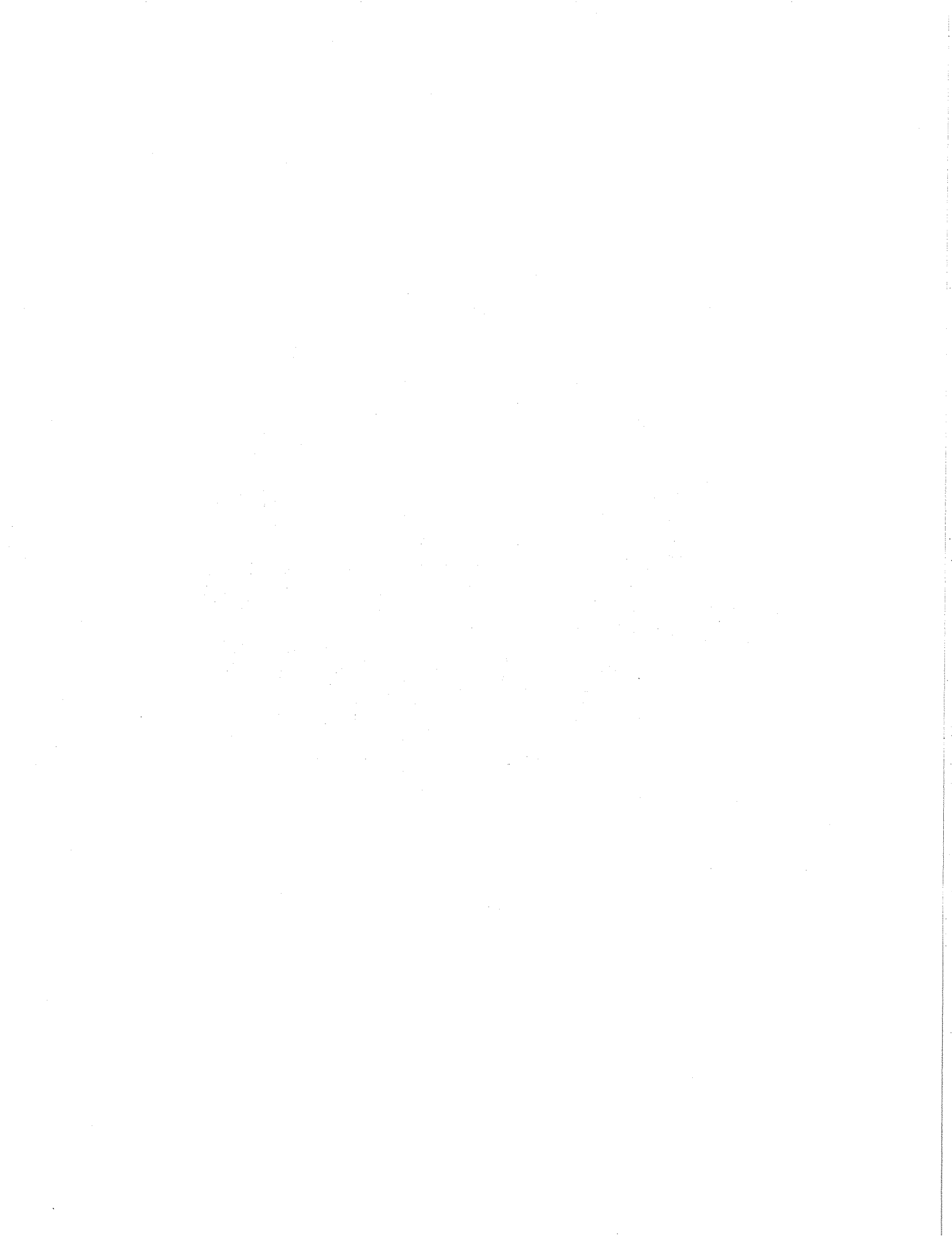




CITY OF ASTORIA, OREGON

ADOPTED BUDGET

YEAR BEGINNING JULY 1, 2012



CITY OF ASTORIA, OREGON

Adopted Budget Document

Integrated Budget Document and Detail Pages

Year Beginning July 1, 2012

Prepared by:

**Paul Benoit, City Manager
Budget Officer**

July 1, 2012

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

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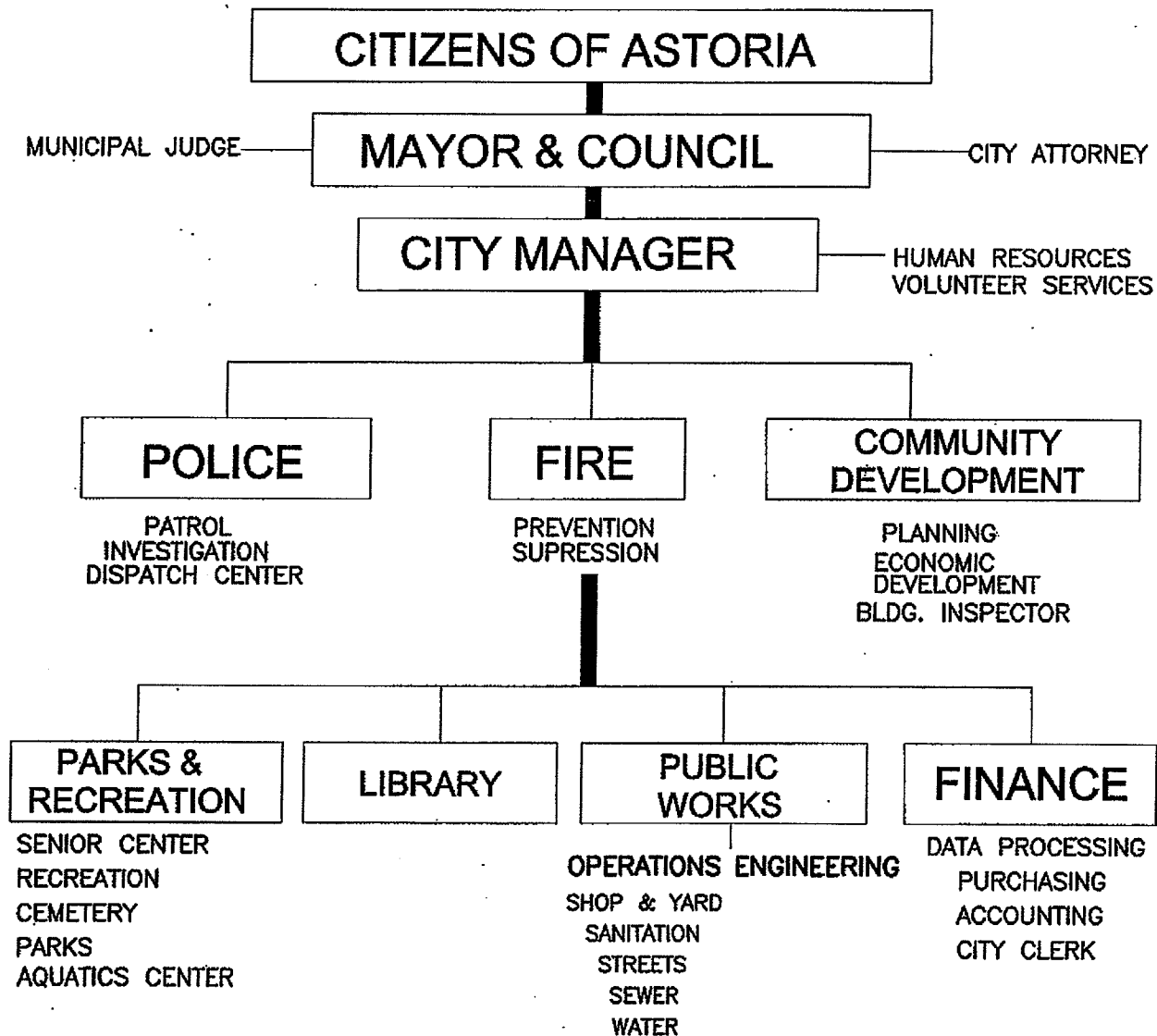
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CITY OF ASTORIA ORGANIZATION CHART



CITY OF ASTORIA, OREGON

BUDGET

Year Beginning July 1, 2012

Honorable Willis L. Van Dusen, Mayor

BUDGET COMMITTEE

Willis L. Van Dusen, Mayor

Kera Huber

Arline LaMear, Councilor

Richard Hurley

Peter Roscoe, Councilor

Loran Mathews

Karen Mellin, Councilor

Kathleen Sullivan

Russ Warr, Councilor

Laura Leebrick

CITY MANAGER

Paul Benoit

ADMINISTRATIVE STAFF

Blair Henningsgaard

City Attorney

Kristopher A. Kaino

Municipal Judge

Mark Carlson, CPA

Finance Director

Brett Estes

Community Development Director

Pete Curzon

Interim Fire Chief

Pete Curzon

Police Chief

J.P. Moss

**Interim Parks and Community Services
Director**

Jane Tucker

Library Director

Ken Cook

Public Works Director

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CITY OF ASTORIA

Founded 1811 • Incorporated 1856

April 25th, 2012

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

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

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

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

MAJOR BUDGET FORMAT CHANGES

Parks and Recreation, Aquatics, Cemetery Funds

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

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

Specifically, the following changes will occur:

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

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

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

Elimination of the Human Resources Division

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

GENERAL FUND

Beginning Cash Balance / Contingency

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

General Fund Resources / Expenditures

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

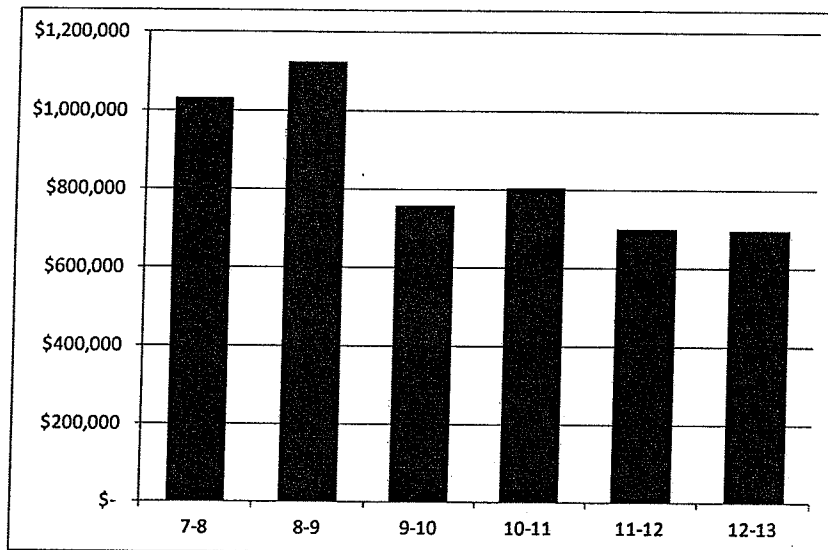
The two primary expenditure components of each General Fund departmental budgets are "Personnel Services" and "Materials and Services". Personnel Services, comprised of salary and benefit expenses, are projected to be \$4,712,110. The prior year personnel expenses, adjusted for Parks personnel expenses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

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

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

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

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



CAPITAL IMPROVEMENT FUND

The intent of the Capital Improvement Fund is to dedicate state-shared revenue and one-time proceeds, such as the sale of City property, for purchase of long-lived capital items. The beginning fund balance is projected to be \$250,000. This is down considerably from the prior year due to the completion of the City Hall Renovation and less than expected revenues from timber sales. Expected revenues from timber sales, state shared revenues and a seismic upgrade grant for the public safety building combine to provide for fund resources of \$2,225,900.

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

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

PUBLIC WORKS FUND / PUBLIC WORKS IMPROVEMENT FUND / CSO PROJECT FUNDS

The Public Works Fund supports the day-to-day operations and maintenance of the City's Public Works infrastructure. The Public Works Improvement Fund is reserved for major capital repair and replacement of that infrastructure, including debt service on long term improvements. These two Funds receive their resources primarily from water and sewer rates. The CSO Project Funds appropriate resources for the combined sewer overflow (CSO) program. The projects are organized in phases and have been paid for through federal grants and loans from the State Clean Water Revolving Fund (SRF).

Water and Sewer Rates

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

Public Works Budget

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

Public Works Improvement Fund

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

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

Other Major Projects within Public Works

In addition to the above Public Works Improvement Fund projects, Public Works will also be involved in the following projects during the coming fiscal year:

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

Combined Sewer Overflow (CSO) Funds

In accordance with requirements of State and Federal law the City has taken action to carry out an approved CSO Facility Plan. The City Council took specific action during fiscal year 2002-2003 to approve an agreement with the Department of Environmental Quality (DEQ) so that the City can move toward compliance with timelines specified under the Stipulation and Final Order governing CSO control. CSO improvements are financed with loans provided through the State Clean Water Revolving Fund (SRF). The loans are programmed to be paid back through a CSO surcharge on sewer billings. The CSO projects have been planned in six phases running through the year 2022 at a projected cost of \$39,000,000. With the completion of the Denver street

project the CSO work is 49% complete. The next CSO project is the 11th Street Separation Project slated to begin Spring/Summer of 2013.

CSO Debt Service Fund

The total approved borrowing to date is approximately \$18 million. The CSO Debt Service Fund accounts for the sewer surcharge and also tracks the City's payments of principal and interest on the loans. The surcharge is the minimum needed to make the required loan payments. The sewer surcharge was initiated in 2002 at 3.5%. It has increased in annual increments and currently stands at 68%. In order to maintain funds sufficient to cover anticipated debt service, the rate is proposed to increase by 5 points at the beginning of the 12-13 budget year.

BUILDING INSPECTION FUND

The Building Inspection Fund was established in March 2000. The cost of the Building Inspection program for fiscal year 12-13 is budgeted at \$260,360, with an ending fund balance of \$49,190. During the 11-12 budget year the City hired an in-house building inspection and code enforcement officer. The projected ending fund balance is \$49,190. A transfer of \$15,210 to the general Fund is budgeted to defray the costs of General Fund services to the Building Inspection Program.

PROMOTE ASTORIA FUND

As specified by state law, a total of 46.1% of the City's transient room tax collections are deposited into the Promote Astoria Fund. Total deposits for fiscal year 12-13 are estimated at \$475,570. The beginning fund balance is projected to be \$423,700 with an ending contingency and fund balance of \$270,220.

Major expenditures for 12-13 are as follow:

- \$179,750 of Tourism Related facilities and events.
- \$170,750 for the Astoria/Warrenton Chamber of Commerce LCTC.
- \$115,000 for the Astoria/Warrenton Chamber of Commerce Visitor Services.
- \$80,000 estimated loan payment on the Heritage square project.
- \$52,250 for a match for the River Trail East Extension Project.
- The budget also includes \$18,000 for travel by the City Council to Walldorf Germany for the 50 year Sister City Celebration.

EMERGENCY COMMUNICATIONS FUND

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

AQUATICS FACILITY DEBT SERVICE FUND

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

CONCLUSION

The proposed budget for fiscal year 12-13 is adjusted to provide sustainability and cash reserves. It continues to support the service levels expected by our citizens. The budget allocates resources necessary to support the goals adopted by the City Council for the coming year.

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

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

Respectfully submitted,

THE CITY OF ASTORIA


Paul Bengit
City Manager/Budget Officer

BUDGET SECTION

City of Astoria, Oregon

Summary of Requirements

Year Beginning July 1, 2012

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

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

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GENERAL FUND

FUND: GENERAL

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

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

For FYE June 30, 2013, the General Fund expects to receive 54.84% of its resources from property taxes. Other resources include: non ad valorem taxes, license and permit fees, intergovernmental revenue, charges for services, fines and forfeits, interest earnings, transfers from other funds, and miscellaneous revenues.

The departments of the General Fund provide a variety of services both to the residents of the City, and to other departments. These activities are covered more specifically in each department's portion of the following pages.

Beginning with FYE June 30, 1998, based upon Measure 50, the Oregon Department of Revenue established permanent tax rates for local governments. The City's permanent rate is \$8.1738 per \$1,000 of assessed property valuation. This means that the City's property taxes will vary from year to year, depending on the change in assessed value.

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

The Detail, Statistical and Appendix sections at the end of the budget document provide more detailed information about the General Fund.

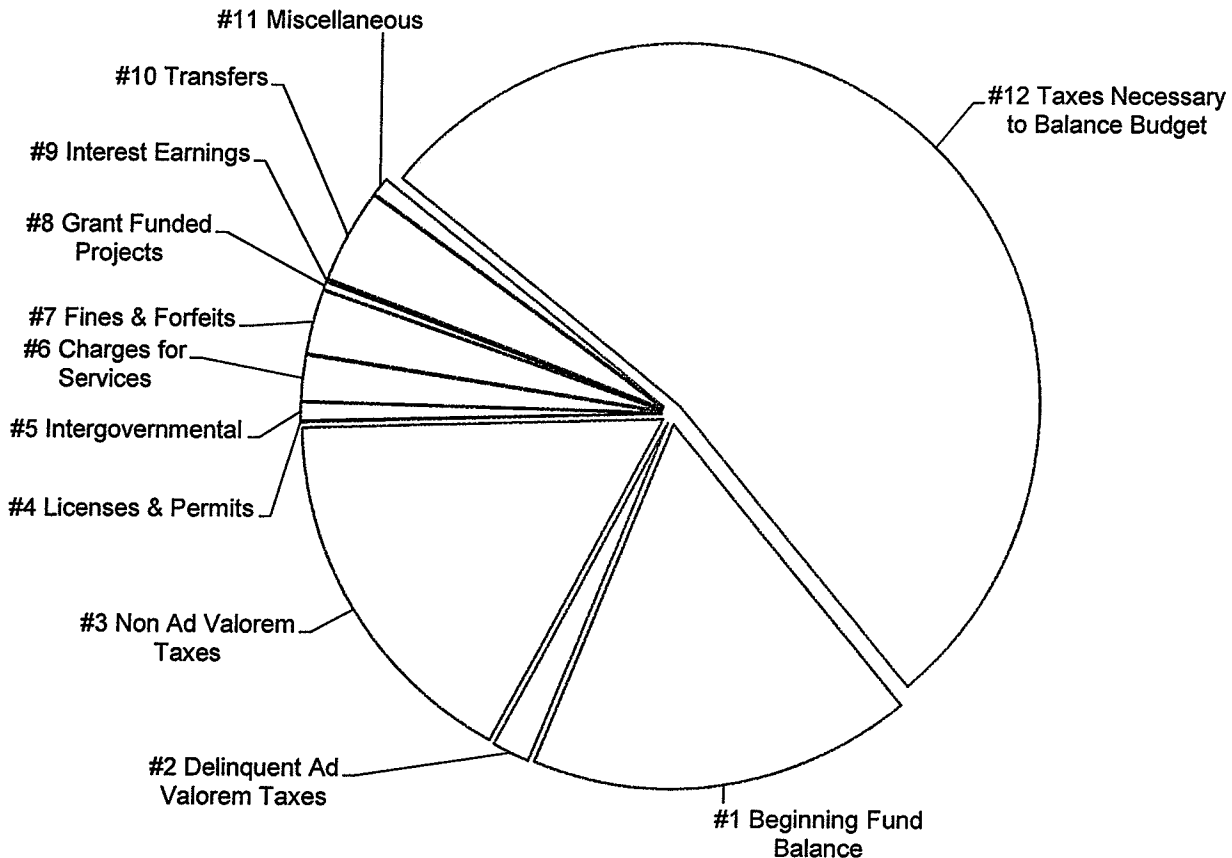
City of Astoria, Oregon
Budget Document

GENERAL FUND

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

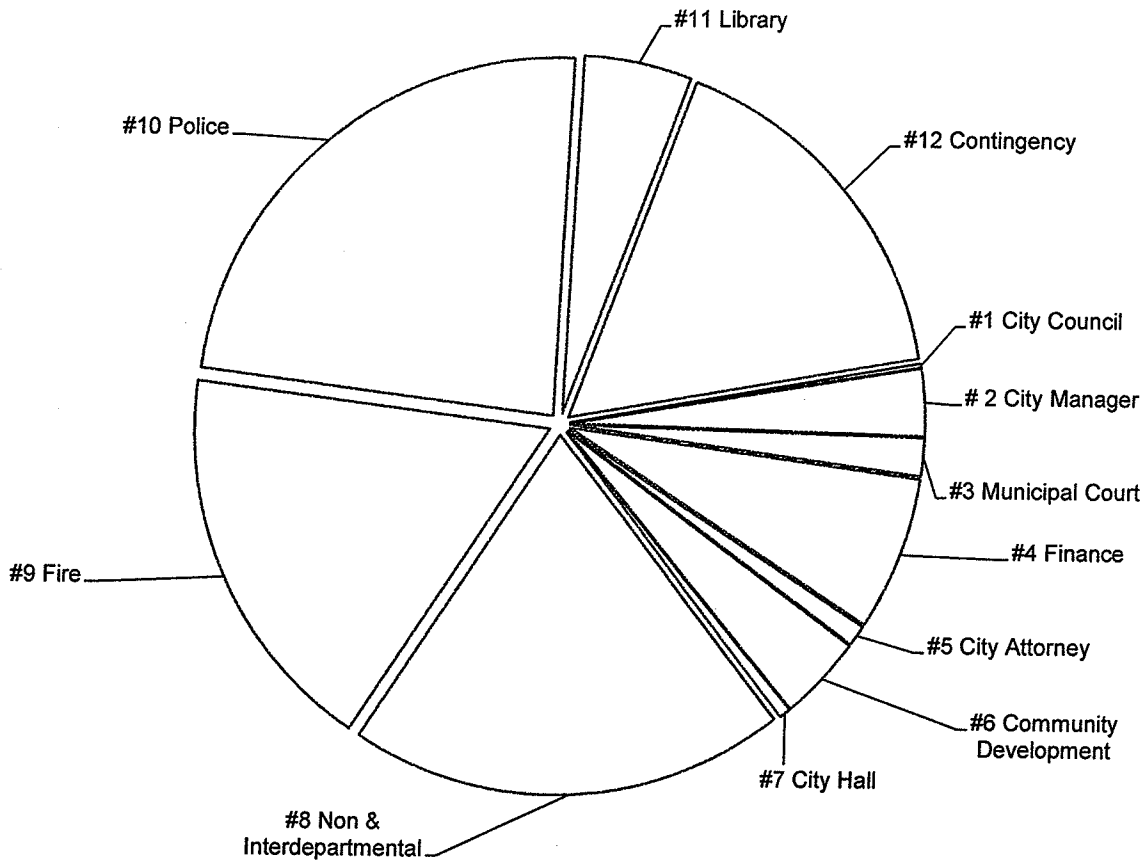
City of Astoria, Oregon
 General Fund Resources
 Year Beginning July 1, 2012

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



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

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



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

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

Historical Data

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

Continued on Next Page

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

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

Historical Data

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

FUND: GENERAL

Department: City Council #1000

Basic Objectives

This department provides for the activities of the Mayor and four Councilors who comprise the City Council. The City Council is the policy making body for the City of Astoria. Members of the City Council are paid a modest stipend set by the City's Charter. Members of the Council serve as Council representatives on many boards and commissions of the City and other local governments and agencies.

Staffing

The Mayor and Councilors are elected on a non-partisan basis for four-year terms. The terms of office are staggered at two-year intervals and have the following term expiration dates:

<u>Name</u>	<u>Position</u>	<u>Term Expires</u>
Willis L. Van Dusen	Mayor	12/31/14
Arline LaMear	Councilor - Ward 1	12/31/14
Peter Roscoe	Councilor - Ward 2	12/31/12
Karen Mellin	Councilor - Ward 3	12/31/14
Russ Warr	Councilor - Ward 4	12/31/12

City of Astoria, Oregon
Budget Document
General

Expenditures (by department)
CITY COUNCIL #1000

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

GENERAL FUND (001)

CITY COUNCIL (1000)

Personnel Services (410 - 415)

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

TOTAL PERSONNEL SERVICES 4,430

Materials and Services (510 - 675)

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

TOTAL MATERIALS & SERVICES 10,550

TOTAL CITY COUNCIL 14,980

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FUND: GENERAL

Department: City Manager #1101

Basic Objectives

This department provides for the activities of the City Manager's office. The City Manager is responsible for overall administration of the City organization and the supervision of the department heads of each of the seven other departments which include: Finance, Community Development, Parks Operations, Library, Fire, Police and Public Works.

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

The City Manager is responsible to the City Council.

Staffing

The staff consists of the City Manager and the Executive Secretary.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
CITY MANAGER - All Divisions

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

City of Astoria, Oregon
Budget Document
GENERAL FUND

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

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

GENERAL FUND (001)

CITY MANAGER - Administration (1101)

Personnel Services (410 - 415)

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

TOTAL PERSONNEL SERVICES			248,360
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Materials and Services (510 - 685)

510	3040	Printer Cartridges and Supplies	1,450
510	3045	General Office Supplies	1,200
		Sub-total of Office Supplies	2,650
515	3310	General Operating Supplies	500
		Sub-total of Operating Supplies	500
525	3640	Repair & Maintenance Supplies	80
		Sub-total of Repair & Maintenance Supplies	80
615	4220	League of Oregon Cities	1,000
615	4225	OOCMA - Spring / Summer	1,200
615	4227	ICMA	2,500
615	4230	CCIS	400
615	4260	Conference / Meeting Expenses	1,150
615	4265	Travel - Conferences and Meetings	600
		Sub-total of Conferences, Meetings & Travel	6,850
620	4320	Employee Assistance Program	1,500
		Sub-total of Employee Assistance Program	1,500

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

City of Astoria, Oregon
Budget Document
GENERAL FUND

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

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

FUND: GENERAL

Department: Municipal Court #1400

Basic Objectives

The Municipal Court handles citations issued by the Astoria Police Department for traffic violations, misdemeanor law violations; city code violations, and Driving Under the Influence of Intoxicants (DUI), as well as citations for parking offense and animal control offenses.

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

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

Staffing

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

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
MUNICIPAL COURT #1400

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

GENERAL FUND (001)

MUNICIPAL COURT (1400)

Personnel Services (410 - 415)

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

TOTAL PERSONNEL SERVICES 60,970

Materials and Services (510 - 685)

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

TOTAL MATERIALS & SERVICES 93,090

TOTAL MUNICIPAL COURT 154,060

TOTAL MUNICIPAL COURT - ALL FUNDS 154,060

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FUND: GENERAL

Department: Finance #1600

Basic Objectives

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

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

Staffing

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

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
FINANCE #1600

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

GENERAL FUND (001)

FINANCE (1600)

Personnel Services (410 - 415)

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

TOTAL PERSONNEL SERVICES **538,370**

Materials and Services (510 - 685)

510	3045	General Office Supplies	4,350
		Sub-total of Office Supplies	4,350

515	3310	General Operating Supplies	700
		Sub-total of Operating Supplies	700

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

610	4055	Computer Training	7,000
		Sub-total of Training	7,000

615	4265	Travel - Conferences and Meetings	4,900
		Sub-total Conferences, Meetings & Travel	4,900

620	4345	Audit Fee	30,000
620	4350	State Filing Fee	500
620	4540	Professional Services - General	2,500
		Sub-total of Professional Services	33,000

630	4740	AICPA	320
630	4745	OMFOA	100
630	4750	OSCPA	280

Sub-total Memberships & Dues **700**

GENERAL FUND (001)

FINANCE (1600)

635	4975	Postage	100	
		Sub-total of Communications		100
640	5025	Advertising - Budget Notices	1,700	
		Sub-total of Advertising		1,700
650	5145	Printing & Binding - General	2,450	
		Sub-total of Printing & Binding		2,450
660	5825	General Repair & Maintenance	1,500	
		Sub-total of Repair & Maintenance Services		1,500
675	5925	VISA Fees	200	
		Sub-total of Miscellaneous		200
685	6205	Computer Software	1,000	
685	6207	Non-Contract IT Services	1,000	
685	6247	Financial Software Maintenance	22,900	
		Sub-total of Technology Services		24,900

TOTAL MATERIALS & SERVICES 81,600

Capital Outlay (740)

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

TOTAL CAPITAL OUTLAY 0

TOTAL FINANCE 619,970

FUND: GENERAL

Department: City Attorney #1800

Basic Objectives

The City Attorney provides legal advice to departments concerning routine activities, prepares and reviews documents, provides legal representation in some Municipal Court cases, and provides legal advice for employee contract negotiations. The City Attorney and Deputy City Attorneys are appointed by the City Council on an annual basis.

Staffing

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

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
CITY ATTORNEY #1800

Historical Data			Budget for Fiscal Year 7/1/12 - 6/30/13			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/10	FYE 6/30/11	FYE 6/30/12		Budget Officer	Budget Committee	Governing Body
283	-	400	Materials and Services:			
84,000	79,142	84,000	Conferences Meetings & Travel	400	400	400
220	586	500	Professional Services	84,000	84,000	84,000
			Miscellaneous	500	500	500
<u>84,503</u>	<u>79,728</u>	<u>84,900</u>	Total Expenditures	<u>84,900</u>	<u>84,900</u>	<u>84,900</u>

Detail Information 2012-13

GENERAL FUND (001)

CITY ATTORNEY (1800)

Materials and Services (615 - 675)

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

FUND: **GENERAL**

Department: Community Development #2001

Basic Objectives

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

Planning Commission/ Historic Landmarks Commission/Design Review Committee

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

Astoria Development Commission

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

Waterfront Revitalization

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

Building Inspection Services

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

Staffing

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

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
COMMUNITY DEVELOPMENT #2001

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

GENERAL FUND (001)

COMMUNITY DEVELOPMENT (2001)

Personnel Services (410 - 415)

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

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

510	3045	General Office Supplies	2,000	
		Sub-total of Office Supplies		2,000
515	3120	Books / Periodicals	120	
		Sub-total of Operating Supplies		120
610	4115	Workshops	2,000	
		Sub-total of Training		2,000
615	4260	Conference / Meeting Expense	2,500	
		Sub-total Conferences, Meetings & Travel		2,500
620	4360	Planning and Economic Development	20,000	
		Sub-total of Professional Services		20,000
630	4750	Dues - Miscellaneous	350	
630	4760	CREST	5,000	
630	4765	OCPDA-APA	1,000	
630	4770	ODDA / IDA	400	
630	4775	Historic Preservation	300	
630	4780	Columbia-Pacific Economic Development District	250	
		Sub-total Memberships & Dues		7,300
635	4975	Postage	150	
		Sub-total of Communications		150
640	5030	Advertising - Public Notices	5,000	
		Sub-total of Advertising		5,000

GENERAL FUND (001)

COMMUNITY DEVELOPMENT (2001)

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

FUND: GENERAL

Department: City Hall #2200

Basic Objectives

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

Staffing

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

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

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
CITY HALL #2200

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

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

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FUND: GENERAL

Department: Non & Interdepartmental #2400

Basic Objectives:

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

Staffing

This department provides for no staff positions. Finance Department staff monitors expenditures.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
NON AND INTERDEPARTMENTAL #2400

Historical Data			Budget for Fiscal Year 7/1/12 - 6/30/13			
Actual Data FYE 6/30/10	FYE 6/30/11	Adopted Budget FYE 6/30/12	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
(1,794)	19,153	3,000	Personnel Services:			
-	1,310	1,000	Interfund Wages	7,500	7,500	7,500
-	4,386	-	FICA Taxes	580	580	580
-	1,269	-	Insurance	2,000	2,000	2,000
			Retirement Contributions	800	800	800
(1,794)	26,118	4,000	Total Personnel Services	10,880	10,880	10,880
			Materials and Services:			
4,430	5,625	7,500	Office Supplies	4,000	4,000	4,000
21,128	8,944	9,000	Operating Supplies	5,000	5,000	5,000
391	1,328	1,500	Repair & Maintenance Supplies	1,500	1,500	1,500
2,849	637	-	Training/Career Development	-	-	-
123,566	129,216	157,990	Professional Services	163,310	163,310	163,310
7,590	7,348	7,360	Memberships & Dues	10,550	10,550	10,550
62,320	69,013	52,960	Communications	52,590	52,590	52,590
607	127	250	Advertising	250	250	250
204,577	112,780	157,150	Insurance	190,390	190,390	190,390
-	46	-	Public Utility Services	750	750	750
3,066	357	500	Repair & Maintenance Services	500	500	500
12,311	11,208	12,500	Rentals	14,000	14,000	14,000
148,040	171,424	242,620	Miscellaneous	201,780	201,780	201,780
			Non-Contract IT Services	2,200	2,200	2,200
590,875	518,053	649,330	Total Materials and Services	646,820	646,820	646,820
			Transfer to Other Funds:			
28,430	32,000	10,000	Unemployment Trust	10,000	10,000	10,000
262,900	262,900	287,560	Emergency Communications Fund	307,180	307,180	307,180
95,000	-	-	Aquatics Facility Fund	-	-	-
-	78,900	-	Parks Operation Fund	697,400	697,400	697,400
73,230	73,230	69,840	Public Works Fund	57,070	57,070	57,070
-	493,000	43,300	Capital Improvement Fund	-	-	-
-	-	25,000	Landfill Reserve Fund	66,000	66,000	66,000
459,560	940,030	435,700	Total Transfer to Other Funds	1,137,650	1,137,650	1,137,650
1,048,641	1,484,201	1,089,030	Total Expenditures	1,795,350	1,795,350	1,795,350

GENERAL FUND (001)

NON & INTERDEPARTMENTAL (2400)

Personnel Services (412)

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

TOTAL PERSONNEL SERVICES

10,880

Materials and Services (510 - 675)

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

GENERAL FUND (001)

NON & INTERDEPARTMENTAL (2400)

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

FUND: GENERAL

Department: Fire #2600

Basic Objectives

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

Staffing

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

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

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
FIRE #2600

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

GENERAL FUND (001)

FIRE DEPARTMENT (2600)

Personnel Services (410 - 415)

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

TOTAL PERSONNEL SERVICES

1,307,410

Materials and Services (510 - 685)

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

GENERAL FUND (001)

FIRE DEPARTMENT (2600)

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

GENERAL FUND (001)

FIRE DEPARTMENT (2600)

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

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

685	6250	Firehouse Software Maintenance	750
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Sub-total of Technology Services **750**

TOTAL MATERIALS & SERVICES 259,560

Capital Outlay (720 - 740)

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

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

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

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

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

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

TOTAL CAPITAL OUTLAY 31,730

TOTAL FIRE DEPARTMENT 1,598,700

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FUND: GENERAL

Department: Police #2800

Basic Objectives

The men and women of the Police Department provide law enforcement services for the City's residents and visitors 24 hours every day. The department places particular emphasis on responding to the community's calls for service, investigating crimes and providing for traffic enforcement. The department relies heavily on the community policing method to achieving their goals. The Police also assist the public in obtaining work from other City departments, assist neighboring law enforcement agencies and receive assistance from those agencies. The Police Department motto, which was developed by Department members, is ***Dedicated to Duty – Committed to Community.***

Community Policing: The department began training officers in community policing methods in 1996. Currently, all officers are engaged in community policing either as the primary neighborhood officer or as an assistant. As this plan develops over the next five years, officers will continue to be trained and assigned to neighborhoods until all residents receive community policing services in their particular neighborhoods. Our community policing activities are enhanced by the annual Citizen Police Academy and other functions that bring residents into direct involvement with the police. Enabling direct police relationships with residents and visitors by using community policing methods will prevent many community problems and allow a more rapid response and a quicker solution to others.

Staffing

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

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
POLICE #2800

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

GENERAL FUND (001)

POLICE DEPARTMENT (2800)

Personnel Services (410 - 415)

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

TOTAL PERSONNEL SERVICES

1,933,910

Materials and Services (510 - 685)

510	3045	General Office Supplies	4,500
		Sub-total of Office Supplies	4,500
515	3120	Books / Periodicals	700
515	3125	Clothing / Uniforms / Boots / Gloves	9,000
515	3130	Photography Supplies	750
515	3135	Food and Local Meetings	1,900
515	3180	Fuel, Oil & Lubricants	40,000
515	3310	General Operating Supplies	3,000
		Sub-total of Operating Supplies	55,350
525	3520	Building Materials / Supplies	3,000
525	3640	Other Repair & Maintenance Supplies	5,600
		Sub-total of Repair & Maintenance Supplies	8,600
530	3720	Small Tools	2,500
		Sub-total of Small Tools	2,500
545	3820	Vehicle Parts - City Shops	6,500
545	3825	Tires - City Shops	5,000
545	3830	General Repair Supplies - City Shops	3,000
		Sub-total of City Shop Expenses	14,500
610	4055	Computer Training	500
610	4060	Career Development	8,900
610	4085	Travel Expenses - Training	2,500
610	4086	Ammo Training	4,500
		Sub-total of Training	16,400

GENERAL FUND (001)

POLICE DEPARTMENT (2800)

615	4260	Conference / Meeting Expense	1,500	
615	4265	Travel - Conferences and Meetings	1,500	
		Sub-Total Conferences, Meetings & Travel		3,000
620	4425	Medical / Psychological Exams	2,000	
620	4430	OSHA Mandated Hearing Tests	800	
		Sub-total of Professional Services		2,800
630	4750	Various Dues	500	
		Sub-total Memberships & Dues		500
635	4935	Satellite Phones	1,200	
635	4975	Postage	200	
		Sub-total of Communications		1,400
640	5020	Advertising - Legal Ads / Notices	600	
640	5022	Advertising - Recruitment	900	
		Sub-total of Advertising		1,500
650	5135	Commercial Printing	800	
650	5145	General - Printing & Binding	900	
		Sub-total of Printing and Binding		1,700
655	5214	Electricity - 2210 Coxcomb Drive	1,860	
655	5217	Electricity - Shooting Range	300	
655	5220	Electricity - 2195 Coxcomb Drive	450	
		Sub-total of Public Utility Services		2,610
660	5710	Radio / Pagers	2,000	
660	5745	Janitorial Services Agreement	11,400	
660	5785	Motor Vehicles / Auto Body Shop	5,600	
660	5825	General - Repair & Maintenance Services	2,000	
		Sub-total of Repair & Maintenance Services		21,000
675	5985	County Drug Enforcement Program	2,250	
675	5990	Prisoner Lodging	14,000	
675	5995	Special Investigation	1,300	
675	6000	Towing	1,000	
675	6035	General - Miscellaneous	900	
		Sub-total of Miscellaneous		19,450

GENERAL FUND (001)				
POLICE DEPARTMENT (2800)				
685	6245	Computer Hardware		3,500
685	6250	Software Maintenance		14,650
		Sub-total of Technology Services		18,150
TOTAL MATERIALS & SERVICES				173,960
Capital Outlay (720 - 740)				
740	6650	Machinery & Equipment		
		4 - Personal Body Armor		2,400
		3 - Portable Radios		2,500
		2 - Tasers		1,600
		1 - Glock Handgun (Replacement)		450
		5 Portable Digital Cameras		750
		10 External Body Armor Vests		4,000
		Tactical Equipment		5,000
		Sub-total of Machinery & Equipment		16,700
TOTAL CAPITAL OUTLAY				16,700
TOTAL POLICE DEPARTMENT				2,124,570

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FUND: GENERAL

Department: Parks and Recreation #s 3001 & 3002

Basic Objectives

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

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
PARKS AND RECREATION - All Divisions

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

City of Astoria, Oregon
Budget Document
GENERAL FUND

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

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

City of Astoria, Oregon
Budget Document
GENERAL FUND

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

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

FUND: GENERAL

Department: Library #3200

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

The Astoria Library is an active and responsive part of the community. Its service priorities are: to create young readers through early childhood literacy, to create comfortable virtual and physical space for its citizens, to provide resources that enable residents of all ages and backgrounds to explore topics of personal interest, to provide access to technology and tools to help residents find, evaluate and use information resources, to stimulate imagination through reading, viewing and listening for pleasure and to work with supporters to maintain adequate financial resources. The Library's activities are guided by the goals and objectives of the Astoria Public Library strategic plan.

With the cooperation of the Astor Library Friends Association and other volunteers, the library offers programs and activities for all ages.

The Library Advisory Board, appointed by the Mayor, assists with the development of library policies. The City Council approves these policies and the library staff implements them.

Staffing

The Library staff consists of a director, two full time senior library assistants, and a pool of temporary part-time library assistants. Volunteers are recruited to serve in capacities that enhance core services.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
LIBRARY #3200

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

General Fund (001)

LIBRARY (3200)

Personnel Services (410 - 415)

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

TOTAL PERSONNEL SERVICES **307,780**

Materials and Services (510 - 685)

510	3040	Printer Cartridges and Supplies	1,200
510	3045	General Office Supplies	1,500
		Sub-total of Office Supplies	2,700
515	3165	Volunteer Program - General	500
515	3308	Barcodes/Book Jackets/Processing Supply	2,300
515	3310	General Operating Supplies	2,500
		Sub-total of Operating Supplies	5,300
520	3420	Adult Book Collections, non-fiction	3,600
520	3421	Adult Book Collections, fiction	5,600
520	3422	Adult Book Collections, large print	5,500
520	3423	Adult Audio Books on CD	3,500
520	3424	Adult Programs	3,000
520	3430	Adult DVD Collection	4,500
520	3435	Magazines	3,000
520	3440	Newspapers / Review Sources	1,000
520	3441	Children's collections-birth to age 5	4,250
520	3442	Children's collections-K-3rd grade	4,250
520	3443	Children's collections- 4th to 6th	3,000
520	3444	Children's collections- 7th to 12th	3,000
520	3445	Children's Programs	3,900
520	3450	ODLC-Library2Go Consortium	3,600
520	3453	Sanborn Maps	650
520	3455	State Library Database Resiurces	800
520	3457	Fundraising Research Materials	800
520	3458	Mango Language Database	1,800
		Sub-total of Library Materials	55,750
525	3520	Building Materials / Supplies	200
525	3555	Flooring and Lighting	100
		Sub-total of Repair & Maintenance Supplies	300

General Fund (001)

LIBRARY (3200)

615	4245	Oregon Library Association	1,000	
615	4250	Public Library Directors	250	
615	4260	Conference / Meeting Expense	800	
615	4265	Travel - Conferences and Meetings	700	
		Sub-total of Conferences, Meetings & Travel		2,750
620	4432	Background Checks	300	
620	4445	Staff Development	3,000	
620	4540	Professional Services - General	5,000	
		Sub-total of Professional Services		8,300
630	4810	American Library Association	250	
630	4815	Public Library Association	250	
630	4820	Oregon Library Association	130	
		Sunset Reading Council	100	
		ADHDA	100	
		Sub-total of Memberships & Dues		830
635	4975	Postage	500	
		Sub-total of Communications		500
640	5030	Advertising - Public Notices	2,000	
		Sub-total of Advertising		2,000
650	5145	Printing & Binding - General	200	
		Sub-total of Printing & Binding		200
655	5283	Electricity - Library	9,500	
656	5470	Natural Gas - Library	5,000	
657	5514	Sanitation - Library	800	
		Sub-total of Public Utility Services		15,300
660	5745	Janitorial Services Agreement	13,100	
660	5760	Heating Systems	500	
660	5770	Lighting	3,000	
		Sub-total of Repair & Maintenance Services		16,600
675	6035	General - Miscellaneous	800	
		Sub-total of Miscellaneous		800

General Fund (001)

LIBRARY (3200)

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

TOTAL MATERIALS & SERVICES	134,180
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Capital Outlay (740)

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

TOTAL LIBRARY	444,960
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SPECIAL REVENUE FUNDS

FUND: CAPITAL IMPROVEMENT #102

Basic Objectives

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

For several years, because of the constraints of the property tax limitation measure, all of the General Fund Capital Outlay was budgeted in this fund. Beginning with FYE June 30, 1996 and continuing with FYE June 30, 2013, in an effort to begin to provide sustainability for the Capital Improvement Fund, items which were either considered operational or cost less than \$5,000 were budgeted in the General Fund. Some items costing less than \$5,000 may be budgeted in this fund; however, they are considered capital type items.

Staffing

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

City of Astoria, Oregon
Budget Document

CAPITAL IMPROVEMENT FUND #102

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

CAPITAL IMPROVEMENT FUND (102 0000)

Materials & Services (620 - 680)

620	4450	Property Appraisals	500	
620	4455	Forest Management Plan Activities	30,000	
620	4460	Hazardous Tree Removal	5,000	
620	4465	Forest Fire Control: Non-Watershed Property	1,000	
620	4540	Professional Services - General	10,000	
		Sub-total of Professional Services		46,500
640	5030	Advertising - Public Notices	350	
640	5040	Advertising - Property Sales	350	
		Sub-total of Advertising		700
660	5800	Watershed Road Repairs	40,000	
		Sub-total of Repair and Maintenance Services		40,000
680	6140	General-Projects Funded by Grants		
		Public Safety Building Seismic Grant	1,415,000	
		Rivertrail Project (Match from Promote Astoria Fund)	210,000	
		Sub-total of Projects Funded by Grants		1,625,000
TOTAL MATERIALS & SERVICES				1,712,200

Capital Outlay (720 - 740)

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

CAPITAL IMPROVEMENT FUND (102 0000)

740	6650	<u>Machinery & Equipment</u>		
		Finance		
		Springbrook Software (Payment 4 of 5)	27,190	
		Non and Interdepartmental		
		iFocus Recommended Replacements		
		Workstation Replacements	13,050	
		Enterprise - Public SSL Certificate	350	
		Enterprise - Syslog Server	700	
		Enterprise - Virtualization of Server	750	
		Enterprise - Repurpose of Server	750	
		Police		
		SAN Server Extended Warranty	2,000	
		Interview Equipment	5,000	
		CJIS Advanced Authentification	7,000	
		Fire		
		LED Scene Lighting	1,800	
		Zoll AED Defibrillator	2,700	
		Carpet for Dorm Room	1,100	
		Library		
		Security Cameras	5,000	
		Sub-total Machinery & Equipment		67,390
TOTAL CAPITAL OUTLAY				67,390
		<u>Debt Service (810)</u>		
810	6820	Principal - Safeway Block	31,950	
810	6825	Interest - Safeway Block	8,530	
		Sub-total of Debt Service		40,480
		<u>Contingent Expenditures (910)</u>		
910	8020	Contingency	75,000	
		Sub-total of Contingency		75,000
		<u>Ending Fund Balance (950)</u>		
950	8520	Unappropriated Ending Fund Balance	330,830	
		Sub-total Ending Fund Balance		330,830
TOTAL CAPITAL IMPROVEMENT FUND				2,225,900

FUND: UNEMPLOYMENT #104

Basic Objectives

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

Staffing

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

City of Astoria, Oregon
Budget Document

UNEMPLOYMENT FUND #104

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

2012 / 13 Budget Detail Information

UNEMPLOYMENT FUND (104 0000)

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

FUND: REVOLVING LOAN #122

Basic Objectives

This fund was created by Resolution No. 86-25, adopted by the City Council on June 2, 1986, to receive loan payments made by the Astoria Dairy Queen, which was the recipient of a Community Development Block Grant received by the City. The grant proceeds were loaned to finance a major expansion and remodeling project. The fund is intended for use as a revolving loan program for other business developments. On June 1, 1999, by the adoption of Resolution No. 98-20, the City Council transferred the administration of the loan program to Enterprise Cascadia.

Staffing

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

City of Astoria, Oregon
Budget Document

REVOLVING LOAN FUND #122

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

2012 / 13 Budget Detail Information

REVOLVING LOAN FUND (122 0000)

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

FUND: HOUSING REHABILITATION LOAN #124

Basic Objectives

This fund was established by City Council Resolution No. 94-19 and adopted April 18, 1994 to account for the proceeds of Community Development Block Grants (CDBG) the City received in FYE June 30, 1993 (for \$325,000), in FYE June 30, 1994 (for \$300,000), in FYE June 30, 1998 (for \$300,000), in FYE June 30, 2002 (for \$300,000), in FYE June 30, 2007 (for \$300,000), and in FYE June 30, 2009 (for \$325,000). These grants allow low-interest loans to be made to low income property owners who would otherwise be unable to maintain or renovate their homes. The City is required to account for these resources in a separate fund as the loans are repaid.

Staffing

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

City of Astoria, Oregon
Budget Document

HOUSING REHABILITATION LOAN FUND #124

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/12 - 6/30/13</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	<u>Resources and Requirements</u>	<u>Proposed by</u>	<u>Approved by</u>	<u>Adopted by</u>
FYE 6/30/10	FYE 6/30/11	FYE 6/30/12		Budget Officer	Budget Committee	Governing Body
Resources						
(15,849)	51,659	4,450	Beginning Fund Balance	22,550	22,550	22,550
13,100	-	50	Loan Payments	-	-	-
117	136	-	Interest	60	60	60
<u>337,262</u>	<u>17,683</u>	<u>50,000</u>	Miscellaneous Revenue	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
<u>334,630</u>	<u>69,478</u>	<u>54,500</u>	Total Resources	<u>47,610</u>	<u>47,610</u>	<u>47,610</u>
Requirements						
Materials & Services						
43,415	4,598	5,000	Professional Services	5,000	5,000	5,000
<u>171,557</u>	<u>22,417</u>	<u>45,000</u>	Loan Disbursements	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
214,972	27,015	50,000	Total Materials & Services	45,000	45,000	45,000
Transfers to Other Funds						
68,000	20,000	-	Revolving Loan Fund	-	-	-
-	-	4,500	Contingent Expenditures	2,610	2,610	2,610
<u>51,659</u>	<u>22,463</u>	<u>-</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>334,631</u>	<u>69,478</u>	<u>54,500</u>	Total Requirements	<u>47,610</u>	<u>47,610</u>	<u>47,610</u>

Detail Budget Information 2012 / 13

HOUSING REHABILITATION LOAN FUND (124 0000)

Materials and Services (515 - 660)			
620	4470	Professional Services Program Management Fees	5,000
Sub-total Professional Services			
675	6025	Services-Miscellaneous Loan Disbursement	<u>40,000</u>
Sub-total Services-Miscellaneous			
TOTAL MATERIALS & SERVICES			45,000
Contingent Expenditures (910)			
910	8020	Contingency	<u>2,610</u>
Sub-total of Contingent Expenditures			2,610
Ending Fund Balance (950)			
950	8520	Ending Fund Balance	<u>-</u>
Sub-total of Ending Fund Balance			<u>-</u>
TOTAL HOUSING REHABILITATION LOAN FUND			<u>47,610</u>

FUND: BUILDING INSPECTION #128

Basic Objectives

This fund accounts for the activity of the City's building inspection program. This fund was established by City Council Resolution No. 00-11, adopted on March 20, 2000. The activity of the Building Inspection Division of the Community Development Department of the General Fund is accounted for in this fund, to comply with ORS 455.210. Maintaining a separate fund will provide for a measure of the costs of the program as they relate to revenue from charges for services.

Staffing

The Community Development Director oversees the expenditures of this fund. Personal Services provide for a building inspector and a building permit coordinator. These positions are listed in the Community Development Department staffing numbers.

City of Astoria, Oregon
Budget Document

BUILDING INSPECTION FUND #128

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

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

BUILDING INSPECTION FUND (128 3300)

Personnel Services (410 - 415)

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

TOTAL PERSONNEL SERVICES 160,230

Materials and Services (510 - 675)

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

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

FUND: EMERGENCY COMMUNICATIONS #132

Basic Objectives

This fund was established by Resolution No. 82-14, adopted on July 19, 1982. It supports a Regional Communications Center, which provides emergency and non-emergency call answering and dispatching services for 16 public safety agencies, including the Astoria Police and Fire Departments. Revenues, which are received through the 9-1-1 Emergency Communications System and the agency subscribers to the Center, are deposited into this fund because their use is restricted to development and maintenance of the 9-1-1 emergency telephone system. During FYE 6/30/00, the 9-1-1 telephone system was upgraded to Enhanced 9-1-1, which adds to the capability of a dispatcher to send appropriate police fire or medical emergency assistance to an accurate location. All emergency communications costs are reflected in this fund, allowing consistent management of expenditures and realistic fees for the subscribers.

Staffing

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

City of Astoria, Oregon
Budget Document

EMERGENCY COMMUNICATIONS FUND #132

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

EMERGENCY COMMUNICATIONS (132 3400)

Personnel Services (410 - 415)

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

TOTAL PERSONNEL SERVICES

768,570

Materials and Services (510 - 685)

510	3040	Printer Cartridges and Supplies	2,400
510	3045	General Office Supplies	1,900
		Sub-total of Office Supplies	4,300
515	3180	Fuel and Lubricants	5,000
		Sub-total of Operating Supplies	5,000
530	3720	Small Tools & Minor Equipment	200
		Sub-total of Small Tools & Minor Equipment	200
545	3830	General Repairs / Supplies City Shops for Vehicle	2,500
		Sub-total of City Shops Supplies	2,500
610	4095	Certification	200
610	4100	EMD	500
610	4110	Police Legal	720
		Sub-total of Training	1,420
615	4260	Conferences / Meeting Expenses	7,000
		Sub-total of Conferences, Meetings & Travel	7,000
620	4495	APCO Frequency Coordination	3,500
620	4539	VOIP Cisco/Obsidian Support	1,500
620	4540	Professional Services-General	5,000
		Sub-total of Professional Services	10,000

EMERGENCY COMMUNICATIONS (132 3400)

630	4750	Various Dues	1,000	
Sub-Total of Memberships & Dues				1,000
635	4930	Telephone-Qwest		
635	4940	911 Lines/Non Emergency (325-4411)	3,000	
635	4955	AT&T Language Line	900	
Sub-total of Communications				3,900
640	5030	Advertising - Public Notices	2,500	
Sub-total of Advertising				2,500
660	5705	Server - Ifocus	13,000	
Sub-total of Repair & Maintenance Services				13,000
675	6035	General - Miscellaneous	1,500	
Sub-total of Miscellaneous				1,500
685	6220	Dispatch Consoles	11,500	
685	6225	Eventide	5,000	
685	6230	Pier	4,000	
685	6235	Computer Hardware Maintenance	4,000	
685	6265	CMI Software	8,500	
685	6275	Tailored Solutions	2,000	
Sub-total of Technology Services				35,000
TOTAL MATERIALS & SERVICES				87,320
Capital Outlay (740)				
720	6400	Buildings		
		Buildings	65,000	
				65,000
740	6650	Machinery & Equipment		
		Chair	1,400	
		UPS Batteries	800	
		2 PCs with Monitors	2,550	
		Security	2,500	
		Furniture	2,250	
		Fire Software	5,000	
		SAN (Server) 2 Year Maintenance Extension	6,000	
		Dispatch Radio Consoles	9,000	
Sub-total of Machinery & Equipment				29,500
TOTAL CAPITAL OUTLAY				94,500

EMERGENCY COMMUNICATIONS (132 3400)

Contingent Expenditures (910)

910	8020	Contingent Expenditures	60,000	
		Sub-total of Contingent Expenditures		60,000

Ending Fund Balance (950)

950	8520	Unappropriated Ending Fund Balance	173,290	
		Sub-total of Ending Fund Balance		173,290

TOTAL EMERGENCY COMMUNICATIONS FUND 1,183,680

TOTAL EMERGENCY COMMUNICATIONS - ALL FUNDS 1,183,680

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FUND: COMMUNITY POLICING #136

Basic Objectives

This fund was established by Resolution No. 94-21, adopted on April 18, 1994. Since the passage of the tax limitation law in 1990, the Astoria Police Department has sought grants and alternate funding sources. Money from these sources is deposited in the Community Policing Fund. The fund receives contributions from private individuals, organizations and businesses, certain grant funds and moneys from court ordered assessments. The Police Department uses these monies to achieve the intended purpose of these funds

Staffing

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

City of Astoria, Oregon
Budget Document

COMMUNITY POLICING #136

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/12 - 6/30/13</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/10	FYE 6/30/11	FYE 6/30/12				
Resources						
3,958	18,142	26,070	Beginning Fund Balance	19,500	19,500	19,500
45,569	85,887	277,750	Intergovernmental Revenue	75,000	75,000	75,000
32	141	90	Interest Earnings	90	90	90
-	-	26,090	Gifts & Bequests	-	-	-
1,883	-	-	Miscellaneous	-	-	-
<u>51,442</u>	<u>104,170</u>	<u>330,000</u>	Total Resources	<u>94,590</u>	<u>94,590</u>	<u>94,590</u>
Requirements						
Materials and Services:						
286	-	-	Office Supplies	-	-	-
2,923	-	-	Operating Supplies	-	-	-
149	-	-	Printing & Binding	-	-	-
29,942	122,603	329,100	Projects Funded by Grants	90,000	90,000	90,000
33,300	122,603	329,100	Total Materials and Services	90,000	90,000	90,000
-	-	900	Contingency	4,590	4,590	4,590
33,300	122,603	330,000	Total Expenditures	94,590	94,590	94,590
18,142	(18,433)	-	Ending Fund Balance	-	-	-
<u>51,442</u>	<u>104,170</u>	<u>330,000</u>	Total Requirements	<u>94,590</u>	<u>94,590</u>	<u>94,590</u>

2012 / 13 Budget Detail Information

COMMUNITY POLICING FUND (136 0000)

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

FUND: PARKS PROJECT #146

Basic Objectives

This fund was established by Resolution No. 93-52, adopted on December 6, 1993. The major resource of this fund is grants and donations specifically for parks related programs, as gifts or in memory of a person. Private individuals, organizations and businesses can contribute by donation to keep a project or program going. Resources in this fund are designated for use to fund park improvements or program enhancements. It is envisioned that the fund will grow to a substantial size to help subsidize programs the community wants to maintain. This fund is the focal point for the development of the Garden of Surging Waves, a park in tribute to the Chinese heritage in Astoria. This project will continue with development and fundraising for FYE June 30, 2013.

Staffing

The Finance Department provides accounting services to this fund.

City of Astoria, Oregon
Budget Document

PARKS PROJECT FUND #146

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

2012 / 13 Budget Detail Information

PARKS AND RECREATION FUND (146 0000)

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

FUND: MARITIME MEMORIAL #148

Basic Objectives

This fund was established by City Council Resolution No. 88-07, adopted on February 16, 1988, in recognition of a strong community desire to construct and maintain a maritime memorial. The resources from this fund come from donations of private citizens, businesses, and organizations to commemorate someone who either died in a local maritime accident or who had strong ties to the water.

General

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

Staffing

The Parks and Recreation Director coordinates donations to and expenditures from this fund. The Finance Department provides accounting services for the fund.

City of Astoria, Oregon
Budget Document

MARITIME MEMORIAL FUND #148

Historical Data			Budget for Fiscal Year 7/1/12 - 6/30/13			
Actual Data FYE 6/30/10	FYE 6/30/11	Adopted Budget FYE 6/30/12	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Resources						
116,094	120,159	80,100	Beginning Fund Balance	73,290	73,290	73,290
17,272	21,517	15,000	Gifts and Bequests	10,000	10,000	10,000
798	496	500	Interest Earnings	250	250	250
<u>134,164</u>	<u>142,172</u>	<u>95,600</u>	Total Resources	<u>83,540</u>	<u>83,540</u>	<u>83,540</u>
Requirements						
Materials & Services:						
195	-	100	Office Supplies	100	100	100
-	-	5,500	Professional Services	5,500	5,500	5,500
910	6,901	9,400	Repair & Maintenance Services	9,400	9,400	9,400
<u>1,105</u>	<u>6,901</u>	<u>15,000</u>	Total Materials & Services	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
Capital Outlay:						
12,900	66,668	75,000	Improvements Other Than Bldgs	60,000	60,000	60,000
-	-	5,600	Contingent Expenditures	8,540	8,540	8,540
14,005	73,569	95,600	Total Expenditures	<u>83,540</u>	<u>83,540</u>	<u>83,540</u>
<u>120,159</u>	<u>68,603</u>	<u>-</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>134,164</u>	<u>142,172</u>	<u>95,600</u>	Total Requirements	<u>83,540</u>	<u>83,540</u>	<u>83,540</u>

Detail Budget Information 2012 / 13

MARITIME MEMORIAL FUND (148 0000)

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

FUND: AQUATICS FACILITY #156

Basic Objectives

This fund was established by City Council Resolution No. 98-11, adopted on March 16, 1998. The Aquatic related functions are consolidated in the Parks Operation Fund (# 158) for FYE June 30, 2013 pursuant to City Council Resolution 12-07, adopted on June 4, 2012.. The Aquatic Facility budget is presented for prior year history.

City of Astoria, Oregon
Budget Document

AQUATICS FACILITY FUND #156

Historical Data			Budget for Fiscal Year 7/1/12 - 6/30/13			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/10	FYE 6/30/11	FYE 6/30/12				
			Resources			
(34,610)	(38,921)	3,000	Beginning Fund Balance			
360,542	340,772	-	Charges for Services			
		345,000	Pool Admissions	-	-	-
		65,840	Classes	-	-	-
73,355	45,055	60,000	Sale of Concessions & Goods	-	-	-
66,977	60,114	75,000	Rents	-	-	-
1,605	-	500	Interest on Investments	-	-	-
	5,610	1,500	Gifts & Bequests	-	-	-
			Transfer From Other Funds			
95,000	78,900	-	General Fund	-	-	-
		-	Interfund Loan	-	-	-
		-	Capital Improvement Fund	-	-	-
	26,918	-	Miscellaneous	-	-	-
<u>562,869</u>	<u>518,448</u>	<u>550,840</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
			Requirements			
			Personal Services:			
37,312	55,012	57,810	Regular Salaries	-	-	-
162,586	167,005	160,000	Extra Help	-	-	-
16,046	17,055	16,670	FICA Taxes	-	-	-
5,080	5,984	6,240	Insurance	-	-	-
12,922	16,776	12,500	Retirement Contributions	-	-	-
2,958	1,461	3,170	Workers' Compensation	-	-	-
236,904	263,293	256,390	Total Personal Services	-	-	-
			Materials and Services:			
20,744	14,533	17,000	Concession Supplies	-	-	-
15,329	13,303	10,000	Retail Supplies	-	-	-
1,834	298	1,000	Office Supplies	-	-	-
47,889	46,289	34,000	Operating Supplies	-	-	-
16,020	2,654	9,500	Repair & Maintenance Supplies	-	-	-
100	-	500	Small Tools & Minor Equipment	-	-	-
3,942	6,950	11,000	Training	-	-	-
2,719	363	1,500	Conferences, Meetings & Travel	-	-	-
22,196	1,343	2,000	Professional Services	-	-	-
389	1,837	550	Memberships & Dues	-	-	-
-	710	1,200	Communications	-	-	-
5,769	-	500	Advertising	-	-	-
12,351	2,729	5,000	Printing & Binding	-	-	-
139,766	135,757	136,200	Public Utility Services	-	-	-
33,808	33,590	25,000	Repair & Maintenance Services	-	-	-
562	1,370	5,000	Rentals	-	-	-
2,747	1,502	3,000	Fee and Charge Program	-	-	-
3,712	2,731	3,500	Miscellaneous	-	-	-
329,877	265,959	266,450	Total Materials and Services	-	-	-
			Capital Outlay:			
35,009	11,529	25,000	Machinery & Equipment	-	-	-
35,009	11,529	25,000	Total Capital Outlay	-	-	-
-	-	3,000	Contingency	-	-	-
601,790	540,781	550,840	Total Expenditures	-	-	-
(38,921)	(22,333)	-	Ending Fund Balance	-	-	-
<u>562,869</u>	<u>518,448</u>	<u>550,840</u>	Total Requirements	<u>-</u>	<u>-</u>	<u>-</u>

FUND: PARKS OPERATION #158

Basic Objectives

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

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

- Aquatics
- Parks Recreation and Administration
- Parks Maintenance

The Parks Operation Fund is a governmental fund. It operates from program fees and a transfer from the City's General Fund. This fund accounts for the activities involved in providing recreational services to the residents of the City, and for maintaining City parks and its cemetery.

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

City of Astoria, Oregon
Budget Document

PARKS OPERATION FUND #158

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

This is a new fund (#158) for FY 2012-13 set up to account for all parks related functions: Aquatics; Recreation/Administration; Maintenance; and, Cemetery operations. The Aquatic function is designated as Department 4100; the Recreation/Administration as Department 4200; Maintenance and Cemetery operations are combined as Department 4300. Prior year history, budget and actual, is retained in the respective budget prestations for these departments.

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

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

This is a new fund (#158) for FY 2012-13 set up to account for all parks related functions: Aquatics; Recreation/Administration; Maintenance; and, Cemetery operations. The Aquatic function is designated as Department 4100; the Recreation/Administration as Department 4200; Maintenance and Cemetery operations are combined as Department 4300. Prior year history, budget and actual, is retained in the respective budget prestations for these departments.

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FUND: PARKS OPERATION

Department: Aquatics #4100

Basic Objectives

The indoor Astoria Aquatic Center became operational on June 13, 1998. It offers a 6-lane lap pool, a warm water recreation pool with therapy swim apparatus, a river current channel, a splash fountain, and a large slide. There is also a wading pool and a spa. Dry land components include a fitness room, birthday party room, and a concession stand. The center attracts users from a large area around Astoria. Resources of the fund are from charges for services provided by the facility.

Staffing

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

Expenditures (by department)
PARKS OPERATION-AQUATICS #4100

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

This is a new fund (#158) for FY 2012-13 set up to account for all parks related functions: Aquatics; Recreation/Administration; Maintenance; and, Cemetery operations. The Aquatic function is designated as Department 4100; the Recreation/Administration as Department 4200; Maintenance and Cemetery operations are combined as Department 4300. Prior year history, budget and actual, is retained in the respective budget prestations for these departments.

PARKS OPERATION FUND (158)

PARKS OPERATION-AQUATICS (4100)

Personnel Services (410 - 415)

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

TOTAL PERSONNEL SERVICES

232,690

Materials and Services (510 - 685)

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

PARKS OPERATION FUND (158)

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

PARKS OPERATION FUND (158)

Capital Outlay (720 - 740)

740	6650	Machinery & Equipment Fitness and Pool Equipment	15,000	
		Sub-total of Machinery & Equipment		15,000

TOTAL CAPITAL OUTLAY **15,000**

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

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FUND: PARKS OPERATION

Department: Recreation / Administration #4200

Basic Objectives

This department oversees parks and recreation activities for the City. The department coordinates recreational sporting activities throughout the year, including softball, track meets, volleyball, basketball, football, and tennis. The department also coordinates a full program of classes and a variety of special events such as trips to the theater, Breakfast with Santa, two Easter egg hunts, and family movie nights throughout the year. Recreation activities are provided at the Port of Play and Astoria Recreation Center facilities.

Staffing

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

City of Astoria, Oregon
Budget Document
PARKS OPERATION FUND

Expenditures (by department)
RECREATION / ADMINISTRATION #4200

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

This is a new fund (#158) for FY 2012-13 set up to account for all parks related functions: Aquatics; Recreation/Administration; Maintenance; and, Cemetery operations. The Aquatic function is designated as Department 4100; the Recreation/Administration as Department 4200; Maintenance and Cemetery operations are combined as Department 4300. Prior year history, budget and actual, is retained in the respective budget prestations for these departments.

PARKS OPERATION FUND (158)

PARKS OPERATION-RECREATION / ADMINISTRATION (4200)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	88,870
410	2045	Overtime	1,500
415	2085	Extra Help	275,000
415	2220	FICA -Social Security	27,950
415	2230	Insurance	24,150
415	2235	Retirement Contributions	16,140
415	2240	Workers' Compensation	3,820

TOTAL PERSONNEL SERVICES	437,430
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Materials and Services (510 - 685)

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

PARKS OPERATION FUND (158)

PARKS OPERATION-RECREATION / ADMINISTRATION (4200)

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

TOTAL MATERIALS & SERVICES	285,760
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PARKS OPERATION FUND (158)

PARKS OPERATION-RECREATION / ADMINISTRATION (4200)

Capital Outlay (740)

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

TOTAL CAPITAL OUTLAY 10,000

TOTAL PARKS OPERATION - RECREATION / ADMINISTRATION 733,190

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FUND: PARKS OPERATION

Department: Maintenance #4300

Basic Objectives

This department oversees parks and cemetery maintenance. The City maintains forty-three park sites, trails, community halls and the City's cemetery. In addition, the department also provides maintenance for the senior center, the aquatic facility, four public restroom buildings, three tennis courts, eight playgrounds, ten ball fields, four basketball courts and one boat launch ramp/fishing dock. Employees of this department prepare graves as needed, and assist visitors and people wishing to purchase cemetery lots.

Staffing

The full-time staff for this department consists of a park maintenance supervisor and two park maintainers. Temporary employees are hired at various times throughout the year, to help maintain the parks and recreation facilities.

City of Astoria, Oregon
Budget Document
PARKS OPERATION FUND

Expenditures (by department)
MAINTENANCE #4300

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

This is a new fund (#158) for FY 2012-13 set up to account for all parks related functions: Aquatics; Recreation/Administration; Maintenance; and, Cemetery operations. The Aquatic function is designated as Department 4100; the Recreation/Administration as Department 4200; Maintenance and Cemetery operations are combined as Department 4300. Prior year history, budget and actual, is retained in the respective budget prestations for these departments.

PARKS OPERATION FUND (158)

PARKS OPERATION-MAINTENANCE (4300)

Personnel Services (410 - 415)

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

TOTAL PERSONNEL SERVICES

362,100

Materials and Services (510 - 685)

510	3025	Stationery Envelopes	50
510	3030	Paper	100
510	3045	General Office Supplies	1,200

Sub-total of Office Supplies

1,350

515	3118	Cemetery Liners	10,000
515	3120	Books / Periodicals	50
515	3125	Clothing / Uniforms / Boots / Gloves	250
515	3140	First Aid Supplies	100
515	3155	Sports Equipment	3,000
515	3180	Fuel, Oil & Lubricants	8,000
515	3235	Seed / Top Dressing Fields	2,500
515	3240	Trees / Shrubs / Flowers	5,000
515	3245	Fertilizers / Pesticides	2,000
515	3250	Bark Mulch / Top Soil / Sawdust	9,000
515	3255	Gypsum and Field Line Paint	2,000
515	3260	Playground Chips	10,000
515	3265	Custodial Supplies	2,000
515	3290	Heating Oil - Cemetery	2,100
515	3295	Heating Oil - Shively Hall	2,400
515	3300	Heating Oil - Parks Shops	2,800
515	3305	Heating Oil - Column Residence	720
515	3310	General Operating Supplies	1,000

Sub-total of Operating Supplies

62,920

525	3520	Building Materials / Supplies	2,000
525	3525	Motor Vehicle Repair Parts	1,000
525	3530	Tires	500
525	3540	Paint & Paint Supplies	5,000
525	3545	Plumbing Supplies	1,500
525	3550	Electrical Supplies	3,000
525	3560	Trails Maintenance	3,000
525	3565	Vandalism Repair	4,000
525	3580	Signs	3,000
525	3620	Heating System Maintenance	1,000
525	3625	Plumbing & Irrigation Supplies	5,000
525	3630	Water and Sewer Repair	1,000
525	3640	Other Repair & Maintenance Supplies	5,000

Sub-total Repair & Maintenance Supplies

35,000

PARKS OPERATION FUND (158)

PARKS OPERATION-MAINTENANCE (4300)

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

PARKS OPERATION FUND (158)

PARKS OPERATION-MAINTENANCE (4300)

660	5725	Equipment other than Vehicles	5,000	
660	5735	Infield Maintenance	500	
660	5740	Field Light Maintenance	500	
660	5755	Electrical	500	
660	5760	Heating Systems	500	
660	5785	Motor Vehicles / Auto Body Shop	500	
660	5825	General - Repair & Maintenance Services	10,000	
		Sub-total of Repair & Maintenance Services		17,500
665	5865	Equipment	1,000	
665	5870	Chemical Toilets	2,000	
		Sub-total of Rentals		3,000
675	6005	Licenses & Permits	2,000	
675	6060	Random Drug Screens	500	
		Sub-total of Miscellaneous		2,500
685	6205	Computer Software	1,100	
		Sub-total of Technology Services		1,100

TOTAL MATERIALS & SERVICES 162,320

Capital Outlay (720 - 740)

720	6400	Buildings		
		Floor Cleaning Machine	5,000	
		Trailer	5,000	
		Sub-total of Buildings		10,000
730	6500	Improvements Other than Buildings		
		Rip Rap	3,000	
		Playground Timbers	10,000	
		Benches and Tables	5,000	
		Sub-total of Improvements Otherthan Buildings		18,000
740	6650	Machinery & Equipment		
		Shelter	8,000	
		Sub-total of Machinery & Equipment		8,000

TOTAL CAPITAL OUTLAY 36,000

TOTAL PARKS OPERATION-MAINTENANCE 560,420

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FUND: ASTORIA ROAD DISTRICT #170

Basic Objectives

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

Significant Budget Changes

In past years the road maintenance and improvements were paid by a tax levy. The most recent tax levy was approved on November 5, 2002. In November 2007, the City Council approved a fuel tax of \$.03 per gallon. The collections for this tax are administered by the Oregon Department of Transportation. Projected revenues for FY 2012-2013 are estimated at \$200,000 from local fuel taxes. Estimates of \$591,000 have been appropriated for FY 2012-2013 for street paving projects.

Staffing

This fund provides for no staff positions. The Public Works Director oversees the projects appropriated in this fund. The Finance Department provides expenditure and fund balance oversight.

City of Astoria, Oregon
Budget Document

ASTORIA ROAD DISTRICT FUND #170

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

2012 / 13 Detail Budget Information

ASTORIA ROAD DISTRICT FUND (170 0000)

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

FUND: STATE TAX STREET #172

Basic Objectives

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

Staffing

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

City of Astoria, Oregon
Budget Document

STATE TAX STREET FUND #172

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

2011 - 12 Budget Detail Information

STATE TAX STREET FUND (172 0000)

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

FUND: TRAILS RESERVE #174

Basic Objectives

The purpose of this fund is to account for the receipt of a 1% portion of the City's state gasoline tax allocation which is reserved for the maintenance of foot and bicycle paths.

Staffing

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

City of Astoria, Oregon
Budget Document

TRAILS RESERVE FUND #174

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

TRAILS RESERVE FUND (174 0000)

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

FUND: PUBLIC WORKS IMPROVEMENT #176

Basic Objectives

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

Staffing

This budget provides for no staff positions. The Public Works Director directs the planning improvements and programs funded by this budget. The City Engineer and the Engineering staff provide engineering, design and contract administration services. Construction of improvements is accomplished mainly by contract work and, in part, by the Public Works shops force. The Finance Department provides expenditure and fund balance oversight.

City of Astoria, Oregon
Budget Document

PUBLIC WORKS IMPROVEMENT FUND #176

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/12 - 6/30/13</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		<u>Proposed by</u>	<u>Approved by</u>	<u>Adopted by</u>
FYE 6/30/10	FYE 6/30/11	FYE 6/30/12	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
<u>Resources</u>						
940,689	772,261	312,700	Beginning Fund Balance	528,750	528,750	528,750
1,472,569	1,108,087	1,562,500	Grant/Loan Proceeds	1,345,000	1,345,000	1,345,000
365,181	667,610	667,610	Charges for Services			
272,000	486,610	478,510	Water	567,610	567,610	567,610
2,590	1,333	2,500	Sewer	478,510	478,510	478,510
			Interest on Investments	2,350	2,350	2,350
<u>3,053,029</u>	<u>3,035,901</u>	<u>3,023,820</u>	Total Resources	<u>2,922,220</u>	<u>2,922,220</u>	<u>2,922,220</u>
<u>Requirements</u>						
Materials and Services:						
30,460	13,848	4,000	Professional Services	2,500	2,500	2,500
<u>1,935,024</u>	<u>1,846,834</u>	<u>2,303,500</u>	Repair & Maintenance Services	1,995,000	1,995,000	1,995,000
1,965,484	1,860,682	2,307,500	Total Materials and Services	1,997,500	1,997,500	1,997,500
Capital Outlay:						
6,796	20,286	-	Improvements Other Than Bldgs	25,000	25,000	25,000
<u>75,851</u>	<u>15,275</u>	<u>98,000</u>	Machinery & Equipment	25,300	25,300	25,300
82,647	35,561	98,000	Total Capital Outlay	50,300	50,300	50,300
Debt Service:						
123,975	259,943	368,870	Principal	317,070	317,070	317,070
<u>108,662</u>	<u>116,592</u>	<u>82,900</u>	Interest	133,300	133,300	133,300
232,637	376,535	451,770	Total Debt Service	450,370	450,370	450,370
-	-	166,550	Contingency	<u>424,050</u>	<u>424,050</u>	<u>424,050</u>
2,280,768	2,272,778	3,023,820	Total Expenditures	2,922,220	2,922,220	2,922,220
<u>772,261</u>	<u>763,123</u>	-	Ending Fund Balance	-	-	-
<u>3,053,029</u>	<u>3,035,901</u>	<u>3,023,820</u>	Total Requirements	<u>2,922,220</u>	<u>2,922,220</u>	<u>2,922,220</u>

PUBLIC WORKS IMPROVEMENT FUND (176 0000)

Materials and Services (620 - 660)

620	4540	Professional Services: Dive Inspection Res #2	2,500	
		Sub-total Professional Services		2,500
		Repair & Maintenance Services		
		Sewer:		
660	5790	Sewer Main Rehabilitation		
		General Sewer Main Rehabilitation/Replacement	200,000	
		Waste Water Treatment Plant Improvement- LOAN	645,000	
		Waste Water Treatment Plant Improvement- GRANT	500,000	
		Sub-total Sewer Projects		1,345,000
		Water:		
660	5795	General Water Main Rehabilitation/Replacement	200,000	
		Relocate Section of Transmission Main (FEMA)	200,000	
		City Match for FEMA	50,000	
		Future Re-Sanding of Slow Sand Filter 1 of 5	200,000	
		Sub-total Water Projects		650,000

TOTAL MATERIALS & SERVICES				1,997,500
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Capital Outlay (720 - 740)

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

TOTAL CAPITAL OUTLAY				50,300
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PUBLIC WORKS IMPROVEMENT FUND (176 0000)

Debt Service (810)

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

TOTAL DEBT SERVICE			450,370
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Contingent Expenditures (910)

910	8020	Contingency	424,050
		Sub-total of Contingency	424,050

TOTAL PUBLIC WORKS IMPROVEMENT FUND			2,922,220
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FUND: COMBINED SEWER OVERFLOW MAINTENANCE FUND #180

Basic Objectives

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

Staffing

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

City of Astoria, Oregon
Budget Document

COMBINED SEWER OVERFLOW (CSO) MAINTENANCE FUND #180

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

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

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

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

Basic Objectives

Fund #181 accounted for continuing construction of the Denver Street storage project at Tapiola Park. The ARRA funding of this project was completed in the Fall of 2010. The budget is presented for historical reference.

Fund #182 accounted for continuing construction of the Denver Street storage project at Tapiola Park. The final phase of this project was complete during FYE June 30, 2012. The budget is presented for historical reference.

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

Staffing

This budget provides for no staff positions. The Public Works Director oversees the planning of improvements and programs funded by this budget. The City Engineer and the Engineering staff provide engineering, design and contract administration services. Construction is accomplished by contract work and, in part, by the Public Works shops force. The Finance Department provides expenditure and fund balance oversight.

City of Astoria, Oregon
Budget Document

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

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

City of Astoria, Oregon
Budget Document

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

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

City of Astoria, Oregon
Budget Document

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

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

2012 / 13 Detail Budget Information

ASTORIA ROAD DISTRICT FUND (170 0000)

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

FUND: LOCAL IMPROVEMENT DEBT SERVICE #250

Basic Objectives

This fund was established to account for debt service requirements of a bond issue made for the financing of several local improvement projects. The fund, as such, has closed the local improvement loans and retains a small balance from those transactions. The fund is now the repository of the refund that the City received for the Wauna Mill tax dispute with Clatsop County tax authorities. Those proceeds are being held to offset the amounts that will be withheld in the future from property tax collections after the Wauna issue is settled.

Staffing

This budget provides for no staff positions. The Finance Department monitors the collection of assessments, expenditures and fund balance.

City of Astoria, Oregon
Budget Document

LOCAL IMPROVEMENT DEBT SERVICE FUND #250

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

2012 / 13 Budget Detail Information

LOCAL IMPROVEMENT DEBT SERVICE FUND (250 0000)

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

FUND: AQUATICS FACILITY DEBT SERVICE #260

Basic Objectives

This fund was established by Resolution No. 96-29 which was adopted by the City Council on April 15, 1996. The fund will account for the debt service associated with a \$2.95 million dollar bond issue authorized by the voters on November 7, 1995, for the purpose of constructing a new indoor aquatics facility. A block of the bonds was paid off during FYE June 30, 2012. The remaining balance of \$180,000 with interest of \$10,130 is appropriated to be paid in FYE June 30, 2013.

Staffing

The Finance Department oversees expenditures from this fund.

City of Astoria, Oregon
Budget Document

AQUATICS FACILITY DEBT SERVICE FUND #260

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

2012 / 13 Budget Detail Information

AQUATICS FACILITY DEBT SERVICE FUND (260 0000)

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

FUND: EAST ASTORIA WATERLINE DEBT SERVICE #265

Basic Objectives

This fund was established by the adoption of Resolution No. 98-42 which was adopted on December 7, 1998. This fund accounts for the debt service requirements of a State of Oregon Economic Development Department loan that was used to finance waterline improvements that serve the Tongue Point industrial area, the Blue Ridge and the Emerald Heights housing areas on the eastern edge of the City. The fund's resources come from interest earnings and from installment payments being made by benefited property owners as assessed by Ordinance No. 98-12, adopted by the City Council on August 3, 1998.

Staffing

This budget provides for no staff positions. The Finance Department monitors the collection of assessments, expenditures and fund balance.

City of Astoria, Oregon
Budget Document

EAST ASTORIA WATERLINE DEBT SERVICE FUND #265

Historical Data			Budget for Fiscal Year 7/1/12 - 6/30/13			
Actual Data FYE 6/30/10	FYE 6/30/11	Adopted Budget FYE 6/30/12	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Resources						
176,837	164,068	131,670	Beginning Fund Balance	126,630	126,630	126,630
623	557	450	Interest Earnings	550	550	550
13,740	10,790	-	Transfer from Other Funds	-	-	-
39,825	39,356	49,880	Public Works Improvement Fund	-	-	-
			Miscellaneous	50,050	50,050	50,050
<u>231,025</u>	<u>214,771</u>	<u>182,000</u>	Total Resources	<u>177,230</u>	<u>177,230</u>	<u>177,230</u>
Requirements						
Debt Service						
42,464	47,837	48,250	Principal	53,650	53,650	53,650
24,493	22,369	20,000	Interest	17,570	17,570	17,570
<u>66,957</u>	<u>70,206</u>	<u>68,250</u>	Total Debt Service	<u>71,220</u>	<u>71,220</u>	<u>71,220</u>
66,957	70,206	68,250	Total Expenditures	71,220	71,220	71,220
164,068	144,565	113,750	Ending Fund Balance	106,010	106,010	106,010
<u>231,025</u>	<u>214,771</u>	<u>182,000</u>	Total Requirements	<u>177,230</u>	<u>177,230</u>	<u>177,230</u>

2012 / 13 Detail Budget Information

EAST ASTORIA WATERLINE DEBT SERVICE FUND (265 0000)

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

FUND: 7th STREET DOCK LOCAL IMPROVEMENT DEBT SERVICE #267

Basic Objectives

This fund was established by the adoption of Resolution No. 99-21 which was adopted by the City Council on July 6, 1999. The fund accounts for debt service requirements of a State of Oregon Economic Development Department loan that was used to finance the reconstruction of the 7th Street Dock, the main access to two businesses on the waterfront. The fund's resources come from interest earnings and from installment payments being made by benefited property owners as assessed by Ordinance No. 99-10 which was adopted by the City Council on May 17, 1999.

Staffing

This budget provides for no staff positions. The Finance Department monitors the collection of assessments, expenditures and fund balance.

City of Astoria, Oregon
Budget Document

7th STREET DOCK LOCAL IMPROVEMENT DEBT SERVICE FUND #267

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/12 - 6/30/13</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 6/30/10	FYE 6/30/11	FYE 6/30/12				
<u>Resources</u>						
37,021	34,334	31,410	Beginning Fund Balance	28,620	28,620	28,620
4,146	4,419	120	Interest Earnings	120	120	120
7,247	6,868	11,060	Miscellaneous	11,070	11,070	11,070
<u>48,414</u>	<u>45,621</u>	<u>42,590</u>	Total Resources	<u>39,810</u>	<u>39,810</u>	<u>39,810</u>
<u>Requirements</u>						
Debt Service						
5,875	6,228	7,490	Principal	7,000	7,000	7,000
8,205	7,853	6,610	Interest	7,090	7,090	7,090
<u>14,080</u>	<u>14,081</u>	<u>14,100</u>	Total Debt Service	<u>14,090</u>	<u>14,090</u>	<u>14,090</u>
14,080	14,081	14,100	Total Expenditures	14,090	14,090	14,090
<u>34,334</u>	<u>31,540</u>	<u>28,490</u>	Ending Fund Balance	<u>25,720</u>	<u>25,720</u>	<u>25,720</u>
<u>48,414</u>	<u>45,621</u>	<u>42,590</u>	Total Requirements	<u>39,810</u>	<u>39,810</u>	<u>39,810</u>

2012 / 13 Detail Budget Information

7th STREET DOCK DEBT SERVICE FUND (267 0000)

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

FUND: COMBINED SEWER OVERFLOW DEBT SERVICE FUND #270

Basic Objectives

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

Staffing

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

City of Astoria, Oregon
Budget Document

COMBINED SEWER OVERFLOW (CSO) DEBT SERVICE FUND #270

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

COMBINED SEWER OVERFLOW (CSO) DEBT SERVICE FUND (270 0000)			
<u>Materials and Services (620)</u>			
620	4560	Professional Services DEQ Administrative Fees	70,060
		Sub-total of Materials & Services	70,060
TOTAL MATERIALS & SERVICES			70,060
<u>Debt Service (810)</u>			
810	6940	Principal-CSO Loan #11790	163,570
810	6945	Interest-CSO Loan #11790	87,470
810	6950	Principal-CSO Loan #11791	116,640
810	6955	Interest-CSO Loan #11791	68,700
810	6960	Principal-CSO Loan #11792	174,870
810	6965	Interest-CSO Loan #11792	114,070
810	6936	Principal-CSO Loan #11793	129,590
810	6938	Interest-CSO Loan #11793	94,820
810	6934	Principal-CSO Loan #R06117 ARRA	100,000
TOTAL DEBT SERVICE			1,049,730
<u>Contingent Expenditures (910)</u>			
910	8020	Contingency	
		Sub-total of Contingent Expenditures	0
<u>Ending Fund Balance (950)</u>			
950	8520	Ending Unencumbered Fund Balance	572,320
		Sub-total of Ending Fund Balance	572,320
TOTAL CSO DEBT SERVICE FUND			1,692,110

ENTERPRISE FUNDS

FUND: PUBLIC WORKS

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

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

Engineering
Shop and Yard
Streets
Sanitation
Sewer
Water

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

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

Although staff positions are shown within each department for budgeting purposes, actual employee time is charged to each department based on type of work done and amount of time spent on it. On any given day, an employee may show time worked for one or for several departments.

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

City of Astoria, Oregon
Budget Document

PUBLIC WORKS FUND #301

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

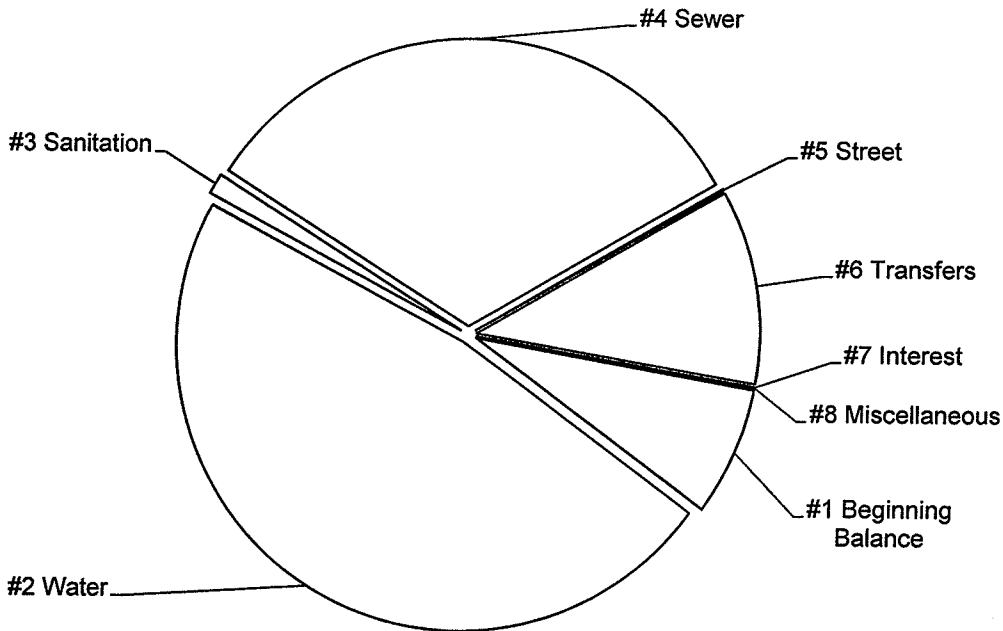
NOTE: Generally Accepted Accounting Principles (GAAP) require a business-type fund to maintain its budgetary fund balance on a full accrual basis. The fund balances for the June 30, 2010 and 2011 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the Public Works Fund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

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

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

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

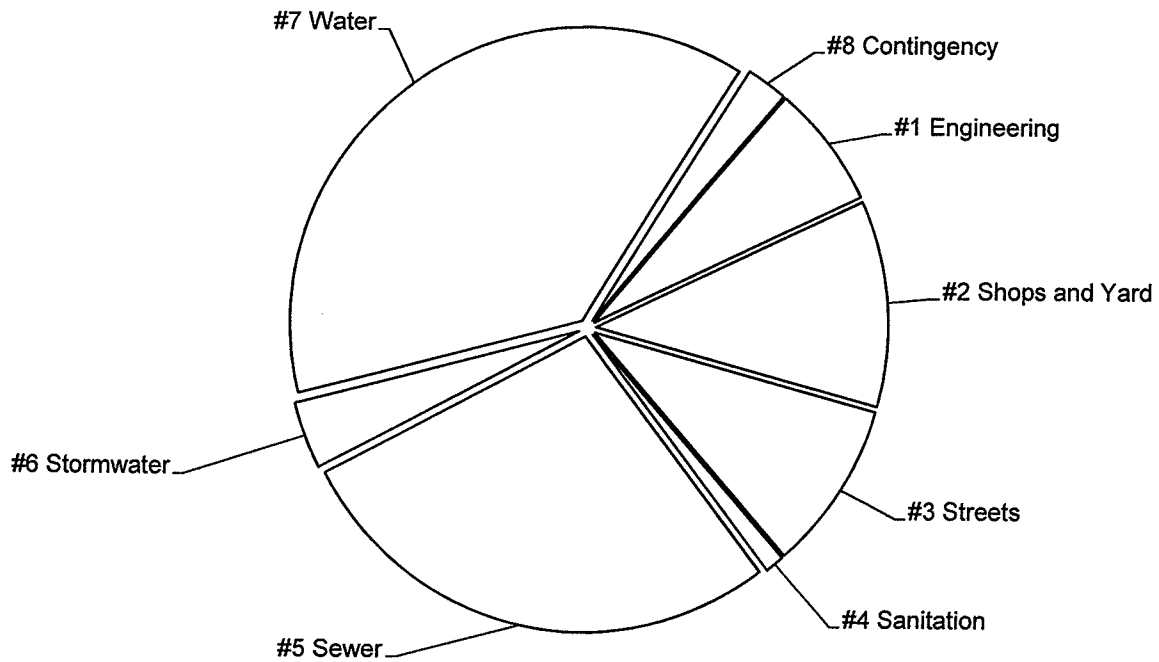
\$532,240 is transferred in from the State Tax Street Fund, which receives State of Oregon gas tax revenues. This transfer subsidizes the cost of maintaining City streets.



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

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

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



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

Summary of Expenditures

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/12 - 6/30/13</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/10	FYE 6/30/11	FYE 6/30/12				
			Personnel Services:			
198,073	294,141	284,110	Engineering	238,600	238,600	238,600
310,741	327,876	410,610	Shop & Yard	428,640	428,640	428,640
181,034	158,518	166,610	Streets	152,800	152,800	152,800
21,389	16,453	35,540	Sanitation	30,420	30,420	30,420
649,019	636,188	714,690	Sewer	689,680	689,680	689,680
-	-	-	Stormwater	125,770	125,770	125,770
944,738	1,033,572	1,061,010	Water	1,099,400	1,099,400	1,099,400
2,304,994	2,466,748	2,672,570	Total Personnel Services	2,765,310	2,765,310	2,765,310
			Materials & Services:			
48,424	53,172	55,880	Engineering	85,070	85,070	85,070
94,627	75,382	97,100	Shop & Yard	111,730	111,730	111,730
261,240	197,277	336,050	Streets	295,350	295,350	295,350
34,467	19,533	34,300	Sanitation	20,650	20,650	20,650
336,214	344,756	481,240	Sewer	509,400	509,400	509,400
-	-	-	Stormwater	53,850	53,850	53,850
415,846	411,928	560,020	Water	517,400	517,400	517,400
1,190,818	1,102,048	1,564,590	Total Materials & Services	1,593,450	1,593,450	1,593,450
			Capital Outlay:			
6,280	19,684	10,350	Engineering	8,700	8,700	8,700
5,800	7,032	8,400	Shop & Yard	10,700	10,700	10,700
1,200	-	-	Streets	-	-	-
11	3,345	1,500	Sewer	6,700	6,700	6,700
11,014	92	4,800	Water	9,100	9,100	9,100
24,305	30,153	25,050	Total Capital Outlay	35,200	35,200	35,200
			Transfers to Other Funds:			
358,000	358,000	358,000	General Fund	358,000	358,000	358,000
358,000	358,000	358,000	Total Transfers to Other Funds	358,000	358,000	358,000
-	-	81,270	Contingency	112,760	112,760	112,760
3,878,117	3,956,949	4,701,480	Total Expenditures	4,864,720	4,864,720	4,864,720

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FUND: PUBLIC WORKS

Department: Engineering #3700

Basic Objectives

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

Staffing

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

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
ENGINEERING #3700

Historical Data			Budget for Fiscal Year 7/1/12 - 6/30/13			
Actual Data		Adopted Budget	Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/10	FYE 6/30/11	FYE 6/30/12		Budget Officer	Budget Committee	Governing Body
10,214	100,036	145,730	Personnel Services:			
90,444	120,476	10,000	Regular Salaries	148,830	148,830	148,830
23,740	19,915	21,160	Extra Help	6,000	6,000	6,000
34,536	15,200	57,800	FICA Taxes	11,910	11,910	11,910
38,091	28,947	47,770	Insurance	42,780	42,780	42,780
1,048	9,567	1,650	Retirement Contributions	23,310	23,310	23,310
			Workers' Compensation	5,770	5,770	5,770
198,073	294,141	284,110	Total Personnel Services	238,600	238,600	238,600
			Materials and Services:			
4,445	5,277	5,000	Office Supplies	5,000	5,000	5,000
2,733	5,293	4,000	Operating Supplies	4,500	4,500	4,500
1,152	2,176	2,500	Repair & Maintenance Supplies	2,500	2,500	2,500
140	990	1,950	Small Tools & Minor Equipment	1,450	1,450	1,450
1,484	270	4,000	Training	4,000	4,000	4,000
1,641	6,211	1,000	Conferences, Meetings & Travel	1,000	1,000	1,000
446	457	1,320	Memberships & Dues	1,180	1,180	1,180
12,650	1,262	750	Advertising	750	750	750
18,638	-	-	Professional Services	37,530	37,530	37,530
2,494	3,050	2,800	Communications	2,800	2,800	2,800
-	8,120	7,500	Repair & Maintenance Services	7,500	7,500	7,500
-	407	360	Licenses and Permits	360	360	360
424	-	-	Miscellaneous	-	-	-
2,177	19,659	24,700	Technology Services	16,500	16,500	16,500
48,424	53,172	55,880	Total Materials and Services	85,070	85,070	85,070
			Capital Outlay:			
6,280	19,684	10,350	Machinery & Equipment	8,700	8,700	8,700
252,777	366,997	350,340	Total Expenditures	332,370	332,370	332,370

PUBLIC WORKS FUND (301)

ENGINEERING (3700)

Personnel Services (410 - 415)

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

TOTAL PERSONNEL SERVICES

238,600

Materials and Services (510 - 685)

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

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

FUND: PUBLIC WORKS

Department: Shop and Yard #3800

Basic Objectives

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

Staffing

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

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
SHOP AND YARD #3800

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

PUBLIC WORKS FUND (301)

SHOP AND YARD (3800)

Personnel Services (410 - 415)

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

TOTAL PERSONNEL SERVICES

428,640

Materials and Services (510 - 685)

510	3030	Paper	100
510	3040	Printer, Cartridges and Supplies	800
510	3045	General Office Supplies	400

Sub-total of Office Supplies

1,300

515	3120	Books & periodicals	350
515	3125	Clothing, Uniforms, Boots, Gloves	2,000
515	3140	First Aid Supplies	600
515	3180	Fuel, Oil, Lubricants	10,000
515	3265	Custodial Supplies	200
515	3310	General Operating Supplies	1,500

Sub-total of Operating Supplies

14,650

525	3520	Building Materials / Supplies	2,000
525	3525	Motor Vehicle Repair Parts	4,500
525	3530	Tires	3,000
525	3540	Paint & Paint Supplies	300
525	3550	Electrical Supplies	2,000
525	3585	Safety Supplies	1,400
525	3640	Other Repair & Maintenance Supplies	4,500

Sub-total of Repair & Maintenance Supplies

17,700

530	3720	Small Tools	1,200
530	3722	Mechanics Contractual Tool Allowance	1,800

Sub-total of Small Tools

3,000

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

Sub-total of Training

3,500

PUBLIC WORKS FUND (301)

SHOP AND YARD (3800)

620	4432	Background Checks	250	
620	4510	Drug / Alcohol Testing	600	
620	4515	CDL Physicals	300	
620	4540	General - Professional Services	800	
620	4390	Network Maintenance	11,830	
620	4395	Email Hosting	320	
620	4400	Internet Connectivity	3,700	
620	4541	VOIP Cisco / Obsidian Support	1,680	
		Sub-total of Professional Services		19,480
635	4920	Cell Phones	1,500	
635	4930	Telephone Century Link (Qwest)	2,600	
635	4975	Postage	100	
		Sub-total of Communications		4,200
650	5145	General Printing and Binding	800	
		Sub-total of Printing and Binding		800
655	5304	Electricity - 535 31st - Old Shop	1,200	
655	5307	Electricity - 550 30th - Main PW	9,000	
656	5473	Natural Gas - PW Shops	5,000	
657	5520	Sanitation - PW Shops	3,300	
		Sub-total of Public Utility Services		18,500
660	5725	Equipment Other Than Vehicles	500	
660	5745	Janitorial Services Agreement	9,000	
660	5785	Motor Vehicles / Auto Body Shop	500	
660	5825	General Repair and Maintenance Services	4,000	
		Sub-total of Repair and Maintenance Services		14,000
665	5865	Rentals - Equipment	1,000	
		Sub-total of Rentals		1,000
375	6010	License Renewal	300	
675	6015	Fuel Tank Insurance	5,000	
675	6020	Permits (CDL, Boiler, Tank Assessments)	700	
675	6035	General - Miscellaneous	500	
		Sub-total of Miscellaneous		6,500

PUBLIC WORKS FUND (301)			
SHOP AND YARD (3800)			
685	6205	Computer Software	1,000
685	6245	Computer Hardware	2,000
685	6255	Software Maintenance Agreement	4,100
		Sub-total of Technology Services	7,100
TOTAL MATERIALS & SERVICES			111,730
Capital Outlay (730 - 740)			
730	6500	Improvements Other than Buildings Shop Gutters	8,500
		Sub-total Improvements Other than Buildings	8,500
740	6650	Machinery & Equipment Garage Doors	2,200
		Sub-total of Machinery & Equipment	2,200
TOTAL CAPITAL OUTLAY			10,700
TOTAL SHOP & YARD - ALL FUNDS			551,070

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FUND: PUBLIC WORKS

Department: Streets #3900

Basic Objectives

This department is responsible for the operations, maintenance, repair and improvement of City roads, streets and trails. The provision of street lighting is financed from this budget. This department oversees the operation and maintenance of traffic signs and signals. Street patching, sanding in winter, brush cutting along rights-of-way, and catch basin installation and maintenance are also provided through this department.

Staffing

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

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
STREETS #3900

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

PUBLIC WORKS FUND (301)

STREETS (3900)

Personnel Services (410 - 415)

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

TOTAL PERSONNEL SERVICES 152,800

Materials and Services (515 - 675)

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

PUBLIC WORKS FUND (301)

STREETS (3900)

620	4460	Hazardous Tree Removal	8,000	
620	4510	Drug / Alcohol Testing	150	
620	4515	CDL Physicals	150	
620	4540	General - Professional Services	1,000	
		Sub-total of Professional Services		9,300
635	4975	Postage	50	
		Sub-total of Communications		50
655	5310	Electricity - Street Lights	160,000	
		Sub-total of Public Utility Services		160,000
660	5725	Equipment Other Than Vehicles	500	
660	5785	Motor Vehicles / Auto Body Shop	3,500	
660	5815	Equipment with Operator	2,000	
660	5820	Paving, Street Repair, Concrete	35,000	
660	5825	General Repair and Maintenance Services	15,000	
		Sub-total of Repair & Maintenance Services		56,000
665	5865	Rentals - Equipment	1,500	
665	5875	General - Rentals	2,500	
		Sub-total of Rentals		4,000
675	6005	Licenses and Permits	200	
675	6010	License Renewal	100	
675	6035	General - Miscellaneous	1,000	
		Sub-total of Miscellaneous		1,300
TOTAL MATERIALS & SERVICES				295,350
TOTAL STREETS - ALL FUNDS				448,150

FUND: PUBLIC WORKS

Department: Sanitation #5400

Basic Objectives

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

Staffing

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

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
SANITATION #5400

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

PUBLIC WORKS FUND (301)

SANITATION (5400)

Personnel Services (410 - 415)

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

TOTAL PERSONNEL SERVICES 30,420

Materials and Services (515 - 675)

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

PUBLIC WORKS FUND (301)

SANITATION (5400)

660	5725	Equipment Other Than Vehicles	50	
660	5785	Motor Vehicles / Auto Body Shop	500	
660	5815	Equipment with Operator	5,000	
		Sub-total of Repair & Maintenance Services		5,550
665	5865	Rentals - Equipment	2,000	
		Sub-total of Rentals		2,000
675	6020	Permits	1,000	
675	6035	General - Miscellaneous	500	
		Sub-total of Miscellaneous		1,500
TOTAL MATERIALS & SERVICES				20,650
TOTAL SANITATION - ALL FUNDS				51,070

FUND: PUBLIC WORKS

Department: Sewer #5600

Basic Objectives

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

Staffing

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

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
SEWER #5600

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

PUBLIC WORKS FUND (301)

SEWER (5600)

Personnel Services (410 - 415)

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

TOTAL PERSONNEL SERVICES

689,680

Materials and Services (510 - 685)

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

Sub-total of Office Supplies

600

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

Sub-total of Operating Supplies

60,800

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

Sub-total of Repair and Maintenance Supplies

117,000

530	3720	Small Tools	1,000
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Sub-total of Small Tools

1,000

PUBLIC WORKS FUND (301)

SEWER (5600)

610	4085	Travel Expense - Training	2,200	
610	4115	Workshops	1,500	
		Sub-total of Training		3,700
620	4510	Drug / Alcohol Testing	400	
620	4515	CDL Physicals	450	
620	4520	Lab Testing	14,000	
620	4525	Locate Requests	250	
620	4540	General - Professional Services	30,000	
		Sub-total Professional Services		45,100
630	4855	Association of Clean Water Agencies	800	
630	4860	Water Environment Federation (WEF)	200	
		Sub-total of Memberships & Dues		1,000
635	4920	Cell Phones	500	
635	4975	Postage	2,000	
		Sub-total of Communications		2,500
640	5022	Advertising - Recruitment	1,000	
640	5030	Advertising - Public Notices	1,000	
		Sub-total of Advertising		2,000
650	5135	Commercial Printing	100	
650	5140	Utility Bills, CCR, Meter Slips	7,000	
650	5145	General Printing and Binding	200	
		Sub-total of Printing and Binding		7,300
655	5300	Electricity - 300 S. Denver	7,200	
655	5370	Electricity - 4665 Birch #1	50,000	
655	5373	Electricity - 2165 Duane #3	13,000	
655	5376	Electricity - 175 W. Marine Dr.	5,000	
655	5379	Electricity - 580 W. Marine Dr.	6,500	
655	5382	Electricity - 1090 Olney #2	3,000	
655	5385	Electricity - 5555 Lagoon Rd/WW	55,000	
655	5388	Electricity - 5250 Ash #2	1,100	
655	5391	Electricity - 5340 Alder #3	400	
655	5394	Electricity - 5324 52nd Alderbrook	300	
655	5397	Electricity - 2700 Marine Drive	600	
657	5529	Sanitation - Sewer	1,000	
		Sub-total of Public Utility Services		143,100

PUBLIC WORKS FUND (301)

SEWER (5600)

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

TOTAL MATERIALS & SERVICES 509,400

Capital Outlay (730 - 740)

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

TOTAL CAPITAL OUTLAY 6,700

Transfer to Other Funds (850)

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

TOTAL SEWER - ALL FUNDS 1,348,980

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FUND: PUBLIC WORKS

Department: Stormwater #7400

Basic Objectives

This department combines the functions of street and sewer maintenance as it relates to stormwater runoff. With the development of the Combined Sewer Overflow program there is a need to monitor and maintain the meters that measure storm runoff and to maintain the stormwater drains. This department is created to monitor these costs.

Staffing

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

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
STORMWATER #7400

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

PUBLIC WORKS FUND (301)

STORMWATER (7400)

Personnel Services (410 - 415)

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

TOTAL PERSONNEL SERVICES

125,770

Materials and Services (510 - 685)

515	3120	Books & periodicals	50
515	3125	Clothing, Uniforms, Boots, Gloves	700
515	3180	Fuel, Oil, Lubricants	12,000
515	3310	General Operating Supplies	500

Sub-total of Operating Supplies

13,250

525	3525	Motor Vehicle Repair Parts	13,000
525	3578	Road Maintenance Materials	1,000
525	3585	Safety Supplies	1,000
525	3590	Cold Patch	1,000
525	3595	Rock	2,000
525	3640	Other Repair and Maintenance Supplies	12,000

Sub-total of Repair and Maintenance Supplies

30,000

530	3720	Small Tools	500
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Sub-total of Small Tools

500

610	4115	Workshops	300
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Sub-total of Training

300

620	4510	Drug / Alcohol Testing	300
620	4515	CDL Physicals	300

Sub-total Professional Services

600

PUBLIC WORKS FUND (301)

STORMWATER (7400)

660	5725	Equipment Other Than Vehicles	500	
660	5785	Motor Vehicles / Auto Body Shop	1,000	
660	5815	Equipment with Operator	6,000	
		Sub-total of Repair and Maintenance Services		7,500
665	5865	Rentals - Equipment	1,000	
		Sub-total of Rentals		1,000
675	6010	License Renewal	200	
675	6035	General - Miscellaneous	500	
		Sub-total of Miscellaneous		700

TOTAL MATERIALS & SERVICES **53,850**

Capital Outlay (730 - 740)

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

TOTAL CAPITAL OUTLAY **0**

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

FUND: PUBLIC WORKS

Department: Water #8100

Basic Objectives

This department provides a safe, ample and quality supply of water to the citizens of Astoria and other water customers. The department oversees and protects the City's 4,000-acre watershed. The watershed is located about thirteen miles east of Astoria. Water is processed through a slow sand filter, piped to Astoria and held in short-term storage at various points before distribution. This department operates, maintains, repairs and improves the City's water distribution system. It also administers the provision of water service including starts, metering, servicing and testing.

Staffing

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

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
WATER #8100

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

PUBLIC WORKS FUND (301)

WATER (8100)

Personnel Services (410 - 415)

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

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

Materials and Services (510 - 685)

510	3020	Forms	100
510	3025	Stationery, Envelopes	50
510	3030	Paper	200
510	3040	Printer, Cartridges and Supplies	200
510	3045	General Office Supplies	100

Sub-total of Office Supplies **650**

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

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

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

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

PUBLIC WORKS FUND (301)

WATER (8100)

530	3720	Small Tools	2,500	
		Sub-total Small Tools		2,500
610	4085	Travel Expense - Training	3,000	
610	4115	Workshops	2,000	
		Sub-total of Training		5,000
620	4510	Drug / Alcohol Testing	800	
620	4515	CDL Physicals	600	
620	4520	Lab Testing	13,000	
620	4525	Locate Requests	250	
620	4535	Water Meter Reading / Green Card	24,000	
620	4540	General - Professional Services	15,000	
		Sub-Total of Professional Services		53,650
630	4865	Association of State Dam Safety Officials	1,500	
630	4870	American Waterworks Association	350	
630	4875	OCCIRS - Cross Connections	200	
		Sub-Total of Memberships & Dues		2,050
635	4920	Cell Phones	750	
635	4930	Telephone - Qwest	700	
635	4975	Postage	2,000	
		Sub-total of Communications		3,450
640	5030	Advertising - Public Notices	1,000	
		Sub-total of Advertising		1,000
650	5140	Utility Bills, CCR, Meter Slips	7,000	
650	5145	General Printing and Binding	1,100	
		Sub-total of Printing & Binding		8,100

PUBLIC WORKS FUND (301)

WATER (8100)

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

PUBLIC WORKS FUND (301)

WATER (8100)

Capital Outlay

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

Transfer to Other Funds (850)

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

FUND: LANDFILL RESERVE FUND #305

Basic Objectives

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

Staffing

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

City of Astoria, Oregon
Budget Document

LANDFILL RESERVE FUND #305

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/12 - 6/30/13</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/10	FYE 6/30/11	FYE 6/30/12		Budget Officer	Budget Committee	Governing Body
<u>Resources</u>						
-	-	-	Beginning Fund Balance	38,680	38,680	38,680
-	-	100,000	Grant Proceeds	-	-	-
-	-	-	Interest Earnings	260	260	260
-	-	25,000	Transfer from Other Fund General Fund	66,000	66,000	66,000
-	-	125,000	Total Resources	104,940	104,940	104,940
<u>Capital Outlay</u>						
-	-	125,000	Improvements Other than Buildings	104,940	104,940	104,940
-	-	125,000	Total Capital Outlay	104,940	104,940	104,940
-	-	-	Ending Fund Balance	-	-	-
-	-	125,000	Total Landfill Reserve Fund	104,940	104,940	104,940

2011 / 12 Budget Detail Information

LANDFILL RESERVE FUND (305 0000)

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

FUND: CEMETERY #325

Basic Objectives

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

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

City of Astoria, Oregon
Budget Document

CEMETERY FUND #325

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

NOTE: Generally Accepted Accounting Principles (GAAP) require a business-type fund to maintain its budgetary fund balance on a full accrual basis. The fund balances for the June 30, 2010 and 2011 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the Cemetery Fund at June 30, 2010 was \$170,372 and at June 30, 2011 was \$184,567.

2012 / 13 Budget Detail Information

CEMETERY FUND (325 0000)

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

City of Astoria, Oregon
Budget Document

CEMETERY FUND #325
Expenditures

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

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

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FUND: 17TH STREET DOCK #330

Basic Objectives

This fund was created to account for payments made by the U. S. Coast Guard to lease dock space for two local Coast Guard vessels. These lease payments are the major resource of this fund and amount to approximately \$117,630 per year. This fund also expects to receive moorage fees from several tour boats that moor regularly at the 17th Street Dock Facilities. For FYE June 30, 2013 the City has appropriated grant proceeds in the amount of \$3,475,000 to rebuild the 17th Street Dock. Design for this project is in progress. The City will match this with a \$1,160,000 loan to be repaid from the Coast Guard lease payments. This loan is in process with the Oregon Infrastructure Financing Authority.

Staffing

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

City of Astoria, Oregon
Budget Document

17TH STREET DOCK FUND #330

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

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

NOTE: Generally Accepted Accounting Principles (GAAP) require a business-type fund to maintain its budgetary fund balance on a full accrual basis. The fund balances for the June 30, 2010 and 2011 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the 17th Street Dock Fund at June 30, 2010 was \$8,723 and at June 30, 2011 was \$(59,923), in anticipation of a loan reimbursement.

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

FIDUCIARY FUNDS

FUND: AQUATIC FACILITY TRUST #401

Basic Objectives

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

Staffing

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

City of Astoria, Oregon
Budget Document

AQUATIC FACILITY TRUST FUND #401

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/12 - 6/30/13</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 6/30/10	FYE 6/30/11	FYE 6/30/12				
<u>Resources</u>						
12,795	17,808	6,800	Beginning Fund Balance	6,840	6,840	6,840
4,919	-	2,000	Gifts and Bequests	2,000	2,000	2,000
94	31	100	Interest Earnings	50	50	50
<u>17,808</u>	<u>17,839</u>	<u>8,900</u>	Total Resources	<u>8,890</u>	<u>8,890</u>	<u>8,890</u>
<u>Requirements</u>						
-	-	2,510	Materials & Services: Fee & Charge Programs	2,500	2,500	2,500
-	12,500	-	Transfer to Other Funds: General Fund	-	-	-
<u>17,808</u>	<u>5,339</u>	<u>6,390</u>	Ending Fund Balance	<u>6,390</u>	<u>6,390</u>	<u>6,390</u>
<u>17,808</u>	<u>17,839</u>	<u>8,900</u>	Total Requirements	<u>8,890</u>	<u>8,890</u>	<u>8,890</u>

2012 - 13 Budget Detail Information

AQUATIC FACILITY TRUST FUND (401 0000)

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

FUND: ASTORIA PUBLIC LIBRARY ENDOWMENT TRUST #403

Basic Objectives

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

On March 7, 2005, the City Council adopted Resolution No. 05-05 to transfer the assets from the Astor Library Far East, the Library Memorial and the Dorothy Whitney Trust Funds to the Astoria Public Library Endowment Trust Fund. This fund will account for future expenditures for library materials purchased in accordance with the original guidelines established for each fund.

Staffing

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

City of Astoria, Oregon
Budget Document

ASTOR PUBLIC LIBRARY ENDOWMENT TRUST FUND #403

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

2012 / 13 Budget Detail Information

ASTORIA PUBLIC LIBRARY ENDOWMENT FUND (403 0000)

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

FUND: SENIOR CITIZENS ENDOWMENT #406

Basic Objectives

This fund was established by the adoption of Resolution No. 84-47, adopted by the City Council on December 3, 1984. Its purpose is to receive gifts and bequests from persons wishing to support the activities of the Senior Citizens Center. The goal is to achieve a fund balance which will generate interest income to finance the operation of the Center. A corporation, Astoria Senior Center, Inc., formed by local senior citizens, currently manages day-to-day operation of the Senior Center. The Parks & Community Services Department of the General Fund provides limited services to the Senior Center.

Staffing

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

City of Astoria, Oregon
Budget Document

SENIOR CITIZENS ENDOWMENT FUND #406

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

2012 - 13 Budget Detail Information

SENIOR CITIZENS ENDOWMENT TRUST FUND (406 0000)

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

FUND: CEMETERY IRREDUCIBLE #408

Basic Objectives

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

Staffing

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

City of Astoria, Oregon
Budget Document

CEMETERY IRREDUCIBLE FUND #408

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

2012 - 13 Budget Detail Information

CEMETERY IRREDUCIBLE FUND (408 0000)

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

FUND: PROMOTE ASTORIA #410

Basic Objectives

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

In accordance with Oregon statutes, 46.1% of motel taxes collected are being deposited into the Promote Astoria Fund.

Staffing

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

City of Astoria, Oregon
Budget Document

PROMOTE ASTORIA FUND #410

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

PROMOTE ASTORIA FUND (410 0000)

Materials & Services (660 - 678)

678	6085	Tourism Promotion		
		Tourism-Related Facilities	179,750	
		Rivertrail Match	52,250	
		Astoria Downtown Historic Distric Association	15,000	
		Council Travel to Sister City	18,000	
678	6090	Astoria/Warrenton Chamber of Commerce Visitor Services	115,000	
678	6095	Astoria/Warrenton Chamber of Commerce Lower Columbia Tourism Committee	170,750	
		Sub-total Services - Promote Astoria		550,750

Debt Service

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

Contingent Expenditures

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

Ending Fund Balance

950	8520	Ending Fund Balance	195,220	
		Sub-total of Ending Fund Balance		195,220

TOTAL PROMOTE ASTORIA FUND 900,970

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FUND: LOGAN MEMORIAL LIBRARY TRUST #412

Basic Objectives

This fund was established by City Council Resolution No. 98-18, adopted on June 1, 1998 to account for the following bequest. The City of Astoria was a longstanding beneficiary of the Lorens F. Logan estate. Mr. Logan was the grandson of former Astoria Mayor Dr. W. C. Logan. During FYE 1999, the last living beneficiary of the trust died and the assets distributed to beneficiaries. The City received a bequest of stock and investments valued at about \$620,000. Under Oregon State Law, municipalities cannot be stock or shareholders in private companies, so those assets were liquidated. The bequest was specifically designated for future library construction. During FYE June 30, 2010, legal action was taken through the "cy pres" process to determine that the funds available can be used for a major re-building of the Astoria Public Library. An appropriation is available for FYE June 30, 2013 to initiate planning and design for this project.

Staffing

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

City of Astoria, Oregon
Budget Document

LOGAN MEMORIAL LIBRARY TRUST FUND #412

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

2012 / 13 Budget Detail Information

LOGAN MEMORIAL LIBRARY TRUST FUND (412 0000)

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

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DETAIL & STATISTICAL SECTION

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

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

CITY OF ASTORIA PROPOSED PERSONNEL LEVELS LAST 10 FISCAL YEARS

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

City of Astoria, Oregon

Schedule of Tax Levies Imposed

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

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

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

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

Year Ended	Total Tax Levy	Current Tax Collections	Percentage of Tax Levy Collected	Delinquent Tax Collections	Total Tax Collections	Percentage of Total Tax Collections to Tax Levy	Outstanding Delinquent Taxes	Percentage of Delinquent Taxes to Tax Levy
6/30/02	4,173,776	3,769,808	90.32%	249,756	4,019,564	96.31%	564,439	13.52%
6/30/03	4,260,710	3,887,971	91.25%	304,218	4,192,189	98.39%	514,865	12.08%
6/30/04	4,649,281	4,388,609	94.39%	260,898	4,649,507	100.00%	488,252	10.50%
6/30/05	4,867,905	4,632,465	95.16%	227,227	4,859,692	99.83%	436,205	8.96%
6/30/06	5,123,281	4,797,111	93.63%	230,169	5,027,280	98.13%	408,346	7.97%
6/30/07	5,521,664	5,161,667	93.48%	241,220	5,402,887	97.85%	379,275	6.87%
6/30/08	6,044,423	5,592,670	92.53%	146,813	5,739,483	94.96%	421,376	6.97%
6/30/09	5,914,715	5,463,408	92.37%	218,104	5,681,512	96.06%	493,300	8.34%
6/30/10	6,154,012	5,643,969	91.71%	255,330	5,899,299	95.86%	579,072	9.41%
6/30/11	6,055,905	5,573,151	92.03%	309,818	5,882,969	97.14%	578,799	9.56%

Source: Clatsop County Tax Assessor

THE BUDGET PROCESS

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

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

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

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

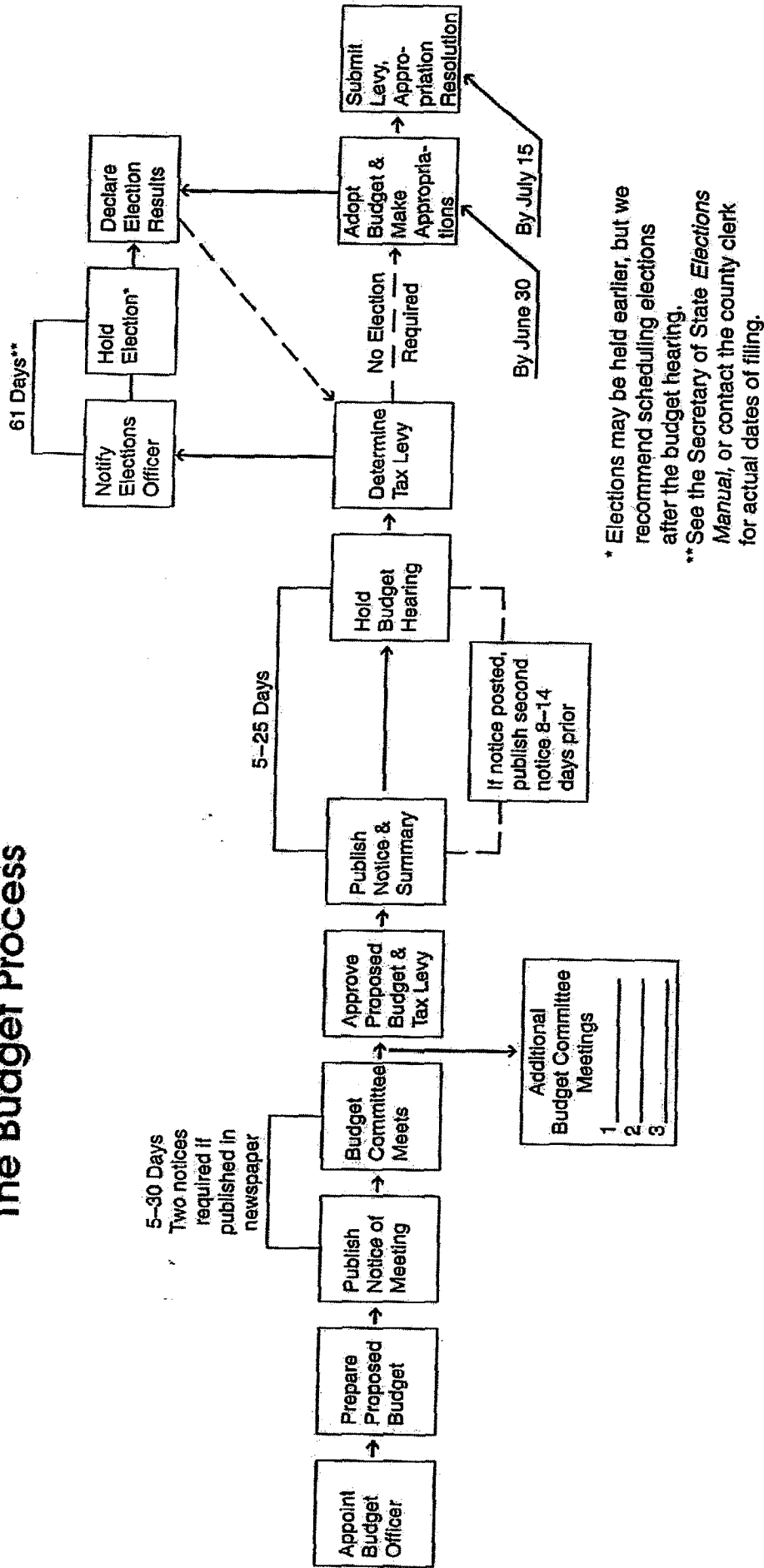
The first formal meeting of the Budget Committee includes a public hearing. Anyone wishing to present ideas or programs for which City funding is sought may make a presentation to the Budget Committee. The Committee sets several work sessions to review and/or revise the figures as presented in the Proposed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

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

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

The following graphic illustrates the flow of the budget process. Following the graphic is the City's budget calendar for the 2012-13 budget preparation process that shows the dates used to meet each step of the process graphic:

The Budget Process



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

2011

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

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

2012

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

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

February 15 (Wed) Community organization funding applications due.

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

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

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

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

April 11 (Wed) Notice of Budget Committee meeting published. (Publish 5-30 days before the first budget meeting on April 25, 2012 / 4-11-12 is 14 days.) Notice will also reference that the Budget Committee meeting time is available on the City's website, along with the website address.

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

April 25 (Wed) First meeting of the Budget Committee; public hearing on proposed budget and State revenue sharing. When Committee sets future work dates, those meetings must give public meetings law notification.

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

2012

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

ACCOUNTING METHODS

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

GOVERNMENTAL FUNDS

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

General Fund

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

Special Revenue Funds

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Enterprise Funds

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

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

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

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

Fiduciary Funds

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

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

Astoria Public Library Endowment Fund - to account for a gift from Don Goodall in memory of his parents Harris Allen and Mabel Mae Goodall. His intent is that the fund will grow and provide an additional source of revenue for library needs.

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

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

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

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

Glossary of the Division of Accounts

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

PERSONAL SERVICES:

Personal Services includes expenditures for salaries, wages and related employee benefits provided for all persons employed by the City:

Extra Help

Includes expenditures for wages provided to all persons employed by the City on a temporary basis.

FICA Taxes

Includes employer's share of social security taxes paid on the total compensation earned by each person employed by the City. The current rate is 7.65%.

FLSA Overtime

The Federal Fair Labor Standards Act (FLSA) requires the payment of overtime when an employee works more than 40 hours per week. Astoria firefighters work a 24-hour shift schedule which requires the payment of FLSA overtime.

Holiday Pay

Includes expenditures for overtime, provided for all public safety personnel, in lieu of time off on a holiday.

Holiday Pay Overtime

Includes expenditures for overtime, provided for some personnel required to work overtime on a holiday in lieu of time off.

Insurance

Includes employer contributions for medical, dental, life and long-term disability insurance provided for all persons employed full-time.

Interfund Wages

Includes expenditures in all funds except Public Works, for all personal services, provided by persons employed by Public Works, for other funds of the City.

Overtime

Includes all compensation paid for work in excess of 8 hours in a day or 40 hours in a week, or for call back time, to all persons employed by the City.

Regular Salaries

Includes expenditures for salaries and wages of all regular full and part-time employees of the City.

Retirement Contributions

Includes employer contributions and employee mandatory contributions for all regular full- and part-time employees after 6 months and 600 hours of employment. Temporary employees may be covered if they meet PERS membership criteria for hours worked in a period of time.

Workers' Compensation

Includes employer contributions for workers' compensation insurance on all persons employed by the City.

MATERIALS & SERVICES

The Materials & Services section of the budget contains amounts to be spent for goods and services used in day-to-day operations and activities.

Advertising

Expenses for the cost of advertising in newspapers, etc.

Conferences, Meetings & Travel

Expenses incurred by employees who attend conferences and meetings related to their work duties. Also includes motor pool charges, freight and express charges, and messenger service charges.

Communication

Telephone and postage expenses.

Fee & Charge Programs

Expenses incurred for Parks & Recreation recreational and cultural special events, such as trips to plays outside of the Astoria area. The cost of each trip is generally borne by the participants who pay a fee that includes the event ticket and transportation. Also includes special programs at the Astoria Aquatic Center.

Insurance

All insurance other than that related to Personal Services. This includes liability and property insurance.

Memberships & Dues

Membership fees and dues for professional and associate groups.

Miscellaneous

Court costs and investigations, judgments and damages, information and credit services, taxes, laundry and other contractual services not otherwise classified above.

Office Supplies

Office stationery, forms, maps and other common office supplies.

Operating Supplies

Agricultural supplies, chemicals, drugs, medicines, laboratory supplies, cleaning and sanitation supplies, feed for animals, food for human consumption, fuel, oil, and lubricants, household and industrial supplies, clothing, books and computer software.

Printing & Binding

The cost of printing and binding items required to maintain operations. This may include forms, brochures, manuals and other documents such as the budget and annual report.

Professional Services

Accounting and auditing, management consulting, engineering and architectural services, special legal services, medical, dental and hospital and other professional services.

Projects Funded by Grants

Funds are budgeted here for projects that will be accomplished if anticipated grant monies are received.

Public Utility Services

Natural gas, electric and refuse service.

Rentals

Rental of land, buildings, or machinery and equipment.

Repair & Maintenance Services

Repair and maintenance of buildings, structures, improvements and equipment which is not done by City employees.

Repair & Maintenance Supplies

Building materials and supplies, paints and painting supplies, structural steel, iron and related metals, plumbing supplies, electrical supplies, motor vehicle repair materials and supplies, and other repair and maintenance supplies.

Small Tools & Minor Equipment

Items of small tools and equipment which would not be consumed or materially altered when used, but which cost less than \$100, excluding electronic equipment which must be included in Capital Outlay.

Training

Schools and workshops that enhance or maintain skills or knowledge which employees need to remain current in the technology of their position requirements.

CAPITAL OUTLAY:

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

- Buildings
- Improvements other than buildings
- Land
- Machinery and equipment costing more than \$100

OTHER CLASSIFICATIONS:

Some funds may have one or more of the following account categories:

Beginning Fund Balance – Prior Year Actual Basis

A fund balance that may include the net available of cash, fixed assets, value of inventory, accounts receivable and liabilities of the fund as stated in the financial statements according to Generally Accepted Accounting Principles.

Beginning Fund Balance – Budgetary Basis

All funds are proposed with the estimated cash balance in the fund at the beginning of a fiscal year. This cash balance may differ significantly from the prior year actual ending fund balance.

Contingent Expenditures

An undesignated appropriation to accommodate unanticipated expenditures that become known after the budget is adopted. Funds are transferred to the appropriate department/fund by resolution of the City Council.

Debt Service

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

Ending Fund Balance

The appropriation budgeted to remain in a fund at June 30. This amount is carried over as the Beginning Fund Balance for the next fiscal year to allow for continued operations until budgeted revenues are received.

Loan Disbursements

The loan of grant proceeds to qualified owners of low income property to make improvements to maintain and improve the housing stock available to low income residents.

Special Payments

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

Transfers to Other Funds

Funds transferred from one fund to another to pay for the cost of services provided by the receiving fund.

