



CITY OF ASTORIA, OREGON

ADOPTED BUDGET

YEAR BEGINNING JULY 1, 2014

CITY OF ASTORIA, OREGON

Adopted Budget Document

Integrated Budget Document and Detail Pages

Year Beginning July 1, 2014

Prepared by:

**Brett Estes City Manager Pro Tem
Budget Officer**

July 1, 2014

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CITY OF ASTORIA, OREGON
 Adopted Budget
 Year Beginning July 1, 2014

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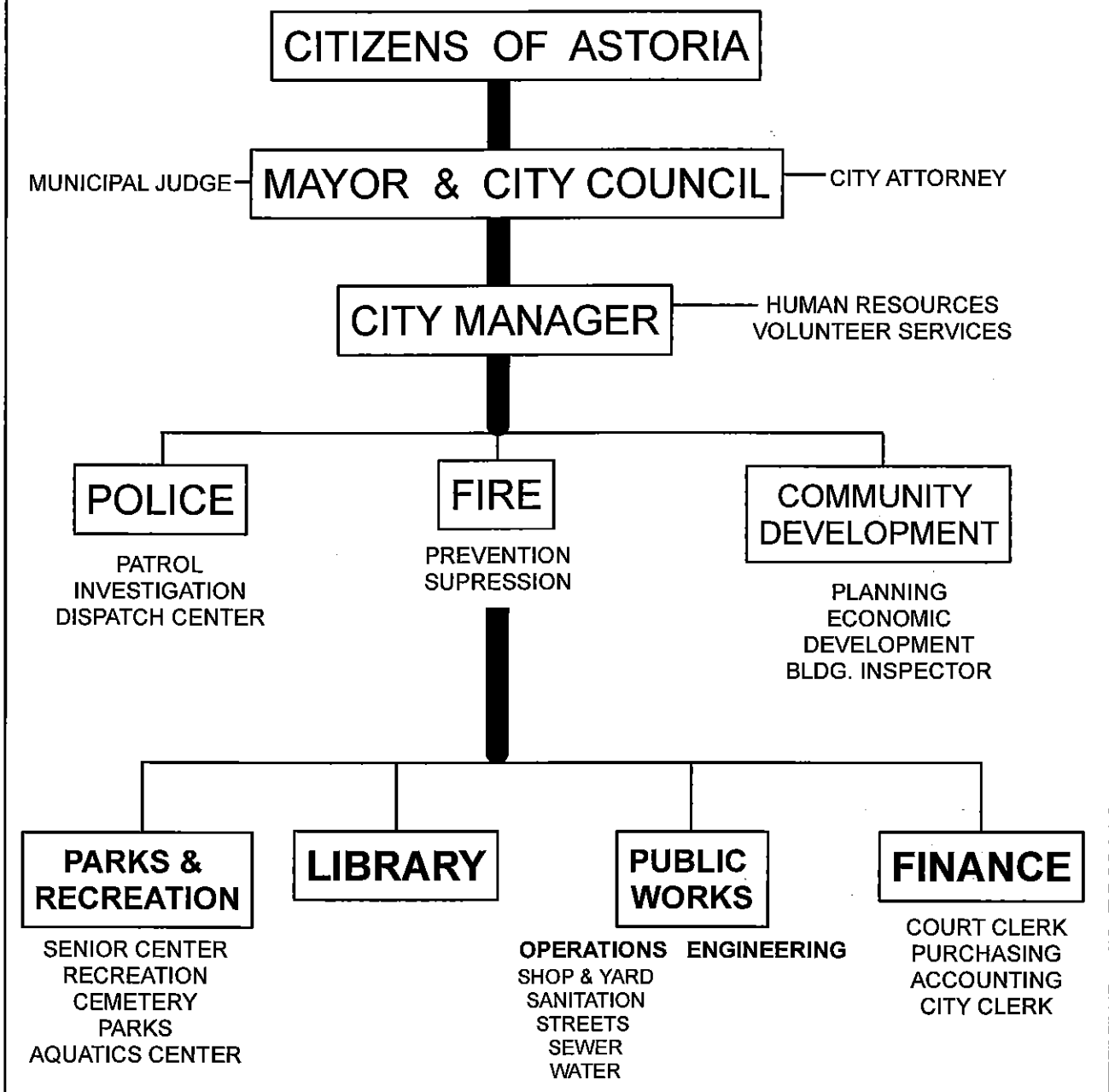
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City of Astoria Organization Chart



CITY OF ASTORIA, OREGON

BUDGET

Year Beginning July 1, 2014

Honorable Willis L. Van Dusen, Mayor

BUDGET COMMITTEE

Willis L. Van Dusen, Mayor

Kera Huber

Arline LaMear, Councilor

Richard Hurley

Drew Herzig, Councilor

Loran Mathews

Karen Mellin, Councilor

Kathleen Sullivan

Russ Warr, Councilor

Laura Leebrick

CITY MANAGER

Brett Estes, City Manager Pro Tem

ADMINISTRATIVE STAFF

Blair Henningsgaard

City Attorney

Kristopher A. Kaino

Municipal Judge

John Snyder, CPA

Financial Analyst

Brett Estes

Community Development Director

Ted Ames

Fire Chief

Pete Curzon

Police Chief

Angela Cosby

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 23, 2014

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

As you will recall, last year a difficult budget message was brought forth that called for upwards of \$220,000 in cuts to the General Fund alone. Those cuts were necessary in order to deal with expenses outpacing revenues. I am pleased to announce that your prior cost cutting measures along with other continuing steps by staff to control expenses has allowed me to present a balanced budget for FY 14-15.

While balancing the budget within expected revenues might create the impression that we are on easy street, it is imperative that we remain vigilant and keep a sharp eye to the future. PERS and health insurance increases alone can easily be a quarter million dollars in a single year. Direct labor costs, which represent a significant portion of the City's budget must be negotiated. The cost of materials and services are increasing yearly to the tune of \$50,000 as inflationary pressures continue. Capital needs across the City will continue to vie for limited resources as City infrastructure and assets age and require updating.

The fiscal indicators for the City and the State show a period of prolonged recovery. Resources via state and federal coffers are waning and the economy is on a slow mend. All of these areas of financial concern call for strong fiscal leadership. This leadership must on the one hand keep an eye on the day to day operations of the City while on the other hand intently peering over the horizon anticipating what lies ahead.

With the aforementioned in mind, the following presents some of the highlights for the 2014-2015 fiscal year budget for the City of Astoria:

GENERAL FUND

Beginning Cash Balance / Contingency

The beginning cash balance at July 1, 2014 is projected to be in the range of \$1,400,000 or 18% of budgeted expenditures. While this is a 2% reduction from last fiscal year, it remains a sound fund balance. This proposed budget, in light of the reductions mentioned above, shows no change in the fund balance from the beginning of the year through the end of the year. In other words our income is anticipated to equal our spending.

General Fund Resources / Expenditures

The proposed budget is based on projected total resources of \$9,208,680. The prior year resources were \$9,002,340. This is a increase of \$206,340.

The two primary expenditure components of General Fund departmental budgets are "Personnel Services" and "Materials and Services". Personnel Services, comprised of salary and benefit expenses, are projected to be \$5,013,360. The prior year personnel expenses were \$4,830,940. This represents an increase of \$182,420 or 3.8%. The increase relates primarily to increases in health insurance premiums, contractual and projected wage adjustments, including step increases and stability pay.

"Materials and Services" are projected to be \$1,593,270. The prior year Materials & Services were \$1,559,400. This represents an increase of \$33,870.

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:

- \$712,020 to the proposed Parks and Recreation Fund (158).
- \$309,120 to the Emergency Communication (911) Fund (132).
- \$75,000 to the Public Works Improvement Fund (176) for the General Funds portion of the Williamsport Road project.
- \$30,000 to the Unemployment Fund for unemployment payments (104).
- \$20,000 to the Public Works Fund to offset landfill monitoring expenses (301).
- \$10,000 to the Public Works Fund for the Utility Assistance Program (301)

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 \$300,000. This is up from the prior year due to the sale of City properties (a major source of revenue for this fund). Expected revenues from timber sales, state shared revenues and the Senior Center Renovation grant combine to provide for proceeds of \$1,478,440.

There are planned capital expenditures for the year of \$1,449,990 leaving a projected contingency and fund balance at the end of the year of \$328,450. Significant and new capital expenditure items in the 14-15 budget are as follows:

- \$1,100,000 grant balance for Senior Center Renovations.
- \$58,810 in lease payments on public safety vehicles. This payment adds one new vehicle and continues prior lease commitments on previous leased public safety vehicles.
- \$65,100 for technology related expenditures.
- \$57,000 for Parks & Recreation capital expenditures.
- \$24,900 for Public Safety capital expenditures.

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 fiscal year 2014-15 Public Works budget contains no increase in sewer and water rates and a 9 percentage point increase in the CSO surcharge from 77% to 86%. The CSO increase is necessary to cover debt associated with the now completed 11th Street Separation Project and to fund the start of the next portion of the CSO work. The proposed increase in water, sewer and CSO rates would add an estimated \$5.85 to the average monthly residential bill.

Public Works Budget

The Public Works budget for fiscal year 14-15 projects estimated resources of \$5,215,000 with expenditures of \$5,008,380, leaving a contingency and ending fund balance of \$206,620.

Public Works Improvement Fund

The Public Works Improvement Fund budget for fiscal year 14-15 proposes estimated resources of \$2,268,120 with expenditures of \$2,103,160, leaving a contingency and ending fund balance of \$164,960. Major expenditures proposed for 14-15 are as follows:

- \$350,000 for water main rehabilitation.
- \$275,000 for sewer main rehabilitation.
- \$200,000 set aside transfer (3 of 5) for future re-sanding of the slow sand filters at the water treatment plant.
- \$135,000 for various smaller projects throughout the City
- \$150,000 for the Dam Seismic Study
- \$80,000 for the second of five payments on a new vector truck.
- \$80,000 for master plans and project designs
- \$40,000 for asset management services
- \$100,000 for CSO modeling
- \$626,160 for debt service payments other than CSO

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:

- 19th and Irving Bridge Replacement \$6,000,000
- Maintenance Paving Projects throughout the City \$100,000
- Design engineering for downtown street end "bridge" replacements \$9,000,000
- Design engineering for next CSO project
- Sports Complex Utility Improvements

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 11th Street Separation Project the overall CSO work is 60% complete. The next CSO project is the 16th Street Separation Project which will be initiated in the spring of 2014 and is expected to be completed by the end of fiscal year 14-15.

CSO Debt Service Fund

The total approved borrowing to date is approximately \$20.7 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 and fund reserves. The sewer surcharge was initiated in 2002 at 3.5%. It has increased in annual increments and currently stands at 77%. In order to maintain funds sufficient to cover anticipated debt service and fund reserves, the rate is proposed to increase by 9 points at the beginning of the 14-15 budget year.

BUILDING INSPECTION FUND

The Building Inspection Fund was established in March 2000. The resources of the Building Inspection program for fiscal year 14-15 are budgeted at \$274,240 that includes a beginning fund balance of \$98,740. The ending fund balance and contingency total \$93,990. During the 11-12 budget year the City hired an in-house building inspection and code enforcement officer. 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 14-15 are estimated at \$496,020. The beginning fund balance is projected to be \$605,800 with an ending contingency and fund balance of \$439,790.

Major expenditures for fiscal year 14-15 are as follow:

- \$250,000 for Tourism Related facilities and events.
- \$20,000 for the Astoria Downtown Historic District Association
- \$170,750 for the Astoria/Warrenton Chamber of Commerce LCTC.
- \$115,000 for the Astoria/Warrenton Chamber of Commerce Visitor Services.
- \$78,680 loan payment on the Heritage square project.
- \$30,000 for the Arts and Cultural Fund to Promote Tourism.

EMERGENCY COMMUNICATIONS FUND

The City's contribution to the Emergency Communication Fund is budgeted at \$309,020. This is a \$14,800 increase over the prior year. For the 14-15 budget year, \$21,000 has been budgeted to defray the cost of General Fund services performed.

CONCLUSION

The proposed budget for fiscal year 14-15 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 14-15 for the City of Astoria is ready for review by the Budget Committee.

Respectfully submitted,

THE CITY OF ASTORIA


Brett Estes
City Manager Pro Tem / Budget Officer

BUDGET SECTION

City of Astoria, Oregon

Summary of Requirements

Year Beginning July 1, 2014

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	4,470	8,750						13,220		13,220
City Manager	246,100	17,060						263,160		263,160
Municipal Court	53,500	109,350						162,850		162,850
Finance	558,910	80,970	5,500					645,380		645,380
City Attorney		84,900						84,900		84,900
Community Development	316,210	57,350						373,560		373,560
City Hall	10,610	40,850						51,460		51,460
Non and Interdepartmental	6,770	660,210		1,156,140				1,823,120		1,823,120
Fire	1,450,110	235,930	17,550					1,703,590		1,703,590
Police	2,034,910	172,650	9,050					2,216,610		2,216,610
Library	331,770	125,370	1,500					458,640		458,640
Other							1,412,190	1,412,190		1,412,190
Total General Fund	5,013,360	1,593,390	33,600	1,156,140			1,412,190	9,208,680		9,208,680
Capital Improvement		1,199,200	210,310		40,480		150,000	1,599,990	178,450	1,778,440
Unemployment		33,110						33,110		33,110
Revolving Loan		80,000					12,000	92,000	47,760	139,760
Housing Rehabilitation Loan		50,000					7,500	57,500	12,380	69,880
Building Inspection	130,630	34,410		15,210			2,500	182,750	91,490	274,240
Emergency Communications	847,460	122,730	58,300	21,000			30,000	1,079,490	234,620	1,314,110
Community Policing		7,800						7,800		7,800
Parks Project				160,000				160,000	260	160,260
Maritime Memorial		15,000	48,000				9,930	72,930		72,930
Parks Operation (by department):										
Aquatics	245,470	232,850						478,320		478,320
Recreation/Administration	572,950	102,760						675,710		675,710
Maintenance	352,640	167,850						520,490		520,490
Total Parks Operation	1,171,060	503,460						1,674,520		1,674,520
Astoria Road District		10,000	1,000,000				52,450	1,062,450		1,062,450
State Tax Street				590,000			39,630	629,630		629,630
Trails Reserve		5,000	23,290					28,290		28,290
Public Works Improvement		1,130,000	247,000	200,000	626,160		169,960	2,373,120		2,373,120
Public Works Capital Reserve			600,000					600,000		600,000
CSO Projects										
11th Street Separation		750,000	120,000					120,000		120,000
16th Street Separation			4,933,000	22,000				5,683,000	662,140	5,683,000
Local Improvement Debt Service					66,720			66,720		66,720
E. Astoria Waterline Debt Service					14,090			14,090		14,090
7th Street Dock LID					1,413,960		22,520	1,486,330	800,000	2,286,330
CSO Debt Service		49,850						49,850		49,850

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	877,800	118,780	5,000					1,001,580		1,001,580
Shop and Yard	301,060	120,400	11,100					432,560		432,560
Streets	205,380	284,000						489,380		489,380
Sanitation	39,290	21,800						61,090		61,090
Sewer	542,000	505,950	9,000	151,600				1,208,550		1,208,550
Stormwater	125,640	121,850	10,000					257,490		257,490
Water	819,680	495,300	15,350	227,400				1,557,730		1,557,730
Other	-	-	-	-	-	-	206,620	206,620	-	206,620
Total Public Works	2,910,850	1,668,080	50,450	379,000	-	-	206,620	5,215,000	-	5,215,000
Cemetery			72,200					72,200		72,200
17th Street Dock	10,000	61,150	175,000	75,000	36,420		60,000	417,570	210,130	627,700
Aquatic Facility Trust		1,060						1,060	6,390	7,450
Astoria Public Library Endowment		28,130						28,130	111,920	140,050
Cemetery Irreducible								-	848,980	848,980
Promote Astoria		585,750			78,680		75,000	739,430	364,790	1,104,220
Logan Memorial Library		100,000					15,000	115,000	751,380	866,380
TOTAL ALL FUNDS	10,083,360	8,028,120	7,571,150	2,618,350	2,276,510	-	2,265,300	32,842,790	4,411,710	37,254,500

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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, 2015, the General Fund expects to receive 54.08% 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 are overseen by 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.

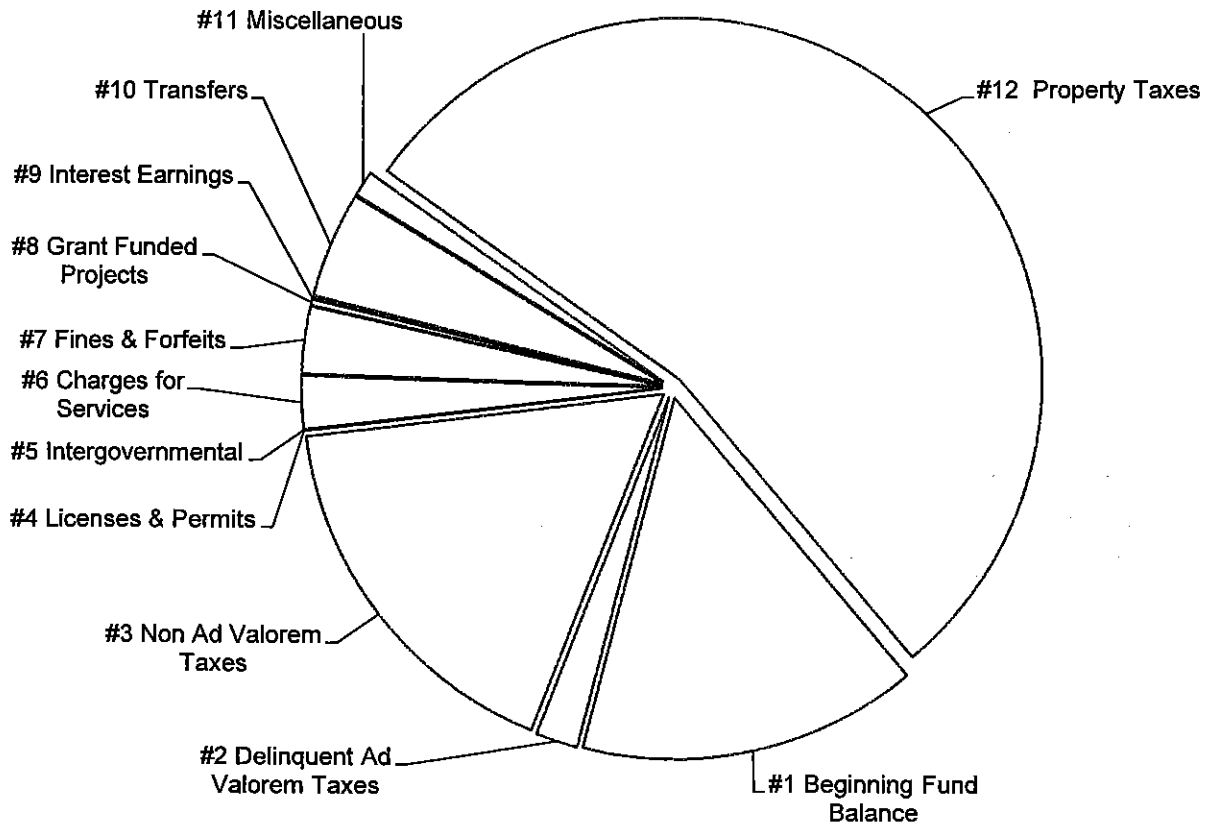
City of Astoria, Oregon
Budget Document

GENERAL FUND

Historical Data			Budget for Fiscal Year 7/1/14 - 6/30/15			
Actual Data FYE 6/30/12	Actual Data FYE 6/30/13	Adopted Budget FYE 6/30/14	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Resources						
1,275,266	1,297,097	1,400,000	Beginning Fund Balance	1,400,000	1,400,000	1,400,000
167,609	272,851	150,000	Delinquent Ad Valorem Taxes	175,000	175,000	175,000
1,595,752	1,632,857	1,511,000	Non Ad Valorem Taxes	1,577,000	1,577,000	1,577,000
19,418	23,690	5,700	Licenses and Permits	4,000	4,000	4,000
599,023	200,942	222,680	Charges for Services	219,090	219,090	219,090
262,962	271,282	261,500	Fines and Forfeits	276,000	276,000	276,000
119,291	108,605	38,400	Grant Funded Projects	24,500	24,500	24,500
10,808	10,257	9,000	Interest Earnings	10,000	10,000	10,000
Transfers from Other Funds:						
358,142	358,000	379,000	Public Works Fund	379,000	379,000	379,000
		21,000	Emergency Communication Fund	21,000	21,000	21,000
15,210	15,210	15,210	Building Inspection Fund	15,210	15,210	15,210
-	-	22,000	Local Improvement Debt Service Fund	22,000	22,000	22,000
-	6,328	-	Senior Center Endowment Fund			
89,503	145,748	73,350	Miscellaneous	104,880	104,880	104,880
4,512,984	4,342,867	4,108,840	Sub-Total Resources	4,227,680	4,227,680	4,227,680
4,688,579	4,707,115	4,893,500	Current Ad Valorem Taxes	4,981,000	4,981,000	4,981,000
9,201,563	9,049,982	9,002,340	Total Resources	9,208,680	9,208,680	9,208,680
Requirements (by department)						
11,152	13,081	13,220	City Council	13,220	13,220	13,220
310,821	261,592	269,980	City Manager - all divisions	263,160	263,160	263,160
162,965	162,285	162,540	Municipal Court	162,850	162,850	162,850
590,127	598,333	592,870	Finance	645,380	645,380	645,380
85,198	84,892	84,900	City Attorney	84,900	84,900	84,900
326,654	350,491	340,580	Community Development	373,560	373,560	373,560
44,397	42,546	51,460	City Hall	51,460	51,460	51,460
1,191,804	2,043,044	1,822,160	Non and Interdepartmental	1,823,000	1,823,120	1,823,120
1,530,659	1,497,540	1,638,460	Fire	1,703,590	1,703,590	1,703,590
2,070,193	2,070,829	2,156,830	Police	2,216,610	2,216,610	2,216,610
1,179,419	-	-	Parks and Recreation - all divisions			
401,077	413,626	439,260	Library	458,640	458,640	458,640
-	-	1,430,080	Contingency			
7,904,466	7,538,259	9,002,340	Total Expenditures	7,796,370	7,796,490	7,796,490
1,297,097	1,511,723	-	Ending Fund Balance	1,412,310	1,412,190	1,412,190
9,201,563	9,049,982	9,002,340	Total Requirements	9,208,680	9,208,680	9,208,680

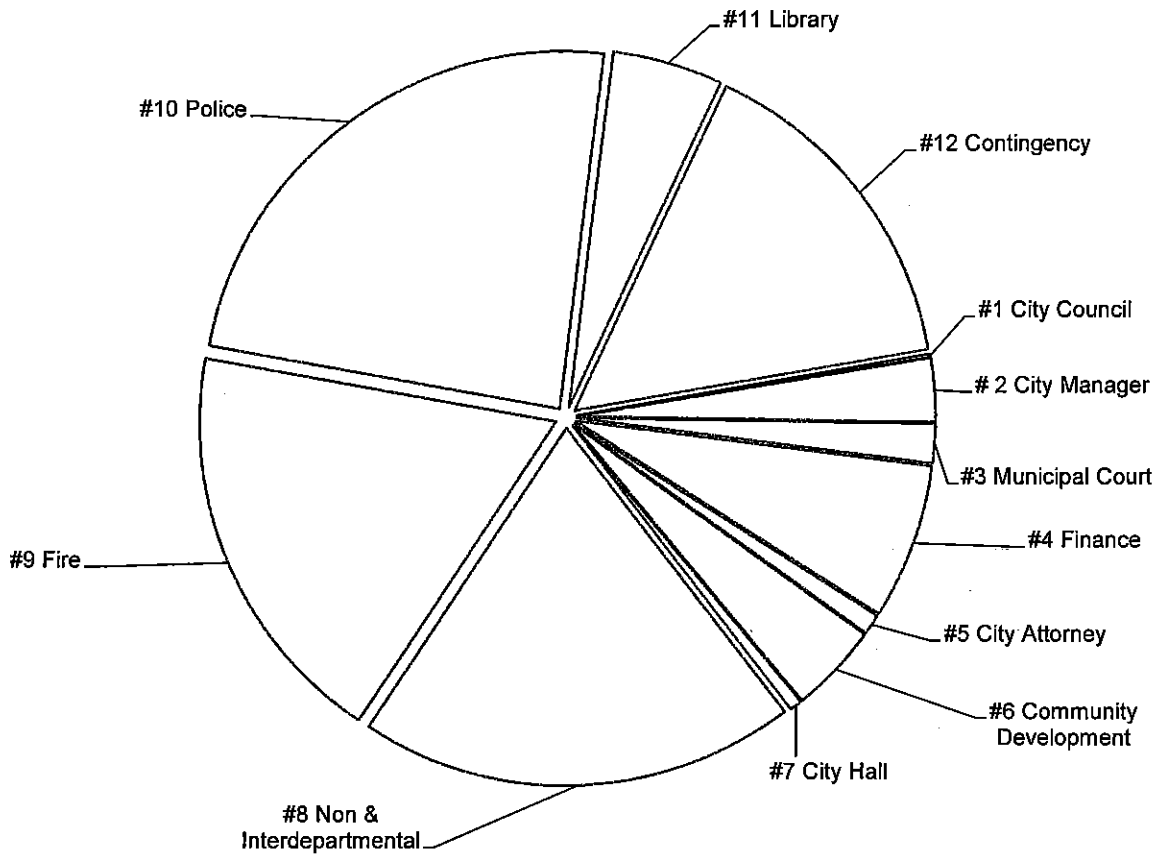
City of Astoria, Oregon
 General Fund Resources
 Year Beginning July 1, 2014

Segment #	Resources	Amount	Percentage
1	Beginning Fund Balance	\$1,400,000	15.20%
2	Delinquent Property Taxes	175,000	1.90%
3	Non Ad Valorem Taxes	1,577,000	17.13%
4	Licenses and Permits	4,000	0.04%
5	Intergovernmental	-	0.00%
6	Charges for Services	219,090	2.38%
7	Fines and Forfeits	276,000	3.00%
8	Grant Funded Projects	24,500	0.27%
9	Interest Earnings	10,000	0.11%
10	Transfers from Other Funds	437,210	4.75%
11	Miscellaneous	104,880	1.14%
12	Estimated Current Property Taxes	<u>4,981,000</u>	<u>54.08%</u>
Total Resources		<u>\$9,208,680</u>	<u>100.00%</u>



City of Astoria, Oregon
 General Fund Requirements
 Year Beginning July 1, 2014

Segment #	Requirements	Amount	Percentage
1	City Council	\$ 13,220	0.14%
2	City Manager - all divisions	263,160	2.86%
3	Municipal Court	162,850	1.77%
4	Finance	645,380	7.01%
5	City Attorney	84,900	0.92%
6	Community Development	373,560	4.06%
7	City Hall	51,460	0.56%
8	Non and Interdepartmental	1,823,120	19.80%
9	Fire	1,703,590	18.50%
10	Police	2,216,610	24.07%
11	Library	458,640	4.98%
12	Contingency	1,412,190	15.33%
Total Requirements		<u>\$9,208,680</u>	<u>100.00%</u>



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

Budget for Fiscal Year 7/1/14 - 6/30/15

Historical Data

<u>Actual Data</u>		<u>Adopted Budget</u>	<u>Proposed by</u>	<u>Approved by</u>	<u>Adopted by</u>
FYE 6/30/12	FYE 6/30/13	FYE 6/30/14	Budget Officer	Budget Committee	Governing Body
<u>Resources and Requirements</u>					
<u>Personnel Services:</u>					
4,415	4,422	4,470	4,470	4,470	4,470
288,052	245,011	252,920	246,100	246,100	246,100
60,003	59,991	63,940	53,500	53,500	53,500
505,894	521,997	513,720	558,910	558,910	558,910
288,892	305,200	297,730	316,210	316,210	316,210
8,722	7,280	10,610	10,610	10,610	10,610
22,166	10,007	10,120	6,770	6,770	6,770
1,251,364	1,262,893	1,393,420	1,450,110	1,450,110	1,450,110
1,886,073	1,876,765	1,969,920	2,034,910	2,034,910	2,034,910
752,484	-	-	-	-	-
<u>288,642</u>	<u>300,169</u>	<u>314,090</u>	<u>331,770</u>	<u>331,770</u>	<u>331,770</u>
5,356,707	4,593,735	4,830,940	5,013,360	5,013,360	5,013,360
<u>Materials & Services:</u>					
6,737	8,659	8,750	8,750	8,750	8,750
22,769	16,581	17,060	17,060	17,060	17,060
102,962	102,294	98,600	109,350	109,350	109,350
81,800	76,336	79,150	80,970	80,970	80,970
85,198	84,892	84,900	84,900	84,900	84,900
37,762	45,291	42,850	57,350	57,350	57,350
35,675	35,266	40,850	40,850	40,850	40,850
586,868	663,557	669,820	660,210	660,210	660,210
244,893	217,006	220,790	235,930	235,930	235,930
172,504	179,964	172,960	172,650	172,650	172,650
412,328	-	-	-	-	-
<u>112,435</u>	<u>113,089</u>	<u>123,670</u>	<u>125,370</u>	<u>125,370</u>	<u>125,370</u>
1,901,931	1,542,935	1,559,400	1,593,390	1,593,390	1,593,390

Continued on Next Page

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

<u>Historical Data</u>		<u>Budget for Fiscal Year 7/1/14 - 6/30/15</u>		
<u>Actual Data</u>	<u>Adopted Budget</u>	<u>Proposed by</u>	<u>Approved by</u>	<u>Adopted by</u>
<u>FYE 6/30/12</u>	<u>FYE 6/30/13</u>	<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<u>Resources and Requirements</u>				
<u>Capital Outlay:</u>				
-	-	-	-	-
-	-	-	-	-
2,433	-	5,500	5,500	5,500
-	-	-	-	-
34,402	17,641	17,550	17,550	17,550
11,616	14,100	9,050	9,050	9,050
14,607	-	-	-	-
-	368	1,500	1,500	1,500
63,058	32,109	33,600	33,600	33,600
<u>Total Capital Outlay</u>				
12,500	54,500	30,000	30,000	30,000
287,560	307,180	309,120	309,120	309,120
144,570	-	-	-	-
-	884,730	712,020	712,020	712,020
69,840	57,070	75,000	75,000	75,000
43,300	-	10,000	10,000	10,000
25,000	66,000	20,000	20,000	20,000
582,770	1,369,480	1,156,140	1,156,140	1,156,140
-	-	1,412,190	1,412,190	1,412,190
7,904,466	7,538,259	9,208,680	9,208,680	9,208,680
<u>Total Expenditures</u>				

FUND: GENERAL

Department: City Council #1000

Basic Objectives

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

Staffing

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

<u>Name</u>	<u>Position</u>	<u>Term Expires</u>
Willis L. Van Dusen	Mayor	12/31/14
Arline LaMear	Councilor - Ward 1	12/31/14
Drew Herzig	Councilor - Ward 2	12/31/16
Karen Mellin	Councilor - Ward 3	12/31/14
Russ Warr	Councilor - Ward 4	12/31/16

City of Astoria, Oregon
Budget Document
General

Expenditures (by department)
CITY COUNCIL #1000

Historical Data			Budget for Fiscal Year 7/1/14 - 6/30/15			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/12	FYE 6/30/13	FYE 6/30/14				
			Personnel Services:			
4,080	4,080	4,080	Regular Salaries	4,080	4,080	4,080
312	312	350	FICA Taxes	350	350	350
23	30	40	Workers' Compensation	40	40	40
<u>4,415</u>	<u>4,422</u>	<u>4,470</u>	Total Personnel Services	<u>4,470</u>	<u>4,470</u>	<u>4,470</u>
			Materials and Services:			
341	452	500	Office Supplies	500	500	500
-	10	-	Operating Supplies	-	-	-
4,555	6,980	6,500	Conferences, Meetings & Travel	6,500	6,500	6,500
480	-	-	Professional Services	-	-	-
250	250	250	Memberships & Dues	250	250	250
<u>1,111</u>	<u>967</u>	<u>1,500</u>	Miscellaneous	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
<u>6,737</u>	<u>8,659</u>	<u>8,750</u>	Total Materials and Services	<u>8,750</u>	<u>8,750</u>	<u>8,750</u>
<u>11,152</u>	<u>13,081</u>	<u>13,220</u>	Total Expenditures	<u>13,220</u>	<u>13,220</u>	<u>13,220</u>

GENERAL FUND (001)

CITY COUNCIL (1000)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	4,080
415	2220	FICA -Social Security	350
415	2240	Workers' Compensation	40

TOTAL PERSONNEL SERVICES 4,470

Materials and Services (510 - 675)

510	3045	General Office Supplies	500
		Sub-total of Office Supplies	500
615	4265	Travel - Conferences and Meetings	6,500
		Sub-total Conferences, Meetings & Travel	6,500
630	4720	Sister Cities International Program	250
		Sub-total Memberships & Dues	250
675	6035	Miscellaneous - General	1,500
		Sub-total of Miscellaneous	1,500

TOTAL MATERIALS & SERVICES 8,750

TOTAL CITY COUNCIL 13,220

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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 7/1/14 - 6/30/15</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/12	FYE 6/30/13	FYE 6/30/14		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
199,373	172,325	165,750	Regular Salaries	172,550	172,550	172,550
464	1,923	2,250	Extra Help	2,300	2,300	2,300
13,997	12,118	13,010	FICA Taxes	13,530	13,530	13,530
39,644	31,717	42,590	Insurance	20,260	20,260	20,260
33,993	26,516	28,840	Retirement Contributions	36,970	36,970	36,970
581	412	480	Workers' Compensation	490	490	490
<u>288,052</u>	<u>245,011</u>	<u>252,920</u>	Total Personnel Services	<u>246,100</u>	<u>246,100</u>	<u>246,100</u>
			Materials and Services:			
2,276	1,639	1,900	Office Supplies	1,900	1,900	1,900
731	315	300	Operating Supplies	300	300	300
228	20	-	Repair & Maintenance Supplies	-	-	-
181	-	-	Training	-	-	-
285	-	-	Professional Services	900	900	900
3,801	6,258	3,660	Memberships & Dues	3,660	3,660	3,660
-	684	900	Employee Assistance Program	-	-	-
8,441	3,231	6,800	Conferences Meetings & Travel	6,800	6,800	6,800
6,826	4,424	3,000	Miscellaneous	3,000	3,000	3,000
-	10	500	Technology Services	500	500	500
<u>22,769</u>	<u>16,581</u>	<u>17,060</u>	Total Materials and Services	<u>17,060</u>	<u>17,060</u>	<u>17,060</u>
<u>310,821</u>	<u>261,592</u>	<u>269,980</u>	Total Expenditures	<u>263,160</u>	<u>263,160</u>	<u>263,160</u>

City of Astoria, Oregon
Budget Document
GENERAL FUND

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

Historical Data			Budget for Fiscal Year 7/1/14 - 6/30/15			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/12	FYE 6/30/13	FYE 6/30/14				
			Personnel Services:			
165,664	172,325	165,750	Regular Salaries	172,550	172,550	172,550
-	1,923	2,250	Extra Help	2,300	2,300	2,300
11,756	12,118	13,010	FICA Taxes	13,530	13,530	13,530
33,576	31,717	42,590	Insurance	20,260	20,260	20,260
25,743	26,516	28,840	Retirement Contributions	36,970	36,970	36,970
445	412	480	Workers' Compensation	490	490	490
<u>237,184</u>	<u>245,011</u>	<u>252,920</u>	Total Personnel Services	<u>246,100</u>	<u>246,100</u>	<u>246,100</u>
			Materials and Services:			
1,764	1,639	1,900	Office Supplies	1,900	1,900	1,900
700	315	300	Operating Supplies	300	300	300
228	20	-	Repair & Maintenance Supplies	-	-	-
2,192	6,258	3,660	Memberships & Dues	3,660	3,660	3,660
-	684	900	Employee Assistance Program	900	900	900
7,941	3,231	6,800	Conferences, Meetings & Travel	6,800	6,800	6,800
5,443	4,424	3,000	Miscellaneous	3,000	3,000	3,000
-	10	500	Technology Services	500	500	500
<u>18,268</u>	<u>16,581</u>	<u>17,060</u>	Total Materials and Services	<u>17,060</u>	<u>17,060</u>	<u>17,060</u>
			Capital Outlay:			
-	-	-	Machinery and Equipment	-	-	-
<u>255,452</u>	<u>261,592</u>	<u>269,980</u>	Total Expenditures	<u>263,160</u>	<u>263,160</u>	<u>263,160</u>

GENERAL FUND (001)			
CITY MANAGER - Administration (1101)			
Personnel Services (410 - 415)			
410	2020	Straight Time - Regular	172,550
410	2085	Extra Help	2,300
415	2220	FICA -Social Security	13,530
415	2230	Insurance	20,260
415	2235	Retirement Contributions	36,970
415	2240	Workers' Compensation	490
TOTAL PERSONNEL SERVICES			246,100
Materials and Services (510 - 685)			
510	3040	Printer Cartridges and Supplies	1,450
510	3045	General Office Supplies	450
Sub-total of Office Supplies			1,900
515	3310	General Operating Supplies	300
Sub-total of Operating Supplies			300
615	4220	League of Oregon Cities	750
615	4225	OOCMA - Spring / Summer	1,000
615	4227	ICMA	2,000
615	4230	CCIS	400
615	4260	Conference / Meeting Expenses	1,150
615	4265	Travel - Conferences and Meetings	1,500
Sub-total of Conferences, Meetings & Travel			6,800
620	4320	Employee Assistance Program (RBH)	900
Sub-total of Employee Assistance Program			900
630	4725	Rotary	800
630	4730	ICMA	1,000
630	4735	OCCMA	250
630	4737	Local Government Personnel Institute	1,350
630	4738	International Public Management	200
630	4755	Columbia Forum	60
Sub-total of Memberships & Dues			3,660

GENERAL FUND (001)			
CITY MANAGER - Administration (1101)			
675	5920	Employee Recognition	2,500
675	6035	General - Miscellaneous	500
		Sub-total of Miscellaneous	3,000
685	6207	Non-Contract IT Services	500
		Sub-total of Technology Services	500
TOTAL MATERIALS & SERVICES			17,060
TOTAL CITY MANAGER - Administration			263,160
TOTAL CITY MANAGER ADMIN. - ALL FUNDS			263,160

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 7/1/14 - 6/30/15</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 6/30/12	FYE 6/30/13	FYE 6/30/14				
			Personnel Services:			
33,709			Regular Salaries			
464			Extra Help			
2,241			FICA Taxes			
6,068			Insurance			
8,250			Retirement Contributions			
136			Workers' Compensation			
<u>50,868</u>	-	-	Total Personnel Services	-	-	-
			Materials and Services:			
512			Office Supplies			
31			Operating Supplies			
181			Training			
285			Professional Services			
1,609			Memberships & Dues			
500			Conferences, Meetings & Travel			
1,383			Miscellaneous			
<u>4,501</u>	-	-	Total Materials and Services	-	-	-
			Capital Outlay:			
-	-	-	Machinery & Equipment	-	-	-
<u>55,369</u>	-	-	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.

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

Historical Data			Budget for Fiscal Year 7/1/14- 6/30/15			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/12	FYE 6/30/13	FYE 6/30/14		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
39,408	40,591	41,120	Regular Salaries	41,720	41,720	41,720
2,890	2,823	3,270	FICA Taxes	3,310	3,310	3,310
12,022	11,197	12,120	Insurance	920	920	920
5,553	5,271	7,310	Retirement Contributions	7,420	7,420	7,420
130	109	120	Workers' Compensation	130	130	130
60,003	59,991	63,940	Total Personnel Services	53,500	53,500	53,500
			Materials and Services:			
1,237	1,426	1,400	Office Supplies	1,600	1,600	1,600
2,558	32	-	Operating Supplies	-	-	-
324	155	200	Conferences, Meetings & Travel	200	200	200
59,124	57,737	57,540	Professional Services	58,040	58,040	58,040
95	195	100	Memberships & Dues	150	150	150
16	-	-	Communications	-	-	-
152	270	-	Printing & Binding	-	-	-
1,372	2,184	-	Repair & Maintenance Services	-	-	-
-	-	2,610	Technology Services	2,610	2,610	2,610
38,084	40,295	38,750	Miscellaneous	46,750	46,750	46,750
102,962	102,294	98,600	Total Materials and Services	109,350	109,350	109,350
			Capital Outlay			
-	-	-	Machinery & Equipment	-	-	-
162,965	162,285	162,540	Total Expenditures	162,850	162,850	162,850

GENERAL FUND (001)				
MUNICIPAL COURT (1400)				
Personnel Services (410 - 415)				
410	2020	Straight Time - Regular	41,720	
415	2220	FICA -Social Security	3,310	
415	2230	Insurance	920	
415	2235	Retirement Contributions	7,420	
415	2240	Workers' Compensation	130	
TOTAL PERSONNEL SERVICES				53,500
Materials and Services (510 - 685)				
510	3045	General Office Supplies	1,600	
Sub-total of Office Supplies				1,600
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	4,000	
620	4340	Payments for Jury Trials	150	
620	4540	Interpreter Fees	1,000	
Sub-total of Professional Services				58,040
630	4750	Memberships & Dues	150	
Sub-total Memberships & Dues				150
675	5925	VISA Fees	4,000	
675	6040	State Assessments on Fines	40,000	
675	6045	Jury & Witness Fees	250	
675	6050	Jail Assessments	2,500	
Sub-total of Miscellaneous				46,750
685	6280	Municipal Court Software Maintenance	2,610	
Sub-total of Technology Services				2,610
TOTAL MATERIALS & SERVICES				109,350
TOTAL MUNICIPAL COURT				162,850
TOTAL MUNICIPAL COURT - ALL FUNDS				162,850

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FUND: GENERAL

Department: Finance #1600

Basic Objectives

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

Services to other departments include financial control through the budget process and issuing keys to most City owned buildings and facilities. Finance also provides accounting and other miscellaneous financial services for other departments, as needed.

Staffing

There are 6 full-time equivalent employees in the Finance Department, including 2 accounting clerks, an operations supervisor, a financial reporting manager, a financial analyst and the finance director. The Finance Department is under the supervision of the Finance Director, who is responsible to the City Manager. The Finance budget provides for a 20 hour per week position that provides front counter/reception support.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
FINANCE #1600

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/14 - 6/30/15</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 6/30/12</u>	<u>FYE 6/30/13</u>	<u>FYE 6/30/14</u>				
			Personnel Services:			
336,531	353,694	338,150	Regular Salaries	367,340	367,340	367,340
803	75	-	Overtime	-	-	-
17,859	7,396	18,360	Extra Help	4,590	4,590	4,590
25,126	26,741	27,640	FICA Taxes	28,810	28,810	28,810
84,273	83,497	69,460	Insurance	91,940	91,940	91,940
39,673	44,297	59,180	Retirement Contributions	65,260	65,260	65,260
1,629	6,297	930	Workers' Compensation	970	970	970
<u>505,894</u>	<u>521,997</u>	<u>513,720</u>	Total Personnel Services	<u>558,910</u>	<u>558,910</u>	<u>558,910</u>
			Materials and Services:			
6,630	4,141	5,000	Office Supplies	6,000	6,000	6,000
727	529	-	Operating Supplies	-	-	-
-	639	100	Repair & Maintenance Supplies	600	600	600
44	-	-	Small Tools & Minor Equipment	-	-	-
1,876	1,341	3,500	Training	1,500	1,500	1,500
2,771	284	3,000	Conferences, Meetings & Travel	3,000	3,000	3,000
28,856	38,186	34,500	Professional Services	36,500	36,500	36,500
795	988	800	Memberships & Dues	710	710	710
35	30	100	Communications	100	100	100
1,084	1,866	1,000	Advertising	2,360	2,360	2,360
3,779	2,616	2,450	Printing & Binding	2,650	2,650	2,650
502	763	1,500	Repair & Maintenance Services	750	750	750
-	-	200	Miscellaneous	150	150	150
34,701	24,953	27,000	Technology Services	26,650	26,650	26,650
<u>81,800</u>	<u>76,336</u>	<u>79,150</u>	Total Materials and Services	<u>80,970</u>	<u>80,970</u>	<u>80,970</u>
			Capital Outlay:			
2,433	-	-	Machinery & Equipment	5,500	5,500	5,500
<u>590,127</u>	<u>598,333</u>	<u>592,870</u>	Total Expenditures	<u>645,380</u>	<u>645,380</u>	<u>645,380</u>

GENERAL FUND (001)

FINANCE (1600)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	367,340
410	2085	Extra Help	4,590
415	2220	FICA -Social Security	28,810
415	2230	Insurance	91,940
415	2235	Retirement Contributions	65,260
415	2240	Workers' Compensation	970

TOTAL PERSONNEL SERVICES

558,910

Materials and Services (510 - 685)

510	3045	General Office Supplies	6,000	
		Sub-total of Office Supplies		6,000
525	3640	Other Repair & Maintenance Supplies	600	
		Sub-total of Repair & Maintenance Supplies		600
610	4055	Computer Training	1,500	
		Sub-total of Training		1,500
615	4265	Travel - Conferences and Meetings	3,000	
		Sub-total Conferences, Meetings & Travel		3,000
620	4345	Audit Fee	32,000	
620	4346	OPEB Preparation Fee	3,000	
620	4350	State Filing Fee	500	
620	4540	Professional Services - General	1,000	
		Sub-total of Professional Services		36,500
630	4740	AICPA	230	
630	4745	OMFOA	200	
630	4750	OSCPA	280	
		Sub-total Memberships & Dues		710
635	4975	Postage	100	
		Sub-total of Communications		100
640	5020	Advertising - Liquor Licenses	750	
640	5025	Advertising - Budget Notices	1,610	
		Sub-total of Advertising		2,360

GENERAL FUND (001)			
FINANCE (1600)			
650	5145	Printing & Binding - General	2,650
		Sub-total of Printing & Binding	2,650
660	5825	General Repair & Maintenance	750
		Sub-total of Repair & Maintenance Services	750
675	6035	General-Miscellaneous	150
		Sub-total of Miscellaneous	150
685	6205	Computer Software	500
685	6207	Non-Contract IT Services	750
685	6247	Financial Software Maintenance	25,400
		Sub-total of Technology Services	26,650
TOTAL MATERIALS & SERVICES			80,970
Capital Outlay (740)			
740	6650	Machinery & Equipment Digi Ticket	5,500
		Sub-total of Machinery & Equipment	5,500
TOTAL CAPITAL OUTLAY			5,500
TOTAL FINANCE			645,380

FUND: GENERAL

Department: City Attorney #1800

Basic Objectives

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

Staffing

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

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
CITY ATTORNEY #1800

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/14 - 6/30/15</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 6/30/12	FYE 6/30/13	FYE 6/30/14				
Materials and Services:						
-	411	400	Conferences Meetings & Travel	400	400	400
85,198	84,131	84,000	Professional Services	84,000	84,000	84,000
-	350	500	Miscellaneous	500	500	500
<u>85,198</u>	<u>84,892</u>	<u>84,900</u>	Total Expenditures	<u>84,900</u>	<u>84,900</u>	<u>84,900</u>

Detail Information 2013-14

GENERAL FUND (001)

CITY ATTORNEY (1800)

Materials and Services (615 - 675)

615	4220	League of Oregon Cities	400
620	4355	City Attorney Agreement	84,000
675	6035	General - Miscellaneous	500
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 Advisory Committee. The City continues to have Certified Local Government status with the State Historic Preservation Office (SHPO). In 1998, the City established a Design Review Committee to review development in the newly formed Gateway Master Plan Area which generally encompasses the area from 16th to 29th Streets and the River to Exchange Street.

Astoria Development Commission

The Community Development Department provides staff support to the Astoria Development Commission (ADC). The ADC's responsibility is to administer the City's two urban renewal districts. The Astor-East Urban Renewal District encompasses 56.95 acres of land located east of Astoria's Central Business District and includes the Liberty Theatre and Heritage Square property in the downtown area. The objectives of the AEURD Renewal Plan are to improve the physical conditions, functional relationships, and visual quality of the area, and to eliminate blight in order to create a climate more conducive for private development of property. Approximately four acres of riverfront property east of 20th Street were purchased in 2000 by the ADC and are being held for future development. In 2002 the City established a new 205.5 acre urban renewal district on the West End of Astoria in the Uniontown & Port of Astoria areas. The 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. In 2014, staff initiated code amendments for implementation of the Riverfront Vision Plan. Through grant funding, Astoria's River Trail has been constructed in increments over the years and was completed in 2013 extending approximately six miles from Smith Point east to the Alderbrook neighborhood. The Astoria Riverfront Trolley Association, with City support, continues to operate a trolley car along a 3-mile section of the waterfront covering the area from Smith Point to 35th Street.

Building Inspection Services

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

Staffing

Staff consists of four full-time positions: the director, a planner, building official / code enforcement officer, and an administrative assistant; and one half-time position: building permit technician (this employee also works half-time in the Finance Department).

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
COMMUNITY DEVELOPMENT #2001

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/14 - 6/30/15</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 6/30/12</u>	<u>FYE 6/30/13</u>	<u>FYE 6/30/14</u>				
			Personnel Services:			
190,048	192,679	195,260	Regular Salaries	201,660	201,660	201,660
15,846	31,898	17,500	Extra Help	10,500	10,500	10,500
19,629	16,826	16,480	FICA Taxes	16,440	16,440	16,440
25,809	27,544	24,780	Insurance	42,490	42,490	42,490
36,984	35,796	43,220	Retirement Contributions	44,630	44,630	44,630
576	457	490	Workers' Compensation	490	490	490
<u>288,892</u>	<u>305,200</u>	<u>297,730</u>	Total Personnel Services	<u>316,210</u>	<u>316,210</u>	<u>316,210</u>
			Materials and Services:			
1,465	2,117	1,500	Office Supplies	1,500	1,500	1,500
248	272	100	Operating Supplies	100	100	100
1,530	1,897	-	Training	-	-	-
3,095	3,627	4,050	Conferences, Meetings & Travel	4,050	4,050	4,050
18,545	11,033	14,000	Professional Services	14,000	14,000	14,000
6,548	6,521	7,300	Memberships & Dues	7,500	7,500	7,500
-	229	-	Communications	-	-	-
5,299	5,606	4,500	Advertising	5,000	5,000	5,000
789	417	1,000	Printing & Binding	750	750	750
-	596	750	Repair & Maintenance Services	750	750	750
243	12,500	9,000	Projects Funded by Grants	23,500	23,500	23,500
-	476	650	Technology Services	200	200	200
<u>37,762</u>	<u>45,291</u>	<u>42,850</u>	Total Materials and Services	<u>57,350</u>	<u>57,350</u>	<u>57,350</u>
-	-	-	Capital Outlay:			
-	-	-	Machinery & Equipment	-	-	-
<u>326,654</u>	<u>350,491</u>	<u>340,580</u>	Total Expenditures	<u>373,560</u>	<u>373,560</u>	<u>373,560</u>

GENERAL FUND (001)

COMMUNITY DEVELOPMENT (2001)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	201,660
410	2085	Extra Help	10,500
415	2220	FICA - Social Security	16,440
415	2230	Insurance	42,490
415	2235	Retirement Contributions	44,630
415	2240	Workers' Compensation	490

TOTAL PERSONNEL SERVICES

316,210

Materials and Services (510 - 685)

510	3045	General Office Supplies	1,500	
		Sub-total of Office Supplies		1,500
515	3120	Books / Periodicals	100	
		Sub-total of Operating Supplies		100
615	4260	Conference / Meeting Expense	4,050	
		Sub-total Conferences, Meetings & Travel		4,050
620	4360	Planning and Economic Development	14,000	
		Sub-total of Professional Services		14,000
630	4750	Dues - Miscellaneous	350	
630	4760	CREST	5,000	
630	4765	OCPDA-APA	1,200	
630	4770	ODDA / IDA	400	
630	4775	Historic Preservation	300	
630	4780	Columbia-Pacific Economic Development District	250	
		Sub-total Memberships & Dues		7,500
640	5030	Advertising - Public Notices	5,000	
		Sub-total of Advertising		5,000
650	5145	Printing & Binding - General	750	
		Sub-total of Printing & Binding		750

GENERAL FUND (001)				
COMMUNITY DEVELOPMENT (2001)				
660	5620	Office Machines	500	
660	5825	General Repair & Maintenance	250	
		Sub-total of Repair & Maintenance Services		750
680	6125	CZM Assistance/ SHPO Grant	23,500	
		Sub-total of Projects Funded by Grants		23,500
685	6205	Computer Software	200	
		Sub-total of Technology Services		200
TOTAL MATERIALS & SERVICES				57,350
TOTAL COMMUNITY DEVELOPMENT				373,560

FUND: GENERAL

Department: City Hall #2200

Basic Objectives

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

Staffing

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

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
CITY HALL #2200

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/14 - 6/30/15</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 6/30/12</u>	<u>FYE 6/30/13</u>	<u>FYE 6/30/14</u>				
			Personnel Services:			
309		-	Regular Salaries	-	-	-
321	333	-	Extra Help	-	-	-
5,369	4,722	8,130	Interfund Wages	8,130	8,130	8,130
444	374	690	FICA Taxes	690	690	690
1,465	1,076	-	Insurance	-	-	-
738	629	1,450	Retirement Contributions	1,450	1,450	1,450
76	146	340	Workers' Compensation	340	340	340
<u>8,722</u>	<u>7,280</u>	<u>10,610</u>	Total Personnel Services	<u>10,610</u>	<u>10,610</u>	<u>10,610</u>
			Materials and Services:			
7,897	2,186	1,800	Operating Supplies	1,500	1,500	1,500
394	2,599	2,600	Repair & Maintenance Supplies	2,900	2,900	2,900
1,072	306	-	City Shops Expense	-	-	-
15,498	19,092	20,850	Professional Services	20,850	20,850	20,850
10,438	11,083	15,600	Public Utility Services	15,600	15,600	15,600
378	-	-	Repair & Maintenance Services	-	-	-
<u>35,675</u>	<u>35,266</u>	<u>40,850</u>	Total Materials and Services	<u>40,850</u>	<u>40,850</u>	<u>40,850</u>
<u>44,397</u>	<u>42,546</u>	<u>51,460</u>	Total Expenditures	<u>51,460</u>	<u>51,460</u>	<u>51,460</u>

GENERAL FUND (001)

CITY HALL (2200)

Personnel Services (410 - 415)

412	2095	Interfund Wages	8,130
415	2220	FICA - Social Security	690
415	2235	Retirement Contributions	1,450
415	2240	Workers' Compensation	340

TOTAL PERSONNEL SERVICES 10,610

Materials and Services (515 - 675)

515	3265	Custodial Supplies	1,500
		Sub-total of Operating Supplies	1,500
525	3520	Building Materials / Supplies	400
525	3640	Other Repair & Maintenance Supplies	2,500
		Sub-total of Repair & Maintenance Supplies	2,900
620	4365	Janitorial Services	11,800
620	4370	Pest Control	100
620	4375	Elevator Maintenance	8,500
620	4376	Fire Alarm System Services	450
		Sub-total of Professional Services	20,850
655	5205	Electricity - City Hall	11,100
656	5475	Natural Gas- City Hall	2,300
657	5505	Sanitation - City Hall	2,200
		Sub-total of Public Utility Services	15,600

TOTAL MATERIALS & SERVICES 40,850

TOTAL CITY HALL 51,460

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FUND: GENERAL

Department: Non & Interdepartmental #2400

Basic Objectives:

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

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 7/1/14 - 6/30/15			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/12	FYE 6/30/13	FYE 6/30/14		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
16,130	7,185	7,500	Interfund Wages	5,000	5,000	5,000
1,259	542	640	FICA Taxes	450	450	450
2,950	1,389	-	Insurance	-	-	-
1,827	891	1,660	Retirement Contributions	1,110	1,110	1,110
-	-	320	Worker Compensation	210	210	210
22,166	10,007	10,120	Total Personnel Services	6,770	6,770	6,770
			Materials and Services:			
3,902	3,047	3,750	Office Supplies	3,750	3,750	3,750
8,978	12,986	5,000	Operating Supplies	9,000	9,000	9,000
1,989	2,454	3,000	Repair & Maintenance Supplies	4,000	4,000	4,000
170,853	232,498	169,680	Professional Services	185,000	185,000	185,000
6,284	10,122	10,250	Memberships & Dues	10,250	10,250	10,250
54,408	60,042	64,250	Communications	62,700	62,700	62,700
1,360	184	250	Advertising	250	250	250
144,540	177,664	205,000	Insurance	215,000	215,000	215,000
-	664	750	Public Utility Services	1,200	1,200	1,200
963	271	-	Repair & Maintenance Services	-	-	-
12,992	12,881	12,000	Rentals	7,500	7,500	7,500
180,599	148,831	192,490	Miscellaneous	157,240	157,360	157,360
-	1,913	3,400	Non-Contract IT Services	4,200	4,200	4,200
586,868	663,557	669,820	Total Materials and Services	660,090	660,210	660,210
			Transfer to Other Funds:			
12,500	54,500	35,000	Unemployment Trust	30,000	30,000	30,000
287,560	307,180	294,220	Emergency Communications Fund	309,120	309,120	309,120
144,570	-	-	Aquatics Facility Fund	-	-	-
-	884,730	707,000	Parks Operation Fund	712,020	712,020	712,020
-	-	-	UAP Transfer to Public Works Fund	10,000	10,000	10,000
-	-	-	Public Works Improvement Fund	75,000	75,000	75,000
69,840	57,070	40,000	Public Works Fund	20,000	20,000	20,000
43,300	-	-	Capital Improvement Fund	-	-	-
25,000	66,000	66,000	Landfill Reserve Fund	-	-	-
582,770	1,369,480	1,142,220	Total Transfer to Other Funds	1,156,140	1,156,140	1,156,140
1,191,804	2,043,044	1,822,160	Total Expenditures	1,823,000	1,823,120	1,823,120

GENERAL FUND (001)

NON & INTERDEPARTMENTAL (2400)

Personnel Services (412)

412	2095	Interfund Wages	5,000
415	2220	FICA	450
415	2235	Retirement Contributions	1,110
415	2240	Worker Compensation	210

TOTAL PERSONNEL SERVICES 6,770

Materials and Services (510 - 675)

510	3030	Paper	3,750
		Sub-total of Office Supplies	3,750
515	3310	General Operating Supplies	9,000
		Sub-total of Operating Supplies	9,000
525	3640	Other Repair & Maintenance Supplies	4,000
		Sub-total of Repair & Maintenance Supplies	4,000
620	4390	Network Maintenance	61,000
620	4395	Email Hosting	1,200
620	4400	Internet Connectivity	10,000
620	4405	Website Consulting	2,500
620	4410	Personnel Legal Services	28,000
620	4415	General Professional Services	15,000
620	4537	ABC Transcription Service	16,500
620	4539	VOIP Cisco / Obsidian Support	11,800
620	4541	Software Support License Renewals	8,000
620	4542	Human Resource Contract	31,000
		Sub-total of Professional Services	185,000
630	4785	League of Oregon Cities	6,500
630	4796	CEDR	3,750
		Sub-total of Memberships & Dues	10,250
635	4920	Cell Phones	22,500
635	4930	Telephone - Century Link	15,600
635	4975	Postage	24,000
635	4980	Postage Meter Fees	600
		Sub-total of Communications	62,700
640	5020	Advertising - Legal Ads / Notices	250
		Sub-total of Advertising	250

GENERAL FUND (001)

NON & INTERDEPARTMENTAL (2400)

645	5060	Insurance - Liability	215,000	
		Sub-total of Insurance		215,000
655	5208	Downtown Restrooms	1,200	
		Sub-total of Public Utility Services		1,200
665	5860	Photocopy Machines	7,500	
		Sub-total of Rentals		7,500
675	5935	Retiree Medical Benefits	49,000	
675	5940	Taxes and Assessments	7,600	
675	5945	County Animal Control	15,750	
675	5947	General - Miscellaneous	40,000	
675	5950	Community Org-Clatsop Community Action Food Program	16,510	
675	5955	Community Org-Clatsop Cy Women's Resource Center	10,000	
675	5970	Community Org-CASA Program	2,500	
675	5980	Other Community Organizations		
		Lower Columbia Hispanic Council	4,000	
		Helping Hands	4,000	
		Astoria Rescue Mission	4,000	
		Loaves and Fishes	4,000	
		Sub-total of Miscellaneous		157,360
685	6207	Non-Contract IT Services	3,000	
685	6209	Human Resource iApplicants	1,200	
		Sub-total of Technology		4,200

TOTAL MATERIALS & SERVICES **660,210**

Transfers to Other Funds (850)

850	7520	Unemployment Fund	30,000	
850	7522	UAP Transfer to PW	10,000	
850	7525	Emergency Communications Fund	309,120	
850	7532	Parks / Aquatic Fund	712,020	
850	7533	PWIF Loan Payment Landfill Closure	75,000	
850	7550	Public Works Fund Landfill Monitoring	20,000	
		Sub-total Transfers to Other Funds		1,156,140

TOTAL TRANSFERS TO OTHER FUNDS **1,156,140**

TOTAL NON & INTERDEPARTMENTAL **1,823,120**

GENERAL FUND (001)

NON & INTERDEPARTMENTAL (2400)

CAPITAL IMPROVEMENT FUND - NON AND INTERDEPARTMENTAL

Server Warranty Extension	3,800
Computer Replacements	16,500
City Phone System Upgrade	15,000
Security Software	16,600
Camera Software	5,800
Other Hardware	15,400

Total Capital Improvement Fund - Non and Interdepartmental **73,100**

TOTAL NON AND INTERDEPARTMENTAL - ALL FUNDS **1,896,220**

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FUND: GENERAL

Department: Fire #2600

Basic Objectives

The fire department is responsible for fire suppression, hazards to life safety, and the treatment of persons with serious medical emergencies. Emergency medical transportation is provided by Medix Ambulance Company. The department houses a regional hazardous materials response team through a contract with the Oregon State Fire Marshals' Office. Seven of the team's 11 members are provided by the department. In addition to responding within the city limits, the department provides response for the Tongue Point Job Corps Center through a contract for services. The department supports the US Coast Guard by providing response to property at Tongue Point as well as the USCG Cutters Alert and Steadfast through memorandums of agreement. A volunteer firefighter program has been in place since 1993 with varying levels of participation/staffing. An intern/student firefighter program was created in 2001 that offers college tuition and sleeping accommodations for three individuals. During "off" time, interns reside at Station 2 in Uniontown. Each intern is assigned to work on one of the three normal department work shifts. The intern/student firefighter program was expanded to seven positions in FYE June 30, 2012 as a result of a multi-year staffing grant and is now maintained at six positions. Department personnel have participated in a variety of regional programs including fire cause investigations, the Clatsop County Juvenile Fire Setter Network, the Clatsop County Firefighters Association and is active in assisting with providing firefighter training county-wide. The department provides public fire safety education programs, concentrating on school children regarding proper actions to be taken during a fire emergency. The department also provides portable fire extinguisher training to local businesses upon request. The department participates in a county-wide Mutual Aid system for response to greater alarm fires, both structural and wildland, as well as mass casualty incidents through established mutual aid agreements with all county departments and fire districts. The department also participates as one of 12 lower Columbia River fire agencies in the Maritime Fire Safety Association (MFSA) and the Fire Protection Agency Advisory Council. Consequently, department personnel have been specially trained in shipboard firefighting, and can receive the same from all participants should a shipboard fire emergency occur in Astoria.

Staffing

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

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

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
FIRE #2600

Historical Data			Budget for Fiscal Year 7/1/14 - 6/30/15			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/12	FYE 6/30/13	FYE 6/30/14		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
833,651	753,967	825,950	Regular Salaries	867,000	867,000	867,000
10,625	94,831	29,650	Overtime	31,500	31,500	31,500
-	-	-	Department Funded Intern Stipends	14,850	14,850	14,850
-	-	-	Grant Funded Intern Stipends	14,850	14,850	14,850
-	-	43,000	Volunteer Wages	22,000	22,000	22,000
17,590	14,225	20,000	Interfund Wages	20,000	20,000	20,000
60,712	65,358	67,600	FICA Taxes	71,570	71,570	71,570
161,733	166,913	186,000	Insurance	177,500	177,500	177,500
150,853	139,126	189,880	Retirement Contributions	197,660	197,660	197,660
16,200	26,473	31,340	Workers' Compensation	33,180	33,180	33,180
1,251,364	1,262,893	1,393,420	Total Personnel Services	1,450,110	1,450,110	1,450,110
			Materials and Services:			
4,645	2,030	1,500	Office Supplies	1,600	1,600	1,600
52,940	55,161	57,150	Operating Supplies	61,500	61,500	61,500
6,975	4,964	5,500	Repair & Maintenance Supplies	5,600	5,600	5,600
670	2,226	4,500	Small Tools & Minor Equipment	5,000	5,000	5,000
17,829	8,311	8,750	City Shop Expenses	9,000	9,000	9,000
10,770	12,303	14,500	Training	15,000	15,000	15,000
3,131	1,384	4,250	Conferences, Meetings & Travel	4,250	4,250	4,250
8,703	7,283	9,300	Professional Services	10,300	10,300	10,300
44,596	25,765	22,400	Volunteer Services	28,100	28,100	28,100
27,962	33,781	24,000	Fire Intern Expense	25,000	25,000	25,000
828	755	700	Memberships & Dues	1,100	1,100	1,100
48	8	-	Communications	-	-	-
-	45	300	Advertising	600	600	600
47,774	43,844	40,690	Public Utility Services	40,180	40,180	40,180
17,287	18,411	26,500	Repair & Maintenance Services	27,950	27,950	27,950
735	735	750	Technology Services	750	750	750
244,893	217,006	220,790	Total Materials and Services	235,930	235,930	235,930
			Capital Outlay:			
1,911	6,166	2,200	Buildings	3,350	3,350	3,350
-	-	1,500	Improvements Other Than Bldgs	-	-	-
32,491	11,475	20,550	Machinery & Equipment	14,200	14,200	14,200
34,402	17,641	24,250	Total Capital Outlay	17,550	17,550	17,550
1,530,659	1,497,540	1,638,460	Total Expenditures	1,703,590	1,703,590	1,703,590

GENERAL FUND (001)

FIRE DEPARTMENT (2600)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	867,000
410	2045	Overtime	31,500
410	2055	Department Funded Intern Stipends	14,850
410	2057	Grant Funded Intern Stipends	14,850
410	2059	Volunteer Wages	22,000
412	2095	Interfund Wages	20,000
415	2220	FICA - Social Security	71,570
415	2230	Insurance	177,500
415	2235	Retirement Contributions	197,660
415	2240	Workers' Compensation	33,180

TOTAL PERSONNEL SERVICES

1,450,110

Materials and Services (510 - 685)

510	3045	General Office Supplies	1,600
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Sub-total of Office Supplies

1,600

515	3180	Fuel, Oil & Lubricants	15,000
515	3185	Emergency Medical Supplies	3,750
515	3190	Firefighting Equipment	3,500
515	3195	Fire Prevention/Public Relations Supplies	2,000
515	3200	HazMat Supplies	750
515	3205	Clothing / Uniforms	6,500
515	3210	Annual Turnout Purchase	9,000
515	3215	Annual Radio / Pager Purchase	2,700
515	3220	Annual Hose Purchase	3,600
515	3225	Annual Nozzle Applications	2,500
515	3230	SCBA Maintenance Supplies	1,600
515	3240	Wildland / Interface	2,300
515	3242	Structural Personal Protective Equipment	3,300
515	3310	General Operating Supplies	5,000

Sub-total of Operating Supplies

61,500

525	3510	Building Materials / Supplies Station 2	500
525	3520	Building Materials / Supplies Headquarters	1,400
525	3530	General - Repair & Maintenance Supplies	2,500
525	3535	Radio / Pagers	1,200

Sub-total of Repair & Maintenance Supplies

5,600

530	3720	Small Tools	5,000
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Sub-total of Small Tools

5,000

GENERAL FUND (001)

FIRE DEPARTMENT (2600)

545	3820	Vehicle Parts - City Shops	9,000	
		Sub-total of City Shop Expenses		9,000
610	4075	Outside Training & Schools	10,000	
610	4080	Resource Materials	1,500	
610	4090	Career Development/Career Tuition Reimbursement	3,500	
		Sub-total of Training		15,000
615	4260	Conferences / Meetings / Travel Expenses	4,250	
		Sub-total of Conferences, Meetings & Travel		4,250
620	4420	Physician Adviser Services	3,300	
620	4540	General - Professional Services	2,000	
620	4515	Annual Medical Exams	5,000	
		Sub-total of Professional Services		10,300
625	4635	Department Funded Intern Tuition & Fees	19,000	
625	4650	Volunteer Firefighter Insurance	3,000	
625	4655	Volunteer Length of Service Program	2,000	
625	4660	Volunteer Awards & Program	3,500	
625	4665	CERT Program	600	
		Sub-total of Volunteer Services		28,100
627	4668	Grant Funded Fire Intern Miscellaneous Expense	25,000	
		Sub-total of Fire Intern Expense		25,000
630	4750	Various Dues	1,100	
		Sub-total of Memberships & Dues		1,100
640	5020	Advertising - Legal Ads / Notices	600	
		Sub-total of Advertising		600
655	5211	Electricity - Public Safety Building	25,200	
655	5212	Electricity - Fire Station 2	2,000	
656	5450	Natural Gas - Fire Station 2	3,150	
656	5455	Natural Gas - Public Safety Building	6,000	
657	5508	Sanitation - Public Safety Building	3,350	
657	5509	Sanitation - Fire Station 2	480	
		Sub-total of Public Utility Services		40,180

GENERAL FUND (001)

FIRE DEPARTMENT (2600)

660	5710	Radio / Pagers	2,250
660	5715	Annual SCBA & Breathing Air Compressor Maint	3,500
660	5716	Quarterly Breathing Air Quality Testing	650
660	5717	Posi-Check & Porta-Count Annual Calibration	1,700
660	5720	Defibrillator Maintenance	1,800
660	5721	Personal Protective Equipment Maintenance	1,500
660	5725	Eq other than Vehicles/Include Fire Extinguishers	2,000
660	5726	Public Safety Bay Door Maintenance	1,500
660	5727	Annual Hose Testing	3,200
660	5728	Annual Ground Ladder Testing	600
660	5750	Buildings-Public Safety	3,750
660	5751	Buildings-Station 2	1,200
660	5752	Annual Pump Testing - 4 Apparatus	1,500
660	5785	Motor Vehicles / Auto Body Shop	1,200
660	5825	General - Repair & Maintenance Services	1,600

Sub-total of Repair & Maintenance Services **27,950**

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

TOTAL MATERIALS & SERVICES **235,930**

Capital Outlay (720 - 740)

720	6400	Buildings / Office Equipment	
		Workstation	2,500
		Training Room Furnishings / Podium	850

Sub-total of Buildings / Office Equipment **3,350**

730	6500	Improvements Other than Buildings	
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Sub-total of Improvements Other than Buildings **0**

740	6652	Machinery & Equipment	
		FIREFIGHTING EQUIPMENT:	
		Spare 45 Minute SCBA Cylinders	5,500
		1 ea. 6' X 5' Storz Hydrant Gate Valve	1,000
		1 ea.2.5 Portable Master Stream Device	3,200
		Flammable Liquids Cabinet to Replace Old	900
		Replace Old PPV with New Electric Fan	3,600

Sub-total of Machinery & Equipment **14,200**

TOTAL CAPITAL OUTLAY **17,550**

TOTAL FIRE DEPARTMENT **1,703,590**

GENERAL FUND (001)	
FIRE DEPARTMENT (2600)	
CAPITAL IMPROVEMENT FUND - FIRE DEPARTMENT Entry Training Door	4,000
	4,000
TOTAL FIRE DEPARTMENT - ALL FUNDS	1,707,590

FUND: GENERAL

Department: Police #2800

Basic Objectives

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

Dedicated to Duty – Committed to Community

Community Policing

The department has been committed to community policing since 1996. Community policing activities are embedded in the actions of the department and enhanced by the Citizen Police Academy, Senior Conference, Social Media, and other numerous activities that bring residents into direct involvement with the police. In 2013, CERT (Community Emergency Response Team) was transferred from the Fire Department to APD. The Team is currently led by a police officer.

Technology

The department has made technology a priority to help the agency manage response in the most cost effective manner possible. The department is one of the first agencies in the country to replace the vehicle mounted ruggedized computer with an inexpensive tablet technology completely integrated with the records management system, dispatch systems and criminal justice information system.

Staffing

This budget provides for a chief of police, deputy chief, two sergeants, one detective, ten patrol officers, one administrative services manager, and one records specialist. A part time parking officer and evidence custodian supplement full time staff.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
POLICE #2800

Historical Data			Budget for Fiscal Year 7/1/14 - 6/30/15			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/12	FYE 6/30/13	FYE 6/30/14		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
1,120,154	1,112,722	1,136,200	Regular Salaries	1,179,220	1,179,220	1,179,220
49,292	60,206	49,960	Overtime	49,500	49,500	49,500
85,254	87,139	60,070	Extra Help	63,180	63,180	63,180
22,298	24,942	22,000	Interfund Wages	22,000	22,000	22,000
98,491	97,705	98,310	FICA Taxes	101,850	101,850	101,850
280,527	285,642	305,760	Insurance	310,770	310,770	310,770
194,885	190,944	256,650	Retirement Contributions	265,950	265,950	265,950
<u>37,174</u>	<u>37,465</u>	<u>40,970</u>	Workers' Compensation	<u>42,440</u>	<u>42,440</u>	<u>42,440</u>
1,886,073	1,876,765	1,969,920	Total Personnel Services	2,034,910	2,034,910	2,034,910
			Materials and Services:			
4,656	9,452	5,000	Office Supplies	7,000	7,000	7,000
62,851	59,339	55,350	Operating Supplies	55,350	55,350	55,350
7,880	9,142	8,600	Repair & Maintenance Supplies	8,600	8,600	8,600
1,655	2,347	2,500	Small Tools & Minor Equipment	2,500	2,500	2,500
19,461	18,308	14,500	City Shop Expenses	14,500	14,500	14,500
15,057	16,488	16,400	Training	16,400	16,400	16,400
2,048	2,379	3,000	Conferences, Meetings & Travel	3,000	3,000	3,000
1,180	3,062	2,800	Professional Services	2,800	2,800	2,800
325	365	500	Memberships & Dues	500	500	500
571	549	1,400	Communications	1,400	1,400	1,400
342	1,172	1,000	Advertising	1,000	1,000	1,000
1,042	2,496	1,700	Printing & Binding	1,700	1,700	1,700
2,626	2,188	2,610	Public Utility Services	300	300	300
22,578	20,427	21,000	Repair & Maintenance Services	21,000	21,000	21,000
13,880	14,298	17,450	Miscellaneous	17,450	17,450	17,450
<u>16,352</u>	<u>17,952</u>	<u>19,150</u>	Technology Services	<u>19,150</u>	<u>19,150</u>	<u>19,150</u>
172,504	179,964	172,960	Total Materials and Services	172,650	172,650	172,650
			Capital Outlay:			
<u>11,616</u>	<u>14,100</u>	<u>13,950</u>	Machinery & Equipment	9,050	9,050	9,050
11,616	14,100	13,950	Total Capital Outlay	9,050	9,050	9,050
<u>2,070,193</u>	<u>2,070,829</u>	<u>2,156,830</u>	Total Expenditures	<u>2,216,610</u>	<u>2,216,610</u>	<u>2,216,610</u>

GENERAL FUND (001)

POLICE DEPARTMENT (2800)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	1,179,220
410	2045	Overtime	49,500
410	2085	Extra Help	63,180
412	2095	Interfund Wages	22,000
415	2220	FICA - Social Security	101,850
415	2230	Insurance	310,770
415	2235	Retirement Contributions	265,950
415	2240	Workers' Compensation	42,440

TOTAL PERSONNEL SERVICES			2,034,910
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Materials and Services (510 - 685)

510	3045	General Office Supplies	7,000	
		Sub-total of Office Supplies		7,000
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	400	
		Sub-total of Advertising		1,000
650	5135	Commercial Printing	800	
650	5145	General - Printing & Binding	900	
		Sub-total of Printing and Binding		1,700
655	5217	Electricity - Shooting Range	300	
		Sub-total of Public Utility Services		300
660	5710	Radio / Pagers	2,000	
660	5745	Janitorial Services Agreement	11,400	
660	5785	Motor Vehicles / Auto Body Shop	5,600	
660	5825	General - Repair & Maintenance Services	2,000	
		Sub-total of Repair & Maintenance Services		21,000
675	5985	County Drug Enforcement Program	2,250	
675	5990	Prisoner Lodging	12,000	
675	5995	Special Investigation	1,300	
675	6000	Towing	1,000	
675	6035	General - Miscellaneous	900	
		Sub-total of Miscellaneous		17,450

GENERAL FUND (001)			
POLICE DEPARTMENT (2800)			
685	6245	Computer Hardware	3,500
685	6250	Software Maintenance	15,650
Sub-total of Technology Services			19,150
TOTAL MATERIALS & SERVICES			172,650
Capital Outlay (720 - 740)			
740	6650	Machinery & Equipment	
		4 - Personal Body Armor	2,400
		3 - Portable Radios	2,500
		2 - Taser	1,950
		3 - Computer Monitors	600
		1 - Clearing Trap	700
		1 - Evidence Barcode Scanner	900
Sub-total of Machinery & Equipment			9,050
TOTAL CAPITAL OUTLAY			9,050
TOTAL POLICE DEPARTMENT			2,216,610
CAPITAL IMPROVEMENT FUND - POLICE DEPARTMENT			
		Entry Training Door	4,000
		Front Area Improvement	4,900
		Conversion to Web Justice on MDT	8,000
		Armory Cleaning Station	4,000
			20,900
TOTAL POLICE DEPARTMENT - ALL FUNDS			2,237,510

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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 7/1/14 - 6/30/15			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/12	FYE 6/30/13	FYE 6/30/14				
			Personnel Services:			
274,838			Regular Salaries			
383			Overtime			
301,172			Extra Help			
9,726			Interfund Wages			
41,035			FICA Taxes			
59,099			Insurance			
48,681			Retirement Contributions			
17,550			Workers' Compensation			
<u>752,484</u>			Total Personnel Services			
			Materials and Services:			
9,354			Office Supplies			
68,635			Operating Supplies			
27,414			Repair & Maintenance Supplies			
3,312			Small Tools & Minor Equipment			
8,220			City Shop Expenses			
3,420			Training			
6,543			Conferences, Meetings & Travel			
11,522			Professional Services			
755			Memberships & Dues			
1,153			Communications			
2,246			Advertising			
13,516			Printing & Binding			
28,350			Public Utility Services			
34,648			Repair & Maintenance Services			
142,873			Rentals			
47,277			Fee & Charge Programs			
1,382			Miscellaneous			
1,708			Technology Services			
<u>412,328</u>			Total Materials and Services			
			Capital Outlay:			
5,030			Improvements Other Than Buildings			
9,577			Machinery & Equipment			
<u>14,607</u>			Total Capital Outlay			
<u>1,179,419</u>			Total Expenditures			

City of Astoria, Oregon
Budget Document
GENERAL FUND

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

Historical Data			Budget for Fiscal Year 7/1/14 - 6/30/15			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/12	FYE 6/30/13	FYE 6/30/14				
152,885			Personnel Services:			
96			Regular Salaries			
277,119			Overtime			
30,482			Extra Help			
22,802			FICA Taxes			
27,114			Insurance			
10,214			Retirement Contributions			
			Workers' Compensation			
520,712	-	-	Total Personnel Services	-	-	-
			Materials and Services:			
8,650			Office Supplies			
36,895			Operating Supplies			
2,004			Repair & Maintenance Supplies			
443			Small Tools & Minor Equipment			
2,294			Training			
5,108			Conferences, Meetings & Travel			
10,190			Professional Services			
755			Memberships & Dues			
1,153			Communications			
2,246			Advertising			
13,516			Printing & Binding			
21,185			Repair & Maintenance Services			
138,745			Rentals			
47,277			Fee & Charge Programs			
1,528			Technology Services			
291,997	-	-	Total Materials and Services	-	-	-
			Capital Outlay:			
9,577			Machinery & Equipment			
-	-	-	Total Capital Outlay	-	-	-
822,286	-	-	Total Expenditures	-	-	-

City of Astoria, Oregon
Budget Document
GENERAL FUND

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

Historical Data			Budget for Fiscal Year 7/1/14 - 6/30/15			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/12	FYE 6/30/13	FYE 6/30/14				
			Personnel Services:			
121,953			Regular Salaries			
287			Overtime			
24,053			Extra Help			
9,728			Interfund Wages			
10,553			FICA Taxes			
36,297			Insurance			
21,567			Retirement Contributions			
<u>7,336</u>			Workers' Compensation			
231,772	-	-	Total Personnel Services	-	-	-
			Materials and Services:			
696			Office Supplies			
31,740			Operating Supplies			
25,410			Repair & Maintenance Supplies			
2,869			Small Tools & Minor Equipment			
8,220			City Shop Expenses			
1,126			Training			
1,435			Conferences, Meetings & Travel			
1,332			Professional Services			
-			Communications			
28,350			Public Utility Services			
13,463			Repair & Maintenance Services			
4,128			Rentals			
1,382			Miscellaneous			
<u>180</u>			Technology Services			
120,331	-	-	Total Materials and Services	-	-	-
			Capital Outlay:			
5,030			Improvements Other Than Buildings			
<u>-</u>			Machinery & Equipment			
5,030	-	-	Total Capital Outlay	-	-	-
<u>357,133</u>	-	-	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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/14 - 6/30/15</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 6/30/12</u>	<u>FYE 6/30/13</u>	<u>FYE 6/30/14</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
			Personnel Services:			
148,815	154,354	157,110	Regular Salaries	161,230	161,230	161,230
-	-	100	Overtime	100	100	100
51,093	51,193	53,140	Extra Help	57,920	57,920	57,920
1,434	1,436	1,280	Interfund Wages	1,280	1,280	1,280
14,914	15,410	16,420	FICA Taxes	17,100	17,100	17,100
40,762	44,354	43,040	Insurance	47,670	47,670	47,670
31,142	32,931	42,510	Retirement Contributions	45,960	45,960	45,960
482	491	490	Workers' Compensation	510	510	510
<u>288,642</u>	<u>300,169</u>	<u>314,090</u>	Total Personnel Services	<u>331,770</u>	<u>331,770</u>	<u>331,770</u>
			Materials and Services:			
3,071	2,327	2,700	Office Supplies	3,100	3,100	3,100
3,702	5,065	5,650	Operating Supplies	5,650	5,650	5,650
43,903	52,588	48,670	Library Materials	50,460	50,460	50,460
1,032	748	300	Repair & Maintenance Supplies	300	300	300
6,001	2,256	4,100	Conferences, Meetings & Travel	4,100	4,100	4,100
3,741	974	5,300	Professional Services	5,300	5,300	5,300
515	730	750	Memberships & Dues	750	750	750
517	629	500	Communications	500	500	500
126	482	2,000	Advertising	1,610	1,610	1,610
99	-	200	Printing & Binding	100	100	100
12,910	12,786	15,550	Public Utility Services	15,550	15,550	15,550
17,725	15,169	17,800	Repair & Maintenance Services	17,800	17,800	17,800
234	351	800	Miscellaneous	800	800	800
602	-	1,000	Projects Funded by Grants	1,000	1,000	1,000
18,257	18,984	18,350	Technology	18,350	18,350	18,350
<u>112,435</u>	<u>113,089</u>	<u>123,670</u>	Total Materials and Services	<u>125,370</u>	<u>125,370</u>	<u>125,370</u>
			Capital Outlay:			
-	368	1,500	Machinery & Equipment	1,500	1,500	1,500
<u>401,077</u>	<u>413,626</u>	<u>439,260</u>	Total Expenditures	<u>458,640</u>	<u>458,640</u>	<u>458,640</u>

General Fund (001)

LIBRARY (3200)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	161,230
410	2045	Overtime	100
410	2085	Extra Help	57,920
412	2095	Interfund Wages	1,280
415	2220	FICA -Social Security	17,100
415	2230	Insurance	47,670
415	2235	Retirement Contributions	45,960
415	2240	Workers' Compensation	510

TOTAL PERSONNEL SERVICES **331,770**

Materials and Services (510 - 685)

510	3040	Printer Cartridges and Supplies	1,600
510	3045	General Office Supplies	1,500
		Sub-total of Office Supplies	3,100
515	3165	Volunteer Program - General	500
515	3308	Barcodes/Book Jackets/Processing Supply	2,300
515	3310	General Operating Supplies	2,850
		Sub-total of Operating Supplies	5,650
520	3420	Book Collections, non-fiction	3,100
520	3421	Book Collections, fiction	5,100
520	3422	Book Collections, large print	5,000
520	3423	Audio Books on CD	3,000
520	3424	Programs	2,500
520	3430	DVD Collection	4,210
520	3435	Magazines	3,000
520	3440	Newspapers / Review Sources	500
520	3441	Children's collections-birth to age 5	4,000
520	3442	Children's collections-K-3rd grade	3,750
520	3443	Children's collections- 4th to 6th	2,500
520	3444	Children's collections- 7th to 12th	2,720
520	3445	Children's Programs	3,500
520	3450	ODLC-Library2Go Consortium	2,540
520	3453	Sanborn Maps	670
520	3457	Fundraising Research Materials	500
520	3458	Mango Language Database	1,370
520	3459	Freegal Database	2,500
		Sub-total of Library Materials	50,460
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	900	
615	4250	Public Library Directors	150	
615	4265	Travel - Conferences and Meetings	3,050	
		Sub-total of Conferences, Meetings & Travel		4,100
620	4432	Background Checks	300	
620	4445	Staff Development	2,500	
620	4540	Professional Services - General	2,500	
		Sub-total of Professional Services		5,300
630	4810	American Library Association	420	
630	4815	Public Library Association	50	
630	4820	Oregon Library Association	130	
630	4821	Sunset Reading Council	50	
630	4823	ADHDA	100	
		Sub-total of Memberships & Dues		750
635	4975	Postage	500	
		Sub-total of Communications		500
640	5030	Advertising - Public Notices	1,610	
		Sub-total of Advertising		1,610
650	5145	Printing & Binding - General	100	
		Sub-total of Printing & Binding		100
655	5283	Electricity	9,950	
656	5470	Natural Gas	5,000	
657	5514	Sanitation	600	
		Sub-total of Public Utility Services		15,550
660	5635	Microfilm Reader/Printer Maintenance	1,200	
660	5745	Janitorial Services Agreement	13,100	
660	5760	Heating Systems	500	
660	5770	Lighting	3,000	
		Sub-total of Repair & Maintenance Services		17,800

General Fund (001)			
LIBRARY (3200)			
675	6035	General - Miscellaneous	800
		Sub-total of Miscellaneous	800
680	6130	Oregon State Library	1,000
		Sub-total of Projects Funded by Grants	1,000
685	6205	Computer Software	500
685	6210	Annual Technical Repair / Replacement	3,250
685	6260	Library TLC Software Maintenance	14,600
		Sub-total of Technology	18,350
TOTAL MATERIALS & SERVICES			125,370
<u>Capital Outlay (740)</u>			
740	6650	Machinery & Equipment Landscaping	1,500
		Sub-Total Machinery & Equipment	1,500
TOTAL LIBRARY			458,640
CAPITAL IMPROVEMENT FUND - LIBRARY			
		Workstations - Public Access	4,500
Total Capital Improvement Fund - Library			4,500
TOTAL LIBRARY - ALL FUNDS			463,140

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, 2015, 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 7/1/14 - 6/30/15			
Actual Data FYE 6/30/12	FYE 6/30/13	Adopted Budget FYE 6/30/14	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			Resources			
1,996,141	18,495	100,000	Beginning Fund Balance	300,000	300,000	300,000
211,958	227,531	215,000	Intergovernmental	217,000	217,000	217,000
4,585	23	2,000	Interest Earnings	1,440	1,440	1,440
155,220	63,431	150,000	Sale of City Property	160,000	160,000	160,000
428,532	1,562,026	1,500,000	Gifts, Bequests & Grants	1,100,000	1,100,000	1,100,000
29,826	40,123	-	Miscellaneous	-	-	-
43,300	-	-	Transfer From Other Funds General Fund	-	-	-
<u>2,869,562</u>	<u>1,911,629</u>	<u>1,967,000</u>	Total Resources	<u>1,778,440</u>	<u>1,778,440</u>	<u>1,778,440</u>
			Requirements			
			Materials & Services:			
274,083	99,961	64,500	Professional Services	68,500	68,500	68,500
-	452	700	Advertising	700	700	700
8,210	4,600	40,000	Repair and Maintenance Services	30,000	30,000	30,000
<u>476,573</u>	<u>1,556,810</u>	<u>1,500,000</u>	Projects Funded by Grants	<u>1,100,000</u>	<u>1,100,000</u>	<u>1,100,000</u>
758,866	1,661,823	1,605,200	Total Materials & Services	1,199,200	1,199,200	1,199,200
			Capital Outlay:			
1,836,338	102,451	-	Buildings	-	-	-
29,725	49,666	-	Improvements Other Than Bldgs	-	-	-
<u>185,673</u>	<u>69,130</u>	<u>130,970</u>	Machinery and Equipment	<u>210,310</u>	<u>210,310</u>	<u>210,310</u>
2,051,736	221,247	130,970	Total Capital Outlay	210,310	210,310	210,310
			Debt Service			
31,013	31,944	32,910	Principal	33,900	33,900	33,900
<u>9,452</u>	<u>8,522</u>	<u>7,570</u>	Interest	<u>6,580</u>	<u>6,580</u>	<u>6,580</u>
40,465	40,466	40,480	Total Debt Service	40,480	40,480	40,480
-	-	43,800	Contingency	150,000	150,000	150,000
2,851,067	1,923,536	1,820,450	Total Expenditures	1,599,990	1,599,990	1,599,990
18,495	(11,907)	148,550	Ending Fund Balance	178,450	178,450	178,450
<u>2,869,562</u>	<u>1,911,629</u>	<u>1,967,000</u>	Total Requirements	<u>1,778,440</u>	<u>1,778,440</u>	<u>1,778,440</u>

CAPITAL IMPROVEMENT FUND (102 0000)

Materials & Services (620 - 680)

620	4450	Property Appraisals	5,000	
620	4455	Forest Management Plan Activities	30,000	
620	4460	Hazardous Tree Removal	10,000	
620	4465	Forest Fire Control: Non-Watershed Property	1,000	
620	4466	Millpond Taxes and HOA Dues	7,500	
620	4540	Professional Services - General	15,000	
		Sub-total of Professional Services		68,500
640	5030	Advertising - Public Notices	700	
		Sub-total of Advertising		700
660	5800	Watershed Road Repairs	30,000	
		Sub-total of Repair and Maintenance Services		30,000
680	6140	General-Projects Funded by Grants Senior Center Improvements	1,100,000	
		Sub-total of Projects Funded by Grants		1,100,000

TOTAL MATERIALS & SERVICES 1,199,200

Capital Outlay (720 - 740)

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

CAPITAL IMPROVEMENT FUND (102 0000)			
740	6650	<u>Machinery & Equipment</u>	
		iFocus Recommended Expenditures	73,100
		Parks and Recreation	49,000
		Library	4,500
		Police Department	20,900
		Fire Department	4,000
		Lease Payment on New Public Safety Vehicle	15,000
		Lease Pyments on Public Safety Vehicles - Recurring	43,810
		Sub-total Machinery & Equipment	210,310
TOTAL CAPITAL OUTLAY			210,310
		<u>Debt Service (810)</u>	
810	6820	Principal - Safeway Block	33,900
810	6825	Interest - Safeway Block	6,580
		Sub-total of Debt Service	40,480
		<u>Contingent Expenditures (910)</u>	
910	8020	Contingency	150,000
		Sub-total of Contingency	150,000
		<u>Ending Fund Balance (950)</u>	
950	8520	Unappropriated Ending Fund Balance	178,450
		Sub-total Ending Fund Balance	178,450
TOTAL CAPITAL IMPROVEMENT FUND			1,778,440

FUND: UNEMPLOYMENT #104

Basic Objectives

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

Staffing

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

City of Astoria, Oregon
Budget Document

UNEMPLOYMENT FUND #104

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/14 - 6/30/15</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 6/30/12	FYE 6/30/13	FYE 6/30/14				
<u>Resources</u>						
6,105	119	450	Beginning Fund Balance	3,000	3,000	3,000
52	38	30	Interest Earnings	110	110	110
<u>12,500</u>	<u>54,500</u>	<u>35,000</u>	Transfers from Other Fund: General Fund	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
<u>18,657</u>	<u>54,657</u>	<u>35,480</u>	Total Resources	<u>33,110</u>	<u>33,110</u>	<u>33,110</u>
<u>Requirements</u>						
18,538	48,892	35,000	Material and Services: Unemployment claims	33,110	33,110	33,110
-	-	480	Contingency	-	-	-
<u>119</u>	<u>5,765</u>	<u>-</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>18,657</u>	<u>54,657</u>	<u>35,480</u>	Total Requirements	<u>33,110</u>	<u>33,110</u>	<u>33,110</u>

2014 / 15 Budget Detail Information

UNEMPLOYMENT FUND (104 0000)

Materials and Services (675)			
675	6055	Services-Miscellaneous Unemployment Claims	33,110
		Contingency	-
TOTAL UNEMPLOYMENT FUND			<u>33,110</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 7/1/14- 6/30/15</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 6/30/12</u>	<u>FYE 6/30/13</u>	<u>FYE 6/30/14</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<u>Resources</u>						
255,166	251,837	136,440	Beginning Fund Balance	139,160	139,160	139,160
746	751	850	Interest on Investments	600	600	600
85	4,163	-	Miscellaneous Income	-	-	-
<u>255,997</u>	<u>256,751</u>	<u>137,290</u>	Total Resources	<u>139,760</u>	<u>139,760</u>	<u>139,760</u>
<u>Requirements</u>						
Materials & Services						
9	6,953	80,000	Miscellaneous	80,000	80,000	80,000
Special Payments:						
-	-	-	Loan Disbursement	-	-	-
-	-	30,000	Contingency	12,000	12,000	12,000
<u>255,988</u>	<u>249,798</u>	<u>27,290</u>	Ending Fund Balance	<u>47,760</u>	<u>47,760</u>	<u>47,760</u>
<u>255,997</u>	<u>256,751</u>	<u>137,290</u>	Total Requirements	<u>139,760</u>	<u>139,760</u>	<u>139,760</u>

2014 / 15 Budget Detail Information

REVOLVING LOAN FUND (122 0000)

Materials and Services (675)			
		Miscellaneous	
675	6035	Derelict Building Program Support	80,000
910	8020	Contingency	12,000
950	8520	Ending Fund Balance	<u>47,760</u>
TOTAL REVOLVING LOAN FUND			<u>139,760</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 7/1/14- 6/30/15</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 6/30/12</u>	<u>FYE 6/30/13</u>	<u>FYE 6/30/14</u>				
<u>Resources</u>						
22,463	22,588	31,050	Beginning Fund Balance	59,700	59,700	59,700
-	-	5,000	Loan Payments			
125	149	160	Interest	180	180	180
-	16,363	-	Miscellaneous Revenue	10,000	10,000	10,000
<u>22,588</u>	<u>39,100</u>	<u>36,210</u>	Total Resources	<u>69,880</u>	<u>69,880</u>	<u>69,880</u>
<u>Requirements</u>						
<u>Materials & Services</u>						
-	-	5,160	Loan Disbursements	50,000	50,000	50,000
-	-	5,160	Total Materials & Services	50,000	50,000	50,000
<u>Transfers to Other Funds</u>						
-	-	-	Revolving Loan Fund	-	-	-
-	-	770	Contingent Expenditures	7,500	7,500	7,500
<u>22,588</u>	<u>39,100</u>	<u>30,280</u>	Ending Fund Balance	<u>12,380</u>	<u>12,380</u>	<u>12,380</u>
<u>22,588</u>	<u>39,100</u>	<u>36,210</u>	Total Requirements	<u>69,880</u>	<u>69,880</u>	<u>69,880</u>

Detail Budget Information 2014 / 15

HOUSING REHABILITATION LOAN FUND (124 0000)

<u>Materials and Services (515 - 660)</u>			
675	6025	Services-Miscellaneous Loan Disbursement	50,000
910	8020	Contingency	7,500
950	8520	Ending Fund Balance	12,380
TOTAL HOUSING REHABILITATION LOAN FUND			<u>69,880</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 part-time building permit coordinator. These positions are listed in the Community Development Department staffing numbers.

City of Astoria, Oregon
Budget Document

BUILDING INSPECTION FUND #128

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/14 - 6/30/15</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 6/30/12</u>	<u>FYE 6/30/13</u>	<u>FYE 6/30/14</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
Resources						
198,880	173,654	92,600	Beginning Fund Balance	98,740	98,740	98,740
154,575	109,441	127,680	Charges for Services	175,000	175,000	175,000
1,043	-	-	Miscellaneous Income	-	-	-
157	734	500	Interest on Investments	500	500	500
<u>354,655</u>	<u>283,829</u>	<u>220,780</u>	Total Resources	<u>274,240</u>	<u>274,240</u>	<u>274,240</u>
Requirements						
Personnel Services:						
94,481	95,489	101,440	Regular Salaries	84,320	84,320	84,320
7,063	8,187	7,930	FICA Taxes	6,630	6,630	6,630
32,055	29,089	34,120	Insurance	22,830	22,830	22,830
8,892	14,281	19,810	Retirement Contributions	15,890	15,890	15,890
248	997	1,150	Workers' Compensation	960	960	960
142,739	148,043	164,450	Total Personnel Services	130,630	130,630	130,630
Materials and Services:						
1,499	986	1,500	Office Supplies	1,500	1,500	1,500
1,145	814	1,000	Operating Supplies	1,000	1,000	1,000
50	50	-	Small Tools & Minor Equipment	-	-	-
709	1,380	-	Training	-	-	-
1,478	1,202	2,800	Conferences, Meetings & Travel	3,200	3,200	3,200
14,914	6,629	26,000	Professional Services	26,000	26,000	26,000
870	790	1,470	Memberships & Dues	710	710	710
203	205	-	Communications	-	-	-
638	441	1,000	Printing & Binding	1,000	1,000	1,000
396	17	500	Repair & Maintenance Services	500	500	500
1,150	1,061	500	Miscellaneous	500	500	500
23,052	13,575	34,770	Total Materials and Services	34,410	34,410	34,410
-	-	2,500	Contingency	2,500	2,500	2,500
15,210	15,210	15,210	Transfers to Other Funds	15,210	15,210	15,210
			General Fund			
15,210	15,210	15,210	Total of Transfers	15,210	15,210	15,210
181,001	176,828	216,930	Total Expenditures	182,750	182,750	182,750
173,654	107,001	3,850	Ending Fund Balance	91,490	91,490	91,490
<u>354,655</u>	<u>283,829</u>	<u>220,780</u>	Total Requirements	<u>274,240</u>	<u>274,240</u>	<u>274,240</u>

BUILDING INSPECTION FUND (128 3300)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	84,320
415	2220	FICA - Social Security	6,630
415	2230	Insurance	22,830
415	2235	Retirement Contributions	15,890
415	2240	Workers' Compensation	960

TOTAL PERSONNEL SERVICES 130,630

Materials and Services (510 - 675)

510	3045	General Office Supplies	1,500
		Sub-total of Office Supplies	1,500
515	3180	Fuel & Lubricants	1,000
		Sub-total of Operating Supplies	1,000
615	4260	Conference / Meeting Expense	3,200
		Sub-total Conferences, Meetings & Travel	3,200
620	4475	Building Inspection Surcharge	10,000
620	4485	Contract Building Inspection Services	15,000
620	4490	Microfilming	1,000
		Sub-total of Professional Services	26,000
630	4750	Various Dues	710
		Sub-total Memberships & Dues	710
650	5145	General - Printing and Binding	1,000
		Sub-total of Printing and Binding	1,000
660	5825	General - Repair & Maintenance Services	500
		Sub-total of Repair & Maintenance Services	500
675	6035	General - Miscellaneous Services	500
		Sub-Total of Miscellaneous-Services	500

TOTAL MATERIALS & SERVICES 34,410

BUILDING INSPECTION FUND (128 3300)

Transfer to Other Funds (850)

850	7555	General Fund	15,210	
		Sub-total Transfer to Other Funds		15,210

Contingent Expenditures (910)

910	8020	Contingency	2,500	
		Sub-total Contingency		2,500

Fund Balance (950)

950	8520	Unappropriated Ending Fund Balance	91,490	
		Sub-total Ending Fund Balance		91,490

TOTAL BUILDING INSPECTION FUND 274,240

TOTAL BUILDING INSPECTION - ALL FUNDS 274,240

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, three regular part-time dispatchers, and temporary part-time dispatchers as needed. The Communications Center functions within the organizational structure of the Police Department.

City of Astoria, Oregon
Budget Document

EMERGENCY COMMUNICATIONS FUND #132

Historical Data			Budget for Fiscal Year 7/1/14 - 6/30/15			
Actual Data FYE 6/30/12	Actual Data FYE 6/30/13	Adopted Budget FYE 6/30/14	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			Resources			
364,844	242,426	242,430	Beginning Fund Balance	300,000	300,000	300,000
46,663	150,492	254,860	Intergovernmental	255,000	255,000	255,000
436,531	556,181	407,420	Charges for Services	448,890	448,890	448,890
1,905	1,584	1,200	Interest on Investments	1,200	1,200	1,200
			Transfer From Other Funds			
			General Fund	309,020	309,020	309,020
<u>287,560</u>	<u>307,180</u>	<u>294,220</u>				
<u>1,137,503</u>	<u>1,257,863</u>	<u>1,200,130</u>	Total Resources	<u>1,314,110</u>	<u>1,314,110</u>	<u>1,314,110</u>
			Requirements			
			Personnel Services:			
422,156	408,136	450,230	Regular Salaries	500,000	500,000	500,000
85,032	65,908	48,500	Overtime	48,500	48,500	48,500
5,857	41,642	-	Extra Help	-	-	-
39,980	39,123	38,860	FICA Taxes	41,400	41,400	41,400
125,277	151,158	175,550	Insurance	148,000	148,000	148,000
77,107	75,807	99,730	Retirement Contributions	108,200	108,200	108,200
1,957	1,275	1,250	Workers' Compensation	1,360	1,360	1,360
<u>757,366</u>	<u>783,049</u>	<u>814,120</u>	Total Personnel Services	<u>847,460</u>	<u>847,460</u>	<u>847,460</u>
			Materials and Services:			
894	2,734	4,400	Office Supplies	4,400	4,400	4,400
3,351	2,715	5,000	Operating Supplies	5,000	5,000	5,000
50	319	2,000	Small Tools & Minor Equipment	2,000	2,000	2,000
1,839	258	2,500	General Repairs / City Shops	2,500	2,500	2,500
1,536	-	1,420	Training	1,420	1,420	1,420
6,225	7,059	7,000	Conferences, Meetings & Travel	9,500	9,500	9,500
14,550	5,745	10,000	Professional Services	10,000	10,000	10,000
230	735	1,000	Memberships & Dues	1,000	1,000	1,000
8,248	5,426	3,900	Communications	3,900	3,900	3,900
477	-	2,500	Advertising	2,500	2,500	2,500
-	-	-	Public Utility Services	2,310	2,310	2,310
13,794	-	13,000	Repair & Maintenance Services	13,000	13,000	13,000
25,978	40,887	35,000	Techology	53,200	53,200	53,200
8,107	1,181	29,100	Miscellaneous	12,000	12,000	12,000
<u>85,279</u>	<u>67,059</u>	<u>116,820</u>	Total Materials and Services	<u>122,730</u>	<u>122,730</u>	<u>122,730</u>
			Capital Outlay:			
-	57,054	-	Buildings	30,000	30,000	30,000
52,432	18,226	39,800	Machinery & Equipment	28,300	28,300	28,300
<u>52,432</u>	<u>75,280</u>	<u>39,800</u>	Total Capital Outlay	<u>58,300</u>	<u>58,300</u>	<u>58,300</u>
			Transfer to Other Fund			
-	-	21,000	General Fund	21,000	21,000	21,000
-	-	30,000	Contingency	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
895,077	925,388	1,021,740	Total Expenditures	<u>1,079,490</u>	<u>1,079,490</u>	<u>1,079,490</u>
<u>242,426</u>	<u>332,475</u>	<u>178,390</u>	Ending Fund Balance	<u>234,620</u>	<u>234,620</u>	<u>234,620</u>
<u>1,137,503</u>	<u>1,257,863</u>	<u>1,200,130</u>	Total Requirements	<u>1,314,110</u>	<u>1,314,110</u>	<u>1,314,110</u>

EMERGENCY COMMUNICATIONS (132 3400)			
<u>Personnel Services (410 - 415)</u>			
410	2020	Straight Time - Regular	500,000
410	2045	Overtime	48,500
415	2220	FICA - Social Security	41,400
415	2230	Insurance	148,000
415	2235	Retirement Contributions	108,200
415	2240	Workers' Compensation	1,360
TOTAL PERSONNEL SERVICES			847,460
<u>Materials and Services (510 - 685)</u>			
510	3025	Stationery Envelopes	
510	3030	Paper	
510	3040	Printer Cartridges and Supplies	1,400
510	3045	General Office Supplies	3,000
Sub-total of Office Supplies			4,400
515	3180	Fuel and Lubricants	5,000
Sub-total of Operating Supplies			5,000
530	3720	Small Tools & Minor Equipment	2,000
Sub-total of Small Tools & Minor Equipment			2,000
545	3830	General Repairs / Vehicle Supplies City Shops	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 / Recognition	9,500
615	4265	Travel-Conferences and Meetings	
Sub-total of Conferences, Meetings & Travel			9,500
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
630	4750	Various Dues	1,000
Sub-Total of Memberships & Dues			1,000

EMERGENCY COMMUNICATIONS (132 3400)			
635	4940	911 Lines/Non Emergency	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
655		Electricity - 2210 Coxcomb Drive	1,860
655		Electricity - 2195 Coxcomb Drive	450
		Sub-total of Public Utility Services	2,310
660	5705	Server - Ifocus	13,000
		Sub-total of Repair & Maintenance Services	13,000
675	5935	Retiree Medical Benefits	10,500
675	6035	General - Miscellaneous	1,500
		Sub-total of Miscellaneous	12,000
685	6205	Computer Software	
685	6220	Dispatch Consoles	13,000
685	6225	Eventide	3,000
685	6230	Pier	5,500
685	6235	Computer Hardware Maintenance	4,000
685	6240	Justice App Maintenance	16,000
685	6245	Crime Reports	1,200
685	6265	CMI Software	8,500
685	6275	Tailored Solutions	2,000
		Sub-total of Technology Services	53,200
TOTAL MATERIALS & SERVICES			122,730
<u>Capital Outlay (740)</u>			
720	6400	Communication System Network Maintenance Radio Site Maint	30,000
		Sub-total of Buildings	30,000
740	6650	Machinery & Equipment PC's UPS Batteries Server Replacement 15/16	2,500 800 25,000
		Sub-total of Machinery & Equipment	28,300
TOTAL CAPITAL OUTLAY			58,300

EMERGENCY COMMUNICATIONS (132 3400)			
		<u>Transfer to Other Funds (850)</u>	
850	7555	General Fund	21,000
		Sub-total Transfers to Other Funds	21,000
		<u>Contingent Expenditures (910)</u>	
910	8020	Contingent Expenditures	30,000
		Sub-total of Contingent Expenditures	30,000
		<u>Ending Fund Balance (950)</u>	
950	8520	Unappropriated Ending Fund Balance	234,620
		Sub-total of Ending Fund Balance	234,620
		TOTAL EMERGENCY COMMUNICATIONS FUND	1,314,110

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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 proceeds

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 7/1/14 - 6/30/15</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 6/30/12	FYE 6/30/13	FYE 6/30/14				
<u>Resources</u>						
(18,433)	(10,527)	400	Beginning Fund Balance	7,300	7,300	7,300
144,026	75,685	2,500	Intergovernmental Revenue	-	-	-
80	42	-	Interest Earnings	500	500	500
-	718	2,500	Gifts & Bequests	-	-	-
<u>125,673</u>	<u>65,918</u>	<u>5,400</u>	Total Resources	<u>7,800</u>	<u>7,800</u>	<u>7,800</u>
<u>Requirements</u>						
Materials and Services:						
-	-	2,500	Operating Supplies	7,800	7,800	7,800
136,200	47,204	2,500	Projects Funded by Grants	-	-	-
<u>136,200</u>	<u>47,204</u>	<u>5,000</u>	Total Materials and Services	<u>7,800</u>	<u>7,800</u>	<u>7,800</u>
-	-	400	Contingency	-	-	-
136,200	47,204	5,400	Total Expenditures	7,800	7,800	7,800
(10,527)	18,714	-	Ending Fund Balance	-	-	-
<u>125,673</u>	<u>65,918</u>	<u>5,400</u>	Total Requirements	<u>7,800</u>	<u>7,800</u>	<u>7,800</u>

2014 / 15 Budget Detail Information

COMMUNITY POLICING FUND (136 0000)

<u>Materials and Services</u>			
515	3310	Operating Supplies	<u>7,800</u>
Sub-total of Materials and Services			7,800
<u>Contingency</u>			
910	8020	Contingency	-
<u>Ending Fund Balance</u>			
950	8520	Unappropriated Ending Fund Balance	-
TOTAL COMMUNITY POLICING FUND			<u>7,800</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. The Garden of Surging Waves was dedicated on April 19, 2014. This fund will continue to receive gifts and other resources for park related projects, including the Garden of Surging Waves.

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 7/1/14 - 6/30/15</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 6/30/12</u>	<u>FYE 6/30/13</u>	<u>FYE 6/30/14</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
50,761	251,557	769,000	<u>Resources</u>			
208,881	122,415	600,000	Beginning Fund Balance	100	100	100
881	1,364	1,600	Gifts & Bequests	160,000	160,000	160,000
			Interest Earnings	160	160	160
			<u>Transfers from Other Funds</u>			
-	350,000	-	Promote Astoria Fund	-	-	-
-	156,350	-	Astoria East Urban Renewal District	-	-	-
<u>260,523</u>	<u>881,686</u>	<u>1,370,600</u>	Total Resources	<u>160,260</u>	<u>160,260</u>	<u>160,260</u>
			<u>Requirements</u>			
			<u>Materials & Services:</u>			
8,966	-	-	Operating Supplies	-	-	-
-	13,853	100,000	Professional Services	-	-	-
8,966	13,853	100,000	Total Materials & Services	-	-	-
			<u>Capital Outlay:</u>			
-	653,162	1,270,600	Improvements Other Than Bldgs	-	-	-
			<u>Transfer to Other Fund:</u>			
			Local Improvement Debt Service Fund	160,000	160,000	160,000
-	-	-	<u>Contingent Expenditures</u>	-	-	-
<u>251,557</u>	<u>214,671</u>	<u>-</u>	Ending Fund Balance	<u>260</u>	<u>260</u>	<u>260</u>
<u>260,523</u>	<u>881,686</u>	<u>1,370,600</u>	Total Requirements	<u>160,260</u>	<u>160,260</u>	<u>160,260</u>

2014 / 15 Budget Detail Information

PARKS AND RECREATION FUND (146 0000)

			<u>Materials & Services</u>	
620	4540		Professional Services	-
			<u>Capital Outlay</u>	
730	6500		Improvements Other Than Buildings Park Construction	-
850	7562		Transfer to Other Fund Local Improvement Debt Service Fund	160,000
950	8520		Ending Fund Balance	260
			TOTAL PARKS AND RECREATION FUND	160,260

FUND: MARITIME MEMORIAL #148

Basic Objectives

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

General

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

Staffing

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

City of Astoria, Oregon
Budget Document

MARITIME MEMORIAL FUND #148

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/14 - 6/30/15</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 6/30/12</u>	<u>FYE 6/30/13</u>	<u>FYE 6/30/14</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<u>Resources</u>						
68,603	73,485	80,110	Beginning Fund Balance	62,560	62,560	62,560
14,050	11,850	10,000	Gifts and Bequests	10,000	10,000	10,000
409	432	490	Interest Earnings	370	370	370
<u>83,062</u>	<u>85,767</u>	<u>90,600</u>	Total Resources	<u>72,930</u>	<u>72,930</u>	<u>72,930</u>
<u>Requirements</u>						
Materials & Services:						
-	-	500	Office Supplies	500	500	500
-	-	7,500	Professional Services	7,500	7,500	7,500
-	-	7,000	Repair & Maintenance Services	7,000	7,000	7,000
-	-	15,000	Total Materials & Services	15,000	15,000	15,000
Capital Outlay:						
9,577	7,300	67,000	Improvements Other Than Bldgs	48,000	48,000	48,000
-	-	8,600	Contingent Expenditures	9,930	9,930	9,930
9,577	7,300	90,600	Total Expenditures	72,930	72,930	72,930
<u>73,485</u>	<u>78,487</u>	-	Ending Fund Balance	-	-	-
<u>83,062</u>	<u>85,767</u>	<u>90,600</u>	Total Requirements	<u>72,930</u>	<u>72,930</u>	<u>72,930</u>

Detail Budget Information 2014 / 15

MARITIME MEMORIAL FUND (148 0000)

<u>Materials and Services</u>			
510	3045	General - Office Supplies	500
620	4540	Professional Services - General	7,500
660	5825	General - Repair & Maintenance Services	7,000
TOTAL MATERIALS & SERVICES			15,000
<u>Capital Outlay</u>			
730	6500	Improvements Other Than Buildings General Improvements	48,000
910	8020	Contingent Expenditures	9,930
950	8620	Ending Fund Balance	-
TOTAL MARITIME MEMORIAL FUND			72,930

FUND: AQUATICS FACILITY #156

Basic Objectives

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

City of Astoria, Oregon
Budget Document

AQUATICS FACILITY FUND #156

Budget for Fiscal Year 7/1/14 - 6/30/15

Historical Data			Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Actual Data		Adopted Budget				
FYE 6/30/12	FYE 6/30/13	FYE 6/30/14				
			Resources			
(22,333)	(878)	-	Beginning Fund Balance			
329,674	-	-	Charges for Services			
-	-	-	Pool Admissions			
-	-	-	Classes			
17,359	-	-	Sale of Concessions & Goods			
21,908	-	-	Rents			
-	-	-	Interest on Investments			
-	-	-	Gifts & Bequests			
-	-	-	Transfer From Other Funds			
144,570	-	-	General Fund			
-	-	-	Interfund Loan			
-	-	-	Capital Improvement Fund			
-	4,151	-	Miscellaneous			
<u>491,178</u>	<u>3,273</u>	<u>-</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
			Requirements			
			Personal Services:			
43,463	-	-	Regular Salaries			
138,578	-	-	Extra Help			
13,957	-	-	FICA Taxes			
2,660	-	-	Insurance			
9,412	-	-	Retirement Contributions			
3,265	-	-	Workers' Compensation			
<u>211,335</u>	<u>-</u>	<u>-</u>	Total Personal Services			
			Materials and Services:			
14,571	-	-	Concession Supplies			
7,648	-	-	Retail Supplies			
539	-	-	Office Supplies			
49,862	-	-	Operating Supplies			
15,111	-	-	Repair & Maintenance Supplies			
5,875	-	-	Training			
881	-	-	Conferences, Meetings & Travel			
9,189	-	-	Professional Services			
-	-	-	Memberships & Dues			
690	-	-	Communications			
30	-	-	Advertising			
1,856	-	-	Printing & Binding			
140,480	-	-	Public Utility Services			
19,525	-	-	Repair & Maintenance Services			
1,158	-	-	Rentals			
-	-	-	Fee and Charge Program			
-	-	-	Miscellaneous			
<u>267,415</u>	<u>-</u>	<u>-</u>	Total Materials and Services			
			Capital Outlay:			
13,306	-	-	Machinery & Equipment			
<u>13,306</u>	<u>-</u>	<u>-</u>	Total Capital Outlay			
			Residual Transfer Out			
-	3,273	-	Parks Operation Fund			
			Contingency			
492,056	3,273	-	Total Expenditures			
<u>(878)</u>	<u>-</u>	<u>-</u>	Ending Fund Balance			
<u>491,178</u>	<u>3,273</u>	<u>-</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.

Staffing

All of the employees of this fund are under the supervision of the Community Services Director. Staffing includes: three recreation coordinators; one maintenance supervisor; two full time maintenance workers; and, part-time employees, as needed.

City of Astoria, Oregon
Budget Document

PARKS OPERATION FUND #158

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/14- 6/30/15</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 6/30/12</u>	<u>FYE 6/30/13</u>	<u>FYE 6/30/14</u>		<u>Budget</u>	<u>Budget</u>	<u>Governing</u>
				<u>Officer</u>	<u>Committee</u>	<u>Body</u>
<u>Resources</u>						
	-		Beginning Fund Balance	-		
	828,160		Charges for Services			
-	-	350,000	Aquatic Fees	377,000	377,000	377,000
-	-	400,000	Recreation Fees	435,000	435,000	435,000
-	-	150,500	Maintenance Fees	150,500	150,500	150,500
	888,003	707,640	Transfers from Other Funds:			
			General Fund	712,020	712,020	712,020
-	1,716,163	1,608,140	Total Resources	1,674,520	1,674,520	1,674,520
<u>Requirements (by department)</u>						
-	493,443	440,080	Aquatic	478,320	478,320	478,320
-	813,951	710,960	Parks-Recreation / Administration	675,710	675,710	675,710
-	422,470	457,100	Maintenance	520,490	520,490	520,490
-	-	-	Contingency	-	-	-
-	1,729,864	1,608,140	Total Expenditures	1,674,520	1,674,520	1,674,520
-	(13,701)	-	Ending Fund Balance	-	-	-
-	1,716,163	1,608,140	Total Requirements	1,674,520	1,674,520	1,674,520

This fund (#158) is set up to account for all parks related functions: Aquatics; Recreation/Administration; Maintenance; and, Cemetery operations. The Aquatic function is designated as Department 4100; the Recreation/Administration as Department 4200; Maintenance 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 7/1/14 - 6/30/15</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/12	FYE 6/30/13	FYE 6/30/14		Budget Officer	Budget Committee	Governing Body
-	217,984	214,980	Personnel Services:			
-	485,976	570,460	Aquatic Facility	245,470	245,470	245,470
-	289,473	320,300	Recreation / Administration	572,950	572,950	572,950
-	993,433	1,105,740	Maintenance	352,640	352,640	352,640
-	993,433	1,105,740	Total Personal Services	1,171,060	1,171,060	1,171,060
-	247,618	220,100	Materials & Services:			
-	313,589	130,500	Aquatic Facility	232,850	232,850	232,850
-	132,997	135,600	Recreation / Administration	102,760	102,760	102,760
-	694,204	486,200	Maintenance	167,850	167,850	167,850
-	694,204	486,200	Total Materials & Services	503,460	503,460	503,460
-	-	5,000	Capital Outlay:			
-	27,841	10,000	Aquatic Facility	-	-	-
-	14,386	1,200	Recreation / Administration	-	-	-
-	42,227	16,200	Maintenance	-	-	-
-	42,227	16,200	Total Capital Outlay	-	-	-
-	-	-	Contingency	-	-	-
-	1,729,864	1,608,140	Total Expenditures	1,674,520	1,674,520	1,674,520

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

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FUND: PARKS OPERATION

Department: Aquatics #4100

Basic Objectives

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

Staffing

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

Expenditures (by department)
PARKS OPERATION-AQUATICS #4100

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/14 - 6/30/15</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/12	FYE 6/30/13	FYE 6/30/14		Budget Officer	Budget Committee	Governing Body
-	25,967	35,830	Personnel Services:			
-	162,531	150,000	Regular Salaries	46,620	46,620	46,620
-	14,649	14,430	Extra Help	164,480	164,480	164,480
-	476	-	FICA Taxes	16,360	16,360	16,360
-	10,854	11,370	Insurance	920	920	920
-	3,507	3,350	Retirement Contributions	13,290	13,290	13,290
			Workers' Compensation	3,800	3,800	3,800
-	217,984	214,980	Total Personal Services	245,470	245,470	245,470
			Materials and Services:			
-	1,394	1,000	Office Supplies	1,000	1,000	1,000
-	14,307	16,000	Concession Supplies	13,000	13,000	13,000
-	6,653	9,000	Retail Supplies	6,500	6,500	6,500
-	42,513	29,500	Operating Supplies	42,500	42,500	42,500
-	5,745	7,500	Repair & Maintenance Supplies	7,500	7,500	7,500
-	12,178	9,500	Training	9,500	9,500	9,500
-	604	750	Conferences, Meetings & Travel	1,000	1,000	1,000
-	2,765	3,000	Professional Services	2,500	2,500	2,500
-	-	350	Memberships & Dues	350	350	350
-	486	2,000	Communications	500	500	500
-	2,888	2,000	Advertising	2,000	2,000	2,000
-	3,102	4,000	Printing & Binding	3,200	3,200	3,200
-	121,230	115,000	Public Utility Services	122,500	122,500	122,500
-	24,499	10,000	Repair & Maintenance Services	10,000	10,000	10,000
-	2,199	3,000	Rentals	3,000	3,000	3,000
-	7,055	7,500	Miscellaneous	7,800	7,800	7,800
-	247,618	220,100	Total Materials and Services	232,850	232,850	232,850
			Capital Outlay:			
-	27,841	5,000	Machinery & Equipment	-	-	-
-	27,841	5,000	Total Capital Outlay	-	-	-
-	493,443	440,080	Total Requirements	478,320	478,320	478,320

This fund (#158) is set up to account for all parks related functions: Aquatics; Recreation/Administration; Maintenance; and, Cemetery operations. The Aquatic function is designated as Department 4100; the Recreation/Administration as Department 4200; Maintenance 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	46,620
410	2085	Extra Help	164,480
415	2220	FICA - Social Security	16,360
		Insurance	920
415	2235	Retirement Contributions	13,290
415	2240	Workers' Compensation	3,800

TOTAL PERSONNEL SERVICES

245,470

Materials and Services (510 - 685)

510	3045	General Office Supplies	1,000	
		Sub-total of Office Supplies		1,000
515	3140	First Aid Supplies	500	
515	3160	Program Supplies	2,000	
515	3170	Concession Stand Supplies	13,000	
515	3175	Retail Item Supplies	6,500	
515	3265	Custodial Supplies	5,000	
515	3270	Chemicals	30,000	
515	3310	General Operating Supplies	5,000	
		Sub-total of Operating Supplies		62,000
525	3520	Building Materials / Supplies	2,500	
525	3640	Other Repair and Maintenance Supplies	5,000	
		Sub-total Repair and Maintenance Supplies		7,500
610	4085	Travel Expense - Training	1,000	
610	4105	Life Guard Services	8,000	
610	4115	Workshops	500	
		Sub-total of Training		9,500
615	4260	Conferences / Meeting Expense	500	
615	4265	Travel - Conferences and Meeting	500	
		Sub-total of Conferences, Meetings & Travel		1,000

PARKS OPERATION FUND (158)

PARKS OPERATION-AQUATICS (4100)

620	4432	Background Checks	500	
620	4540	Professional Services - General	2,000	
		Sub-total of Professional Services		2,500
630	4800	National Recreation & Parks Assn	350	
		Sub-total of Memberships & Dues		350
635	4965	Charter Cable	500	
		Sub-total of Communications		500
640	5030	Advertising - Public Notices	2,000	
		Sub-total of Advertising		2,000
650	5145	General - Printing & Binding	3,200	
		Sub-total of Printing & Binding		3,200
655	5289	Electricity	70,000	
656	5479	Natural Gas	52,000	
657	5517	Sanitation	500	
		Sub-total of Public Utility Services		122,500
660	5825	General Repair & Maintenance Services	10,000	
		Sub-total of Repair & Maintenance Services		10,000
665	5865	Equipment	3,000	
		Sub-total of Rentals		3,000
675	5925	VISA Fees	6,300	
675	6005	Licenses and Permits	500	
675	6035	General - Miscellaneous	1,000	
		Sub-total of Miscellaneous		7,800
TOTAL MATERIALS & SERVICES				232,850

PARKS OPERATION FUND (158)

PARKS OPERATION-AQUATICS (4100)

Capital Outlay (720 - 740)

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

TOTAL CAPITAL OUTLAY **0**

TOTAL PARKS OPERATION-AQUATICS **478,320**

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FUND: PARKS OPERATION

Department: Recreation / Administration #4200

Basic Objectives

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

Staffing

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

City of Astoria, Oregon
Budget Document
PARKS OPERATION FUND
Expenditures (by department)
RECREATION / ADMINISTRATION #4200

Historical Data			Budget for Fiscal Year 7/1/14 - 6/30/15			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/12	FYE 6/30/13	FYE 6/30/14		Budget Officer	Budget Committee	Governing Body
-	134,520	184,200	Personnel Services:			
-	378	790	Regular Salaries	175,540	175,540	175,540
-	238,814	250,000	Overtime	800	800	800
-	28,437	33,560	Extra Help	279,610	279,610	279,610
-	41,158	47,070	FICA Taxes	35,090	35,090	35,090
-	38,551	49,750	Insurance	33,290	33,290	33,290
-	4,116	5,090	Retirement Contributions	43,280	43,280	43,280
-			Workers' Compensation	5,340	5,340	5,340
-	485,976	570,460	Total Personnel Services	572,950	572,950	572,950
-	4,269	4,200	Materials and Services:			
-	58,185	45,700	Office Supplies	5,800	5,800	5,800
-	1,563	1,500	Operating Supplies	22,150	22,150	22,150
-	-	100	Repair & Maintenance Supplies	2,600	2,600	2,600
-	-	2,500	Small Tools & Minor Equipment	200	200	200
-	2,374	3,000	Training	2,500	2,500	2,500
-	142,995	3,000	Conferences, Meetings & Travel	3,000	3,000	3,000
-	-	500	Professional Services	10,860	10,860	10,860
-	8,053	2,000	Communications	100	100	100
-	13,094	12,000	Advertising	1,150	1,150	1,150
-	3,420	9,000	Printing & Binding	2,850	2,850	2,850
-	4,923	5,000	Repair & Maintenance Services	2,550	2,550	2,550
-	68,444	35,000	Rentals	1,500	1,500	1,500
-	6,269	7,000	Fee & Charge Programs	45,000	45,000	45,000
-			Technology Services	2,500	2,500	2,500
-	313,589	130,500	Total Materials and Services	102,760	102,760	102,760
-	14,386	10,000	Capital Outlay:			
-			Machinery & Equipment	-	-	-
-	14,386	10,000	Total Capital Outlay	-	-	-
-	813,951	710,960	Total Expenditures	675,710	675,710	675,710

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

PARKS OPERATION FUND (158)

PARKS OPERATION-RECREATION / ADMINISTRATION (4200)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	175,540
410	2045	Overtime	800
415	2085	Extra Help	279,610
415	2220	FICA -Social Security	35,090
415	2225	FICA -Medicare	
415	2230	Insurance	33,290
415	2235	Retirement Contributions	43,280
415	2240	Workers' Compensation	5,340

TOTAL PERSONNEL SERVICES			572,950
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Materials and Services (510 - 685)

510	3030	Paper	800
510	3040	Printer Cartridges and Supplies	1,000
510	3045	General Office Supplies	4,000

Sub-total of Office Supplies			5,800
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515	3125	Clothing / Uniforms / Boots / Gloves	500
515	3135	Food and Local Meetings	500
515	3140	First Aid Supplies	350
515	3150	Awards	600
515	3155	Sports Equipment	5,000
515	3160	Program Supplies	15,000
515	3165	Volunteer Program - General	200

Sub-total of Operating Supplies			22,150
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525	3520	Building Materials / Supplies	2,500
525	3640	Other Repair & Maintenance Supplies	100

Sub-total Repair & Maintenance Supplies			2,600
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530	3720	Small Tools	200
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Sub-total of Small Tools & Minor Equipment			200
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610	4085	Travel Expenses - Training	1,000
610	4115	Workshops	1,500

Sub-total of Training			2,500
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PARKS OPERATION FUND (158)

PARKS OPERATION-RECREATION / ADMINISTRATION (4200)

615	4260	Conference / Meeting Expense	2,000	
615	4265	Travel - Conferences and Meetings	1,000	
		Sub-total of Conferences, Meetings & Travel		3,000
620	4440	Senior Center Janitorial Service	2,460	
620	4432	Background Checks	1,600	
620	4435	Sports Officials	3,300	
620	4540	General Professional Services	3,500	
		Sub-total of Professional Services		10,860
635	4975	Postage	100	
		Sub-total of Communications		100
640	5030	Advertising - Public Notices	350	
640	5035	Advertising - Recreation Promotion	800	
		Sub-total of Advertising		1,150
650	5135	Commercial Printing	2,700	
650	5145	General - Printing & Binding	150	
		Sub-total of Printing & Binding		2,850
660	5620	Office Machines	2,000	
660	5725	Equipment other than Vehicles	100	
660	5730	Sports Equipment	450	
		Sub-total of Repair & Maintenance Services		2,550
665	5865	Equipment	1,500	
		Sub-total of Rentals		1,500
670	5890	Parks & Recreation Fee & Charge Programs	45,000	
		Sub-total of Fee & Charge Programs		45,000
685	6205	Computer Software	1,000	
685	6207	Non Contract IT Services	1,500	
		Sub-total of Technology Services		2,500
TOTAL MATERIALS & SERVICES				102,760

PARKS OPERATION FUND (158)			
PARKS OPERATION-RECREATION / ADMINISTRATION (4200)			
Capital Outlay (740)			
740	6650	Machinery & Equipment	
		Sub-total of Machinery & Equipment	0
TOTAL CAPITAL OUTLAY			0
TOTAL PARKS OPERATION - RECREATION / ADMINISTRATION			675,710
CAPITAL IMPROVEMENT FUND - RECREATION / ADMINISTRATION			
		Copier	12,000
		Equipment	25,000
Total Capital Improvement Fund - Recreation / Administration			37,000
TOTAL RECREATION / ADMINISTRATION - ALL FUNDS			712,710

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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 7/1/14 - 6/30/15			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/12	FYE 6/30/13	FYE 6/30/14				
-	155,030	159,890	Personnel Services:			
-	380	380	Regular Salaries	162,750	162,750	162,750
-	38,968	60,500	Overtime	390	390	390
-	9,210	3,000	Extra Help	63,550	63,550	63,550
-	15,829	15,860	Interfund Wages	3,060	3,060	3,060
-	34,528	39,500	FICA Taxes	17,080	17,080	17,080
-	27,043	33,240	Insurance	52,840	52,840	52,840
-	8,485	7,930	Retirement Contributions	44,420	44,420	44,420
-	-	-	Workers' Compensation	8,550	8,550	8,550
-	289,473	320,300	Total Personnel Services	352,640	352,640	352,640
-	538	750	Materials and Services:			
-	49,301	47,600	Office Supplies	750	750	750
-	19,877	28,250	Operating Supplies	64,100	64,100	64,100
-	4,309	3,000	Repair & Maintenance Supplies	29,500	29,500	29,500
-	3,015	1,000	Small Tools & Minor Equipment	6,500	6,500	6,500
-	1,926	1,000	City Shop Expenses	1,000	1,000	1,000
-	3,549	4,250	Training	7,000	7,000	7,000
-	902	1,150	Professional Services	3,250	3,250	3,250
-	-	100	Membership & Dues	1,150	1,150	1,150
-	31,209	17,750	Communications	100	100	100
-	14,209	22,500	Public Utility Services	26,750	26,750	26,750
-	3,968	4,000	Repair & Maintenance Services	20,500	20,500	20,500
-	194	1,250	Rentals	4,000	4,000	4,000
-	-	3,000	Miscellaneous	3,250	3,250	3,250
-	-	-	Technology Services	-	-	-
-	132,997	135,600	Total Materials and Services	167,850	167,850	167,850
-	-	-	Capital Outlay:			
-	-	1,200	Buildings	-	-	-
-	-	-	Improvements Other Than Buildings	-	-	-
-	-	-	Machinery & Equipment	-	-	-
-	-	1,200	Total Capital Outlay	-	-	-
-	422,470	457,100	Total Expenditures	520,490	520,490	520,490

This fund (#158) is set up to account for all parks related functions: Aquatics; Recreation/Administration; Maintenance; and, Cemetery operations. The Aquatic function is designated as Department 4100; the Recreation/Administration as Department 4200; Maintenance 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	162,750
410	2045	Overtime	390
415	2085	Extra Help	63,550
415	2095	Interfund Wages	3,060
415	2220	FICA -Social Security	17,080
415	2225	FICA -Medicare	
415	2230	Insurance	52,840
415	2235	Retirement Contributions	44,420
415	2240	Workers' Compensation	8,550

TOTAL PERSONNEL SERVICES 352,640

Materials and Services (510 - 685)

510	3025	Stationery Envelopes	50
510	3030	Paper	100
510	3045	General Office Supplies	600

Sub-total of Office Supplies **750**

515	3118	Cemetery Liners	6,000
515	3125	Clothing / Uniforms / Boots / Gloves	1,000
515	3140	First Aid Supplies	100
515	3155	Sports Equipment	2,000
515	3180	Fuel, Oil & Lubricants	15,000
515	3235	Seed / Top Dressing Fields	3,000
515	3240	Trees / Shrubs / Flowers	5,000
515	3245	Fertilizers / Pesticides	7,500
515	3250	Bark Mulch / Top Soil / Sawdust	5,000
515	3255	Gypsum and Field Line Paint	1,000
515	3260	Playground Chips	8,000
515	3265	Custodial Supplies	4,500
515	3290	Heating Oil - Cemetery	1,000
515	3295	Heating Oil - Shively Hall	1,000
515	3300	Heating Oil - Parks Shops	1,000
515	3310	General Operating Supplies	3,000

Sub-total of Operating Supplies **64,100**

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

Sub-total Repair & Maintenance Supplies **29,500**

PARKS OPERATION FUND (158)

PARKS OPERATION-MAINTENANCE (4300)

530	3720	Small Tools	5,000	
530	3725	Irrigation Equipment	1,500	
		Sub-total of Small Tools & Minor Equipment		6,500
545	3830	General Repair Supplies - City Shops	1,000	
		Sub-total of City Shop Expenses		1,000
610	4085	Travel Expenses - Training	5,000	
610	4090	Registration	2,000	
		Sub-total of Training		7,000
620	4432	Background Checks	250	
620	4540	General Professional Services	3,000	
		Sub-total of Professional Services		3,250
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
655	5223	Electricity - Tennis Courts	500	
655	5226	Electricity - Columbia Field	500	
655	5229	Electricity - 1300 Klaskanine (Evergreen Park)	4,700	
655	5238	Electricity - Custom House	650	
655	5241	Electricity - Fort Astoria	250	
655	5244	Electricity - Alderbrook Hall	350	
655	5247	Electricity - Portal Park	250	
655	5253	Electricity - 2nd Street Bridge	750	
655	5262	Electricity - Shively Hall	500	
655	5265	Electricity - Tapiola Ball Field Lights	1,000	
655	5271	Electricity - Tapiola Restroom	1,000	
655	5292	Electricity - Cemetery	1,500	
655	5332	Electricity - Parks Maint General	1,800	
656	5461	Natural Gas - Alderbrook Hall	500	
656	5468	Natural Gas - Parks Maint General	2,000	
657	5535	Sanitation - Transfer Station Fees	8,500	
658	5555	Cem water and sewer	2,000	
		Sub-total of Public Utility Services		26,750

PARKS OPERATION FUND (158)			
PARKS OPERATION-MAINTENANCE (4300)			
660	5725	Equipment other than Vehicles	5,000
660	5735	Infield Maintenance	1,000
660	5740	Field Light Maintenance	500
660	5755	Electrical	500
660	5760	Heating Systems	500
660	5785	Motor Vehicles / Auto Body Shop	500
660	5824	RPR SVCS Contract Services	7,500
660	5825	General - Repair & Maintenance Services	5,000
		Sub-total of Repair & Maintenance Services	20,500
665	5865	Equipment	2,000
665	5870	Chemical Toilets	2,000
		Sub-total of Rentals	4,000
675	6005	Licenses & Permits	3,000
675	6060	Random Drug Screens	250
		Sub-total of Miscellaneous	3,250
TOTAL MATERIALS & SERVICES			167,850
Capital Outlay (720 - 740)			
730	6500	Improvements Other than Buildings	
		Playground Chips	0
		Sub-total of Improvements Other than Buildings	0
TOTAL CAPITAL OUTLAY			0
TOTAL PARKS OPERATION-MAINTENANCE			520,490
CAPITAL IMPROVEMENT FUND - MAINTENANCE			
		Pickup	12,000
Total Capital Improvement Fund - Maintenance			12,000
TOTAL MAINTENANCE - ALL FUNDS			532,490

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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 2014-2015 are estimated at \$200,000 from local fuel taxes. Estimates of \$1,032,450 have been appropriated for FY 2014-2015 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 7/1/14 - 6/30/15</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 6/30/12</u>	<u>FYE 6/30/13</u>	<u>FYE 6/30/14</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<u>Resources</u>						
405,888	344,784	590,870	Beginning Fund Balance	759,250	759,250	759,250
654	183	200	Delinquent Ad Valorem Taxes	200	200	200
226,100	195,404	200,000	Local Gas Tax	200,000	200,000	200,000
-	53,000	75,000	Transfer from State Tax Street Fund	100,000	100,000	100,000
<u>1,900</u>	<u>2,771</u>	<u>3,000</u>	Interest on Investments	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
634,542	596,142	869,070	Sub-Total Resources	1,062,450	1,062,450	1,062,450
<u>634,542</u>	<u>596,142</u>	<u>869,070</u>	Total Resources	<u>1,062,450</u>	<u>1,062,450</u>	<u>1,062,450</u>
<u>Requirements</u>						
-	-	10,000	Materials & Services			
			Repair & Maintenance Supplies	10,000	10,000	10,000
<u>289,757</u>	<u>22,496</u>	<u>859,070</u>	Capital Outlay			
			Improvements Other Than Buildings	1,000,000	1,000,000	1,000,000
289,757	22,496	869,070	Total Expenditures	1,010,000	1,010,000	1,010,000
-	-	-	Contingent Expenditures	52,450	52,450	52,450
<u>344,785</u>	<u>573,646</u>	<u>-</u>	Ending Fund Balance	-	-	-
<u>634,542</u>	<u>596,142</u>	<u>869,070</u>	Total Requirements	<u>1,062,450</u>	<u>1,062,450</u>	<u>1,062,450</u>

2014 / 15 Detail Budget Information

ASTORIA ROAD DISTRICT FUND (170 0000)

<u>Materials and Services (515 - 660)</u>			
660	5825	Repair & Maintenance Supplies	10,000
730	6500	Improvements Other Than Buildings	1,000,000
910	8020	Contingency	52,450
950	8520	Ending Unencumbered Fund Balance	-
TOTAL ASTORIA ROAD DISTRICT FUND			<u>1,062,450</u>

FUND: STATE TAX STREET #172

Basic Objectives

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

Staffing

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

City of Astoria, Oregon
Budget Document

STATE TAX STREET FUND #172

Historical Data			Budget for Fiscal Year 7/1/14 - 6/30/15			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/12	FYE 6/30/13	FYE 6/30/14		Budget Officer	Budget Committee	Governing Body
Resources						
25,304	34,850	79,600	Beginning Fund Balance	80,000	80,000	80,000
511,411	514,994	541,550	Intergovernmental-Gas Tax	549,450	549,450	549,450
135	240	180	Interest on Investments	180	180	180
<u>536,850</u>	<u>550,084</u>	<u>620,330</u>	Total Resources	<u>629,630</u>	<u>629,630</u>	<u>629,630</u>
Requirements						
Materials and Services						
-	1,500	-	Repair and Maintenance Services	-	-	-
Transfer To Other Funds:						
502,000	453,000	532,200	Public Works Fund	490,000	490,000	490,000
-	-	75,000	Astoria Road District Fund	100,000	100,000	100,000
502,000	453,000	607,200	Total Transfer to Other Funds	590,000	590,000	590,000
-	-	13,130	Contingent Expenditures	39,630	39,630	39,630
502,000	454,500	620,330	Total Expenditures	629,630	629,630	629,630
<u>34,850</u>	<u>95,584</u>	-	Ending Fund Balance	-	-	-
<u>536,850</u>	<u>550,084</u>	<u>620,330</u>	Total Requirements	<u>629,630</u>	<u>629,630</u>	<u>629,630</u>

2014 / 15 Budget Detail Information

STATE TAX STREET FUND (172 0000)

<u>Transfers to Other Funds (850)</u>			
850	7550	Public Works Fund	490,000
850	7560	Astoria Road District Fund	100,000
Sub-total of Transfers to Other Funds			590,000
910	8020	Contingent Expenditures	39,630
950	8520	Ending Unencumbered Fund Balance	-
TOTAL STATE TAX STREET FUND			629,630

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 7/1/14 - 6/30/15</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 6/30/12	FYE 6/30/13	FYE 6/30/14				
<u>Resources</u>						
10,486	14,286	12,800	Beginning Fund Balance	22,640	22,640	22,640
5,166	5,202	5,470	Intergovernmental-Gas Tax	5,550	5,550	5,550
79	95	100	Interest on Investments	100	100	100
2,500	100	-	Miscellaneous	-	-	-
<u>18,231</u>	<u>19,683</u>	<u>18,370</u>	Total Resources	<u>28,290</u>	<u>28,290</u>	<u>28,290</u>
<u>Requirements</u>						
Materials and Services:						
3,345	-	500	Repair & Maintenance Supplies	5,000	5,000	5,000
-	-	4,500	Professional Services	-	-	-
3,345	-	5,000	Total Materials and Services	5,000	5,000	5,000
Capital Outlay:						
600	-	13,370	Improvements Other Than Bldgs	23,290	23,290	23,290
3,945	-	18,370	Total Expenditures	<u>28,290</u>	<u>28,290</u>	<u>28,290</u>
14,286	19,683	-	Ending Fund Balance	-	-	-
<u>18,231</u>	<u>19,683</u>	<u>18,370</u>	Total Requirements	<u>28,290</u>	<u>28,290</u>	<u>28,290</u>

2014 / 15 Budget Detail Information

TRAILS RESERVE FUND (174 0000)

<u>Materials and Services (620)</u>			
660	5,820	Repair & Maintenance Supplies	5,000
620	4540	General Professional Services	-
<u>Capital Outlay (730)</u>			
730	6500	Improvements Other Than Buildings	23,290
910	8020	Contingency	-
950	8520	Ending Unencumbered Fund Balance	-
TOTAL TRAILS RESERVE FUND			<u>28,290</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

Historical Data			Budget for Fiscal Year 7/1/14 - 6/30/15			
Actual Data FYE 6/30/12	Actual Data FYE 6/30/13	Adopted Budget FYE 6/30/14	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Resources						
763,123	852,511	455,000	Beginning Fund Balance	1,150,000	1,150,000	1,150,000
790,728	185,301	1,395,000	Grant/Loan Proceeds	-	-	-
Charges for Services						
667,610	567,610	567,610	Water	567,610	567,610	567,610
478,510	478,510	478,510	Sewer	578,510	578,510	578,510
1,146,120	1,046,120	1,046,120	Total Charges for Services	1,146,120	1,146,120	1,146,120
Transfer from Other Fund						
-	-	-	General Fund	75,000	75,000	75,000
1,975	3,613	2,000	Interest on Investments	2,000	2,000	2,000
3,848,066	2,087,545	3,944,240	Total Resources	2,373,120	2,373,120	2,373,120
Requirements						
Materials and Services:						
12,604	4,860	2,000	Professional Services	370,000	370,000	370,000
1,237,226	474,884	1,895,000	Repair & Maintenance Services	760,000	760,000	760,000
1,249,830	479,744	1,897,000	Total Materials and Services	1,130,000	1,130,000	1,130,000
Capital Outlay:						
-	24,500	-	Improvements Other Than Bldgs	-	-	-
185,601	25,496	171,000	Machinery & Equipment	247,000	247,000	247,000
185,601	49,996	171,000	Total Capital Outlay	247,000	247,000	247,000
Debt Service:						
276,248	306,410	341,030	Principal	510,350	510,350	510,350
137,756	131,014	130,780	Interest	115,810	115,810	115,810
414,004	437,424	471,810	Total Debt Service	626,160	626,160	626,160
Transfer to Other Funds						
-	200,000	200,000	Public Works Capital Reserve Fund	200,000	200,000	200,000
-	200,000	200,000	Total Transfers to Other Funds	200,000	200,000	200,000
-	-	158,310	Contingency	169,960	169,960	169,960
1,849,435	1,167,164	2,898,120	Total Expenditures	2,373,120	2,373,120	2,373,120
852,511	920,381	-	Ending Fund Balance	-	-	-
2,701,946	2,087,545	2,898,120	Total Requirements	2,373,120	2,373,120	2,373,120

PUBLIC WORKS IMPROVEMENT FUND (176 0000)

Materials and Services (620 - 660)

620	4540	Professional Services		
		Water Supply Master Plan	50,000	
		Dam Seismic Study Phase II	150,000	
		Pump Station #1 Design	30,000	
		Asset Management	40,000	
620	4556	CSO Modeling Expense	100,000	
		Sub-total Professional Services		370,000
		Repair & Maintenance Services		
		Sewer:		
660	5790	Sewer Main Rehabilitation	275,000	
		Sub-total Sewer Projects		275,000
		Water:		
660	5795	General Water Main Rehabilitation/Replacement	350,000	
		Sub-total Water Projects		350,000
660	5825	General Repair & Maintenance Services		
		W. Lexington Wall Improvement	60,000	
		Shoreline Erosion	30,000	
		Trestle Repair	35,000	
		Street Ends	10,000	
		Sub-total General Repair & Maint. Services		135,000

TOTAL MATERIALS & SERVICES 1,130,000

Capital Outlay (720 - 740)

740	6650	Machinery and Equipment		
		80 KW Generator for Water Pumps @ Headworks	27,000	
		Loader	115,000	
		Equipment Trailer	25,000	
		Vactor 3 of 5 payments	80,000	
		Sub-total Machinery and Equipment		247,000

TOTAL CAPITAL OUTLAY 247,000

Debt Service (810)

		IFA G97001 Slow Sand Filter - 20 Year Loan		
810	6870	Principal	66,430	
810	6875	Interest	14,620	
		#L00604 Energy Trust of Oregon Aerator Loan		
810	6880	Principal	17,750	
810	6885	Interest	4,120	

PUBLIC WORKS IMPROVEMENT FUND (176 0000)

		IFA B97005 East Astoria Waterline	
810	6890	Principal	9,860
810	6895	Interest	770
		IFA L98005 7th Street Dock LID	
810	6900	Principal	3,120
810	6905	Interest	1,770
		IFA L04001 Skyline Water Tank Loan	
810	6910	Principal	52,850
810	6915	Interest	42,210
		IFA S08003 Reservoir Covers	
810	6920	Principal	152,380
810	6925	Interest	26,250
		IFA Y10002 Dam - Waterline Replacement	
810	6930	Principal	24,510
810	6935	Interest	25,480
		DEQ 11794 WW Treatment Plant Upgrade Design	
810	6940	Principal	19,950
810	6945	Interest	590
		IFA Y12006 WW Treatment Plant Construction	
810	6947	Principal - Y12006 WWTP Construction	48,500
810	6949	Interest - Y12006 WWTP Construction	
		Projected Payment Landfill Closure	115,000
TOTAL DEBT SERVICE			626,160
		<u>Transfer to Other Fund</u>	
850	7546	Public Works Capital Reserve Fund	
		Future Re-Sanding of Slow Sand Filter 3 of 5	200,000
		Sub-total Transfer to Other Funds	200,000
		<u>Contingent Expenditures (910)</u>	
910	8020	Contingency	169,960
		Sub-total Contingency	169,960
TOTAL PUBLIC WORKS IMPROVEMENT FUND			2,373,120

FUND: PUBLIC WORKS CAPITAL RESERVE FUND #178

Basic Objectives

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

Staffing

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

City of Astoria, Oregon
Budget Document

PUBLIC WORKS CAPITAL RESERVE FUND #178

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/14 - 6/30/15</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 6/30/12</u>	<u>FYE 6/30/13</u>	<u>FYE 6/30/14</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<u>Resources</u>						
-	-	200,000	Beginning Fund Balance	400,000	400,000	400,000
-	-	-	Interest Earnings			
-	200,000	200,000	Transfer from Other Fund Public Works Improvement Fund	200,000	200,000	200,000
-	200,000	400,000	Total Resources	600,000	600,000	600,000
<u>Capital Outlay</u>						
-	-	400,000	Improvements Other than Buildings	600,000	600,000	600,000
-	-	400,000	Total Capital Outlay	600,000	600,000	600,000
-	-	-	<u>Contingency</u>	-	-	-
-	200,000	-	<u>Ending Fund Balance</u>	-	-	-
-	200,000	400,000	Total Landfill Reserve Fund	600,000	600,000	600,000

2014 / 15 Budget Detail Information

<u>PUBLIC WORKS CAPITAL RESERVE FUND (0000-178)</u>			
		<u>Capital Outlay</u>	
730	6500	Improvements Other than Buildings	600,000
910	8020	<u>Contingency</u>	-
950	8520	<u>Ending Fund Balance</u>	-
TOTAL PUBLIC WORKS CAPITAL RESERVE FUND			600,000

FUND: COMBINED SEWER OVERFLOW (CSO) MAINTENANCE FUND #180

Basic Objectives

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

As of FYE June 30, 2015, the activities of this CSO maintenance will be moved to the Stormwater and Sewer departments of the Public Works Fund. Prior year transactions will be shown for historical purposes.

City of Astoria, Oregon
Budget Document

COMBINED SEWER OVERFLOW (CSO) MAINTENANCE FUND #180

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/14 - 6/30/15</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 6/30/12	FYE 6/30/13	FYE 6/30/14				
Resources						
200,319	116,466	85,690	Beginning Fund Balance			
-	65,524	48,450	Intergovernmental Revenue			
852	656	800	Interest on Investments			
1,884	-	90,000	Charges for Services			
<u>203,055</u>	<u>182,646</u>	<u>224,940</u>	Total Resources	-	-	-
Requirements						
Personnel Services:						
14,712	15,120	50,000	Regular Salaries			
1,776	-	-	Interfund Wages			
1,239	-	3,830	FICA Taxes			
627	-	1,970	Insurance			
2,001	-	6,900	Retirement Contributions			
-	-	4,300	Workers' Compensation			
<u>20,355</u>	<u>15,120</u>	<u>67,000</u>	Total Personnel Services			
Materials and Services:						
28,521	34,846	8,000	Repair & Maintenance Supplies			
24,424	-	100,000	Professional Services			
-	-	11,700	Communications			
1,669	-	6,500	Public Utility Services			
3,283	-	20,000	Repair & Maintenance Services			
<u>57,897</u>	<u>34,846</u>	<u>146,200</u>	Total Materials and Services	-	-	-
Capital Outlay:						
8,337	1,832	10,000	Machinery & Equipment			
-	-	1,740	Contingency			
<u>86,589</u>	<u>51,798</u>	<u>224,940</u>	Total Expenditures	-	-	-
<u>116,466</u>	<u>130,848</u>	-	Ending Fund Balance	-	-	-
<u>203,055</u>	<u>182,646</u>	<u>224,940</u>	Total Requirements	-	-	-

FUND: COMBINED SEWER OVERFLOW (CSO) FUND #s 181, 182, 183 and 184

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. This fund was closed in FY 2011-2012 and the document 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. This fund is closed in FY 2012-2013 and the budget is presented for historical reference.

Fund # 183 resources and appropriations are for the purpose of completing the 11th Street CSO separation project. This project started in April 2013 and is anticipated to be completed during the summer of 2014. The project is funded by a grant of \$500,000 and a loan of \$7,374,000 from the State of Oregon Infrastructure Finance Authority at an interest rate of 1.94% for 20 years.

Fund # 184 resources and appropriations are for the purpose of completing the 16th Street CSO separation project. This project is scheduled to start in June 2014. It is anticipated to be completed by the end of FYE June 30, 2015. The project is funded by a grant of \$525,000 and loan of \$5,158,000 from the State of Oregon Infrastructure Finance Authority at an interest rate of 2.09% for 25 years.

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 7/1/14 - 6/30/15</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 6/30/12	FYE 6/30/13	FYE 6/30/14				
<u>Resources</u>						
1,874	-	-	Beginning Fund Balance			
-	-	-	Intergovernmental Revenue			
10	-	-	Interest on Investments			
<u>1,884</u>	<u>-</u>	<u>-</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
<u>Requirements</u>						
<u>Capital Outlay</u>						
-	-	-	Improvements Other Than Bldgs			
<u>Transfer to Other Fund</u>						
1,884	-	-	CSO Maintenance Fund			
-	-	-	Total Expenditures			
<u>-</u>	<u>-</u>	<u>-</u>	Ending Fund Balance			
<u>1,884</u>	<u>-</u>	<u>-</u>	Total Requirements	<u>-</u>	<u>-</u>	<u>-</u>

City of Astoria, Oregon
Budget Document

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/14 - 6/30/15</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 6/30/12	FYE 6/30/13	FYE 6/30/14				
<u>Resources</u>						
(18,841)	2,421		Beginning Fund Balance			
-	-		Intergovernmental Revenue			
137,229	-		Loan Proceeds			
21,234	-		Miscellaneous			
7	-	-	Interest on Investments			
<u>139,629</u>	<u>2,421</u>	<u>-</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
<u>Requirements</u>						
Capital Outlay:						
137,208	-		Improvements Other Than Bldgs			
Residual Transfer Out						
-	2,421	-	CSO Debt Service Fund			
<u>137,208</u>	<u>2,421</u>	<u>-</u>	Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>
<u>2,421</u>	<u>-</u>	<u>-</u>	Ending Fund Balance			
<u>139,629</u>	<u>2,421</u>	<u>-</u>	Total Requirements	<u>-</u>	<u>-</u>	<u>-</u>

City of Astoria, Oregon
Budget Document

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/14- 6/30/15</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 6/30/12</u>	<u>FYE 6/30/13</u>	<u>FYE 6/30/14</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
Resources						
-	(33,695)	1,000	Beginning Fund Balance	-	-	-
-	1,162,271	6,000,000	Loan Proceeds	120,000	120,000	120,000
19	-	-	Interest in Investments	-	-	-
-	-	500,000	Intergovernmental Revenue	-	-	-
<u>19</u>	<u>1,128,576</u>	<u>6,501,000</u>	Total Resources	<u>120,000</u>	<u>120,000</u>	<u>120,000</u>
Requirements						
Materials and Services:						
33,714	332,105	500,000	Professional Services	-	-	-
-	-	-	Licenses and Permits	-	-	-
<u>33,714</u>	<u>332,105</u>	<u>500,000</u>	Total Materials and Services	<u>-</u>	<u>-</u>	<u>-</u>
Capital Outlay:						
-	2,486,053	6,000,000	Improvements Other Than Bldgs	120,000	120,000	120,000
<u>33,714</u>	<u>2,818,158</u>	<u>6,500,000</u>	Total Expenditures	<u>120,000</u>	<u>120,000</u>	<u>120,000</u>
<u>(33,695)</u>	<u>(1,689,582)</u>	<u>1,000</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>19</u>	<u>1,128,576</u>	<u>6,501,000</u>	Total Requirements	<u>120,000</u>	<u>120,000</u>	<u>120,000</u>

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

730	6500	Capital Outlay (730) Improvements Other Than Buildings CSO 11th Street Separation	120,000
910	8020	Contingent Expenditures (910) Contingency	-
TOTAL CSO 11th STREET SEPARATION FUND			<u>120,000</u>

City of Astoria, Oregon
Budget Document

COMBINED SEWER OVERFLOW (CSO) 16th STREET SEPARATION FUND #184

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/14- 6/30/15</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/12	FYE 6/30/13	FYE 6/30/14				
			<u>Resources</u>			
			Beginning Fund Balance	-	-	-
			Loan Proceeds	5,158,000	5,158,000	5,158,000
			Intergovernmental Revenue	525,000	525,000	525,000
			Interest on Investments	-	-	-
-	-	-	Total Resources	5,683,000	5,683,000	5,683,000
			<u>Requirements</u>			
			Personal Services:			
			Interfund Wages	-	-	-
			FICA Taxes	-	-	-
			Insurance	-	-	-
			Retirement Contributions	-	-	-
			Workers' Compensation	-	-	-
-	-	-	Total Personal Services	-	-	-
			Materials and Services:			
			Professional Services	750,000	750,000	750,000
-	-	-	Total Materials and Services	750,000	750,000	750,000
			Capital Outlay:			
			Improvements Other Than Bldgs	4,933,000	4,933,000	4,933,000
-	-	-	Contingency			
			Transfer to Other Funds - General	-	-	-
-	-	-	Total Expenditures	5,683,000	5,683,000	5,683,000
-	-	-	Ending Fund Balance			
-	-	-	Total Requirements	5,683,000	5,683,000	5,683,000

2014 / 15 Detail Budget Information

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

			<u>Materials and Services (515 - 660)</u>		
620	4540		Professional Services	750,000	
			Total Materials and Services		750,000
			<u>Capital Outlay (730)</u>		
730	6500		Improvements Other Than Buildings CSO 16th Street Separation	4,933,000	4,933,000
			<u>Contingent Expenditures (910)</u>		
910	8020		Contingency		-
			TOTAL CSO 11th STREET SEPARATION FUND		5,683,000

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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 deducted year to year through 2022 from property tax collections as the City's share to pay off bonds issued by Clatsop County as a result of the settlement with the Wauna Mill.

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

Historical Data			Budget for Fiscal Year 7/1/14 - 6/30/15			
Actual Data FYE 6/30/12	Actual Data FYE 6/30/13	Adopted Budget FYE 6/30/14	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			Resources			
311,007	312,537	213,030	Beginning Fund Balance	462,920	462,920	462,920
1,530	1,354	1,200	Interest Earnings	1,800	1,800	1,800
-	-	-	Transfers from Other Funds	219,420	219,420	219,420
<u>312,537</u>	<u>313,891</u>	<u>214,230</u>	Total Resources	<u>684,140</u>	<u>684,140</u>	<u>684,140</u>
			Requirements			
-	-	190,000	Debt Service	-	-	-
-	-	-	Principal	-	-	-
-	-	190,000	Total Debt Service	-	-	-
-	-	22,000	Transfer to Other Funds	-	-	-
-	-	-	General Fund	22,000	22,000	22,000
-	-	22,000	Total Transfers	22,000	22,000	22,000
-	-	2,230	Contingency	-	-	-
-	-	214,230	Total Expenditures	22,000	22,000	22,000
<u>312,537</u>	<u>313,891</u>	-	Ending Fund Balance	<u>662,140</u>	<u>662,140</u>	<u>662,140</u>
<u>312,537</u>	<u>313,891</u>	<u>214,230</u>	Total Requirements	<u>684,140</u>	<u>684,140</u>	<u>684,140</u>

2014 / 15 Budget Detail Information

LOCAL IMPROVEMENT DEBT SERVICE FUND (250 0000)

Debt Service (810)		
		Debt Service
810	6840	Principal
810	6845	Interest
Transfers to Other Funds		
850	7567	General Fund
		22,000
Contingent Expenditures (910)		
910	8020	Contingency
		-
		Ending Fund Balance
		662,140
TOTAL LOCAL IMPROVEMENT DEBT SERVICE FUND		684,140

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 accounted for the debt service associated with a \$2.95 million dollar bond issue authorized by the voters on November 7, 1995, for the purpose of constructing a new indoor aquatics facility. The bonds were retired in December 2012. This document is presented for historical reference.

City of Astoria, Oregon
Budget Document

AQUATICS FACILITY DEBT SERVICE FUND #260

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/14 - 6/30/15</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>	<u>Resources and Requirements</u>	<u>Proposed by</u> <u>Budget</u> <u>Officer</u>	<u>Approved by</u> <u>Budget</u> <u>Committee</u>	<u>Adopted by</u> <u>Governing</u> <u>Body</u>
<u>FYE 6/30/12</u>	<u>FYE 6/30/13</u>	<u>FYE 6/30/14</u>				
			<u>Resources</u>			
523,381	68,064	-	Beginning Fund Balance			
12,602	8,698	-	Delinquent Ad Valorem Taxes			
905	182	-	Interest			
536,888	76,944	-	Sub-Total Resources			
276,643	112,383	-	Current Ad Valorem Taxes			
<u>813,531</u>	<u>189,337</u>	<u>-</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
			<u>Requirements</u>			
			Materials & Services:			
-	-	-	Professional Services			
			Debt Service:			
715,000	180,000	-	Principal			
30,466	5,569	-	Interest			
745,466	185,569	-	Total Debt Service			
-	-	-	Contingency			
745,466	185,569	-	Total Expenditures			
68,065	3,766	-	Ending Fund Balance			
<u>813,531</u>	<u>189,337</u>	<u>-</u>	Total Requirements	<u>-</u>	<u>-</u>	<u>-</u>

FUND: EAST ASTORIA WATERLINE DEBT SERVICE #265

Basic Objectives

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

Staffing

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

City of Astoria, Oregon
Budget Document

EAST ASTORIA WATERLINE DEBT SERVICE FUND #265

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/14 - 6/30/15</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 6/30/12</u>	<u>FYE 6/30/13</u>	<u>FYE 6/30/14</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<u>Resources</u>						
144,565	126,902	103,750	Beginning Fund Balance	86,150	86,150	86,150
657	568	700	Interest Earnings	240	240	240
10,530	8,350	-	Transfer from Other Funds			
39,356	39,356	50,940	Public Works Improvement Fund	10,630	10,630	10,630
			Miscellaneous	39,350	39,350	39,350
<u>195,108</u>	<u>175,176</u>	<u>155,390</u>	Total Resources	<u>136,370</u>	<u>136,370</u>	<u>136,370</u>
<u>Requirements</u>						
Debt Service						
48,229	53,641	54,080	Principal	54,530	54,530	54,530
19,977	17,565	14,890	Interest	12,190	12,190	12,190
<u>68,206</u>	<u>71,206</u>	<u>68,970</u>	Total Debt Service	<u>66,720</u>	<u>66,720</u>	<u>66,720</u>
68,206	71,206	68,970	Total Expenditures	66,720	66,720	66,720
<u>126,902</u>	<u>103,970</u>	<u>86,420</u>	Ending Fund Balance	<u>69,650</u>	<u>69,650</u>	<u>69,650</u>
<u>195,108</u>	<u>175,176</u>	<u>155,390</u>	Total Requirements	<u>136,370</u>	<u>136,370</u>	<u>136,370</u>

2014 / 15 Detail Budget Information

EAST ASTORIA WATERLINE DEBT SERVICE FUND (265 0000)

Debt Service (810)			
			Debt Service
810	6840		Principal
810	6845		Interest
			<u>54,530</u>
			<u>12,190</u>
			TOTAL DEBT SERVICE
			66,720
Ending Fund Balance (950)			
950	6520		Ending Unencumbered Fund Balance
			<u>69,650</u>
			TOTAL ENDING FUND BALANCE
			<u>69,650</u>
			TOTAL EAST ASTORIA WATERLINE DEBT SERVICE FUND
			<u>136,370</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 7/1/14 - 6/30/15</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/12	FYE 6/30/13	FYE 6/30/14	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
<u>Resources</u>						
31,540	28,660	25,800	Beginning Fund Balance	23,530	23,530	23,530
144	135	960	Interest Earnings	180	180	180
<u>11,057</u>	<u>11,067</u>	<u>11,750</u>	Miscellaneous	<u>11,750</u>	<u>11,750</u>	<u>11,750</u>
<u>42,741</u>	<u>39,862</u>	<u>38,510</u>	Total Resources	<u>35,460</u>	<u>35,460</u>	<u>35,460</u>
<u>Requirements</u>						
Debt Service						
6,601	6,999	7,420	Principal	7,870	7,870	7,870
<u>7,480</u>	<u>7,083</u>	<u>6,670</u>	Interest	<u>6,220</u>	<u>6,220</u>	<u>6,220</u>
<u>14,081</u>	<u>14,082</u>	<u>14,090</u>	Total Debt Service	<u>14,090</u>	<u>14,090</u>	<u>14,090</u>
14,081	14,082	14,090	Total Expenditures	14,090	14,090	14,090
<u>28,660</u>	<u>25,780</u>	<u>24,420</u>	Ending Fund Balance	<u>21,370</u>	<u>21,370</u>	<u>21,370</u>
<u>42,741</u>	<u>39,862</u>	<u>38,510</u>	Total Requirements	<u>35,460</u>	<u>35,460</u>	<u>35,460</u>

2014 / 15 Detail Budget Information

7th STREET DOCK DEBT SERVICE FUND (267 0000)

<u>Debt Service (810)</u>			
		Debt Service	
810	6850	Principal	7,870
810	6855	Interest	<u>6,220</u>
TOTAL DEBT SERVICE			14,090
<u>Ending Fund Balance (950)</u>			
950	8520	Ending Unencumbered Fund Balance	<u>21,370</u>
TOTAL ENDING FUND BALANCE			<u>21,370</u>
TOTAL 7th STREET DOCK DEBT SERVICE FUND			<u>35,460</u>

FUND: COMBINED SEWER OVERFLOW DEBT SERVICE FUND #270

Basic Objectives

This fund was established by Resolution No. 03-05 which was adopted by the City Council on March 17, 2003. This fund accounts for the debt service on loans 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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/14 - 6/30/15</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 6/30/12	FYE 6/30/13	FYE 6/30/14				
Resources						
840,778	785,829	707,150	Beginning Fund Balance	853,390	853,390	853,390
1,067,479	1,244,298	1,220,550	Charges for Service	1,428,440	1,428,440	1,428,440
<u>3,748</u>	<u>4,378</u>	<u>4,500</u>	Interest Earnings	<u>4,500</u>	<u>4,500</u>	<u>4,500</u>
<u>1,912,005</u>	<u>2,034,505</u>	<u>1,932,200</u>	Total Resources	<u>2,286,330</u>	<u>2,286,330</u>	<u>2,286,330</u>
Requirements						
73,215	51,247	33,630	Materials & Services:			
			Professional Services	49,850	49,850	49,850
594,580	707,880	725,800	Debt Service			
458,381	366,401	348,480	Principal	906,560	906,560	906,560
			Interest	<u>507,400</u>	<u>507,400</u>	<u>507,400</u>
<u>1,052,961</u>	<u>1,074,281</u>	<u>1,074,280</u>	Total Debt Service	<u>1,413,960</u>	<u>1,413,960</u>	<u>1,413,960</u>
1,126,176	1,125,528	1,107,910	Total Expenditures	1,463,810	1,463,810	1,463,810
			Contingency	22,520	22,520	22,520
<u>785,829</u>	<u>908,977</u>	<u>824,290</u>	Ending Fund Balance	<u>800,000</u>	<u>800,000</u>	<u>800,000</u>
<u>1,912,005</u>	<u>2,034,505</u>	<u>1,932,200</u>	Total Requirements	<u>2,286,330</u>	<u>2,286,330</u>	<u>2,286,330</u>

COMBINED SEWER OVERFLOW (CSO) DEBT SERVICE FUND (270 0000)			
<u>Materials and Services (620)</u>			
620	4560	Professional Services DEQ Administrative Fees	49,850
		Sub-total of Materials & Services	49,850
TOTAL MATERIALS & SERVICES			49,850
<u>Debt Service (810)</u>			
810	6940	Principal-CSO Loan #11790	174,090
810	6945	Interest-CSO Loan #11790	76,960
810	6950	Principal-CSO Loan #11791	123,950
810	6955	Interest-CSO Loan #11791	61,400
810	6960	Principal-CSO Loan #11792	206,420
810	6965	Interest-CSO Loan #11792	102,520
810	6936	Principal-CSO Loan #11793	142,100
810	6938	Interest-CSO Loan #11793	91,520
810	6934	Principal-CSO Loan #R06117 ARRA	100,000
810	6984	Principal-CSO Loan IFA #Y12004	160,000
810	6985	Interest-CSO Loan IFA #Y12004	175,000
TOTAL DEBT SERVICE			1,413,960
<u>Contingent Expenditures (910)</u>			
910	8020	Contingency	22,520
		Sub-total of Contingent Expenditures	22,520
<u>Ending Fund Balance (950)</u>			
950	8520	Ending Unencumbered Fund Balance	800,000
		Sub-total of Ending Fund Balance	800,000
TOTAL CSO DEBT SERVICE FUND			2,286,330

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
Stormwater
Sewer
Water

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

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

Staffing

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

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

City of Astoria, Oregon
Budget Document

PUBLIC WORKS FUND #301

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/14 - 6/30/15</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 6/30/12</u>	<u>FYE 6/30/13</u>	<u>FYE 6/30/14</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<u>Resources</u>						
34,510,277	35,240,280	299,760	Beginning Fund Balance	500,000	500,000	500,000
Charges for Services:						
9,839	2,137	-	Engineering	-	-	-
2,010,335	2,692,416	2,509,000	Water	2,667,000	2,667,000	2,667,000
1,415,508	1,454,047	1,606,300	Sewer	1,486,000	1,486,000	1,486,000
2,846	69,680	-	Streets	-	-	-
<u>3,438,528</u>	<u>4,218,280</u>	<u>4,115,300</u>	Total Charges for Services	<u>4,153,000</u>	<u>4,153,000</u>	<u>4,153,000</u>
Transfers from Other Funds:						
502,000	400,000	532,200	State Tax Street Fund	490,000	490,000	490,000
69,840	57,070	40,000	General Fund	20,000	20,000	20,000
-	-	24,640	Landfill Reserve Fund	-	-	-
2,212	2,108	2,000	Interest	2,000	2,000	2,000
15,035	53,297	22,500	Miscellaneous	50,000	50,000	50,000
5,400	-	-	Licenses and Permits	-	-	-
<u>38,543,292</u>	<u>39,971,035</u>	<u>5,036,400</u>	Total Resources	<u>5,215,000</u>	<u>5,215,000</u>	<u>5,215,000</u>
<u>Requirements</u>						
Expenditures by Department:						
283,783	331,953	938,760	Engineering	1,001,580	1,001,580	1,001,580
489,949	423,577	426,650	Shop and Yard	432,560	432,560	432,560
544,372	399,812	524,390	Streets	489,380	489,380	489,380
39,294	34,014	64,640	Sanitation	61,090	61,090	61,090
1,209,390	1,110,986	1,158,990	Sewer	1,208,550	1,208,550	1,208,550
-	107,435	219,370	Stormwater	257,490	257,490	257,490
1,673,814	1,365,156	1,514,390	Water	1,557,730	1,557,730	1,557,730
-	-	189,210	Contingency	206,620	206,620	206,620
<u>4,240,602</u>	<u>3,772,933</u>	<u>5,036,400</u>	Total Expenditures by Department	<u>5,215,000</u>	<u>5,215,000</u>	<u>5,215,000</u>
<u>4,240,602</u>	<u>3,772,933</u>	<u>5,036,400</u>	Total Expenditures	<u>5,215,000</u>	<u>5,215,000</u>	<u>5,215,000</u>
Accrual Adjustments for:						
(1,173,339)	(1,239,328)	-	Depreciation	-	-	-
70,000	(73,497)	-	Capitalized Expenditures	-	-	-
165,749	5,246	-	Fixed Assets	-	-	-
<u>35,240,280</u>	<u>37,505,681</u>	<u>-</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>38,543,292</u>	<u>39,971,035</u>	<u>5,036,400</u>	Total Requirements	<u>5,215,000</u>	<u>5,215,000</u>	<u>5,215,000</u>

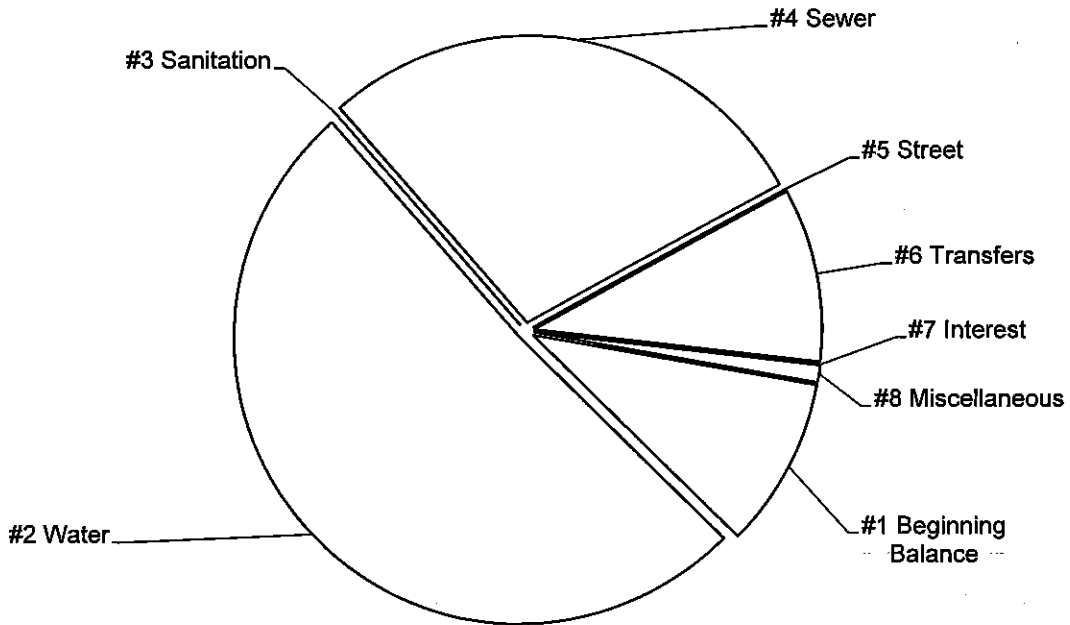
NOTE: Generally Accepted Accounting Principles (GAAP) require a business-type fund to maintain its budgetary fund balance on a full accrual basis. The fund balances for the June 30, 2012 and 2013 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the Public Works Fund at June 30, 2012 was \$402,540 and at June 30, 2013 was \$869,172.

City of Astoria, Oregon
Public Works Fund Resources
Year Beginning July 1, 2014

Segment #	Resources	Amount	Percentage
1	Beginning Fund Balance	\$500,000	9.59%
2	Charges for Water Services	2,667,000	51.14%
3	Charges for Sanitation Services	0	0.00%
4	Charges for Sewer Services	1,486,000	28.49%
5	Charges for Street Services	0	0.00%
6	Transfers from Other Funds	510,000	9.78%
7	Interest Earnings	2,000	0.04%
8	Miscellaneous	<u>50,000</u>	<u>0.96%</u>
	Total Resources	<u>5,215,000</u>	<u>100.00%</u>

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

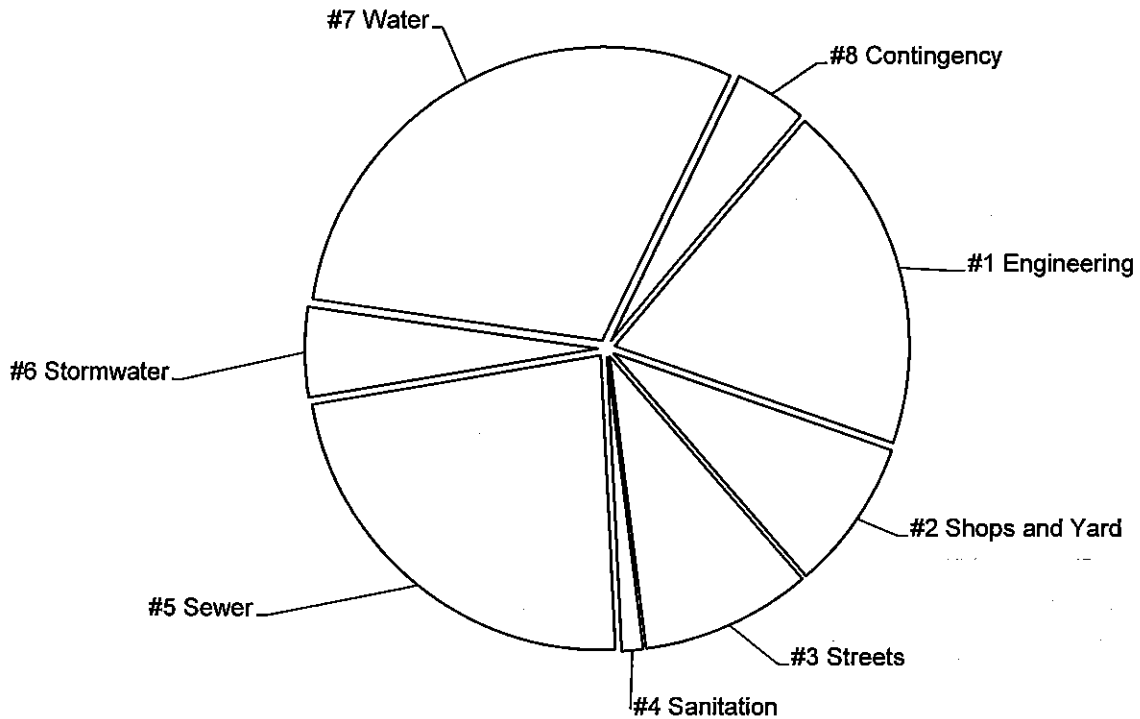
\$490,000 is transferred in from the State Tax Street Fund, which receives State of Oregon gas tax revenues. This transfer subsidizes the cost of maintaining City streets.



City of Astoria, Oregon
Public Works Fund Requirements
Year Beginning July 1, 2014

Segment #	Requirements	Amount	Percentage
1	Engineering	\$1,001,580	19.21%
2	Shops and Yard	432,560	8.29%
3	Streets	489,380	9.38%
4	Sanitation	61,090	1.17%
5	Sewer	1,208,550	23.17%
6	Stormwater	257,490	4.94%
7	Water	1,557,730	29.87%
8	Contingency	<u>206,620</u>	<u>3.97%</u>
	Total Requirements	<u>5,215,000</u>	<u>100.00%</u>

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



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

Summary of Expenditures

Historical Data			Budget for Fiscal Year 7/1/14 - 6/30/15			
Actual Data		Adopted Budget	Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/12	FYE 6/30/13	FYE 6/30/14		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
231,118	248,516	848,660	Engineering	877,800	877,800	877,800
396,492	314,875	310,000	Shop & Yard	301,060	301,060	301,060
210,287	196,241	211,840	Streets	205,380	205,380	205,380
15,842	18,513	23,290	Sanitation	39,290	39,290	39,290
700,333	653,645	495,390	Sewer	542,000	542,000	542,000
-	66,477	162,020	Stormwater	125,640	125,640	125,640
1,019,661	868,193	800,090	Water	819,680	819,680	819,680
2,573,733	2,366,460	2,851,290	Total Personnel Services	2,910,850	2,910,850	2,910,850
			Materials & Services:			
40,827	76,680	87,600	Engineering	118,780	118,780	118,780
85,088	100,913	107,150	Shop & Yard	120,400	120,400	120,400
334,085	203,571	312,550	Streets	284,000	284,000	284,000
23,452	15,501	32,250	Sanitation	21,800	21,800	21,800
364,972	309,676	508,550	Sewer	505,950	505,950	505,950
-	40,958	57,350	Stormwater	121,850	121,850	121,850
435,217	277,824	476,850	Water	495,300	495,300	495,300
1,283,641	1,025,223	1,582,300	Total Materials & Services	1,668,080	1,668,080	1,668,080
			Capital Outlay:			
11,838	6,757	2,500	Engineering	5,000	5,000	5,000
8,369	7,789	9,500	Shop & Yard	11,100	11,100	11,100
-	-	-	Streets	-	-	-
-	-	9,100	Sanitation	-	-	-
885	4,465	3,450	Sewer	9,000	9,000	9,000
-	-	-	Stormwater	10,000	10,000	10,000
4,136	4,239	10,050	Water	15,350	15,350	15,350
25,228	23,250	34,600	Total Capital Outlay	50,450	50,450	50,450
			Transfers to Other Funds:			
358,000	358,000	379,000	General Fund	379,000	379,000	379,000
358,000	358,000	379,000	Total Transfers to Other Funds	379,000	379,000	379,000
-	-	189,210	Contingency	206,620	206,620	206,620
4,240,602	3,772,933	5,036,400	Total Expenditures	5,215,000	5,215,000	5,215,000

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FUND: PUBLIC WORKS

Department: Engineering #3700

Basic Objectives

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

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
ENGINEERING #3700

Historical Data			Budget for Fiscal Year 7/1/14 - 6/30/15			
Actual Data		Adopted Budget	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/12	FYE 6/30/13	FYE 6/30/14				
			Personnel Services:			
141,761	154,115	545,210	Regular Salaries	552,470	552,470	552,470
26,703	23,397	9,000	Extra Help	12,000	12,000	12,000
12,055	12,926	42,710	FICA Taxes	43,260	43,260	43,260
24,648	28,063	122,350	Insurance	139,140	139,140	139,140
24,648	24,474	106,830	Retirement Contributions	108,070	108,070	108,070
1,303	5,541	22,560	Workers' Compensation	22,860	22,860	22,860
<u>231,118</u>	<u>248,516</u>	<u>848,660</u>	Total Personnel Services	877,800	877,800	877,800
			Materials and Services:			
9,408	7,587	11,000	Office Supplies	11,000	11,000	11,000
4,814	3,770	4,500	Operating Supplies	4,500	4,500	4,500
1,094	530	2,500	Repair & Maintenance Supplies	2,500	2,500	2,500
1,131	885	1,300	Small Tools & Minor Equipment	1,300	1,300	1,300
853	3,331	4,000	Training	4,000	4,000	4,000
903	815	1,000	Conferences, Meetings & Travel	1,000	1,000	1,000
798	792	1,180	Memberships & Dues	1,180	1,180	1,180
-	222	500	Advertising	500	500	500
380	33,104	36,440	Professional Services	51,440	51,440	51,440
3,232	4,533	3,800	Communications	3,800	3,800	3,800
5,383	7,864	4,700	Repair & Maintenance Services	19,700	19,700	19,700
180	300	180	Licenses and Permits	-	-	-
-	-	-	Miscellaneous	360	360	360
<u>12,651</u>	<u>12,947</u>	<u>16,500</u>	Technology Services	17,500	17,500	17,500
<u>40,827</u>	<u>76,680</u>	<u>87,600</u>	Total Materials and Services	118,780	118,780	118,780
			Capital Outlay:			
<u>11,838</u>	<u>6,757</u>	<u>2,500</u>	Machinery & Equipment	5,000	5,000	5,000
<u>283,783</u>	<u>331,953</u>	<u>938,760</u>	Total Expenditures	1,001,580	1,001,580	1,001,580

PUBLIC WORKS FUND (301)

ENGINEERING (3700)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	552,470
410	2085	Extra Help	12,000
415	2220	FICA -Social Security	43,260
415	2230	Insurance	139,140
415	2235	Retirement Contributions	108,070
415	2240	Workers' Compensation	22,860

TOTAL PERSONNEL SERVICES 877,800

Materials and Services (510 - 685)

510	3045	General Office Supplies	11,000	
		Sub-total of Office Supplies		11,000
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	300	
		Sub-total of Small Tools & Minor Equipment		1,300
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	4390	Network Maintenance	15,400	
620	4395	Email Hosting	320	
620	4400	Internet Connectivity	3,900	
620	4498	Water System	10,000	
620	4499	Structural	5,000	
620	4500	Surveying	15,000	
620	4541	VOIP Cisco / Obsidian Support	1,820	
		Sub-total of Professional Services		51,440

PUBLIC WORKS FUND (301)

ENGINEERING (3700)

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	3,300	
635	4922	Conference Calls	500	
		Sub-total of Communications		3,800
640	5020	Advertising - Legal Ads / Notice	500	
		Sub-total of Advertising		500
660	5660	Engineering Plan Plotter / Scanner (Leases)	3,200	
660	5785	Motor Vehicles / Auto Body Shop	500	
660	5805	Survey & Other Equipment	16,000	
		Sub-total of Repair & Maintenance Services		19,700
675	6010	Professional License Renewal	360	
		Sub-total of Miscellaneous		360
685	6205	Computer Software	1,000	
685	6212	GIS Consulting	10,000	
685	6245	Computer Hardware	500	
685	6255	Software Maintenance Agreement	6,000	
		Sub-total of Technology Services		17,500
TOTAL MATERIALS & SERVICES				118,780
Capital Outlay (740)				
740	6650	Machinery & Equipment 2 Computer	5,000	
		Sub-total Machinery & Equipment		5,000
TOTAL CAPITAL OUTLAY				5,000
TOTAL ENGINEERING				1,001,580

FUND: PUBLIC WORKS

Department: Shop and Yard #3800

Basic Objectives

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

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
SHOP AND YARD #3800

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/14 - 6/30/15</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	<u>Requirements</u>	<u>Proposed by</u>	<u>Approved by</u>	<u>Adopted by</u>
<u>FYE 6/30/12</u>	<u>FYE 6/30/13</u>	<u>FYE 6/30/14</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
			Personnel Services:			
232,352	192,289	178,070	Regular Salaries	176,750	176,750	176,750
1,412	806	1,790	Overtime	1,500	1,500	1,500
2,410	7,398	21,300	Extra Help	8,000	8,000	8,000
17,703	14,421	14,810	FICA Taxes	14,720	14,720	14,720
88,206	63,625	51,850	Insurance	58,400	58,400	58,400
43,861	25,920	32,940	Retirement Contributions	32,540	32,540	32,540
10,748	10,416	9,240	Workers' Compensation	9,150	9,150	9,150
<u>396,492</u>	<u>314,875</u>	<u>310,000</u>	Total Personnel Services	<u>301,060</u>	<u>301,060</u>	<u>301,060</u>
			Materials and Services:			
1,151	1,159	1,200	Office Supplies	1,250	1,250	1,250
2,203	2,658	3,300	Small Tools & Minor Equipment	17,100	17,100	17,100
13,093	13,422	14,800	Operating Supplies	20,000	20,000	20,000
14,312	14,930	19,700	Repair & Maintenance Supplies	3,500	3,500	3,500
1,552	1,506	3,000	Training	3,000	3,000	3,000
-	-	500	Printing & Binding	500	500	500
1,464	19,387	23,600	Professional Services	23,200	23,200	23,200
1,260	4,277	1,400	Communications	4,500	4,500	4,500
18,653	16,458	18,000	Public Utility Services	18,800	18,800	18,800
11,429	12,876	14,500	Repair & Maintenance Services	14,500	14,500	14,500
-	990	1,000	Rentals	1,000	1,000	1,000
5,327	8,996	950	Miscellaneous	9,550	9,550	9,550
14,644	4,254	5,200	Technology Services	3,500	3,500	3,500
<u>85,088</u>	<u>100,913</u>	<u>107,150</u>	Total Materials and Services	<u>120,400</u>	<u>120,400</u>	<u>120,400</u>
			Capital Outlay:			
-	5,951	1,000	Improvements Other Than Buildings	-	-	-
8,369	1,838	8,500	Machinery & Equipment	11,100	11,100	11,100
<u>8,369</u>	<u>7,789</u>	<u>9,500</u>	Total Capital Outlay	<u>11,100</u>	<u>11,100</u>	<u>11,100</u>
<u>489,949</u>	<u>423,577</u>	<u>426,650</u>	Total Expenditures	<u>432,560</u>	<u>432,560</u>	<u>432,560</u>

PUBLIC WORKS FUND (301)

SHOP AND YARD (3800)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	176,750
410	2045	Overtime	1,500
410	2085	Extra Help	8,000
415	2220	FICA -Social Security	14,720
415	2230	Insurance	58,400
415	2235	Retirement Contributions	32,540
415	2240	Workers' Compensation	9,150

TOTAL PERSONNEL SERVICES 301,060

Materials and Services (510 - 685)

510	3030	Paper	50
510	3040	Printer, Cartridges and Supplies	800
510	3045	General Office Supplies	400
		Sub-total of Office Supplies	1,250
515	3120	Books & periodicals	300
515	3125	Clothing, Uniforms, Boots, Gloves	2,000
515	3140	First Aid Supplies	600
515	3180	Fuel, Oil, Lubricants	12,000
515	3265	Custodial Supplies	400
515	3310	General Operating Supplies	1,800
		Sub-total of Operating Supplies	17,100
525	3520	Building Materials / Supplies	5,000
525	3525	Motor Vehicle Repair Parts	4,500
525	3530	Tires	2,000
525	3540	Paint & Paint Supplies	500
525	3550	Electrical Supplies	1,000
525	3585	Safety Supplies	1,000
525	3640	Other Repair & Maintenance Supplies	6,000
		Sub-total of Repair & Maintenance Supplies	20,000
530	3720	Small Tools	1,700
530	3722	Mechanics Contractual Tool Allowance	1,800
		Sub-total of Small Tools	3,500
610	4085	Travel Expense - Training	1,500
610	4115	Workshops	1,500
		Sub-total of Training	3,000

PUBLIC WORKS FUND (301)

SHOP AND YARD (3800)

620	4390	Network Maintenance	15,400	
620	4395	Email Hosting	350	
620	4400	Internet conectivity	2,800	
620	4432	Background Checks	250	
620	4510	Drug / Alcohol Testing	500	
620	4515	CDL Physicals	300	
620	4539	VOIP Cisco/Obsidian Support	1,800	
620	4540	General - Professional Services	1,800	
		Sub-total of Professional Services		23,200
635	4920	Cell Phones	1,300	
635	4930	Telephone-Century Link	3,100	
635	4975	Postage	100	
		Sub-total of Communications		4,500
650	5145	General Printing and Binding	500	
		Sub-total of Printing and Binding		500
655	5304	Electricity - 535 31st - Old Shop	1,400	
655	5307	Electricity - 550 30th - Main PW	9,300	
656	5473	Natural Gas - PW Shops	4,800	
657	5520	Sanitation - PW Shops	3,300	
		Sub-total of Public Utility Services		18,800
660	5725	Equipment Other Than Vehicles	1,000	
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		14,500
665	5865	Rentals - Equipment	1,000	
		Sub-total of Rentals		1,000
675	6010	License Renewal - Certifications and CDL	300	
675	6015	Fuel Tank Insurance 2014-2015	8,600	
675	6020	Permits (Tank Assessments)	150	
675	6035	General - Miscellaneous	500	
		Sub-total of Miscellaneous		9,550

PUBLIC WORKS FUND (301)				
SHOP AND YARD (3800)				
685	6205	Computer Software	500	
685	6255	Software Maintenance Agreement	3,000	
		Sub-total of Technology Services		3,500
TOTAL MATERIALS & SERVICES				120,400
Capital Outlay (730 - 740)				
730	6500	Improvements Other than Buildings		
		Sub-total Improvements Other than Buildings		0
740	6650	Exhaust upgrades for Mechanic Shop	2,500	
		Fan for Mechanic Shop	4,000	
		Articulating Video Borescope	2,000	
		Magnetic Drill Press	2,600	
		Sub-total of Machinery & Equipment		11,100
TOTAL CAPITAL OUTLAY				11,100
TOTAL SHOP & YARD				432,560

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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.

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
STREETS #3900

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/14 - 6/30/15</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/12	FYE 6/30/13	FYE 6/30/14				
			Personnel Services:			
148,149	115,466	124,650	Regular Salaries	117,830	117,830	117,830
2,067	435	2,000	Overtime	2,000	2,000	2,000
8,814	13,273	9,000	Extra Help	9,000	9,000	9,000
12,019	9,810	10,370	FICA Taxes	9,820	9,820	9,820
26,638	34,453	36,290	Insurance	38,930	38,930	38,930
8,939	19,136	23,060	Retirement Contributions	21,700	21,700	21,700
3,661	3,668	6,470	Workers' Compensation	6,100	6,100	6,100
<u>210,287</u>	<u>196,241</u>	<u>211,840</u>	Total Personnel Services	205,380	205,380	205,380
			Materials and Services:			
246	504	500	Small Tools & Minor Equipment	500	500	500
17,658	12,007	15,400	Operating Supplies	16,400	16,400	16,400
57,583	36,131	52,500	Repair & Maintenance Supplies	56,500	56,500	56,500
-	95	300	Training	300	300	300
9,605	3,457	5,300	Professional Services	4,300	4,300	4,300
19	-	50	Communications	-	-	-
162,948	131,736	165,000	Public Utility Services	140,000	140,000	140,000
86,026	19,305	68,000	Repair & Maintenance Services	60,500	60,500	60,500
-	-	4,000	Rentals	4,000	4,000	4,000
-	336	1,500	Miscellaneous	1,500	1,500	1,500
<u>334,085</u>	<u>203,571</u>	<u>312,550</u>	Total Materials and Services	284,000	284,000	284,000
			Capital Outlay:			
-	-	-	Machinery & Equipment	-	-	-
<u>544,372</u>	<u>399,812</u>	<u>524,390</u>	Total Expenditures	489,380	489,380	489,380

PUBLIC WORKS FUND (301)

STREETS (3900)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	117,830
410	2045	Overtime	2,000
410	2085	Extra Help	9,000
415	2220	FICA -Social Security	9,820
415	2230	Insurance	38,930
415	2235	Retirement Contributions	21,700
415	2240	Workers' Compensation	6,100

TOTAL PERSONNEL SERVICES

205,380

Materials and Services (515 - 675)

515	3120	Books and Periodicals	100
515	3125	Clothing, Uniforms, Boots, Gloves	200
515	3180	Fuel, Oil, Lubricants	16,000
515	3310	General Operating Supplies	100

Sub-total of Operating Supplies

16,400

525	3525	Motor Vehicle Repair Parts	11,000
525	3530	Tires	8,000
525	3540	Paint and Paint Supplies	10,000
525	3550	Electrical Supplies	1,500
525	3578	Road Maintenance Materials	3,000
525	3580	Signs	7,000
525	3585	Safety Supplies	2,000
525	3590	Cold Patch	2,500
525	3593	De-Icer	3,500
525	3595	Rock	3,000
525	3640	Other Repair and Maintenance Supplies	5,000

Sub-total of Repair and Maintenance Supplies

56,500

530	3720	Small Tools	500
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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	3,000	
620	4510	Drug / Alcohol Testing	150	
620	4515	CDL Physicals	150	
620	4540	General - Professional Services	1,000	
		Sub-total of Professional Services		4,300
655	5310	Electricity - Street Lights	140,000	
		Sub-total of Public Utility Services		140,000
660	5725	Equipment Other Than Vehicles	500	
660	5785	Motor Vehicles / Auto Body Shop	3,000	
660	5815	Equipment with Operator	2,000	
660	5820	Paving, Street Repair, Concrete	20,000	
660	5825	General Repair and Maintenance Services	15,000	
660	5826	Street Sweeping Disposal	20,000	
		Sub-total of Repair & Maintenance Services		60,500
665	5865	Rentals - Equipment	1,500	
665	5875	General - Rentals	2,500	
		Sub-total of Rentals		4,000
675	6005	Licenses and Permits	400	
675	6010	License Renewal	100	
675	6035	General - Miscellaneous	1,000	
		Sub-total of Miscellaneous		1,500
TOTAL MATERIALS & SERVICES				284,000
TOTAL STREETS				489,380

FUND: PUBLIC WORKS

Department: Sanitation #5400

Basic Objectives

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

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
SANITATION #5400

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/14 - 6/30/15</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	<u>Requirements</u>	<u>Proposed by</u>	<u>Approved by</u>	<u>Adopted by</u>
<u>FYE 6/30/12</u>	<u>FYE 6/30/13</u>	<u>FYE 6/30/14</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
			Personnel Services:			
10,500	12,916	12,000	Regular Salaries	23,570	23,570	23,570
310	290	400	Extra Help	400	400	400
813	997	1,480	FICA Taxes	1,970	1,970	1,970
2,795	2,489	5,190	Insurance	7,790	7,790	7,790
1,424	1,821	3,300	Retirement Contributions	4,340	4,340	4,340
-	-	920	Worker Compensation	1,220	1,220	1,220
<u>15,842</u>	<u>18,513</u>	<u>23,290</u>	Total Personnel Services	<u>39,290</u>	<u>39,290</u>	<u>39,290</u>
			Materials and Services:			
874	979	1,700	Operating Supplies	1,400	1,400	1,400
105	658	3,000	Repair & Maintenance Supplies	3,000	3,000	3,000
190	190	200	Memberships & Dues	200	200	200
-	-	50	Advertising	50	50	50
7,241	12,375	21,500	Professional Services	11,000	11,000	11,000
13,113	213	250	Public Utility Services	600	600	600
975	6	3,050	Repair & Maintenance Services	3,050	3,050	3,050
-	-	1,000	Rentals	1,000	1,000	1,000
<u>954</u>	<u>1,080</u>	<u>1,500</u>	Miscellaneous	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
<u>23,452</u>	<u>15,501</u>	<u>32,250</u>	Total Materials and Services	<u>21,800</u>	<u>21,800</u>	<u>21,800</u>
			Capital Outlay			
-	-	9,100	Machinery and Equipment	-	-	-
		<u>9,100</u>	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
<u>39,294</u>	<u>34,014</u>	<u>64,640</u>	Total Expenditures	<u>61,090</u>	<u>61,090</u>	<u>61,090</u>

PUBLIC WORKS FUND (301)

SANITATION (5400)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	23,570
410	2085	Extra Help	400
415	2220	FICA -Social Security	1,970
415	2230	Insurance	7,790
415	2235	Retirement Contributions	4,340
415	2240	Workers' Compensation	1,220

TOTAL PERSONNEL SERVICES 39,290

Materials and Services (515 - 675)

515	3180	Fuel, Oil, Lubricants	500
515	3270	Chemicals	300
515	3275	Laboratory Supplies	300
515	3310	General Operating Supplies	300
		Sub-total of Operating Supplies	1,400
525	3525	Motor Vehicle Repair Parts	1,500
525	3610	Drainage Ditch Supplies	500
525	3640	Other Repair and Maintenance Supplies	1,000
		Sub-total of Repair and Maintenance Supplies	3,000
620	4520	Lab Testing	6,000
620	4540	Professional Services-General	5,000
		Sub-total of Professional Services	11,000
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
657	5538	Sanitation - Downtown Litter Baskets	350
		Sub-total of Public Utility Services	600

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	2,500	
		Sub-total of Repair & Maintenance Services		3,050
665	5865	Rentals - Equipment	1,000	
		Sub-total of Rentals		1,000
675	6020	Permits	1,000	
675	6035	General - Miscellaneous	500	
		Sub-total of Miscellaneous		1,500

TOTAL MATERIALS & SERVICES 21,800

Capital Outlay (730 - 740)

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

TOTAL SANITATION 61,090

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.

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
SEWER #5600

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/14 - 6/30/15</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	<u>Requirements</u>	<u>Proposed by</u>	<u>Approved by</u>	<u>Adopted by</u>
<u>FYE 6/30/12</u>	<u>FYE 6/30/13</u>	<u>FYE 6/30/14</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
			Personnel Services:			
424,687	343,109	301,790	Regular Salaries	318,140	318,140	318,140
1,321	1,406	4,210	Overtime	4,500	4,500	4,500
3,750	3,900	3,500	On Call	8,200	8,200	8,200
39,526	43,550	4,500	Extra Help	4,500	4,500	4,500
35,301	40,119	24,680	FICA Taxes	26,500	26,500	26,500
122,979	122,560	88,410	Insurance	105,120	105,120	105,120
62,411	75,454	54,890	Retirement Contributions	58,570	58,570	58,570
10,358	23,547	15,410	Workers' Compensation	16,470	16,470	16,470
<u>700,333</u>	<u>653,645</u>	<u>495,390</u>	Total Personnel Services	<u>542,000</u>	<u>542,000</u>	<u>542,000</u>
			Materials and Services:			
470	379	500	Office Supplies	1,000	1,000	1,000
35,964	35,643	65,400	Operating Supplies	67,800	67,800	67,800
66,607	74,828	116,000	Repair & Maintenance Supplies	118,000	118,000	118,000
1,373	984	1,000	Small Tools & Minor Equipment	1,000	1,000	1,000
1,057	2,833	3,700	Training	4,500	4,500	4,500
59,838	17,225	48,650	Professional Services	39,450	39,450	39,450
578	607	1,000	Memberships & Dues	1,000	1,000	1,000
2,149	2,141	2,900	Communications	2,500	2,500	2,500
748	1,490	2,000	Advertising	2,000	2,000	2,000
6,024	6,913	7,250	Printing & Binding	7,250	7,250	7,250
127,110	109,898	135,900	Public Utility Services	140,400	140,400	140,400
43,645	37,897	99,000	Repair & Maintenance Services	97,000	97,000	97,000
-	105	2,000	Rentals	2,000	2,000	2,000
6,528	10,111	12,200	Licenses and Permits			
662	460	4,000	Miscellaneous	13,500	13,500	13,500
10,219	8,362	7,050	Technology Services	8,550	8,550	8,550
<u>364,972</u>	<u>309,676</u>	<u>508,550</u>	Total Materials and Services	<u>505,950</u>	<u>505,950</u>	<u>505,950</u>
			Capital Outlay:			
885	4,465	3,450	Machinery & Equipment	9,000	9,000	9,000
			Transfers to Other Funds:			
143,200	143,200	151,600	General Fund	151,600	151,600	151,600
<u>143,200</u>	<u>143,200</u>	<u>151,600</u>	Total Transfer to Other Funds	<u>151,600</u>	<u>151,600</u>	<u>151,600</u>
<u>1,209,390</u>	<u>1,110,986</u>	<u>1,158,990</u>	Total Expenditures	<u>1,208,550</u>	<u>1,208,550</u>	<u>1,208,550</u>

PUBLIC WORKS FUND (301)

SEWER (5600)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	318,140
410	2045	Overtime	4,500
410	2047	On Call	8,200
410	2085	Extra Help	4,500
415	2220	FICA -Social Security	26,500
415	2230	Insurance	105,120
415	2235	Retirement Contributions	58,570
415	2240	Workers' Compensation	16,470

TOTAL PERSONNEL SERVICES

542,000

Materials and Services (510 - 685)

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

Sub-total of Office Supplies

1,000

515	3120	Books & periodicals	200
515	3125	Clothing, Uniforms, Boots, Gloves	1,600
515	3180	Fuel, Oil, Lubricants	24,000
515	3265	Custodial Supplies	200
515	3275	Laboratory Supplies	5,000
515	3280	Chlorine	6,000
515	3281	Dechloranation Chemical	19,000
515	3282	pH Adjustment	10,000
515	3310	General Operating Supplies	1,800

Sub-total of Operating Supplies

67,800

525	3520	Building Materials / Supplies	1,000
525	3525	Motor Vehicle Repair Parts	8,000
525	3530	Tires	5,000
525	3540	Paint & Paint Supplies	1,000
525	3550	Electrical Supplies	2,000
525	3585	Safety Supplies	3,000
525	3590	Cold Patch	2,500
525	3595	Rock	5,500
525	3600	Sewer Supplies	45,000
525	3615	Pump Station Repair Parts	30,000
525	3640	Other Repair and Maintenance Supplies	15,000

Sub-total of Repair and Maintenance Supplies

118,000

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	2,500	
610	4115	Workshops	2,000	
		Sub-total of Training		4,500
620	4400	Internet Conectivity	3,200	
620	4510	Drug / Alcohol Testing	400	
620	4515	CDL Physicals	600	
620	4520	Lab Testing	10,000	
620	4525	Locate Requests	250	
620	4540	General - Professional Services	25,000	
		Sub-total Professional Services		39,450
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	5140	Utility Bills, CCR, Meter Slips	7,000	
650	5145	General Printing and Binding	250	
		Sub-total of Printing and Binding		7,250
655	5370	Electricity - 4665 Birch #1	60,000	
655	5373	Electricity - 2165 Duane #3	13,000	
655	5376	Electricity - 175 W. Marine Dr.	5,000	
655	5379	Electricity - 580 W. Marine Dr.	6,000	
655	5382	Electricity - 1090 Olney #2	3,000	
655	5385	Electricity - 5555 Lagoon Rd/WW	50,000	
655	5388	Electricity - 5250 Ash #2	1,000	
655	5391	Electricity - 5340 Alder #3	400	
655	5394	Electricity - 5324 52nd Alderbrook	300	
655	5397	Electricity - 2700 Marine Drive	500	
657	5529	Sanitation - Sewer	1,200	
		Sub-total of Public Utility Services		140,400

PUBLIC WORKS FUND (301)

SEWER (5600)

660	5725	Equipment Other Than Vehicles	30,000	
660	5785	Motor Vehicles / Auto Body Shop	8,000	
660	5815	Equipment with Operator	12,000	
660	5820	Paving, Street Repair, Concrete	25,000	
660	5825	General Repair and Maintenance Services	22,000	
		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	8,500	
675	6010	License Renewal	1,000	
675	6035	General - Miscellaneous	4,000	
		Sub-total of Miscellaneous		13,500
685	6205	Computer Software	1,500	
685	6207	Non-Contract IT Services	1,500	
685	6245	Computer Hardware	50	
685	6255	Software Maintenance Agreement	5,500	
		Sub-total of Technology Services		8,550

TOTAL MATERIALS & SERVICES 505,950

Capital Outlay (730 - 740)

740	6650	Machinery & Equipment		
		Portable Honda Generator	1,100	
		Stihl Cutoff Saw	1,100	
		SCADA Computer	4,400	
		Three (3) Gas Detectors	2,400	
		Sub-total of Machinery & Equipment		9,000

TOTAL CAPITAL OUTLAY 9,000

Transfer to Other Funds (850)

850	7555	General Fund	151,600	
		Sub-total Transfers to Other Funds		151,600

TOTAL SEWER 1,208,550

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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.

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
STORMWATER #7400

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/14 - 6/30/15</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	<u>Requirements</u>	<u>Proposed by</u>	<u>Approved by</u>	<u>Adopted by</u>
<u>FYE 6/30/12</u>	<u>FYE 6/30/13</u>	<u>FYE 6/30/14</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
			Personnel Services:			
-	36,914	94,970	Regular Salaries	70,700	70,700	70,700
-	445	2,000	Overtime	2,000	2,000	2,000
-	3,230	7,000	Extra Help	7,000	7,000	7,000
-	3,009	7,900	FICA Taxes	5,890	5,890	5,890
-	14,476	27,650	Insurance	23,360	23,360	23,360
-	5,766	17,570	Retirement Contributions	13,020	13,020	13,020
-	2,637	4,930	Workers' Compensation	3,670	3,670	3,670
-	66,477	162,020	Total Personnel Services	125,640	125,640	125,640
			Materials and Services:			
-	448	500	Small Tools & Minor Equipment	500	500	500
-	5,704	13,050	Operating Supplies	11,050	11,050	11,050
-	25,555	30,000	Repair & Maintenance Supplies	37,000	37,000	37,000
-	-	300	Training	300	300	300
-	-	300	Professional Services	300	300	300
-	-	-	Communications	12,000	12,000	12,000
-	-	-	Public Utility Services	6,500	6,500	6,500
-	8,387	11,500	Repair & Maintenance Services	52,500	52,500	52,500
-	836	1,000	Rentals	1,000	1,000	1,000
-	28	200	Licenses and Permits	-	-	-
-	-	500	Miscellaneous	700	700	700
-	40,958	57,350	Total Materials and Services	121,850	121,850	121,850
			Capital Outlay:			
-	-	-	Monitors	10,000	10,000	10,000
-	-	-	Total Capital Outlay	10,000	10,000	10,000
-	107,435	219,370	Total Expenditures	257,490	257,490	257,490

PUBLIC WORKS FUND (301)

STORMWATER (7400)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	70,700
410	2045	Overtime	2,000
410	2085	Extra Help	7,000
415	2220	FICA -Social Security	5,890
415	2230	Insurance	23,360
415	2235	Retirement Contributions	13,020
415	2240	Workers' Compensation	3,670

TOTAL PERSONNEL SERVICES 125,640

Materials and Services (510 - 685)

515	3120	Books & Periodicals	50
515	3125	Clothing, Uniforms, Boots, Gloves	500
515	3180	Fuel, Oil, Lubricants	10,000
515	3310	General Operating Supplies	500
		Sub-total of Operating Supplies	11,050
525	3525	Motor Vehicle Repair Parts	10,000
525	3530	Tires	500
525	3585	Safety Supplies	1,000
525	3590	Cold Patch	1,000
525	3595	Rock	1,500
525	3605	Stormwater Maintenance Supplies	10,000
525	3640	Other Repair and Maintenance Supplies	13,000
		Sub-total of Repair and Maintenance Supplies	37,000
530	3720	Small Tools	500
		Sub-total of Small Tools	500
610	4115	Workshops	300
		Sub-total of Training	300
620	4510	Drug / Alcohol Testing	150
620	4515	CDL Physicals	150
		Sub-total Professional Services	300
635	4982	CSO AT&T Mobility	12,000
		Sub-total of Communications	12,000
655	5397	Electricity - Denver Storage	6,500
		Sub-total of Public Utility Services	6,500

PUBLIC WORKS FUND (301)

STORMWATER (7400)

660	5725	Equipment Other Than Vehicles	1,500	
660	5785	Motor Vehicles / Auto Body Shop	1,000	
660	5815	Equipment with Operator	3,000	
660	5820	Paving, Street Repair, Concrete	5,000	
660	5825	General Repair & Maintenance	22,000	
660	5826	Street Sweeping Disposal	20,000	

Sub-total of Repair and Maintenance Services **52,500**

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 121,850

Capital Outlay (730 - 740)

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

TOTAL CAPITAL OUTLAY 10,000

TOTAL STORMWATER 257,490

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.

City of Astoria, Oregon
Budget Document
PUBLIC WORKS FUND

Expenditures (by department)
WATER #8100

Historical Data			Budget for Fiscal Year 7/1/14 - 6/30/15			
Actual Data		Adopted Budget	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/12	FYE 6/30/13	FYE 6/30/14				
			Personnel Services:			
634,766	506,784	474,860	Regular Salaries	471,320	471,320	471,320
8,402	2,951	12,000	Overtime	12,000	12,000	12,000
3,750	3,900	4,000	On Call	8,200	8,200	8,200
31,996	21,435	19,000	Extra Help	22,000	22,000	22,000
50,811	50,156	39,490	FICA Taxes	39,260	39,260	39,260
168,881	155,853	138,260	Insurance	155,730	155,730	155,730
98,283	96,897	87,830	Retirement Contributions	86,770	86,770	86,770
22,772	30,217	24,650	Workers' Compensation	24,400	24,400	24,400
1,019,661	868,193	800,090	Total Personnel Services	819,680	819,680	819,680
			Materials and Services:			
322	299	650	Office Supplies	750	750	750
2,186	2,708	2,500	Small Tools & Minor Equipment	2,700	2,700	2,700
65,572	44,361	69,000	Operating Supplies	75,700	75,700	75,700
159,592	107,667	210,700	Repair & Maintenance Supplies	217,500	217,500	217,500
2,374	3,720	4,500	Training	5,500	5,500	5,500
2,039	2,039	2,050	Memberships & Dues	2,050	2,050	2,050
380	539	1,000	Advertising	1,000	1,000	1,000
7,041	8,779	8,200	Printing & Binding	8,200	8,200	8,200
1,067	1,185	7,500	Rentals	10,000	10,000	10,000
57,362	33,337	46,750	Professional Services	49,750	49,750	49,750
6,903	4,860	4,550	Communications	4,900	4,900	4,900
26,952	24,787	31,600	Public Utility Services	29,900	29,900	29,900
99,455	37,624	78,500	Repair & Maintenance Services	79,000	79,000	79,000
392	1,933	2,000	Licenses and Permits	-	-	-
-	248	1,000	Miscellaneous	3,000	3,000	3,000
3,580	3,838	6,350	Technology Services	5,350	5,350	5,350
435,217	277,924	476,850	Total Materials and Services	495,300	495,300	495,300
			Capital Outlay:			
-	-	-	Improvements other than Buildings	-	-	-
4,136	4,239	10,050	Machinery & Equipment	15,350	15,350	15,350
4,136	4,239	10,050	Total Capital Outlay	15,350	15,350	15,350
			Transfer to Other Funds:			
214,800	214,800	227,400	General Fund	227,400	227,400	227,400
214,800	214,800	227,400	Total Transfer to Other Funds	227,400	227,400	227,400
1,673,814	1,365,156	1,514,390	Total Expenditures	1,557,730	1,557,730	1,557,730

PUBLIC WORKS FUND (301)

WATER (8100)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	471,320
410	2045	Overtime	12,000
410	2047	On Call	8,200
410	2085	Extra Help	22,000
415	2220	FICA -Social Security	39,260
415	2230	Insurance	155,730
415	2235	Retirement Contributions	86,770
415	2240	Workers' Compensation	24,400

TOTAL PERSONNEL SERVICES

819,680

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	200

Sub-total of Office Supplies

750

515	3120	Books & Periodicals	400
515	3125	Clothing, Uniforms, Boots, Gloves	2,500
515	3180	Fuel, Oil, Lubricants	40,000
515	3265	Custodial Supplies	100
515	3270	Chemicals	5,100
515	3275	Laboratory Supplies	7,100
515	3280	Chlorine	10,000
515	3285	Fluoride	10,000
515	3310	General Operating Supplies	500

Sub-total of Operating Supplies

75,700

525	3520	Building Materials / Supplies	5,000
525	3525	Motor Vehicle Repair Parts	18,000
525	3530	Tires	7,500
525	3540	Paint & Paint Supplies	1,000
525	3550	Electrical Supplies	3,000
525	3585	Safety Supplies	3,000
525	3590	Cold Patch	3,000
525	3595	Rock	20,000
525	3605	Water Maintenance Supplies	135,000
525	3640	Other Repair and Maintenance Supplies	22,000

Sub-total of Repair & Maintenance Supplies

217,500

PUBLIC WORKS FUND (301)

WATER (8100)

530	3720	Small Tools	2,700	
		Sub-total Small Tools		2,700
610	4085	Travel Expense - Training	2,500	
610	4115	Workshops	3,000	
		Sub-total of Training		5,500
620	4510	Drug / Alcohol Testing	700	
620	4515	CDL Physicals	800	
620	4520	Lab Testing	12,000	
620	4525	Locate Requests	250	
620	4535	Water Meter Reading / Green Card	24,000	
620	4540	General - Professional Services	12,000	
		Sub-Total of Professional Services		49,750
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	1,400	
635	4930	Telephone - Qwest	1,000	
635	4975	Postage	2,500	
		Sub-total of Communications		4,900
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	1,200	
		Sub-total of Printing & Binding		8,200

PUBLIC WORKS FUND (301)

WATER (8100)

655	5400	Electricity - 6th and Lexington	1,000	
655	5403	Electricity - RR2 Box 812	700	
655	5406	Electricity - Watershed Equipment	2,000	
655	5409	Electricity - Pipeline Res #3	4,000	
655	5412	Electricity - Niagara Pump Station	1,200	
655	5415	Electricity - 1499 Madison	3,300	
655	5424	Electricity - 1597 James St.	3,200	
655	5427	Electricity - Skyline Pump House	2,000	
655	5430	Electricity - Bear Creek Reservoir	12,000	
655	5433	Electricity - Headworks Rd	500	
		Sub-total of Public Utility Services		29,900
660	5725	Equipment Other Than Vehicles	7,000	
660	5785	Motor Vehicles / Auto Body Shop	8,000	
660	5815	Equipment with Operator	9,000	
660	5820	Paving, Street Repair, Concrete	35,000	
660	5825	General Repair and Maintenance Services	20,000	
		Sub-total of Repair and Maintenance Services		79,000
665	5865	Equipment	5,000	
665	5875	General Rentals	5,000	
		Sub-total of Rentals		10,000
675	6005	Licenses and Permits	1,100	
675	6010	License Renewal	900	
675	6035	General - Miscellaneous	1,000	
		Sub-total of Miscellaneous		3,000
685	6205	Computer Software	300	
685	6207	Non-Contract IT Services	1,000	
685	6245	Computer Hardware	50	
685	6255	Software Maintenance Agreement	4,000	
		Sub-total of Technology Services		5,350
TOTAL MATERIALS & SERVICES				495,300

PUBLIC WORKS FUND (301)

WATER (8100)

Capital Outlay

740	6650	Machinery & Equipment		
		Portable Honda Generator	1,100	
		Stihl Cutoff Saw	1,100	
		Clean Up Bucket for Headworks	1,500	
		Computer Hardware	4,500	
		SCADA Computer	4,400	
		Hydro Static Test Pump	2,750	
		Sub-total Machinery & Equipment		15,350

TOTAL CAPITAL OUTLAY 15,350

Transfer to Other Funds (850)

850	7555	General Fund	227,400	
		Sub-total Transfers to Other Funds		227,400

TOTAL WATER 1,557,730

FUND: LANDFILL RESERVE FUND #305

Basic Objectives

This fund will be closed during FYE June 30, 2015. The activities will be performed by the Sanitation Department of the Public Works fund. Prior year transactions will be shown for historical purposes.

City of Astoria, Oregon
Budget Document

LANDFILL RESERVE FUND #305

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/14 - 6/30/15</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 6/30/12	FYE 6/30/13	FYE 6/30/14				
<u>Resources</u>						
-	38,680	13,000	Beginning Fund Balance			
13,680	-	-	Grant Proceeds			
-	41,040	42,000	Rents			
-	546	-	Interest Earnings			
-	-	-	Transfer from Other Fund			
25,000	66,000	66,000	General Fund			
<u>38,680</u>	<u>146,266</u>	<u>121,000</u>	Total Resources	-	-	-
<u>Materials and Services</u>						
-	103,730	50,000	Professional Services			
-	103,730	50,000	Total Materials and Services	-	-	-
<u>Capital Outlay</u>						
-	-	-	Improvements Other than Buildings	-	-	-
-	-	-	Total Capital Outlay	-	-	-
<u>Transfer to Other Funds</u>						
-	-	24,640	Public Works / Sanitation			
-	-	24,640	Total Transfers to Other Funds	-	-	-
-	-	20,000	<u>Contingency</u>			
38,680	42,536	26,360	Ending Fund Balance			
<u>38,680</u>	<u>146,266</u>	<u>121,000</u>	Total Landfill Reserve Fund	-	-	-

2014 / 15 Budget Detail Information

LANDFILL RESERVE FUND (305 0000)

<u>Materials and Services</u>		
620	4540	Professional Services
<u>Transfer to Other Funds</u>		
850	7566	Public Works Fund / Sanitation
910	8020	<u>Contingency</u>
950	8520	<u>Ending Fund Balance</u>
TOTAL LANDFILL RESERVE FUND		
-		

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 7/1/14 - 6/30/15</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 6/30/12</u>	<u>FYE 6/30/13</u>	<u>FYE 6/30/14</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
Resources						
633,473	575,055	95,000	Beginning Fund Balance	72,200	72,200	72,200
27,765	-	15,000	Sale of Graves	-	-	-
49,301	-	-	Charges for Services	-	-	-
4,594	-	-	Interest Earnings	-	-	-
13,132	7,248	-	Miscellaneous	-	-	-
<u>728,265</u>	<u>582,303</u>	<u>110,000</u>	Total Resources	<u>72,200</u>	<u>72,200</u>	<u>72,200</u>
Requirements						
113,529	-	-	Personnel Services			
33,582	5,125	-	Materials and Services			
-	-	61,000	Capital Outlay			
-	-	<u>9,000</u>	Improvements Other than Buildings	72,200	72,200	72,200
6,099	6,099	-	Contingency			
153,210	11,224	70,000	Accrual Adjustments for:			
			Depreciation	-	-	-
<u>575,055</u>	<u>571,079</u>	<u>40,000</u>	Total Expenditures	<u>72,200</u>	<u>72,200</u>	<u>72,200</u>
<u>728,265</u>	<u>582,303</u>	<u>110,000</u>	Ending Fund Balance	-	-	-
			Total Requirements	<u>72,200</u>	<u>72,200</u>	<u>72,200</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, 2011 and 2012 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the Cemetery Fund at June 30, 2012 was \$120,847 and at June 30, 2013 was \$114,568.

2014 / 15 Budget Detail Information

CEMETERY FUND (325 8500)

<u>Capital Outlay (730)</u>			
730	6500	Improvements Other Than Buildings	72,200
910	8,020	Contingent Expenditures	-
950	8,520	Ending Unencumbered Fund Balance	-
TOTAL CEMETERY FUND			<u>72,200</u>

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 \$210,000 per year. This fund also expects to receive moorage fees from several tour boats that moor regularly at the 17th Street Dock Facilities. The City has rebuilt the facility using a Connect Oregon III grant of \$3,475,000 and a loan of \$1,650,000 from the State of Oregon Infrastructure Finance Authority (IFA). The project was completed in the summer of 2013. The loan with IFA will be repaid from the Coast Guard dock lease payments.

Staffing

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

City of Astoria, Oregon
Budget Document

17TH STREET DOCK FUND #330

Budget for Fiscal Year 7/1/14 - 6/30/15

Historical Data			Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Actual Data FYE 6/30/12	FYE 6/30/13	Adopted Budget FYE 6/30/14				
Resources						
557,556	937,864	75,000	Beginning Fund Balance	340,000	340,000	340,000
160,698	127,866	118,900	Intergovernmental	210,000	210,000	210,000
-	10,516	15,000	Charge for Services	75,000	75,000	75,000
284,899	-	-	Gifts and Bequests/Grants	-	-	-
854	539	1,200	Interest on Investments	1,200	1,200	1,200
30,234	-	4,500	Miscellaneous	1,500	1,500	1,500
<u>1,034,241</u>	<u>1,076,785</u>	<u>214,600</u>	Total Resources	<u>627,700</u>	<u>627,700</u>	<u>627,700</u>
Requirements						
Personnel Services:						
18,933	-	10,000	Interfund Wages	10,000	10,000	10,000
Materials and Services:						
1,005	379	8,150	Repair & Maintenance Supplies	10,000	10,000	10,000
-	1,122	-	Conferences, Meetings & Travel	-	-	-
-	-	-	Professional Services	-	-	-
-	-	1,100	Communications	1,400	1,400	1,400
7,925	7,050	18,650	Public Utility Services	19,750	19,750	19,750
<u>65,428</u>	<u>191,026</u>	<u>13,140</u>	Repair & Maintenance Services	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
74,358	199,577	41,040	Total Materials and Services	61,150	61,150	61,150
Capital Outlay:						
160,703	-	-	Improvements Other Than Bldgs	175,000	175,000	175,000
Debt Service						
7,148	7,577	90,080	Principal	-	-	-
5,653	5,224	46,480	Interest	36,420	36,420	36,420
12,801	12,801	136,560	Total Debt Service	36,420	36,420	36,420
Transfer to Other Fund						
-	-	-	Transfer to Capital Improvement Fund	75,000	75,000	75,000
-	-	27,000	Contingency	60,000	60,000	60,000
Accrual Adjustment for:						
56,827	128,461	-	Depreciation	-	-	-
(7,148)	(7,577)	-	Principal Payments	-	-	-
(220,097)	(2,324,637)	-	Capitalized Expenditures	-	-	-
96,377	(1,991,375)	214,600	Total Expenditures	417,570	417,570	417,570
937,864	3,068,160	-	Ending Fund Balance	210,130	210,130	210,130
<u>1,034,241</u>	<u>1,076,785</u>	<u>214,600</u>	Total Requirements	<u>627,700</u>	<u>627,700</u>	<u>627,700</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, 2012 and 2013 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the 17th Street Dock Fund at June 30, 2012 was 150,196 and at June 30, 2013 was \$(1,567,728).

17TH STREET DOCK FUND (330 0000)

Personal Services (412 - 415)			
412	2095	Interfund Wages	10,000
TOTAL PERSONAL SERVICES			10,000
Materials & Services (525 - 660)			
525	3640	Other Repair & Maintenance Supplies	10,000
Sub-total of Repair & Maintenance Supplies			10,000
635	4948	Charter-Internet Service	1,400
Sub-total of Communications			1,400
655	5297	Electricity - 17th StreetDock	11,750
657	5544	Sanitation - 17th Street Dock	8,000
Sub-total of Public Utilities			19,750
660	5825	General - Repair & Maintenance Services	30,000
Sub-total of Repair & Maintenance Services			30,000
TOTAL MATERIALS & SERVICES			61,150
Capital Outlay (730)			
730	6500	Improvements Other than Buildings Parking Lot	175,000
Sub-total Improvements Other than Buildings			175,000
740	6650	Machinery and Equipment	-
Sub-total Machinery and Equipment			-
TOTAL CAPITAL OUTLAY			175,000
Debt Service (810)			
Oregon Economic Development Department 17th Street Dock			
810	6977	Principal IFA Loan	-
810	6979	Interest IFA Loan	36,420
Sub-total Debt Service			36,420

17TH STREET DOCK FUND (330 0000)

Transfer to Other Fund (850)

Transfer to Capital Improvement Fund 75,000

Sub-total Transfer to Other Fund **75,000**

Contingent Expenditures (910)

910 8020 Contingency 60,000

Sub-total of Contingency **60,000**

Ending Fund Balance (950)

950 8520 Unappropriated Ending Fund Balance 210,130

Sub-total Ending Fund Balance **210,130**

TOTAL 17TH STREET DOCK FUND 627,700

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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 7/1/14 - 6/30/15</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/12	FYE 6/30/13	FYE 6/30/14		Budget Officer	Budget Committee	Governing Body
<u>Resources</u>						
5,339	5,377	6,880	Beginning Fund Balance	6,920	6,920	6,920
-	1,470	500	Gifts and Bequests	500	500	500
<u>38</u>	<u>38</u>	<u>50</u>	Interest Earnings	<u>30</u>	<u>30</u>	<u>30</u>
<u>5,377</u>	<u>6,885</u>	<u>7,430</u>	Total Resources	<u>7,450</u>	<u>7,450</u>	<u>7,450</u>
<u>Requirements</u>						
-	-	1,040	Materials & Services: Fee & Charge Programs	1,060	1,060	1,060
<u>5,377</u>	<u>6,885</u>	<u>6,390</u>	Ending Fund Balance	<u>6,390</u>	<u>6,390</u>	<u>6,390</u>
<u>5,377</u>	<u>6,885</u>	<u>7,430</u>	Total Requirements	<u>7,450</u>	<u>7,450</u>	<u>7,450</u>

2014 / 15 Budget Detail Information

AQUATIC FACILITY TRUST FUND (401 0000)

<u>Materials & Services:</u>			
670	5895	Aquatic Facility Fee & Charge	1,060
<u>Ending Fund Balance (950)</u>			
950	8520	Ending Unencumbered Fund Balance	<u>6,390</u>
TOTAL AQUATIC FACILITY TRUST FUND			<u>7,450</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 7/1/14 - 6/30/15			
Actual Data FYE 6/30/12	Actual Data FYE 6/30/13	Adopted Budget FYE 6/30/14	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Resources						
134,767	135,794	134,950	Beginning Fund Balance	138,640	138,640	138,640
277	280	360	Gifts and Bequests	750	750	750
750	759	840	Interest Earnings	660	660	660
<u>135,794</u>	<u>136,833</u>	<u>136,150</u>	Total Resources	<u>140,050</u>	<u>140,050</u>	<u>140,050</u>
Requirements						
Materials & Services:						
-	-	3,000	Dorothy Whitney Trust Fund	3,000	3,000	3,000
-	-	21,230	Books Purchased from Endowment	25,130	25,130	25,130
-	-	24,230	Total Materials & Services	28,130	28,130	28,130
-	-	-	Contingency	-	-	-
<u>135,794</u>	<u>136,833</u>	<u>111,920</u>	Ending Fund Balance	<u>111,920</u>	<u>111,920</u>	<u>111,920</u>
<u>135,794</u>	<u>136,833</u>	<u>136,150</u>	Total Requirements	<u>140,050</u>	<u>140,050</u>	<u>140,050</u>

2014 / 15 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	25,130		
TOTAL MATERIALS & SERVICES					28,130	
Contingent Expenditures (910)						
910	8020		Contingency			-
Ending Fund Balance (950)						
950	8500		Ending Unencumbered Fund Balance		111,920	
TOTAL ASTORIA PUBLIC LIBRARY ENDOWMENT FUND					140,050	

FUND: SENIOR CITIZENS ENDOWMENT #406

Basic Objectives

This fund was closed as of FYE June 30, 2013. Prior year transactions are shown for historical purposes.

City of Astoria, Oregon
Budget Document

SENIOR CITIZENS ENDOWMENT FUND #406

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/14 - 6/30/15</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/12	FYE 6/30/13	FYE 6/30/14		Budget Officer	Budget Committee	Governing Body
<u>Resources</u>						
11,655	6,328	-	Beginning Fund Balance			
49	-	-	Interest Earnings			
<u>11,704</u>	<u>6,328</u>	<u>-</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
<u>Requirements</u>						
5,376	6,328	-	Materials & Services: Operating Supplies			
-			Contingent Expenditures			
<u>6,328</u>	<u>-</u>	<u>-</u>	Ending Fund Balance			
<u>11,704</u>	<u>6,328</u>	<u>-</u>	Total Requirements	<u>-</u>	<u>-</u>	<u>-</u>

FUND: CEMETERY IRREDUCIBLE #408

Basic Objectives

This fund was created to receive a portion of each grave sale and is a nonexpendable trust fund. It is governed by City Code section 1.340. The resources of this fund accumulate to provide for perpetual care at the Ocean View Cemetery once all graves have been sold. Interest earned by this fund is used for the operations budgeted in the Maintenance Department of the Parks Operation 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 7/1/14 - 6/30/15</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 6/30/12	FYE 6/30/13	FYE 6/30/14				
<u>Resources</u>						
786,434	812,582	707,320	Beginning Fund Balance	839,980	839,980	839,980
9,880	15,829	9,000	Sale of Graves	9,000	9,000	9,000
16,268	332	-	Interest Earnings	-	-	-
<u>812,582</u>	<u>828,743</u>	<u>716,320</u>	Total Resources	<u>848,980</u>	<u>848,980</u>	<u>848,980</u>
<u>Requirements</u>						
<u>812,582</u>	<u>828,743</u>	<u>716,320</u>	Ending Fund Balance	<u>848,980</u>	<u>848,980</u>	<u>848,980</u>

2014 - 15 Budget Detail Information

CEMETERY IRREDUCIBLE FUND (408 0000)

<u>Ending Fund Balance (950)</u>			
950	8520	Ending Unencumbered Fund Balance Reserved for Perpetual Care	<u>848,980</u>
TOTAL CEMETERY IRREDUCIBLE FUND			<u>848,980</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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/14 - 6/30/15</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 6/30/12</u>	<u>FYE 6/30/13</u>	<u>FYE 6/30/14</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
Resources						
338,850	359,783	400,000	Beginning Fund Balance	605,800	605,800	605,800
530,866	550,255	475,570	Motel Tax	496,020	496,020	496,020
2,267	2,726	2,400	Interest Earnings	2,400	2,400	2,400
-	3,265	-	Miscellaneous	-	-	-
<u>871,983</u>	<u>916,029</u>	<u>877,970</u>	Total Resources	<u>1,104,220</u>	<u>1,104,220</u>	<u>1,104,220</u>
Requirements						
Materials & Services:						
Tourism Promotion and						
141,450	219,730	211,000	Tourism-Related Facilities	250,000	250,000	250,000
15,000	-	15,000	Astoria Downtown Historic District Association	20,000	20,000	20,000
-	-	9,000	Council Travel to Sister City	-	-	-
5,000	-	-	Astoria Music Festival	-	-	-
60,000	-	-	Astoria Bicentennial	-	-	-
5,000	-	-	Astoria Regatta	-	-	-
-	-	30,000	Arts and Cultural Promotion	30,000	30,000	30,000
Astoria/Warrenton Chamber of Commerce						
115,000	114,500	115,000	Visitor Services	115,000	115,000	115,000
<u>170,750</u>	<u>170,750</u>	<u>170,750</u>	Astoria/Warrenton Chamber of Commerce Lower Columbia Tourism Committee	<u>170,750</u>	<u>170,750</u>	<u>170,750</u>
512,200	504,980	550,750	Total Materials & Services	<u>585,750</u>	<u>585,750</u>	<u>585,750</u>
Capital Outlay						
-	-	-	Improvements Other Than Buildings	-	-	-
Debt Service						
-	-	80,000	Heritage Square Principal Payment	66,910	66,910	66,910
-	1,801	-	Heritage Square Interest Payment	11,770	11,770	11,770
-	-	-	Total Debt Service	<u>78,680</u>	<u>78,680</u>	<u>78,680</u>
-	-	75,000	Contingent Expenditures	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>
512,200	506,781	705,750	Total Expenditures	<u>739,430</u>	<u>739,430</u>	<u>739,430</u>
<u>359,783</u>	<u>409,248</u>	<u>172,220</u>	Ending Fund Balance	<u>364,790</u>	<u>364,790</u>	<u>364,790</u>
<u>871,983</u>	<u>916,029</u>	<u>877,970</u>	Total Requirements	<u>1,104,220</u>	<u>1,104,220</u>	<u>1,104,220</u>

PROMOTE ASTORIA FUND (410 0000)

Materials & Services (660 - 678)

678	6085	Tourism Promotion		
		Tourism-Related Facilities	250,000	
		Astoria Downtown Historic District Association	20,000	
678	6087	Arts and Cultural Community Funds	30,000	
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 Materials & Services		585,750

Debt Service

810	6980	Loan Payment for Heritage Square	78,680	
		Sub-total Debt Service		78,680

Contingent Expenditures

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

Ending Fund Balance

950	8520	Ending Fund Balance	364,790	
		Sub-total of Ending Fund Balance		364,790

TOTAL PROMOTE ASTORIA FUND **1,104,220**

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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 June 30, 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, 2015 to continue planning and design for this project.

Staffing

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

City of Astoria, Oregon
Budget Document

LOGAN MEMORIAL LIBRARY TRUST FUND #412

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/14 - 6/30/15</u>			
<u>Actual Data</u> FYE 6/30/12	<u>Actual Data</u> FYE 6/30/13	<u>Adopted Budget</u> FYE 6/30/14	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Resources</u>						
912,893	917,971	923,200	Beginning Fund Balance	862,780	862,780	862,780
5,078	5,120	5,400	Interest Earnings	3,600	3,600	3,600
<u>917,971</u>	<u>923,091</u>	<u>928,600</u>	Total Resources	<u>866,380</u>	<u>866,380</u>	<u>866,380</u>
<u>Requirements</u>						
-	655	100,000	Materials & Services: Professional Services - Design	100,000	100,000	100,000
-	-	100,000	Total Materials & Services	100,000	100,000	100,000
-	-	15,000	Contingency	15,000	15,000	15,000
<u>917,971</u>	<u>922,436</u>	<u>813,600</u>	Ending Fund Balance	<u>751,380</u>	<u>751,380</u>	<u>751,380</u>
<u>917,971</u>	<u>923,091</u>	<u>928,600</u>	Total Requirements	<u>866,380</u>	<u>866,380</u>	<u>866,380</u>

2014 / 15 Budget Detail Information

LOGAN MEMORIAL LIBRARY TRUST FUND (412 0000)

<u>Materials and Services</u>				
	620	4540	Professional Services Design	100,000
	910	8020	Contingency	15,000
	950	8520	Ending Unencumbered Fund Balance	<u>751,380</u>
TOTAL LOGAN MEMORIAL TRUST FUND				<u>866,380</u>

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DETAIL & STATISTICAL SECTION

**City of Astoria, Oregon
Summary of Interfund Transfers
Year Beginning July 1, 2014**

<u>Transfers From:</u>		<u>Transfers To:</u>	
General Fund		Unemployment Fund	30,000
Non & Interdepartmental	1,156,140	Emergency Communications Fund	309,120
		Parks Operation Fund	712,020
		Public Works Improvement Fund Landfill Closure	75,000
Building Inspection Fund	15,210	General Fund	15,210
			21,000
			22,000
			379,000

		Total Transfers to General Fund	437,210
Emergency Communication Fund	21,000		
Parks Project Fund	160,000		
Local Improvement Debt Service Fund			160,000
State Tax Street Fund	490,000		
	100,000	Astoria Road District Fund	100,000
		Public Works Fund Sanitation	20,000
		Public Works Fund Utility Assistance Program	10,000
		Public Works Fund Streets	490,000
		Total Public Works Fund	520,000
Public Works Improvement Fund	200,000	Public Works Capital Reserve Fund	200,000
Local Improvement Debt Service Fund	22,000		
Public Works Fund			
Sewer	151,800		
Water	227,400		

Total Public Works Fund	379,000		
17th Street Dock Fund	75,000	Capital Improvement Fund	75,000
	-----		-----
TOTAL TRANSFERS FROM:	<u>2,618,350</u>	TOTAL TRANSFERS TO:	<u>2,618,350</u>

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

DEPARTMENT	2005 2006	2006 2007	2007 2008	2008 2009	2009 2010	2010 2011	2011 2012	2012 2013	2013 2014	2014 2015 (Proposed)
CITY MANAGER	2	2	2	2	2	2	2	2	2	2
COMMUNITY DEVELOPMENT	3.5	3.5	3.5	3.75	3.75	5	5	5	5	5
FINANCE	7	7	7	8	8	7	6	7	7	7
FIRE	12	12	12	12	12	12	12	12	11	11
HUMAN RESOURCES	1	1	1	1	1	1	1	-	-	-
LIBRARY	2	2	2	2	3	3	3	3	3	3
MUNICIPAL COURT	1	1	1	1	1	1	1	1	1	1
PARKS & RECREATION ADMINISTRATION	3	3	3	3	3	4	4	3	3	3
PARKS	3	4	4	4	4	4	4	4	4	3
POLICE	18.5	18.5	18.5	18.5	18	17	18	18	18	18
EMERGENCY COMMUNICATIONS	8	7.80	8	8	8	8	8	8	8	8.5
TOTAL GENERAL FUND	61	61.80	62	63.25	63.75	64	64	63	62	61.5
AQUATIC FACILITY	2.75	2.75	3	3	3	1	1	1	1	1
CEMETERY	1	1	1	1	1	1	1	-	-	-
ENGINEERING	7	8	8	8	8	8	8	8	8	8
PUBLIC WORKS	25	25	25	25	25	23	23	23	23	23
TOTAL PUBLIC WORKS FUND	32	33	33	33	33	31	31	31	31	31
TOTAL F.T.E	96.75	98.55	99	100.25	100.75	97	97	95	94	93.5
TOTAL EMPLOYEES	98	99	99	101	101	97	97	95	94	94

City of Astoria, Oregon

Schedule of Tax Levies Imposed

<u>Lewy Description</u>	Actual 2012-13	Actual 2013-14	Estimated 2014-15
General Fund	\$ 5,150,587	\$ 5,352,923	\$ 5,414,130
Aquatic Facility Debt Service	137,747	-	-
Total	<u>\$ 5,288,334</u>	<u>\$ 5,352,923</u>	<u>\$ 5,414,130</u>

In the property tax system, the Oregon Department of Revenue calculated a permanent tax rate of \$8.17 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 2014-15, a projected assessed value of \$662,376,172 was used. The assessed value for 2014-15 was \$660,009,478. This represents a projected increase in assessed value of .36%.

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 Outstanding of Delinquent Taxes to Tax Levy	Percentage of Delinquent Taxes to Tax Levy
6/30/04	4,649,281	4,388,609	94.39%	260,898	4,649,507	100.00%	10.50%
6/30/05	4,867,905	4,632,465	95.16%	227,227	4,859,692	99.83%	8.96%
6/30/06	5,123,281	4,797,111	93.63%	230,169	5,027,280	98.13%	7.97%
6/30/07	5,521,664	5,161,667	93.48%	241,220	5,402,887	97.85%	6.87%
6/30/08	6,044,423	5,592,670	92.53%	146,813	5,739,483	94.96%	6.97%
6/30/09	5,914,715	5,463,408	92.37%	218,104	5,681,512	96.06%	8.34%
6/30/10	6,154,012	5,643,969	91.71%	255,330	5,899,299	95.86%	9.41%
6/30/11	6,055,905	5,573,151	92.03%	309,818	5,882,969	97.14%	9.56%
6/30/12	6,206,944	5,724,294	92.22%	234,786	5,959,080	96.01%	10.24%
6/30/13	6,241,010	5,770,406	92.46%	246,299	6,016,705	96.41%	10.50%

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:

CITY OF ASTORIA
Budget Preparation Calendar
For Fiscal Year Beginning July 1, 2014

2013

December 9 Budget detail worksheets distributed to departments.

December 2-
January 13 Finance Director prepares preliminary resource projections.

2014

January 8 Email community organization funding instructions to those agencies funded for the current year.

January 13 Department budget requests due to Finance Director.

January 14-21 Finance Director organizes and reviews department requests.

January 22 – 31 City Manager and Finance Director meet with department heads to review proposed budgets.

February 28 Community organization and Arts and Cultural to promote tourism funding applications due.

March 17 Final budget numbers are determined

March 27 Budget message completed

March 18 – 31 Proposed budget is prepared and completed.

April 7 Notice of first Budget Committee meeting and public hearings on proposed budget and State revenue sharing delivered to Daily Astorian.

April 11 Notice of Budget Committee meeting published. (Publish 5-30 days before the first budget meeting on April 23, 2014 / 4-11-14 is 12 days.) Notice will also reference that the Budget Committee meeting time is available on the City's website, along with the website address.

April 18 Proposed budget is distributed. **(Can distribute to Committee any time before or at first meeting. Document becomes public at that time.)**

April 23 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.

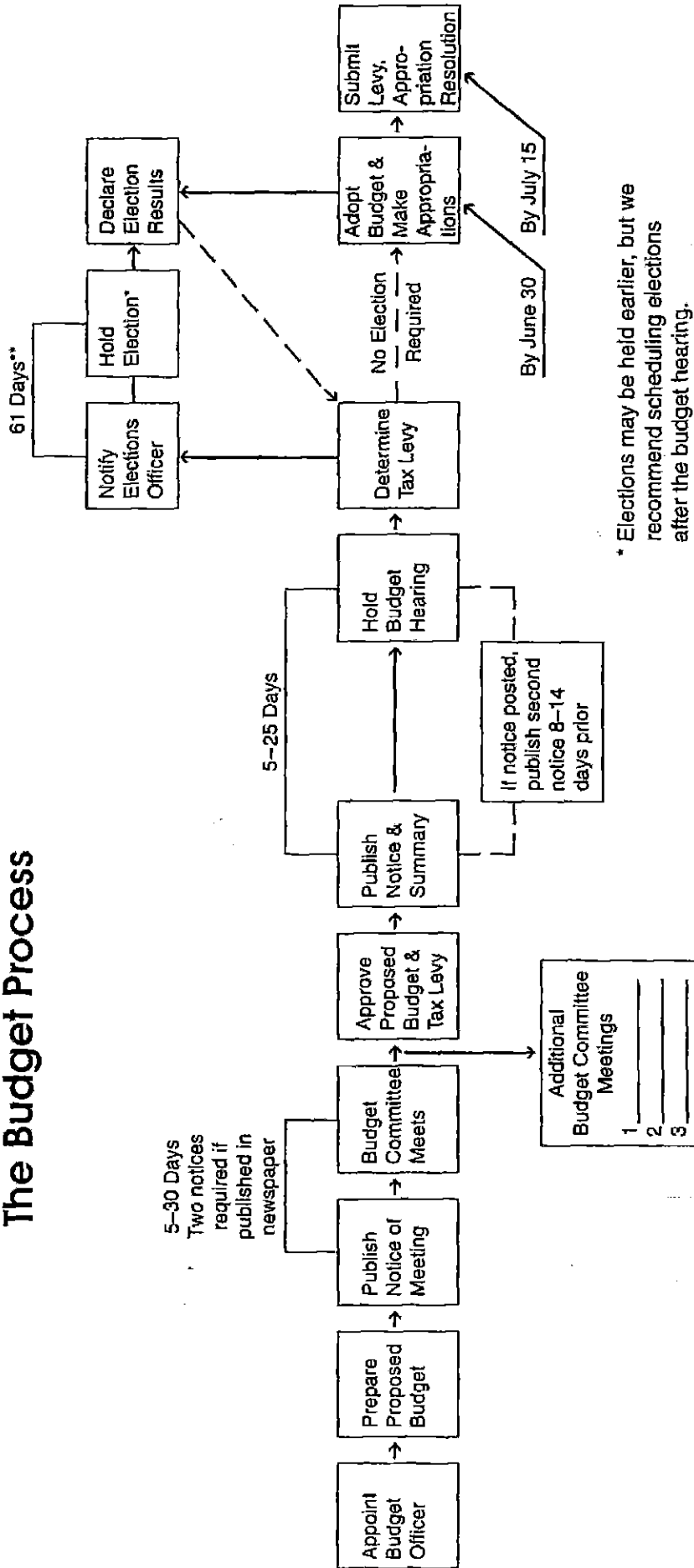
April 24 Budget Committee meets to revise and complete the budget.
If required, Committee may meet on April 30.

By April 30 Budget Committee approves budget as revised and **sets tax levy or rate.**

CITY OF ASTORIA
Budget Preparation Calendar
For Fiscal Year Beginning July 1, 2014

- | | |
|---------------|--|
| May 1 | Remind Public Works to send BOLI list by May 15, 2014. |
| May 2 – May 9 | Approved budget prepared for reproduction. Prepare notice for publication of public hearing on approved budget and State revenue sharing. |
| May 12 | Deliver notice of public hearing on budget and State revenue sharing to <u>Daily Astorian</u> . (It must be delivered to the <u>Daily Astorian</u> 4 days before date of publication on May 16, 2014.) Email can be done in addition to hand delivery so that the publication order will be correct. |
| May 16 | Send list of approved public works projects to Bureau of Labor and Industries. (Must be sent no sooner than 30 days before budget is adopted. {June 2, 2014}). (See ORS 279.023) |
| May 16 | Approved budget copied and bound in-house. |
| May 16 | Notice of public hearing published in <u>Daily Astorian</u> . (Notice must be published 5-25 days before June 2, 2014 / 5-16-14 is 17 days.) |
| June 2 | Public hearing on budget and State revenue sharing. City Council adopts budget, makes appropriations and levies and categorizes taxes. (By Resolution) |
| June 3 - 13 | Complete adopted budget document. |
| June 16 | Adopted budget copied and bound. |
| June 23 | Distribute adopted budget document. |
| July 8 | Certify tax levy to County Assessor. |

The Budget Process



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

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

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.

