,000 |
| 001-1102-620-4410 | Personnel Legal Services | 0 | 45,000 | 45,000 |
| 001-1102-620-4540 | Professional Services General | 56 | 0 | 0 |
| | Subtotal Professional Services General | 56 | 45,000 | 45,000 |
| 001-1102-630-4736 | Professional Membership | 364 | 0 | 1,000 |
| 001-1102-630-4737 | Local Government Personnel Ins | 1,487 | 588 | 0 |
| 001-1102-630-4738 | Drug/CDL Consortium | 300 | 1,545 | 1,800 |
| | Subtotal Memberships & Dues | 2,151 | 2,133 | 2,800 |
| 001-1102-640-5022 | Advertising - Recruitment | 0 | 3,500 | 3,500 |
| | Subtotal Advertising | 0 | 3,500 | 3,500 |
| 001-1102-685-6205 | Computer Software | 836 | 400 | 500 |
| 001-1102-685-6208 | HR Information System Software | 0 | 14,000 | 14,000 |
| 001-1102-685-6209 | HR Recruitment Software | 0 | 3,000 | 6,000 |
| 001-1102-685-6245 | Computer Hardware | 0 | 0 | 2,000 |
| | Subtotal Technology | 836 | 17,400 | 22,500 |
| TOTAL MATERIALS & SERVICES | | 6,499 | 75,440 | 82,800 |
| TOTAL HUMAN RESOURCES | | 193,006 | 344,200 | 506,440 |

Fund: #001 General Fund
Department: #1400 Municipal Court

Purpose

The Municipal Court handles citations issued by the Astoria Police Department for traffic violations, misdemeanor law violations and city code violations, as well as citations for parking and animal control offenses.

Scope

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. The Municipal Clerk supports the operations of the court, manages citations, schedules bench trials, reports suspensions, processes payments for fines, and submits unpaid fines to collections. In the 2023-24 fiscal year, the court received 633 citations and 495 parking citations for a total of 1,128 citations (1,337 offences.) 533 of those were adjudicated. As of April 8th, 2025 in the current fiscal year, the court has received 675 citations and 629 parking citations for a total of 1,304 citations (1,439 offences.) As of April 8th, 381 citations have been adjudicated.

Personnel

0.75 of a full-time regular position.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
MUNICIPAL COURT # 1400

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</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 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | | | |
| | | | Personnel Services: | | | |
| 41,823 | 30,072 | 39,180 | Regular Salaries | 47,100 | 47,100 | 47,100 |
| 3,168 | 2,287 | 3,160 | Payroll Taxes | 3,800 | 3,800 | 3,800 |
| 16,354 | 19,920 | 19,920 | Insurance | 20,130 | 20,130 | 20,130 |
| 7,905 | 4,095 | 9,360 | Retirement Contributions | 11,980 | 11,980 | 11,980 |
| 58 | 60 | 60 | Workers' Compensation | 90 | 90 | 90 |
| 57,221 | 56,434 | 71,680 | Total Personnel Services | 83,100 | 83,100 | 83,100 |
| 0.9 | 0.9 | 1.0 | FTEs | 0.8 | 0.8 | 0.8 |
| | | | Materials and Services: | | | |
| 1,689 | 2,765 | 1,600 | Office Supplies | 2,500 | 2,500 | 2,500 |
| - | 797 | 500 | Conferences, Meetings & Travel | 1,000 | 1,000 | 1,000 |
| 36,084 | 36,097 | 39,300 | Professional Services | 40,100 | 40,100 | 40,100 |
| - | 200 | 500 | Memberships & Dues | 500 | 500 | 500 |
| 3,144 | 3,144 | 3,500 | Technology Services | 3,500 | 3,500 | 3,500 |
| 16,177 | 14,884 | 19,700 | Miscellaneous | 22,000 | 22,000 | 22,000 |
| 57,094 | 57,887 | 65,100 | Total Materials and Services | 69,600 | 69,600 | 69,600 |
| | | | Capital Outlay | | | |
| - | - | - | Machinery & Equipment | - | - | - |
| 114,315 | 114,321 | 136,780 | Total Expenditures | 152,700 | 152,700 | 152,700 |

| General Fund Expenditures | | | | |
|---------------------------------------|--|---------------------|-----------------------|----------------|
| MUNICIPAL COURT | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
| Personnel Services | | | | |
| 001-1400-410-2020 | Straight Time - Regular | 30,072 | 39,180 | 47,100 |
| | Subtotal Regular Salaries | 30,072 | 39,180 | 47,100 |
| 001-1400-410-2085 | Extra Help | 0 | 0 | |
| 001-1400-415-2220 | FICA Social Security | 1,758 | 2,373 | 2,860 |
| 001-1400-415-2225 | FICA Medicare | 411 | 632 | 760 |
| 001-1400-415-2230 | Insurance | 11,388 | 19,920 | 20,130 |
| 001-1400-415-2235 | Retirement Contributions | 4,095 | 9,360 | 11,980 |
| 001-1400-415-2240 | Worker Compensation | 55 | 60 | 90 |
| 001-1400-415-2242 | Paid Leave Oregon | 118 | 155 | 180 |
| | Subtotal Payroll Taxes | 17,825 | 32,500 | 36,000 |
| TOTAL PERSONNEL SERVICES | | 47,897 | 71,680 | 83,100 |
| Materials and Services | | | | |
| 001-1400-510-3045 | General Office Supplies | 2,765 | 1,600 | 2,500 |
| | Subtotal Office Supplies | 2,765 | 1,600 | 2,500 |
| 001-1102-515-3310 | General Operating Supplies | 0 | 0 | 0 |
| | Subtotal Operating Supplies | 0 | 0 | 0 |
| 001-1400-615-4265 | Travel: Conferences & Meetings | 797 | 500 | 1,000 |
| | Subtotal Conferences, Meetings & Travel | 797 | 500 | 1,000 |
| 001-1400-620-4325 | Municipal Court Judge | 36,084 | 36,100 | 36,100 |
| 001-1400-620-4330 | Indigent Defense | 0 | 1,000 | 1,000 |
| 001-1400-620-4335 | Pro Tem Judge | 0 | 2,000 | 2,000 |
| 001-1400-620-4340 | Payment For Jury Trials | 0 | 100 | 0 |
| 001-1400-620-4540 | Interpreter Fees | 13 | 100 | 1,000 |
| | Subtotal Professional Services General | 36,097 | 39,300 | 40,100 |
| 001-1400-630-4750 | Various Dues | 200 | 500 | 500 |
| | Subtotal Memberships & Dues | 200 | 500 | 500 |
| 001-1400-675-5925 | Credit Card Processing Fees | 1,118 | 1,700 | 2,000 |
| 001-1400-675-6040 | State Assessments on Fines | 13,766 | 18,000 | 20,000 |
| | Subtotal Miscellaneous | 14,884 | 19,700 | 22,000 |
| 001-1400-685-6280 | Municipal Court Software Maint | 3,144 | 3,500 | 3,500 |
| | Subtotal Technology | 3,144 | 3,500 | 3,500 |
| TOTAL MATERIALS & SERVICES | | 57,887 | 65,100 | 69,600 |
| TOTAL MUNICIPAL COURT | | 105,784 | 136,780 | 152,700 |

Fund: General #001
Department: Finance #1600

Purpose

The Finance and Administration Department manages the financial resources and activities of the City. Records management, risk management, property and liability insurance, IT vendors and contracts, and cell phones and wireless devices are also managed in this department. The Finance and Administrative Services Director also serves as the Recorder and the Elections Official.

Scope

The Finance department processes utility billing including new customers and final bills, payments, payment agreements, fees, and shutoffs for about 4265 accounts in two cycles. The department also processes payroll for about 116 full time and as many as 70 part time, temporary, or seasonal employees, cash receipting for a variety of programs for multiple departments, accounts receivable, purchasing, accounts payable, investing, audit compliance, financial reporting, budget preparation, and ensures that Government Accounting Standards Board (GASB) requirements are maintained.

Services to other departments include financial information and support for purchasing, grant compliance and reporting, tracking and verifying revenues and expenditures during the year to flag possible problems, reconciliation of purchasing cards, and maintaining the purchase order system. Finance also provides financial strategic planning and forecasting for other departments as needed.

In 2016 the Finance department resumed administrative support for Oceanview Cemetery.

Personnel

Six full-time and one half-time positions

New this year

The City has released a Request for Proposal (RFP) for new municipal accounting software. This will allow us to modernize processes, improve efficiency, decrease errors, and ultimately increase staff capacity.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
FINANCE # 1600

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|------------------------|-------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Resources and Requirements | Budget Officer | Budget Committee | Governing Body |
| | | | Personnel Services: | | | |
| 416,702 | 571,574 | 523,230 | Regular Salaries | 536,660 | 536,660 | 536,660 |
| - | - | 24,240 | Extra Help | 26,910 | 26,910 | 26,910 |
| 31,669 | 45,060 | 44,080 | Payroll Taxes | 45,370 | 45,370 | 45,370 |
| 81,912 | 95,627 | 107,380 | Insurance | 107,130 | 107,130 | 107,130 |
| 97,267 | 121,398 | 130,800 | Retirement Contributions | 159,080 | 159,080 | 159,080 |
| 463 | 840 | 840 | Workers' Compensation | 990 | 990 | 990 |
| | | | | | | - |
| 628,013 | 834,499 | 830,570 | Total Personnel Services | 876,140 | 876,140 | 876,140 |
| 6.3 | 6.3 | 6.5 | FTEs | 6.6 | 6.6 | 6.6 |
| | | | Materials and Services: | | | |
| 5,527 | 5,023 | 5,500 | Office Supplies | 10,030 | 10,030 | 10,030 |
| - | 130 | 500 | Repair & Maintenance Supplies | 500 | 500 | 500 |
| - | 125 | 4,000 | Training | 2,000 | 2,000 | 2,000 |
| 616 | 938 | 6,000 | Conferences, Meetings & Travel | 6,000 | 6,000 | 6,000 |
| 110,555 | 91,141 | 74,400 | Professional Services | 95,400 | 95,400 | 95,400 |
| 1,114 | 735 | 1,440 | Memberships & Dues | 1,350 | 1,350 | 1,350 |
| 32 | - | 60 | Communications | 50 | 50 | 50 |
| 1,962 | 2,117 | 2,500 | Advertising | 2,500 | 2,500 | 2,500 |
| 1,184 | 953 | 2,500 | Printing & Binding | 3,000 | 3,000 | 3,000 |
| 2,248 | - | 1,200 | Repair & Maintenance Services | 1,000 | 1,000 | 1,000 |
| 338 | 463 | 1,000 | Miscellaneous | 1,000 | 1,000 | 1,000 |
| 56,240 | 61,593 | 65,737 | Technology Services | 72,200 | 72,200 | 72,200 |
| | | | | | | |
| 179,816 | 163,218 | 164,837 | Total Materials and Services | 195,030 | 195,030 | 195,030 |
| | | | Capital Outlay: | | | |
| - | - | - | Machinery & Equipment | - | - | - |
| | | | | | | |
| 807,829 | 997,717 | 995,407 | Total Expenditures | 1,071,170 | 1,071,170 | 1,071,170 |

| General Fund Expenditures | | | | |
|---------------------------------|--|---------------------|-----------------------|----------------|
| FINANCE | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
| Personnel Services | | | | |
| 001-1600-410-2020 | Straight Time - Regular | 571,529 | 523,230 | 534,510 |
| | Subtotal Regular Salaries | 571,529 | 523,230 | 534,510 |
| 001-1600-410-2045 | Overtime | 45 | 0 | 2,150 |
| 001-1600-410-2085 | Extra Help | 0 | 24,240 | 26,910 |
| 001-1600-415-2220 | FICA Social Security | 34,657 | 33,074 | 34,680 |
| 001-1600-415-2225 | FICA Medicare | 8,105 | 8,816 | 8,180 |
| 001-1600-415-2230 | Insurance | 95,627 | 107,380 | 107,130 |
| 001-1600-415-2235 | Retirement Contributions | 121,398 | 130,800 | 159,080 |
| 001-1600-415-2240 | Worker Compensation | 633 | 840 | 990 |
| 001-1600-415-2242 | Paid Leave Oregon | 2,298 | 2,190 | 2,510 |
| | Subtotal Payroll Taxes | 262,763 | 307,340 | 341,630 |
| TOTAL PERSONNEL SERVICES | | 834,292 | 830,570 | 876,140 |
| Materials and Services | | | | |
| 001-1600-510-3045 | General Office Supplies | 5,023 | 5,500 | 10,030 |
| | Subtotal Office Supplies | 5,023 | 5,500 | 10,030 |
| 001-1600-525-3640 | Other Repair & Maint Supplies | 130 | 500 | 500 |
| | Subtotal Repair & Maintenance | 130 | 500 | 500 |
| 001-1600-610-4055 | Computer Training | 125 | 4,000 | 2,000 |
| | Subtotal Training | 125 | 4,000 | 2,000 |
| 001-1600-615-4265 | Travel: Conferences & Meetings | 938 | 6,000 | 6,000 |
| | Subtotal Conferences, Meetings & Travel | 938 | 6,000 | 6,000 |
| 001-1600-620-4345 | Audit Fees | 57,745 | 60,000 | 61,000 |
| 001-1600-620-4346 | OPEB Preparation Fee | 3,733 | 4,000 | 4,000 |
| 001-1600-620-4350 | State Filing Fee | 350 | 400 | 400 |
| 001-1600-620-4540 | Professional Services General | 29,313 | 10,000 | 30,000 |
| | Subtotal Professional Services General | 91,141 | 74,400 | 95,400 |
| 001-1600-630-4736 | Society of Human Resources | 0 | 250 | 0 |
| 001-1600-630-4740 | Other Dues and Fees | 255 | 240 | 350 |
| 001-1600-630-4745 | OGFOA | 120 | 600 | 600 |
| 001-1600-630-4746 | OSCPA | 360 | 350 | 400 |
| | Subtotal Memberships & Dues | 735 | 1,440 | 1,350 |
| 001-1600-635-4975 | Postage | 0 | 60 | 50 |
| | Subtotal Postage | 0 | 60 | 50 |
| 001-1600-640-5020 | Advertising Legal Ads / LL | 0 | 1,000 | 0 |
| 001-1600-640-5025 | Advertising-Budget Notices | 2,117 | 1,500 | 2,500 |
| | Subtotal Advertising | 2,117 | 2,500 | 2,500 |
| 001-1600-650-5145 | General Printing & Binding | 953 | 2,500 | 3,000 |
| | Subtotal Printing & Binding | 953 | 2,500 | 3,000 |

| General Fund Expenditures | | | | |
|---------------------------------------|--|---------------------|-----------------------|------------------|
| FINANCE | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
| 001-1600-660-5825 | General Repair & Maintenance | 0 | 1,200 | 1,000 |
| | Subtotal Repair & Maintenance | 0 | 1,200 | 1,000 |
| 001-1600-675-6035 | General - Miscellaneous | 463 | 1,000 | 1,000 |
| | Subtotal Miscellaneous | 463 | 1,000 | 1,000 |
| 001-1600-685-6205 | Computer Software | 716 | 2,000 | 1,000 |
| 001-1600-685-6207 | Non-Contract IT Services | 700 | 500 | 1,200 |
| 001-1600-685-6247 | Financial Software Maintenance | 60,177 | 63,237 | 70,000 |
| | Subtotal Technology | 61,593 | 65,737 | 72,200 |
| TOTAL MATERIALS & SERVICES | | 163,218 | 164,837 | 195,030 |
| TOTAL FINANCE | | 997,510 | 995,407 | 1,071,170 |

Fund: #001 General Fund
Department: #1800 City Attorney

Purpose

The City Attorney provides legal advice to departments, the City Council, and the City Manager concerning routine activities

Scope

The City Attorney prepares and reviews documents, gives legal advice, and provides legal representation in some Municipal Court cases as needed. The City Attorney also attends executive team staff meetings and City Council meetings. He is appointed by the City Council on an annual basis.

Personnel

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

New this year

The proposed budget includes an increase in City Attorney Henningsgaard's contract.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
CITY ATTORNEY # 1800

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|------------------------|---------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Resources and Requirements | Budget Officer | Budget Committee | Governing Body |
| - | - | 1,000 | Materials and Services: | | | |
| | | | Conferences Meetings & Travel | 500 | 500 | 500 |
| 95,740 | 87,648 | 87,000 | Professional Services | 102,000 | 102,000 | 102,000 |
| <u>6,535</u> | <u>449</u> | <u>1,000</u> | Miscellaneous | <u>10,000</u> | <u>10,000</u> | <u>10,000</u> |
| <u>102,275</u> | <u>88,097</u> | <u>89,000</u> | Total Expenditures | <u>112,500</u> | <u>112,500</u> | <u>112,500</u> |

Detail Information 2025-26

GENERAL FUND (001)

CITY ATTORNEY (1800)

Materials and Services (615 - 675)

| | | | | |
|---------------------------------------|------|-------------------------|---------|----------------|
| 615 | 4220 | League of Oregon Cities | 500 | |
| 620 | 4355 | City Attorney Agreement | 102,000 | |
| 675 | 6035 | General - Miscellaneous | 10,000 | |
| TOTAL MATERIALS & SERVICES | | | | <u>112,500</u> |
| TOTAL CITY ATTORNEY | | | | <u>112,500</u> |

| General Fund Expenditures | | | | |
|---------------------------------------|--|---------------------|-----------------------|----------------|
| CITY ATTORNEY | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
| Materials and Services | | | | |
| 001-1800-615-4220 | League Of Oregon Cities | 364 | 1,000 | 500 |
| | Subtotal Conferences, Meetings & Travel | 364 | 1,000 | 500 |
| 001-1800-620-4355 | City Attorney Consortium | 87,648 | 87,000 | 102,000 |
| | Subtotal Professional Services General | 87,648 | 87,000 | 102,000 |
| 001-1800-675-6035 | General - Miscellaneous | 85 | 1,000 | 10,000 |
| | Subtotal Miscellaneous | 85 | 1,000 | 10,000 |
| TOTAL MATERIALS & SERVICES | | 88,097 | 89,000 | 112,500 |
| TOTAL CITY ATTORNEY | | 88,097 | 89,000 | 112,500 |

Fund: General #001
Department: Community Development #2001

Purpose

The Community Development Department (CDD) plays a vital role in shaping Astoria's built environment, safeguarding its rich historic character, and ensuring that growth and change are thoughtfully managed for future generations. The department is responsible for both current and long-range planning functions, building permits and inspections, code compliance, economic development, housing, and historic preservation.

Scope of Services

The department provides staff support to the Planning Commission, Historic Landmarks Commission, Design Review Commission, and the Astoria Development Commission, which oversees the City's two urban renewal districts.

CDD planning staff intake approximately 150 planning permits annually and lead legislative initiatives and special projects. These permits encompass a wide range of actions such as variances, conditional use permits, lot line adjustments, historic design review, transient lodging licenses, and subdivision plats. The department also guides long-range efforts such code amendments, area plans, housing and economic development initiatives or strategies, and initiatives aimed at improving livability.

The department receives around 500 code complaints annually. About half of these cases are resolved through voluntary compliance following initial contact. The remainder require further investigation, formal violation notices, or referral to Municipal Court when necessary.

Personnel

Five full-time regular positions

New this year

The proposed budget includes funds for a comprehensive Development Review Audit and to implement process improvements.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
COMMUNITY DEVELOPMENT # 2001

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|------------------------|-------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Resources and Requirements | Budget Officer | Budget Committee | Governing Body |
| | | | Personnel Services: | | | |
| 257,723 | 340,821 | 462,620 | Regular Salaries | 459,960 | 459,960 | 459,960 |
| 3,713 | 4,406 | 7,500 | Extra Help | 7,500 | 7,500 | 7,500 |
| 20,281 | 27,438 | 37,850 | Payroll Taxes | 37,630 | 37,630 | 37,630 |
| 54,604 | 57,922 | 102,840 | Insurance | 133,660 | 133,660 | 133,660 |
| 50,760 | 58,010 | 110,250 | Retirement Contributions | 133,300 | 133,300 | 133,300 |
| 1,219 | 1,852 | 2,810 | Workers' Compensation | 4,140 | 4,140 | 4,140 |
| 388,300 | 490,449 | 723,870 | Total Personnel Services | 776,190 | 776,190 | 776,190 |
| 3.0 | 3.0 | 5.0 | FTEs | 5.1 | 5.1 | 5.1 |
| | | | Materials and Services: | | | |
| 4,743 | 3,294 | 3,000 | Office Supplies | 3,000 | 3,000 | 3,000 |
| 1,241 | 1,207 | 2,500 | Operating Supplies | 3,400 | 3,400 | 3,400 |
| 3,374 | 6,770 | 10,600 | Conferences, Meetings & Travel | 10,100 | 10,100 | 10,100 |
| 133,519 | 112,698 | 105,000 | Professional Services | 165,000 | 165,000 | 165,000 |
| 11,757 | 9,611 | 4,050 | Memberships & Dues | 14,050 | 14,050 | 14,050 |
| 1,464 | 1,976 | 2,000 | Postage | 2,000 | 2,000 | 2,000 |
| 5,734 | 5,396 | 9,000 | Advertising | 10,000 | 10,000 | 10,000 |
| 607 | 194 | 500 | Printing & Binding | 500 | 500 | 500 |
| 1,626 | 800 | 3,000 | Repair & Maintenance Services | 2,100 | 2,100 | 2,100 |
| 176 | 5,000 | 5,000 | Projects Funded by Grants | - | - | - |
| 1,135 | 5,729 | 2,800 | Technology Services | 2,800 | 2,800 | 2,800 |
| 165,376 | 152,675 | 147,450 | Total Materials and Services | 212,950 | 212,950 | 212,950 |
| | | | Capital Outlay: | | | |
| - | - | - | Machinery & Equipment | - | - | - |
| 553,676 | 643,124 | 871,320 | Total Expenditures | 989,140 | 989,140 | 989,140 |

| General Fund Expenditures | | | | |
|---------------------------------|--|---------------------|-----------------------|----------------|
| COMMUNITY DEVELOPMENT | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
| Personnel Services | | | | |
| 001-2001-410-2020 | Straight Time - Regular | 340,821 | 462,620 | 459,960 |
| | Subtotal Regular Salaries | 340,821 | 462,620 | 459,960 |
| 001-2001-410-2045 | Overtime | 0 | 0 | |
| 001-2001-410-2085 | Extra Help | 4,406 | 7,500 | 7,500 |
| 001-2001-415-2220 | FICA Social Security | 21,112 | 28,401 | 29,030 |
| 001-2001-415-2225 | FICA Medicare | 4,937 | 7,570 | 6,750 |
| 001-2001-415-2230 | Insurance | 57,922 | 102,840 | 133,660 |
| 001-2001-415-2235 | Retirement Contributions | 58,010 | 110,250 | 133,300 |
| 001-2001-415-2240 | Worker Compensation | 1,852 | 2,810 | 4,140 |
| 001-2001-415-2242 | Paid Leave Oregon | 1,389 | 1,879 | 1,850 |
| | Subtotal Payroll Taxes | 149,628 | 261,250 | 316,230 |
| TOTAL PERSONNEL SERVICES | | 490,449 | 723,870 | 776,190 |
| Materials and Services | | | | |
| 001-2001-510-3045 | General Office Supplies | 3,294 | 3,000 | 3,000 |
| | Subtotal Office Supplies | 3,294 | 3,000 | 3,000 |
| 001-2001-515-3120 | Books / Periodicals | 366 | 0 | 400 |
| 001-2001-515-3180 | Fuel Oil Lubricants | 101 | 500 | 500 |
| 001-2001-515-3310 | General Operating Supplies | 740 | 2,000 | 2,500 |
| | Subtotal General Operating Supplies | 1,207 | 2,500 | 3,400 |
| 001-2001-615-4260 | Conference / Meeting Expenses | 1,352 | 4,000 | 4,000 |
| 001-2001-615-4265 | Travel: Conferences & Meetings | 5,418 | 5,600 | 5,600 |
| 001-2001-615-4266 | Boards and Commission Training | 0 | 1,000 | 500 |
| | Subtotal Conferences, Meetings & Travel | 6,770 | 10,600 | 10,100 |
| 001-2001-620-4540 | Professional Services General | 112,698 | 105,000 | 165,000 |
| | Subtotal Professional Services General | 112,698 | 105,000 | 165,000 |
| 001-2001-630-4750 | Various Dues | 463 | 700 | 500 |
| 001-2001-630-4760 | Crest | 7,030 | 500 | 10,000 |
| 001-2001-630-4765 | OCPDA - APA | 1,074 | 2,100 | 2,500 |
| 001-2001-630-4775 | Historic Preservation | 794 | 500 | 800 |
| 001-2001-630-4780 | Columbia-Pacific Economic Dev | 250 | 250 | 250 |
| | Subtotal Memberships & Dues | 9,611 | 4,050 | 14,050 |
| 001-2001-635-4975 | Postage | 1,976 | 2,000 | 2,000 |
| | Subtotal Postage | 1,976 | 2,000 | 2,000 |
| 001-2001-640-5030 | Advertising Public Notices | 5,396 | 9,000 | 10,000 |
| | Subtotal Advertising | 5,396 | 9,000 | 10,000 |
| 001-2001-650-5145 | General Printing & Binding | 194 | 500 | 500 |
| | Subtotal Printing & Binding | 194 | 500 | 500 |

| General Fund Expenditures | | | | |
|---------------------------------------|--|---------------------|-----------------------|----------------|
| COMMUNITY DEVELOPMENT | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
| 001-2001-660-5620 | Office Machines | 702 | 1,000 | 1,000 |
| 001-2001-660-5785 | Motor Vehicles /Auto Body Shop | 66 | 2,000 | 1,000 |
| 001-2001-660-5825 | General Repair & Maintenance | 32 | 0 | 100 |
| | Subtotal Repair & Maintenance | 800 | 3,000 | 2,100 |
| 001-2001-680-6120 | Historic Preservation Assistan | 0 | 0 | |
| 001-2001-680-6125 | CZM Assistance | 5,000 | 5,000 | 0 |
| | Subtotal Grant Funded Projects | 5,000 | 5,000 | 0 |
| 001-2001-685-6205 | Computer Software | 2,784 | 2,800 | 2,800 |
| 001-2001-685-6207 | Non-Contract IT Services | 0 | 0 | 0 |
| 001-2001-685-6245 | Computer Hardware | 2,945 | 0 | 0 |
| | Subtotal Technology | 5,729 | 2,800 | 2,800 |
| TOTAL MATERIALS & SERVICES | | 152,675 | 147,450 | 212,950 |
| TOTAL COMMUNITY DEVELOPMENT | | 643,124 | 871,320 | 989,140 |

Fund: #001 General Fund
Department: #2200 City Hall

Purpose

This fund provides maintenance for the City Hall building.

Scope

The Public Works Director provides oversight for maintenance of City Hall. The Public Works Management Analyst monitors janitorial service performance. Routine maintenance services are provided by Public Works staff members and billed to this fund as interfund wages.

Personnel

The only personnel costs in this fund are interfund wages billed by Public Works staff

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
CITY HALL # 2200

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|------------------------|-------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Resources and Requirements | Budget Officer | Budget Committee | Governing Body |
| | | | Personnel Services: | | | |
| - | - | - | Extra Help | - | - | |
| 6,188 | 2,454 | 8,121 | Interfund Wages | 5,350 | 5,350 | 5,350 |
| 479 | 192 | 660 | Payroll Taxes | 430 | 430 | 430 |
| 2,942 | 950 | 4,060 | Insurance | 2,660 | 2,660 | 2,660 |
| 1,362 | 494 | 2,420 | Retirement Contributions | 1,690 | 1,690 | 1,690 |
| 118 | 293 | 530 | Workers' Compensation | 400 | 400 | 400 |
| 11,089 | 4,383 | 15,791 | Total Personnel Services | 10,530 | 10,530 | 10,530 |
| 0.1 | 0.1 | 0.1 | FTEs | 0.1 | 0.1 | 0.1 |
| | | | Materials and Services: | | | |
| 456 | 1,270 | 1,000 | Operating Supplies | 1,200 | 1,200 | 1,200 |
| 5,656 | 6,371 | 7,000 | Repair & Maintenance Supplies | 7,000 | 7,000 | 7,000 |
| 25,517 | 23,765 | 40,250 | Professional Services | 34,750 | 34,750 | 34,750 |
| 15,114 | 17,979 | 18,060 | Public Utility Services | 20,500 | 20,500 | 20,500 |
| - | - | - | Miscellaneous | - | - | |
| 46,743 | 49,385 | 66,310 | Total Materials and Services | 63,450 | 63,450 | 63,450 |
| 57,832 | 53,768 | 82,101 | Total Expenditures | 73,980 | 73,980 | 73,980 |

| General Fund Expenditures | | | | |
|---------------------------------------|---|---------------------|-----------------------|---------------|
| CITY HALL | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
| Personnel Services | | | | |
| 001-2200-410-2085 | Extra Help | 68 | 0 | |
| 001-2200-412-2095 | Interfund Wages | 2,386 | 8,121 | 5,350 |
| 001-2200-415-2220 | FICA Social Security | 149 | 496 | 330 |
| 001-2200-415-2225 | FICA Medicare | 34 | 132 | 80 |
| 001-2200-415-2230 | Insurance | 950 | 4,060 | 2,660 |
| 001-2200-415-2235 | Retirement Contributions | 494 | 2,420 | 1,690 |
| 001-2200-415-2240 | Worker Compensation | 293 | 530 | 400 |
| 001-2200-415-2242 | Paid Leave Oregon | 9 | 32 | 20 |
| | Subtotal Payroll Taxes | 4,383 | 15,791 | 10,530 |
| TOTAL PERSONNEL SERVICES | | 4,383 | 15,791 | 10,530 |
| Materials and Services | | | | |
| 001-2200-515-3265 | Custodial Supplies | 1,270 | 1,000 | 1,200 |
| | Subtotal General Operating Supplies | 1,270 | 1,000 | 1,200 |
| 001-2200-525-3520 | Building Materials / Supplies | 823 | 1,000 | 1,000 |
| 001-2200-525-3640 | Other Repair & Maint Supplies | 5,548 | 6,000 | 6,000 |
| | Subtotal Repair & Maintenance | 6,371 | 7,000 | 7,000 |
| 001-2200-620-4365 | Janitorial Services | 13,184 | 13,600 | 14,100 |
| 001-2200-620-4370 | Pest Control | 0 | 150 | 150 |
| 001-2200-620-4375 | Elevator Maintenance | 7,741 | 15,500 | 10,000 |
| 001-2200-620-4376 | Fire Alarm System Svcs | 569 | 1,500 | 1,000 |
| 001-2200-620-4540 | Professional Services General | 2,271 | 9,500 | 9,500 |
| | Subtotal Professional Services General | 23,765 | 40,250 | 34,750 |
| 001-2200-655-5205 | ELEC City Hall | 11,561 | 12,000 | 13,000 |
| 001-2200-656-5475 | Natural Gas - City Hall | 3,112 | 3,010 | 3,500 |
| 001-2200-657-5505 | Sanitation-City Hall | 3,306 | 3,050 | 4,000 |
| | Subtotal Public Utility Services | 17,979 | 18,060 | 20,500 |
| TOTAL MATERIALS & SERVICES | | 49,385 | 66,310 | 63,450 |
| TOTAL CITY HALL | | 53,768 | 82,101 | 73,980 |

Fund: General #001
Department: Non-Departmental (Unallocated) #2400

Purpose

Non-Departmental – Unallocated expenditures serve all or several departments. Appropriations in this section come from the General Fund as a whole and are not credited to any one department.

Scope

Transfers to other funds from the General Fund are budgeted in this section. Community Organization grants are also awarded from this section of the General Fund. The Community Organization Grants recommended for funding by the Budget Sub Committee are listed on the last page of this section. The maximum distribution amount was set at \$100,000 for the 2025-26 FY Budget.

Personnel

No personnel positions are funded in the Non-Departmental section of the General Fund. Finance Department staff monitors the 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 7/1/25 - 6/30/26</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 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | | | |
| | | | Personnel Services: | | | |
| - | 269 | 680 | Interfund Wages | 690 | 690 | 690 |
| - | 20 | 60 | FICA Taxes | 70 | 70 | 70 |
| - | 134 | 340 | Insurance | 350 | 350 | 350 |
| 176 | 277 | 200 | Retirement Contributions | 220 | 220 | 220 |
| <u>23</u> | <u>29</u> | <u>40</u> | Worker Compensation | <u>60</u> | <u>60</u> | <u>60</u> |
| 199 | 729 | 1,320 | Total Personnel Services | 1,390 | 1,390 | 1,390 |
| 0.1 | 0.1 | 0.1 | FTEs | 0.1 | 0.1 | 0.1 |
| | | | Materials and Services: | | | |
| 1,817 | 1,070 | 2,000 | Office Supplies | 2,000 | 2,000 | 2,000 |
| 2,754 | 1,469 | 3,000 | Operating Supplies | 3,000 | 3,000 | 3,000 |
| - | 180 | 5,000 | Repair & Maintenance Supplies | 3,500 | 3,500 | 3,500 |
| 321,795 | 174,355 | 381,260 | Professional Services | 296,430 | 296,430 | 296,430 |
| 12,801 | 13,386 | 15,500 | Memberships & Dues | 14,500 | 14,500 | 14,500 |
| 33,349 | 31,865 | 40,280 | Communications | 38,000 | 38,000 | 38,000 |
| 316 | - | 400 | Advertising | 500 | 500 | 500 |
| 388,234 | 463,648 | 555,695 | Insurance | 581,472 | 581,472 | 581,472 |
| - | - | 4,000 | Rentals | 4,000 | 4,000 | 4,000 |
| 84,779 | 147,873 | 192,500 | Miscellaneous | 190,800 | 190,800 | 190,800 |
| <u>18,126</u> | <u>17,887</u> | <u>14,000</u> | Non-Contract IT Services | <u>15,000</u> | <u>15,000</u> | <u>15,000</u> |
| 863,971 | 851,733 | 1,213,635 | Total Materials and Services | 1,149,202 | 1,149,202 | 1,149,202 |
| | | | Transfer to Other Funds: | | | |
| 6,000 | - | - | Unemployment Trust | - | - | - |
| 451,930 | 459,459 | 457,087 | Emergency Communications Fund | 464,177 | 464,177 | 464,177 |
| 1,178,510 | 1,198,760 | 1,035,000 | Parks Operation Fund | 1,151,500 | 1,151,500 | 1,151,500 |
| 650 | 315 | 10,000 | UAP Transfer to Public Works Fund | 30,000 | 30,000 | 30,000 |
| 1,400 | 1,400 | 1,400 | Special Police Projects Fund | - | - | - |
| 675,139 | - | - | Special Community Projects - Astor West Area | - | - | - |
| 1,000,000 | - | - | Capital Improvement Fund | - | - | - |
| <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>3,343,629</u> | <u>1,689,934</u> | <u>1,533,487</u> | Total Transfer to Other Funds | <u>1,675,677</u> | <u>1,675,677</u> | <u>1,675,677</u> |
| <u>4,207,799</u> | <u>2,542,396</u> | <u>2,748,442</u> | Total Expenditures | <u>2,826,269</u> | <u>2,826,269</u> | <u>2,826,269</u> |

| General Fund Expenditures | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
|---------------------------------|---|---------------------|-----------------------|----------------|
| NON-DEPARTMENTAL | | | | |
| Personnel Services | | | | |
| 001-2400-412-2095 | Interfund Wages | 269 | 680 | 690 |
| 001-2400-415-2220 | FICA Social Security | 16 | 43 | 40 |
| 001-2400-415-2225 | FICA Medicare | 3 | 12 | 20 |
| 001-2400-415-2230 | Insurance | 134 | 340 | 350 |
| 001-2400-415-2235 | Retirement Contributions | 277 | 200 | 220 |
| 001-2400-415-2240 | Worker Compensation | 29 | 40 | 60 |
| 001-2400-415-2242 | Paid Leave Oregon | 1 | 5 | 10 |
| | Subtotal Payroll Taxes | 729 | 1,320 | 1,390 |
| TOTAL PERSONNEL SERVICES | | 729 | 1,320 | 1,390 |
| 001-2400-510-3030 | Paper | 1,070 | 2,000 | 2,000 |
| | Subtotal Office Supplies | 1,070 | 2,000 | 2,000 |
| 001-2400-515-3310 | General Operating Supplies | 1,469 | 3,000 | 3,000 |
| | Subtotal General Operating Supplies | 1,469 | 3,000 | 3,000 |
| 001-2400-525-3640 | Other Repair & Maint Supplies | 180 | 5,000 | 3,500 |
| | Subtotal Repair and Maintenance Supplies | 180 | 5,000 | 3,500 |
| 001-2400-620-4390 | Network Maintenance | 57,847 | 68,500 | 141,430 |
| 001-2400-620-4395 | Email Hostng | 0 | 2,000 | 2,000 |
| 001-2400-620-4400 | Internet Connectivity | 15,665 | 22,000 | 22,000 |
| 001-2400-620-4402 | Website Hosting | 11,325 | 10,800 | 15,000 |
| 001-2400-620-4405 | Website Consulting | 0 | 1,000 | 1,000 |
| 001-2400-620-4410 | Personnel Legal Services | 19,303 | 0 | 0 |
| 001-2400-620-4411 | General Legal Services | 114 | 25,000 | 25,000 |
| 001-2400-620-4415 | General Professional Services | 27,819 | 194,960 | 50,000 |
| 001-2400-620-4440 | Post Retirement Contract | 12,000 | 12,000 | 0 |
| 001-2400-620-4537 | ABC Transcription Svcs | 19,548 | 30,000 | 25,000 |
| 001-2400-620-4539 | VOIP Cisco/Obsidian Support | 10,734 | 15,000 | 15,000 |
| | Subtotal Professional Services General | 174,355 | 381,260 | 296,430 |
| 001-2400-630-4750 | Various Dues/Fees | 0 | 2,000 | |
| 001-2400-630-4785 | League Of Oregon Cities | 8,886 | 9,000 | 10,000 |
| 001-2400-630-4796 | CEDR | 4,500 | 4,500 | 4,500 |
| | Subtotal Memberships & Dues | 13,386 | 15,500 | 14,500 |
| 001-2400-635-4920 | Cell Phones | 20,996 | 22,000 | 22,000 |
| 001-2400-635-4930 | Telephone | 6,714 | 8,280 | 8,000 |
| 001-2400-635-4975 | Postage | 4,155 | 10,000 | 8,000 |
| | Subtotal Communication | 31,865 | 40,280 | 38,000 |
| 001-2400-640-5020 | Advertising Legal Ads / Notice | 0 | 400 | 500 |
| | Subtotal Advertising | 0 | 400 | 500 |
| 001-2400-645-5060 | Insurance - Liability / EAP | 463,648 | 555,695 | 581,472 |
| | Subtotal Insurance | 463,648 | 555,695 | 581,472 |
| 001-2400-665-5860 | Photocopy Machines | 2,803 | 4,000 | 4,000 |
| | Subtotal Repair & Maintenance | 2,803 | 4,000 | 4,000 |
| 001-2400-675-5925 | Credit Card Processing Fees | 10,549 | 14,000 | 12,000 |
| 001-2400-675-5940 | Taxes And Assesments | 3,425 | 3,500 | 3,800 |
| 001-2400-675-5950 | Housing & Homeless Projects | 34,000 | 75,000 | 75,000 |
| 001-2400-675-5980 | Other Community Funding | 97,060 | 100,000 | 100,000 |
| | Subtotal Miscellaneous | 145,034 | 192,500 | 190,800 |

| General Fund Expenditures | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
|---------------------------------------|---|---------------------|-----------------------|------------------|
| NON-DEPARTMENTAL | | | | |
| 001-2400-685-6207 | Non-Contract IT Services | 17,887 | 14,000 | 15,000 |
| | Subtotal Technology | 17,887 | 14,000 | 15,000 |
| 001-2400-685-6208 | HR Information System | 14,401 | 0 | 0 |
| 001-2400-685-6209 | Human Resource iApplicants | 2,905 | 0 | 0 |
| | Subtotal Human Resource Software | 17,306 | 0 | 0 |
| TOTAL MATERIALS & SERVICES | | 869,003 | 1,213,635 | 1,149,202 |
| 001-2400-850-7520 | Transfer to Unemployment Fund | 0 | 0 | 0 |
| 001-2400-850-7522 | Transfer to Public Works UAP | 315 | 10,000 | 30,000 |
| 001-2400-850-7525 | Transfer to Emergency Comm | 459,459 | 457,087 | 464,177 |
| 001-2400-850-7531 | Transfer Astor W Area Projects | 0 | 0 | 0 |
| 001-2400-850-7532 | Transfer to Parks Fund | 1,198,760 | 1,035,000 | 1,151,500 |
| 001-2400-850-7534 | Transfer to Spec Police Prjcts | 1,400 | 1,400 | 0 |
| 001-2400-850-7535 | Transfer to Cap Improv Fund | 0 | 0 | 0 |
| 001-2400-850-7550 | Transfer to Public Works Fund | 30,000 | 30,000 | 30,000 |
| TOTAL TRANSFERS TO OTHER FUNDS | | 1,689,934 | 1,533,487 | 1,675,677 |
| TOTAL NON-DEPARTMENTAL | | 2,559,666 | 2,748,442 | 2,826,269 |

| Community Organization Service Grants 001-2400-675-5980 | | 2025-2026 | |
|--|--|-----------|--------------|
| Organization | | Requested | Distribution |
| Assistance League of the Columbia Pacific | | 15,000 | 5,000 |
| Astoria Lions Charities | | 4,892 | 1,500 |
| Astoria Visual Arts, Astoria Arts Room | | 10,000 | 5,000 |
| Clatsop CASA Program | | 10,000 | 7,500 |
| Clatsop Community Action (CCA) | | 30,000 | 5,000 |
| Clatsop Emergency Food Bank | | 5,000 | 1,500 |
| Copeland Commons | | 100,000 | 17,500 |
| El Centro NW | | 5,000 | 2,500 |
| Friends of the Astoria Armory | | 250,000 | 5,000 |
| Helping Hands | | 11,000 | 9,000 |
| North Coast Food Web | | 15,000 | 4,500 |
| The Harbor | | 25,000 | 15,000 |
| Wildlife Center of the North Coast | | 4,800 | 3,000 |
| The Healing Circle (VOCA) | | 29,280 | 9,000 |
| Clatsop Community College Foundation | | 10,000 | 9,000 |
| Totals | | 524,972 | 100,000 |

Fund: #001 General Fund
Department: #2600 Fire

Purpose

The mission of the Astoria Fire Department is to provide emergency response, customer service and public education in partnership with our community. We do this through our core values: Integrity – Pride – Compassion – Professionalism.

Scope

The Astoria Fire Department is responsible for fire suppression, hazards to life safety, and the treatment of persons with serious medical emergencies. The Astoria Fire Department responds to approximately 1,900 emergencies each year. This is a 40% increase in call volume since 2020 and a 60% increase over the last ten years. The department houses a regional hazardous materials response team through a contract with the Oregon State Fire Marshals' Office. 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 located at Pier 17 through memorandums of agreement.

Personnel

Twelve full-time and one half-time positions

New this year

The proposed budget includes the purchase of a LUCAS 3 CPR device to improve the quality of CPR that is provided to our medical patients in need, and some blacktop repairs at the public safety building.

The AFD is continuing work with Clatsop County on a new Emergency Operations Plan for the City. Emergency management training for city staff will continue this year, as well as location of relief areas and stocking of emergency supplies within the City.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
FIRE # 2600

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</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 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | | | |
| | | | Personnel Services: | | | |
| 1,209,214 | 1,269,198 | 1,371,860 | Regular Salaries | 1,427,100 | 1,427,100 | 1,427,100 |
| 107,644 | 104,295 | 188,720 | Overtime | 193,560 | 193,560 | 193,560 |
| 9,754 | 15,092 | 25,200 | Department Funded Intern Stipends | 25,200 | 25,200 | 25,200 |
| 7,224 | 7,777 | 28,640 | Volunteer Wages | 28,640 | 28,640 | 28,640 |
| 23,442 | 22,214 | 27,230 | Interfund Wages | 24,810 | 24,810 | 24,810 |
| 105,352 | 112,579 | 132,160 | Payroll Taxes | 136,800 | 136,800 | 136,800 |
| 265,186 | 272,254 | 289,510 | Insurance | 344,700 | 344,700 | 344,700 |
| 364,551 | 401,667 | 467,620 | Retirement Contributions | 535,960 | 535,960 | 535,960 |
| 61,098 | 72,301 | 91,350 | Workers' Compensation | 108,480 | 108,480 | 108,480 |
| 2,153,465 | 2,277,377 | 2,622,290 | Total Personnel Services | 2,825,250 | 2,825,250 | 2,825,250 |
| 12.9 | 12.9 | 14.9 | FTEs | 13.8 | 13.8 | 13.8 |
| | | | Materials and Services: | | | |
| 1,451 | 1,191 | 2,400 | Office Supplies | 2,400 | 2,400 | 2,400 |
| 97,037 | 117,233 | 124,200 | Operating Supplies | 126,200 | 126,200 | 126,200 |
| 8,204 | 9,813 | 15,000 | Repair & Maintenance Supplies | 14,000 | 14,000 | 14,000 |
| 3,189 | 3,788 | 6,000 | Small Tools & Minor Equipment | 6,000 | 6,000 | 6,000 |
| 30,384 | 31,269 | 28,000 | City Shop Expenses | 32,000 | 32,000 | 32,000 |
| 12,675 | 6,048 | 25,000 | Training | 23,000 | 23,000 | 23,000 |
| 2,002 | 5,514 | 5,000 | Conferences, Meetings & Travel | 5,000 | 5,000 | 5,000 |
| 3,960 | 7,474 | 13,000 | Professional Services | 12,000 | 12,000 | 12,000 |
| 5,637 | 4,752 | 6,000 | Volunteer Services | 6,000 | 6,000 | 6,000 |
| 9,209 | 14,043 | 35,000 | Fire Intern Expense | 35,000 | 35,000 | 35,000 |
| 1,095 | 1,453 | 1,500 | Memberships & Dues | 1,500 | 1,500 | 1,500 |
| - | - | 750 | Advertising | 750 | 750 | 750 |
| 208 | 252 | 350 | Insurance | 350 | 350 | 350 |
| 34,031 | 32,332 | 36,300 | Public Utility Services | 37,500 | 37,500 | 37,500 |
| 37,658 | 38,571 | 54,400 | Repair & Maintenance Services | 53,700 | 53,700 | 53,700 |
| 2,001 | 798 | 3,000 | Rentals/Leasing | 3,000 | 3,000 | 3,000 |
| 11,892 | 14,244 | 14,680 | Technology Services | 15,180 | 15,180 | 15,180 |
| 260,633 | 288,775 | 370,580 | Total Materials and Services | 373,580 | 373,580 | 373,580 |
| | | | Capital Outlay: | | | |
| - | - | - | Machinery & Equipment | - | - | - |
| - | - | - | Total Capital Outlay | - | - | - |
| 2,414,098 | 2,566,152 | 2,992,870 | Total Expenditures | 3,198,830 | 3,198,830 | 3,198,830 |

| General Fund Expenditures | | | | |
|---------------------------------|---|---------------------|-----------------------|------------------|
| FIRE DEPARTMENT | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
| Personnel Services | | | | |
| 001-2600-410-2020 | Straight Time - Regular | 1,245,488 | 1,371,860 | 1,427,100 |
| | Subtotal Regular Salaries | 1,245,488 | 1,371,860 | 1,427,100 |
| 001-2600-410-2045 | Overtime | 104,295 | 188,720 | 193,560 |
| 001-2600-410-2055 | Dept Funded Intern Stipends | 15,092 | 25,200 | 25,200 |
| 001-2600-410-2057 | Grant Funded Intern Stipends | 0 | 0 | 0 |
| 001-2600-410-2059 | Volunteer Wages | 7,777 | 28,640 | 28,640 |
| 001-2600-410-2085 | Extra Help | 23,710 | 0 | 0 |
| 001-2600-412-2095 | Interfund Wages | 22,214 | 27,230 | 24,810 |
| 001-2600-415-2220 | FICA Social Security | 86,729 | 99,072 | 105,380 |
| 001-2600-415-2225 | FICA Medicare | 20,283 | 26,432 | 24,650 |
| 001-2600-415-2230 | Insurance | 272,254 | 289,510 | 344,700 |
| 001-2600-415-2235 | Retirement Contributions | 401,667 | 467,620 | 535,960 |
| 001-2600-415-2240 | Worker Compensation | 72,301 | 91,350 | 108,480 |
| 001-2600-415-2242 | Paid Leave Oregon | 5,567 | 6,656 | 6,770 |
| | Subtotal Payroll Taxes | 1,031,889 | 1,250,430 | 1,398,150 |
| TOTAL PERSONNEL SERVICES | | 2,277,377 | 2,622,290 | 2,825,250 |
| Materials and Services | | | | |
| 001-2600-510-3045 | General Office Supplies | 1,191 | 2,400 | 2,400 |
| | Subtotal Office Supplies | 1,191 | 2,400 | 2,400 |
| 001-2600-515-3180 | Fuel Oil Lubricants | 19,356 | 22,000 | 23,000 |
| 001-2600-515-3185 | Emergency Medical Supplies | 10,896 | 9,000 | 10,000 |
| 001-2600-515-3190 | Firefighting Equipment | 10,526 | 6,000 | 6,000 |
| 001-2600-515-3195 | Prevention/Disaster Prep | 21,447 | 25,000 | 25,000 |
| 001-2600-515-3200 | Hazmat Supplies | 602 | 1,500 | 1,500 |
| 001-2600-515-3205 | Turnout Maintenance | 18,512 | 16,000 | 16,000 |
| 001-2600-515-3210 | Annual Turnout Purchase | 13,477 | 13,500 | 13,500 |
| 001-2600-515-3215 | Annual Radio / Pager Purchase | 880 | 4,500 | 4,500 |
| 001-2600-515-3220 | Annual Hose Purchase | 8,486 | 4,500 | 4,500 |
| 001-2600-515-3225 | Annual Nozzle Applications | 845 | 4,000 | 4,000 |
| 001-2600-515-3230 | SCBA Maintenance Supplies | 247 | 2,500 | 2,500 |
| 001-2600-515-3240 | Wildland / Interface | 1,157 | 5,000 | 5,000 |
| 001-2600-515-3242 | Structural Prsnl Protective Eq | 4,561 | 2,700 | 2,700 |
| 001-2600-515-3310 | General Operating Supplies | 6,241 | 8,000 | 8,000 |
| | Subtotal General Operating Supplies | 117,233 | 124,200 | 126,200 |
| 001-2600-525-3510 | Bldg Mtrls/Supplies Station 2 | 1,024 | 3,900 | 3,500 |
| 001-2600-525-3520 | Building Materials / Supplies | 8,142 | 7,400 | 7,500 |
| 001-2600-525-3530 | General - Repair & Maintenance | 545 | 2,200 | 2,000 |
| 001-2600-525-3535 | Radios / Pagers | 102 | 1,500 | 1,000 |
| | Subtotal Repair & Maintenance Supplies | 9,813 | 15,000 | 14,000 |
| 001-2600-530-3720 | Small Tools | 3,788 | 6,000 | 6,000 |
| | Subtotal Small Tools | 3,788 | 6,000 | 6,000 |

| General Fund Expenditures | | | | |
|---------------------------|--|---------------------|-----------------------|---------------|
| FIRE DEPARTMENT | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
| 001-2600-545-3820 | Vehicle Parts-City Shops | 28,346 | 24,000 | 26,000 |
| 001-2600-545-3825 | Tires-City Shops | 2,923 | 4,000 | 6,000 |
| 001-2600-545-3830 | General Repair Supplies | 0 | 0 | |
| | Subtotal Vehicle& Equipment Maintenance | 31,269 | 28,000 | 32,000 |
| 001-2600-610-4075 | Schools & Resource Materials | 3,306 | 18,000 | 16,500 |
| 001-2600-610-4080 | Resource Materials | 520 | 3,500 | 3,000 |
| 001-2600-610-4090 | Career Development | 2,222 | 3,500 | 3,500 |
| | Subtotal Training | 6,048 | 25,000 | 23,000 |
| 001-2600-615-4265 | Travel: Conferences & Meetings | 5,514 | 5,000 | 5,000 |
| | Subtotal Conferences, Meetings & Travel | 5,514 | 5,000 | 5,000 |
| 001-2600-620-4420 | Physician Adviser Services | 912 | 3,000 | 3,000 |
| 001-2600-620-4515 | Annual Medical Exams | 4,766 | 3,500 | 6,000 |
| 001-2600-620-4520 | Finger Printing & Screening | 882 | 5,500 | 1,500 |
| 001-2600-620-4540 | Professional Services General | 914 | 1,000 | 1,500 |
| | Subtotal Professional Services | 7,474 | 13,000 | 12,000 |
| 001-2600-625-4635 | Dept Funded Intern Tuitn Fees | 14,043 | 35,000 | 35,000 |
| | Subtotal Fire Intern Expense | 14,043 | 35,000 | 35,000 |
| 001-2600-625-4650 | Volunteer Firefighter Insuranc | 2,521 | 3,000 | 3,000 |
| 001-2600-625-4660 | Volunteer Awards & Program | 2,231 | 3,000 | 3,000 |
| | Subtotal Volunteer Services | 4,752 | 6,000 | 6,000 |
| 001-2600-630-4750 | Various Dues | 1,453 | 1,500 | 1,500 |
| | Subtotal Memberships & Dues | 1,453 | 1,500 | 1,500 |
| 001-2600-640-5020 | Advertising Legal Ads / Notice | 0 | 750 | 750 |
| | Subtotal Advertising | 0 | 750 | 750 |
| 001-2600-645-5060 | Insurance - Liability / EAP | 252 | 350 | 350 |
| | Subtotal Insurance | 252 | 350 | 350 |
| 001-2600-655-5211 | ELEC Public Safety Fire | 13,605 | 14,000 | 14,500 |
| 001-2600-655-5212 | ELEC Fire Station 2 | 3,284 | 3,600 | 3,700 |
| 001-2600-656-5450 | Natural Gas - Fire Station 2 | 3,717 | 3,000 | 4,000 |
| 001-2600-656-5455 | Natural Gas-Public Safety Fire | 8,341 | 12,000 | 11,500 |
| 001-2600-657-5508 | Sanitation- AFD | 2,738 | 3,000 | 3,000 |
| 001-2600-657-5509 | Sanitation- AFD Station 2 | 647 | 700 | 800 |
| | Subtotal Utilities | 32,332 | 36,300 | 37,500 |
| 001-2600-660-5710 | Radios / Pagers | 0 | 2,200 | 2,200 |
| 001-2600-660-5715 | SCBA / Compressor Maintenance | 3,471 | 8,500 | 7,500 |
| 001-2600-660-5716 | Qtrly Breathing Air Qlty Test | 270 | 750 | 1,100 |
| 001-2600-660-5717 | Porta Count Calibrtn | 0 | 1,200 | 1,200 |
| 001-2600-660-5720 | Lifepak Maintenance Agreement | 1,717 | 2,750 | 2,500 |
| 001-2600-660-5721 | Personal Prtctv Eq Mntnc | 182 | 2,700 | 2,500 |
| 001-2600-660-5725 | Equipment Other Than Vehicles | 0 | 1,000 | 1,000 |
| 001-2600-660-5726 | Public Safety Bay Door Maint | 1,111 | 3,700 | 3,500 |
| 001-2600-660-5727 | Annual Hose Testing | 5,474 | 5,000 | 5,500 |

| General Fund Expenditures | | | | |
|---------------------------------------|--|---------------------|-----------------------|------------------|
| FIRE DEPARTMENT | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
| 001-2600-660-5728 | Annual Ground Ladder Testing | 740 | 1,200 | 1,200 |
| 001-2600-660-5729 | Annual Aerial Device Testing | 5,459 | 4,600 | 5,000 |
| 001-2600-660-5750 | Buildings | 6,384 | 6,500 | 6,500 |
| 001-2600-660-5751 | Buildings-Station 2 | 4,928 | 6,800 | 6,500 |
| 001-2600-660-5752 | Annual Pump Testing | 1,800 | 2,500 | 2,500 |
| 001-2600-660-5785 | Motor Vehicles /Auto Body Shop | 0 | 1,000 | 1,000 |
| 001-2600-660-5825 | General Repair & Maintenance | 7,035 | 4,000 | 4,000 |
| | Subtotal Repair & Maintenance | 38,571 | 54,400 | 53,700 |
| 001-2600-665-5860 | Photocopy Machines | 798 | 3,000 | 3,000 |
| | Subtotal Office Equipment | 798 | 3,000 | 3,000 |
| 001-2600-685-6205 | Computer Software | 0 | 680 | 680 |
| 001-2600-685-6245 | Computer Hardware | 1,958 | 0 | 0 |
| 001-2600-685-6250 | Firehouse Software Maintenance | 12,286 | 14,000 | 14,500 |
| | Subtotal Technology | 14,244 | 14,680 | 15,180 |
| TOTAL MATERIALS & SERVICES | | 288,775 | 370,580 | 373,580 |
| TOTAL FIRE DEPARTMENT | | 2,566,152 | 2,992,870 | 3,198,830 |

Fund: #001 General Fund
Department: #2800 Police

Purpose

Astoria Police Department has been serving our community since 1876. Our motto - Dedicated to Duty – Committed to Community - is the foundation of our policing philosophy. We provide law enforcement services for the City's residents and visitors 24 hours every day while placing particular emphasis on responding to the community's calls for service, investigating crimes, and traffic enforcement.

Scope

APD is the primary law enforcement agency for Astoria's 9.95 square miles and serves its 10,182 residents. We responded to 16,123 calls for service last year, a 6.5% (or almost 1,000) increase over 2024. Our biggest challenge is that we are policing a population that surges up to 30,000+ during the summer and are only staffed to serve a population of 10,000. We have thousands of people traveling through Astoria heading up or down the coast, and we draw tens of thousands into town for various events throughout the year. The Dark Arts Festival and the Great Columbia Crossing draw 3,500 participants. A participant of the Columbia Crossing also brings family members or support personnel, which conservatively adds another 3,000 people, and it is held on the same day as a Sunday Market.

The Astoria Sunday Market draws an average of 10,000 attendees from all over the World. The market covers four city blocks and has a 23-week season beginning in May and ending in October. We also have 20 cruise ships scheduled to visit the city this year. Their capacity ranges from 2,500 to 4,800 guests, and one weekend in 2023, we had two large ships on a Sunday while hosting a race.

Personnel

21 full-time positions and two half-time cadet positions

The full time positions include 18 sworn officers and three civilian staff.

New this year

We are implementing a new Computer Aided Dispatch (CAD) and Records Management System (RMS) throughout the County that will significantly improve our officer's productivity and enhance our abilities to quickly access criminal justice information and share information amongst law enforcement agencies. The initial implementation was covered by a grant; however, we will need to replace our iPads that are currently used in the vehicle with computers due to the enhanced capabilities that we will be gaining with the new technology.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
POLICE # 2800

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|------------------------|-------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Resources and Requirements | Budget Officer | Budget Committee | Governing Body |
| | | | Personnel Services: | | | |
| 1,755,716 | 1,852,200 | 2,074,000 | Regular Salaries | 2,176,680 | 2,176,680 | 2,176,680 |
| 162,700 | 133,073 | 148,430 | Overtime | 191,770 | 191,770 | 191,770 |
| 29,118 | 34,029 | 15,680 | Extra Help | 43,680 | 43,680 | 43,680 |
| 22,344 | 17,870 | 28,950 | Interfund Wages | 22,720 | 22,720 | 22,720 |
| 152,100 | 159,313 | 174,340 | FICA Taxes | 196,010 | 196,010 | 196,010 |
| 365,155 | 418,944 | 485,910 | Insurance | 515,320 | 515,320 | 515,320 |
| 497,525 | 539,980 | 612,880 | Retirement Contributions | 738,790 | 738,790 | 738,790 |
| 53,183 | 65,142 | 80,500 | Workers' Compensation | 103,720 | 103,720 | 103,720 |
| 3,037,841 | 3,220,551 | 3,620,690 | Total Personnel Services | 3,988,690 | 3,988,690 | 3,988,690 |
| 20.6 | 20.6 | 22.1 | FTEs | 23.0 | 23.0 | 23.0 |
| | | | Materials and Services: | | | |
| 4,305 | 4,191 | 6,000 | Office Supplies | 6,000 | 6,000 | 6,000 |
| 56,816 | 62,221 | 78,570 | Operating Supplies | 65,800 | 65,800 | 65,800 |
| 13,939 | 10,481 | 13,600 | Repair & Maintenance Supplies | 17,600 | 17,600 | 17,600 |
| 25,466 | 18,924 | 7,800 | Small Tools & Minor Equipment | 7,800 | 7,800 | 7,800 |
| 21,701 | 29,894 | 28,000 | City Shop Expenses | 34,000 | 34,000 | 34,000 |
| 22,849 | 38,073 | 47,161 | Training Equipment | 21,261 | 21,261 | 21,261 |
| 1,894 | 1,380 | 6,000 | Training, Conferences, Travel | 34,000 | 34,000 | 34,000 |
| 9,311 | 10,613 | 28,800 | Professional Services | 28,800 | 28,800 | 28,800 |
| 2,664 | 7,370 | 7,300 | Memberships & Dues | 7,300 | 7,300 | 7,300 |
| 2,440 | 3,555 | 3,700 | Communications | 7,400 | 7,400 | 7,400 |
| 1,458 | 747 | 1,000 | Advertising | 1,000 | 1,000 | 1,000 |
| 5,698 | 2,968 | 4,100 | Printing & Binding | 4,100 | 4,100 | 4,100 |
| 19,404 | 18,040 | 20,460 | Public Utility Services | 21,460 | 21,460 | 21,460 |
| 19,430 | 25,265 | 25,200 | Repair & Maintenance Services | 13,500 | 13,500 | 13,500 |
| 6,158 | 7,760 | 4,300 | Miscellaneous | 9,300 | 9,300 | 9,300 |
| 58,702 | 77,595 | 88,088 | Technology Services | 90,000 | 90,000 | 90,000 |
| 272,235 | 319,077 | 370,079 | Total Materials and Services | 369,321 | 369,321 | 369,321 |
| | | | Capital Outlay: | | | |
| - | - | - | Machinery & Equipment | - | - | - |
| - | - | - | Total Capital Outlay | - | - | - |
| 3,310,076 | 3,539,628 | 3,990,769 | Total Expenditures | 4,358,011 | 4,358,011 | 4,358,011 |

| General Fund Expenditures | | | | |
|---------------------------------|--|---------------------|-----------------------|------------------|
| POLICE DEPARTMENT | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
| Personnel Services | | | | |
| 001-2800-410-2020 | Straight Time - Regular | 1,852,200 | 2,074,000 | 2,176,680 |
| | Subtotal Regular Salaries | 1,852,200 | 2,074,000 | 2,176,680 |
| 001-2800-410-2045 | Overtime | 133,073 | 148,430 | 191,770 |
| 001-2800-410-2085 | Extra Help | 34,029 | 15,680 | 43,680 |
| 001-2800-412-2095 | Interfund Wages | 17,870 | 28,950 | 22,720 |
| 001-2800-415-2220 | FICA Social Security | 122,624 | 130,809 | 151,100 |
| 001-2800-415-2225 | FICA Medicare | 28,870 | 34,868 | 35,210 |
| 001-2800-415-2230 | Insurance | 418,944 | 485,910 | 515,320 |
| 001-2800-415-2235 | Retirement Contributions | 539,980 | 612,880 | 738,790 |
| 001-2800-415-2240 | Worker Compensation | 65,142 | 80,500 | 103,720 |
| 001-2800-415-2242 | Paid Leave Oregon | 7,819 | 8,663 | 9,700 |
| | Subtotal Payroll Taxes | 1,368,351 | 1,546,690 | 1,812,010 |
| TOTAL PERSONNEL SERVICES | | 3,220,551 | 3,620,690 | 3,988,690 |
| Materials and Services | | | | |
| 001-2800-510-3045 | General Office Supplies | 4,191 | 6,000 | 6,000 |
| | Subtotal Office Supplies | 4,191 | 6,000 | 6,000 |
| 001-2800-515-3120 | Books / Periodicals | 427 | 800 | 800 |
| 001-2800-515-3125 | Clothing Uniforms Boots Gloves | 26,115 | 22,000 | 22,000 |
| 001-2800-515-3130 | Photo Supplies | 17 | 750 | 0 |
| 001-2800-515-3135 | Food And Local Mtgs | 3,199 | 2,520 | 0 |
| 001-2800-515-3180 | Fuel Oil Lubricants | 24,444 | 40,000 | 33,000 |
| 001-2800-515-3310 | General Operating Supplies | 8,019 | 12,500 | 10,000 |
| | Subtotal General Operating Supplies | 62,221 | 78,570 | 65,800 |
| 001-2800-525-3520 | Range Materials / Supplies | 8,441 | 8,000 | 9,500 |
| 001-2800-525-3640 | Other Repair & Maint Supplies | 2,040 | 5,600 | 8,100 |
| | Subtotal Repair & Maintenance Supplies | 10,481 | 13,600 | 17,600 |
| 001-2800-530-3720 | Small Tools | 3,229 | 3,800 | 0 |
| 001-2800-530-3730 | Tactical Duty Gear & Equipment | 15,465 | 3,300 | 7,800 |
| 001-2800-530-3740 | Minor Operating Equipment | 230 | 700 | 0 |
| | Subtotal Small Tools | 18,924 | 7,800 | 7,800 |
| 001-2800-545-3820 | Vehicle Parts | 26,990 | 18,000 | 21,000 |
| 001-2800-545-3825 | Tires | 2,904 | 7,000 | 6,000 |
| 001-2800-545-3830 | Motor Vehicles/Auto Body Shop | 0 | 3,000 | 7,000 |
| | Subtotal Vehicle& Equipment Maintenance | 29,894 | 28,000 | 34,000 |
| 001-2800-610-4060 | Career Development | 10,720 | 19,900 | 0 |
| 001-2800-610-4085 | Travel Expenses-Training | 13,821 | 5,500 | 0 |
| 001-2800-610-4086 | Ammunition | 4,903 | 5,500 | 5,500 |
| 001-2800-610-4087 | Training Equipment & TASERs | 8,629 | 15,761 | 15,761 |
| | Subtotal Training | 38,073 | 46,661 | 21,261 |

| General Fund Expenditures | | | | |
|---------------------------|--|---------------------|-----------------------|---------------|
| POLICE DEPARTMENT | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
| 001-2800-615-4055 | Food and Local Meetings | 0 | 500 | 2,500 |
| 001-2800-615-4260 | Training/Conferences | 450 | 3,000 | 23,000 |
| 001-2800-615-4265 | Travel Expenses - Training/Conferences | 930 | 3,000 | 8,500 |
| | Subtotal Conferences, Meetings & Travel | 1,380 | 6,500 | 34,000 |
| 001-2800-620-4425 | Medical / Psychological Exams | 5,275 | 3,000 | 3,000 |
| 001-2800-620-4430 | OSHA Mandated Hearing Tests | 887 | 800 | 800 |
| 001-2800-620-4431 | Offcr Well Inc/Enhcd Physicals | 0 | 18,000 | 18,000 |
| 001-2800-620-4432 | Background Checks | 2,374 | 2,000 | 2,000 |
| 001-2800-620-4467 | Hazardous Materials Disposal | 196 | 5,000 | 5,000 |
| 001-2800-620-4540 | Professional Services General | 1,881 | 0 | 0 |
| | Subtotal Professional Services | 10,613 | 28,800 | 28,800 |
| 001-2800-630-4750 | Various Dues | 7,370 | 7,300 | 7,300 |
| | Subtotal Memberships & Dues | 7,370 | 7,300 | 7,300 |
| 001-2800-635-4935 | Satellite Phones | 806 | 1,000 | 1,000 |
| 001-2800-635-4965 | Spectrum | 592 | 600 | 600 |
| 001-2800-635-4975 | Postage | 2,157 | 2,100 | 2,200 |
| 001-2800-635-4980 | Radios | 0 | 2,600 | 3,600 |
| | Subtotal Communications | 3,555 | 3,700 | 7,400 |
| 001-2800-640-5020 | Advertising Legal Ads / Notice | 201 | 600 | 600 |
| 001-2800-640-5022 | Advertising - Recruitment | 546 | 400 | 400 |
| | Subtotal Advertising | 747 | 1,000 | 1,000 |
| 001-2800-650-5135 | Commercial Printing | 0 | 800 | 800 |
| 001-2800-650-5145 | General Printing & Binding | 2,968 | 3,300 | 3,300 |
| | Subtotal Printing & Binding | 2,968 | 4,100 | 4,100 |
| 001-2800-655-5217 | ELEC Williamsport Rd Range | 196 | 300 | 300 |
| 001-2800-655-5220 | ELEC Public Safety Bldg | 9,852 | 9,200 | 9,900 |
| 001-2800-656-5450 | Natural Gas Public Safety Pol | 6,040 | 9,060 | 9,160 |
| 001-2800-657-5511 | Sanitation - APD | 1,952 | 1,900 | 2,100 |
| | Subtotal Utilities | 18,040 | 20,460 | 21,460 |
| 001-2800-660-5710 | Radios / Pagers | 587 | 2,600 | 0 |
| 001-2800-660-5725 | Equipment Other Than Vehicles | 6,450 | 2,100 | 0 |
| 001-2800-660-5745 | Janitorial Services Agreement | 10,975 | 11,400 | 11,400 |
| 001-2800-660-5750 | Buildings | 0 | 0 | 0 |
| 001-2800-660-5785 | Motor Vehicles /Auto Body Shop | 4,218 | 7,000 | 0 |
| 001-2800-660-5825 | General Repair & Maintenance | 3,035 | 2,100 | 2,100 |
| | Subtotal Repair & Maintenance Services | 25,265 | 25,200 | 13,500 |
| 001-2800-675-5995 | Special Investigation | 3,908 | 3,000 | 8,000 |
| 001-2800-675-6000 | Towing | 837 | 1,000 | 1,000 |
| 001-2800-675-6035 | General - Miscellaneous | 3,015 | 300 | 300 |
| | Subtotal Miscellaneous | 7,760 | 4,300 | 9,300 |
| 001-2800-685-6245 | Computer Hardware | 5,244 | 6,000 | 6,000 |
| 001-2600-685-6250 | Firehouse Software Maintenance | 72,351 | 82,088 | 84,000 |
| | Subtotal Technology | 77,595 | 88,088 | 90,000 |

| General Fund Expenditures | | | |
|----------------------------|---------------------|-----------------------|-----------|
| | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
| POLICE DEPARTMENT | | | |
| TOTAL MATERIALS & SERVICES | 319,077 | 370,079 | 369,321 |
| TOTAL POLICE DEPARTMENT | 3,539,628 | 3,990,769 | 4,358,011 |

Fund: #001 **General**
Department: #3200 **Library**

Purpose

The mission of the Astoria Public Library is to Explore Ideas, Engage Minds, Excite Imagination.

Scope

The library is an active part of the community, with the following service priorities:

- Create young readers through early childhood literacy
- Create comfortable virtual and physical space for our citizens
- Provide resources to enable people of all ages and backgrounds to explore topics of personal interest
- Provide access to technology and tools to assist with the location, evaluation, and use of information resources,
- Stimulate imagination through reading, viewing, and listening for pleasure.

A total of 7,718 library cards are currently active. Of those, 1,406 belong to youth ages 0-19 who live outside City limits. Through the Library's partnership with Libraries Reading Outreach in Clatsop County (ROCC), rural youth receive free access to vital library services, providing critical support for school readiness and success.

The library's physical collection of over 30,000 items is augmented by an electronic collection of 141,669 ebooks, audiobooks, and magazines through the Oregon Digital Library Consortium. The Astoria Public Library shares its physical collection with Warrenton Community Library and Seaside Public Library. Patrons may check out items from all three libraries; items are transferred through a courier service.

Personnel

Four full-time and three part-time positions

New this year

The library renovation project is scheduled for completion in fall 2025 and will double the library's square footage. The project is funded through a General Obligation bond passed by Astoria voters in November 2022, and augmented by grants from the ARPA, the National Endowment for the Humanities, and gifts from donors.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
LIBRARY # 3200

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</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 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | | | |
| | | | Personnel Services: | | | |
| 191,155 | 262,888 | 279,130 | Regular Salaries | 298,930 | 298,930 | 298,930 |
| - | - | 440 | Overtime | 460 | 460 | 460 |
| 53,918 | 55,603 | 70,250 | Extra Help | 72,160 | 72,160 | 72,160 |
| 2,556 | 8,010 | 8,860 | Interfund Wages | 8,150 | 8,150 | 8,150 |
| 19,028 | 25,583 | 28,850 | Payroll Taxes | 30,570 | 30,570 | 30,570 |
| 60,070 | 81,538 | 88,380 | Insurance | 92,640 | 92,640 | 92,640 |
| 59,588 | 77,691 | 92,550 | Retirement Contributions | 120,360 | 120,360 | 120,360 |
| 531 | 646 | 840 | Workers' Compensation | 1,050 | 1,050 | 1,050 |
| 386,846 | 511,959 | 569,300 | Total Personnel Services | 624,320 | 624,320 | 624,320 |
| 5.7 | 5.7 | 5.8 | FTEs | 5.8 | 5.8 | 5.8 |
| | | | Materials and Services: | | | |
| 3,525 | 1,543 | 3,750 | Office Supplies | 3,400 | 3,400 | 3,400 |
| 6,992 | 1,731 | 7,000 | Operating Supplies | 7,500 | 7,500 | 7,500 |
| 68,772 | 74,418 | 47,490 | Library Materials | 108,060 | 108,060 | 108,060 |
| 5,264 | 5,040 | 6,125 | Repair & Maintenance Supplies | 4,300 | 4,300 | 4,300 |
| 4,508 | 2,266 | 4,000 | Conferences, Meetings & Travel | 4,000 | 4,000 | 4,000 |
| 16,407 | 9,704 | 6,800 | Professional Services | 7,200 | 7,200 | 7,200 |
| 454 | 1,224 | 835 | Memberships & Dues | 1,040 | 1,040 | 1,040 |
| 12 | 4 | 50 | Communications | 50 | 50 | 50 |
| 340 | 1,670 | 2,500 | Advertising | 2,000 | 2,000 | 2,000 |
| - | 647 | 600 | Printing & Binding | 700 | 700 | 700 |
| 15,250 | 15,176 | 16,495 | Public Utility Services | 17,500 | 17,500 | 17,500 |
| 19,034 | 19,117 | 21,065 | Repair & Maintenance Services | 24,650 | 24,650 | 24,650 |
| 5 | 416 | 1,000 | Miscellaneous | 1,000 | 1,000 | 1,000 |
| - | - | 1,520 | Projects Funded by Grants | - | - | - |
| 26,771 | 20,206 | 38,980 | Technology | 30,995 | 30,995 | 30,995 |
| 167,334 | 153,162 | 158,210 | Total Materials and Services | 212,395 | 212,395 | 212,395 |
| | | | Capital Outlay: | | | |
| - | - | - | Machinery & Equipment | - | - | - |
| 554,180 | 665,121 | 727,510 | Total Expenditures | 836,715 | 836,715 | 836,715 |

| General Fund Expenditures | | | | |
|---------------------------------|--|---------------------|-----------------------|----------------|
| LIBRARY | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
| Personnel Services | | | | |
| 001-3200-410-2020 | Straight Time - Regular | 262,888 | 279,130 | 298,930 |
| | Subtotal Regular Salaries | 262,888 | 279,130 | 298,930 |
| 001-3200-410-2045 | Overtime | 0 | 440 | 460 |
| 001-3200-410-2085 | Extra Help | 55,603 | 70,250 | 72,160 |
| 001-3200-412-2095 | Interfund Wages | 8,010 | 8,860 | 8,150 |
| 001-3200-415-2220 | FICA Social Security | 19,671 | 21,645 | 23,410 |
| 001-3200-415-2225 | FICA Medicare | 4,600 | 5,770 | 5,600 |
| 001-3200-415-2230 | Insurance | 81,538 | 88,380 | 92,640 |
| 001-3200-415-2235 | Retirement Contributions | 77,691 | 92,550 | 120,360 |
| 001-3200-415-2240 | Worker Compensation | 646 | 840 | 1,050 |
| 001-3200-415-2242 | Paid Leave Oregon | 1,312 | 1,435 | 1,560 |
| | Subtotal Payroll Taxes | 249,071 | 290,170 | 325,390 |
| TOTAL PERSONNEL SERVICES | | 511,959 | 569,300 | 624,320 |
| Materials and Services | | | | |
| 001-3200-510-3025 | Stationery Envelopes | 0 | 0 | |
| 001-3200-510-3030 | Paper | 0 | 0 | |
| 001-3200-510-3040 | Printer Cartridges & Supplies | 453 | 250 | 400 |
| 001-3200-510-3045 | General Office Supplies | 1,090 | 3,500 | 3,000 |
| | Subtotal Office Supplies | 1,543 | 3,750 | 3,400 |
| 001-3200-515-3165 | Volunteer Program - General | 492 | 500 | 500 |
| 001-3200-515-3308 | Barcodes/book Jackets/processi | 4,087 | 3,000 | 4,000 |
| 001-3200-515-3310 | General Operating Supplies | 1,731 | 3,500 | 3,000 |
| | Subtotal General Operating Supplies | 6,310 | 7,000 | 7,500 |
| 001-3200-520-3420 | Adult Collections | 8,061 | 10,500 | 32,500 |
| 001-3200-520-3421 | Adult Fiction Collection | 14,272 | 0 | 0 |
| 001-3200-520-3423 | Adult Audio Collection | 4,280 | 4,000 | 5,000 |
| 001-3200-520-3424 | Adult Family Teen Programs | 1,881 | 2,500 | 1,500 |
| 001-3200-520-3430 | Audiovisual DVD | 266 | 0 | 0 |
| 001-3200-520-3435 | Magazines | 1,971 | 1,000 | 2,000 |
| 001-3200-520-3440 | Newspapers / Review Sources | 624 | 2,110 | 2,100 |
| 001-3200-520-3441 | Children's Collections | 17,446 | 8,000 | 29,000 |
| 001-3200-520-3442 | Children K to 3rd Grade | 323 | 0 | 0 |
| 001-3200-520-3443 | Children 4th to 6th | 196 | 0 | 0 |
| 001-3200-520-3444 | Teen Collections | 578 | 4,000 | 16,000 |
| 001-3200-520-3445 | Children's Programs | 5,320 | 3,000 | 5,000 |
| 001-3200-520-3450 | ODLC Library 2Go Consort | 5,582 | 5,530 | 5,810 |
| 001-3200-520-3453 | Online Resources | 12,675 | 6,700 | 8,650 |
| 001-3200-520-3457 | Archive Materials | 943 | 150 | 500 |
| | Subtotal of Library Materials | 74,418 | 47,490 | 108,060 |
| 001-3200-525-3520 | Building Materials / Supplies | 169 | 850 | 300 |
| 001-3200-525-3555 | Flooring And Lighting | 0 | 750 | 0 |
| 001-3200-525-3640 | Other Repair & Maint Supplies | 4,871 | 4,525 | 4,000 |
| | Subtotal of Repair & Maintenance Supplies | 5,040 | 6,125 | 4,300 |

| General Fund Expenditures | | | | |
|---------------------------------------|--|---------------------|-----------------------|----------------|
| LIBRARY | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
| 001-3200-615-4265 | Travel: Conferences & Meetings | 2,266 | 4,000 | 4,000 |
| | Subtotal Conferences, Meetings & Travel | 2,266 | 4,000 | 4,000 |
| 001-3200-620-4432 | Background Checks | 209 | 300 | 500 |
| 001-3200-620-4445 | Staff Development | 71 | 500 | 500 |
| 001-3200-620-4540 | Professional Services General | 9,424 | 6,000 | 6,200 |
| | Subtotal Professional Services General | 9,704 | 6,800 | 7,200 |
| 001-3200-630-4810 | American Library Association | 747 | 400 | 450 |
| 001-3200-630-4815 | Public Library Association | 0 | 85 | 100 |
| 001-3200-630-4820 | Or Library Association | 238 | 250 | 250 |
| 001-3200-630-5805 | Various Dues | 239 | 100 | 240 |
| | Subtotal Memberships & Dues | 1,224 | 835 | 1,040 |
| 001-3200-635-4975 | Postage | 4 | 50 | 50 |
| | Subtotal Postage | 4 | 50 | 50 |
| 001-3200-640-5030 | Advertising Public Notices | 1,670 | 2,500 | 2,000 |
| | Subtotal Advertising | 1,670 | 2,500 | 2,000 |
| 001-3200-650-5145 | General Printing & Binding | 647 | 600 | 700 |
| | Subtotal Printing & Binding | 647 | 600 | 700 |
| 001-3200-655-5283 | ELEC Library | 9,465 | 9,000 | 10,000 |
| 001-3200-656-5470 | Natural Gas - Library | 4,371 | 6,500 | 6,500 |
| 001-3200-657-5514 | Sanitation Library | 1,340 | 995 | 1,000 |
| | Subtotal Utilities | 15,176 | 16,495 | 17,500 |
| 001-3200-660-5745 | Janitorial Services Agreement | 15,484 | 15,865 | 20,950 |
| 001-3200-660-5750 | Building Maintenance | 33 | 0 | 100 |
| 001-3200-660-5760 | Heating Systems | 0 | 3,000 | 0 |
| 001-3200-660-5770 | Lighting | 0 | 1,000 | 0 |
| 001-3200-660-5780 | Landscaping | 3,600 | 1,200 | 3,600 |
| | Subtotal Repair & Maintenance | 19,117 | 21,065 | 24,650 |
| 001-3200-675-6035 | General - Miscellaneous | 416 | 1,000 | 1,000 |
| | Subtotal Miscellaneous | 416 | 1,000 | 1,000 |
| 001-3200-680-6130 | Oregon State Library | 0 | 1,520 | 0 |
| | Subtotal Grant Funded Projects | 0 | 1,520 | 0 |
| 001-3200-685-6205 | Computer Software | 7,732 | 20,745 | 12,845 |
| 001-3200-685-6207 | Non-Contract IT Services | 0 | 0 | 0 |
| 001-3200-685-6210 | Annual Technical Repair / Repl | 685 | 5,000 | 5,500 |
| 001-3200-685-6260 | Integrated Library Software | 11,789 | 13,235 | 12,650 |
| | Subtotal Technology | 20,206 | 38,980 | 30,995 |
| TOTAL MATERIALS & SERVICES | | 157,741 | 158,210 | 212,395 |
| TOTAL LIBRARY | | 669,700 | 727,510 | 836,715 |



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SPECIAL REVENUE FUNDS

Fund: #102 Capital Improvement

Purpose

The purpose of the Capital Improvement Fund is to account for monies reserved for capital equipment purchases and projects.

Scope

This fund was established by Resolution 87-32, adopted May 4, 1987, with proceeds from several sales of City-owned assets including real estate, timber, buildings, improvements, machinery, and equipment.

Revenue to this fund comes primarily from state shared revenue and the sale of timber.

The fund is used for capital improvements to facilities and machinery and equipment purchases over a \$10,000 threshold.

This fund has \$77,103 in deferred revenue from nine (9) outstanding housing rehabilitation loans from the City portion of Community Development Block Grants (CDBGs.)

Personnel

This fund does not include any personnel expenses. The Finance Department provides oversight of the expenditures and fund balance.

New this year

Timber harvesting has shifted from every year to every other year. There will be no timber revenue this year. The proposed budget includes funds in professional services for the carbon credit inventory that must happen every five years.

General Repair and Maintenance line includes funds to assist with the 27th & Grand landslide repairs.

The Capital Improvement Fund also includes funding for a new Breathing Air System and a new LUCAS CPR device for the Fire Department, repairs to blacktop around the public safety building, new rugged laptops for the Police Department to replace ipads to best utilize the new CAD system, a new patrol vehicle, new computers and relocation assistance for the Library and new municipal accounting software for Finance.

City of Astoria, Oregon
Budget Document

CAPITAL IMPROVEMENT FUND # 102

| Historical Data | | | Budget for Fiscal Year 7/1/25 - 6/30/26 | | | |
|------------------|------------------|------------------|--|------------------|------------------|------------------|
| Actual Data | | Adopted Budget | Resources and Requirements | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/2025 | | Budget Officer | Budget Committee | Governing Body |
| | | | <u>Resources</u> | | | |
| 2,758,338 | 2,253,433 | 1,869,200 | Beginning Fund Balance | 2,403,000 | 2,403,000 | 2,403,000 |
| 342,053 | 327,214 | 369,200 | Intergovernmental | 288,200 | 288,200 | 288,200 |
| 77,915 | 107,660 | 90,000 | Interest Earnings | 63,000 | 63,000 | 63,000 |
| 381,620 | 322,256 | 1,017,880 | Timber/Land Sale | - | - | - |
| - | 697,253 | 148,320 | Gifts, Bequests & Grants | 145,000 | 145,000 | 145,000 |
| 50,236 | 662,182 | 40,000 | Miscellaneous | 60,000 | 60,000 | 60,000 |
| 1,000,000 | | - | Transfer from Other Funds General Fund | - | | |
| 4,610,162 | 4,369,998 | 3,534,600 | Total Resources | 2,959,200 | 2,959,200 | 2,959,200 |
| | | | <u>Requirements</u> | | | |
| | | | Materials & Services: | | | |
| | | | Professional Services | | | |
| 3,433 | 129,486 | 648,380 | Public Works | 301,000 | 301,000 | 301,000 |
| 9,325 | 16,899 | 15,000 | Parks | 11,000 | 11,000 | 11,000 |
| - | 38,622 | 100,000 | Professional Services-Unallocated | - | - | - |
| | - | 700 | Advertising-Unallocated | - | - | - |
| 142,986 | 77,040 | 90,000 | Repair and Maintenance Services Public Works | 190,000 | 190,000 | 190,000 |
| 155,744 | 262,047 | 854,080 | Total Materials & Services | 502,000 | 502,000 | 502,000 |
| | | | Capital Outlay: | | | |
| - | - | - | Buildings-Unallocated | - | | |
| - | | 17,500 | Improvements Other Than Bldgs Public Works | 30,000 | 30,000 | 30,000 |
| 111,143 | 116,546 | 166,235 | Machinery and Equipment Network Appropriation-Unallocated | 206,000 | 206,000 | 206,000 |
| 111,562 | 568,870 | - | Public Works | - | - | - |
| - | - | 50,500 | Parks | - | - | - |
| 65,541 | 86,505 | 105,500 | Library | 55,000 | 55,000 | 55,000 |
| 888,306 | 787,958 | 274,500 | Police | 116,000 | 116,000 | 116,000 |
| 85,095 | - | 35,000 | Fire | 70,000 | 70,000 | 70,000 |
| - | 575 | - | City Hall | 30,400 | 30,400 | 30,400 |
| - | - | - | Community Development | | | |
| | | | Finance | 105,000 | 105,000 | 105,000 |
| 1,261,647 | 1,560,454 | 649,235 | Total Capital Outlay | 612,400 | 612,400 | 612,400 |
| | | | Debt Service | | | |
| 40,346 | 42,223 | - | Principal | - | | |
| 3,842 | 1,964 | - | Interest | - | - | - |
| 44,188 | 44,187 | - | Total Debt Service | - | - | - |
| - | 1,200,000 | - | Transfers to Other Funds | - | - | - |
| - | - | 470,000 | Contingency | 200,000 | 200,000 | 200,000 |
| 1,461,579 | 3,066,688 | 1,973,315 | Total Expenditures | 1,314,400 | 1,314,400 | 1,314,400 |
| 2,770,246 | 225,875 | 515,135 | Fund Balance | 556,300 | 556,300 | 556,300 |
| 756,150 | 764,400 | 1,046,150 | Reserved for Future Expenditures | 1,088,500 | 1,088,500 | 1,088,500 |
| 3,526,396 | 990,275 | 1,561,285 | Ending Fund Balance | 1,644,800 | 1,644,800 | 1,644,800 |
| 4,987,975 | 4,056,963 | 3,534,600 | Total Requirements | 2,959,200 | 2,959,200 | 2,959,200 |

| Capital Improvement Fund | | 2023-2024 | 2024-2025 | 2025-2026 |
|-------------------------------------|---|------------------|----------------|----------------|
| Materials and Services | | | | |
| 102-0000-620-4450 | Property Appraisals | 0 | 1,500 | |
| 102-0000-620-4455 | Forest Management Plan Activities | 94,436 | 571,090 | 240,000 |
| 102-0000-620-4460 | Hazardous Tree Removal | 33,798 | 50,000 | 50,000 |
| 102-0000-620-4465 | Forest Fire Control Non-Waters | 18,074 | 20,790 | 22,000 |
| 102-0000-620-4467 | City Property Sanitary/Refuse | 77 | 20,000 | 0 |
| 102-0000-620-4540 | Professional Services General | 1,593 | 100,000 | 0 |
| | Subtotal Professional Services | 147,978 | 763,380 | 312,000 |
| 102-0000-640-5030 | Advertising Public Notices | 0 | 700 | 0 |
| | Subtotal Advertising | 0 | 700 | 0 |
| 102-0000-660-5800 | Watershed Road Repairs | 56,271 | 60,000 | 60,000 |
| 102-0000-660-5825 | General Repair & Maintenance | 16,713 | 30,000 | 130,000 |
| | Subtotal Maintenance and Repair | 72,984 | 90,000 | 190,000 |
| 102-0000-675-5940 | Taxes and Assessments | 4,056 | 0 | |
| | Subtotal Miscellaneous | 4,056 | 0 | 0 |
| ALL MATERIALS & SERVICES | | 225,018 | 854,080 | 502,000 |
| Capital Outlay | | | | |
| 102-0000-720-6400 | Capital Outlay-buildings | 0 | 10,000 | 0 |
| | Subtotal Capital Outlay Buildings | 0 | 10,000 | 0 |
| 102-0000-730-6500 | Improvements Other than Bldgs | 570,928 | 7,500 | 30,000 |
| | Subtotal Improvements Other than Bldg | 570,928 | 7,500 | 30,000 |
| 102-0000-740-6650 | Capital Outlay-Mach & Equip | 989,525 | 631,735 | |
| | Network Recommendations +OEM Grant | | | 206,000 |
| | Public Works | | | |
| | Parks and Recreation | | | |
| | Library | | | 55,000 |
| | Police Department | | | 116,000 |
| | Fire Department | | | 70,000 |
| | City Hall | | | 30,400 |
| | Finance | | | 105,000 |
| | Subtotal Capital Machinery & Equipment | 989,525 | 631,735 | 582,400 |
| TOTAL CAPITAL OUTLAY | | 1,560,453 | 649,235 | 612,400 |
| Debt Service | | | | |
| 102-0000-810-6026 | Police Vehicles Principal | 42,223 | 0 | 0 |
| 102-0000-810-6027 | Police Vehicles Interest | 1,964 | 0 | 0 |
| | Subtotal Capital Outlay Buildings | 44,187 | 0 | 0 |
| TOTAL DEBT SERVICE | | 44,187 | 0 | 0 |
| Transfers Out | | | | |
| 102-0000-850-7571 | Transfer to Library Constr Fd | 1,200,000 | 0 | 0 |
| | Subtotal Transfers Out | 1,200,000 | 0 | 0 |
| Contingent Expenditures | | | | |
| 102-0000-910-8020 | Contingency | 0 | 470,000 | 200,000 |
| | Subtotal Contingency | 0 | 470,000 | 200,000 |

| Capital Improvement Fund | | 2023-2024 | 2024-2025 | 2025-2026 |
|--------------------------------|---|-----------|-----------|-----------|
| Ending Fund Balance | | | | |
| 102-0000-950-8520 | Unappropriated Ending Fund Balance | 225,875 | 515,135 | 556,300 |
| | Reserve for Future PW Projects & Planning | 450,000 | 700,000 | 700,000 |
| | Reserve for Future Fire Apparatus | 314,400 | 346,150 | 388,500 |
| | Subtotal Ending Fund Balance | 990,275 | 1,561,285 | 1,644,800 |
| TOTAL CAPITAL IMPROVEMENT FUND | | 4,019,933 | 3,534,600 | 2,959,200 |

Fund: #104 Unemployment

Purpose

This fund was established for the payment of unemployment claims. Transfers from other operating funds provided resources along with interest accrued on the available funds.

Personnel

There are no associated positions. Finance department staff administers the fund.

City of Astoria, Oregon
Budget Document

UNEMPLOYMENT FUND # 104

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|------------------------|-------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | Resources and Requirements | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | Budget Officer | Budget Committee | Governing Body |
| | | | <u>Resources</u> | | | |
| 56,973 | 64,655 | 47,050 | Beginning Fund Balance | 55,000 | 55,000 | 55,000 |
| 1,682 | 2,904 | 1,200 | Interest Earnings | 1,500 | 1,500 | 1,500 |
| - | - | - | Gifts, Bequests and Grants | | | |
| 6,000 | 6,000 | - | Transfers from Other Fund: General Fund | - | - | - |
| 64,655 | 73,559 | 48,250 | Total Resources | 56,500 | 56,500 | 56,500 |
| | | | <u>Requirements</u> | | | |
| - | 12,577 | 40,000 | Material and Services: Unemployment claims | 56,500 | 56,500 | 56,500 |
| - | - | 8,250 | Contingency | - | | |
| 64,655 | 60,982 | | Ending Fund Balance | - | - | - |
| 64,655 | 73,559 | 48,250 | Total Requirements | 56,500 | 56,500 | 56,500 |

2025-26 Budget Detail Information

UNEMPLOYMENT FUND (104 0000)

| | | | |
|--|------|---|---------------|
| <u>Materials and Services (675)</u> | | | |
| 675 | 6055 | Services-Miscellaneous Unemployment Claims | 56,500 |
| | | Contingency | - |
| | | Ending Fund Balance | - |
| TOTAL UNEMPLOYMENT FUND | | | 56,500 |

Fund: #122 Revolving Loan Fund

Purpose

This fund was established in 1986 to accept loan payments on a Community Development Block Grant received by the City. The initial loan has been repaid. This fund is intended for use as a revolving loan program for other business developments benefiting the community.

History

In 1998, 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.

In 2016, the City Council approved a commercial loan guarantee using Revolving Loan Funds for the renovation of the Astoria Armory. This 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 \$ 50,000 as of June 30, 2022 and will be \$ 30,000 as of June 30, 2023. 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.

Personnel

There are no associated positions. Finance department staff administers the fund.

City of Astoria, Oregon
Budget Document

REVOLVING LOAN FUND # 122

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|------------------------|----------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Resources and Requirements | Budget Officer | Budget Committee | Governing Body |
| | | | <u>Resources</u> | | | |
| 367,647 | 374,680 | 267,000 | Beginning Fund Balance | 285,000 | 285,000 | 285,000 |
| 7,033 | 12,858 | 8,010 | Interest on Investments | 9,980 | 9,980 | 9,980 |
| - | - | - | Miscellaneous Income | - | - | - |
| <u>374,680</u> | <u>387,538</u> | <u>275,010</u> | Total Resources | <u>294,980</u> | <u>294,980</u> | <u>294,980</u> |
| | | | <u>Requirements</u> | | | |
| | | | Materials & Services | | | |
| - | - | 210,000 | Miscellaneous | 230,600 | 230,600 | 230,600 |
| - | - | 50,000 | Contingency | 64,380 | 64,380 | 64,380 |
| <u>374,680</u> | <u>387,538</u> | <u>15,010</u> | Ending Fund Balance | <u>-</u> | <u>-</u> | <u>-</u> |
| <u>374,680</u> | <u>387,538</u> | <u>275,010</u> | Total Requirements | <u>294,980</u> | <u>294,980</u> | <u>294,980</u> |

2025-26 Budget Detail Information

REVOLVING LOAN FUND (122 0000)

| | | | |
|--|------|-----------------------------------|-----------------------|
| <u>Materials and Services (675)</u> | | | |
| | | Miscellaneous | |
| 675 | 6025 | Economic Development Projects | 130,600 |
| 675 | 6035 | Derelict Building Program Support | <u>100,000</u> |
| | | Total Materials & Services | 230,600 |
| 910 | 8020 | Contingency | 64,380 |
| 950 | 8520 | Ending Fund Balance | <u>-</u> |
| TOTAL REVOLVING LOAN FUND | | | <u>294,980</u> |

Fund: Building Inspection # 128

Purpose

This fund supports building permit and inspection activity of the City. The purpose of the Building Official is to protect the health, safety, and welfare of the public by ensuring compliance with the State building code.

Scope of Services

Building staff issue nearly 450 permits each year and conduct approximately 1000 inspections. Permit types include commercial and residential structural, plumbing, and mechanical works, such as new construction, additional, interior and exterior renovations, decks, fences, and other improvements.

The Building Official responds to complaints and concerns about building code violations and is the only staff member who can issue a stop work order.

Personnel

Two full-time regular positions and some part-time and temporary/contract hours

New this year

The proposed budget includes funds for the purchase of a new vehicle to support building inspection services.

City of Astoria, Oregon
Budget Document

BUILDING INSPECTION FUND # 128

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|---------------------------------|-------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | Resources and Requirements | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | Budget Officer | Budget Committee | Governing Body |
| <u>Resources</u> | | | | | | |
| 348,359 | 289,475 | 337,000 | Beginning Fund Balance | 1,439,100 | 1,439,100 | 1,439,100 |
| 283,574 | 491,320 | 1,000,000 | Charges for Services | 300,000 | 300,000 | 300,000 |
| - | - | - | Gifts, Bequests and Grants | | | |
| 369 | 274 | - | Miscellaneous Income | | | |
| 10,175 | 17,894 | 10,100 | Interest on Investments | 24,000 | 24,000 | 24,000 |
| 642,477 | 798,963 | 1,347,100 | Total Resources | 1,763,100 | 1,763,100 | 1,763,100 |
| <u>Requirements</u> | | | | | | |
| Personnel Services: | | | | | | |
| 150,274 | 169,051 | 300,420 | Regular Salaries | 179,360 | 179,360 | 179,360 |
| 70,050 | 92,312 | 151,500 | Extra Help | 247,320 | 247,320 | 247,320 |
| 16,477 | 20,726 | 33,730 | FICA Taxes | 34,350 | 34,350 | 34,350 |
| 34,555 | 37,304 | 40,200 | Insurance | 51,170 | 51,170 | 51,170 |
| 49,944 | 61,660 | 92,240 | Retirement Contributions | 94,900 | 94,900 | 94,900 |
| 1,877 | 2,623 | 7,360 | Workers' Compensation | 8,870 | 8,870 | 8,870 |
| 255,954 | 383,676 | 625,450 | Total Personnel Services | 615,970 | 615,970 | 615,970 |
| 2.3 | 2.3 | 3.5 | FTEs | 3.3 | 3.3 | 3.3 |
| Materials and Services: | | | | | | |
| 4,813 | 2,784 | 1,000 | Office Supplies | 2,000 | 2,000 | 2,000 |
| 905 | 2,864 | 3,050 | Operating Supplies | 3,200 | 3,200 | 3,200 |
| 2,441 | 5,518 | 5,250 | Conferences, Meetings & Travel | 1,750 | 1,750 | 1,750 |
| 59,860 | 9,255 | 11,000 | Professional Services | 16,000 | 16,000 | 16,000 |
| 225 | 244 | 2,000 | Memberships & Dues | 1,000 | 1,000 | 1,000 |
| 841 | 996 | 825 | Communications | 950 | 950 | 950 |
| 174 | - | 200 | Printing & Binding | 200 | 200 | 200 |
| 2,078 | 697 | 2,800 | Repair & Maintenance Services | 4,700 | 4,700 | 4,700 |
| 795 | 1,449 | 4,000 | Technology Services | 2,500 | 2,500 | 2,500 |
| 4,116 | 3,797 | 3,200 | Miscellaneous | 7,900 | 7,900 | 7,900 |
| 76,248 | 27,604 | 33,325 | Total Materials and Services | 40,200 | 40,200 | 40,200 |
| | | | Capital Outlay-Mach & Equip | 30,500 | 30,500 | 30,500 |
| - | - | - | Total Capital Outlay | 30,500 | 30,500 | 30,500 |
| Transfers to Other Funds | | | | | | |
| 20,800 | 20,800 | 20,800 | General Fund | 189,000 | 189,000 | 189,000 |
| 20,800 | 20,800 | 20,800 | Total of Transfer to Other Funds | 189,000 | 189,000 | 189,000 |
| - | - | 667,525 | Contingency | 200,000 | 200,000 | 200,000 |
| 353,002 | 432,080 | 1,347,100 | Total Expenditures | 1,075,670 | 1,075,670 | 1,075,670 |
| 289,475 | 366,883 | - | Ending Fund Balance | 687,430 | 687,430 | 687,430 |
| 642,477 | 798,963 | 1,347,100 | Total Requirements | 1,763,100 | 1,763,100 | 1,763,100 |

| Building Inspection Fund Expenditures | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 Proposed |
|---------------------------------------|--|---------------------|-----------------------|-----------------------|
| Personnel Services | | | | |
| 128-3300-410-2020 | Straight Time - Regular | 169,051 | 300,420 | 179,360 |
| | Subtotal Regular Salaries | 169,051 | 300,420 | 179,360 |
| 128-3300-410-2045 | Overtime | 0 | 0 | |
| 128-3300-410-2085 | Extra Help | 92,312 | 151,500 | 247,320 |
| 128-3300-415-2220 | FICA Social Security | 15,949 | 25,378 | 26,435 |
| 128-3300-415-2225 | FICA Medicare | 3,730 | 6,746 | 6,190 |
| 128-3300-415-2230 | Insurance | 37,304 | 40,200 | 51,170 |
| 128-3300-415-2235 | Retirement Contributions | 61,660 | 92,240 | 94,900 |
| 128-3300-415-2240 | Worker Compensation | 2,623 | 7,360 | 8,870 |
| 128-3300-415-2242 | Paid Leave Oregon | 1,047 | 1,606 | 1,725 |
| | Subtotal Payroll Taxes | 214,625 | 325,030 | 436,610 |
| TOTAL PERSONNEL SERVICES | | 383,676 | 625,450 | 615,970 |
| Materials and Services | | | | |
| 128-3300-510-3045 | General Office Supplies | 599 | 1,000 | 2,000 |
| | Subtotal Office Supplies | 599 | 1,000 | 2,000 |
| 128-3300-515-3120 | Books / Periodicals | 540 | 1,200 | 1,750 |
| 128-3300-515-3125 | Clothing Uniform Boots Gloves | 0 | 1,000 | 500 |
| 128-3300-515-3180 | Fuel Oil Lubricants | 774 | 500 | 700 |
| 128-3300-515-3310 | General Operating Supplies | 221 | 250 | 250 |
| | Subtotal General Operating Supplies | 1,535 | 2,950 | 3,200 |
| 128-3300-530-3720 | Small Tools | 0 | 100 | 100 |
| | Subtotal Small Tools | 0 | 100 | 100 |
| 128-3300-610-4090 | Registration | 2,922 | 3,000 | 3,000 |
| 128-3300-610-4095 | Certification | 395 | 500 | 500 |
| | Subtotal Certification | 3,317 | 3,500 | 3,500 |
| 128-3300-615-4260 | Conference / Meeting Expenses | 80 | 750 | 750 |
| 128-3300-615-4265 | Travel: Conferences & Meetings | 0 | 1,000 | 1,000 |
| | Subtotal Conferences, Meetings & Travel | 80 | 1,750 | 1,750 |
| 128-3300-620-4485 | Contract Building Inspection | 12,199 | 10,000 | 15,000 |
| 128-3300-620-4539 | VOIP Cisco/Obsidian Support | 972 | 1,000 | 1,000 |
| 128-3300-620-4540 | Professional Services General | 440 | 0 | 0 |
| | Subtotal Professional Services General | 13,611 | 11,000 | 16,000 |
| 128-3300-630-4750 | Various Dues | 80 | 2,000 | 1,000 |
| | Subtotal Memberships & Dues | 80 | 2,000 | 1,000 |
| 128-3300-635-4930 | Telephone | 836 | 825 | 900 |
| 128-3300-635-4975 | Postage | 0 | 0 | 50 |
| | Subtotal Communication | 836 | 825 | 950 |
| 128-3300-645-5060 | Insurance - Liability / EAP | 63 | 0 | 100 |
| | Subtotal Insurance | 63 | 0 | 100 |
| 128-3300-650-5145 | General Printing & Binding | 104 | 200 | 200 |
| | Subtotal Printing & Binding | 104 | 200 | 200 |
| 128-3300-660-5620 | Office Machines | 702 | 700 | 700 |
| 128-3300-660-5785 | Motor Vehicles /Auto Body Shop | 0 | 2,000 | 2,000 |

| | | | | |
|---------------------------------------|---|----------------|------------------|------------------|
| 128-3300-660-5825 | General Repair & Maintenance | 709 | 100 | 2,000 |
| | Subtotal Repair & Maintenance Services | 1,411 | 2,800 | 4,700 |
| 128-3300-675-5925 | Credit Card Processing Fees | 4,984 | 3,000 | 4,000 |
| 128-3300-675-6035 | General - Miscellaneous | 0 | 200 | 200 |
| | Subtotal Miscellaneous | 4,984 | 3,200 | 4,200 |
| 128-3300-685-6205 | Computer Software | 0 | 0 | 500 |
| 128-3300-685-6245 | Computer Hardware | 0 | 4,000 | 2,000 |
| | Subtotal Technology | 0 | 4,000 | 2,500 |
| TOTAL MATERIALS & SERVICES | | 26,620 | 33,325 | 40,200 |
| Capital Outlay | | | | |
| 128-3300-740-6650 | Capital Outlay-Mach & Equip | 0 | 0 | 30,500 |
| | Subtotal Transfer to Other Funds | 0 | 0 | 30,500 |
| TOTAL CAPITAL OUTLAY | | 0 | 0 | 30,500 |
| Transfer to Other Funds | | | | |
| 128-3300-850-7555 | Transfer to General Fund | 20,799 | 20,800 | 189,000 |
| | Subtotal Transfer to Other Funds | 20,799 | 20,800 | 189,000 |
| TOTAL TRANSFER TO OTHER FUNDS | | 20,799 | 20,800 | 189,000 |
| Contingency | | | | |
| 128-3300-910-8020 | Contingency | 0 | 667,525 | 200,000 |
| | Subtotal Contingency | 0 | 667,525 | 200,000 |
| TOTAL CONTINGENCY | | 0 | 667,525 | 200,000 |
| Ending Fund Balance | | | | 687,430 |
| TOTAL BUILDING INSPECTION FUND | | 431,095 | 1,347,100 | 1,763,100 |

Fund: #130 American Rescue Plan Act (ARPA) Fund

Purpose

This fund was created to account for the resources and requirements related to the ARP Act of 2021.

History

Funds were received in two tranches, in August of 2021 and August of 2022. As with other ARPA funding, funds had to be obligated by December of 2024, and must be spent by December of 2026.

Personnel

There are no associated positions. Finance department staff administers the fund.

New this year

The remaining funds in the ARPA fund have been obligated to the 16th Street Waterline project. That project is expected to be completed in December 2025.

City of Astoria, Oregon
Budget Document

AMERICAN RESCUE PLAN (ARP) FUND # 130

Budget for Fiscal Year 7/1/25 - 6/30/26

Historical Data

| <u>Actual Data</u> | | <u>Adopted Budget</u> | Resources and Requirements | Proposed by Budget Officer | Approved by Budget Committee | Adopted by Governing Body |
|--------------------|----------------|-----------------------|-----------------------------------|----------------------------------|------------------------------------|---------------------------------|
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | | | |
| | | | <u>Resources</u> | | | |
| 504,805 | 499,799 | 497,600 | Beginning Fund Balance | 324,400 | 324,400 | 324,400 |
| 1,630,740 | (22,589) | - | Intergovernment | - | - | - |
| <u>28,409</u> | <u>23,476</u> | <u>16,587</u> | Interest on Investments | <u>6,000</u> | <u>6,000</u> | <u>6,000</u> |
| <u>2,163,954</u> | <u>500,686</u> | <u>514,187</u> | Total Resources | <u>330,400</u> | <u>330,400</u> | <u>330,400</u> |
| | | | <u>Requirements</u> | | | |
| | | | Capital Outlay | | | |
| <u>1,664,155</u> | <u>971</u> | <u>514,187</u> | Improvements other than Buildings | <u>330,400</u> | <u>330,400</u> | <u>330,400</u> |
| <u>1,664,155</u> | <u>971</u> | <u>514,187</u> | Total of Capital Outlay | <u>330,400</u> | <u>330,400</u> | <u>330,400</u> |
| - | - | - | Contingency | - | - | - |
| 1,664,155 | 971 | 514,187 | Total Expenditures | 330,400 | 330,400 | 330,400 |
| <u>499,799</u> | <u>499,715</u> | <u>(0)</u> | Ending Fund Balance | <u>-</u> | <u>-</u> | <u>-</u> |
| <u>2,163,954</u> | <u>500,686</u> | <u>514,187</u> | Total Requirements | <u>330,400</u> | <u>330,400</u> | <u>330,400</u> |

Fund: #132 Emergency Communications

Purpose

The Emergency Communications fund supports a 24-hour Regional Communications Center, which provides emergency and non-emergency call answering and dispatching services for 17 public safety agencies, including the Astoria Police, Fire, and Public Works Departments.

Scope

The biggest challenges are increasing call volumes and aging radio infrastructure. Dispatch received 64, pp2 non-emergency 911 calls in 2023 and dispatched 46,813 calls for service, a 5.6% increase from 2022. As law enforcement staffing increases throughout the County, we continue to see an increase in officer-initiated calls. Officer initiated calls consist of traffic stops, warrant services and patrol check. Each traffic stop is an average of 90 seconds of radio talk time, which adds an additional 2 hours of radio traffic a week or 104 hours of increased radio traffic over the calendar year. We expect these numbers to increase significantly as newly hired officers are released to independent patrol in the next 9 – 12 months.

Personnel

11 full-time regular positions

New this year

The Communications Center is completing the radio console upgrade and the Computer Aided Dispatch (CAD) and Records Management System (RMS) software upgrades are scheduled to go live in September of 2025. The Astoria Communications Center is the hub for the CAD and is requiring a large commitment from our personnel.

The proposed budget includes a new Eventide Audio Recorder, a CAD to CAD connection with Metro Area Joint CAD System, and three rugged laptops for mobile deployment in a crisis.

City of Astoria, Oregon
Budget Document

EMERGENCY COMMUNICATIONS FUND #132

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|--------------------------------|------------------|-----------------------|--|------------------|------------------|------------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | Resources and Requirements | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | Budget Officer | Budget Committee | Governing Body |
| <u>Resources</u> | | | | | | |
| 1,600,354 | 1,785,593 | 1,404,800 | Beginning Fund Balance | 983,900 | 983,900 | 983,900 |
| | | | Prior Period Adjustment | | | |
| 549,011 | 560,298 | 560,000 | Intergovernmental | 550,000 | 550,000 | 550,000 |
| 643,819 | 641,032 | 645,242 | Charges for Services | 786,593 | 786,593 | 786,593 |
| 44,550 | 78,768 | 40,000 | Interest on Investments | 35,000 | 35,000 | 35,000 |
| 3,041 | - | | Gifts, Bequests and Grants | | | |
| 248 | 704 | 18,910 | Miscellaneous | - | - | - |
| | | | Transfer From Other Funds | | | |
| 451,930 | 459,459 | 457,087 | General Fund | 464,177 | 464,177 | 464,177 |
| 6,360 | 6,649 | 4,180 | Public Works | 6,690 | 6,690 | 6,690 |
| <u>3,299,313</u> | <u>3,532,503</u> | <u>3,130,219</u> | Total Resources | <u>2,826,360</u> | <u>2,826,360</u> | <u>2,826,360</u> |
| <u>Requirements</u> | | | | | | |
| Personnel Services: | | | | | | |
| 509,492 | 645,891 | 914,600 | Regular Salaries | 968,500 | 968,500 | 968,500 |
| 193,469 | 186,711 | 201,300 | Overtime | 220,200 | 220,200 | 220,200 |
| - | 31,428 | 65,300 | Extra Help | 7,660 | 7,660 | 7,660 |
| 53,577 | 65,733 | 95,200 | Payroll Taxes | 96,400 | 96,400 | 96,400 |
| 93,151 | 123,307 | 240,700 | Insurance | 314,700 | 314,700 | 314,700 |
| 160,537 | 202,584 | 305,800 | Retirement Contributions | 347,600 | 347,600 | 347,600 |
| 653 | 987 | 1,150 | Interfund Wages | 1,160 | 1,160 | 1,160 |
| 1,165 | 3,026 | 1,900 | Workers' Compensation | 2,200 | 2,200 | 2,200 |
| <u>1,012,044</u> | <u>1,259,667</u> | <u>1,825,950</u> | Total Personnel Services | <u>1,958,420</u> | <u>1,958,420</u> | <u>1,958,420</u> |
| 9.0 | 9.0 | 12.4 | FTEs | 12.4 | 12.4 | 12.4 |
| Materials and Services: | | | | | | |
| 3,915 | 2,116 | 4,550 | Office Supplies | 4,500 | 4,500 | 4,500 |
| 3,344 | 1,558 | 6,000 | Operating Supplies | 6,000 | 6,000 | 6,000 |
| 180 | 174 | 3,000 | Small Tools & Minor Equipment | 3,200 | 3,200 | 3,200 |
| 3,998 | 499 | 4,000 | General Repairs / City Shops | 4,000 | 4,000 | 4,000 |
| 3,060 | 1,200 | 4,300 | Training | 5,350 | 5,350 | 5,350 |
| 4,639 | 6,679 | 10,500 | Conferences, Meetings & Travel | 11,000 | 11,000 | 11,000 |
| 67,034 | 44,185 | 170,000 | Professional Services | 130,000 | 130,000 | 130,000 |
| 277 | 272 | 2,800 | Memberships & Dues | 3,100 | 3,100 | 3,100 |
| 11,472 | 12,048 | 13,000 | Communications | 11,000 | 11,000 | 11,000 |
| 460 | 36 | 1,000 | Advertising | 1,000 | 1,000 | 1,000 |
| 3,024 | 4,122 | 3,700 | Public Utility Services | 3,700 | 3,700 | 3,700 |
| 29,077 | 39,261 | 37,600 | Repair & Maintenance Services | 151,249 | 151,249 | 151,249 |
| 15,961 | 27,516 | 34,375 | Technology | 167,475 | 167,475 | 167,475 |
| 1,772 | 86,199 | 2,500 | Miscellaneous | 2,500 | 2,500 | 2,500 |
| <u>148,213</u> | <u>225,865</u> | <u>297,325</u> | Total Materials and Services | <u>504,074</u> | <u>504,074</u> | <u>504,074</u> |
| Capital Outlay: | | | | | | |
| 88,611 | 80,656 | 20,000 | Buildings | - | - | - |
| 234,852 | 117,044 | 816,900 | Machinery & Equipment | 144,480 | 144,480 | 144,480 |
| <u>323,463</u> | <u>197,700</u> | <u>836,900</u> | Total Capital Outlay | <u>144,480</u> | <u>144,480</u> | <u>144,480</u> |
| Transfer to Other Fund | | | | | | |
| 30,000 | 30,000 | 30,000 | General Fund | 77,000 | 77,000 | 77,000 |
| <u>-</u> | <u>-</u> | <u>120,000</u> | Contingency | <u>120,000</u> | <u>120,000</u> | <u>120,000</u> |
| <u>1,513,720</u> | <u>1,713,232</u> | <u>3,110,175</u> | Total Expenditures | <u>2,803,974</u> | <u>2,803,974</u> | <u>2,803,974</u> |
| 1,785,593 | 1,819,271 | 20,044 | Ending Fund Balance | 22,386 | 22,386 | 22,386 |
| <u>-</u> | <u>-</u> | <u>-</u> | Reserved for Future Capital Expenditure | <u>-</u> | <u>-</u> | <u>-</u> |
| <u>1,785,593</u> | <u>1,819,271</u> | <u>20,044</u> | Total Ending Fund Balance | <u>22,386</u> | <u>22,386</u> | <u>22,386</u> |
| <u>3,299,313</u> | <u>3,532,503</u> | <u>3,130,219</u> | Total Requirements | <u>2,826,360</u> | <u>2,826,360</u> | <u>2,826,360</u> |

| Emergency Communications Fund | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
|---------------------------------|--|---------------------|-----------------------|------------------|
| Personnel Services | | | | |
| 132-3400-410-2020 | Straight Time - Regular | 645,891 | 914,600 | 968,500 |
| | Subtotal Regular Salaries | 645,891 | 914,600 | 968,500 |
| 132-3400-410-2045 | Overtime | 186,711 | 201,300 | 220,200 |
| 132-3400-410-2085 | Extra Help | 31,428 | 65,300 | 7,660 |
| 132-3400-412-2095 | Interfund Wages | 987 | 1,150 | 1,160 |
| 132-3400-415-2220 | FICA Social Security | 50,308 | 71,432 | 75,200 |
| 132-3400-415-2225 | FICA Medicare | 12,399 | 19,040 | 16,800 |
| 132-3400-415-2230 | Insurance | 123,307 | 240,700 | 314,700 |
| 132-3400-415-2235 | Retirement Contributions | 202,584 | 305,800 | 347,600 |
| 132-3400-415-2240 | Worker Compensation | 1,396 | 1,900 | 2,200 |
| 132-3400-415-2242 | Paid Leave Oregon | 3,026 | 4,728 | 4,400 |
| | Subtotal Payroll Taxes | 612,146 | 911,350 | 989,920 |
| TOTAL PERSONNEL SERVICES | | 1,258,037 | 1,825,950 | 1,958,420 |
| Materials and Services | | | | |
| 132-3400-510-3040 | Printer Cartridges & Supplies | 39 | 550 | 500 |
| 132-3400-510-3045 | General Office Supplies | 2,077 | 4,000 | 4,000 |
| | Subtotal Office Supplies | 2,116 | 4,550 | 4,500 |
| 132-3400-515-3180 | Fuel Oil Lubricants | 1,372 | 6,000 | 6,000 |
| 132-3400-515-3310 | General Operating Supplies | 186 | 0 | |
| | Subtotal General Operating Supplies | 1,558 | 6,000 | 6,000 |
| 132-3400-530-3720 | Small Tools | 174 | 3,000 | 3,200 |
| | Subtotal Small Tools | 174 | 3,000 | 3,200 |
| 132-3400-545-3830 | General Repair Supplies | 499 | 4,000 | 4,000 |
| | Subtotal Repair/Shop Supplies | 499 | 4,000 | 4,000 |
| 132-3400-610-4095 | Certification | 0 | 300 | 350 |
| 132-3400-610-4100 | Emd | 0 | 0 | 0 |
| 132-3400-610-4110 | Dispatch Training | 1,200 | 4,000 | 5,000 |
| | Subtotal Professional Services General | 1,200 | 4,300 | 5,350 |
| 132-3400-615-4260 | Conference / Meeting Expenses | 2,003 | 8,000 | 8,000 |
| 132-3400-615-4265 | Travel: Conferences & Meetings | 4,676 | 2,500 | 3,000 |
| | Subtotal Conferences, Meetings & Travel | 6,679 | 10,500 | 11,000 |
| 132-3400-620-4495 | Apco Frequency Coordination | 0 | 0 | 0 |
| 132-3400-620-4540 | Professional Services General | 44,185 | 170,000 | 130,000 |
| | Subtotal Professional Services General | 44,185 | 170,000 | 130,000 |
| 132-3400-630-4750 | Various Dues | 272 | 2,800 | 3,100 |
| | Subtotal Memberships & Dues | 272 | 2,800 | 3,100 |

| Emergency Communications Fund | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
|---------------------------------------|---|---------------------|-----------------------|----------------|
| 132-3400-635-4940 | 911 Lines | 8,802 | 8,000 | 8,000 |
| 132-3400-635-4955 | Language Line Services | 3,246 | 5,000 | 3,000 |
| | Subtotal Postage | 12,048 | 13,000 | 11,000 |
| 132-3400-640-5030 | Advertising Public Notices | 0 | 1,000 | 1,000 |
| | Subtotal Advertising | 0 | 1,000 | 1,000 |
| 132-3400-645-5060 | Insurance - Liability / EAP | 36 | 0 | |
| | Subtotal Insurance | 36 | 0 | 0 |
| 132-3400-655-5215 | ELEC Pipeline #B Radio Transm | 3,108 | 2,500 | 2,500 |
| 132-3400-655-5219 | ELEC Lewis & Clark Bldg | 1,014 | 1,200 | 1,200 |
| | Subtotal Public Utility Services | 4,122 | 3,700 | 3,700 |
| 132-3400-660-5705 | Server Ifocus | 34,205 | 37,600 | 151,249 |
| 132-3400-660-5825 | General Repair & Maintenance | 5,056 | 0 | 0 |
| | Subtotal Repair & Maintenance Services | 39,261 | 37,600 | 151,249 |
| 132-3400-675-6035 | General - Miscellaneous | 86,199 | 2,500 | 2,500 |
| | Subtotal Miscellaneous | 86,199 | 2,500 | 2,500 |
| 132-3400-685-6205 | Computer Software | 8,752 | 8,600 | 9,500 |
| 132-3400-685-6225 | Eventide | 0 | 4,500 | 85,600 |
| 132-3400-685-6230 | Web Based Comm Software | 25 | 5,500 | 5,500 |
| 132-3400-685-6235 | Computer Hardware Maintenance | 8,840 | 4,125 | 55,225 |
| 132-3400-685-6240 | Justice App Maintenance | 5,244 | 6,700 | 6,700 |
| 132-3400-685-6275 | Tailored Solutions | 4,655 | 4,950 | 4,950 |
| | Subtotal Technology | 27,516 | 34,375 | 167,475 |
| TOTAL MATERIALS & SERVICES | | 225,865 | 297,325 | 504,074 |
| Capital Outlay | | | | |
| 132-3400-720-6400 | Capital Outlay-buildings | 80,656 | 20,000 | 0 |
| 132-3400-740-6650 | Capital Outlay-Mach & Equip | 117,044 | 1,317,045 | 144,480 |
| | Subtotal Capital Outlay | 197,700 | 1,337,045 | 144,480 |
| TOTAL CAPITAL OUTLAY | | 314,744 | 1,337,045 | 144,480 |
| Transfer to Other Funds | | | | |
| 132-3400-850-7555 | Transfer to General Fund | 30,000 | 30,000 | 77,000 |
| | Subtotal Transfer to Other Funds | 30,000 | 30,000 | 77,000 |
| TOTAL TRANSFER TO OTHER FUNDS | | 30,000 | 30,000 | 77,000 |
| Contingency | | | | |
| 132-3400-910-8020 | Contingency | 0 | 120,000 | 120,000 |
| | Subtotal Contingency | 0 | 120,000 | 120,000 |
| TOTAL CONTINGENCY | | 0 | 120,000 | 120,000 |

| Emergency Communications Fund | | | | |
|------------------------------------|---------------------|---------------------|-----------------------|-----------|
| | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
| Ending Fund Balance | | | | |
| 132-3400-950-8520 | Ending Fund Balance | 0 | 20,044 | 22,386 |
| Subtotal Ending Fund Balance | | 0 | 20,044 | 22,386 |
| | | | | |
| TOTAL EMERGENCY COMMUNICATION FUND | | 1,828,646 | 3,610,320 | 2,826,360 |

Fund: #136 Special Police Projects

Purpose

The Special Police Projects fund was established to capture grants and alternative funding sources after the tax limitation law in 1990. The fund may receive contributions from private individuals, organizations, and businesses, as well as certain grant funds and money from court ordered assessments.

Scope

This fund operates within the organizational structure of the Police Department. In 2023-24, two part time police cadet positions were created in this fund with a transfer of funds from Promote Astoria. One of those positions was staffed in 2024-25, and that has been a successful program for the city. These positions were moved into the General Fund in 2025-26.

Personnel

There are no associated positions. Astoria Police Department staff administer the fund.

City of Astoria, Oregon
Budget Document

SPECIAL POLICE PROJECTS #136

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|--------------------------------|---------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Resources and Requirements | Budget Officer | Budget Committee | Governing Body |
| <u>Resources</u> | | | | | | |
| 23,314 | 23,647 | 86,600 | Beginning Fund Balance | 52,300 | 52,300 | 52,300 |
| 661 | 2,797 | 4,000 | Interest Earnings | 1,830 | 1,830 | 1,830 |
| 5 | 5 | - | Miscellaneous | - | - | - |
| 653 | 1,846 | - | Fines and Forfeitures | - | - | - |
| | | | Transfers from Other Funds | - | - | - |
| 1,400 | 1,400 | 1,400 | General Fund | - | - | - |
| - | 59,500 | - | Promote Astoria | - | - | - |
| <u>26,033</u> | <u>89,195</u> | <u>92,000</u> | Total Resources | <u>54,130</u> | <u>54,130</u> | <u>54,130</u> |
| <u>Requirements</u> | | | | | | |
| Personnel Services: | | | | | | |
| - | - | - | Regular Salaries | - | - | - |
| - | - | 43,860 | Extra Help | - | - | - |
| - | - | 3,540 | Payroll Taxes | - | - | - |
| - | - | 30 | Insurance | - | - | - |
| - | - | 10,460 | Retirement Contributions | - | - | - |
| - | - | 1,500 | Workers' Compensation | - | - | - |
| - | - | 59,390 | Total Personnel Services | - | - | - |
| - | - | - | FTEs | - | - | - |
| Materials and Services: | | | | | | |
| 2,386 | 2,381 | 22,000 | Operating Supplies | 54,130 | 54,130 | 54,130 |
| - | - | - | Projects Funded by Grants | - | - | - |
| 2,386 | 2,381 | 22,000 | Total Materials and Services | 54,130 | 54,130 | 54,130 |
| - | - | 10,610 | Contingency | - | - | - |
| 2,386 | 2,381 | 92,000 | Total Expenditures | 54,130 | 54,130 | 54,130 |
| 23,647 | 86,814 | - | Ending Fund Balance | - | - | - |
| <u>26,033</u> | <u>89,195</u> | <u>92,000</u> | Total Requirements | <u>54,130</u> | <u>54,130</u> | <u>54,130</u> |

| Special Police Projects Fund | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
|---|--|---------------------|-----------------------|---------------|
| Personnel Services | | | | |
| 136-0000-410-2085 | Extra Help | 0 | 43,860 | 0 |
| 136-0000-415-2220 | FICA Social Security | 0 | 2,643 | 0 |
| 136-0000-415-2225 | FICA Medicare | 0 | 708 | 0 |
| 136-0000-415-2230 | Insurance | 0 | 30 | 0 |
| 136-0000-415-2235 | Retirement Contributions | 0 | 10,460 | 0 |
| 136-0000-415-2240 | Worker Compensation | 0 | 1,500 | 0 |
| 136-0000-415-2242 | Paid Leave Oregon | 0 | 189 | 0 |
| | Subtotal Payroll Taxes | 0 | 59,390 | 0 |
| TOTAL PERSONNEL SERVICES | | 0 | 59,390 | 0 |
| Materials and Services | | | | |
| 136-0000-515-3310 | General Operating Supplies | 2,281 | 22,000 | 54,130 |
| | Subtotal General Operating Supplies | 2,281 | 22,000 | 54,130 |
| TOTAL MATERIALS & SERVICES | | 2,281 | 22,000 | 54,130 |
| Contingency | | | | |
| 136-0000-910-8020 | Contingency | 0 | 10,610 | |
| | Subtotal Contingency | 0 | 10,610 | 0 |
| TOTAL CONTINGENCY | | 0 | 10,610 | 0 |
| TOTAL SPECIAL POLICE PROJECTS FUND | | 2,281 | 92,000 | 54,130 |

Fund: #140 Astor West Area Special Projects Fund #140

Purpose

This fund was created to receive and expend excess taxes collected for the Astor West Urban Renewal District that were returned to the City as one of the overlaying taxing districts.

Scope

In the final year of collections for the Astor West Urban Renewal District some taxes were collected in excess of that level. The excess taxes were refunded to the overlaying taxing districts, of which the City is one. Instead of being returned to the General Fund, these funds were put into 140 to be used for special projects. The Council at the time intended these projects should be adjacent to the Astor West Urban Renewal District, but let those projects be defined by the future Council.

Personnel

There are no associated positions. Finance department staff administers the fund.

City of Astoria, Oregon
Budget Document

ASTOR WEST AREA SPECIAL PROJECTS FUND # 140

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</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 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | | | |
| <u>Resources</u> | | | | | | |
| - | 693,817 | 719,000 | Beginning Fund Balance | 680,000 | 680,000 | 680,000 |
| 18,678 | 34,145 | 30,000 | Interest | 23,500 | 23,500 | 23,500 |
| 675,139 | - | - | Transfer from Other Funds | - | - | - |
| 693,817 | 727,962 | 749,000 | Total Resources | 703,500 | 703,500 | 703,500 |
| <u>Requirements</u> | | | | | | |
| Materials & Services | | | | | | |
| - | - | 300,000 | Professional Services | 300,000 | 300,000 | 300,000 |
| - | - | 300,000 | Total Materials & Services | 300,000 | 300,000 | 300,000 |
| Capital Outlay | | | | | | |
| - | - | 349,000 | Improvements other than Buildings | 403,500 | 403,500 | 403,500 |
| - | - | 100,000 | Contingent Expenditures | | | |
| - | - | 749,000 | Total Expenditures | 703,500 | 703,500 | 703,500 |
| - | 727,962 | - | Ending Fund Balance | - | - | - |
| - | 727,962 | 749,000 | Total Requirements | 703,500 | 703,500 | 703,500 |

2025 / 26 Budget Detail Information

ASTOR WEST AREA SPECIAL PROJECTS FUND (140 0000)

| | | | |
|--|------|-----------------------------------|----------------|
| Capital Outlay (730) | | | |
| 620 | 4540 | Professional Services | 300,000 |
| 730 | 6500 | Improvements Other than Buildings | <u>403,500</u> |
| | | Total Capital Outlay | 403,500 |
| 910 | 8020 | Contingency | - |
| 950 | 8520 | Ending Fund Balance | <u>-</u> |
| TOTAL ASTOR WEST AREA SPECIAL PROJECTS FUND | | | 703,500 |

Fund: #146 Parks Project Fund

Purpose

This fund was created to receive and expend donations and grants for park related projects.

Scope

This fund is used for a variety of park-related projects and improvements. Funding generally comes from grants, gifts, and bequests, and from interest earned on the assets in the fund.

Personnel

There are no associated positions. Parks department staff administers the fund.

New this year

This year the Parks Project Fund includes funds for a Parks Master Plan. The department was successful in applying for a \$50,000 grant in FY24-25 to update the 2016 Parks Master Plan and that effort is anticipated to be completed within upcoming fiscal year.

City of Astoria, Oregon
Budget Document

PARKS PROJECT FUND #146

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</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 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | | | |
| | | | <u>Resources</u> | | | |
| 131,678 | 121,851 | 52,725 | Beginning Fund Balance | 126,833 | 126,833 | 126,833 |
| - | - | | Grants | 50,000 | 50,000 | 50,000 |
| 54,239 | 61,500 | | Gifts & Bequests | - | - | - |
| 1,653 | 704 | | Charges for Services | - | - | - |
| 2,560 | 5,437 | 1,125 | Interest Earnings | 1,500 | 1,500 | 1,500 |
| 190,130 | 189,492 | 53,850 | Total Resources | 178,333 | 178,333 | 178,333 |
| | | | <u>Requirements</u> | | | |
| | | | Materials & Services: | | | |
| 8,136 | 2,470 | 20,000 | Professional Services | 20,000 | 20,000 | 20,000 |
| 8,136 | 2,470 | 20,000 | Total Materials & Services | 20,000 | 20,000 | 20,000 |
| | | | Capital Outlay: | | | |
| 60,143 | 127,755 | 33,850 | Improvements Other Than Bldgs | 85,000 | 85,000 | 85,000 |
| - | - | - | Contingent Expenditures | - | - | - |
| 68,279 | 130,225 | 53,850 | Total Expenditures | 105,000 | 105,000 | 105,000 |
| 121,851 | 59,267 | - | Ending Fund Balance | 73,333 | 73,333 | 73,333 |
| 190,130 | 189,492 | 53,850 | Total Requirements | 178,333 | 178,333 | 178,333 |

2025 / 26 Budget Detail Information

PARKSPROJECT FUND (146 0000)

| | | | |
|-----|-------|--|----------------|
| | | <u>Materials & Services</u> | |
| 620 | 4540 | Professional Services | 20,000 |
| | | TOTAL MATERIALS & SERVICES | 20,000 |
| | | <u>Capital Outlay</u> | |
| 730 | 6500 | Improvements Other Than Buildings | 85,000 |
| | | TOTAL CAPITAL OUTLAY | 85,000 |
| 910 | 8020 | Contingency | - |
| 950 | 8,520 | Ending Fund Balance | 73,333 |
| | | TOTAL PARKS PROJECT FUND | 178,333 |

Fund: #148 Maritime Memorial

Purpose

This fund was created in response to a strong community desire to construct and maintain the Maritime Memorial.

Scope

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.

The memorial continues to receive contributions and requests for new plaques, and engravings are added 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.

Personnel

There are no associated positions. Parks department staff administers the fund with assistance from the Finance department.

City of Astoria, Oregon
Budget Document

MARITIME MEMORIAL FUND # 148

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|----------------------------------|-------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | Resources and Requirements | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | Budget Officer | Budget Committee | Governing Body |
| <u>Resources</u> | | | | | | |
| 1,719 | 3,833 | 6,280 | Beginning Fund Balance | 13,100 | 13,100 | 13,100 |
| 25,300 | 14,200 | 15,000 | Gifts and Bequests | 12,000 | 12,000 | 12,000 |
| 714 | 1,110 | 500 | Interest Earnings | 500 | 500 | 500 |
| 27,733 | 19,143 | 21,780 | Total Resources | 25,600 | 25,600 | 25,600 |
| <u>Requirements</u> | | | | | | |
| Materials & Services: | | | | | | |
| - | - | - | Office Supplies | - | - | - |
| 13,900 | 7,000 | 9,750 | Professional Services | 10,000 | 10,000 | 10,000 |
| - | - | - | Repair & Maintenance Services | - | - | - |
| 13,900 | 7,000 | 9,750 | Total Materials & Services | 10,000 | 10,000 | 10,000 |
| | | 5,000 | Contingent Expenditures | 5,000 | 5,000 | 5,000 |
| 10,000 | 10,000 | - | Debt Service:- Principal Only Loan | - | - | - |
| 23,900 | 17,000 | 14,750 | Total Expenditures | 15,000 | 15,000 | 15,000 |
| 3,833 | 2,143 | 7,030 | Ending Fund Balance | 10,600 | 10,600 | 10,600 |
| 27,733 | 19,143 | 21,780 | Total Requirements | 25,600 | 25,600 | 25,600 |

2025 / 26 Budget Detail Information

MARITIME MEMORIAL FUND (148 0000)

| | | | |
|---------------------------------------|------|---------------------------------|----------------------|
| <u>Materials and Services</u> | | | |
| 620 | 4540 | Professional Services - General | <u>10,000</u> |
| TOTAL MATERIALS & SERVICES | | | 10,000 |
| Contingency | | | 5,000 |
| Ending Fund Balance | | | <u>10,600</u> |
| TOTAL MARITIME MEMORIAL FUND | | | <u>25,600</u> |

Fund: #158 Parks Operation

Purpose

The mission of Astoria Parks & Recreation is to provide life-long learning, wellness, and well-being through recreational opportunities and to the preservation of natural resources, open spaces and facilities that inspire and bring neighbors and Astoria's many visitors together.

Scope

Parks and Recreation encompasses the operation of the Astoria Aquatic Center, recreation programming, maintenance and improvement of park facilities and parks, and oversight and maintenance of the Oceanview Cemetery. The Oceanview Cemetery Operations are in fund #325. The Parks Operation Fund includes resources and expenditures for three departments:

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

The Parks and Recreation Department is unique because ~30% of its budget is dependent on revenue generated through fees for services via Aquatics (\$450,000 anticipated annual revenue) and Recreation (\$300,000 anticipated annual revenue). The remaining funds needed to operate the Parks and Recreation Department come from transfers from the General Fund and Promote Astoria.

Personnel

The Department consists of 14 full-time staff across its three divisions and relies on approximately 25 part-time, seasonal workers to carry out operations.

New this year

The Parks and Recreation Department has worked hard in the past year to adapt to many changes and is now focused on stability and improving existing programs and services. Continuing to increase the quality of life for residents through maintenance of public sites and increasing revenue generation will be central goals of the Parks Department's staff.

City of Astoria, Oregon
Budget Document

PARKS OPERATION FUND #158

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25- 6/30/26</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 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | | | |
| | | | <u>Resources</u> | | | |
| 959,550 | 1,386,950 | 1,529,900 | Beginning Fund Balance | 1,442,700 | 1,442,700 | 1,442,700 |
| 494,031 | 581,109 | 540,000 | Charges for Services | | | |
| 341,944 | 324,631 | 258,000 | Aquatic Fees | 450,000 | 450,000 | 450,000 |
| - | - | - | Recreation Fees | 300,000 | 300,000 | 300,000 |
| 1,290 | 831 | | Grants | | | |
| 34,269 | 73,166 | 36,000 | Miscellaneous | | | |
| | | | Interest | 50,500 | 50,500 | 50,500 |
| 1,178,510 | 1,198,760 | 1,035,000 | Transfers from Other Funds: | | | |
| 415,700 | 461,250 | 392,440 | General Fund | 1,151,500 | 1,151,500 | 1,151,500 |
| 70,000 | 70,000 | - | Promote Astoria | 506,500 | 506,500 | 506,500 |
| | | | 17th Street Dock | 140,000 | 140,000 | 140,000 |
| <u>3,495,294</u> | <u>4,096,697</u> | <u>3,791,340</u> | Total Resources | <u>4,041,200</u> | <u>4,041,200</u> | <u>4,041,200</u> |
| | | | <u>Requirements (by department)</u> | | | |
| | | | Expenditures by Department | | | |
| 787,447 | 843,872 | 1,023,350 | Aquatic | 950,705 | 950,705 | 950,705 |
| 703,188 | 749,166 | 945,495 | Parks-Recreation / Administration | 954,355 | 954,355 | 954,355 |
| 602,709 | 538,242 | 831,920 | Maintenance | 744,020 | 744,020 | 744,020 |
| - | - | 140,000 | Contingency | 75,000 | 75,000 | 75,000 |
| <u>2,093,344</u> | <u>2,131,280</u> | <u>2,940,765</u> | Total Expenditures by Department | <u>2,724,080</u> | <u>2,724,080</u> | <u>2,724,080</u> |
| | | | Transfers to Other Funds: | | | |
| 15,000 | 15,000 | 15,000 | General Fund | 142,700 | 142,700 | 142,700 |
| <u>1,829,350</u> | <u>1,950,417</u> | <u>835,575</u> | Ending Fund Balance | <u>1,174,420</u> | <u>1,174,420</u> | <u>1,174,420</u> |
| <u>3,937,694</u> | <u>4,096,697</u> | <u>3,791,340</u> | Total Requirements | <u>4,041,200</u> | <u>4,041,200</u> | <u>4,041,200</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 7/1/25 - 6/30/26</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 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | | | |
| 510,488 | 562,439 | 728,050 | Personnel Services: | | | |
| 583,720 | 574,128 | 768,860 | Aquatic Facility | 634,360 | 634,360 | 634,360 |
| 466,664 | 415,122 | 525,890 | Recreation / Administration | 768,670 | 768,670 | 768,670 |
| | | | Maintenance | 547,970 | 547,970 | 547,970 |
| 1,560,872 | 1,551,689 | 2,022,800 | Total Personal Services | 1,951,000 | 1,951,000 | 1,951,000 |
| 276,959 | 281,433 | 295,300 | Materials & Services: | | | |
| 119,468 | 175,038 | 141,635 | Aquatic Facility | 316,345 | 316,345 | 316,345 |
| 136,045 | 123,120 | 147,650 | Recreation / Administration | 165,685 | 165,685 | 165,685 |
| | | | Maintenance | 161,050 | 161,050 | 161,050 |
| 532,472 | 579,591 | 584,585 | Total Materials & Services | 643,080 | 643,080 | 643,080 |
| - | - | - | Capital Outlay: | | | |
| - | - | 20,000 | Aquatic Facility | - | - | - |
| - | - | 158,380 | Recreation / Administration | 20,000 | 20,000 | 20,000 |
| | | | Maintenance | 35,000 | 35,000 | 35,000 |
| - | - | 178,380 | Total Capital Outlay | 55,000 | 55,000 | 55,000 |
| 15,000 | 15,000 | 15,000 | Transfer to Other Funds | | | |
| | | | General Fund | 142,700 | 142,700 | 142,700 |
| - | - | 140,000 | Contingency | 75,000 | 75,000 | 75,000 |
| 1,829,350 | 1,950,417 | 850,575 | Ending Fund Balance | 1,174,420 | 1,174,420 | 1,174,420 |
| 3,922,694 | 4,096,697 | 3,791,340 | Total Expenditures | 4,041,200 | 4,041,200 | 4,041,200 |

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.

Fund: #158 Parks Operation
Department: #4100 Aquatics

Purpose

The Aquatics Division operates the Astoria Aquatic Center and offers swimming and fitness resources for the community.

Scope

The Center features a six lane, 155,000-gallon lap pool, a 120,000 recreation pool with a “lazy river” current for added resistance and a 100’ water slide, a 2,500 gallon spa, and a 1,500 gallon wading pool for toddlers and infants. Over 50,000 people visit the facility annually to swim or exercise in the full dry-land fitness gym and Aquatic Center staff annually provide over 500 swim lessons for children six months and older, manage a summer swim league to teach competitive techniques, and teach weekly water aerobic fitness classes in the lap pool. Dry-land fitness classes are also offered at the facility on Mondays and Wednesdays. Columbia Memorial Hospital’s physical therapy program uses the recreation pool to provide low-impact treatment for patients and the Coast Guard’s Rescue Swimmers train in the lap pool twice per week throughout the year.

Personnel

Five full-time positions, part-time assistance

New This Year

After careful evaluation of patron use data, staff have changed the hours and days of operation at the Aquatic Center to best meet community needs for fitness access while balancing existing staffing capacity. The new hours and days of operation were introduced in March 2025 and going into FY25-26, staff will be monitoring user statistics and ongoing revenue to ensure that the schedule change continues to meet public demand for swimming and exercise access without compromising the available resources for safe oversight at the facility.

One full-time position was eliminated from the Aquatic Center staff this year.

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 7/1/25 - 6/30/26</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 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | | | |
| | | | Personnel Services: | | | |
| 158,853 | 241,155 | 329,530 | Regular Salaries | 271,300 | 271,300 | 271,300 |
| 234 | - | - | Interfund Wages | - | - | - |
| 229,226 | 170,599 | 192,000 | Extra Help | 191,000 | 191,000 | 191,000 |
| 31,011 | 33,388 | 41,990 | Payroll Taxes | 37,220 | 37,220 | 37,220 |
| 23,022 | 36,612 | 40,260 | Insurance | 20,070 | 20,070 | 20,070 |
| 58,185 | 69,677 | 102,880 | Retirement Contributions | 92,970 | 92,970 | 92,970 |
| 9,957 | 11,008 | 21,390 | Workers' Compensation | 21,800 | 21,800 | 21,800 |
| 510,488 | 562,439 | 728,050 | Total Personal Services | 634,360 | 634,360 | 634,360 |
| 10.5 | 10.5 | 9.8 | FTEs | 8.8 | 8.8 | 8.8 |
| | | | Materials and Services: | | | |
| 4,494 | 1,658 | 2,000 | Office Supplies | 2,000 | 2,000 | 2,000 |
| 413 | 524 | - | Concession Supplies | - | - | - |
| 4,895 | 7,222 | 6,000 | Retail Supplies | 8,000 | 8,000 | 8,000 |
| 56,619 | 54,484 | 56,800 | Operating Supplies | 63,800 | 63,800 | 63,800 |
| 8,579 | 5,513 | 28,800 | Repair & Maintenance Supplies | 25,845 | 25,845 | 25,845 |
| 11,895 | 5,501 | 10,000 | Training | 8,500 | 8,500 | 8,500 |
| 472 | 262 | 2,000 | Conferences, Meetings & Travel | 2,000 | 2,000 | 2,000 |
| 17,663 | 17,064 | 15,500 | Professional Services | 17,500 | 17,500 | 17,500 |
| 2,650 | 3,961 | 2,000 | Communications | - | - | - |
| 936 | 13 | - | Advertising | - | - | - |
| - | - | 500 | Printing & Binding | 500 | 500 | 500 |
| 121,614 | 125,477 | 123,000 | Public Utility Services | 140,000 | 140,000 | 140,000 |
| 26,857 | 36,262 | 26,000 | Repair & Maintenance Services | 36,000 | 36,000 | 36,000 |
| - | - | - | Rentals | - | - | - |
| 13,329 | 17,327 | 15,100 | Miscellaneous | 4,600 | 4,600 | 4,600 |
| 6,543 | 6,165 | 7,600 | Technology Services | 7,600 | 7,600 | 7,600 |
| 276,959 | 281,433 | 295,300 | Total Materials and Services | 316,345 | 316,345 | 316,345 |
| | | | Capital Outlay: | | | |
| - | - | - | Improvements Othr than Buildings | - | - | - |
| - | - | - | Machinery & Equipment | - | - | - |
| - | - | - | Total Capital Outlay | - | - | - |
| 787,447 | 843,872 | 1,023,350 | Total Expenditures | 950,705 | 950,705 | 950,705 |

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 Operations Fund | | | | |
|---------------------------------|--|---------------------|-----------------------|----------------|
| AQUATIC CENTER | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
| Personnel Services | | | | |
| 158-4100-410-2020 | Straight Time - Regular | 240,462 | 329,530 | 271,300 |
| | Subtotal Regular Salaries | 240,462 | 329,530 | 271,300 |
| 158-4100-410-2045 | Overtime | 693 | 0 | 0 |
| 158-4100-410-2085 | Extra Help | 170,599 | 192,000 | 191,000 |
| 158-4100-412-2095 | Interfund Wages | 0 | 0 | 0 |
| 158-4100-415-2220 | FICA Social Security | 25,679 | 31,504 | 28,670 |
| 158-4100-415-2225 | FICA Medicare | 6,036 | 8,398 | 6,703 |
| 158-4100-415-2230 | Insurance | 36,612 | 40,260 | 20,070 |
| 158-4100-415-2235 | Retirement Contributions | 69,677 | 102,880 | 92,970 |
| 158-4100-415-2240 | Worker Compensation | 11,008 | 21,390 | 21,800 |
| 158-4100-415-2242 | Paid Leave Oregon | 1,673 | 2,088 | 1,847 |
| | Subtotal Payroll Taxes | 321,977 | 398,520 | 363,060 |
| TOTAL PERSONNEL SERVICES | | 562,439 | 728,050 | 634,360 |
| Materials and Services | | | | |
| 158-4100-510-3045 | General Office Supplies | 1,658 | 2,000 | 2,000 |
| | Subtotal Office Supplies | 1,658 | 2,000 | 2,000 |
| 158-4100-515-3140 | First Aid Supplies | 1,857 | 2,000 | 2,000 |
| 158-4100-515-3160 | Program Supplies | 4,434 | 7,500 | 7,500 |
| 158-4100-515-3170 | Concession Stand Supplies | 524 | 0 | 0 |
| 158-4100-515-3175 | Retail Item Supplies | 7,222 | 6,000 | 8,000 |
| 158-4100-515-3180 | Fuel Oil Lubricants | 0 | 300 | 300 |
| 158-4100-515-3265 | Custodial Supplies | 6,839 | 7,000 | 8,000 |
| 158-4100-515-3270 | Chemicals | 33,938 | 36,000 | 38,000 |
| 158-4100-515-3310 | General Operating Supplies | 7,416 | 4,000 | 8,000 |
| | Subtotal General Operating Supplies | 62,230 | 62,800 | 71,800 |
| 158-4100-525-3520 | Building Materials / Supplies | 1,015 | 2,000 | 1,000 |
| 158-4100-525-3540 | Paint and Paint Supplies | 39 | 300 | 300 |
| 158-4100-525-3545 | Plumbing Supplies | 34 | 2,500 | 2,500 |
| 158-4100-525-3550 | Electrical Supplies | 1,716 | 500 | 3,000 |
| 158-4100-525-3640 | Other Repair & Maint Supplies | 2,396 | 23,000 | 10,000 |
| | Subtotal Repair & Maintenance Supplies | 5,200 | 28,300 | 16,800 |
| 158-4100-530-3720 | Small Tools | 313 | 500 | 9,045 |
| | Subtotal Small Tools | 313 | 500 | 9,045 |
| 158-4100-610-4085 | Travel Expenses-Training | 700 | 1,500 | 1,500 |
| 158-4100-610-4105 | Lifeguard Training | 4,031 | 7,000 | 5,500 |
| 158-4100-610-4115 | Workshops | 770 | 1,500 | 1,500 |
| | Subtotal Training | 5,501 | 10,000 | 8,500 |
| 158-4100-615-4260 | Conference / Meeting Expenses | 262 | 1,000 | 1,000 |
| 158-4100-615-4265 | Travel: Conferences & Meetings | 0 | 1,000 | 1,000 |
| | Subtotal Conferences, Meetings & Travel | 262 | 2,000 | 2,000 |

| Parks Operations Fund | | | | |
|---------------------------------------|--|---------------------|-----------------------|-----------------------|
| AQUATIC CENTER | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 Proposed |
| 158-4100-620-4390 | Network Maintenance | 365 | 6,500 | 6,500 |
| 158-4100-620-4432 | Background Checks | 456 | 1,000 | 1,000 |
| 158-4100-620-4540 | Professional Services General | 16,243 | 8,000 | 10,000 |
| | Subtotal Professional Services General | 17,064 | 15,500 | 17,500 |
| 158-4100-635-4920 | Cell Phones | 2,215 | 1,000 | 0 |
| 158-4100-635-4965 | Spectrum | 1,722 | 1,000 | 0 |
| 158-4100-635-4975 | Postage | 24 | 0 | |
| | Subtotal Communications | 3,961 | 2,000 | 0 |
| 158-4100-640-5030 | Advertising Public Notices | 0 | 0 | 0 |
| 158-4100-640-5035 | Advertising Promotion | 13 | 0 | 0 |
| | Subtotal Advertising | 13 | 0 | 0 |
| 158-4100-645-5060 | Insurance - EAP | 616 | 600 | 600 |
| | Subtotal Insurance - EAP | 616 | 600 | 600 |
| 158-4100-650-5145 | General Printing & Binding | 0 | 500 | 500 |
| | Subtotal Printing & Binding | 0 | 500 | 500 |
| 158-4100-655-5289 | ELEC AAC | 73,220 | 74,000 | 80,000 |
| 158-4100-656-5479 | Natural Gas - AAC | 48,702 | 45,000 | 56,000 |
| 158-4100-657-5517 | Sanitation - AAC | 3,555 | 4,000 | 4,000 |
| | Subtotal Utility Services | 125,477 | 123,000 | 140,000 |
| 158-4100-660-5750 | Rpr Svcs Buildings | 2,500 | 3,000 | 3,000 |
| 158-4100-660-5755 | Rpr Svcs Electric | 5,183 | 3,000 | 5,000 |
| 158-4100-660-5760 | Rpr Svcs Heating Systems | 12,239 | 11,000 | 15,000 |
| 158-4100-660-5765 | Rpr Svcs Plumbing | 4,601 | 4,000 | 5,000 |
| 158-4100-660-5825 | General Repair & Maintenance | 11,739 | 5,000 | 8,000 |
| | Subtotal Repair & Maintenance Service | 36,262 | 26,000 | 36,000 |
| 158-4100-675-5925 | Credit Card Processing Fees | 14,759 | 11,500 | 1,000 |
| 158-4100-675-6005 | Licenses & Permits | 1,849 | 2,500 | 2,500 |
| 158-4100-675-6035 | General - Miscellaneous | 103 | 500 | 500 |
| | Subtotal Miscellaneous | 16,711 | 14,500 | 4,000 |
| 158-4100-685-6255 | Software Maintenance Agreement | 6,165 | 7,600 | 7,600 |
| | Subtotal Insurance - EAP | 6,165 | 7,600 | 7,600 |
| TOTAL MATERIALS & SERVICES | | 281,433 | 295,300 | 316,345 |
| TOTAL AQUATIC CENTER | | 843,872 | 1,023,350 | 950,705 |

Fund: #158 Parks Operation
Department: #4200 Recreation & Administration

Purpose

The Recreation Division provides community activities, youth and adult co-ed sports, and special events throughout the year. Parks Administration oversees all operations, activities, and programs of the Department and manages grants and special projects.

Scope

Over 500 K-5th grade athletes from Astoria participate in Basketball, Softball/T-Ball, Wrestling, and Volleyball each year plus over 200 participants from outside leagues in Ilwaco, Naselle, Knappa, Warrenton, Seaside, and Long Beach. The Recreation Division offers 5k fun runs, free Movies in the Park, outdoor 3x3 basketball tournaments, and pickleball tournaments, and provides an after-school care program that has capacity for 45-50 K-5th students. The Recreation Division also offers 11 weeks of summer day-camp activities June through August and specialized sports clinics throughout the year.

Personnel

Five full-time positions plus additional part-time assistance

City of Astoria, Oregon
Budget Document
PARKS OPERATION FUND

Expenditures (by department)
RECREATION / ADMINISTRATION # 4200

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|--------------------------------|-------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Resources and Requirements | Budget Officer | Budget Committee | Governing Body |
| Personnel Services: | | | | | | |
| 327,227 | 338,771 | 394,650 | Regular Salaries | 409,230 | 409,230 | 409,230 |
| 678 | - | 5,100 | Overtime | 2,090 | 2,090 | 2,090 |
| 59,003 | 43,184 | 98,700 | Extra Help | 69,160 | 69,160 | 69,160 |
| 30,062 | 30,468 | 40,130 | Payroll Taxes | 38,680 | 38,680 | 38,680 |
| 74,026 | 80,141 | 97,990 | Insurance | 105,750 | 105,750 | 105,750 |
| 83,096 | 78,545 | 114,880 | Retirement Contributions | 125,470 | 125,470 | 125,470 |
| 9,628 | 3,019 | 17,410 | Workers' Compensation | 18,290 | 18,290 | 18,290 |
| 583,720 | 574,128 | 768,860 | Total Personal Services | 768,670 | 768,670 | 768,670 |
| 9.4 | 9.4 | 7.1 | FTEs | 6.4 | 6.4 | 6.4 |
| Materials and Services: | | | | | | |
| 3,162 | 565 | 2,800 | Office Supplies | 1,800 | 1,800 | 1,800 |
| 62,300 | 58,350 | 56,800 | Operating Supplies | 64,600 | 64,600 | 64,600 |
| 1,539 | 590 | 1,000 | Repair & Maintenance Supplies | 1,000 | 1,000 | 1,000 |
| 2,365 | 864 | 3,000 | Training | 3,000 | 3,000 | 3,000 |
| 4,496 | 4,610 | 4,000 | Conferences, Meetings & Travel | 2,000 | 2,000 | 2,000 |
| 18,850 | 71,966 | 23,935 | Professional Services | 26,935 | 26,935 | 26,935 |
| 800 | 1,347 | 500 | Memberships & Dues | 550 | 550 | 550 |
| 3,568 | 3,307 | 11,500 | Communications | 11,500 | 11,500 | 11,500 |
| 1,911 | 3,061 | 1,500 | Advertising | 3,000 | 3,000 | 3,000 |
| 686 | 379 | 1,100 | Printing & Binding | 600 | 600 | 600 |
| 2,893 | 1,685 | 6,000 | Repair & Maintenance Services | 11,500 | 11,500 | 11,500 |
| 1,746 | 820 | 3,000 | Rentals | 3,000 | 3,000 | 3,000 |
| 2,906 | 5,175 | 6,000 | Fee & Charge Programs | 8,000 | 8,000 | 8,000 |
| 5,061 | 5,195 | 5,000 | Miscellaneous / VISA Fees | 1,500 | 1,500 | 1,500 |
| 7,185 | 17,124 | 15,500 | Technology Services | 26,700 | 26,700 | 26,700 |
| 119,468 | 175,038 | 141,635 | Total Materials and Services | 165,685 | 165,685 | 165,685 |
| Capital Outlay: | | | | | | |
| - | - | 20,000 | Machinery & Equipment | 20,000 | 20,000 | 20,000 |
| - | - | 20,000 | Total Capital Outlay | 20,000 | 20,000 | 20,000 |
| Contingency | | | | | | |
| - | - | 20,000 | Contingency | 75,000 | 75,000 | 75,000 |
| Transfers Out: | | | | | | |
| - | 15,000 | 15,000 | General Fund | 142,700 | 142,700 | 142,700 |
| - | - | - | Ending Fund Balance | - | - | - |
| 703,188 | 764,166 | 945,495 | Total Expenditures | 1,172,055 | 1,172,055 | 1,172,055 |

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 Operations Fund | | | | |
|---------------------------------|--|---------------------|-----------------------|----------------|
| RECREATION/ADMINISTRATION | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
| Personnel Services | | | | |
| 158-4200-410-2020 | Straight Time - Regular | 338,771 | 394,650 | 409,230 |
| | Subtotal Regular Salaries | 338,771 | 394,650 | 409,230 |
| 158-4200-410-2045 | Overtime | 0 | 5,100 | 2,090 |
| 158-4200-410-2085 | Extra Help | 43,184 | 98,700 | 69,160 |
| 158-4200-415-2220 | FICA Social Security | 23,446 | 30,106 | 29,380 |
| 158-4200-415-2225 | FICA Medicare | 5,483 | 8,026 | 7,100 |
| 158-4200-415-2230 | Insurance | 80,141 | 97,990 | 105,750 |
| 158-4200-415-2235 | Retirement Contributions | 78,545 | 114,880 | 125,470 |
| 158-4200-415-2240 | Worker Compensation | 3,019 | 17,410 | 18,290 |
| 158-4200-415-2242 | Paid Leave Oregon | 1,539 | 1,998 | 2,200 |
| | Subtotal Payroll Taxes | 235,357 | 374,210 | 359,440 |
| TOTAL PERSONNEL SERVICES | | 574,128 | 768,860 | 768,670 |
| Materials and Services | | | | |
| 158-4200-510-3030 | Paper | 0 | 500 | 500 |
| 158-4200-510-3035 | Special Paper | 0 | 100 | 100 |
| 158-4200-510-3040 | Printer Cartridges & Supplies | 0 | 200 | 200 |
| 158-4200-510-3045 | General Office Supplies | 565 | 2,000 | 1,000 |
| | Subtotal Office Supplies | 565 | 2,800 | 1,800 |
| 158-4200-515-3125 | Clothing Uniforms Boots Gloves | 1,794 | 2,000 | 2,000 |
| 158-4200-515-3135 | Food and Local Mtgs | 438 | 1,500 | 1,500 |
| 158-4200-515-3140 | First Aid Supplies | 176 | 1,000 | 1,000 |
| 158-4200-515-3150 | Awards | 102 | 800 | 800 |
| 158-4200-515-3155 | Sports Equipment | 11,684 | 11,000 | 13,000 |
| 158-4200-515-3160 | Program Supplies | 43,194 | 40,000 | 45,000 |
| 158-4200-515-3165 | Volunteer Program General | 347 | 0 | 500 |
| 158-4200-515-3180 | Fuel Oil Lubricants | 615 | 500 | 800 |
| | Subtotal General Operating Supplies | 58,350 | 56,800 | 64,600 |
| 158-4200-525-3520 | Building Materials / Supplies | 539 | 500 | 500 |
| 158-4200-525-3640 | Other Repair & Maint Supplies | 51 | 500 | 500 |
| | Subtotal Repair & Maintenance Supplies | 590 | 1,000 | 1,000 |
| 158-4200-610-4085 | Travel Expenses-Training | 118 | 1,000 | 1,000 |
| 158-4200-610-4115 | Workshops | 746 | 2,000 | 2,000 |
| | Subtotal Training | 864 | 3,000 | 3,000 |
| 158-4200-615-4260 | Conference / Meeting Expenses | 2,520 | 2,000 | 1,000 |
| 158-4200-615-4265 | Travel: Conferences & Meetings | 2,090 | 2,000 | 1,000 |
| | Subtotal Conferences, Meetings & Travel | 4,610 | 4,000 | 2,000 |
| 158-4200-620-4390 | Network Maintenance | 702 | 6,335 | 6,335 |
| 158-4200-620-4432 | Background Checks | 1,065 | 600 | 600 |
| 158-4200-620-4435 | Sports Officials | 10 | 5,000 | 10,000 |
| 158-4200-620-4540 | Professional Services General | 70,189 | 12,000 | 10,000 |

| Parks Operations Fund | | | | |
|---------------------------------------|---|---------------------|-----------------------|----------------|
| RECREATION/ADMINISTRATION | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
| | Subtotal Professional Services General | 71,966 | 23,935 | 26,935 |
| 158-4200-630-4805 | OR Rec and Pks Assoc | 1,347 | 500 | 550 |
| | Subtotal Memberships & Dues | 1,347 | 500 | 550 |
| 158-4200-635-4920 | Cell Phones | 3,294 | 11,000 | 11,000 |
| 158-4200-635-4975 | Postage | 13 | 500 | 500 |
| | Subtotal Communication | 3,307 | 11,500 | 11,500 |
| 158-4200-640-5030 | Advertising Public Notices | 523 | 500 | 500 |
| 158-4200-640-5035 | Advertising Rec Promotion | 2,538 | 1,000 | 2,500 |
| | Subtotal Advertising | 3,061 | 1,500 | 3,000 |
| 158-4200-645-5060 | Insurance - Liability / EAP | 278 | 500 | 500 |
| | Subtotal Insurance - EAP | 278 | 500 | 500 |
| 158-4200-650-5135 | Commercial Printintg | 308 | 300 | 300 |
| 158-4200-650-5145 | General Printing & Binding | 71 | 300 | 300 |
| | Subtotal Printing & Binding | 379 | 600 | 600 |
| 158-4200-660-5620 | Office Machines | 994 | 1,000 | 3,500 |
| 158-4200-660-5730 | Rpr Svcs Sport Equipment | 691 | 5,000 | 8,000 |
| | Subtotal Repair & Maintenance Services | 1,685 | 6,000 | 11,500 |
| 158-4200-665-5865 | Rental Equipment | 820 | 3,000 | 3,000 |
| | Subtotal Rental Equipment | 820 | 3,000 | 3,000 |
| 158-4200-670-5890 | PK Fee and Charge Program | 5,175 | 6,000 | 8,000 |
| | Subtotal Fee & Charge Programs | 5,175 | 6,000 | 8,000 |
| 158-4200-675-5925 | Credit Card Processing Fees | 4,917 | 5,000 | 1,000 |
| | Subtotal Card Processing Fees | 4,917 | 5,000 | 1,000 |
| 158-4200-685-6205 | Computer Software | 8,820 | 9,500 | 15,000 |
| 158-4200-685-6207 | Non Contract IT Services | 6,207 | 3,000 | 6,000 |
| 158-4200-685-6245 | Computer Hardware | 2,097 | 3,000 | 5,700 |
| | Subtotal Technology | 17,124 | 15,500 | 26,700 |
| TOTAL MATERIALS & SERVICES | | 175,038 | 141,635 | 165,685 |
| Capital Outlay | | | | |
| 158-4200-740-6650 | Capital Outlay-Mach & Equip | 0 | 20,000 | 20,000 |
| | Subtotal Capital | 0 | 20,000 | 20,000 |
| TOTAL CAPITAL OUTLAY | | 0 | 20,000 | 20,000 |

| Parks Operations Fund | | | | |
|--|--|-----------------------------|-------------------------------|------------------|
| RECREATION/ADMINISTRATION | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
| Transfers Out | | | | |
| 158-4200-850-7555 | Transfer to General Fund | 15,000 | 15,000 | 142,700 |
| | Subtotal Transfer to General Fund | 15,000 | 15,000 | 142,700 |
| | TOTAL TRANSFERS OUT | 15,000 | 15,000 | 142,700 |
| Contingency | | | | |
| 158-4200-910-8020 | Parks Contingency | 0 | 140,000 | 75,000 |
| | Subtotal Contingency | 0 | 140,000 | 75,000 |
| | TOTAL CONTINGENCY | 0 | 140,000 | 75,000 |
| TOTAL PARKS RECREATION ADMINISTRATION | | 764,166 | 1,085,495 | 1,172,055 |

Fund: #158 Parks Operation
Department: #4300 Maintenance

Purpose

The Parks Maintenance Division provides maintenance and care for over 140 acres of developed and active park-spaces and is responsible for an additional ~150 acres of undeveloped park property throughout Astoria.

Scope

In addition to caring for Astoria's parks, Maintenance responds to livability and quality of life concerns for all publicly owned areas within the City by removing trash and abandoned items and cleaning four public restroom facilities. Parks Maintenance removes over 7 tons of trash annually from parks and public sites and provides 7-day coverage for maintenance response services. Parks Maintenance provides facility management and routine operational care for the 25,000 sq. ft. Astoria Aquatic Center as well as two rental halls, the Astoria Recreation Center building (leased to Bumble Childcare), the Parks Maintenance shop, and Oceanview Cemetery's maintenance shop and chapel. The Maintenance Division also provides grounds maintenance and burials at Oceanview Cemetery (see fund 325.)

Personnel

Two full-time positions and two 3/4 time positions, plus Extra Help

Budget Document
PARKS OPERATION FUND

Expenditures (by department)
MAINTENANCE # 4300

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|------------------------|-------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | Resources and Requirements | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | Budget Officer | Budget Committee | Governing Body |
| | | | Personnel Services: | | | |
| 237,735 | 209,145 | 261,610 | Regular Salaries | 271,650 | 271,650 | 271,650 |
| 45,860 | 43,378 | 52,080 | Extra Help | 58,510 | 58,510 | 58,510 |
| 8,184 | 4,263 | 7,660 | Interfund Wages | 9,870 | 9,870 | 9,870 |
| 22,500 | 20,215 | 25,870 | Payroll Taxes | 27,380 | 27,380 | 27,380 |
| 81,804 | 76,778 | 84,210 | Insurance | 91,090 | 91,090 | 91,090 |
| 66,228 | 50,762 | 80,250 | Retirement Contributions | 72,270 | 72,270 | 72,270 |
| 4,353 | 10,581 | 14,210 | Workers' Compensation | 17,200 | 17,200 | 17,200 |
| 466,664 | 415,122 | 525,890 | Total Personnel Services | 547,970 | 547,970 | 547,970 |
| 4.8 | 4.8 | 4.8 | FTEs | 4.8 | 4.8 | 4.8 |
| | | | Materials and Services: | | | |
| 852 | 325 | 400 | Office Supplies | 400 | 400 | 400 |
| 37,729 | 40,005 | 39,300 | Operating Supplies | 43,000 | 43,000 | 43,000 |
| 32,425 | 26,230 | 29,800 | Repair & Maintenance Supplies | 34,800 | 34,800 | 34,800 |
| 3,829 | 2,953 | 2,000 | Small Tools & Minor Equipment | 2,500 | 2,500 | 2,500 |
| 1,701 | 29 | 3,000 | City Shop Expenses | 3,000 | 3,000 | 3,000 |
| 1,255 | 1,781 | 1,500 | Training | 1,500 | 1,500 | 1,500 |
| 18,350 | 11,168 | 19,000 | Professional Services | 21,000 | 21,000 | 21,000 |
| 3,501 | 3,761 | - | Communications | 100 | 100 | 100 |
| - | - | 100 | Printing & Binding | - | - | - |
| 306 | - | 500 | Advertising | - | - | - |
| 14,025 | 13,232 | 17,450 | Public Utility Services | 20,050 | 20,050 | 20,050 |
| 17,120 | 16,792 | 26,500 | Repair & Maintenance Services | 25,500 | 25,500 | 25,500 |
| 1,692 | 3,497 | 5,000 | Rentals | 6,000 | 6,000 | 6,000 |
| 3,260 | 3,347 | 3,100 | Miscellaneous | 3,200 | 3,200 | 3,200 |
| - | - | - | Technology Services | - | - | - |
| 136,045 | 123,120 | 147,650 | Total Materials and Services | 161,050 | 161,050 | 161,050 |
| | | | Capital Outlay: | | | |
| - | - | 113,380 | Improvements Other than buildings | - | - | - |
| - | - | 45,000 | Machinery & Equipment | 35,000 | 35,000 | 35,000 |
| - | - | 158,380 | Total Capital Outlay | 35,000 | 35,000 | 35,000 |
| 602,709 | 538,242 | 831,920 | Total Expenditures | 744,020 | 744,020 | 744,020 |

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 Operations Fund | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
|---------------------------------|---|---------------------|-----------------------|----------------|
| MAINTENANCE | | | | |
| Personnel Services | | | | |
| 158-4300-410-2020 | Straight Time - Regular | 209,145 | 261,610 | 266,320 |
| | Subtotal Regular Salaries | 209,145 | 261,610 | 266,320 |
| 158-4300-410-2045 | Overtime | 0 | 0 | 5,330 |
| 158-4300-410-2085 | Extra Help | 43,378 | 52,080 | 58,510 |
| 158-4300-412-2095 | Interfund Wages | 4,263 | 7,660 | 9,870 |
| 158-4300-415-2220 | FICA Social Security | 15,545 | 19,411 | 21,050 |
| 158-4300-415-2225 | FICA Medicare | 3,635 | 5,174 | 4,940 |
| 158-4300-415-2230 | Insurance | 76,778 | 84,210 | 91,090 |
| 158-4300-415-2235 | Retirement Contributions | 50,762 | 80,250 | 72,270 |
| 158-4300-415-2240 | Worker Compensation | 10,581 | 14,210 | 17,200 |
| 158-4300-415-2242 | Paid Leave Oregon | 1,035 | 1,285 | 1,390 |
| | Subtotal Payroll Taxes | 205,977 | 264,280 | 281,650 |
| TOTAL PERSONNEL SERVICES | | 415,122 | 525,890 | 547,970 |
| Materials and Services | | | | |
| 158-4300-510-3030 | Paper | 0 | 100 | 100 |
| 158-4300-510-3045 | General Office Supplies | 325 | 300 | 300 |
| | Subtotal Office Supplies | 325 | 400 | 400 |
| 158-4300-515-3125 | Clothing Uniforms Boots Gloves | 2,723 | 4,500 | 5,200 |
| 158-4300-515-3140 | First Aid Supplies | 0 | 500 | 500 |
| 158-4300-515-3155 | Sports Equipment | 1,876 | 1,000 | 1,000 |
| 158-4300-515-3180 | Fuel Oil Lubricants | 16,752 | 14,000 | 12,000 |
| 158-4300-515-3235 | Seed/Top Dressing Fields | 17 | 500 | 500 |
| 158-4300-515-3240 | Trees Shrubs Flowers | 25 | 500 | 500 |
| 158-4300-515-3245 | Fertilizers Pesticides | 145 | 800 | 800 |
| 158-4300-515-3250 | Bark Mulch Top Soil Sawdust | 4,140 | 1,500 | 3,500 |
| 158-4300-515-3255 | Gypsum & Field Line Paint | 212 | 500 | 500 |
| 158-4300-515-3260 | Playground Chips | 3,497 | 4,000 | 4,000 |
| 158-4300-515-3265 | Custodial Supplies | 667 | 1,500 | 2,500 |
| 158-4300-515-3290 | CEM Heating Oil | 0 | 0 | 0 |
| 158-4300-515-3295 | Shively Hall Heating Oil | 0 | 0 | 0 |
| 158-4300-515-3310 | General Operating Supplies | 9,951 | 10,000 | 12,000 |
| | Subtotal General Operating Supplies | 40,005 | 39,300 | 43,000 |
| 158-4300-525-3520 | Building Materials / Supplies | 11,100 | 14,000 | 12,000 |
| 158-4300-525-3525 | Motor Vehicle Repair Parts | 2,578 | 4,000 | 4,000 |
| 158-4300-525-3530 | Tires | 1,055 | 2,000 | 2,000 |
| 158-4300-525-3540 | Paint and Paint Supplies | 1,610 | 1,500 | 1,500 |
| 158-4300-525-3545 | Plumbing Supplies | 1,740 | 1,500 | 1,500 |
| 158-4300-525-3550 | Electrical Supplies | 2,865 | 2,500 | 7,000 |
| 158-4300-525-3560 | Trails Maintenance | 1,768 | 1,000 | 1,000 |
| 158-4300-525-3565 | Vandalism Repair | 346 | 1,000 | 1,000 |
| 158-4300-525-3580 | Signs | 731 | 800 | 800 |
| 158-4300-525-3620 | Heating System Maintenance | 0 | 500 | 500 |
| 158-4300-525-3625 | Cemetery Plumbing / Irrigation | 55 | 500 | 500 |
| 158-4300-525-3630 | Cemetery Water & Sewer Repair | 0 | 500 | 500 |
| 158-4300-525-3640 | Other Repair & Maint Supplies | 2,382 | 0 | 2,500 |
| | Subtotal Repair & Maintenance Supplies | 26,230 | 29,800 | 34,800 |
| 158-4300-530-3720 | Small Tools | 2,761 | 1,500 | 2,000 |
| 158-4300-530-3725 | Irrigation Equipment | 192 | 500 | 500 |
| | Subtotal Small Tools & Equipment | 2,953 | 2,000 | 2,500 |

| Parks Operations Fund | | 2023-2024 | 2024-2025 | 2025-2026 |
|-----------------------|---|---------------|---------------|---------------|
| MAINTENANCE | | Actual | Budgeted | |
| 158-4300-545-3820 | SHOP Vehicle Parts | 29 | 1,500 | 1,500 |
| 158-4300-545-3830 | General Repair Supplies | 0 | 1,500 | 1,500 |
| | Subtotal Vehicle Repair & Maintenance | 29 | 3,000 | 3,000 |
| 158-4300-610-4085 | Travel Expenses-Training | 586 | 1,000 | 1,000 |
| 158-4300-610-4090 | Registration | 1,195 | 500 | 500 |
| | Subtotal Training | 1,781 | 1,500 | 1,500 |
| 158-4300-620-4390 | Network Maintenance | 365 | 6,500 | 6,500 |
| 158-4300-620-4432 | Background Checks | 159 | 500 | 500 |
| 158-4300-620-4540 | Professional Services General | 10,644 | 12,000 | 14,000 |
| | Subtotal Professional Services General | 11,168 | 19,000 | 21,000 |
| 158-4300-635-4920 | Cell Phones | 3,761 | 0 | 0 |
| 158-4300-635-4975 | Postage | 0 | 0 | 100 |
| | Subtotal Communication | 3,761 | 0 | 100 |
| 158-4300-640-5030 | Advertising Public Notices | 0 | 500 | 0 |
| | Subtotal Advertising | 0 | 500 | 0 |
| 158-4300-645-5060 | Insurance - Liability / EAP | 139 | 0 | 100 |
| | Subtotal Insurance | 139 | 0 | 100 |
| 158-4300-650-5145 | General Printing & Binding | 0 | 100 | 0 |
| | Subtotal Printing & Binding | 0 | 100 | 0 |
| 158-4300-655-5223 | ELEC Tennis Courts | 526 | 800 | 800 |
| 158-4300-655-5226 | ELEC Columbia Field | 0 | 0 | |
| 158-4300-655-5229 | ELEC 1300 Klaskanine | 792 | 3,500 | 2,500 |
| 158-4300-655-5235 | ELEC 32nd Leif Erickson | 224 | 450 | 450 |
| 158-4300-655-5244 | ELEC Alderbrook Hall | 399 | 800 | 800 |
| 158-4300-655-5256 | ELEC Parks Shops | 2,066 | 2,500 | 2,300 |
| 158-4300-655-5259 | ELEC ARC/Sprouts | 0 | 0 | 0 |
| 158-4300-655-5262 | ELEC Shively Hall | 3,058 | 2,200 | 3,500 |
| 158-4300-655-5265 | ELEC Tapiola Ball Field | 788 | 1,000 | 1,000 |
| 158-4300-655-5271 | ELEC Restroom | 360 | 500 | 500 |
| 158-4300-655-5332 | ELEC Parks Maintenance | 193 | 400 | 400 |
| 158-4300-656-5461 | Natural Gas - Alderbrook Hall | 704 | 800 | 800 |
| 158-4300-657-5535 | SANTN Transfer St Fee | 4,048 | 3,500 | 6,000 |
| 158-4300-657-5541 | Sanitation-Other Location | 74 | 1,000 | 1,000 |
| | Subtotal Utility Services | 13,232 | 17,450 | 20,050 |
| 158-4300-660-5725 | Equipment Other Than Vehicles | 2,548 | 5,000 | 5,000 |
| 158-4300-660-5735 | Infield Maintenance | 3,391 | 1,000 | 2,000 |
| 158-4300-660-5740 | Field Light Maintenance | 3 | 500 | 500 |
| 158-4300-660-5755 | RPR SVC Electrical | 5,249 | 5,000 | 5,000 |
| 158-4300-660-5760 | RPR SVC Heating Systems | 973 | 3,000 | 3,000 |
| 158-4300-660-5785 | Motor Vehicles /Auto Body Shop | 0 | 0 | 0 |
| 158-4300-660-5824 | RPR SVCS Contract Services | 0 | 0 | 0 |
| 158-4300-660-5825 | General Repair & Maintenance | 4,628 | 12,000 | 10,000 |
| | Subtotal Repair & Maintenance Services | 16,792 | 26,500 | 25,500 |
| 158-4300-665-5865 | Rental Equipment | 300 | 1,000 | 1,000 |
| 158-4300-665-5870 | Chemical Toilets | 3,197 | 4,000 | 5,000 |
| | Subtotal Rentals | 3,497 | 5,000 | 6,000 |
| 158-4300-675-6005 | Licenses & Permits | 3,208 | 2,500 | 2,500 |
| 158-4300-675-6060 | Random Drug Screens | 0 | 600 | 600 |
| | Subtotal Miscellaneous | 3,208 | 3,100 | 3,100 |

| Parks Operations Fund | | | | |
|----------------------------|-------------------------------|---------------------|-----------------------|-----------|
| MAINTENANCE | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
| TOTAL MATERIALS & SERVICES | | 123,120 | 147,650 | 161,050 |
| Capital Outlay | | | | |
| 158-4300-730-6500 | Improvements Other than Bldgs | 0 | 176,930 | 0 |
| 158-4300-740-6650 | Capital Outlay-Mach & Equip | 0 | 45,000 | 35,000 |
| | Subtotal Capital | 0 | 221,930 | 35,000 |
| TOTAL CAPITAL OUTLAY | | 0 | 221,930 | 35,000 |
| TOTAL PARKS MAINTENANCE | | 538,242 | 895,470 | 744,020 |

Fund: #160-169 System Development Charge Funds

Purpose

The System Development Charge Funds are used to track and segregate SDC fees paid by developers for projects.

Scope

System Development Charges are paid by developers to reimburse and pay for improvements to the infrastructure that their projects affect. Oregon law is very specific about how such funds can be used. This necessitated the creation of 10 funds, one each for Reimbursement and Improvement fees in Water, Sewer, Stormwater, Parks, and Transportation.

The revenue budgeted for them this year is based on current and upcoming projects and is extremely conservative.

Personnel

There are no associated positions. Finance department staff administers the fund.

City of Astoria, Oregon
Budget Document

Water SDC Reimbursement Fund #160

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|------------------------|-------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Resources and Requirements | Budget Officer | Budget Committee | Governing Body |
| | | | <u>Resources</u> | | | |
| - | - | 1,000 | Beginning Fund Balance | 16,000 | 16,000 | 16,000 |
| - | 185 | 5,000 | SDC Fees | 8,000 | 8,000 | 8,000 |
| - | - | - | Miscellaneous Revenue | | | |
| - | 35 | 300 | Investments | 600 | 600 | 600 |
| - | - | - | | - | - | - |
| - | 220 | 6,300 | Total Resources | <u>24,600</u> | <u>24,600</u> | <u>24,600</u> |
| | | | <u>Requirements</u> | | | |
| | | | Materials and Services: | | | |
| - | - | - | Professional Services General | - | - | - |
| - | - | - | | - | - | - |
| - | - | - | Total Materials and Services | - | - | - |
| | | | Capital Outlay: | | | |
| - | - | - | Improvements Other Than Bldgs | - | - | - |
| - | - | - | Total Capital Outlay | - | - | - |
| | | 6,300 | Contingency | 24,600 | 24,600 | 24,600 |
| - | - | 6,300 | Total Expenditures | 24,600 | 24,600 | 24,600 |
| - | 220 | - | Ending Fund Balance | - | - | - |
| - | 220 | 6,300 | Total Requirements | <u>24,600</u> | <u>24,600</u> | <u>24,600</u> |

City of Astoria, Oregon
Budget Document

Water SDC Improvement Fund #161

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|------------------------|-------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | Resources and Requirements | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | Budget Officer | Budget Committee | Governing Body |
| | | | <u>Resources</u> | | | |
| - | - | 2,225 | Beginning Fund Balance | 87,000 | 87,000 | 87,000 |
| - | 961 | 27,000 | SDC Fees | 40,000 | 40,000 | 40,000 |
| - | - | - | Miscellaneous Revenue | - | - | - |
| - | 184 | 1,315 | Investments | 3,045 | 3,045 | 3,045 |
| - | - | - | | - | - | - |
| - | 1,145 | 30,540 | Total Resources | 130,045 | 130,045 | 130,045 |
| | | | <u>Requirements</u> | | | |
| | | | Materials and Services: | | | |
| - | - | - | Professional Services General | - | - | - |
| - | - | - | | - | - | - |
| - | - | - | Total Materials and Services | - | - | - |
| | | | Capital Outlay: | | | |
| - | - | - | Improvements Other Than Bldgs | - | - | - |
| - | - | - | Total Capital Outlay | - | - | - |
| | | 30,540 | Contingency | 130,045 | 130,045 | 130,045 |
| - | - | 30,540 | Total Expenditures | 130,045 | 130,045 | 130,045 |
| - | 1,145 | - | Ending Fund Balance | - | - | - |
| - | 1,145 | 30,540 | Total Requirements | 130,045 | 130,045 | 130,045 |

City of Astoria, Oregon
Budget Document

Sewer SDC Reimbursement Fund #162

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|------------------------|-------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | Resources and Requirements | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | Budget Officer | Budget Committee | Governing Body |
| | | | <u>Resources</u> | | | |
| - | - | 305 | Beginning Fund Balance | 12,000 | 12,000 | 12,000 |
| - | 119 | 4,000 | SDC Fees | 10,000 | 10,000 | 10,000 |
| - | - | - | Miscellaneous Revenue | | | |
| - | 25 | 175 | Investments | 100 | 100 | 100 |
| - | - | - | | - | - | - |
| - | 145 | 4,480 | Total Resources | 22,100 | 22,100 | 22,100 |
| | | | <u>Requirements</u> | | | |
| | | | Materials and Services: | | | |
| - | - | - | Professional Services General | - | - | - |
| - | - | - | | - | - | - |
| - | - | - | Total Materials and Services | - | - | - |
| | | | Capital Outlay: | | | |
| - | - | - | Improvements Other Than Bldgs | - | - | - |
| - | - | - | Total Capital Outlay | - | - | - |
| | | 4,480 | Contingency | 22,100 | 22,100 | 22,100 |
| - | - | 4,480 | Total Expenditures | 22,100 | 22,100 | 22,100 |
| - | 145 | - | Ending Fund Balance | - | - | - |
| - | 145 | 4,480 | Total Requirements | 22,100 | 22,100 | 22,100 |

City of Astoria, Oregon
Budget Document

Sewer SDC Improvement Fund #163

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25- 6/30/26</u> | | | |
|------------------------|-------------|-----------------------|---|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | Resources and Requirements | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | Budget Officer | Budget Committee | Governing Body |
| | | | <u>Resources</u> | | | |
| - | - | 50 | Beginning Fund Balance | 1,850 | 1,850 | 1,850 |
| - | 19 | 1,000 | SDC Fees | 1,800 | 1,800 | 1,800 |
| - | - | - | Miscellaneous Revenue | | | |
| - | 4 | 45 | Investments | 20 | 20 | 20 |
| - | - | - | | | | |
| - | 23 | 1,095 | Total Resources | 3,670 | 3,670 | 3,670 |
| | | | <u>Requirements</u> | | | |
| | | | Materials and Services: | | | |
| - | - | - | Professional Services General | - | - | - |
| - | - | - | | - | - | - |
| - | - | - | Total Materials and Services | - | - | - |
| | | | Capital Outlay: | | | |
| - | - | - | Improvements Other Than Bldgs | - | - | - |
| - | - | - | Total Capital Outlay | - | - | - |
| | | 1,095 | Contingency | 3,670 | 3,670 | 3,670 |
| - | - | 1,095 | Total Expenditures | 3,670 | 3,670 | 3,670 |
| - | 23 | - | Ending Fund Balance | - | - | - |
| - | 23 | 1,095 | Total Requirements | 3,670 | 3,670 | 3,670 |

City of Astoria, Oregon
Budget Document

Storm Water SDC Reimbursement #164

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|------------------------|-------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | Resources and Requirements | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | Budget Officer | Budget Committee | Governing Body |
| | | | <u>Resources</u> | | | |
| - | - | 840 | Beginning Fund Balance | 26,000 | 26,000 | 26,000 |
| - | 1,166 | 10,000 | SDC Fees | 20,000 | 20,000 | 20,000 |
| - | - | - | Miscellaneous Revenue | | | |
| - | 19 | 490 | Investments | 100 | 100 | 100 |
| - | - | - | | - | - | - |
| - | 1,185 | 11,330 | Total Resources | 46,100 | 46,100 | 46,100 |
| | | | <u>Requirements</u> | | | |
| | | | Materials and Services: | | | |
| - | - | - | Professional Services General | - | - | - |
| - | - | - | | - | - | - |
| - | - | - | Total Materials and Services | - | - | - |
| | | | Capital Outlay: | | | |
| - | - | - | Improvements Other Than Bldgs | - | - | - |
| - | - | - | Total Capital Outlay | - | - | - |
| | | 11,330 | Contingency | 46,100 | 46,100 | 46,100 |
| - | - | 11,330 | Total Expenditures | 46,100 | 46,100 | 46,100 |
| - | 1,185 | - | Ending Fund Balance | - | - | - |
| - | 1,185 | 11,330 | Total Requirements | 46,100 | 46,100 | 46,100 |

City of Astoria, Oregon
Budget Document

Storm Water SDC Improvement (#165)

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|------------------------|-------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | Resources and Requirements | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | Budget Officer | Budget Committee | Governing Body |
| | | | <u>Resources</u> | | | |
| - | - | 670 | Beginning Fund Balance | 21,000 | 21,000 | 21,000 |
| - | 931 | 8,000 | SDC Fees | 20,000 | 20,000 | 20,000 |
| - | - | - | Miscellaneous Revenue | | | |
| - | 15 | 390 | Investments | 80 | 80 | 80 |
| - | - | - | | - | | |
| - | 946 | 9,060 | Total Resources | 41,080 | 41,080 | 41,080 |
| | | | <u>Requirements</u> | | | |
| | | | Materials and Services: | | | |
| - | - | - | Professional Services General | - | - | - |
| - | - | - | | - | - | - |
| - | - | - | Total Materials and Services | - | - | - |
| | | | Capital Outlay: | | | |
| - | - | - | Improvements Other Than Bldgs | - | - | - |
| - | - | - | Total Capital Outlay | - | - | - |
| | | 9,060 | Contingency | 41,080 | 41,080 | 41,080 |
| - | - | 9,060 | Total Expenditures | 41,080 | 41,080 | 41,080 |
| - | 946 | - | Ending Fund Balance | - | - | - |
| - | 946 | 9,060 | Total Requirements | 41,080 | 41,080 | 41,080 |

City of Astoria, Oregon
Budget Document

Transportation SDC Improvement (#167)

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|------------------------|-------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Resources and Requirements | Budget Officer | Budget Committee | Governing Body |
| | | | <u>Resources</u> | | | |
| - | - | 14,270 | Beginning Fund Balance | 179,000 | 179,000 | 179,000 |
| - | 1,028 | 171,000 | SDC Fees | 174,000 | 174,000 | 174,000 |
| - | - | - | Miscellaneous Revenue | | | |
| - | 259 | 8,000 | Investments | 600 | 600 | 600 |
| - | - | - | | - | - | - |
| - | 1,287 | 193,270 | Total Resources | 353,600 | 353,600 | 353,600 |
| | | | <u>Requirements</u> | | | |
| | | | Materials and Services: | | | |
| - | - | - | Professional Services General | - | - | - |
| - | - | - | | - | - | - |
| - | - | - | Total Materials and Services | - | - | - |
| | | | Capital Outlay: | | | |
| - | - | - | Improvements Other Than Bldgs | - | - | - |
| - | - | - | Total Capital Outlay | - | - | - |
| | | 193,270 | Contingency | 353,600 | 353,600 | 353,600 |
| - | - | 193,270 | Total Expenditures | 353,600 | 353,600 | 353,600 |
| - | 1,287 | - | Ending Fund Balance | - | - | - |
| - | 1,287 | 193,270 | Total Requirements | 353,600 | 353,600 | 353,600 |

City of Astoria, Oregon
Budget Document

Parks SDC Reimbursement (#168)

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|------------------------|-------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | Resources and Requirements | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | Budget Officer | Budget Committee | Governing Body |
| | | | <u>Resources</u> | | | |
| - | - | 70 | Beginning Fund Balance | 1,000 | 1,000 | 1,000 |
| - | 18 | 1,000 | SDC Fees | 1,000 | 1,000 | 1,000 |
| - | - | - | Miscellaneous Revenue | | | |
| - | - | 45 | Investments | 20 | 20 | 20 |
| - | - | - | | - | | |
| - | 18 | 1,115 | Total Resources | 2,020 | 2,020 | 2,020 |
| | | | <u>Requirements</u> | | | |
| | | | Materials and Services: | | | |
| - | - | - | Professional Services General | - | - | - |
| - | - | - | | - | - | - |
| - | - | - | Total Materials and Services | - | - | - |
| | | | Capital Outlay: | | | |
| - | - | - | Improvements Other Than Bldgs | - | - | - |
| - | - | - | Total Capital Outlay | - | - | - |
| | | 1,115 | Contingency | 2,020 | 2,020 | 2,020 |
| - | - | 1,115 | Total Expenditures | 2,020 | 2,020 | 2,020 |
| - | 18 | - | Ending Fund Balance | - | - | - |
| - | 18 | 1,115 | Total Requirements | 2,020 | 2,020 | 2,020 |

City of Astoria, Oregon
Budget Document

Parks SDC Improvement (#169)

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|------------------------|-------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | Resources and Requirements | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | Budget Officer | Budget Committee | Governing Body |
| | | | <u>Resources</u> | | | |
| - | - | 585 | Beginning Fund Balance | 8,500 | 8,500 | 8,500 |
| - | 145 | 7,000 | SDC Fees | 8,500 | 8,500 | 8,500 |
| - | - | - | Miscellaneous Revenue | | | |
| - | 2 | 340 | Investments | 40 | 40 | 40 |
| - | - | - | | - | - | - |
| - | 147 | 7,925 | Total Resources | 17,040 | 17,040 | 17,040 |
| | | | <u>Requirements</u> | | | |
| | | | Materials and Services: | | | |
| - | - | - | Professional Services General | - | - | - |
| - | - | - | | - | - | - |
| - | - | - | Total Materials and Services | - | - | - |
| | | | Capital Outlay: | | | |
| - | - | - | Improvements Other Than Bldgs | - | - | - |
| - | - | - | Total Capital Outlay | - | - | - |
| | | 7,925 | Contingency | 17,040 | 17,040 | 17,040 |
| - | - | 7,925 | Total Expenditures | 17,040 | 17,040 | 17,040 |
| - | 147 | - | Ending Fund Balance | - | - | - |
| - | 147 | 7,925 | Total Requirements | 17,040 | 17,040 | 17,040 |

Fund: #170 Astoria Road District

Purpose

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

Scope

Prior to establishment of this fund, road maintenance and improvements were paid by a tax levy. In 2007, by the City Council adopted Ordinance 07-02 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. Paving projects occur every other year with repairs and maintenance projects accomplished during the alternate year.

Personnel

There are no associated staff positions. The Public Works Director administers the fund.

City of Astoria, Oregon
Budget Document

ASTORIA ROAD DISTRICT FUND #170

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|--|------------------|-----------------------|--|------------------|------------------|------------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Resources and Requirements | Budget Officer | Budget Committee | Governing Body |
| <u>Resources</u> | | | | | | |
| 862,250 | 1,217,780 | 609,300 | Beginning Fund Balance | 1,052,900 | 1,052,900 | 1,052,900 |
| 60,074 | - | | Gifts, Bequests and Grants | | | |
| 208,092 | 394,005 | 129,300 | Intergovernmental - STBG | 126,000 | 126,000 | 126,000 |
| 485,105 | 221,390 | 225,500 | Local Gas Tax | 210,000 | 210,000 | 210,000 |
| 28,817 | 40,347 | 25,000 | Interest on Investments | 17,500 | 17,500 | 17,500 |
| 7,258 | 2,317 | | Miscellaneous | | | |
| 250,000 | 99,999 | 200,000 | Transfer from State Tax Street Fund | 200,000 | 200,000 | 200,000 |
| 1,901,596 | 1,975,838 | 1,189,100 | Sub-Total Resources | 1,606,400 | 1,606,400 | 1,606,400 |
| <u>1,901,596</u> | <u>1,975,838</u> | <u>1,189,100</u> | Total Resources | <u>1,606,400</u> | <u>1,606,400</u> | <u>1,606,400</u> |
| <u>Requirements</u> | | | | | | |
| <u>Materials & Services</u> | | | | | | |
| 7,405 | - | 75,000 | Repair & Maintenance Supplies | 75,000 | 75,000 | 75,000 |
| 7,405 | - | 75,000 | Total Materials & Services | 75,000 | 75,000 | 75,000 |
| <u>Capital Outlay</u> | | | | | | |
| 608,411 | 1,167,813 | 50,000 | Improvements Other Than Buildings | 805,000 | 805,000 | 805,000 |
| 608,411 | 1,167,813 | 50,000 | Total Capital Outlay | 805,000 | 805,000 | 805,000 |
| <u>Transfer To Other Funds:</u> | | | | | | |
| 68,000 | 66,000 | 64,200 | Public Works Improvement Fund | 63,100 | 63,100 | 63,100 |
| 68,000 | 66,000 | 64,200 | Total Transfer to Other Funds | 63,100 | 63,100 | 63,100 |
| - | - | 200,000 | Contingent Expenditures | 200,000 | 200,000 | 200,000 |
| 683,816 | 1,233,813 | 389,200 | Total Expenditures | 1,143,100 | 1,143,100 | 1,143,100 |
| 1,217,780 | 742,025 | 420,650 | Ending Fund Balance | 213,300 | 213,299 | 213,298 |
| - | - | 379,250 | Reserve for Future Expenditures | 250,000 | 250,001 | 250,002 |
| 1,217,780 | 742,025 | 799,900 | Total Ending Fund Balance | 463,300 | 463,300 | 463,300 |
| <u>1,901,596</u> | <u>1,975,838</u> | <u>1,189,100</u> | Total Requirements | <u>1,606,400</u> | <u>1,606,400</u> | <u>1,606,400</u> |

2025 / 26 Budget Detail Information

ASTORIA ROAD DISTRICT FUND (170 0000)

Materials and Services (515 - 660)

| | | | |
|-----|------|---|---------|
| 660 | 5825 | Repair & Maintenance Supplies | 75,000 |
| 730 | 6500 | Improvements Other Than Buildings | 805,000 |
| 850 | 7557 | Transfer to Public Works Improvement Fund | 63,100 |
| 910 | 8020 | Contingency | 200,000 |
| | | Ending Fund Balance | 213,300 |
| | | Reserve for Future Expenditures | 250,000 |
| 950 | 8520 | Total Ending Fund Balance | 463,300 |

TOTAL ASTORIA ROAD DISTRICT FUND

1,606,400

Fund: #172 State Tax Street Fund

Purpose

This fund accounts for 99% of the funds received as 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.

Scope

Resources are transferred to the Street Department of the Public Works Fund for expenditures incurred by the Street Department as they are expended during the year. Funds are also transferred to Astoria Road District Fund # 170 for paving projects.

Personnel

There are no associated staff positions. The Public Works Director administers the fund.

City of Astoria, Oregon
Budget Document

STATE TAX STREET FUND #172

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</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 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | | | |
| | | | <u>Resources</u> | | | |
| 834,494 | 842,727 | 661,000 | Beginning Fund Balance | 591,000 | 591,000 | 591,000 |
| 790,380 | 810,918 | 788,000 | Intergovernmental-Gas Tax/Trans Pkg | 802,000 | 802,000 | 802,000 |
| 19,053 | 38,137 | 20,000 | Interest on Investments | 20,685 | 20,685 | 20,685 |
| <u>1,643,927</u> | <u>1,691,782</u> | <u>1,469,000</u> | Total Resources | <u>1,413,685</u> | <u>1,413,685</u> | <u>1,413,685</u> |
| | | | <u>Capital Outlay</u> | | | |
| - | - | 100,000 | Improvements Other Than Buildings | - | - | - |
| - | - | 100,000 | Total Capital Outlay | - | - | - |
| | | | <u>Transfer To Other Funds:</u> | | | |
| 551,200 | 724,000 | 929,440 | Public Works Fund | 959,800 | 959,800 | 959,800 |
| 250,000 | 99,999 | 200,000 | Astoria Road District Fund | 200,000 | 200,000 | 200,000 |
| 801,200 | 823,999 | 1,129,440 | Total Transfer to Other Funds | 1,159,800 | 1,159,800 | 1,159,800 |
| - | - | 150,000 | Contingent Expenditures | 150,000 | 150,000 | 150,000 |
| 801,200 | 823,999 | 1,379,440 | Total Expenditures | 1,309,800 | 1,309,800 | 1,309,800 |
| 842,727 | 867,783 | 89,560 | Ending Fund Balance | 103,885 | 103,885 | 103,885 |
| <u>1,643,927</u> | <u>1,691,782</u> | <u>1,469,000</u> | Total Requirements | <u>1,413,685</u> | <u>1,413,685</u> | <u>1,413,685</u> |

2025 / 26 Budget Detail Information

STATE TAX STREET FUND (172 0000)

| | | | | |
|-----|------|-----------------------------------|---------------------------------------|------------------|
| | | | <u>Transfers to Other Funds (850)</u> | |
| 730 | 6500 | Improvements Other Than Buildings | | 0 |
| 850 | 7550 | Public Works Fund | 959,800 | |
| 850 | 7560 | Astoria Road District Fund | 200,000 | |
| | | | Sub-total of Transfers to Other Funds | 1,159,800 |
| 910 | 8020 | Contingent Expenditures | | 150,000 |
| 950 | 8520 | Ending Fund Balance | | 103,885 |
| | | | TOTAL STATE TAX STREET FUND | 1,413,685 |

Fund: #174 Highway Right of Way Reserve Fund

Purpose

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

Scope

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.

Personnel

There are no associated staff positions. The Public Works Director administers the fund.

City of Astoria, Oregon
Budget Document

HIGHWAY RIGHT-OF-WAY RESERVE FUND # 174

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|------------------------|---------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Resources and Requirements | Budget Officer | Budget Committee | Governing Body |
| | | | <u>Resources</u> | | | |
| 42,421 | 5,804 | 14,100 | Beginning Fund Balance | 22,700 | 22,700 | 22,700 |
| 7,986 | 8,010 | 7,900 | Intergovernmental-Gas Tax/Trans Pkg | 8,100 | 8,100 | 8,100 |
| 397 | 515 | 500 | Interest on Investments | 630 | 630 | 630 |
| <u>50,804</u> | <u>14,329</u> | <u>22,500</u> | Total Resources | <u>31,430</u> | <u>31,430</u> | <u>31,430</u> |
| | | | <u>Requirements</u> | | | |
| | | | Capital Outlay: | | | |
| 45,000 | - | 10,000 | Improvements Other Than Bldgs | - | - | - |
| 45,000 | - | 10,000 | Total Capital Outlay | - | - | - |
| - | - | 8,200 | Contingent Expenditures | 31,430 | 31,430 | 31,430 |
| <u>45,000</u> | <u>-</u> | <u>18,200</u> | Total Expenditures | <u>31,430</u> | <u>31,430</u> | <u>31,430</u> |
| <u>5,804</u> | <u>14,329</u> | <u>4,300</u> | Ending Fund Balance | - | - | - |
| <u>50,804</u> | <u>14,329</u> | <u>22,500</u> | Total Requirements | <u>31,430</u> | <u>31,430</u> | <u>31,430</u> |

2025 / 26 Budget Detail Information

HIGHWAY RIGHT-OF-WAY RESERVE FUND # 174

| | | | |
|-----|------|------------------------------------|---------------|
| | | <u>Capital Outlay (730)</u> | |
| 730 | 6500 | Improvements Other Than Buildings | - |
| 910 | 8020 | Contingency | 31,430 |
| 950 | 8250 | Ending Fund Balance | - |
| | | TOTAL TRAILS RESERVE FUND | <u>31,430</u> |

Fund: #176 Public Works Improvement Fund

Purpose

This fund is designated to provide funding to plan, budget for, and accomplish major public works construction and improvement projects, vehicles and large equipment purchases.

Scope

This fund was established by Resolution No. 83-17, adopted by the City Council on June 6, 1983. 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 in December 2007 and are made annually, with the final payment due December 2026.

FA Loan # S08003 is for the Reservoir Covers and is a 20-year loan with an interest rate of 1.00%. Payments began on 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 # 336266 is for a Vactor Truck purchase. It is a 5-year lease with a 5.826% interest rate. Payments began in October 2024 and are made annually through October 2028.

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.

Personnel

There are no associated staff positions. The Public Works Director administers the fund.

New this year

The Public Works Improvement Fund includes \$500,000 for infrastructure repairs at the 27th & Grand landslide site, \$16,000 for shops access gate improvements, and \$88,000 for a new sewer camera.

City of Astoria, Oregon
Budget Document

PUBLIC WORKS IMPROVEMENT FUND # 176

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|------------------------|--------------------|-----------------------|--|---|---|--|
| <u>Actual Data</u> | <u>Actual Data</u> | <u>Adopted Budget</u> | <u>Resources and Requirements</u> | <u>Proposed by Budget Officer</u> | <u>Approved by Budget Committee</u> | <u>Adopted by Governing Body</u> |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | | | |
| | | | <u>Resources</u> | | | |
| 810,749 | 1,103,729 | 1,340,500 | Beginning Fund Balance | 1,244,332 | 1,244,332 | 1,244,332 |
| 300,787 | 31,792 | - | Grant/Loan Proceeds | - | - | - |
| | | | <u>Transfer from Other Fund</u> | | | |
| 1,500,000 | 1,699,999 | 1,500,000 | Public Works Fund | 1,474,670 | 1,500,000 | 1,500,000 |
| 68,000 | 66,000 | 64,200 | Astoria Road District Fund | 63,100 | 63,100 | 63,100 |
| 55,000 | 75,000 | 75,000 | Combined Sewer Overflow Debt Service Fund | 225,000 | 225,000 | 225,000 |
| 1,623,000 | 1,840,999 | 1,639,200 | Total Transfers | 1,762,770 | 1,788,100 | 1,788,100 |
| 16,726 | 50,893 | - | Miscellaneous | - | - | - |
| 23,449 | 62,582 | 67,030 | Interest on Investments | 61,448 | 61,448 | 61,448 |
| 2,774,711 | 3,089,995 | 3,046,730 | Total Resources | 3,068,550 | 3,093,880 | 3,093,880 |
| | | | <u>Requirements</u> | | | |
| | | | <u>Materials and Services:</u> | | | |
| 308,587 | 124,782 | 105,000 | Professional Services | 2,010,000 | 2,010,000 | 2,010,000 |
| 381,453 | 248,036 | 1,150,000 | Repair & Maintenance Services | - | - | - |
| 690,040 | 372,818 | 1,255,000 | Total Materials and Services | 2,010,000 | 2,010,000 | 2,010,000 |
| | | | <u>Capital Outlay:</u> | | | |
| 295,576 | 546,865 | 581,000 | Machinery & Equipment | 104,000 | 104,000 | 104,000 |
| 295,576 | 546,865 | 581,000 | Total Capital Outlay | 104,000 | 104,000 | 104,000 |
| | | | <u>Debt Service:</u> | | | |
| 379,056 | 394,548 | 472,200 | Principal | 450,600 | 450,600 | 450,600 |
| 106,310 | 89,810 | 86,150 | Interest | 103,950 | 103,950 | 103,950 |
| 485,366 | 484,358 | 558,350 | Total Debt Service | 554,550 | 554,550 | 554,550 |
| | | | <u>Transfer to Other Funds</u> | | | |
| 200,000 | 200,000 | 200,000 | Public Works Capital Reserve Fund | 200,000 | 200,000 | 200,000 |
| 200,000 | 200,000 | 200,000 | Total Transfers to Other Funds | 200,000 | 200,000 | 200,000 |
| - | - | 250,000 | Contingency | 200,000 | 225,330 | 225,330 |
| 1,670,982 | 1,604,041 | 2,844,350 | Total Expenditures | 3,068,550 | 3,093,880 | 3,093,880 |
| 1,103,729 | 1,485,954 | 202,380 | Ending Fund Balance | - | - | - |
| 2,774,711 | 3,089,995 | 3,046,730 | Total Requirements | 3,068,550 | 3,093,880 | 3,093,880 |

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

| Public Works Improvement Fund | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
|---------------------------------------|--|---------------------|-----------------------|------------------|
| Materials and Services | | | | |
| 176-0000-620-4540 | Professional Services General | 124,782 | 105,000 | 60,000 |
| 176-0000-620-4556 | CSO Modeling | 0 | 0 | 50,000 |
| | Sanitary Sewer Collections Assessment | | | |
| | Subtotal Professional Services | 124,782 | 105,000 | 110,000 |
| 176-0000-660-5790 | Sewer Main Rehab/Replace Proj | 211,557 | 400,000 | 600,000 |
| 176-0000-660-5793 | Stormwater Rehab/Replace Proj | 11,621 | 200,000 | 550,000 |
| 176-0000-660-5795 | Water Main Rehab/Rplace Project | 24,858 | 500,000 | 700,000 |
| 176-0000-660-5825 | General Repair & Maintenance | 0 | 50,000 | 50,000 |
| | Subtotal Repair and Maintenance | 248,036 | 1,150,000 | 1,900,000 |
| TOTAL MATERIALS & SERVICES | | 372,818 | 1,255,000 | 2,010,000 |
| Capital Outlay | | | | |
| 176-0000-730-6500 | Improvements Other than Bldgs | 1,894 | 0 | 16,000 |
| 176-0000-740-6650 | Capital Outlay-Mach & Equip | 544,971 | 581,000 | 88,000 |
| | <i>Sewer Camera \$88,000</i> | | | |
| TOTAL CAPITAL OUTLAY | | 546,865 | 581,000 | 104,000 |
| Debt Service | | | | |
| 176-0000-810-6910 | Skyline Water Tank Principal | 79,349 | 83,050 | 86,900 |
| 176-0000-810-6915 | Skyline Water Tank Interest | 15,705 | 12,050 | 8,250 |
| 176-0000-810-6920 | Reservoir Covers Principal | 166,643 | 168,350 | 170,000 |
| 176-0000-810-6925 | Reservoir Covers Interest | 11,970 | 10,350 | 8,650 |
| 176-0000-810-6930 | Dam Waterline Loan Principal | 34,991 | 36,500 | 37,900 |
| 176-0000-810-6935 | Dam Waterline Loan Interest | 14,984 | 13,600 | 12,150 |
| 176-0000-810-6947 | WWTP Construction IFA Prin | 34,323 | 28,450 | 29,000 |
| 176-0000-810-6949 | WWTP Construction IFA Interst | 4,138 | 10,100 | 9,550 |
| 176-0000-810-6953 | Elgin Crosswind St Sweep-Prin | 55,399 | 0 | 0 |
| 176-0000-810-6954 | Elgin Crosswind St Sweep-Inter | 1,783 | 0 | 0 |
| 176-0000-810-6955 | Waterfront Bridges Proj - Prin | 23,843 | 24,100 | 24,250 |
| 176-0000-810-6956 | Waterfront Bridges Proj - Int | 41,230 | 40,050 | 38,850 |
| 176-0000-810-6026 | Vactor Principal Payment | 0 | 131,750 | 102,550 |
| 176-0000-810-6027 | Vactor Interest Payment | 0 | 0 | 26,500 |
| TOTAL DEBT SERVICE | | 484,358 | 558,350 | 554,550 |
| Transfers Out | | | | |
| 176-0000-850-7546 | Transfer to PW Capital Rsv Fd | 200,000 | 200,000 | 200,000 |
| | <i>Future Capital Projects - \$200,000</i> | | | |
| | Subtotal Transfers Out | 200,000 | 200,000 | 200,000 |
| Contingent Expenditures | | | | |
| 176-0000-910-8020 | Contingency | 0 | 250,000 | 225,330 |
| | Subtotal Contingency | 0 | 250,000 | 225,330 |

| Public Works Improvement Fund Expenditures | | 2023-2024 | 2024-2025 | 2025-2026 |
|--|---------------------|-----------|-----------|-----------|
| | | Actual | Budgeted | |
| Ending Fund Balance | | | | |
| 176-0000-950-8520 | Ending Fund Balance | 0 | 202,380 | 0 |
| Subtotal Ending Fund Balance | | 0 | 202,380 | 0 |
| TOTAL PUBLIC WORKS IMPROVEMENT FUND | | 1,604,041 | 3,046,730 | 3,093,880 |

Fund: #178 Public Works Capital Reserve Fund

Purpose

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 utilities infrastructure.

Scope

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. An amount of \$200,000 is transferred to this fund from the Public Works Improvement Fund for Capital Project reserves with the most urgent project being the Slow Sand Filter Project.

Personnel

There are no associated staff positions. The Public Works Director administers the fund.

New this year

Due to the level of sand in the slow sand filters, the project to renew them is becoming urgent. All the funds available in the Capital Reserve were appropriated this year. Public Works staff are trying to work with suppliers to get the best price for the needed sand that meets the required specifications. The cost of the project is not yet available, and staff is hopeful that it may be lower than the appropriated amount.

City of Astoria, Oregon
Budget Document

PUBLIC WORKS CAPITAL RESERVE FUND # 178

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25- 6/30/26</u> | | | |
|------------------------|------------------|-----------------------|---|------------------|------------------|------------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Resources and Requirements | Budget Officer | Budget Committee | Governing Body |
| | | | <u>Resources</u> | | | |
| 811,362 | 1,037,890 | 1,473,100 | Beginning Fund Balance | 1,904,500 | 1,904,500 | 1,904,500 |
| 25,978 | 63,878 | 75,000 | Interest Earnings | 52,500 | 52,500 | 52,500 |
| 550 | 176,211 | - | Miscellaneous | | | |
| | 56,980 | 433,020 | Loan Proceeds 8th St | | | |
| | | | Transfer from Other Fund | | | |
| <u>200,000</u> | <u>200,000</u> | <u>200,000</u> | Public Works Improvement Fund | <u>200,000</u> | <u>200,000</u> | <u>200,000</u> |
| <u>1,037,890</u> | <u>1,534,959</u> | <u>2,181,120</u> | Total Resources | <u>2,157,000</u> | <u>2,157,000</u> | <u>2,157,000</u> |
| | | | <u>Requirements</u> | | | |
| | | | <u>Materials and Services</u> | | | |
| - | - | - | Professional Services | - | - | - |
| - | - | - | Total Materials and Services | - | - | - |
| | | | <u>Capital Outlay</u> | | | |
| - | 50,905 | 633,020 | PW Capital Projects | <u>2,000,000</u> | <u>2,000,000</u> | <u>2,000,000</u> |
| - | 50,905 | 633,020 | Total Capital Outlay | 2,000,000 | 2,000,000 | 2,000,000 |
| - | - | 300,000 | Contingency | <u>157,000</u> | <u>157,000</u> | <u>157,000</u> |
| - | 50,905 | 933,020 | Total Expenditures | 2,157,000 | 2,157,000 | 2,157,000 |
| <u>1,037,890</u> | <u>1,484,054</u> | <u>1,248,100</u> | Ending Fund Balance | - | - | - |
| <u>1,037,890</u> | <u>1,534,959</u> | <u>2,181,120</u> | Total Requirements | <u>2,157,000</u> | <u>2,157,000</u> | <u>2,157,000</u> |

2025 / 26 Budget Detail Information

PUBLIC WORKS CAPITAL RESERVE FUND (178 0000)

| | | | |
|--|------|-------------------------------|-------------------------|
| | | <u>Materials and Services</u> | |
| 620 | 4540 | Professional Services | - |
| | | <u>Capital Outlay</u> | |
| 730 | 6500 | PW Capital Projects | 2,000,000 |
| 910 | 8020 | <u>Contingency</u> | 157,000 |
| 950 | 8520 | <u>Ending Fund Balance</u> | - |
| TOTAL PUBLIC WORKS CAPITAL RESERVE FUND | | | <u>2,157,000</u> |

Fund: #191 Library Construction

Purpose

The purpose of this fund is to receive and expend revenue for the Astoria Public Library Renovation Project.

Scope

The Library Bond Construction Fund was established by Resolution #23-03, adopted February 6, 2023, to account for the resources and requirements associated with the loan proceeds of a \$8,000,000 general obligation bond. City voters approved the bond Measure No. 4-220 at an election held on November 8, 2022. Resolution #23-02 authorized a bond purchase agreement, completed on March 30, 2023, with JP Morgan Chase Bank, N.A. The proceeds, in conjunction with Logan Memorial Fund #412, Library Renovation Fund #414, and State-provided funds and carbon credit funds reserved in Capital Improvement Fund #102, are being used to fund the Astoria Public Library Renovation Project.

Personnel

There are no associated staff positions. The Library Director administers the fund.

New this year

Renovation of the Library building began in the fall of 2024 and is expected to be completed in September of 2025.

City of Astoria, Oregon
Budget Document

LIBRARY BOND CONSTRUCTION FUND # 191

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</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 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | | | |
| <u>Resources</u> | | | | | | |
| - | 7,977,023 | 9,709,400 | Beginning Fund Balance | 2,474,300 | 2,474,300 | 2,474,300 |
| 7,902,300 | - | - | Loan Proceeds | - | - | - |
| 200 | 2,500 | | Miscellaneous | | | |
| | | | Grant Revenue | - | - | - |
| 74,523 | 460,139 | 200,000 | Interest on Investments | 35,000 | 35,000 | 35,000 |
| | | | Transfer from Other Funds | | | |
| - | 977,600 | - | Logan Memorial Fund # 412 | - | - | - |
| - | 1,200,000 | - | Capital Improvement Fund # 102 | - | - | - |
| <u>7,977,023</u> | <u>10,617,262</u> | <u>9,909,400</u> | Total Resources | <u>2,509,300</u> | <u>2,509,300</u> | <u>2,509,300</u> |
| <u>Requirements</u> | | | | | | |
| Capital Outlay: | | | | | | |
| - | 782,029 | 9,709,400 | Improvements Other Than Bldgs | 2,509,300 | 2,509,300 | 2,509,300 |
| - | 782,029 | 9,709,400 | Total Capital Outlay | 2,509,300 | 2,509,300 | 2,509,300 |
| - | - | 200,000 | Contingency | | | |
| - | 782,029 | 9,909,400 | Total Expenditures | 2,509,300 | 2,509,300 | 2,509,300 |
| <u>7,977,023</u> | <u>9,835,233</u> | <u>-</u> | Ending Fund Balance | <u>-</u> | <u>-</u> | <u>-</u> |
| <u>7,977,023</u> | <u>10,617,262</u> | <u>9,909,400</u> | Total Requirements | <u>2,509,300</u> | <u>2,509,300</u> | <u>2,509,300</u> |

2025 / 26 Detail Budget Information

LIBRARY BOND CONSTRUCTION FUND # 191

| | | | |
|---|------|-----------------------------------|------------------|
| <u>Capital Outlay (730)</u> | | | |
| 730 | 6500 | Improvements Other Than Buildings | 2,509,300 |
| | | Contingency | <u>-</u> |
| | | Ending Fund Balance | <u>-</u> |
| TOTAL LIBRARY BOND CONSTRUCTION FUND | | | 2,509,300 |

Fund: #194 Sewage Lift Station Rehabilitation Project

Purpose

The purpose of this fund is to receive and expend grant and loan revenue on the Sewage Lift Station Rehabilitation Project.

Scope

The City owns and operates three lift stations as part of the wastewater collection system. Lift stations (3, 4, and 5) are critical to conveying sewage around the base of the peninsula to the City's wastewater treatment plant. The lift stations are over 50 years old, exceeding the anticipated life of the equipment. The Sewage Lift Station Rehabilitation project has become critical. If any of the lift stations fail, it could place an additional burden on the remaining stations, and result in combined sewer overflow to adjacent water bodies. The project includes replacing the screws and slide gate, resurfacing the channels, and replacing control mechanisms and motors with modern components.

Personnel

There are no associated staff positions. The Public Works Director administers the fund.

New this year

The city received a grant and a small loan with partial loan forgiveness in 2023-24 to begin design work for the project. Additional funds have been secured via a loan from the Department of Environmental Quality, with 50% loan forgiveness. This project has begun, and is expected to be completed in November 2026.

City of Astoria, Oregon
Budget Document

SEWAGE LIFT STATION REHABILITATION PROJECT

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|----------------------------|-------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Resources and Requirements | Budget Officer | Budget Committee | Governing Body |
| <u>Resources</u> | | | | | | |
| - | - | - | Beginning Fund Balance | - | | |
| | | 185,880 | Loan Proceeds | 3,204,028 | 3,204,028 | 3,204,028 |
| - | - | 119,920 | Grants | 385,881 | 385,881 | 385,881 |
| - | - | - | Interest on Investments | - | - | - |
| - | - | 305,800 | Total Resources | 3,589,909 | 3,589,909 | 3,589,909 |
| <u>Requirements</u> | | | | | | |
| | | 305,800 | Materials & Services: | | | |
| | | | Professional Services | 384,909 | 384,909 | 384,909 |
| - | - | | Capital Outlay: | | | |
| | | | Improvements Other Than Bldgs | 3,205,000 | 3,205,000 | 3,205,000 |
| - | - | | Contingency | - | - | - |
| - | - | - | Total Expenditures | 3,589,909 | 3,589,909 | 3,589,909 |
| - | - | 305,800 | Ending Fund Balance | - | - | - |
| - | - | 305,800 | Total Requirements | 3,589,909 | 3,589,909 | 3,589,909 |

2025 / 26 Detail Budget Information

SEWAGE LIFT STATION REHABILITATION PROJECT

| | | |
|--|-----------------------------------|------------------|
| <u>Capital Outlay (730)</u> | | |
| 194-0000-620-4540 | Professional Services | 384,909 |
| 194-0000-730-6500 | Improvements Other Than Buildings | 3,205,000 |
| | Contingency | - |
| | Ending Fund Balance | - |
| TOTAL SEWAGE TREATMENT PLANT IMPROVEMENT PROJECT FUND | | 3,589,909 |

Fund: #195 Wastewater Treatment Plant Improvement Project

Purpose

The purpose of this fund is to receive and expend grant and loan revenue for the Wastewater Treatment Plant Improvement Project.

Scope

The Wastewater Treatment Plant Improvement Project is necessary to maintain compliance with the City's NPDES Permit for the next 20-year planning window. The City has completed initial designed work, and received an ARPA grant through Business Oregon Infrastructure Finance Authority. Due to increased costs the ARPA grant will not cover the full construction cost of the project. Additional loan and loan forgiveness funds have been made available to the City, also through Business Oregon.

Personnel

There are no associated staff positions. The Public Works Director administers the fund.

New this year

The ARPA funding had to be obligated by December of 2024, and work on this project has begun. The project is expected to be completed in August 2026.

City of Astoria, Oregon
Budget Document

WASTEWATER TREATMENT PLANT IMPROVEMENT PROJECT FUND #195

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</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 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | | | |
| | | | <u>Resources</u> | | | |
| - | - | - | Beginning Fund Balance | - | - | - |
| - | 322,845 | 5,172,000 | Grants | 3,309,363 | 3,309,363 | 3,309,363 |
| | | 4,534,232 | Loan Proceeds | 4,959,232 | 4,959,232 | 4,959,232 |
| - | - | - | Interest on Investments | - | - | - |
| - | 322,845 | 9,706,232 | Total Resources | 8,268,595 | 8,268,595 | 8,268,595 |
| | | | <u>Requirements</u> | | | |
| - | 328,327 | 9,706,232 | Capital Outlay: Improvements Other Than Bldgs | 8,268,595 | 8,268,595 | 8,268,595 |
| - | - | | Contingency | | | |
| - | 328,327 | 9,706,232 | Total Expenditures | 8,268,595 | 8,268,595 | 8,268,595 |
| - | (5,482) | - | Ending Fund Balance | - | - | - |
| - | 322,845 | 9,706,232 | Total Requirements | 8,268,595 | 8,268,595 | 8,268,595 |

2025 / 26 Detail Budget Information

| WASTEWATER TREATMENT PLANT IMPROVEMENT PROJECT FUND #195 | | |
|--|-----------------------------------|------------------|
| <u>Capital Outlay (730)</u> | | |
| 195-0000-730-6500 | Improvements Other Than Buildings | 8,268,595 |
| | Contingency | - |
| | Ending Fund Balance | - |
| TOTAL WASTEWATER TREATMENT PLANT IMPROVEMENT PROJECT FUND | | 8,268,595 |

Fund: #196 16th Street Water Distribution Project

Purpose

The purpose of this fund is to receive and expend grant and loan revenue for the 16th Street Water Distribution Project.

Scope

This project will replace the tunnel waterline with a 24-inch HDPE pipe which will be seismically resilient and will significantly reduce the risk of failure for water supply to a large service area of the north slope of Astoria. Design and construction funding will utilize American Rescue Plan Act (ARPA) funds managed by Business Oregon Infrastructure Finance Authority (IFA).

Personnel

There are no associated staff positions. The Public Works Director administers the fund.

New this year

The ARPA funding had to be obligated by December of 2024, and work on this project has begun. The project is expected to be completed in December 2025.

City of Astoria, Oregon
Budget Document

16TH STREET WATER DISTRIBUTION PROJECT FUND #196

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</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 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | | | |
| | | | <u>Resources</u> | | | |
| - | - | - | Beginning Fund Balance | - | - | - |
| 123,613 | 351,077 | 2,243,240 | Grants | 2,076,526 | 2,076,526 | 2,076,526 |
| - | - | - | Interest on Investments | - | - | - |
| <u>123,613</u> | <u>351,077</u> | <u>2,243,240</u> | Total Resources | <u>2,076,526</u> | <u>2,076,526</u> | <u>2,076,526</u> |
| | | | <u>Requirements</u> | | | |
| 123,613 | 423,178 | 2,243,240 | Capital Outlay: Improvements Other Than Bldgs | 2,076,526 | 2,076,526 | 2,076,526 |
| - | - | - | Contingency | | | |
| 123,613 | 423,178 | 2,243,240 | Total Expenditures | 2,076,526 | 2,076,526 | 2,076,526 |
| - | (72,101) | - | Ending Fund Balance | - | - | - |
| <u>123,613</u> | <u>351,077</u> | <u>2,243,240</u> | Total Requirements | <u>2,076,526</u> | <u>2,076,526</u> | <u>2,076,526</u> |

2025 26 Detail Budget Information

| <u>16TH STREET WATER DISTRIBUTION PROJECT FUND #196</u> | | |
|--|-----------------------------------|-------------------------|
| <u>Capital Outlay (730)</u> | | |
| 196-0000-730-6500 | Improvements Other Than Buildings | 2,076,526 |
| | Contingency | - |
| | Ending Fund Balance | - |
| TOTAL 16TH STREET WATER DISTRIBUTION PROJECT FUND | | <u>2,076,526</u> |

Fund: #197 Pipeline Road Waterline Resilience Project

Purpose

The purpose of this fund is to receive and expend grant and loan revenue for the Pipeline Road Waterline Resilience Project.

Scope

This project includes the engineering services and construction identified as the next critical water system element in need of attention for water system recovery goals established in the City Water System Master plan. Design and construction funding will utilize American Rescue Plan Act (ARPA) funds managed by Business Oregon Infrastructure Finance Authority (IFA).

Personnel

There are no associated staff positions. The Public Works Director administers the fund.

New this year

The ARPA funding had to be obligated by December of 2024, and work on this project has begun. The project is expected to be completed in November 2025.

City of Astoria, Oregon
Budget Document

PIPELINE ROAD WATERLINE RESILIENCE PROJECT FUND # 197

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</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 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | | | |
| <u>Resources</u> | | | | | | |
| - | - | - | Beginning Fund Balance | - | - | - |
| - | 302,433 | 2,562,000 | Grants | 1,092,551 | 1,092,551 | 1,092,551 |
| - | - | - | Interest on Investments | - | - | - |
| - | 302,433 | 2,562,000 | Total Resources | 1,092,551 | 1,092,551 | 1,092,551 |
| <u>Requirements</u> | | | | | | |
| - | 350,170 | 2,512,000 | Capital Outlay: Improvements Other Than Bldgs | 1,092,551 | 1,092,551 | 1,092,551 |
| - | - | 50,000 | Contingency | | | |
| - | 350,170 | 2,562,000 | Total Expenditures | 1,092,551 | 1,092,551 | 1,092,551 |
| - | (47,737) | - | Ending Fund Balance | - | - | - |
| - | 302,433 | 2,562,000 | Total Requirements | 1,092,551 | 1,092,551 | 1,092,551 |

2025-26 Detail Budget Information

| PIPELINE ROAD WATERLINE RESILIENCE PROJECT FUND # 197 | | |
|--|-----------------------------------|------------------|
| <u>Capital Outlay (730)</u> | | |
| 197-0000-730-6650 | Improvements Other Than Buildings | 1,092,551 |
| | Contingency | - |
| | Ending Fund Balance | - |
| TOTAL PIPELINE ROAD WATERLINE RESILIENCE PROJECT FUND | | 1,092,551 |

Fund: #198 Pre-Disaster Landslide Storm Drainage Project

Purpose

The purpose of this fund is to receive and expend grant revenue for the Pre-Disaster Landslide Storm Drainage Project.

Scope

This project was paid for by a FEMA grant in the amount of \$676,406, and a Business Oregon IFA grant in the amount of \$225,469 for the required match. The project was to design and construct mitigation projects on the two most vulnerable areas as identified in the Natural Hazard Mitigation Plan. The project was completed during the 2024-25 fiscal year.

Personnel

There are no associated staff positions. The Public Works Director administers the fund.

New this year

The project is completed. The summary sheet will remain in the budget for the next three years in compliance with Oregon budget laws.

City of Astoria, Oregon
Budget Document

PRE-DISASTER LANDSLIDE STORM DRAINAGE PROJECT FUND # 198

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</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 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | | | |
| <u>Resources</u> | | | | | | |
| - | - | - | Beginning Fund Balance | - | - | - |
| - | | 901,875 | Grants | | | |
| - | - | - | Interest on Investments | - | - | - |
| - | - | 901,875 | Total Resources | - | - | - |
| <u>Requirements</u> | | | | | | |
| - | | 24,000 | Materials & Services Professional Services | | | |
| - | | 877,875 | Capital Outlay: Improvements Other Than Bldgs | | | |
| - | - | - | Contingency | | | |
| - | - | 901,875 | Total Expenditures | - | - | - |
| - | - | - | Ending Fund Balance | - | - | - |
| - | - | 901,875 | Total Requirements | - | - | - |

2025-26 Detail Budget Information

PRE-DISASTER LANDSLIDE STORM DRAINAGE PROJECT FUND # 198

| | | |
|--|------------------------------------|---|
| 197-0000-730-6650 | <u>Capital Outlay (730)</u> | |
| | Improvements Other Than Buildings | - |
| | Contingency | - |
| | Ending Fund Balance | - |
| TOTAL PIPELINE ROAD WATERLINE RESILIENCE PROJECT FUND | | - |

Fund: #250 Local Improvement Debt Service

Purpose

This fund has been closed but is retained in the budget until the two prior years show no activity.

History

This fund was established to account for debt service requirements of a bond issue made for the financing of several local improvement projects. The fund's 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-Wauna 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, because 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 was paid 12/31/2021.

Amounts due to other funds were redistributed to other funds to offset PERS increases, and the remaining funds were transferred to General Fund on close out of the fund.

Information is provided for historical reference.

City of Astoria, Oregon
Budget Document

LOCAL IMPROVEMENT DEBT SERVICE FUND # 250

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|--------------------------------|---------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Resources and Requirements | Budget Officer | Budget Committee | Governing Body |
| <u>Resources</u> | | | | | | |
| 71,819 | 52,954 | - | Beginning Fund Balance | - | - | - |
| - | - | - | Resources due to other funds | - | - | - |
| <u>3,135</u> | <u>1,121</u> | <u>-</u> | Interest Earnings | <u>-</u> | <u>-</u> | <u>-</u> |
| <u>74,954</u> | <u>54,075</u> | <u>-</u> | Total Resources | <u>-</u> | <u>-</u> | <u>-</u> |
| <u>Requirements</u> | | | | | | |
| Transfer to Other Funds | | | | | | |
| 22,000 | 53,262 | - | General Fund | - | - | - |
| <u>-</u> | <u>-</u> | <u>-</u> | Public Works Fund | <u>-</u> | <u>-</u> | <u>-</u> |
| 22,000 | 53,262 | - | Total Transfers | - | - | - |
| <u>-</u> | <u>-</u> | <u>-</u> | Contingency | <u>-</u> | <u>-</u> | <u>-</u> |
| 22,000 | 53,262 | - | Total Expenditures | - | - | - |
| <u>52,954</u> | <u>813</u> | <u>-</u> | Ending Fund Balance | <u>-</u> | <u>-</u> | <u>-</u> |
| <u>74,954</u> | <u>54,075</u> | <u>-</u> | Total Requirements | <u>-</u> | <u>-</u> | <u>-</u> |

2025 / 26 Budget Detail Information

LOCAL IMPROVEMENT DEBT SERVICE FUND (250 0000)

| | | | |
|-----|------|--|----------|
| | | Transfers to Other Funds | |
| 850 | 7567 | General Fund | <u>-</u> |
| | | TOTAL TRANSFERS TO OTHER FUNDS | - |
| 910 | 8020 | Contingency | - |
| 950 | 8520 | Ending Fund Balance | <u>-</u> |
| | | TOTAL LOCAL IMPROVEMENT DEBT SERVICE FUND | <u>-</u> |

Fund: #261 Library Debt Service

Purpose

The purpose of this fund is to collect tax revenue to pay the Library bond debt service.

Scope

This is the general obligation bond for the Library Renovation Project. The issued amount was \$8,000,000. The interest rate is 3.52%. The final payment will be made in June of 2039.

The payment due in June 2026 is:

Principal – \$345,000

Interest – \$262,768

Total Payment – \$607,768

Personnel

There are no associated staff positions. The Library Director administers the fund.

City of Astoria, Oregon
Budget Document

LIBRARY BOND DEBT SERVICE FUND # 261

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|----------------------------|-------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Resources and Requirements | Budget Officer | Budget Committee | Governing Body |
| <u>Resources</u> | | | | | | |
| - | - | 182,946 | Beginning Fund Balance | (21,917) | (21,917) | (21,917) |
| - | 538,974 | 578,510 | Property TAX GO Bond Proceeds | 623,685 | 623,685 | 623,685 |
| - | 6,681 | 6,000 | Interest Earnings | 6,000 | 6,000 | 6,000 |
| - | 545,655 | 767,456 | Total Resources | 607,768 | 607,768 | 607,768 |
| <u>Requirements</u> | | | | | | |
| <u>Debt Service</u> | | | | | | |
| - | 230,000 | 305,000 | Principal | 345,000 | 345,000 | 345,000 |
| - | 329,315 | 273,510 | Interest | 262,768 | 262,768 | 262,768 |
| - | 559,315 | 578,510 | Total Debt Service | 607,768 | 607,768 | 607,768 |
| - | - | 6,000 | Contingency | - | - | - |
| - | 559,315 | 584,510 | Total Expenditures | 607,768 | 607,768 | 607,768 |
| - | (13,660) | 182,946 | Ending Fund Balance | - | - | - |
| - | 545,655 | 767,456 | Total Requirements | 607,768 | 607,768 | 607,768 |

2025 / 26 Budget Detail Information

LIBRARY BOND DEBT SERVICE FUND (261 0000)

| | | | | |
|---|------|---------------------|---------|----------------|
| | | Debt Service | | |
| 850 | 7567 | Principal | 345,000 | |
| 850 | 7550 | Interest | 262,768 | |
| | | | | 607,768 |
| TOTAL TRANSFERS TO OTHER FUNDS | | | | |
| 910 | 8020 | Contingency | | - |
| 950 | 8520 | Ending Fund Balance | | - |
| TOTAL LIBRARY BOND DEBT SERVICE FUND | | | | 607,768 |

Fund: #270 Combined Sewer Overflow Debt Service Fund

Purpose

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.

Scope

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. In 2002, a CSO Surcharge was established to pay the debt service on the loans that funded the mandated CSO reduction projects.

| Loan Description | Rate | Term | Payments | Final Pmnt |
|-------------------------|-------------|-------------|-----------------|-------------------|
| 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 |

Personnel

There are no associated staff positions. The Finance Director administers the fund in conjunction with the Public Works Director.

City of Astoria, Oregon
Budget Document

COMBINED SEWER OVERFLOW (CSO) DEBT SERVICE FUND # 270

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25- 6/30/26</u> | | | |
|------------------------|------------------|-----------------------|---|------------------|------------------|------------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Resources and Requirements | Budget Officer | Budget Committee | Governing Body |
| | | | <u>Resources</u> | | | |
| 947,116 | 1,038,511 | 765,270 | Beginning Fund Balance | 950,000 | 950,000 | 950,000 |
| 2,003,331 | 2,029,937 | 2,112,997 | Charges for Service | 2,124,945 | 2,124,945 | 2,124,945 |
| 16,942 | 43,635 | 32,500 | Interest Earnings | 33,250 | 33,250 | 33,250 |
| <u>2,967,389</u> | <u>3,112,083</u> | <u>2,910,767</u> | Total Resources | <u>3,108,195</u> | <u>3,108,195</u> | <u>3,108,195</u> |
| | | | <u>Requirements</u> | | | |
| | | | Materials & Services: | | | |
| 31,001 | 26,351 | 21,580 | Professional Services | 30,000 | 30,000 | 30,000 |
| 31,001 | 26,351 | 21,580 | Total Materials & Services | 30,000 | 30,000 | 30,000 |
| | | | Debt Service | | | |
| 1,392,200 | 1,426,441 | 1,461,650 | Principal | 1,497,750 | 1,497,750 | 1,497,750 |
| 375,677 | 341,435 | 306,280 | Interest | 270,114 | 270,114 | 270,114 |
| <u>1,767,877</u> | <u>1,767,876</u> | <u>1,767,930</u> | Total Debt Service | <u>1,767,864</u> | <u>1,767,864</u> | <u>1,767,864</u> |
| | | | Transfer to Other Funds | | | |
| 55,000 | 75,000 | 75,000 | Public Works Improvement Fund | 225,000 | 225,000 | 225,000 |
| 75,000 | 75,000 | 75,000 | Public Works Fund | 75,000 | 75,000 | 75,000 |
| <u>130,000</u> | <u>150,000</u> | <u>150,000</u> | Total Transfer to Other Funds | <u>300,000</u> | <u>300,000</u> | <u>300,000</u> |
| - | - | 100,000 | Contingency | 100,000 | 100,000 | 100,000 |
| 1,928,878 | 1,944,227 | 2,039,510 | Total Expenditures | 2,197,864 | 2,197,864 | 2,197,864 |
| <u>1,038,511</u> | <u>1,167,856</u> | <u>871,257</u> | Ending Fund Balance | <u>910,331</u> | <u>910,331</u> | <u>910,331</u> |
| <u>2,967,389</u> | <u>3,112,083</u> | <u>2,910,767</u> | Total Requirements | <u>3,108,195</u> | <u>3,108,195</u> | <u>3,108,195</u> |

| Combined Sewer Overflow (CSO) Debt Service Fund | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
|--|---------------------------------------|---------------------|-----------------------|------------------|
| Materials and Services | | | | |
| 270-0000-620-4560 | DEQ Administrative Fees | 26,351 | 21,580 | 30,000 |
| | Subtotal Professional Services | 26,351 | 21,580 | 30,000 |
| TOTAL MATERIALS & SERVICES | | 26,351 | 21,580 | 30,000 |
| Debt Service | | | | |
| 270-0000-810-6934 | Principal Only - ARRA #R06117 | 100,000 | 100,000 | 100,000 |
| 270-0000-810-6936 | CSO Loan #11793 Principal | 189,000 | 194,620 | 200,401 |
| 270-0000-810-6938 | CSO Loan #11793 Interest | 48,146 | 42,530 | 36,745 |
| 270-0000-810-6940 | CSO Loan #11790 Principal | 230,423 | 237,720 | 245,223 |
| 270-0000-810-6945 | CSO Loan #11790 Interest | 20,605 | 13,320 | 5,790 |
| 270-0000-810-6950 | CSO Loan #11791 Principal | 162,895 | 167,920 | 173,095 |
| 270-0000-810-6955 | CSO Loan #11791 Interest | 22,435 | 17,420 | 12,235 |
| 270-0000-810-6960 | CSO Loan #11792 Principal | 266,280 | 273,930 | 281,785 |
| 270-0000-810-6965 | CSO Loan #11792 Interest | 42,642 | 35,000 | 27,137 |
| 270-0000-810-6984 | CSO Loan IFA #Y12004 Principal | 255,015 | 259,970 | 265,006 |
| 270-0000-810-6985 | CSO Loan IFA #Y12004 Interest | 93,432 | 88,490 | 83,443 |
| 270-0000-810-6986 | CSO Loan #Y14006 - Principal | 222,828 | 227,490 | 232,240 |
| 270-0000-810-6987 | CSO Loan #Y14006 - Interest | 114,175 | 109,520 | 104,764 |
| TOTAL DEBT SERVICE | | 1,767,876 | 1,767,930 | 1,767,864 |
| Transfers Out | | | | |
| 270-0000-850-7550 | Transfer to Public Works Fund | 75,000 | 75,000 | 75,000 |
| 270-0000-850-7557 | Transfer to PWIF | 75,000 | 75,000 | 225,000 |
| | Subtotal Transfers Out | 150,000 | 150,000 | 300,000 |
| Contingent Expenditures | | | | |
| 270-0000-910-8020 | Contingency | 0 | 100,000 | 100,000 |
| | Subtotal Contingency | 0 | 100,000 | 100,000 |
| Ending Fund Balance | | | | |
| 270-0000-950-8520 | Ending Fund Balance | 0 | 871,257 | 910,331 |
| | Subtotal Ending Fund Balance | 0 | 871,257 | 910,331 |
| TOTAL COMBINED SEWER OVERFLOW DEBT SERVICE FUND | | 1,944,227 | 2,910,767 | 3,108,195 |



ENTERPRISE FUNDS

Fund: #301 Public Works Operations

Purpose

To effectively develop and maintain public infrastructure and facilities to provide services for the social, economic, and environmental needs of our community. Public Works staff maintains, operates and improves the streets, water system, wastewater system, stormwater system, and sanitation. This fund also includes the City Engineers and Public Works Administration.

Scope

The Public Works Department is the largest department within the City. Its primary goal is to rebuild, improve and protect our city's transportation system; water supply and treatment; sewer collection and treatment; stormwater conveyance; public buildings; and other structures and facilities essential for our citizens.

Astoria has some of the oldest infrastructure in the state dating back to 1895, with much of our infrastructure at an age of 50 to 120 years old. The typical design life of infrastructure is 20 to 50 years. In addition, much of this infrastructure resides within geologically unstable areas that either currently move or will significantly move during a seismic event, which creates significant challenges.

Our Vision

The City of Astoria Public Works Department will be a recognized leader in the delivery of public services; known for our responsiveness, proactive approach, reliability, good stewardship of fiscal and human resources, and caring attention given to the community.

Personnel

The Public Works Department, under the oversight of the Public Works Director, is comprised of 35 full-time staff and temporary workers as needed. Actual employee time is charged to each department based on type of work completed. On any given day, an employee may show time worked for one or several departments.

City of Astoria, Oregon
Budget Document

PUBLIC WORKS FUND # 301

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|------------------------|-----------------------|------------------|--|----------------------------------|------------------------------------|---------------------------------|
| <u>Actual Data</u> | <u>Adopted Budget</u> | | | | | |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Resources & Requirements | Proposed by Budget Officer | Approved by Budget Committee | Adopted by Governing Body |
| | | | <u>Resources</u> | | | |
| 42,113,246 | 41,594,851 | 870,600 | Beginning Fund Balance | 907,000 | 907,000 | 907,000 |
| | | | Charges for Services: | | | |
| 44,720 | 37,291 | 40,000 | Engineering | 50,000 | 50,000 | 50,000 |
| 4,615,101 | 4,640,377 | 4,906,720 | Water | 5,137,560 | 5,212,560 | 5,212,560 |
| 2,221,282 | 2,408,393 | 2,510,230 | Sewer | 2,793,850 | 2,868,850 | 2,868,850 |
| 10,983 | 75,985 | - | Streets | - | - | - |
| 6,892,086 | 7,162,046 | 7,456,950 | Total Charges for Services | 7,981,410 | 8,131,410 | 8,131,410 |
| | | | Transfers from Other Funds: | | | |
| 551,200 | 724,000 | 929,440 | State Tax Street Fund | 959,800 | 959,800 | 959,800 |
| 30,650 | 30,315 | 40,000 | General Fund | 60,000 | 60,000 | 60,000 |
| 75,000 | 75,000 | 75,000 | CSO Debt Service Fund | 75,000 | 75,000 | 75,000 |
| 37,015 | 65,175 | 62,500 | Interest | 42,000 | 42,000 | 42,000 |
| - | - | - | Grants | - | - | - |
| 78,961 | 40,791 | 75,000 | Miscellaneous | 75,000 | 75,000 | 75,000 |
| <u>49,778,158</u> | <u>49,692,178</u> | <u>9,509,490</u> | Total Resources | 10,100,210 | 10,250,210 | 10,250,210 |
| | | | <u>Requirements</u> | | | |
| | | | Expenditures by Department: | | | |
| 1,253,266 | 1,458,488 | 1,716,500 | Engineering | 1,934,570 | 1,934,570 | 1,934,570 |
| 583,471 | 700,611 | 718,707 | Shop and Yard | 769,880 | 769,880 | 769,880 |
| 540,550 | 463,868 | 760,078 | Streets | 781,700 | 781,700 | 781,700 |
| 39,485 | 48,871 | 104,571 | Sanitation | 113,310 | 113,310 | 113,310 |
| 1,089,393 | 1,308,187 | 1,534,135 | Sewer | 1,581,640 | 1,581,640 | 1,581,640 |
| 150,725 | 137,234 | 300,463 | Stormwater | 277,390 | 277,390 | 277,390 |
| 1,639,132 | 1,761,511 | 2,259,196 | Water | 2,310,190 | 2,310,190 | 2,310,190 |
| - | - | 197,060 | Contingency | 104,870 | 229,540 | 229,540 |
| 5,296,022 | 5,878,770 | 7,590,710 | Total Expenditures by Department | 7,873,550 | 7,998,220 | 7,998,220 |
| | | | Transfers to Other Departments | | | |
| 6,360 | 6,648 | 4,180 | Emergency Communications | 6,690 | 6,690 | 6,690 |
| 1,500,000 | 1,699,998 | 1,500,000 | Public Works Improvement Fund | 1,474,670 | 1,500,000 | 1,500,000 |
| 414,600 | 414,600 | 414,600 | General Fund | 745,300 | 745,300 | 745,300 |
| 1,920,960 | 2,121,246 | 1,918,780 | Total Transfers to Other Departments | 2,226,660 | 2,251,990 | 2,251,990 |
| 7,216,982 | 8,000,016 | 9,509,490 | Total Expenditures | 10,100,210 | 10,250,210 | 10,250,210 |
| | | | Accrual Adjustments for: | | | |
| 1,268,777 | 1,222,692 | - | Depreciation | - | - | - |
| (267,749) | 117,507 | - | Loss on Sale/Disposal | - | - | - |
| (34,703) | (6,426) | - | Capitalized Expenditures-GASB 68 | - | - | - |
| | | | Net OPEB Obligations | - | - | - |
| <u>41,594,851</u> | <u>40,358,389</u> | <u>-</u> | Ending Fund Balance | <u>-</u> | <u>-</u> | <u>-</u> |
| <u>49,778,158</u> | <u>49,692,178</u> | <u>9,509,490</u> | Total Requirements | 10,100,210 | 10,250,210 | 10,250,210 |

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

Summary of Expenditures

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|----------------------------------|-------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Requirements | Budget Officer | Budget Committee | Governing Body |
| Personnel Services: | | | | | | |
| 1,159,538 | 1,324,384 | 1,525,520 | Engineering | 1,738,110 | 1,738,110 | 1,738,110 |
| 396,175 | 497,131 | 486,487 | Shop & Yard | 524,730 | 524,730 | 524,730 |
| 232,675 | 211,521 | 350,278 | Streets | 396,600 | 396,600 | 396,600 |
| 5,767 | 1,813 | 57,771 | Sanitation | 65,510 | 65,510 | 65,510 |
| 614,117 | 783,580 | 727,395 | Sewer | 819,990 | 819,990 | 819,990 |
| 94,421 | 90,984 | 121,563 | Stormwater | 136,990 | 136,990 | 136,990 |
| 1,010,452 | 1,068,793 | 1,194,606 | Water | 1,348,960 | 1,348,960 | 1,348,960 |
| 3,513,145 | 3,978,206 | 4,463,620 | Total Personnel Services | 5,030,890 | 5,030,890 | 5,030,890 |
| 33.9 | 34.2 | 36.0 | FTEs | 37.2 | 37.2 | 37.2 |
| Materials & Services: | | | | | | |
| 88,228 | 134,104 | 184,980 | Engineering | 196,460 | 196,460 | 196,460 |
| 178,147 | 203,480 | 217,220 | Shop & Yard | 239,150 | 239,150 | 239,150 |
| 304,435 | 252,347 | 395,800 | Streets | 385,100 | 385,100 | 385,100 |
| 33,718 | 47,058 | 46,800 | Sanitation | 47,800 | 47,800 | 47,800 |
| 456,160 | 524,607 | 765,840 | Sewer | 749,150 | 749,150 | 749,150 |
| 52,630 | 46,250 | 178,900 | Stormwater | 140,400 | 140,400 | 140,400 |
| 581,487 | 692,718 | 1,027,390 | Water | 961,230 | 961,230 | 961,230 |
| 1,694,805 | 1,900,564 | 2,816,930 | Total Materials & Services | 2,719,290 | 2,719,290 | 2,719,290 |
| Capital Outlay: | | | | | | |
| 5,500 | - | 6,000 | Engineering | - | - | - |
| 9,149 | - | 15,000 | Shop & Yard | 6,000 | 6,000 | 6,000 |
| 3,440 | - | 14,000 | Streets | - | - | - |
| - | - | - | Sanitation | - | - | - |
| - | - | 40,900 | Sewer | 12,500 | 12,500 | 12,500 |
| 3,674 | - | - | Stormwater | - | - | - |
| 47,193 | - | 37,200 | Water | - | - | - |
| 68,956 | - | 113,100 | Total Capital Outlay | 18,500 | 18,500 | 18,500 |
| Transfers to Other Funds: | | | | | | |
| 6,360 | 6,648 | 4,180 | Emergency Communications | 6,690 | 6,690 | 6,690 |
| 1,500,000 | 1,699,998 | 1,500,000 | Public Works Improvement Fund | 1,474,670 | 1,500,000 | 1,500,000 |
| 414,600 | 414,600 | 414,600 | General Fund | 745,300 | 745,300 | 745,300 |
| 1,920,960 | 2,121,246 | 1,918,780 | Total Transfers to Other Funds | 2,226,660 | 2,251,990 | 2,251,990 |
| - | - | 197,060 | Contingency | 104,870 | 229,540 | 229,540 |
| 7,197,866 | 8,000,016 | 9,509,490 | Total Expenditures | 10,100,210 | 10,250,210 | 10,250,210 |

| | | |
|-------------------|--------------|--------------------------------|
| Fund: | #301 | Public Works Operations |
| Department | #3700 | Engineering |

Purpose

The Engineering Division is responsible for a wide range of current and future capital improvements projects taking place within the City.

Scope

This division performs or manages all engineering and technical services for the City, including design work, contract administration and grant administration for the city water system, sanitary sewer system, docks, streets, sidewalks, storm drainage and other public works projects. The Engineering Division participates in development review in collaboration with the Community Development Department, and also maintains Public Works records such as the City utility maps, as-built drawings and our Geographical Information System (GIS). Engineering provides services to other City Departments such as management of design and construction of community development projects, including docks and walkways. The department also handles traffic, tree, sidewalk, junk, and hazard complaints lodged by citizens. This division is also responsible for forest resources management, including timber harvest and carbon credit projects. Additionally, this division serves as the City's administrator of city-owned real property by managing easements, vacations, licenses, and sales of City property. Public Works Administration is also paid out of this fund.

Personnel

Nine full-time positions plus extra help and overtime

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
ENGINEERING # 3700

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25- 6/30/26</u> | | | |
|--------------------------------|-------------|-----------------------|---|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Requirements | Budget Officer | Budget Committee | Governing Body |
| Personnel Services: | | | | | | |
| 733,248 | 819,209 | 901,820 | Regular Salaries | 954,650 | 954,650 | 954,650 |
| 1,186 | 3,265 | 4,080 | Overtime | 4,360 | 4,360 | 4,360 |
| 24,413 | 40,788 | 74,990 | Extra Help | 135,520 | 135,520 | 135,520 |
| 58,034 | 67,660 | 78,970 | Taxes | 88,110 | 88,110 | 88,110 |
| 163,139 | 183,606 | 203,660 | Insurance | 220,860 | 220,860 | 220,860 |
| 169,783 | 196,835 | 242,910 | Retirement Contributions | 310,110 | 310,110 | 310,110 |
| 9,735 | 13,021 | 19,090 | Workers' Compensation | 24,500 | 24,500 | 24,500 |
| 1,159,538 | 1,324,384 | 1,525,520 | Total Personnel Services | 1,738,110 | 1,738,110 | 1,738,110 |
| 9.2 | 10.4 | 9.4 | FTEs | 9.3 | 9.3 | 9.3 |
| Materials and Services: | | | | | | |
| 6,810 | 7,461 | 7,500 | Office Supplies | 7,500 | 7,500 | 7,500 |
| 3,937 | 4,331 | 8,750 | Operating Supplies | 8,250 | 8,250 | 8,250 |
| 4,103 | 612 | 2,500 | Repair & Maintenance Supplies | 2,100 | 2,100 | 2,100 |
| 251 | 230 | 1,800 | Small Tools & Minor Equipment | 1,800 | 1,800 | 1,800 |
| 1,472 | 1,568 | 3,500 | Training | 3,500 | 3,500 | 3,500 |
| 1,983 | 3,419 | 8,000 | Conferences, Meetings & Travel | 5,000 | 5,000 | 5,000 |
| 1,025 | 1,055 | 1,100 | Memberships & Dues | 1,100 | 1,100 | 1,100 |
| 1,062 | - | 1,250 | Advertising | 1,000 | 1,000 | 1,000 |
| 34,070 | 77,809 | 97,940 | Professional Services | 108,200 | 108,200 | 108,200 |
| 3,242 | 3,342 | 3,850 | Communications | 4,100 | 4,100 | 4,100 |
| 5,442 | 5,671 | 10,000 | Repair & Maintenance Services | 7,000 | 7,000 | 7,000 |
| 560 | 670 | 2,260 | Licenses and Permits | 460 | 460 | 460 |
| 1,259 | 1,445 | 3,030 | Miscellaneous | 4,850 | 4,850 | 4,850 |
| 23,012 | 26,491 | 33,500 | Technology Services | 41,600 | 41,600 | 41,600 |
| 88,228 | 134,104 | 184,980 | Total Materials and Services | 196,460 | 196,460 | 196,460 |
| Capital Outlay: | | | | | | |
| 5,500 | - | 6,000 | Machinery & Equipment | - | - | - |
| 5,500 | - | 6,000 | Total Capital Outlay | - | - | - |
| 1,253,266 | 1,458,488 | 1,716,500 | Total Expenditures | 1,934,570 | 1,934,570 | 1,934,570 |

| Public Works Fund | | | | |
|---------------------------------|--|---------------------|-----------------------|------------------|
| ENGINEERING | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
| Personnel Services | | | | |
| 301-3700-410-2020 | Straight Time - Regular | 819,209 | 901,820 | 954,650 |
| | Subtotal Regular Salaries | 819,209 | 901,820 | 954,650 |
| 301-3700-410-2045 | Overtime | 3,265 | 4,080 | 4,360 |
| 301-3700-410-2085 | Extra Help | 40,788 | 74,990 | 135,520 |
| 301-3700-415-2220 | FICA Social Security | 52,042 | 59,253 | 67,980 |
| 301-3700-415-2225 | FICA Medicare | 12,171 | 15,794 | 15,920 |
| 301-3700-415-2230 | Insurance | 183,606 | 203,660 | 220,860 |
| 301-3700-415-2235 | Retirement Contributions | 196,835 | 242,910 | 310,110 |
| 301-3700-415-2240 | Worker Compensation | 13,021 | 19,090 | 24,500 |
| 301-3700-415-2242 | Paid Leave Oregon | 3,447 | 3,923 | 4,210 |
| | Subtotal Payroll Taxes | 505,175 | 623,700 | 783,460 |
| TOTAL PERSONNEL SERVICES | | 1,324,384 | 1,525,520 | 1,738,110 |
| Materials and Services | | | | |
| 301-3700-510-3045 | General Office Supplies | 7,461 | 7,500 | 7,500 |
| | Subtotal Office Supplies | 7,461 | 7,500 | 7,500 |
| 301-3700-515-3120 | Books / Periodicals | 0 | 250 | 250 |
| 301-3700-515-3180 | Fuel Oil Lubricants | 1,849 | 4,500 | 4,000 |
| 301-3700-515-3310 | General Operating Supplies | 2,482 | 4,000 | 4,000 |
| | Subtotal Operating Supplies | 4,331 | 8,750 | 8,250 |
| 301-3700-525-3525 | Motor Vehicle Repair Parts | 545 | 2,500 | 2,000 |
| 301-3700-525-3640 | Other Repair & Maint Supplies | 67 | 0 | 100 |
| | Subtotal Repair & Maintenance Supplies | 612 | 2,500 | 2,100 |
| 301-3700-530-3720 | Small Tools | 110 | 1,000 | 1,000 |
| 301-3700-530-3730 | Steel Toe Boots | 120 | 800 | 800 |
| | Subtotal Small Tools | 230 | 1,800 | 1,800 |
| 301-3700-610-4115 | Workshops | 1,568 | 3,500 | 3,500 |
| | Subtotal Training | 1,568 | 3,500 | 3,500 |
| 301-3700-615-4260 | Conference / Meeting Expenses | 3,419 | 8,000 | 5,000 |
| | Subtotal Travel, Conferences & Meetings | 3,419 | 8,000 | 5,000 |
| 301-3700-620-4390 | Network Maintenance | 13,035 | 16,300 | 16,500 |
| 301-3700-620-4395 | Email Hosting | 440 | 440 | 500 |
| 301-3700-620-4500 | Survey And Design Assistance | 48,389 | 40,000 | 50,000 |
| 301-3700-620-4539 | VOIP Cisco/Obsidian Support | 972 | 1,200 | 1,200 |
| 301-3700-620-4540 | Professional Services General | 14,973 | 40,000 | 40,000 |
| | Subtotal Professional Services | 77,809 | 97,940 | 108,200 |
| 301-3700-630-4830 | American Public Works Associat | 764 | 800 | 800 |
| 301-3700-630-4835 | American Society Of Civil Engi | 291 | 300 | 300 |
| | Subtotal Memberships & Dues | 1,055 | 1,100 | 1,100 |

| Public Works Fund | | | | |
|---------------------------------------|---|---------------------|-----------------------|------------------|
| ENGINEERING | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
| 301-3700-635-4920 | Cell Phones | 3,342 | 3,600 | 4,000 |
| 301-3700-635-4922 | Conference Calls | 0 | 250 | 100 |
| | Subtotal Communications | 3,342 | 3,850 | 4,100 |
| 301-3700-640-5020 | Advertising Legal Ads / Notice | 0 | 750 | 500 |
| 301-3700-640-5022 | Advertising - Recruitment | 0 | 500 | 500 |
| | Subtotal Advertising | 0 | 1,250 | 1,000 |
| 301-3700-645-5060 | Insurance - Liability / EAP | 181 | 130 | 150 |
| 301-3700-645-5070 | Insurance - Liability Drone | 0 | 2,000 | 2,200 |
| | Subtotal Insurance | 181 | 2,130 | 2,350 |
| 301-3700-660-5660 | Engineering Copier | 2,122 | 3,000 | 2,500 |
| 301-3700-660-5785 | Motor Vehicles /Auto Body Shop | 43 | 1,500 | 500 |
| 301-3700-660-5805 | Survey And Other Equipment | 0 | 5,500 | 1,500 |
| | Subtotal Repair & Maintenance Services | 2,165 | 10,000 | 4,500 |
| 301-3700-665-5860 | Photocopy Machine | 3,506 | 900 | 2,500 |
| | Subtotal Equipment | 3,506 | 900 | 2,500 |
| 301-3700-675-5925 | Credit Card Processing Fees | 1,264 | 1,800 | 2,500 |
| 301-3700-675-6010 | License Renewal | 670 | 460 | 460 |
| | Subtotal Miscellaneous | 1,934 | 2,260 | 2,960 |
| 301-3700-685-6205 | Computer Software | 2,015 | 2,000 | 1,500 |
| 301-3700-685-6208 | Information Technology Consult | 2,834 | 0 | 0 |
| 301-3700-685-6212 | GIS Consulting | 11,712 | 20,000 | 15,000 |
| 301-3700-685-6235 | Computer Hardware Maintenance | 2,175 | 3,000 | 3,000 |
| 301-3700-685-6245 | Computer Hardware | 0 | 500 | 14,100 |
| 301-3700-685-6255 | Software Maintenance Agreement | 7,755 | 8,000 | 8,000 |
| | Subtotal Technology Services | 26,491 | 33,500 | 41,600 |
| TOTAL MATERIALS & SERVICES | | 134,104 | 184,980 | 196,460 |
| Capital Outlay | | | | |
| 301-3700-740-6650 | Capital Outlay-Mach & Equip | 0 | 6,000 | 0 |
| | Subtotal Capital Outlay | 0 | 6,000 | 0 |
| TOTAL CAPITAL OUTLAY | | 0 | 6,000 | 0 |
| TOTAL ENGINEERING | | 1,458,488 | 1,716,500 | 1,934,570 |

Fund: #301 Public Works Operations
Department: #3800 Shop & Yard

Purpose

The Shop and Yard division is responsible for providing administrative support for all the Public Works Fund divisions, and vehicle maintenance for all City vehicles.

Scope

The Shop & Yard division 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.

Personnel time spent maintaining and repairing vehicles for other City departments is billed to those departments as Interfund Wages.

Personnel

Eight full-time positions

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 7/1/25 - 6/30/26</u> | | | |
|--------------------------------|-------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Requirements | Budget Officer | Budget Committee | Governing Body |
| Personnel Services: | | | | | | |
| 250,703 | 313,282 | 280,205 | Regular Salaries | 294,280 | 294,280 | 294,280 |
| 47 | 367 | 2,000 | Overtime | 2,000 | 2,000 | 2,000 |
| 2,249 | 3,106 | 6,000 | Extra Help | 6,000 | 6,000 | 6,000 |
| 19,017 | 24,886 | 24,465 | Taxes | 25,740 | 25,740 | 25,740 |
| 63,975 | 79,155 | 77,432 | Insurance | 102,760 | 102,760 | 102,760 |
| 50,842 | 65,847 | 81,595 | Retirement Contributions | 79,430 | 79,430 | 79,430 |
| 9,342 | 10,488 | 14,790 | Workers' Compensation | 14,520 | 14,520 | 14,520 |
| 396,175 | 497,131 | 486,487 | Total Personnel Services | 524,730 | 524,730 | 524,730 |
| 4.7 | 4.7 | 4.8 | FTEs | 5.0 | 5.0 | 5.0 |
| Materials and Services: | | | | | | |
| 1,975 | 782 | 3,000 | Office Supplies | 3,000 | 3,000 | 3,000 |
| 5,439 | 4,756 | 8,000 | Small Tools & Minor Equipment | 9,000 | 9,000 | 9,000 |
| 15,174 | 19,533 | 20,500 | Operating Supplies | 22,500 | 22,500 | 22,500 |
| 41,539 | 46,179 | 49,000 | Repair & Maintenance Supplies | 49,000 | 49,000 | 49,000 |
| 2,667 | 5,930 | 4,500 | Training | 7,000 | 7,000 | 7,000 |
| 173 | - | 200 | Printing & Binding | 1,000 | 1,000 | 1,000 |
| 39,490 | 34,422 | 41,990 | Professional Services | 40,450 | 40,450 | 40,450 |
| 9,039 | 9,556 | 10,100 | Communications | 10,150 | 10,150 | 10,150 |
| 24,849 | 23,285 | 27,500 | Public Utility Services | 28,000 | 28,000 | 28,000 |
| 15,645 | 35,980 | 26,230 | Repair & Maintenance Services | 42,150 | 42,150 | 42,150 |
| 7,142 | - | 1,000 | Rentals | 1,000 | 1,000 | 1,000 |
| 566 | 1,760 | 1,200 | Miscellaneous | 1,900 | 1,900 | 1,900 |
| 14,449 | 21,297 | 24,000 | Technology Services | 24,000 | 24,000 | 24,000 |
| 178,147 | 203,480 | 217,220 | Total Materials and Services | 239,150 | 239,150 | 239,150 |
| Capital Outlay: | | | | | | |
| 9,149 | - | 15,000 | Machinery & Equipment | 6,000 | 6,000 | 6,000 |
| 9,149 | - | 15,000 | Total Capital Outlay | 6,000 | 6,000 | 6,000 |
| 583,471 | 700,611 | 718,707 | Total Expenditures | 769,880 | 769,880 | 769,880 |

| Public Works Fund | | | | |
|---------------------------------|---|---------------------|-----------------------|----------------|
| SHOP AND YARD | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
| Personnel Services | | | | |
| 301-3800-410-2020 | Straight Time - Regular | 313,282 | 280,205 | 294,280 |
| | Subtotal Regular Salaries | 313,282 | 280,205 | 294,280 |
| 301-3800-410-2045 | Overtime | 367 | 2,000 | 2,000 |
| 301-3800-410-2085 | Extra Help | 3,106 | 6,000 | 6,000 |
| 301-3800-415-2220 | FICA Social Security | 19,145 | 18,322 | 19,290 |
| 301-3800-415-2225 | FICA Medicare | 4,477 | 4,893 | 4,950 |
| 301-3800-415-2230 | Insurance | 79,155 | 77,432 | 102,760 |
| 301-3800-415-2235 | Retirement Contributions | 65,847 | 81,595 | 79,430 |
| 301-3800-415-2240 | Worker Compensation | 10,488 | 14,790 | 14,520 |
| 301-3800-415-2242 | Paid Leave Oregon | 1,264 | 1,250 | 1,500 |
| | Subtotal Payroll Taxes | 183,849 | 206,282 | 230,450 |
| TOTAL PERSONNEL SERVICES | | 497,131 | 486,487 | 524,730 |
| Materials and Services | | | | |
| 301-3800-510-3030 | Paper | 265 | 1,000 | 500 |
| 301-3800-510-3040 | Printer Cartridges & Supplies | 0 | 1,000 | 1,500 |
| 301-3800-510-3045 | General Office Supplies | 517 | 1,000 | 1,000 |
| | Subtotal Office Supplies | 782 | 3,000 | 3,000 |
| 301-3800-515-3120 | Books / Periodicals | 89 | 500 | 500 |
| 301-3800-515-3125 | Clothing Uniforms Boots Gloves | 5,588 | 4,000 | 4,000 |
| 301-3800-515-3140 | First Aid Supplies | 226 | 1,000 | 1,000 |
| 301-3800-515-3180 | Fuel Oil Lubricants | 11,457 | 12,000 | 14,000 |
| 301-3800-515-3265 | Custodial Supplies | 1,444 | 2,000 | 2,000 |
| 301-3800-515-3310 | General Operating Supplies | 729 | 1,000 | 1,000 |
| | Subtotal Operating Supplies | 19,533 | 20,500 | 22,500 |
| 301-3800-525-3520 | Building Materials / Supplies | 7,768 | 8,000 | 8,000 |
| 301-3800-525-3525 | Motor Vehicle Repair Parts | 10,015 | 6,000 | 6,000 |
| 301-3800-525-3530 | Tires | 2,566 | 4,000 | 4,000 |
| 301-3800-525-3540 | Paint And Paint Supplies | 18 | 500 | 500 |
| 301-3800-525-3550 | Electrical Supplies | 1,869 | 5,000 | 5,000 |
| 301-3800-525-3585 | Safety Supplies | 2,261 | 2,500 | 2,500 |
| 301-3800-525-3640 | Other Repair & Maint Supplies | 21,682 | 23,000 | 23,000 |
| | Subtotal Repair & Maintenance Supplies | 46,179 | 49,000 | 49,000 |
| 301-3800-530-3720 | Small Tools | 652 | 4,000 | 5,000 |
| 301-3800-530-3722 | Mechanics Contractual Tool All | 4,104 | 4,000 | 4,000 |
| | Subtotal Small Tools | 4,756 | 8,000 | 9,000 |
| 301-3800-610-4085 | Travel Expenses-Training | 1,837 | 2,500 | 3,000 |
| 301-3800-610-4115 | Workshops | 4,093 | 2,000 | 4,000 |
| | Subtotal Training | 5,930 | 4,500 | 7,000 |
| 301-3800-620-4390 | Network Maintenance | 22,275 | 27,500 | 23,000 |
| 301-3800-620-4395 | Email Hosting | 440 | 440 | 500 |
| 301-3800-620-4400 | Internet Connectivity | 0 | 100 | 0 |

| Public Works Fund | | 2023-2024 | 2024-2025 | 2025-2026 |
|---------------------------------------|---|----------------|----------------|----------------|
| SHOP AND YARD | | Actual | Budgeted | |
| 301-3800-620-4432 | Background Checks | 0 | 250 | 250 |
| 301-3800-620-4510 | Drug / Alcohol Testing | 473 | 500 | 500 |
| 301-3800-620-4515 | CDL Physicals | 1,141 | 1,200 | 1,200 |
| 301-3800-620-4540 | Professional Services General | 10,093 | 12,000 | 15,000 |
| | Subtotal Professional Services | 34,422 | 41,990 | 40,450 |
| 301-3800-620-4539 | VOIP Cisco/Obsidian Support | 972 | 0 | |
| 301-3800-635-4920 | Cell Phones | 4,468 | 5,000 | 5,000 |
| 301-3800-635-4930 | Telephone | 4,058 | 5,000 | 5,000 |
| 301-3800-635-4975 | Postage | 58 | 100 | 150 |
| | Subtotal Communications | 9,556 | 10,100 | 10,150 |
| 301-3800-645-5060 | Insurance - Liability / EAP | 133 | 200 | 200 |
| | Subtotal Insurance | 133 | 200 | 200 |
| 301-3800-650-5145 | General Printing & Binding | 0 | 200 | 1,000 |
| | Subtotal Printing & Binding | 0 | 200 | 1,000 |
| 301-3800-655-5304 | ELEC 535 31st-old Shop | 1,045 | 1,500 | 1,500 |
| 301-3800-655-5307 | ELEC 550 30th-Main PW | 9,527 | 11,000 | 11,000 |
| 301-3800-656-5473 | Natural Gas - PW Shops | 5,158 | 8,000 | 8,000 |
| 301-3800-657-5520 | Sanitation-Public Works Shops | 7,555 | 7,000 | 7,500 |
| | Subtotal Utilities | 23,285 | 27,500 | 28,000 |
| 301-3800-660-5725 | Equipment Other Than Vehicles | 4,368 | 4,000 | 4,000 |
| 301-3800-660-5745 | Janitorial Services Agreement | 11,707 | 12,730 | 13,150 |
| 301-3800-660-5785 | Motor Vehicles /Auto Body Shop | 7,639 | 1,500 | 2,000 |
| 301-3800-660-5825 | General Repair & Maintenance | 12,266 | 8,000 | 23,000 |
| | Subtotal Repair and Maintenance Services | 35,980 | 26,230 | 42,150 |
| 301-3800-665-5865 | Rental Equipment | 0 | 1,000 | 1,000 |
| | Subtotal Equipment | 0 | 1,000 | 1,000 |
| 301-3800-675-6005 | Licenses, Permits & Certifications | 512 | 400 | 1,100 |
| 301-3800-675-6020 | Permits | 36 | 200 | 0 |
| 301-3800-675-6035 | General - Miscellaneous | 1,079 | 400 | 600 |
| | Subtotal Miscellaneous | 1,627 | 1,000 | 1,700 |
| 301-3800-685-6205 | Computer Software | 586 | 500 | 500 |
| 301-3800-685-6235 | Computer Hardware Maintenance | 675 | 2,500 | 2,500 |
| 301-3800-685-6245 | Computer Hardware | 1,600 | 3,000 | 2,000 |
| 301-3800-685-6255 | Software Maintenance Agreement | 18,436 | 18,000 | 19,000 |
| | Subtotal Technology Services | 21,297 | 24,000 | 24,000 |
| TOTAL MATERIALS & SERVICES | | 203,480 | 217,220 | 239,150 |
| Capital Outlay | | | | |
| 301-3800-740-6650 | Capital Outlay-Mach & Equip | 0 | 15,000 | 6,000 |
| | Subtotal Capital Outlay | 0 | 15,000 | 6,000 |
| TOTAL CAPITAL OUTLAY | | 0 | 15,000 | 6,000 |
| TOTAL SHOP AND YARD | | 700,611 | 718,707 | 769,880 |

| | | |
|-------------------|--------------|--------------------------------|
| Fund: | #301 | Public Works Operations |
| Department | #3900 | Streets |

Purpose

The Streets division is responsible for the operations, maintenance, repair and improvement of City roads, streets, street ends, bridges and trails.

Scope

This division is also responsible for the installation and maintenance of street signs, traffic signals, street patching, sanding, and deicing, as well as brush cutting along rights-of-way.

The street system infrastructure includes 55 miles of streets, 9 bridge structures and a chairwall system spanning 6,500 feet.

Personnel

One full-time position, plus part time assistance from other Public Works staff.

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
STREETS # 3900

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25- 6/30/26</u> | | | |
|------------------------|-------------|-----------------------|---|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Requirements | Budget Officer | Budget Committee | Governing Body |
| | | | Personnel Services: | | | |
| 129,279 | 123,762 | 203,471 | Regular Salaries | 222,850 | 222,850 | 222,850 |
| 1,907 | 1,790 | 2,600 | Overtime | 2,600 | 2,600 | 2,600 |
| 3,724 | 4,074 | 4,000 | Extra Help | 4,000 | 4,000 | 4,000 |
| 10,433 | 10,359 | 17,454 | Taxes | 19,200 | 19,200 | 19,200 |
| 51,415 | 38,887 | 61,920 | Insurance | 76,770 | 76,770 | 76,770 |
| 29,670 | 25,659 | 52,452 | Retirement Contributions | 60,160 | 60,160 | 60,160 |
| 6,247 | 6,990 | 8,381 | Workers' Compensation | 11,020 | 11,020 | 11,020 |
| 232,675 | 211,521 | 350,278 | Total Personnel Services | 396,600 | 396,600 | 396,600 |
| 2.2 | 2.1 | 3.1 | FTEs | 3.4 | 3.4 | 3.4 |
| | | | Materials and Services: | | | |
| 806 | 181 | 1,000 | Small Tools & Minor Equipment | 1,000 | 1,000 | 1,000 |
| 18,272 | 18,666 | 26,400 | Operating Supplies | 21,400 | 21,400 | 21,400 |
| 88,369 | 74,132 | 101,000 | Repair & Maintenance Supplies | 110,000 | 110,000 | 110,000 |
| 6 | 727 | 1,000 | Training | 1,000 | 1,000 | 1,000 |
| 5,839 | 4,046 | 10,550 | Professional Services | 10,550 | 10,550 | 10,550 |
| 105,440 | 125,787 | 135,150 | Public Utility Services | 140,150 | 140,150 | 140,150 |
| 85,703 | 28,808 | 116,000 | Repair & Maintenance Services | 100,000 | 100,000 | 100,000 |
| - | - | 4,000 | Rentals | - | - | - |
| - | - | 700 | Miscellaneous | 1,000 | 1,000 | 1,000 |
| 304,435 | 252,347 | 395,800 | Total Materials and Services | 385,100 | 385,100 | 385,100 |
| | | | Capital Outlay: | | | |
| 3,440 | - | 14,000 | Machinery & Equipment | - | - | - |
| - | - | - | Total Capital Outlay | - | - | - |
| 540,550 | 463,868 | 760,078 | Total Expenditures | 781,700 | 781,700 | 781,700 |

| Public Works Fund | | | | |
|---------------------------------|---|---------------------|-----------------------|----------------|
| STREETS | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
| Personnel Services | | | | |
| 301-3900-410-2020 | Straight Time - Regular | 123,762 | 323,471 | 222,850 |
| | Subtotal Regular Salaries | 123,762 | 323,471 | 222,850 |
| 301-3900-410-2045 | Overtime | 1,790 | 2,600 | 2,600 |
| 301-3900-410-2085 | Extra Help | 4,074 | 4,000 | 4,000 |
| 301-3900-415-2220 | FICA Social Security | 7,972 | 13,133 | 14,300 |
| 301-3900-415-2225 | FICA Medicare | 1,864 | 3,491 | 3,850 |
| 301-3900-415-2230 | Insurance | 38,887 | 61,920 | 76,770 |
| 301-3900-415-2235 | Retirement Contributions | 25,659 | 52,452 | 60,160 |
| 301-3900-415-2240 | Worker Compensation | 6,990 | 8,381 | 11,020 |
| 301-3900-415-2242 | Paid Leave Oregon | 523 | 830 | 1,050 |
| | Subtotal Payroll Taxes | 87,759 | 146,807 | 173,750 |
| TOTAL PERSONNEL SERVICES | | 211,521 | 470,278 | 396,600 |
| Materials and Services | | | | |
| 301-3900-515-3120 | Books / Periodicals | 0 | 100 | 100 |
| 301-3900-515-3125 | Clothing Uniforms Boots Gloves | 691 | 800 | 800 |
| 301-3900-515-3180 | Fuel Oil Lubricants | 17,495 | 25,000 | 20,000 |
| 301-3900-515-3310 | General Operating Supplies | 480 | 500 | 500 |
| | Subtotal Operating Supplies | 18,666 | 26,400 | 21,400 |
| 301-3900-525-3525 | Motor Vehicle Repair Parts | 20,379 | 18,000 | 30,000 |
| 301-3900-525-3530 | Tires | 7,559 | 1,000 | 2,000 |
| 301-3900-525-3540 | Paint And Paint Supplies | 960 | 15,000 | 12,000 |
| 301-3900-525-3550 | Electrical Supplies | 0 | 4,000 | 3,000 |
| 301-3900-525-3578 | Road Maintenance Materials | 831 | 10,000 | 8,000 |
| 301-3900-525-3580 | Signs | 23,052 | 22,000 | 22,000 |
| 301-3900-525-3585 | Safety Supplies | 1,777 | 3,000 | 3,000 |
| 301-3900-525-3590 | Cold Patch | 4,100 | 5,000 | 8,000 |
| 301-3900-525-3593 | Road De Icer | 0 | 3,000 | 2,000 |
| 301-3900-525-3595 | Rock | 6,459 | 10,000 | 10,000 |
| 301-3900-525-3640 | Other Repair & Maint Supplies | 9,015 | 10,000 | 10,000 |
| | Subtotal Repair & Maintenance Supplies | 74,132 | 101,000 | 110,000 |
| 301-3900-530-3720 | Small Tools | 181 | 1,000 | 1,000 |
| | Subtotal Small Tools | 181 | 1,000 | 1,000 |
| 301-3900-610-4085 | Travel Expenses-Training | 69 | 500 | 500 |
| 301-3900-610-4115 | Workshops | 658 | 500 | 500 |
| | Subtotal Training | 727 | 1,000 | 1,000 |
| 301-3900-620-4460 | Hazardous Tree Removal | 600 | 5,000 | 5,000 |
| 301-3900-620-4510 | Drug / Alcohol Testing | 12 | 150 | 150 |
| 301-3900-620-4515 | CDL Physicals | 505 | 400 | 400 |
| 301-3900-620-4540 | Professional Services General | 2,929 | 5,000 | 5,000 |
| | Subtotal Professional Services | 4,046 | 10,550 | 10,550 |
| 301-3900-655-5310 | ELEC Street Lights | 125,659 | 135,000 | 140,000 |

| Public Works Fund | | | | |
|---------------------------------------|---|---------------------|-----------------------|----------------|
| STREETS | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
| 301-3900-657-5541 | Sanitation-Other Location | 128 | 150 | 150 |
| | Subtotal Utilities | 125,787 | 135,150 | 140,150 |
| 301-3900-660-5725 | Equipment Other Than Vehicles | 6,129 | 4,000 | 4,000 |
| 301-3900-660-5785 | Motor Vehicles /Auto Body Shop | 0 | 8,000 | 6,000 |
| 301-3900-660-5815 | Equipment With Operator | 0 | 4,000 | 4,000 |
| 301-3900-660-5820 | Paving/Street Repair/Concrete | 3,971 | 35,000 | 25,000 |
| 301-3900-660-5825 | General Repair & Maintenance | 1,916 | 10,000 | 6,000 |
| 301-3900-660-5826 | Street Sweeping Disposal | 7,645 | 10,000 | 10,000 |
| 301-3900-660-5827 | Striping, Pavement Marking | 9,147 | 45,000 | 45,000 |
| | Subtotal Repair & Maintenance Services | 28,808 | 116,000 | 100,000 |
| 301-3900-665-5865 | Rental Equipment | 0 | 1,500 | 0 |
| 301-3900-665-5875 | General Rentals | 0 | 2,500 | 0 |
| | Subtotal Equipment Rentals | 0 | 4,000 | 0 |
| 301-3900-675-6005 | License Renewal | 0 | 100 | 0 |
| 301-3900-675-6010 | Licenses, Permits & Certifications | 0 | 100 | 0 |
| 301-3900-675-6035 | General - Miscellaneous | 0 | 500 | 1,000 |
| | Subtotal Miscellaneous | 0 | 700 | 1,000 |
| TOTAL MATERIALS & SERVICES | | 252,347 | 395,800 | 385,100 |
| Capital Outlay | | | | |
| 301-3900-740-6650 | Capital Outlay-Mach & Equip | 0 | 14,000 | 0 |
| | Subtotal Capital Outlay | 0 | 14,000 | 0 |
| TOTAL CAPITAL OUTLAY | | 0 | 14,000 | 0 |
| TOTAL STREETS | | 463,868 | 880,078 | 781,700 |

| | | |
|-------------------|--------------|--------------------------------|
| Fund: | #301 | Public Works Operations |
| Department | #5400 | Sanitation |

Purpose

The Sanitation division is responsible for maintenance and monitoring of the Landfill leachate and gas produced from the City's closed Landfill. Monitoring services are provided by an outside consultant under the supervision of City staff.

Scope

Monitoring services are provided by an outside consultant under the supervision of City staff.

Personnel

No staff are housed in this fund; however, actual employee time is charged to this fund for related work.

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
SANITATION # 5400

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|--------------------------------|---------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Requirements | Budget Officer | Budget Committee | Governing Body |
| Personnel Services: | | | | | | |
| 2,545 | 64 | 33,911 | Regular Salaries | 37,140 | 37,140 | 37,140 |
| 146 | 288 | 500 | Extra Help | 500 | 500 | 500 |
| 208 | 74 | 2,906 | Taxes | 3,200 | 3,200 | 3,200 |
| 1,240 | 55 | 10,320 | Insurance | 12,800 | 12,800 | 12,800 |
| 595 | 175 | 8,739 | Retirement Contributions | 10,030 | 10,030 | 10,030 |
| <u>1,033</u> | <u>1,157</u> | <u>1,395</u> | Worker Compensation | <u>1,840</u> | <u>1,840</u> | <u>1,840</u> |
| 5,767 | 1,813 | 57,771 | Total Personnel Services | 65,510 | 65,510 | 65,510 |
| 0.1 | 0.1 | 0.5 | FTEs | 0.5 | 0.5 | 0.5 |
| Materials and Services: | | | | | | |
| 180 | - | - | Operating Supplies | - | - | - |
| - | - | - | Repair & Maintenance Supplies | - | - | - |
| 295 | 340 | 350 | Memberships & Dues | 350 | 350 | 350 |
| - | - | - | Advertising | - | - | - |
| 32,875 | 46,375 | 46,000 | Professional Services | 47,000 | 47,000 | 47,000 |
| 218 | 193 | 250 | Public Utility Services | 250 | 250 | 250 |
| - | - | - | Repair & Maintenance Services | - | - | - |
| - | - | - | Rentals | - | - | - |
| <u>150</u> | <u>150</u> | <u>200</u> | Miscellaneous | <u>200</u> | <u>200</u> | <u>200</u> |
| 33,718 | 47,058 | 46,800 | Total Materials and Services | 47,800 | 47,800 | 47,800 |
| Capital Outlay | | | | | | |
| - | - | - | Machinery and Equipment | - | - | - |
| - | - | - | Total Capital Outlay | - | - | - |
| <u>39,485</u> | <u>48,871</u> | <u>104,571</u> | Total Expenditures | <u>113,310</u> | <u>113,310</u> | <u>113,310</u> |

| Public Works Fund | | | | |
|---------------------------------------|--|---------------------|-----------------------|----------------|
| SANITATION | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
| Personnel Services | | | | |
| 301-5400-410-2020 | Straight Time - Regular | 640 | 33,911 | 37,140 |
| | Subtotal Regular Salaries | 640 | 33,911 | 37,140 |
| 301-5400-410-2045 | Overtime | 0 | 0 | 0 |
| 301-5400-410-2085 | Extra Help | 288 | 500 | 500 |
| 301-5400-415-2220 | FICA Social Security | 58 | 2,185 | 2,220 |
| 301-5400-415-2225 | FICA Medicare | 13 | 581 | 900 |
| 301-5400-415-2230 | Insurance | 55 | 10,320 | 12,800 |
| 301-5400-415-2235 | Retirement Contributions | 175 | 8,739 | 10,030 |
| 301-5400-415-2240 | Worker Compensation | 1,157 | 1,395 | 1,840 |
| 301-5400-415-2242 | Paid Leave Oregon | 3 | 140 | 80 |
| | Subtotal Payroll Taxes | 1,749 | 23,860 | 28,370 |
| TOTAL PERSONNEL SERVICES | | 2,389 | 57,771 | 65,510 |
| Materials and Services | | | | |
| 301-5400-515-3310 | General Operating Supplies | 0 | 0 | |
| | Subtotal Operating Supplies | 0 | 0 | 0 |
| 301-5400-620-4520 | Lab Testing | 1,040 | 5,000 | 5,000 |
| 301-5400-620-4540 | Professional Services General | 45,335 | 41,000 | 42,000 |
| | Subtotal Professional Services | 46,375 | 46,000 | 47,000 |
| 301-5400-630-4850 | Association Of Oregon Recycler | 340 | 350 | 350 |
| | Subtotal Memberships & Dues | 340 | 350 | 350 |
| 301-5400-655-5367 | ELEC Transfer Station | 193 | 250 | 250 |
| | Subtotal Utilities | 193 | 250 | 250 |
| 301-5400-675-6020 | Permits | 150 | 200 | 200 |
| | Subtotal Miscellaneous | 150 | 200 | 200 |
| TOTAL MATERIALS & SERVICES | | 47,058 | 46,800 | 47,800 |
| Capital Outlay | | | | |
| 301-5400-740-6650 | Capital Outlay-Mach & Equip | 0 | 0 | |
| | Subtotal Capital Outlay | 0 | 0 | 0 |
| TOTAL CAPITAL OUTLAY | | 0 | 0 | 0 |
| TOTAL SANITATION | | 49,447 | 104,571 | 113,310 |

| | | |
|-------------------|--------------|--------------------------------|
| Fund: | #301 | Public Works Operations |
| Department | #5600 | Sewer |

Purpose

The Sewer division operates, maintains and improves the City's sewer collection and treatment systems and sewage pump/lift stations

Scope

The staff maintains, repairs and monitors ten City sewage pump/lift stations. This division fulfills all Environmental Protection Agency and other Federal and State requirements for monitoring, testing, inspecting and reporting on wastewater collection and treatment.

The sewer system infrastructure includes approximately 72 miles of sewage collection piping, 1,546 sewer manholes, 10 pump/lift stations, wastewater treatment plant, an interceptor pipeline with 38 overflow outfalls and combined sewer overflow facilities.

Personnel

Eight full-time positions, plus part-time assistance from other Public Works staff as needed

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
SEWER # 5600

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|----------------------------------|-------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Requirements | Budget Officer | Budget Committee | Governing Body |
| Personnel Services: | | | | | | |
| 366,013 | 466,889 | 406,951 | Regular Salaries | 445,700 | 445,700 | 445,700 |
| 7,919 | 1,459 | 4,000 | Overtime | 4,000 | 4,000 | 4,000 |
| 8,967 | 1,500 | 25,000 | On Call | 25,000 | 25,000 | 25,000 |
| 4,696 | 27,782 | 11,000 | Extra Help | 11,000 | 11,000 | 11,000 |
| 31,464 | 39,709 | 34,908 | Taxes | 38,400 | 38,400 | 38,400 |
| 91,254 | 119,276 | 123,849 | Insurance | 153,550 | 153,550 | 153,550 |
| 91,335 | 112,964 | 104,915 | Retirement Contributions | 120,310 | 120,310 | 120,310 |
| 12,469 | 14,001 | 16,772 | Workers' Compensation | 22,030 | 22,030 | 22,030 |
| 614,117 | 783,580 | 727,395 | Total Personnel Services | 819,990 | 819,990 | 819,990 |
| 7.1 | 6.0 | 6.5 | FTEs | 6.7 | 6.7 | 6.7 |
| Materials and Services: | | | | | | |
| 403 | 404 | 1,150 | Office Supplies | 1,100 | 1,100 | 1,100 |
| 81,323 | 83,753 | 103,450 | Operating Supplies | 108,450 | 108,450 | 108,450 |
| 67,508 | 120,521 | 179,000 | Repair & Maintenance Supplies | 182,000 | 182,000 | 182,000 |
| 2,340 | 2,849 | 4,000 | Small Tools & Minor Equipment | 4,000 | 4,000 | 4,000 |
| 5,008 | 6,032 | 10,000 | Training | 11,000 | 11,000 | 11,000 |
| 48,305 | 31,999 | 72,400 | Professional Services | 58,100 | 58,100 | 58,100 |
| 1,450 | 450 | 2,200 | Memberships & Dues | 2,200 | 2,200 | 2,200 |
| 2,511 | 5,372 | 3,500 | Communications | 6,000 | 6,000 | 6,000 |
| 674 | 100 | 1,000 | Advertising | 1,000 | 1,000 | 1,000 |
| 8,444 | 9,802 | 8,700 | Printing & Binding | 11,300 | 11,300 | 11,300 |
| 149,677 | 153,551 | 174,000 | Public Utility Services | 184,800 | 184,800 | 184,800 |
| 36,365 | 54,746 | 112,000 | Repair & Maintenance Services | 89,000 | 89,000 | 89,000 |
| 5,500 | - | 10,000 | Rentals | 10,000 | 10,000 | 10,000 |
| 13,075 | 17,772 | 12,000 | Licenses and Permits | 15,000 | 15,000 | 15,000 |
| 19,805 | 20,311 | 15,000 | Credit Card Fees | 26,000 | 26,000 | 26,000 |
| 573 | 182 | 2,600 | Miscellaneous | 1,300 | 1,300 | 1,300 |
| 13,199 | 16,763 | 54,840 | Technology Services | 37,900 | 37,900 | 37,900 |
| 456,160 | 524,607 | 765,840 | Total Materials and Services | 749,150 | 749,150 | 749,150 |
| Capital Outlay: | | | | | | |
| - | - | 40,900 | Machinery & Equipment | 12,500 | 12,500 | 12,500 |
| - | - | 40,900 | Total Capital Outlay | 12,500 | 12,500 | 12,500 |
| Transfers to Other Funds: | | | | | | |
| 3,180 | 3,324 | 2,090 | Emergency Communications | 3,345 | 3,345 | 3,345 |
| 750,000 | 849,999 | 750,000 | Public Works Improvement Fund | 687,335 | 700,000 | 700,000 |
| 165,840 | 165,840 | 165,840 | General Fund | 372,650 | 372,650 | 372,650 |
| 919,020 | 1,019,163 | 917,930 | Total Transfer to Other Funds | 1,063,330 | 1,075,995 | 1,075,995 |
| 1,989,297 | 2,327,350 | 2,452,065 | Total Expenditures | 2,644,970 | 2,657,635 | 2,657,635 |

| Public Works Fund | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
|---------------------------------|---|---------------------|-----------------------|----------------|
| SEWER | | | | |
| Personnel Services | | | | |
| 301-5600-410-2020 | Straight Time - Regular | 466,889 | 406,951 | 445,700 |
| | Subtotal Regular Salaries | 466,889 | 406,951 | 445,700 |
| 301-5600-410-2045 | Overtime | 1,459 | 4,000 | 4,000 |
| 301-5600-410-2047 | On Call | 1,500 | 25,000 | 25,000 |
| 301-5600-410-2085 | Extra Help | 27,782 | 11,000 | 11,000 |
| 301-5600-415-2220 | FICA Social Security | 30,556 | 26,266 | 28,600 |
| 301-5600-415-2225 | FICA Medicare | 7,146 | 6,982 | 7,810 |
| 301-5600-415-2230 | Insurance | 119,276 | 123,849 | 153,550 |
| 301-5600-415-2235 | Retirement Contributions | 112,964 | 104,915 | 120,310 |
| 301-5600-415-2240 | Worker Compensation | 14,001 | 16,772 | 22,030 |
| 301-5600-415-2242 | Paid Leave Oregon | 2,007 | 1,660 | 1,990 |
| | Subtotal Payroll Taxes | 316,691 | 320,444 | 374,290 |
| TOTAL PERSONNEL SERVICES | | 783,580 | 727,395 | 819,990 |
| Materials and Services | | | | |
| 301-5600-510-3030 | Paper | 43 | 250 | 200 |
| 301-5600-510-3040 | Printer Cartridges & Supplies | 0 | 400 | 400 |
| 301-5600-510-3045 | General Office Supplies | 361 | 500 | 500 |
| | Subtotal Office Supplies | 404 | 1,150 | 1,100 |
| 301-5600-515-3120 | Books / Periodicals | 0 | 200 | 200 |
| 301-5600-515-3125 | Clothing Uniforms Boots Gloves | 4,020 | 5,000 | 5,000 |
| 301-5600-515-3180 | Fuel Oil Lubricants | 23,521 | 25,000 | 25,000 |
| 301-5600-515-3265 | Custodial Supplies | 487 | 250 | 250 |
| 301-5600-515-3275 | Laboratory Supplies | 8,601 | 8,000 | 8,500 |
| 301-5600-515-3280 | Chlorine | 25,932 | 35,000 | 37,000 |
| 301-5600-515-3281 | Dechlorination Chemical | 20,356 | 26,500 | 29,000 |
| 301-5600-515-3282 | pH Adjustment | 0 | 1,500 | 1,500 |
| 301-5600-515-3283 | Pro Biotic Scrubber | 0 | 0 | 0 |
| 301-5600-515-3310 | General Operating Supplies | 836 | 2,000 | 2,000 |
| | Subtotal Operating Supplies | 83,753 | 103,450 | 108,450 |
| 301-5600-525-3520 | Building Materials / Supplies | 956 | 5,000 | 3,000 |
| 301-5600-525-3525 | Motor Vehicle Repair Parts | 9,207 | 14,000 | 14,000 |
| 301-5600-525-3530 | Tires | 3,005 | 5,000 | 5,000 |
| 301-5600-525-3540 | Paint And Paint Supplies | 202 | 1,500 | 1,500 |
| 301-5600-525-3550 | Electrical Supplies | 3,482 | 10,000 | 10,000 |
| 301-5600-525-3585 | Safety Supplies | 5,041 | 5,000 | 5,000 |
| 301-5600-525-3590 | Cold Patch | 4,102 | 2,500 | 2,500 |
| 301-5600-525-3595 | Rock | 4,536 | 6,000 | 6,000 |
| 301-5600-525-3600 | Sewer Supplies | 19,899 | 45,000 | 35,000 |
| 301-5600-525-3615 | Pump Station Repair Parts | 47,794 | 50,000 | 70,000 |
| 301-5600-525-3640 | Other Repair & Maint Supplies | 22,297 | 35,000 | 30,000 |
| | Subtotal Repair & Maintenance Supplies | 120,521 | 179,000 | 182,000 |
| 301-5600-530-3720 | Small Tools | 2,849 | 4,000 | 4,000 |
| | Subtotal Small Tools | 2,849 | 4,000 | 4,000 |
| 301-5600-610-4085 | Travel Expenses-Training | 1,283 | 3,000 | 5,000 |
| 301-5600-610-4115 | Workshops | 4,749 | 7,000 | 6,000 |
| | Subtotal Training | 6,032 | 10,000 | 11,000 |

| Public Works Fund | | 2023-2024 | 2024-2025 | 2025-2026 |
|-------------------|---|----------------|----------------|----------------|
| SEWER | | Actual | Budgeted | |
| 301-5600-620-4400 | Internet Connectivity | 4,554 | 2,400 | 5,000 |
| 301-5600-620-4510 | Drug / Alcohol Testing | 736 | 700 | 700 |
| 301-5600-620-4515 | CDL Physicals | 855 | 2,000 | 2,000 |
| 301-5600-620-4520 | Lab Testing | 238 | 22,000 | 5,000 |
| 301-5600-620-4525 | Locate Requests | 257 | 300 | 400 |
| 301-5600-620-4540 | Professional Services General | 25,359 | 45,000 | 45,000 |
| | Subtotal Professional Services | 31,999 | 72,400 | 58,100 |
| 301-5600-630-4855 | Association Of Clean Water Age | 0 | 1,200 | 1,200 |
| 301-5600-630-4860 | Water Environment Federation | 450 | 1,000 | 1,000 |
| | Subtotal Membership & Dues | 450 | 2,200 | 2,200 |
| 301-5600-635-4920 | Cell Phones | 4,993 | 2,500 | 5,000 |
| 301-5600-635-4975 | Postage | 379 | 1,000 | 1,000 |
| | Subtotal Communications | 5,372 | 3,500 | 6,000 |
| 301-5600-640-5022 | Advertising - Recruitment | 100 | 500 | 500 |
| 301-5600-640-5030 | Advertising Public Notices | 0 | 500 | 500 |
| | Subtotal Advertising | 100 | 1,000 | 1,000 |
| 301-5600-645-5060 | Insurance - Liability / EAP | 0 | 100 | 100 |
| | Subtotal Insurance | 0 | 100 | 100 |
| 301-5600-650-5140 | Utility Bills, CCR, Meter Slip | 9,802 | 8,400 | 11,000 |
| 301-5600-650-5145 | General Printing & Binding | 0 | 300 | 300 |
| | Subtotal Printing & Binding | 9,802 | 8,700 | 11,300 |
| 301-5600-655-5370 | ELEC 4665 Birch PS #1 | 49,656 | 48,000 | 50,000 |
| 301-5600-655-5373 | ELEC 2165 Duane PS #3 | 15,100 | 16,000 | 18,000 |
| 301-5600-655-5376 | ELEC 175 W Marine Ps #4 | 6,423 | 6,000 | 7,000 |
| 301-5600-655-5379 | ELEC 580 W Marine Ps #5 | 6,896 | 6,200 | 7,000 |
| 301-5600-655-5382 | ELEC 1090 Olney PS #6 | 4,019 | 4,000 | 4,000 |
| 301-5600-655-5385 | ELEC 5555 Lagoon Rd | 69,101 | 90,000 | 95,000 |
| 301-5600-655-5388 | ELEC 5250 Ash PS #2 | 525 | 800 | 800 |
| 301-5600-655-5391 | ELEC 5340 Alder PS #3 | 264 | 600 | 600 |
| 301-5600-655-5394 | ELEC 5324 52nd Alderbrook | 246 | 400 | 400 |
| 301-5600-655-5397 | ELEC 2700 Marine Drive | 628 | 800 | 800 |
| 301-5600-657-5529 | Sanitation-Sewer | 693 | 1,200 | 1,200 |
| | Subtotal Utilities | 153,551 | 174,000 | 184,800 |
| 301-5600-660-5725 | Equipment Other Than Vehicles | 530 | 30,000 | 25,000 |
| 301-5600-660-5785 | Motor Vehicles /Auto Body Shop | 878 | 15,000 | 12,000 |
| 301-5600-660-5815 | Equipment With Operator | 0 | 12,000 | 12,000 |
| 301-5600-660-5820 | Paving/Street Repair/Concrete | 5,247 | 15,000 | 10,000 |
| 301-5600-660-5825 | General Repair & Maintenance | 48,091 | 40,000 | 30,000 |
| | Subtotal Repair and Maintenance Services | 54,746 | 112,000 | 89,000 |
| 301-5600-665-5865 | Rental Equipment | 0 | 10,000 | 10,000 |
| | Subtotal Equipment | 0 | 10,000 | 10,000 |
| 301-5600-675-5925 | Credit Card Processing Fees | 20,311 | 15,000 | 26,000 |
| 301-5600-675-6005 | Licenses Permits & Certifications | 17,606 | 12,000 | 15,000 |
| 301-5600-675-6010 | Licenses, Permits & Certifications | 166 | 500 | 0 |
| 301-5600-675-6035 | General - Miscellaneous | 182 | 2,000 | 1,200 |
| | Subtotal Miscellaneous | 38,265 | 29,500 | 42,200 |
| 301-5600-685-6205 | Computer Software | 0 | 13,000 | 7,000 |
| 301-5600-685-6207 | Non-Contract IT Services | 3,995 | 4,140 | 6,900 |
| 301-5600-685-6208 | Information Technology Consult | 0 | 0 | 0 |

| Public Works Fund | | 2023-2024 | 2024-2025 | 2025-2026 |
|---|---|------------------|------------------|------------------|
| SEWER | | Actual | Budgeted | |
| 301-5600-685-6235 | Computer Hardware Maintenance | 675 | 1,500 | 1,000 |
| 301-5600-685-6245 | Computer Hardware | 1,600 | 5,000 | 3,000 |
| 301-5600-685-6255 | Software Maintenance Agreement | 10,493 | 31,200 | 20,000 |
| Subtotal Technology Services | | 16,763 | 54,840 | 37,900 |
| TOTAL MATERIALS & SERVICES | | 524,607 | 765,840 | 749,150 |
| Capital Outlay | | | | |
| 301-5600-740-6650 | Capital Outlay-Mach & Equip | 0 | 40,900 | 12,500 |
| | <i>Ring Saw - 7,000</i> | | | |
| | <i>Motorola ACE Telemetry Replacement - 5,500</i> | | | |
| Subtotal Capital Outlay | | 0 | 40,900 | 12,500 |
| TOTAL CAPITAL OUTLAY | | 0 | 40,900 | 12,500 |
| Transfer to Other Funds | | | | |
| 301-5600-850-7525 | Transfer to Emergency Comm | 3324 | 2090 | 3345 |
| 301-5600-850-7555 | Transfer to General Fund | 165840 | 165840 | 372650 |
| 301-5600-850-7557 | Transfer to PWIF | 849999 | 750000 | 700000 |
| 301-5600-851-7602 | Transfer Capital to Govt | 6582 | 0 | |
| Subtotal Transfer to Other Funds | | 1,025,745 | 917,930 | 1,075,995 |
| TOTAL TRANSFER TO OTHER FUNDS | | 1,025,745 | 917,930 | 1,075,995 |
| TOTAL SEWER | | 2,333,932 | 2,452,065 | 2,657,635 |

| | | |
|-------------------|--------------|--------------------------------|
| Fund: | #301 | Public Works Operations |
| Department | #7400 | Stormwater |

Purpose

The Stormwater division is responsible for the operation, inspection, maintenance, repairs and improvements of the stormwater system.

Scope

The City operates and maintains a total of 35 miles of storm water lines. The system includes manholes, catch basins, stormwater detention facilities, tide gates, field inlets, culverts and cleanouts. The City of Astoria stormwater system continues to develop as new stormwater infrastructure is placed as part of the Combined Sewer Overflow (CSO) Program.

Personnel

No staff positions are housed in this division, however, actual employee time is charged to this fund for related work.

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
STORMWATER # 7400

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|------------------------|-------------|-----------------------|--|----------------------------------|------------------------------------|---------------------------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | Requirements | Proposed by Budget Officer | Approved by Budget Committee | Adopted by Governing Body |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | | | |
| | | | Personnel Services: | | | |
| 54,562 | 52,083 | 67,825 | Regular Salaries | 74,280 | 74,280 | 74,280 |
| 436 | 804 | 2,000 | Overtime | 2,000 | 2,000 | 2,000 |
| 216 | 1,605 | 5,000 | Extra Help | 5,000 | 5,000 | 5,000 |
| 4,287 | 4,348 | 5,821 | Taxes | 6,400 | 6,400 | 6,400 |
| 20,146 | 19,856 | 20,640 | Insurance | 25,590 | 25,590 | 25,590 |
| 12,688 | 9,951 | 17,487 | Retirement Contributions | 20,050 | 20,050 | 20,050 |
| 2,086 | 2,337 | 2,790 | Workers' Compensation | 3,670 | 3,670 | 3,670 |
| 94,421 | 90,984 | 121,563 | Total Personnel Services | 136,990 | 136,990 | 136,990 |
| 0.8 | 0.8 | 1.1 | FTEs | 1.1 | 1.1 | 1.1 |
| | | | Materials and Services: | | | |
| | 81 | 2,000 | Small Tools & Minor Equipment | 2,000 | 2,000 | 2,000 |
| 7,770 | 9,352 | 8,500 | Operating Supplies | 8,500 | 8,500 | 8,500 |
| 22,046 | 6,979 | 97,500 | Repair & Maintenance Supplies | 65,500 | 65,500 | 65,500 |
| 54 | 1,650 | 3,500 | Training | 3,500 | 3,500 | 3,500 |
| 5,205 | 2,425 | 5,800 | Professional Services | 5,800 | 5,800 | 5,800 |
| 400 | 450 | 500 | Membership and Dues | 500 | 500 | 500 |
| 7,080 | 6,056 | 8,600 | Communications | 8,600 | 8,600 | 8,600 |
| 1,987 | 3,861 | 3,000 | Public Utility Services | 4,000 | 4,000 | 4,000 |
| 8,088 | 15,396 | 41,000 | Repair & Maintenance Services | 36,500 | 36,500 | 36,500 |
| - | - | 8,000 | Rentals | 5,000 | 5,000 | 5,000 |
| - | - | - | Licenses and Permits | - | - | - |
| - | - | 500 | Miscellaneous | 500 | 500 | 500 |
| 52,630 | 46,250 | 178,900 | Total Materials and Services | 140,400 | 140,400 | 140,400 |
| 3,674 | - | - | Capital Outlay: | - | - | - |
| 3,674 | - | - | Total Capital Outlay | - | - | - |
| 150,725 | 137,234 | 300,463 | Total Expenditures | 277,390 | 277,390 | 277,390 |

| Public Works Fund | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
|---------------------------------|---|---------------------|-----------------------|----------------|
| STORMWATER | | | | |
| Personnel Services | | | | |
| 301-7400-410-2020 | Straight Time - Regular | 52,083 | 67,825 | 74,280 |
| | Subtotal Regular Salaries | 52,083 | 67,825 | 74,280 |
| 301-7400-410-2045 | Overtime | 804 | 2,000 | 2,000 |
| 301-7400-410-2085 | Extra Help | 1,605 | 5,000 | 5,000 |
| 301-7400-415-2220 | FICA Social Security | 3,347 | 4,377 | 4,750 |
| 301-7400-415-2225 | FICA Medicare | 782 | 1,164 | 1,370 |
| 301-7400-415-2230 | Insurance | 19,856 | 20,640 | 25,590 |
| 301-7400-415-2235 | Retirement Contributions | 9,951 | 17,487 | 20,050 |
| 301-7400-415-2240 | Worker Compensation | 2,337 | 2,790 | 3,670 |
| 301-7400-415-2242 | Paid Leave Oregon | 219 | 280 | 280 |
| | Subtotal Payroll Taxes | 38,901 | 53,738 | 62,710 |
| TOTAL PERSONNEL SERVICES | | 90,984 | 121,563 | 136,990 |
| Materials and Services | | | | |
| 301-7400-515-3125 | Clothing Uniforms Boots Gloves | 0 | 1,000 | 1,000 |
| 301-7400-515-3180 | Fuel Oil, Lubricants | 5,872 | 7,000 | 7,000 |
| 301-7400-515-3310 | General Operating Supplies | 3,480 | 500 | 500 |
| | Subtotal Operating Supplies | 9,352 | 8,500 | 8,500 |
| 301-7400-525-3515 | CSO Maintenance & Repairs | 1,805 | 40,000 | 10,000 |
| 301-7400-525-3520 | Building Materials / Supplies | 0 | 2,500 | 2,500 |
| 301-7400-525-3525 | Motor Vehicle Repair Parts | 0 | 10,000 | 10,000 |
| 301-7400-525-3530 | Tires | 0 | 1,000 | 500 |
| 301-7400-525-3550 | Electrical Supplies | 0 | 2,500 | 1,000 |
| 301-7400-525-3578 | Road Maintenance Materials | 0 | 0 | 0 |
| 301-7400-525-3585 | Safety Supplies | 2,121 | 2,500 | 2,500 |
| 301-7400-525-3590 | Cold Patch | 0 | 1,000 | 1,000 |
| 301-7400-525-3595 | Rock | 0 | 3,000 | 3,000 |
| 301-7400-525-3605 | Maintenance Supplies | 2,391 | 20,000 | 20,000 |
| 301-7400-525-3640 | Other Repair & Maint Supplies | 662 | 15,000 | 15,000 |
| | Subtotal Repair & Maintenance Supplies | 6,979 | 97,500 | 65,500 |
| 301-7400-530-3720 | Small Tools | 81 | 2,000 | 2,000 |
| | Subtotal Small Tools | 81 | 2,000 | 2,000 |
| 301-7400-610-4085 | Travel Expenses-Training | 860 | 1,000 | 1,000 |
| 301-7400-610-4115 | Workshops | 790 | 2,500 | 2,500 |
| | Subtotal Training | 1,650 | 3,500 | 3,500 |
| 301-7400-620-4510 | Drug / Alcohol Testing | 0 | 150 | 150 |
| 301-7400-620-4515 | CDL Physicals | 0 | 150 | 150 |
| 301-7400-620-4540 | Professional Services General | 2,425 | 5,500 | 5,500 |
| | Subtotal Professional Services | 2,425 | 5,800 | 5,800 |
| 301-7400-630-4860 | OAWU-OR Assc of Water Utilitiy | 450 | 500 | 500 |
| | Subtotal Membership & Dues | 450 | 500 | 500 |
| 301-7400-635-4982 | CSO Mobility Communication | 6,056 | 8,600 | 8,600 |
| | Subtotal Communications | 6,056 | 8,600 | 8,600 |
| 301-7400-655-5397 | ELEC 300 S Denver Storage | 3,861 | 3,000 | 4,000 |
| | Subtotal Utilities | 3,861 | 3,000 | 4,000 |
| 301-7400-660-5725 | Equipment Other Than Vehicles | 863 | 5,000 | 2,500 |

| Public Works Fund | | 2023-2024 | 2024-2025 | 2025-2026 |
|---------------------------------------|---|------------------|------------------|------------------|
| STORMWATER | | Actual | Budgeted | |
| 301-7400-660-5785 | Motor Vehicles /Auto Body Shop | 0 | 5,000 | 3,000 |
| 301-7400-660-5815 | Equipment With Operator | 0 | 3,000 | 3,000 |
| 301-7400-660-5820 | Paving/Street Repair/Concrete | 6,024 | 8,000 | 8,000 |
| 301-7400-660-5825 | General Repair & Maintenance | 864 | 10,000 | 10,000 |
| 301-7400-660-5826 | Street Sweeping Disposal | 7,645 | 10,000 | 10,000 |
| | Subtotal Repair and Maintenance Services | 15,396 | 41,000 | 36,500 |
| 301-7400-665-5865 | Rental Equipment | 0 | 8,000 | 5,000 |
| | Subtotal Equipment | 0 | 8,000 | 5,000 |
| 301-7400-675-6035 | General - Miscellaneous | 0 | 500 | 500 |
| | Subtotal Miscellaneous | 0 | 500 | 500 |
| TOTAL MATERIALS & SERVICES | | 46,250 | 178,900 | 140,400 |
| Capital Outlay | | | | |
| 301-7400-740-6650 | Capital Outlay-Mach & Equip | 0 | 0 | 0 |
| | Subtotal Capital Outlay | 0 | 0 | 0 |
| TOTAL CAPITAL OUTLAY | | 0 | 0 | 0 |
| | | | | |
| TOTAL STORMWATER | | 137,234 | 300,463 | 277,390 |

| | | |
|-------------------|--------------|--------------------------------|
| Fund: | #301 | Public Works Operations |
| Department | #8100 | Water |

Purpose

The Water division provides safe, reliable, and high quality supply of water to the citizens of Astoria and multiple outlying water Districts and Associations.

Scope

This division operates, maintains, repairs and improves the City's water treatment and distribution system that includes a 3,700-acre City-owned watershed, water treatment plant with a slow sand filter system, water storage through a series of reservoirs, a 12-mile transmission main from our water supply to City limits and a vast network of pipes and appurtenances of varying size, material type and age. The City operates and maintains a total of 80 miles of water lines, 4 booster pump stations, a 131,000 gallon tank, two 150,000 gallon tanks, approx. 4,300 water meters, 460 fire hydrants and over a thousand control valves.

Personnel

Nine full-time positions, plus assistance from other Public Works staff as needed

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
WATER # 8100

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|------------------------|-------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Requirements | Budget Officer | Budget Committee | Governing Body |
| | | | Personnel Services: | | | |
| 571,466 | 613,711 | 678,237 | Regular Salaries | 742,830 | 742,830 | 742,830 |
| 7,996 | 2,994 | 14,000 | Overtime | 14,000 | 14,000 | 14,000 |
| 24,386 | 8,528 | 11,000 | On Call | 11,000 | 11,000 | 11,000 |
| 20,890 | 31,919 | 24,000 | Extra Help | 24,000 | 24,000 | 24,000 |
| 49,070 | 51,192 | 58,173 | Taxes | 64,000 | 64,000 | 64,000 |
| 182,026 | 182,567 | 206,419 | Insurance | 255,910 | 255,910 | 255,910 |
| 133,780 | 154,559 | 174,844 | Retirement Contributions | 200,510 | 200,510 | 200,510 |
| 20,838 | 23,323 | 27,933 | Workers' Compensation | 36,710 | 36,710 | 36,710 |
| 1,010,452 | 1,068,793 | 1,194,606 | Total Personnel Services | 1,348,960 | 1,348,960 | 1,348,960 |
| 9.8 | 10.1 | 10.6 | FTEs | 11.2 | 11.2 | 11.2 |
| | | | Materials and Services: | | | |
| 1,121 | 599 | 1,400 | Office Supplies | 1,400 | 1,400 | 1,400 |
| 1,121 | 2,077 | 6,500 | Small Tools & Minor Equipment | 6,500 | 6,500 | 6,500 |
| 94,374 | 102,131 | 100,650 | Operating Supplies | 108,150 | 108,150 | 108,150 |
| 255,970 | 307,077 | 537,000 | Repair & Maintenance Supplies | 433,500 | 433,500 | 433,500 |
| 8,437 | 17,555 | 10,000 | Training | 19,000 | 19,000 | 19,000 |
| 3,170 | 3,432 | 4,000 | Memberships & Dues | 5,400 | 5,400 | 5,400 |
| 3,216 | - | 500 | Advertising | 500 | 500 | 500 |
| 10,040 | 10,399 | 10,000 | Printing & Binding | 12,000 | 12,000 | 12,000 |
| 296 | 3,425 | 14,000 | Rentals | 8,000 | 8,000 | 8,000 |
| 76,705 | 68,374 | 95,000 | Professional Services | 99,580 | 99,580 | 99,580 |
| 11,571 | 12,720 | 14,900 | Communications | 15,400 | 15,400 | 15,400 |
| 20,129 | 24,612 | 28,000 | Public Utility Services | 31,800 | 31,800 | 31,800 |
| 52,049 | 95,889 | 134,000 | Repair & Maintenance Services | 130,000 | 130,000 | 130,000 |
| 6,926 | 2,677 | 4,000 | Licenses and Permits | 6,000 | 6,000 | 6,000 |
| 19,806 | 20,304 | 15,000 | Credit Card Fees | 26,000 | 26,000 | 26,000 |
| 1,340 | 4,571 | 4,600 | Miscellaneous | 4,600 | 4,600 | 4,600 |
| 15,216 | 16,876 | 47,840 | Technology Services | 53,400 | 53,400 | 53,400 |
| 581,487 | 692,718 | 1,027,390 | Total Materials and Services | 961,230 | 961,230 | 961,230 |
| | | | Capital Outlay: | | | |
| 47,193 | - | 37,200 | Machinery & Equipment | - | - | - |
| 47,193 | - | 37,200 | Total Capital Outlay | - | - | - |
| | | | Transfer to Other Funds: | | | |
| 3,180 | 3,324 | 2,090 | Emergency Communications | 3,345 | 3,345 | 3,345 |
| 750,000 | 849,999 | 750,000 | Public Works Improvement Fund | 787,335 | 800,000 | 800,000 |
| 248,760 | 248,760 | 248,760 | General Fund | 372,650 | 372,650 | 372,650 |
| 1,001,940 | 1,102,083 | 1,000,850 | Total Transfer to Other Funds | 1,163,330 | 1,175,995 | 1,175,995 |
| 2,641,072 | 2,863,594 | 3,260,046 | Total Expenditures | 3,473,520 | 3,486,185 | 3,486,185 |

| Public Works Fund | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
|---------------------------------|---|---------------------|-----------------------|------------------|
| WATER | | | | |
| Personnel Services | | | | |
| 301-8100-410-2020 | Straight Time - Regular | 613,711 | 678,237 | 742,830 |
| | Subtotal Regular Salaries | 613,711 | 678,237 | 742,830 |
| 301-8100-410-2045 | Overtime | 2,994 | 14,000 | 14,000 |
| 301-8100-410-2047 | On Call | 8,528 | 11,000 | 11,000 |
| 301-8100-410-2085 | Extra Help | 31,919 | 24,000 | 24,000 |
| 301-8100-415-2220 | FICA Social Security | 39,385 | 43,768 | 47,020 |
| 301-8100-415-2225 | FICA Medicare | 9,211 | 11,635 | 13,600 |
| 301-8100-415-2230 | Insurance | 182,567 | 206,419 | 255,910 |
| 301-8100-415-2235 | Retirement Contributions | 154,559 | 174,844 | 200,510 |
| 301-8100-415-2240 | Worker Compensation | 23,323 | 27,933 | 36,710 |
| 301-8100-415-2242 | Paid Leave Oregon | 2,596 | 2,770 | 3,380 |
| | Subtotal Payroll Taxes | 455,082 | 516,369 | 606,130 |
| TOTAL PERSONNEL SERVICES | | 1,068,793 | 1,194,606 | 1,348,960 |
| Materials and Services | | | | |
| 301-8100-510-3030 | Paper | 149 | 400 | 400 |
| 301-8100-510-3040 | Printer Cartridges & Supplies | 105 | 500 | 500 |
| 301-8100-510-3045 | General Office Supplies | 345 | 500 | 500 |
| | Subtotal Office Supplies | 599 | 1,400 | 1,400 |
| 301-8100-515-3120 | Books / Periodicals | 0 | 300 | 300 |
| 301-8100-515-3125 | Clothing Uniforms Boots Gloves | 3,159 | 5,000 | 5,000 |
| 301-8100-515-3180 | Fuel Oil Lubricants | 37,654 | 40,000 | 44,000 |
| 301-8100-515-3265 | Custodial Supplies | 487 | 350 | 350 |
| 301-8100-515-3275 | Laboratory Supplies | 20,206 | 15,500 | 17,000 |
| 301-8100-515-3280 | Chlorine | 22,353 | 20,000 | 21,000 |
| 301-8100-515-3285 | Fluoride | 16,028 | 17,000 | 18,000 |
| 301-8100-515-3310 | General Operating Supplies | 2,244 | 2,500 | 2,500 |
| | Subtotal Operating Supplies | 102,131 | 100,650 | 108,150 |
| 301-8100-525-3520 | Building Materials / Supplies | 3,351 | 20,000 | 15,000 |
| 301-8100-525-3525 | Motor Vehicle Repair Parts | 22,532 | 25,000 | 25,000 |
| 301-8100-525-3530 | Tires | 3,202 | 9,000 | 9,000 |
| 301-8100-525-3540 | Paint And Paint Supplies | 802 | 1,000 | 1,500 |
| 301-8100-525-3550 | Electrical Supplies | 2,675 | 15,000 | 15,000 |
| 301-8100-525-3585 | Safety Supplies | 3,547 | 4,000 | 5,000 |
| 301-8100-525-3590 | Cold Patch | 4,100 | 3,000 | 3,000 |
| 301-8100-525-3595 | Rock | 4,936 | 20,000 | 20,000 |
| 301-8100-525-3605 | Maintenance Supplies | 230,888 | 400,000 | 300,000 |
| 301-8100-525-3640 | Other Repair & Maint Supplies | 31,044 | 40,000 | 40,000 |
| | Subtotal Repair & Maintenance Supplies | 307,077 | 537,000 | 433,500 |
| 301-8100-530-3720 | Small Tools | 2,077 | 6,500 | 6,500 |
| | Subtotal Small Tools | 2,077 | 6,500 | 6,500 |
| 301-8100-610-4085 | Travel Expenses-Training | 8,343 | 3,000 | 6,000 |
| 301-8100-610-4115 | Workshops | 9,212 | 7,000 | 13,000 |
| | Subtotal Training | 17,555 | 10,000 | 19,000 |
| 301-8100-620-4510 | Drug / Alcohol Testing | 620 | 1,000 | 1,000 |
| 301-8100-620-4515 | CDL Physicals | 495 | 1,200 | 1,200 |
| 301-8100-620-4520 | Lab Testing | 6,565 | 9,000 | 11,000 |
| 301-8100-620-4525 | Locate Requests | 257 | 300 | 300 |
| 301-8100-620-4535 | Water Meter Reading / Green Ca | 38,331 | 43,000 | 45,080 |

| Public Works Fund | | 2023-2024 | 2024-2025 | 2025-2026 |
|-------------------|---|---------------|----------------|----------------|
| WATER | | Actual | Budgeted | |
| 301-8100-620-4540 | Professional Services General | 22,106 | 40,500 | 41,000 |
| | Subtotal Professional Services | 68,374 | 95,000 | 99,580 |
| 301-8100-630-4860 | OAWU-OR Assc of Water Utility | 450 | 600 | 600 |
| 301-8100-630-4865 | Association Of State Dam Office | 2,370 | 2,600 | 4,000 |
| 301-8100-630-4870 | American Waterworks Associatio | 412 | 600 | 600 |
| 301-8100-630-4875 | Occirs- Cross Conections | 200 | 200 | 200 |
| | Subtotal Membership & Dues | 3,432 | 4,000 | 5,400 |
| 301-8100-635-4920 | Cell Phones | 2,105 | 3,500 | 4,000 |
| 301-8100-635-4930 | Telephone | 719 | 800 | 800 |
| 301-8100-635-4965 | Spectrum | 9,588 | 9,600 | 9,600 |
| 301-8100-635-4975 | Postage | 308 | 1,000 | 1,000 |
| | Subtotal Communications | 12,720 | 14,900 | 15,400 |
| 301-8100-640-5030 | Advertising Public Notices | 0 | 500 | 500 |
| | Subtotal Advertising | 0 | 500 | 500 |
| 301-8100-645-5060 | Insurance - Liability / EAP | 0 | 100 | 100 |
| | Subtotal Insurance | 0 | 100 | 100 |
| 301-8100-650-5140 | Utility Bills, CCR, Meter Slip | 10,399 | 10,000 | 12,000 |
| | Subtotal Printing & Binding | 10,399 | 10,000 | 12,000 |
| 301-8100-655-5400 | ELEC 6 th & Lexington | 789 | 800 | 1,000 |
| 301-8100-655-5403 | ELEC 92477 Headworks Rd | 1,512 | 1,800 | 2,000 |
| 301-8100-655-5406 | ELEC Headwork's Shop | 2,059 | 1,800 | 2,000 |
| 301-8100-655-5409 | ELEC 3550 Pipeline Rd Rsvr #3 | 4,704 | 4,000 | 4,500 |
| 301-8100-655-5412 | ELEC Niagara Pump Station | 325 | 1,000 | 1,200 |
| 301-8100-655-5415 | ELEC 15th St & Coxcomb | 5,051 | 4,600 | 5,000 |
| 301-8100-655-5424 | ELEC 1597 James St | 3,189 | 3,300 | 3,500 |
| 301-8100-655-5427 | ELEC Skyline Pump House | 2,279 | 2,400 | 2,600 |
| 301-8100-655-5430 | ELEC 92926 Headwork's Rd | 4,141 | 7,500 | 9,000 |
| 301-8100-655-5433 | ELEC 93583 Headwork's Rd | 563 | 800 | 1,000 |
| | Subtotal Utilities | 24,612 | 28,000 | 31,800 |
| 301-8100-660-5725 | Equipment Other Than Vehicles | 18,409 | 13,000 | 15,000 |
| 301-8100-660-5785 | Motor Vehicles /Auto Body Shop | 0 | 16,000 | 15,000 |
| 301-8100-660-5815 | Equipment With Operator | 4,576 | 15,000 | 10,000 |
| 301-8100-660-5820 | Paving/Street Repair/Concrete | 41,950 | 40,000 | 40,000 |
| 301-8100-660-5825 | General Repair & Maintenance | 30,954 | 50,000 | 50,000 |
| | Subtotal Repair and Maintenance Services | 95,889 | 134,000 | 130,000 |
| 301-8100-665-5865 | Rental Equipment | 0 | 6,000 | 3,000 |
| 301-8100-665-5875 | Rentals General | 3,425 | 8,000 | 5,000 |
| | Subtotal Equipment | 3,425 | 14,000 | 8,000 |
| 301-8100-675-5925 | Credit Card Processing Fees | 20,304 | 15,000 | 26,000 |
| 301-8100-675-6005 | Licenses & Permits | 2,167 | 4,000 | 6,000 |
| 301-8100-675-6010 | Licenses, Permits & Certifications | 510 | 0 | 0 |
| 301-8100-675-6035 | General - Miscellaneous | 4,571 | 4,500 | 4,500 |
| | Subtotal Miscellaneous | 27,552 | 23,500 | 36,500 |
| 301-8100-685-6205 | Computer Software | 495 | 2,000 | 2,000 |
| 301-8100-685-6207 | Non-Contract IT Services | 3,795 | 4,140 | 6,900 |
| 301-8100-685-6235 | Computer Hardware Maintenance | 675 | 1,500 | 2,500 |
| 301-8100-685-6245 | Computer Hardware | 3,200 | 6,000 | 6,000 |
| 301-8100-685-6255 | Software Maintenance Agreement | 8,711 | 34,200 | 36,000 |
| | Subtotal Technology Services | 16,876 | 47,840 | 53,400 |

| Public Works Fund | | | | |
|---|-----------------------------|---------------------|-----------------------|------------------|
| WATER | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
| TOTAL MATERIALS & SERVICES | | 692,718 | 1,027,390 | 961,230 |
| Capital Outlay | | | | |
| 301-8100-740-6650 | Capital Outlay-Mach & Equip | 0 | 37,200 | |
| Subtotal Capital Outlay | | 0 | 37,200 | 0 |
| TOTAL CAPITAL OUTLAY | | 0 | 37,200 | 0 |
| Transfer to Other Funds | | | | |
| 301-8100-850-7525 | Transfer to Emergency Comm | 3324 | 2090 | 3345 |
| 301-8100-850-7535 | Transfer to Cap Improv Fund | 0 | 0 | |
| 301-8100-850-7555 | Transfer to General Fund | 248760 | 248760 | 372650 |
| 301-8100-850-7557 | Transfer to PWIF | 849999 | 750000 | 800000 |
| Subtotal Transfer to Other Funds | | 1,102,083 | 1,000,850 | 1,175,995 |
| TOTAL TRANSFER TO OTHER FUNDS | | 1,102,083 | 1,000,850 | 1,175,995 |
| TOTAL WATER | | 2,863,594 | 3,260,046 | 3,486,185 |

Fund: #325 Oceanview Cemetery

Purpose

Ocean View Cemetery (OVC) is an active cemetery that has served Astoria residents and residents of Clatsop County since 1897. The goal of the fund is to provide an aesthetically pleasing, safe, and cost-effective cemetery for families to celebrate the memories of their loved ones. Special care and consideration are taken to ensure that ongoing and perpetual care expenses are offset through revenue charged for services.

Scope

The Parks Maintenance Division provides maintenance and care for the cemetery. The cemetery is approximately 100 acres in total and 60 acres of the property are developed and in use for burials and public access. The remaining 40 acres are unused and in an undeveloped state. Over 16,000 individuals are buried at OVC and Parks staff carry out approximately 100 burials per year. 60-75% of the annual burials are cremation/urns and the remaining 30-40% are full (casket) burials. The cemetery's facilities include a maintenance shop, chapel, and mausoleum.

Graves sold at OVC feature a perpetual care obligation by the City which will provide grounds and site maintenance in perpetuity once the cemetery no longer has capacity for new burial services. Revenue for the site is generated through burial fees, marker/monument permit fees, overtime charges, and grave sales. Mowing and weed-eating the active portions of the grounds and around headstones takes approximately 80 labor-hours.

Personnel

Four part-time positions, plus extra help as needed

New this year

Parks staff recently opened two new full burial blocks, each featuring over 80 lots (with 6 graves per lot) that have total capacity for nearly 1,000 new burials, and a new cremation-only block that has capacity for over 1,500 additional cremation burials. Combined, the new areas will provide ample capacity for the cemetery to continue operations for at least the next 20-25 years.

The City GIS coordinator has been working with Parks and Finance Department staff to set up a new GIS system for the cemetery. Once complete, this will assist staff with plot ownership and interment questions, and also members of the public with location of a family member.

City of Astoria, Oregon
Budget Document

CEMETERY FUND # 325

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|--|-------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Resources and Requirements | Budget Officer | Budget Committee | Governing Body |
| <u>Resources</u> | | | | | | |
| 572,687 | 641,564 | 358,700 | Beginning Fund Balance | 458,800 | 458,800 | 458,800 |
| 28,876 | 45,404 | 30,000 | Sale of Graves | 26,000 | 26,000 | 26,000 |
| 103,318 | 116,150 | 77,000 | Charges for Services | 101,500 | 101,500 | 101,500 |
| 5,786 | 14,742 | 14,300 | Interest Earnings | 14,000 | 14,000 | 14,000 |
| 4,331 | 4,000 | 3,000 | Miscellaneous | 3,000 | 3,000 | 3,000 |
| 5,000 | 29,199 | 30,000 | Transfers In -Cemetery Irreducible Fund | 36,000 | 36,000 | 36,000 |
| 719,998 | 851,059 | 513,000 | Total Resources | 639,300 | 639,300 | 639,300 |
| <u>Requirements</u> | | | | | | |
| <u>Personnel Services</u> | | | | | | |
| 145 | 14,848 | 21,790 | Regular Salaries | 22,190 | 22,190 | 22,190 |
| 25,090 | 23,348 | 31,530 | Extra Help | 47,230 | 47,230 | 47,230 |
| 10,500 | 10,162 | 11,820 | Interfund Wages | 14,570 | 14,570 | 14,570 |
| 2,795 | 3,837 | 5,250 | Payroll Taxes | 6,760 | 6,760 | 6,760 |
| 3,267 | 8,301 | 6,500 | Insurance | 11,430 | 11,430 | 11,430 |
| 9,636 | 12,237 | 17,390 | Retirement Contributions | 21,380 | 21,380 | 21,380 |
| 1,778 | 2,222 | 3,280 | Workers' Compensation | 5,030 | 5,030 | 5,030 |
| 53,211 | 74,955 | 97,560 | | 128,590 | 128,590 | 128,590 |
| 0.8 | 0.8 | 1.0 | Total Personnel Services (FTEs) | 1.2 | 1.2 | 1.2 |
| <u>Materials and Services</u> | | | | | | |
| - | - | 100 | Office Supplies | 100 | 100 | 100 |
| 7,844 | 2,272 | 8,800 | Operating Supplies | 7,200 | 7,200 | 7,200 |
| 328 | 74 | 3,800 | Repair & Maintenance Supplies | 3,600 | 3,600 | 3,600 |
| - | 572 | 900 | Small Tools & Minor Equipment | 1,200 | 1,200 | 1,200 |
| 3,475 | - | 600 | Professional Services | 1,100 | 1,100 | 1,100 |
| - | - | 1,150 | Memberships & Dues | 1,150 | 1,150 | 1,150 |
| - | - | 200 | Advertising | 200 | 200 | 200 |
| 22 | 26 | 25 | Insurance | 45 | 45 | 45 |
| 2,756 | 2,630 | 6,400 | Utilities | 5,200 | 5,200 | 5,200 |
| 370 | 2,377 | 3,800 | Repair & Maintenance Services | 4,500 | 4,500 | 4,500 |
| 204 | 2,442 | 3,400 | Rental Equipment | 3,000 | 3,000 | 3,000 |
| 4,265 | 4,652 | 4,000 | Miscellaneous | 5,000 | 5,000 | 5,000 |
| - | - | - | Technology Services | 2,000 | 2,000 | 2,000 |
| 19,264 | 15,045 | 33,175 | Total Materials and Services | 34,295 | 34,295 | 34,295 |
| <u>Capital Outlay</u> | | | | | | |
| - | 13,925 | 10,000 | Improvements Other than Buildings | 15,000 | 15,000 | 15,000 |
| - | 13,925 | 10,000 | Total Capital Outlay | 15,000 | 15,000 | 15,000 |
| - | - | 50,000 | Contingency | 100,000 | 100,000 | 100,000 |
| <u>Accrual Adjustments for:</u> | | | | | | |
| 5,959 | 7,352 | - | Depreciation | - | - | - |
| 78,434 | 111,277 | 190,735 | Total Expenditures | 277,885 | 277,885 | 277,885 |
| 641,564 | 739,782 | 322,265 | Ending Fund Balance | 361,415 | 361,415 | 361,415 |
| 719,998 | 851,059 | 513,000 | Total Requirements | 639,300 | 639,300 | 639,300 |

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, 2023 and 2024 actual data includes cash, inventory, accounts receivable and fixed assets. Cash for the Cemetery Fund at June 30, 2023 and 2024 was \$258,351 and \$347,390

| Cemetery Fund | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
|---------------------------------|---|---------------------|-----------------------|----------------|
| Personnel Services | | | | |
| 325-8500-410-2020 | Straight Time - Regular | 14,848 | 21,790 | 22,190 |
| | Subtotal Regular Salaries | 14,848 | 21,790 | 22,190 |
| 325-8500-410-2085 | Extra Help | 23,348 | 31,530 | 47,230 |
| 325-8500-412-2095 | Interfund Wages | 10,162 | 11,820 | 14,570 |
| 325-8500-415-2220 | FICA Social Security | 2,953 | 3,960 | 4,875 |
| 325-8500-415-2225 | FICA Medicare | 690 | 1,050 | 1,280 |
| 325-8500-415-2230 | Insurance | 8,301 | 6,500 | 11,430 |
| 325-8500-415-2235 | Retirement Contributions | 12,237 | 17,390 | 21,380 |
| 325-8500-415-2240 | Worker Compensation | 2,222 | 3,280 | 5,030 |
| 325-8500-415-2242 | Paid Leave Oregon | 194 | 240 | 605 |
| | Subtotal Payroll Taxes | 60,107 | 75,770 | 106,400 |
| TOTAL PERSONNEL SERVICES | | 74,955 | 97,560 | 128,590 |
| Materials and Services | | | | |
| 325-8500-510-3045 | General Office Supplies | 0 | 100 | 100 |
| | Subtotal Office Supplies | 0 | 100 | 100 |
| 325-8500-515-3118 | Cemetery - Liners | 0 | 2,000 | 2,000 |
| 325-8500-515-3180 | Fuel Oil Lubricants | 94 | 1,500 | 1,000 |
| 325-8500-515-3245 | Fertilizers Pesticides | 0 | 300 | 500 |
| 325-8500-515-3250 | Bark Mulch Top Soil Sawdust | 298 | 800 | 1,000 |
| 325-8500-515-3265 | Custodial Supplies | 0 | 200 | 200 |
| 325-8500-515-3310 | General Operating Supplies | 1,880 | 4,000 | 2,500 |
| | Subtotal Operating Supplies | 2,272 | 8,800 | 7,200 |
| 325-8500-525-3520 | Building Materials / Supplies | 41 | 1,000 | 500 |
| 325-8500-525-3525 | Motor Vehicle Repair Parts | 0 | 500 | 500 |
| 325-8500-525-3530 | Tires | 0 | 500 | 500 |
| 325-8500-525-3540 | Paint And Paint Supplies | 33 | 100 | 100 |
| 325-8500-525-3565 | Vandalism Repair | 0 | 100 | 100 |
| 325-8500-525-3580 | Signs | 0 | 200 | 500 |
| 325-8500-525-3625 | Cemetery Plumbing / Irrigation | 0 | 200 | 200 |
| 325-8500-525-3630 | Cemetery Water & Sewer Repair | 0 | 200 | 200 |
| 325-8500-525-3640 | Other Repair & Maint Supplies | 0 | 1,000 | 1,000 |
| | Subtotal Repair and Maintenance | 74 | 3,800 | 3,600 |
| 325-8500-530-3720 | Small Tools | 572 | 800 | 1,200 |
| 325-8500-530-3725 | Irrigation Equipment | 0 | 100 | 0 |
| | Subtotal Small Tools | 572 | 900 | 1,200 |
| 325-8500-620-4432 | Background Checks | 0 | 100 | 100 |
| 325-8500-620-4540 | Professional Services General | 0 | 500 | 1,000 |
| | Subtotal Professional Services General | 0 | 600 | 1,100 |
| 325-8500-630-4880 | Oregon Cemetery Association | 0 | 250 | 250 |
| 325-8500-630-4885 | State Cemetery Board | 0 | 900 | 900 |
| | Subtotal Memberships & Dues | 0 | 1,150 | 1,150 |

| Cemetery Fund | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
|---------------------------------------|---|---------------------|-----------------------|----------------|
| 325-8500-640-5030 | Advertising Public Notices | 0 | 200 | 200 |
| | Subtotal Advertising | 0 | 200 | 200 |
| 325-8500-645-5060 | Insurance - Liability / EAP | 26 | 25 | 45 |
| | Subtotal Insurance | 26 | 25 | 45 |
| 325-8500-655-5295 | ELEC Oceanview Cemetery | 788 | 800 | 1,000 |
| 325-8500-657-5535 | Sanitation-transfer Station Fe | 84 | 3,600 | 2,000 |
| 325-8500-658-5555 | Cemetery- Water & Sewer | 1,758 | 2,000 | 2,200 |
| | Subtotal Utilities | 2,630 | 6,400 | 5,200 |
| 325-8500-660-5725 | Equipment Other Than Vehicles | 234 | 3,000 | 2,000 |
| 325-8500-660-5755 | Electrical | 0 | 300 | 0 |
| 325-8500-660-5825 | General Repair & Maintenance | 2,143 | 500 | 2,500 |
| | Subtotal Repair & Maintenance Services | 2,377 | 3,800 | 4,500 |
| 325-8500-665-5865 | Rental Equipment | 0 | 1,000 | 1,000 |
| 325-8500-665-5870 | Chemical Toilets | 2,442 | 2,400 | 2,000 |
| | Subtotal Rental/Leased Equipment | 2,442 | 3,400 | 3,000 |
| 325-8500-675-5925 | Credit Card Processing Fees | 4,652 | 4,000 | 5,000 |
| 325-8500-675-6005 | Licenses & Permits | 0 | 0 | 0 |
| | Subtotal Miscellaneous | 4,652 | 4,000 | 5,000 |
| 325-8500-685-6205 | Computer Software | 0 | 0 | 2,000 |
| | Subtotal Technology | 0 | 0 | 2,000 |
| TOTAL MATERIALS & SERVICES | | 15,045 | 33,175 | 34,295 |
| Capital Outlay | | | | |
| 325-8500-730-6500 | Improvements Other than Bldgs | 13,925 | 10,000 | 15,000 |
| 325-8500-740-6650 | Capital Outlay-Mach & Equip | 0 | 0 | |
| | Subtotal Capital Outlay | 13,925 | 10,000 | 15,000 |
| TOTAL CAPITAL OUTLAY | | 13,925 | 10,000 | 15,000 |
| Contingency | | | | |
| 325-8500-910-8020 | Contingency | 0 | 50,000 | 100,000 |
| | Subtotal Contingency | 0 | 50,000 | 100,000 |
| Ending Fund Balance | | | | |
| 325-8500-950-8520 | Ending Fund Balance | 741,175 | 322,265 | 361,415 |
| | Subtotal Ending Fund Balance | 741,175 | 322,265 | 361,415 |
| TOTAL CEMETERY | | 845,100 | 513,000 | 639,300 |

Fund: #330 17th Street Dock

Purpose

The 17th Street Dock Fund was established to receive payments for moorage at and provide maintenance for the 17th Street dock and other sources as appropriate for dock activities.

Scope

This fund accounts for payments made by the U. S. Coast Guard to lease dock space for two local Coast Guard vessels. The fund also receives moorage fees from American Cruise Line for use of the dock. In 2013, the City rebuilt the facility using a Connect Oregon III grant and a loan from the State of Oregon Infrastructure Finance Authority (IFA). The revenue to repay the loan was expected to come from the U. S. Coast Guard lease.

IFA Loan # B11002 for Dock Construction is a 25-year loan with an interest rate of 4.00%. Payments began in December 2014 and were made annually with the final payment due December 2039. As funds have been available additional principal payments were made on the loan to align the payoff with the anticipated ending date of the Coast Guard dock lease. The final payment on the loan will be made in December 2025.

Personnel

There are no associated staff positions. The Public Works Director administers the fund. Public Works staff time is charged to the fund for maintenance and administration.

City of Astoria, Oregon
Budget Document

17TH STREET DOCK FUND # 330

| | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|-----------------------------------|------------------|--------------------------------------|--|----------------------------------|------------------------------------|---------------------------------|
| <u>Historical Data</u> | | | Resources and Requirements | Proposed by Budget Officer | Approved by Budget Committee | Adopted by Governing Body |
| <u>Actual Data</u> FYE 6/30/23 | FYE 6/30/24 | <u>Adopted Budget</u> FYE 6/30/25 | | | | |
| | | | <u>Resources</u> | | | |
| 3,088,428 | 4,831,936 | 413,800 | Beginning Fund Balance | 532,300 | 532,300 | 532,300 |
| 238,725 | 243,565 | 242,400 | Intergovernmental | 242,400 | 242,400 | 242,400 |
| 101,223 | 93,603 | 85,800 | Charge for Services | 88,395 | 88,395 | 88,395 |
| 11,892 | 21,851 | 20,700 | Interest on Investments | 21,000 | 21,000 | 21,000 |
| 14,947 | 12,042 | - | Miscellaneous | - | - | - |
| <u>3,455,215</u> | <u>5,202,997</u> | <u>762,700</u> | Total Resources | <u>884,095</u> | <u>884,095</u> | <u>884,095</u> |
| | | | <u>Requirements</u> | | | |
| | | | Personnel Services: | | | |
| 4,171 | 6,436 | 42,000 | Interfund Wages | 32,930 | 32,930 | 32,930 |
| 0.10 | 0.10 | 0.30 | FTEs | 0.25 | 0.25 | 0.25 |
| | | | Materials and Services: | | | |
| 2,487 | 14,073 | 10,000 | Repair & Maintenance Supplies | 14,000 | 14,000 | 14,000 |
| 18,846 | 25,332 | 23,000 | Public Utility Services | 33,000 | 33,000 | 33,000 |
| 246 | 48,853 | 54,000 | Professional Services | 50,000 | 50,000 | 50,000 |
| 3,211 | 18,766 | 20,000 | Repair & Maintenance Services | 54,500 | 54,500 | 54,500 |
| 24,790 | 107,024 | 107,000 | Total Materials and Services | 151,500 | 151,500 | 151,500 |
| | | | Capital Outlay: | | | |
| - | - | 250,000 | Improvements Other Than Bldgs | 300,000 | 300,000 | 300,000 |
| - | - | 250,000 | Total Capital Outlay | 300,000 | 300,000 | 300,000 |
| | | | Debt Service | | | |
| 188,520 | 190,610 | 198,300 | Principal | 109,000 | 109,000 | 109,000 |
| 17,008 | 19,917 | 12,300 | Interest | 10,000 | 10,000 | 10,000 |
| 205,528 | 210,527 | 210,600 | Total Debt Service | 119,000 | 119,000 | 119,000 |
| | | | Transfer to Other Funds | | | |
| 70,000 | 69,999 | - | Transfer to Parks Operation Fund | 140,000 | 140,000 | 140,000 |
| 70,000 | 69,999 | - | Total Transfer to Other Funds | 140,000 | 140,000 | 140,000 |
| - | - | 153,100 | Contingency | 140,665 | 140,665 | 140,665 |
| | | | Accrual Adjustment for: | | | |
| 179,168 | 178,564 | - | Depreciation | - | - | - |
| (804,800) | | - | Capital Contributions | - | - | - |
| (321,143) | 572,550 | 762,700 | Total Expenditures | 884,095 | 884,095 | 884,095 |
| 4,831,936 | 4,630,447 | - | Unappropriated Ending Fund Balance | - | - | - |
| <u>4,510,793</u> | <u>5,202,997</u> | <u>762,700</u> | Total Requirements | <u>884,095</u> | <u>884,095</u> | <u>884,095</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, 2022 and 2023 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the 17th Street Dock Fund at June 30, 2022 was \$ 422,993 and at June 30, 2023 was \$ 503,798

| 17th Street Dock Fund | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
|---------------------------------------|---|---------------------|-----------------------|----------------|
| Personnel Services | | | | |
| 330-0000-412-2095 | Interfund Wages | 4,182 | 27,780 | 18,000 |
| 330-0000-415-2220 | FICA Social Security | 256 | 2,538 | 2,000 |
| 330-0000-415-2225 | FICA Medicare | 59 | 672 | 600 |
| 330-0000-415-2230 | Insurance | 1,151 | 5,520 | 6,200 |
| 330-0000-415-2235 | Retirement Contributions | 771 | 5,260 | 6,000 |
| 330-0000-415-2240 | Worker Compensation | 1 | 80 | 50 |
| 330-0000-415-2242 | Paid Leave Oregon | 16 | 150 | 80 |
| | Subtotal Payroll Taxes | 6,436 | 42,000 | 32,930 |
| TOTAL PERSONNEL SERVICES | | 6,436 | 42,000 | 32,930 |
| Materials and Services | | | | |
| 330-0000-525-3640 | Other Repair & Maint Supplies | 14,073 | 10,000 | 14,000 |
| | Subtotal Repair & Maintenance Supplies | 14,073 | 10,000 | 14,000 |
| 330-0000-620-4540 | Professional Services General | 48,853 | 50,000 | 50,000 |
| | Subtotal Professional Services | 48,853 | 50,000 | 50,000 |
| 330-0000-655-5297 | ELEC 17th Street Dock | 374 | 1,000 | 1,000 |
| 330-0000-657-5544 | Sanitation-17th Street Dock | 24,958 | 22,000 | 32,000 |
| | Subtotal Utilities | 25,332 | 23,000 | 33,000 |
| 330-0000-660-5825 | General Repair & Maintenance | 16,065 | 20,000 | 50,000 |
| | Subtotal Repair & Maintenance Services | 16,065 | 20,000 | 50,000 |
| 330-0000-665-5875 | Dock Lease/Rental | 2,402 | 4,000 | 4,000 |
| | Subtotal Rentals | 2,402 | 4,000 | 4,000 |
| 330-0000-675-5925 | Credit Card Processing Fees | 299 | 0 | 500 |
| | Subtotal Miscellaneous | 299 | 0 | 500 |
| TOTAL MATERIALS & SERVICES | | 107,024 | 107,000 | 151,500 |
| Capital Outlay | | | | |
| 330-0000-730-6500 | Improvements Other than Bldgs | 0 | 250,000 | 300,000 |
| | Subtotal Capital Outlay | 0 | 250,000 | 300,000 |
| TOTAL CAPITAL OUTLAY | | 0 | 250,000 | 300,000 |
| Debt Service | | | | |
| 330-0000-810-6977 | Principal-Dock Impr 2013 | 190,610 | 198,300 | 109,000 |
| 330-0000-810-6979 | Interest-Dock Impr 2013 | 19,917 | 12,300 | 10,000 |
| | Subtotal Debt Service | 190,610 | 198,300 | 119,000 |
| Transfer to Other Funds | | | | |
| 330-0000-850-7532 | Transfer to Parks Fund | 69,999 | 0 | 140,000 |
| | Subtotal Transfer to Other Funds | 69,999 | 0 | 140,000 |

| 17th Street Dock Fund | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
|-----------------------------|----------------------|---------------------|-----------------------|-----------|
| Contingency | | | | |
| 330-0000-910-8020 | Contingency | 0 | 153,100 | 140,665 |
| | Subtotal Contingency | 0 | 153,100 | 140,665 |
| TOTAL 17TH STREET DOCK FUND | | 374,069 | 750,400 | 884,095 |



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FIDUCIARY FUNDS

Fund: #401 Aquatic Facility Trust

Purpose

The Aquatic Facility trust was established in 2000. It 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.

Scope

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. Funds collected were insufficient to purchase a new pool cover, but the City was able to acquire pool covers through an Energy Trust of Oregon incentive. Available funds are utilized for the maintenance and upkeep of the pool cover.

Personnel

There are no associated staff positions. The Parks Director administers the fund.

City of Astoria, Oregon
Budget Document

AQUATIC FACILITY TRUST FUND # 401

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|----------------------------------|---------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Resources and Requirements | Budget Officer | Budget Committee | Governing Body |
| <u>Resources</u> | | | | | | |
| 6,486 | 6,666 | 14,560 | Beginning Fund Balance | 14,560 | 14,560 | 14,560 |
| - | 40,500 | - | Gifts and Bequests | - | - | - |
| <u>180</u> | <u>869</u> | <u>660</u> | Interest Earnings | <u>660</u> | <u>660</u> | <u>660</u> |
| <u>6,666</u> | <u>48,035</u> | <u>15,220</u> | Total Resources | <u>15,220</u> | <u>15,220</u> | <u>15,220</u> |
| <u>Requirements</u> | | | | | | |
| Materials & Services: | | | | | | |
| - | - | 7,720 | Repairs and Maintenance | 7,720 | 7,720 | 7,720 |
| - | - | 7,720 | Total Materials & Services | 7,720 | 7,720 | 7,720 |
| Capital Outlay: | | | | | | |
| - | 29,999 | 7,500 | Machinery & Equipment | 7,500 | 7,500 | 7,500 |
| - | 29,999 | 7,500 | Total Capital Outlay | 7,500 | 7,500 | 7,500 |
| - | 29,999 | 15,220 | Total Expenditures | 15,220 | 15,220 | 15,220 |
| <u>6,666</u> | <u>18,036</u> | - | Ending Fund Balance | - | - | - |
| <u>6,666</u> | <u>48,035</u> | <u>15,220</u> | Total Requirements | <u>15,220</u> | <u>15,220</u> | <u>15,220</u> |

2025 / 26 Budget Detail Information

AQUATIC FACILITY TRUST FUND (401 0000)

| | | | |
|--|------|----------------------------------|---------------|
| | | <u>Materials & Services:</u> | |
| 670 | 5895 | Repairs and Maintenance | <u>7,720</u> |
| TOTAL MATERIALS & SERVICES | | | 7,720 |
| | | <u>Capital Outlay:</u> | |
| 740 | 6650 | Machinery & Equipment | <u>7,500</u> |
| TOTAL CAPITAL OUTLAY | | | 7,500 |
| 950 | 8520 | Ending Fund Balance | <u>-</u> |
| TOTAL AQUATIC FACILITY TRUST FUND | | | 15,220 |

Fund: #403 Library Endowment

Purpose

This fund was established in 2000. It holds a gift given to the City by Mr. Don A. Goodall who wished to establish an endowment fund in memory of his parents, Harris Allen and Mabel Mae Goodall. His purpose was to establish a resource which would grow and provide an additional source of revenue for library needs.

Scope

In 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.

Personnel

There are no associated staff positions. The Library Director administers the fund with assistance from the Finance Department.

City of Astoria, Oregon
Budget Document

ASTOR PUBLIC LIBRARY ENDOWMENT TRUST FUND # 403

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|----------------------------------|----------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | Resources and Requirements | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | Budget Officer | Budget Committee | Governing Body |
| <u>Resources</u> | | | | | | |
| 142,166 | 146,124 | 147,500 | Beginning Fund Balance | 147,500 | 147,500 | 147,500 |
| 24 | - | | Gifts and Bequests | | | |
| <u>3,934</u> | <u>7,210</u> | <u>6,600</u> | Interest Earnings | <u>6,600</u> | <u>6,600</u> | <u>6,600</u> |
| <u>146,124</u> | <u>153,334</u> | <u>154,100</u> | Total Resources | <u>154,100</u> | <u>154,100</u> | <u>154,100</u> |
| <u>Requirements</u> | | | | | | |
| Materials & Services: | | | | | | |
| - | - | 2,280 | Dorothy Whitney Trust Fund | 2,280 | 2,280 | 2,280 |
| <u>-</u> | <u>-</u> | <u>39,900</u> | Books Purchased from Endowment | <u>39,900</u> | <u>39,900</u> | <u>39,900</u> |
| - | - | 42,180 | Total Materials & Services | 42,180 | 42,180 | 42,180 |
| <u>-</u> | <u>-</u> | <u>-</u> | Capital Outlay | <u>-</u> | <u>-</u> | <u>-</u> |
| - | - | 42,180 | Total Expenditures | 42,180 | 42,180 | 42,180 |
| <u>146,124</u> | <u>153,334</u> | <u>111,920</u> | Ending Fund Balance | <u>111,920</u> | <u>111,920</u> | <u>111,920</u> |
| <u>146,124</u> | <u>153,334</u> | <u>154,100</u> | Total Requirements | <u>154,100</u> | <u>154,100</u> | <u>154,100</u> |

2025 / 26 Budget Detail Information

ASTORIA PUBLIC LIBRARY ENDOWMENT FUND (403 0000)

| | | | |
|--|------|--------------------------------|-----------------------|
| <u>Materials and Services (520)</u> | | | |
| 520 | 3460 | Dorothy Whitney Trust Fund | 2,280 |
| 520 | 3465 | Books Purchased with Endowment | <u>39,900</u> |
| TOTAL MATERIALS & SERVICES | | | 42,180 |
| 740 | 6650 | CAPITAL OUTLAY | - |
| 950 | 8500 | ENDING FUND BALANCE | <u>111,920</u> |
| TOTAL ASTORIA PUBLIC LIBRARY ENDOWMENT FUND | | | <u>154,100</u> |

Fund: #408 Cemetery Irreducible

Purpose

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.

Personnel

There are no associated staff positions. The Finance Department administers this fund.

City of Astoria, Oregon
Budget Document

CEMETERY IRREDUCIBLE FUND # 408

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</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 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | | | |
| <u>Resources</u> | | | | | | |
| 947,927 | 988,938 | 1,001,100 | Beginning Fund Balance | 1,001,100 | 1,053,500 | 1,053,500 |
| 19,235 | 30,269 | 20,000 | Sale of Graves | 20,000 | 16,000 | 16,000 |
| <u>26,376</u> | <u>48,648</u> | <u>30,000</u> | Interest Earnings | <u>30,000</u> | <u>36,900</u> | <u>36,900</u> |
| - | | | | | | |
| <u>993,538</u> | <u>1,067,855</u> | <u>1,051,100</u> | Total Resources | <u>1,051,100</u> | <u>1,106,400</u> | <u>1,106,400</u> |
| <u>Requirements</u> | | | | | | |
| 4,600 | 29,199 | 30,000 | <u>Transfers to Other Funds</u> | 30,000 | 36,000 | 36,000 |
| <u>988,938</u> | <u>1,038,656</u> | <u>1,021,100</u> | Ending Fund Balance | <u>1,021,100</u> | <u>1,070,400</u> | <u>1,070,400</u> |
| <u>993,538</u> | <u>1,067,855</u> | <u>1,051,100</u> | Total Requirements | <u>1,051,100</u> | <u>1,106,400</u> | <u>1,106,400</u> |

2025 / 26 Budget Detail Information

CEMETERY IRREDUCIBLE FUND (408 0000)

| | | | |
|---|------|-----------------------------|------------------|
| <u>Transfers to Other Funds</u> | | | |
| 850 | 7570 | Transfer to Cemetery Fund | 36,000 |
| <u>Ending Fund Balance (950)</u> | | | |
| 950 | 8520 | Ending Fund Balance | |
| | | Reserved for Perpetual Care | 1,070,400 |
| TOTAL CEMETERY IRREDUCIBLE FUND | | | 1,106,400 |

Fund: #410 Promote Astoria

Purpose

The Promote Astoria fund exists to promote Astoria and the surrounding region as a tourist destination.

Scope

46.1% of Transient Lodging Tax dollars collected by the City of Astoria go to this fund. Funds appropriated in this fund must promote Astoria and the region as a tourist destination and must be used in compliance with ORS 320.300 and all other ORS requirements related to the use of Transient Lodging Tax dollars.

The City partners with several local organizations that assist with this work. The Astoria Warrenton Chamber of Commerce, the Lower Columbia Tourism Committee, the Astoria Downtown Historic District Association, and the Astoria Uppertown District Association. Arts and Culture events promotion are supported by an annual Arts & Culture Grant program.

In 2018 the City Council approved a 2% increase. 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 Department.

Personnel

One full-time position

New this year

This year, Council established an application process for the local tourism promotion agencies that receive funding from the Promote Astoria fund.

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

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|------------------------|-----------------------|------------------|---|----------------------------------|------------------------------------|---------------------------------|
| <u>Actual Data</u> | <u>Adopted Budget</u> | | | | | |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Resources and Requirements | Proposed by Budget Officer | Approved by Budget Committee | Adopted by Governing Body |
| | | | <u>Resources</u> | | | |
| 1,485,473 | 1,201,663 | 676,000 | Beginning Fund Balance | 1,273,000 | 1,273,000 | 1,273,000 |
| 231,340 | | | Prior Period Adjustment | | | |
| 30,960 | 4,651 | - | Gifts Bequests and Grants | - | - | - |
| 1,897,766 | 1,899,012 | 1,708,340 | Motel Tax | 2,040,000 | 2,040,000 | 2,040,000 |
| 53,624 | 88,428 | 33,800 | Interest Earnings | 44,000 | 44,000 | 44,000 |
| 8,726 | 15,649 | 2,750 | Miscellaneous | 6,000 | 6,000 | 6,000 |
| <u>3,707,889</u> | <u>3,209,403</u> | <u>2,420,890</u> | Total Resources | <u>3,363,000</u> | <u>3,363,000</u> | <u>3,363,000</u> |
| | | | <u>Requirements</u> | | | |
| | | | Personnel Services: | | | |
| 45,322 | 52,377 | 56,960 | Regular Salaries | 62,200 | 62,200 | 62,200 |
| | | | Interfund | 16,310 | 16,310 | 16,310 |
| 3,501 | 4,153 | 4,590 | FICA Taxes | 6,320 | 6,320 | 6,320 |
| 11,066 | 14,257 | 9,680 | Insurance | 33,990 | 33,990 | 33,990 |
| 5,380 | 12,684 | 13,610 | Retirement Contributions | 19,980 | 19,980 | 19,980 |
| 20 | 1,222 | 3,470 | Workers' Compensation | 4,620 | 4,620 | 4,620 |
| 65,289 | 84,693 | 88,311 | Total Personnel Services | 143,420 | 143,420 | 143,420 |
| | 1.0 | 1.0 | FTEs | 1.0 | 1.0 | 1.0 |
| | | | Materials & Services | | | |
| 10,099 | 7,578 | 3,000 | Credit Card Fees | 10,000 | 10,000 | 10,000 |
| 4,984 | 6,056 | 21,000 | Tourism Promotion | 80,000 | 80,000 | 80,000 |
| - | - | - | Film Museum | 100,000 | 100,000 | 100,000 |
| - | - | 51,000 | Astoria Uppertown Association | 69,600 | 69,600 | 69,600 |
| 81,316 | 102,500 | 100,000 | Arts and Cultural Promotion Grants | 100,000 | 100,000 | 100,000 |
| 77,670 | 65,370 | 95,000 | Astoria Downtown Historic District Association | 120,000 | 120,000 | 120,000 |
| 203,010 | 264,820 | 236,000 | Astoria/Warrenton Chamber of Commerce Visitor Service | 183,653 | 183,653 | 183,653 |
| 293,570 | 382,950 | 150,000 | Astoria/Warrenton Chamber LCTC | 175,000 | 200,000 | 200,000 |
| - | - | 0 | Clatsop Cruise Hosts | 30,000 | 30,000 | 30,000 |
| 92,141 | 107,556 | 145,610 | Tourism Related Facilities | 146,850 | 146,850 | 146,850 |
| 762,790 | 936,830 | 801,610 | Total Materials & Services | 1,015,103 | 1,040,103 | 1,040,103 |
| | | | Capital Outlay | | | |
| 519,557 | 710,449 | - | Riverwalk Improvements | - | - | - |
| 24,781 | | 555,000 | Riverwalk - Track and Trestles | 685,000 | 685,000 | 685,000 |
| 544,338 | 549,014 | 555,000 | Total Capital Outlay | 685,000 | 685,000 | 685,000 |
| | | | Transfers Out | | | |
| | 59,499 | | Special Police Projects Fund | | | |
| 415,700 | 461,250 | 392,440 | Parks Operations - Tourist Facilities | 506,500 | 506,500 | 506,500 |
| 415,700 | 520,749 | 392,440 | Total Transfers Out | 506,500 | 506,500 | 506,500 |
| - | - | - | Contingent Expenditures | 200,000 | 200,000 | 200,000 |
| 1,788,117 | 2,091,286 | 1,837,361 | Total Expenditures | 2,550,023 | 2,575,023 | 2,575,023 |
| 1,919,772 | 1,118,117 | 583,529 | Ending Fund Balance | 812,977 | 787,977 | 787,977 |
| <u>3,707,889</u> | <u>3,209,403</u> | <u>2,420,890</u> | Total Requirements | <u>3,363,000</u> | <u>3,363,000</u> | <u>3,363,000</u> |

| Promote Astoria Fund | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
|---------------------------------------|---|---------------------|-----------------------|------------------|
| Personnel Services | | | | |
| 410-0000-410-2020 | Straight Time - Regular | 52,377 | 56,960 | 62,200 |
| | Subtotal Regular Salaries | 52,377 | 56,960 | 62,200 |
| | Interfund | 0 | 0 | 16,310 |
| 410-0000-415-2220 | FICA Social Security | 3,194 | 3,472 | 4,865 |
| 410-0000-415-2225 | FICA Medicare | 747 | 918 | 1,140 |
| 410-0000-415-2230 | Insurance | 14,257 | 9,680 | 33,990 |
| 410-0000-415-2235 | Retirement Contributions | 12,684 | 13,610 | 19,980 |
| 410-0000-415-2240 | Worker Compensation | 1,222 | 3,470 | 4,620 |
| 410-0000-415-2242 | Paid Leave Oregon | 212 | 200 | 315 |
| | Subtotal Payroll Taxes | 32,316 | 31,350 | 81,220 |
| TOTAL PERSONNEL SERVICES | | 84,693 | 88,310 | 143,420 |
| Materials and Services | | | | |
| 410-0000-675-5925 | Credit Card Processing Fees | 7,578 | 3,000 | 10,000 |
| 410-0000-678-6085 | Tourism Promotion | 6,056 | 21,000 | 80,000 |
| | Oregon Film Museum | 0 | 0 | 100,000 |
| 410-0000-678-6087 | Arts & Culture Tourism Promotion Grants | 102,500 | 100,000 | 100,000 |
| | Subtotal Tourism Promotion | 116,134 | 124,000 | 290,000 |
| 410-0000-678-6089 | ADHDA Professional Services | 65,370 | 95,000 | 120,000 |
| 410-0000-678-6084 | Uppertown | 17,975 | 0 | 69,600 |
| 410-0000-678-6090 | Chamber Of Commerce Visitor Se | 264,820 | 236,000 | 183,653 |
| 410-0000-678-6095 | Lower Columbia Tourism Committ | 382,950 | 150,000 | 200,000 |
| | Clatsop Cruise Hosts | 0 | 0 | 30,000 |
| | Subtotal Tourism Organizations | 731,115 | 481,000 | 603,253 |
| 410-0000-678-6091 | Maintenance Tourism Facilities | 77,393 | 110,040 | 110,000 |
| | <i>Mowing & Maintenance - Riverwalk - \$36,380</i> | | | |
| | <i>Mowing & Maintenance - Garden of Surging</i> | | | |
| | <i>Waves & Maritime Memorial - \$16,540</i> | | | |
| | <i>Mowing & Maintenance - Portal Parks - \$5,510</i> | | | |
| | <i>Mowing & Maintenance - People Park \$4,970</i> | | | |
| | <i>Mowing & Maintenance - Fort Astoria Park \$5,510</i> | | | |
| | <i>Mowing & Maintenance - 9th & Asotir Park \$5,510</i> | | | |
| | <i>Mowing & Maintenance - 15th St Triangle \$3,310</i> | | | |
| | <i>Doughboy, AAC Grounds & Shively Park \$22,050</i> | | | |
| | <i>Mowing & Maintenance 8th, 17th, 11th St</i> | | | |
| | <i>Steps & West Bond Triangle \$10,260</i> | | | |
| 410-0000-678-6092 | ELEC 16th Street | 458 | 500 | 550 |
| 410-0000-678-6093 | ELEC Coxcomb Hill Column | 4,406 | 4,450 | 5,000 |
| 410-0000-678-6094 | ELEC 1153 Duane Heritage Sq | 1,339 | 1,400 | 1,800 |
| 410-0000-678-6098 | ELEC Other | 9,080 | 9,000 | 9,500 |
| 410-0000-678-6096 | Public Restroom Maintenance | 5,270 | 10,000 | 7,000 |
| 410-0000-678-6097 | Public Restroom Supples | 9,610 | 10,000 | 13,000 |
| | Subtotal Tourist Related Facilities | 107,556 | 145,390 | 146,850 |
| TOTAL MATERIALS & SERVICES | | 954,805 | 750,390 | 1,040,103 |

| Promote Astoria Fund Expenditures | | 2023-2024 Actual | 2024-2025 Budgeted | 2025-2026 |
|--|--|---|---|---|
| Capital Outlay | | | | |
| 410-0000-730-6500 | Improvements Other than Bldgs 16th St Rail Crossing - \$20,000 Riverwalk and Track Striping - \$15,000 Track Maintenance - \$25,000 Trestle Repair Inspection, Design- \$125,000 Trestle Repair Project - \$500,000 Subtotal Capital Outlay | 710,449 710,449 | 555,000 555,000 | 685,000 685,000 |
| TOTAL CAPITAL OUTLAY | | 710,449 | 555,000 | 685,000 |
| Transfer to Other Funds | | | | |
| 410-0000-850-7534 | Transfer to Spec Police Prjcts | 59,499 | 0 | 0 |
| 410-0000-850-7542 | Transfer to Parks Fund | 461,250 | 392,440 | 506,500 |
| Subtotal Transfer to Other Funds | | 520,749 | 392,440 | 506,500 |
| Contingency | | | | |
| 410-0000-910-8020 | Contingency | 0 | 0 | 200,000 |
| Subtotal Contingency | | 0 | 0 | 200,000 |
| Ending Fund Balance | | | | |
| 410-0000-950-8520 | Ending Fund Balance | 1,811,227 | 523,530 | 787,977 |
| Subtotal Ending Fund Balance | | 1,811,227 | 523,530 | 787,977 |
| TOTAL PROMOTE ASTORIA FUND | | 4,081,923 | 2,309,670 | 3,363,000 |

| Arts & Culture Tourism Promotion Grants | | 2025-2026 | |
|--|--|------------------|---------------------|
| 410-0000-678-6087 | | | |
| Organization | | Requested | Distribution |
| Arts Council of Clatsop County | | 2,070 | 2,070 |
| Astor Street Opry Company | | 29,000 | 0 |
| Astoria Arts & Culture Movement Center | | 6,000 | 6,000 |
| Astoria Downtown Historic District Association | | 5,680 | 5,680 |
| Astoria Regatta | | 18,000 | 15,000 |
| Astoria Scandinavian Heritage Festival | | 10,000 | 0 |
| Astoria Uppertown Vusiness Assoicaition | | 2,975 | 2,975 |
| Astoria Visual Arts | | 9,500 | 9,500 |
| Cascadia Concert Opera | | 5,500 | 5,500 |
| El Centro NW | | 1,000 | 1,000 |
| Fisher Poets Gathering | | 3,000 | 3,000 |
| Liberty Theatre | | 25,000 | 20,000 |
| Little Ballet Theatre | | 9,500 | 9,500 |
| North Coast Food Web | | 5,000 | 5,000 |
| North Coast Pride | | 7,500 | 0 |
| Ten Fifteen Theatre | | 10,000 | 10,000 |
| Tenor Guitar | | 10,500 | 3,500 |
| Totals | | 160,225 | 98,725 |

Fund: #412 Logan Memorial Library Trust

Purpose

The Logan Memorial Library Trust was established in 1998 to account for the proceeds from the Lorens F. Logan Estate and any other contributions.

Scope

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 convert 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”.

Personnel

There are no associated staff positions. The Library Director administers the fund with assistance from the Finance Department.

New this year

The residual interest will be transferred out of this fund in FY 2024-25, and staff will request Council to close the fund. The fund will remain in the budget until the two prior years show no activity. Information is included for historical reference.

City of Astoria, Oregon
Budget Document

LOGAN MEMORIAL LIBRARY TRUST FUND # 412

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|--------------------------------|-------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Resources and Requirements | Budget Officer | Budget Committee | Governing Body |
| <u>Resources</u> | | | | | | |
| 941,063 | 967,098 | - | Beginning Fund Balance | - | | |
| 26,035 | 20,847 | - | Interest Earnings | - | - | - |
| 967,098 | 987,945 | - | Total Resources | - | - | - |
| <u>Requirements</u> | | | | | | |
| Transfer to Other Funds | | | | | | |
| - | - | - | Library Bond Construction Fund | - | - | - |
| - | 977,600 | - | Total Transfer to Other Funds | - | - | - |
| - | | - | Capital Outlay | - | - | - |
| - | - | - | Contingency | - | - | - |
| - | 977,600 | - | Total Expenditures | - | - | - |
| 967,098 | 10,345 | - | Ending Fund Balance | - | - | - |
| 967,098 | 987,945 | - | Total Requirements | - | - | - |

2025 / 26 Budget Detail Information

LOGAN MEMORIAL LIBRARY TRUST FUND (412 0000)

Materials and Services

| | | | |
|--|------|-------------------------|---|
| 850 | 7571 | TRANSFER TO OTHER FUNDS | - |
| 730 | 6500 | CAPITAL OUTLAY | - |
| 910 | 8020 | CONTINGENCY | - |
| 950 | 8520 | ENDING FUND BALANCE | - |
| TOTAL LOGAN MEMORIAL TRUST FUND | | | - |

Fund: #414 Library Renovation

Purpose

The Library Renovation Fund was established in 2015 as an expendable trust fund for gifts designated for renovation of the Astoria Public Library.

Scope

\$ 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.

Personnel

There are no associated staff positions. The Library Director administers the fund with assistance from the Finance Department.

New this year

Part or all of the assets in this fund may be used to purchase new furniture for the children's area in the new library building.

City of Astoria, Oregon
Budget Document

LIBRARY RENOVATION FUND # 414

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|--------------------------------|---------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | Resources and Requirements | Budget Officer | Budget Committee | Governing Body |
| <u>Resources</u> | | | | | | |
| 13,062 | 13,423 | 13,700 | Beginning Fund Balance | 13,700 | 13,700 | 13,700 |
| - | - | - | Gifts and Bequests | | | |
| 361 | 660 | 620 | Interest Earnings | 620 | 620 | 620 |
| <u>13,423</u> | <u>14,083</u> | <u>14,320</u> | Total Resources | <u>14,320</u> | <u>14,320</u> | <u>14,320</u> |
| <u>Requirements</u> | | | | | | |
| | | 14,320 | Capital Outlay | 14,320 | 14,320 | 14,320 |
| Transfer to Other Funds | | | | | | |
| - | - | - | Contingency | - | - | - |
| - | - | 14,320 | Total Expenditures | 14,320 | 14,320 | 14,320 |
| <u>13,423</u> | <u>14,083</u> | - | Ending Fund Balance | - | - | - |
| <u>13,423</u> | <u>14,083</u> | <u>14,320</u> | Total Requirements | <u>14,320</u> | <u>14,320</u> | <u>14,320</u> |

2025 / 26 Budget Detail Information

LIBRARY RENOVATION FUND (414 0000)

Materials and Services

| | | | |
|--------------------------------------|------|--------------------------------|---------------|
| 730 | 6500 | CAPITAL OUTLAY | 14,320 |
| | | TRANSFER TO OTHER FUNDS | 0 |
| 910 | 8020 | CONTINGENCY | - |
| 950 | 8520 | ENDING FUND BALANCE | - |
| TOTAL LIBRARY RENOVATION FUND | | | 14,320 |

Fund: #415 Custodial

Purpose

This fund has been used for a variety of pass-through grant activities in the past. It has not been used since FY 2022-23. The fund has no ongoing revenue or articulated purpose

Scope

It has not been used since FY 2022-23. The fund has no ongoing revenue or stated purpose. The fund has not been used since 2022-23. Pass through grant funds can be managed the appropriate operational fund for the associated Department.

Personnel

There are no associated staff positions. The Finance Department administers the fund.

New this year

The residual interest will be transferred out of this fund in FY 2024-25, and staff will request Council to close the fund. The fund will remain in the budget until the two prior years show no activity. Information is included for historical reference.

City of Astoria, Oregon
Budget Document

CUSTODIAL FUND # 415

| <u>Historical Data</u> | | | <u>Budget for Fiscal Year 7/1/25 - 6/30/26</u> | | | |
|------------------------|-------------|-----------------------|--|----------------|------------------|----------------|
| <u>Actual Data</u> | | <u>Adopted Budget</u> | Resources and Requirements | Proposed by | Approved by | Adopted by |
| FYE 6/30/23 | FYE 6/30/24 | FYE 6/30/25 | | Budget Officer | Budget Committee | Governing Body |
| <u>Resources</u> | | | | | | |
| 100,187 | 12,540 | - | Beginning Fund Balance | - | | |
| 46,039 | - | - | Grants | | | |
| 199 | 36 | - | Interest Earnings | - | | |
| 146,425 | 12,576 | - | Total Resources | - | | |
| <u>Requirements</u> | | | | | | |
| - | - | - | Transfers to Other Funds | - | | |
| - | - | - | Contingency | - | - | - |
| 133,885 | 11,193 | - | Total Expenditures | - | - | - |
| 12,540 | 1,383 | - | Ending Fund Balance | - | - | - |
| 146,425 | 12,576 | - | Total Requirements | - | | |

2025 / 65 Budget Detail Information

CUSTODIAL FUND # 415

Materials and Services

| | | | |
|-----------------------------|------|------------------------------------|----------|
| 680 | 6143 | Grant Disbursements | - |
| 850 | 7555 | Transfer to General Fund (Closure) | - |
| 950 | 8520 | ENDING FUND BALANCE | <u>-</u> |
| TOTAL CUSTODIAL FUND | | | <u>-</u> |



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APPENDIX

APPENDIX I

BUDGET PROCESS

The City of Astoria must prepare and adopt an annual budget in compliance with State of Oregon Local Budget Law. The local budget process laws can be found in Oregon Revised Statutes (ORS) 294.305-292.565. The full text of these ORS can be found on the Oregon Legislature website at www.leg.state.or.us.

The annual budget provides estimates of revenues, expenditures, and proposed taxes. The process requires specific public involvement and opportunities for public comment and is meant to ensure transparency, efficiency, and frugality in the use of public funds.

The fiscal year for the City of Astoria, as for all cities in Oregon, is July 1 through June 30. The process to develop the budget for the following fiscal year begins in December.

The Budget Officer

The Budget Officer is appointed by the Council and is responsible for preparing the proposed budget document. In the City of Astoria, the City Manager is the Budget Officer. The Finance and Administrative Services Director assists in preparing the proposed budget, and Directors of each department also play an active role in the development of funds that fund their programs.

The Proposed Budget

Development of the Proposed Budget begins in December with general economic forecasting, and assessment of recent trends in City revenue and expenditures. Worksheets are distributed to Directors, and they collaborate with their staff to forecast their needs for the coming fiscal year. The research upcoming grants and evaluate possible capital expenditures and research costs. They submit these worksheets along with any program enhancement requests to the City Manager. These are compiled, along with projected revenue, scheduled debt service payments, and other variables into a balanced Proposed Budget. Estimations are realistic but conservative, and the goal is to maintain the current level of service, protect city infrastructure and assets with required and scheduled maintenance and repair, and use additional resources to support Council Priorities and the Council Workplan.

Ending Fund Balances must be retained in operational funds to ensure continuity of operations in the following fiscal year. Although the fiscal year begins on July 1st, property tax revenue does not begin to be received until November. Other revenue streams, such as franchise fees or State Shared Revenue payments, may be received quarterly or annually later in the year. Many of the larger grants (State and Federal funding sources) are

reimbursement based, so the City must have sufficient cash on hand to complete the work prior to requesting reimbursement.

The Budget Committee

By Oregon law, the Budget Committee is composed of the five elected members of the Council and an equal number of appointed voters from within the district – in this case, the City of Astoria. During the Budget Committee meetings, the elected and appointed members of the committee have equal authority. The Budget Committee elects a chair to run the meetings.

Notice of the first Budget Committee meeting must be published between five and thirty days prior to the meeting. It must include two public hearings: one on the proposed budget document, and one on the proposed uses of State Shared Revenue. They may hold additional meetings as needed to hear the public, request additional information, request revisions, and approve the budget and the tax levy.

City Council

Once the budget is approved by the Budget Committee, a summary of the approved budget is published in the newspaper and on the website. The approved budget can be viewed on line or is available to the public at City Hall. The published summary also includes legal notice of when the City Council will consider the budget for adoption and of the two public meetings that will be held in that meeting for members of the public to comment on the budget document and on the use of State Shared Revenue. After the hearings, the City Council considers a Resolution which will adopt the budget, making appropriations of funds, and levies taxes to cover the cost of the budget and any General Obligation (GO) bonds. After the Resolution is adopted by the City Council, the budget is filed with the County Clerk, and County Tax Assessor.

Amendments during the year

During the year, the City Council may authorize transfers of appropriations within a fund by resolution. This allows for the use of contingency or other funds to be used for unanticipated expenses. With a few exceptions, additional revenue is received and needs to be spent within the same fiscal year, a supplemental budget must be adopted. This requires published notices and a public hearing before the City Council prior to adoption.

APPENDIX II

GLOSSARY OF TERMS

The following definitions are found in alphabetical order under four separate headings for Personnel Services, Materials & Services, Capital Outlay, and Other.

PERSONNEL SERVICES

Collective Bargaining Agreement (CBA). The Collective Bargaining Agreement documents an agreement between the City and the union. CBAs include the benefits and premiums that each employee covered by the CBA is entitled to. The City of Astoria has four unions, and four separate CBAs to maintain and to honor.

Extra Help. Extra help includes expenditures for wages provided to all persons employed by the city on a part time or temporary basis.

FICA Taxes. FICA Taxes includes the employer's share of social security and medicare taxes.

Holiday pay. The City of Astoria provides time off with pay for 11.5 holidays. In addition, some essential services, such as Police, Fire, and Dispatch have employees ready to respond at any time for an emergency. Based on the CBA, employees who work holidays may be entitled to a pay premium for working on the holiday.

Insurance. Insurance includes employer contributions for medical, dental, vision, life, and long-term disability insurance provided for eligible employees.

Interfund Wages. Interfund wages includes expenditures billed against that fund for the work of other departments. This may include maintenance or repair of property, vehicles or equipment by Public Works.

Overtime. Overtime is time worked over a regular schedule. For most employees this is time worked over forty (40) hours per week. However, some CBAs set a different standard for regular schedule and that impacts the calculation of Overtime hours.

Public Employee Retirement System (PERS). The City of Astoria is a member of the Oregon PERS program, which includes required contributions from the City and from the eligible employees.

Regular Salaries. Regular Salaries includes expenditures for salaries and wages of all regular full time employees of the City.

Retirement Contributions. Includes employer contributions and employee mandatory contributions to PERS for all regular full and part-time employees after 6 months and 600 hours of employment. Temporary employees may also 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 sections of the budget contain amounts to be spent for materials and services needed for day to day operations and activities.

Advertising or Publication. Includes the cost of advertising events or services or of publishing required notices.

Conferences, Meetings & Travel. Includes costs incurred by employees who attend professional conferences and meetings related to their work duties.

Communication. Communication includes telephone, cell phone, and postage expenses. May include other mobile devices.

Insurance. All insurance other than Workers' Compensation. This includes, liability, property, and vehicle insurance. It also includes the cost of offering an Employee Assistance Program to all employees including part-time, seasonal, and temporary employees.

Memberships & Dues. Membership fees and dues for professional and associate groups and organizations.

Miscellaneous. Miscellaneous typically varies by fund. It may include court costs and investigations, taxes, laundry and other contractual services not otherwise classified above and similar.

Office Supplies. Office supplies includes paper, print cartridges, pens, forms, tape, file folders, and other typical office supplies and materials.

Operating Supplies. Includes supplies needed to operate that program. May include chemicals, agricultural supplies, laboratory supplies, paint, cleaning and sanitation supplies, fuel or oil, books, basic safety supplies, and similar.

Printing & Binding. The cost of printing and binding or publishing materials required to maintain operations. This may include forms, brochures, manuals and other documents such as the budget, annual financial statements, or similar.

Professional Services. Professional services includes management and project consulting, legal services, auditing services, engineering, project management, or other services requiring special skills or licenses. Professional services may also include contract of skilled professionals to supplement staff capacity temporarily due to high volume of work or development.

Public Utility Services. Natural gas, electricity, or refuse services for city properties.

Rentals. A rental of land, buildings, machinery, or equipment.

Repair & Maintenance Services. Repair and maintenance of buildings, structures, improvements and equipment which cannot be done by City employees.

Repair & Maintenance Supplies. Building materials, supplies, paints and painting supplies, metals, plumbing supplies, motor vehicle parts and other required materials for repair and maintenance work performed by City employees.

Small Tools & Equipment. Items of small tools and minor equipment which would not be consumed or materially altered when used but do eventually wear out and need to be replaced. Tools or Equipment that cost more than \$10,000 and have a useful life of over one year must go in Capital Outlay.

Training & Workshops. Training, workshops, classes or other learning opportunities that enhance or maintain the skills and knowledge employees need to be effective in their positions and may also be required to earn or retain employment-related certifications.

CAPITAL OUTLAY

Capital Outlay includes expenditures that result in the acquisition of or addition to fixed assets. They are classified as follows;

- Buildings
- Improvements other than buildings
- Land
- Machinery or equipment costing more than \$10,000 and with a useful life of more than one year.

OTHER CLASSIFICATIONS

Beginning Fund Balance – Prior Year Actual Basis

A fund balance that may include 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 finds 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.

Contingence 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 a Resolution of the City Council.

Debt Service

Expenditures for repayment of principal and interest on bonds and loans.

Ending Fund Balance

Funds that are not appropriated in the adopted budget are not legal to spend except in federally declared national emergency. This unappropriated Ending Fund Balance becomes part of the Beginning Fund Balance for the following fiscal year.

Special Payments

Extraordinary expenses that are not normally associated with fund budgeting. Specifically, these may include payments from a revolving loan program to local businesses for improvement projects.

State Shared Revenue

Revenue that is received from the State annually is shared from State collection of taxes. Revenue sources include State liquor tax, cigarette tax, gas tax, and marijuana tax. Each has its own formula for how the city portion of the revenue is distributed. Many are based on population.

Transfer to Other Funds

Funds transferred from one fund to another to pay for the costs of services provided by the receiving fund. Funds may also be transferred between funds to share a large expenditure or to reserve funds for a future expenditure.