

# **CITY OF ASTORIA, OREGON**

**Proposed Budget Document**

**Year Beginning July 1, 2020**

**Prepared by:**

**Brett Estes City Manager  
Budget Officer**

**May 22, 2020**



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**CITY OF ASTORIA, OREGON**

Proposed Budget

Year Beginning July 1, 2020

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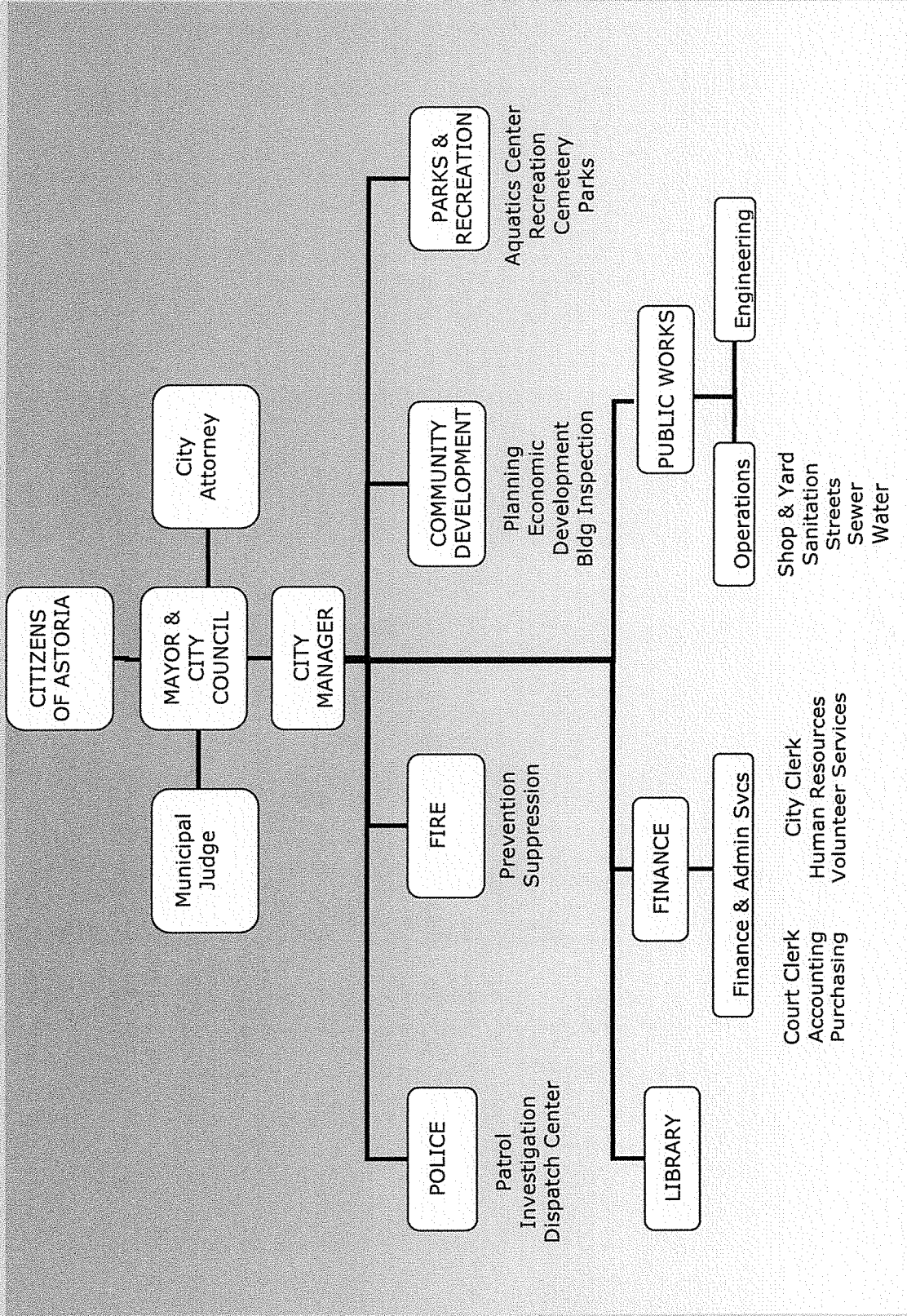
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# City of Astoria Organization Chart



**CITY OF ASTORIA, OREGON**

**BUDGET**

**Year Beginning July 1, 2020**

**Honorable Bruce Jones, Mayor**

**BUDGET COMMITTEE**

<b>Bruce Jones, Mayor</b>	<b>Term Expiration 12/31/2022</b>	<b>Andrew Davis</b>	<b>Term Expiration 12/31/2020</b>
<b>Roger Rocka, Councilor</b>	<b>12/31/2022</b>	<b>Richard Hurley</b>	<b>12/31/2021</b>
<b>Thomas Brownson, Councilor</b>	<b>12/31/2020</b>	<b>Loran Mathews</b>	<b>12/31/2020</b>
<b>Joan Herman, Councilor</b>	<b>12/31/2022</b>	<b>Chris Breitmeyer</b>	<b>12/31/2020</b>
<b>Jessamyn Grace West, Councilor</b>	<b>12/31/2020</b>	<b>Andrea Mazzarella</b>	<b>12/31/2020</b>

**CITY MANAGER**

**Brett Estes, City Manager**

**ADMINISTRATIVE STAFF**

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



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May 20, 2020

Honorable Mayor Bruce Jones,  
Councilor Joan Herman, Councilor Tom Brownson,  
Councilor Jessamyn Grace West, Councilor Roger Rocka,  
Budget Committee and Citizens:

COVID 19 is affecting our community and our State in unimaginable ways. As fellow Oregonians struggle with their health, well-being and livelihoods, our State has so far avoided worst-case medical scenarios. While we are in unprecedented times and working within unknowns to future impacts on the financial future for Astoria, we are moving forward presenting a moderately adjusted budget for Fiscal Year 2020-21. With direction from Council, we have prepared a pared down version of a budget anticipating as normal an operating year as possible with the understanding we will be revising/deferring major projects, implementing hiring freezes for positions which are not mission critical, project critical or which have been exceedingly difficult to fill in the past few years, holding capital purchases and critically looking at all aspects of our work processes. City Council goals have included defining and implementing operation efficiencies, improving revenue sources and increasing sustainability and resiliency. As a City, we have developed budgeting to provide resources for daily activities while paying close attention to Council goals and providing flexibility to weather unforeseen events. We have endeavored to incorporate updated revenue projections from Oregon Department of Transportation (ODOT), League of Oregon Cities (LOC) and State resources while still adhering to the mandated budget calendar objectives in order to meet the requirement for budget adoption by June 30, 2020.

Local governments are at a disadvantage when developing budgets, which must be finalized by June 30, under current law. There is broad acceptance a recession is imminent, but the severity is hard to predict with the limited information available today and the largest drivers being how long current restrictions remain in place and how economic systems recover and respond to lifting restrictions. There are a variety of scenarios, factors and responses which can't be effectively condensed to provide reliable data in the short timeframe available to develop, present and adopt a working budget. Our guiding principal is a budget is a financial plan for a specified period which provides the framework for operations, to which we need to compare and evaluate actual results on a regular basis. We will need to be diligent in reaffirming and revising our plan throughout the year as better data becomes available and we can better estimate lost resources such as transient lodging taxes. We anticipate lodging revenues will flat line in the short-term and gas tax revenues will decline due to stay at home orders. Each of these resources has a timeline associated with receipt which create new variables associated with the actual cash flowing through the system. The only positive revenue trend appears to be an increase in alcohol and marijuana sales which should result in some increment in municipal resources, however, it is still too early to adequately quantify a quarterly or annual amount. The impact to property tax payments will be largely unknown until the end of the calendar year. While staff are tracking costs in coordination with the County, State and Federal response it is still unclear what may be eligible for reimbursement through FEMA or the various legislated relief mechanisms. Careful management of City reserves, restrictions on expenditures and prompt oversight for changing conditions will be required in the year ahead.

The City of Astoria provides a broad range of services for its residents. Among the core services are public safety inclusive of fire, police, road infrastructure, safe and quality water distribution, wastewater and stormwater management, permitting, planning and other business and economic development services, a parks and recreation system which includes over 60 facilities, an aquatic

center, a perpetual care cemetery and a public library. Services locations range from Oceanview Cemetery in Warrenton to a 3700 acre watershed and reservoirs located east of Astoria. Few cities of our size provide this range of services. While Astoria is resource constrained and challenged to maintain the broad level of services it is fiscally stable. The budget has been prepared to ensure core services remain intact for the health and safety of our citizens understanding aggressive oversight of the economic landscape and spending will be required to ensure we remain within our means.

As an organization, the City enters this fiscal year with a full time workforce of approximately 100 employees, part-time labor which normally ranges between 100 to 120 individuals is at the drafting of this budget a nominal 10 - 20 employees who are tending to the vast amounts of Parks properties, the cemetery or providing essential daycare operations. The total budget for consideration is \$ 46,902,065.

Estimated resources have been reduced by practical amounts. The projected requirements are predicated on the resources being available as the economy restarts. General fund beginning reserves will be necessary to enable the City to provide critical services and ongoing services. Utilization of available reserves is attainable as the City has experienced some longer term vacancies in the past couple of years, less spending than anticipated and better revenue than estimated as well as current year constriction of spending in light of the COVID-19 restrictions. The culmination of this is a reserve which can be utilized for continuity in the coming months. The foresight to have reserves and to carefully match increased expenditures to additional and sustainable revenues allows the City to be in a better position at this critical juncture. The currently estimated contingency provides the capacity to cover approximately 5.4 months of budgeted requirements. This figure is based on normal revenue receipts which we understand will most likely be less than normal and will more likely will require drawing on reserves to offset challenges with resources due to restarting business, relaxing restrictions and returning to a new balance. The General Fund requirements were prepared anticipating a transfer to Parks Operation Fund of \$ 971,110 and transferring the anticipated 2% transient room tax collections which were implemented January 1, 2018 and are subject to a 70% distribution to tourism. The anticipated transient room tax collections for April through June have been significantly reduced from prior year collections and with the high demand tourist season around the corner it is difficult to predict the lost revenues for overnight stays which translate to transient lodging tax revenue for municipalities. Future streams have been reduced but may still be optimistic and will depend significantly on when restrictions are lifted and additional parameters which may limit lodging establishments in bookings. As many factors are unknown at this point in time, we are putting forth a budget we hope is attainable with the understanding monitoring and adjustment will be required. The appropriations for the General Fund have increased by \$ 408,916 with \$ 379,030 attributable to personnel services, a reduction of \$ 26,136 in overall materials and services and an increase in transfers for dispatch services of \$ 56,022. The Astoria Public Safety Association (police and dispatch) agreement was completed for the period beginning July 1, 2019 and negotiations are in process with Public Works and Parks and General for the period beginning July 1, 2020. Evaluation of all service levels have been budgeted with a mindset toward long-term stability and sustainability which is a constant and continual consideration for the overall budget. Increases in personnel services include an adjustment of the Human Resource Assistant to a full time Human Resource Generalist position.

Personnel services represent a significant investment and is the largest expense a City can make to ensure assets, infrastructure and talent are maintained while constantly preparing for future trends, opportunities and challenges. To that end the City strives to never lose sight of attracting and retaining top talent. This is achieved by offering training, providing competitive benefits and celebrating the hard work and achievements achieved on behalf of the City every day. Residents



should feel confident of the service and care provided at a fair and reasonable rate. The cost of materials and services vary every year as needs arise but are proposed at levels similar to FY 19-20. Work on the Waterfront Bridges Project will require a Single Audit in FY 20-21 and the cost is included in the Finance Department. Limited resources are available for the City Capital requirements but work has commenced to obtain additional carbon credit money in FY 20-21. As City infrastructure and assets age and require updates it is important to note the City is not current with replacement schedules for all capital items and replacements have been prioritized with deferment of some items as available resources dictate. Staff maintains a sharp eye on budgets, programs, projects and funding sources while balancing the requirements and resources on a routine basis.

Resources though state and federal grants had been waning, regulatory limitations continued to be placed on previously available avenues for revenue generation, interest rates began to fall sharply after March and investment opportunities are limited and complicated by required oversight in available opportunity areas. The areas of fiscal, emotional and social challenges call for strong leadership, flexibility to effectively leverage limited resources and the tenacity to manage the daily operations of a full service City while anticipating and preparing for current and upcoming challenges associated with a variety of changing requirements, unwritten guidance and unknown variables as everyone moves forward restarting from the unprecedented shutdowns.

With the aforementioned in mind, the following presents some of the highlights for the 2020-2021 fiscal year budget, for the City of Astoria:

## **GENERAL FUND**

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

The beginning fund balance at July 1, 2020 is projected to be in the range of \$ 5,479,700 or 52 % of total budgeted requirements. The proposed budget for FY 20-21 anticipates an ending fund balance of \$ 4,736,902 utilizing funds to stabilize the workforce to maintain vital systems, protect and serve the citizens and maintain the continuity of City operations. The projected ending fund balance covers approximately five months of straight-line General Fund expenses. The available ending fund balance is critical to meet cash requirements until property tax collections begin in November.

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

The proposed budget is based on projected total resources of \$ 15,221,340. The prior year resources were \$ 13,860,922. This is an increase of \$ 1,360,418. The increase is attributable to a moderate increases in property tax and a larger beginning fund balance which is anticipated as current spending has been constricted due to COVID-19 restrictions.

The primary expenditures of General Fund departmental budgets are “Personnel Services”, “Materials and Services” and “Transfers to Other Funds”. Personnel Services, comprised of salary and benefit expenses, are projected to be \$ 6,971,360. The prior year personnel expenses were budgeted at \$ 6,592,330. This represents an increase of \$ 379,030 or 5.7 %. The increase relates to contractual and projected wage adjustments including step increases, stability pay, and additional retirement contributions due to HB 1049 implemented January 1, 2020. “Materials and Services” are projected to be \$ 1,854,634. The prior year Materials & Services were \$ 1,880,770. This represents a decrease of \$ 26,136 or approximately -1.4 %.

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

- \$ 1,111,110 to the Parks and Recreation Fund (158).
- \$ 499,934 to the Emergency Communication (911) Fund (132).
- \$ 30,000 to the Public Works Fund to offset landfill monitoring expenses (301).
- \$ 10,000 to the Public Works Fund for the Utility Assistance Program (301)
- \$ 6,000 to the Unemployment Fund for unemployment payments (104).
- \$ 1,400 to the Special Police Projects Fund (136)

The total General Fund transfers are \$ 1,658,444. This is an increase of \$ 56,022 from the FY 19-20 budget and is due to increased dispatch service costs.

### **CAPITAL IMPROVEMENT FUND**

The intent of the Capital Improvement Fund is to dedicate state-shared revenue and one-time proceeds, such as the sale of timber and other property related transactions, for purchase of long-lived capital items. The beginning fund balance is projected to be \$ 1,580,000. The healthy beginning fund balance is due in part to the reserve of \$ 750,000 for the Astor Library remodel. Expected revenues are primarily expected from carbon credits in the amount of \$ 1,300,000. Additional Professional expenses associated with carbon credit activity include inventory evaluation, forestry management, buffer pool replacement credits and third-party verifications. The anticipated net revenue is \$ 1,000,000. A transfer of \$ 76,500 is budgeted to be received from the 17<sup>th</sup> Street Dock Fund which offsets the final payment for the Fire Department pumper truck purchased in 2014. Remaining resources consist of Alcohol, State Shared revenue and cigarette taxes which are down \$ 5,730 from prior year and interest which is estimated to be \$ 15,000 for the year.

There are proposed capital expenditures of \$ 574,057 and debt service payments for capital leases and loans amounting to \$ 132,850 for the year. The combined amount is \$ 23,893 less than the prior year budget. This budget provides a contingency of \$ 200,000, retaining \$ 750,000 for future support of the Library Project and provides an ending fund balance of \$ 963,363. The capital expenditure items in the 20-21 budget are as follows:

- \$ 57,700 City Hall, buildings and miscellaneous improvements
- \$ 4,000 Finance Department
- \$ 190,000 Parks & Recreation capital expenditures.
- \$ 80,500 Library capital expenditures
- \$ 111,765 Public Safety capital expenditures.
- \$ 130,092 Technology capital expenditures.
- \$ 132,850 Lease payments for public safety vehicles

Expenditures will be closely monitored and funds will only be approved when there is critical necessity, the purchase is vital to revenue generation, there is a critical health or safety requirement and cash flow is available for the purchase.

### **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 budget resources for the combined sewer overflow (CSO) program. The projects are organized in

phases and have been paid for through grants and loans from the Department of Environmental Quality (DEQ) and the Oregon Infrastructure Financing Authority (IFA).

### **Water and Sewer Rates**

In an effort to provide stability and recovery to the community, the fiscal year 2020-21 Public Works budget does not anticipate an increase for sewer and water rates. Additionally, no increase is proposed to the CSO surcharge of 97 %.

### **Public Works Budget**

The Public Works budget for fiscal year 20-21 projects estimated resources of \$ 7,681,600 with expenditures of \$ 7,669,585 and a contingency of \$ 159,565.

### **Public Works Improvement Fund**

The Public Works Improvement Fund budget for FY20-21 proposes estimated resources of \$ 2,049,120 with expenditures of \$ 1,890,150, leaving a contingency and ending fund balance of \$ 158,970.

Proposed expenditures for FY 19-20 are as follows:

- \$ 419,650 Debt Service payments (other than Combined Sewer Overflow debt)
- \$ 200,000 Water main rehabilitation/replacement projects
- \$ 200,000 Sewer main rehabilitation/ replacement projects
- \$ 200,000 Stormwater rehabilitation/replacement projects
- \$ 200,000 Transfer to Capital Reserve Fund for future capital projects
- \$ 55,000 CSO Modeling expense
- \$ 155,500 Water System Master Planning
- \$ 50,000 Waste Water Treatment Plan Headworks Concept Design
- \$ 410,000 Capital Outlay

### **Other Major Projects within Public Works**

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

- Construction management for completion of the waterfront bridges project
- Highway 202 sidewalk project
- Planning for next CSO project
- Planning for wastewater treatment plant upgrades project

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

In accordance with requirements of State and Federal law the City has taken action to carry out an approved CSO Facility Plan. The City Council took specific action during fiscal year 2002-2003 to approve an agreement with the Department of Environmental Quality (DEQ) to facilitate ability of the City obtaining compliance in accordance with specified timelines under the Stipulation and Final Order governing CSO control. CSO improvements are financed with loans provided through DEQ and the Oregon Infrastructure Financing Authority (IFA). The loans are programmed to be paid back through a CSO surcharge on sewer billings. The CSO projects have

been planned in seven phases running through the year 2028 and is projected at a cost range of \$ 49,500,000 to \$ 50,000,000. The two remaining areas where major projects are targeted are around Portway Street and 33<sup>rd</sup> Street. The next few years will be focused on collecting data, refining the hydraulic model and investigating disallowed discharges as well as scoping the next construction projects and researching funding options.

### **CSO Debt Service Fund**

The total borrowing to date is approximately \$ 31,403,594. Outstanding debt as of June 30, 2019 was \$ 21,179,660.25. 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 cover the required loan payments, fund reserves and ongoing CSO costs. The sewer surcharge was initiated in 2002 at 3.5%. It has increased in annual increments and currently stands at 97 %. City Public Works staff has worked with DEQ to extend the schedule for project completions from 2022 to 2028 and is continuing to review the future requirements and possible extensions as data is gathered and reviewed on completed sections. As a result of the initial extension, loans will be paid off before others come due and assists with smoothing both the debt and the related CSO surcharge required to meet debt obligations. Initial projections of 110% in year 2021 and 151% in 2025 should not be necessary given the current obligations and timelines. As previously indicated, no rate adjustment is proposed for the surcharge in FY 20-21. City staff recognized the need request approval to drop below DEQ's required reserve threshold. DEQ's recognition of the COVID-19 impacts allows the City to utilize a portion of the required reserve in the debt service fund in order to defer a rate increase to satisfy the debt requirements. Sufficient funds are available to continue meeting the loan obligations of this fund.

The requirements of the surcharge include debt service of \$ 1,767,950 for FY 20-21 and \$ 39,950 is budgeted for DEQ administrative services related to monitoring.

### **PARKS OPERATION FUND**

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

For FY 20-21 the resources for these three functions are budgeted at \$ 3,095,910. Over past years, tremendous efforts have been made to analyze revenues and expenditures and to develop budgets which include necessary resources to provide robust and financially viable parks services. Unfortunately, the current world health crisis has detrimental impacts on this special operating fund as almost half of the resources depend on transfers from the General Fund (30%), Transient Lodging Taxes (15%) and the ability to be open and fully functional to charge for services. This budget presents requirements for fully functioning Parks Operations understanding the ability to open facilities and offer services is completely dependent upon how restrictions are lifted and the prioritized implementation of programs. The priority is to provide daycare services in order to assist workers in rejoining the workforce which enables businesses to be ready for the economic restart. Challenges with the daycare in the area have shown heavy reliance on the City provided daycare alternatives. The current health and safety requirements for daycare activities add additional costs in oversight and materials. These restrictions coupled a predominantly part time contingent labor pool will be further impacted with a July 1, 2020 minimum wage increase of 0.75 per hour. The variety of challenges will constrain the ability to fully restore multiple lines of service at a variety of locations. The positive news is the prior work to stabilize Parks operations saw an unprecedented reserve balance which will be brought forward to FY 20-21. This budget anticipates most of the reserves will be utilized in the coming year to roll out vital daycare services and care for the City open parks.

A significant change to the current budget over the prior year budget is accounting for Oceanview Cemetery revenues and requirements in the Cemetery Fund # 325. Based on the recently completed master plan recommendations resources and requirements have been re-established to the existing Cemetery Fund in order to better track requirements and move forward on further improvement recommendations in the future. Additionally, interest will be presented as a transfer from the Cemetery Irreducible and transfer in to the Cemetery Fund and will provide more transparency on this contribution to the maintenance efforts of the operation.

The current Parks Operation budget anticipates a beginning fund balance of \$ 370,300 which reflects savings experienced due vacancies and other constriction of spending. The anticipated resources from the 2% transient lodging tax increase is comprised of \$ 280,000 from Promote Astoria and \$ 140,000 from the General Fund for a total transfer of \$ 420,000 and a transfer from General Fund of \$ 971,110 is proposed.

### **BUILDING INSPECTION FUND**

The Building Inspection Fund was established in March, 2000. The resources of the Building Inspection program for Fiscal Year 20-21 are budgeted at \$ 661,200 which includes a beginning fund balance of \$ 456,600. The budget was prepared with the resources and expenses associated with three large permits for Astoria School District Bond projects which may not be pulled prior to year end. Staff brought a budget adjustment to Council in May which would ensure appropriations are available to cover the necessary expenditures if the permits are paid for and pulled prior to June 30, 2020, however, the timelines are uncertain and the proposed budget provides the flexibility should the permits remain unissued at current year end. The ending fund balance and contingency total \$ 161,520. Proposed expenditures for FY 20-21 include a full-time building inspector and permit technician to provide recruitment flexibility should it be determined the permit needs would provide long term stability. A transfer of \$ 20,800 to the General Fund is budgeted to defray the costs of General Fund services provided to the Building Inspection Program.

### **PROMOTE ASTORIA FUND**

As specified by State law, a total of 46.1% of the City's transient room tax collections are deposited into the Promote Astoria Fund for 9% of transient room tax collection. 70% of an additional 2% imposed effective January 1, 2018 are meant to cover costs associated with Parks facility costs. The beginning fund balance is projected to be \$ 1,430,000 with an ending contingency and fund balance and contingency of \$ 800,040.

Major expenditures for FY 20-21 are as follow:

- \$ 161,930 Astoria/Warrenton Chamber of Commerce
- \$ 234,160 Lower Columbia Tourist Committee
- \$ 188,920 Care & Maintenance of City Owned Tourism Facilities
- \$ 280,000 Transfer to Parks Operations for Tourism Related Facilities
- \$ 338,000 Riverwalk Track, Trestles and Street Ends
- \$ 337,000 Wayfinding, Downtown Loo Grant Match
- \$ 60,000 14<sup>th</sup> Street Pier Design
- \$ 40,000 Astoria Historic Downtown Development Assoc.
- \$ 22,000 Downtown District Parking Enforcement
- \$ 62,200 Arts and Cultural Fund to Promote Tourism
- \$ 25,000 Tourism Promotion
- \$ 10,000 Credit Card Fees

**EMERGENCY COMMUNICATIONS FUND**

The City's contribution to the Emergency Communication Fund is budgeted at \$ 506,134. This represents an increase of 12.5 % over the prior year. Dispatch service charges are based on prior year usage. For the 20-21 budget year, \$ 25,000 is transferred to General Fund services to defray administrative costs.

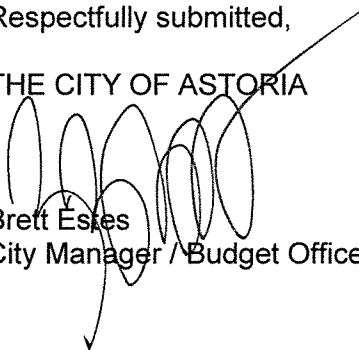
**CONCLUSION**

The proposed budget for FY 20-21 is adjusted to provide sustainability and cash reserves. It was designed to balance, prioritize and provide the framework for continued service levels understanding careful management of reserves and practical reintroduction of activities and associated costs will need to be measured against actual resource recognition in the coming year.

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

Respectfully submitted,

THE CITY OF ASTORIA



Brett Estes  
City Manager / Budget Officer

# BUDGET SECTION

City of Astoria, Oregon

Summary of Requirements

Year Beginning July 1, 2020

Fund	Personal Services	Materials and Services	Capital Outlay	Transfers to Other Funds	Debt Service	Special Payments	Contingency	Total Expenditures	Ending Fund Balance	Total Requirements
<b>General Fund (by department):</b>										
City Council	4,410	10,820						15,230		15,230
City Manager	445,490	17,250						462,740		462,740
Municipal Court	74,750	77,250						152,000		152,000
Finance	649,570	100,365						749,935		749,935
City Attorney		89,000						89,000		89,000
Community Development	381,640	66,270						447,910		447,910
City Hall	8,260	52,755						61,015		61,015
Non-Departmental - Unallocated	1,100	743,325		1,658,444				2,402,869		2,402,869
Fire	1,940,550	299,775						2,240,325		2,240,325
Police	3,022,990	235,430						3,258,420		3,258,420
Library	442,600	162,394						604,994		604,994
Other	-	-					4,736,902	4,736,902		4,736,902
<b>Total General Fund</b>	<b>6,971,360</b>	<b>1,854,634</b>	<b>574,057</b>	<b>1,658,444</b>	<b>132,850</b>	<b>-</b>	<b>4,736,902</b>	<b>15,221,340</b>	<b>-</b>	<b>15,221,340</b>
Capital Improvement		646,500					200,000	1,553,407	1,713,363	3,266,770
Unemployment		50,000					1,550	51,550	0	51,550
Revolving Loan		210,600					52,930	263,530	0	263,530
Community Development Block Grant		284,100					0	284,100	0	284,100
Building Inspection	229,270	249,610		20,800			55,000	554,680	106,520	661,200
Emergency Communications	1,435,900	177,490	316,250	25,000			150,000	2,104,640	231,012	2,335,652
Special Police Projects		16,683					1,500	18,183		18,183
Parks Project		35,000	75,030				4,310	114,340	6,220	114,340
Maritime Memorial		10,500			10,000		5,000	25,500		31,720
<b>Parks Operation (by department):</b>										
Aquatics	662,320	305,750						968,070		968,070
Recreation/Administration	1,142,010	221,050					100,000	1,463,060	71,460	1,534,520
Maintenance	400,520	192,800					-	593,320		593,320
<b>Total Parks Operation</b>	<b>2,204,850</b>	<b>719,600</b>	<b>450,000</b>	<b>720,000</b>	<b>419,650</b>	<b>-</b>	<b>100,000</b>	<b>3,024,450</b>	<b>71,460</b>	<b>3,095,910</b>
Astoria Road District		95,000					200,000	745,000	47,810	792,810
State Tax Street				720,000			100,000	820,000	139,400	959,400
Trails Reserve			33,350					33,350		33,350
Public Works Improvement		860,500		200,000			158,970	2,049,120		2,049,120
Public Works Capital Reserve		50,000	400,000				100,000	550,000	341,200	891,200
CSO Projects								-		-
Waterfront Bridge Replacement Project			423,382		17,900		21,500	462,782		462,782
Local Improvement Debt Service				22,000			70,900	92,900	22,000	114,900
E. Astoria Waterline Debt Service								-		-
7th Street Dock LID								-		-



Fund	Personal Services	Materials and Services	Capital Outlay	Transfers to Other Funds	Debt Service	Special Payments	Contingency	Total Expenditures	Ending Fund Balance	Total Requirements
CSO Debt Service		39,950		150,000	1,767,950			1,957,900	457,000	2,414,900
<b>Public Works (by department):</b>										
Engineering	1,121,270	103,290	5,000					1,229,560		1,229,560
Shop and Yard	470,350	144,350	15,130					629,830		629,830
Streets	325,160	359,200	1,000					685,360		685,360
Sanitation	52,090	29,520	-					81,610		81,610
Sewer	650,580	639,525	37,030	723,250				2,050,385		2,050,385
Stormwater	115,290	159,925	31,330					306,545		306,545
Water	1,080,860	621,185	30,530	806,170				2,538,745		2,538,745
Other	-	-	-	-	-	-	159,565	159,565	-	159,565
<b>Total Public Works</b>	<b>3,815,600</b>	<b>2,056,995</b>	<b>120,020</b>	<b>1,529,420</b>	-	-	<b>159,565</b>	<b>7,681,600</b>	-	<b>7,681,600</b>
Cemetery	66,090	18,580						84,670	39,110	123,780
17th Street Dock	35,875	123,660	265,515	146,500	135,600		50,000	757,150		757,150
Aquatic Facility Trust								0	6,460	6,460
Astoria Public Library Endowment		26,000	5,000					31,000	112,268	143,268
Cemetery Irreducible				9,000				9,000	913,100	922,100
Promote Astoria		744,210	735,000	280,000			350,000	2,109,210	450,040	2,559,250
Logan Memorial Library			937,700					937,700		937,700
Library Renovation		700,000	8,000					708,000		708,000
Custodial								700,000		700,000
<b>TOTAL ALL FUNDS</b>	<b>14,758,945</b>	<b>8,969,612</b>	<b>4,753,304</b>	<b>4,761,164</b>	<b>2,483,950</b>	-	<b>6,518,127</b>	<b>42,245,102</b>	<b>4,656,963</b>	<b>46,902,065</b>



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# GENERAL FUND

**FUND:           GENERAL**

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

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

For FYE June 30, 2020, the General Fund expects to receive 46.4 % of resources are derived 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 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.

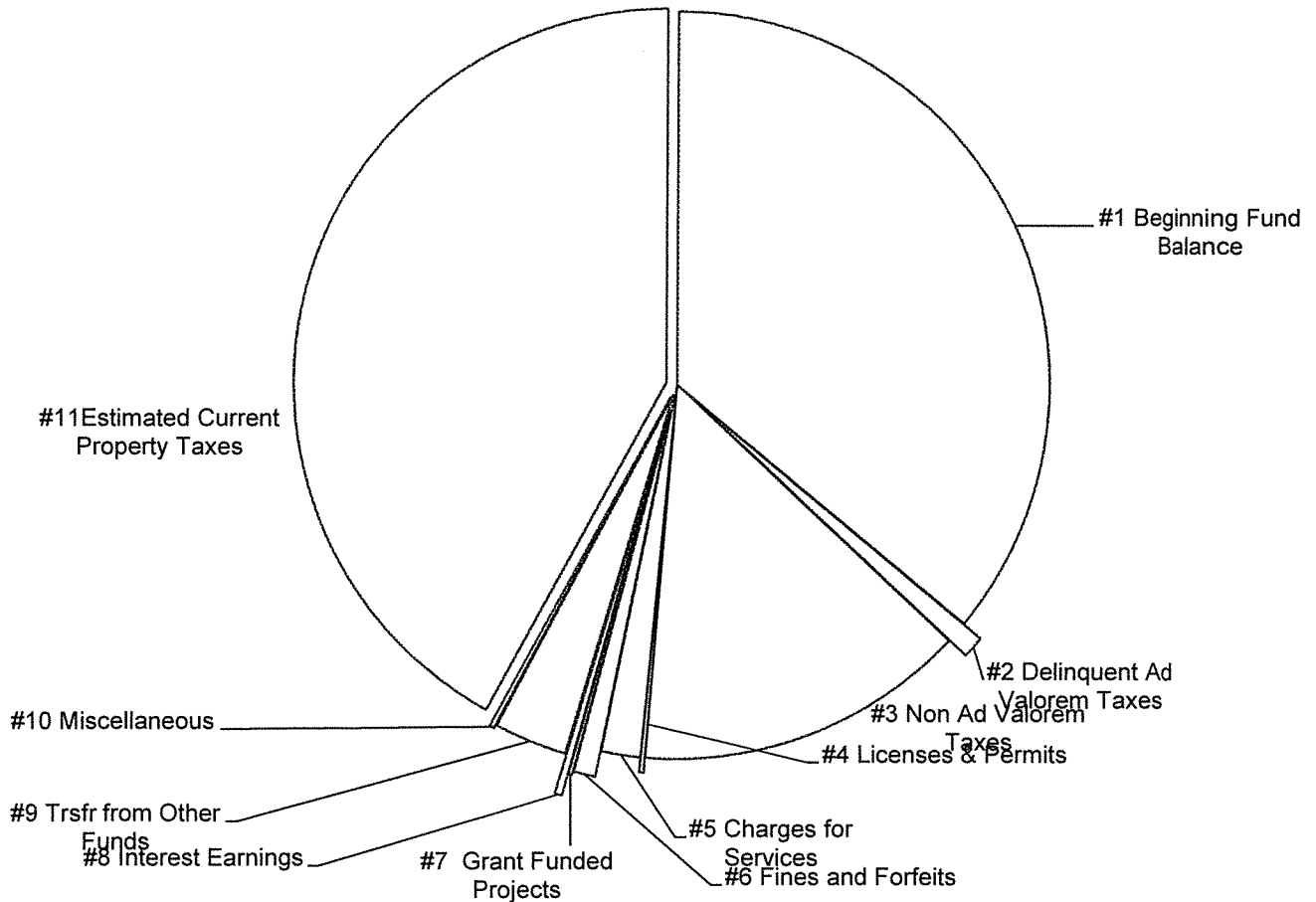
City of Astoria, Oregon  
Budget Document

GENERAL FUND

Historical Data			Budget for Fiscal Year 7/1/20 - 6/30/21			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
<b>Resources</b>						
3,458,303	4,168,569	3,835,400	Beginning Fund Balance	5,479,700		
157,489	126,498	165,000	Delinquent Ad Valorem Taxes	145,700		
2,459,638	2,683,632	2,534,272	Non Ad Valorem Taxes	2,192,680		
43,857	25,524	27,000	Licenses and Permits	28,750		
269,179	316,216	262,360	Charges for Services	259,410		
120,962	160,258	123,500	Fines and Forfeits	143,000		
30,589	12,166	12,000	Grant Funded Projects	22,700		
64,451	125,300	95,000	Interest Earnings	47,500		
			Transfers from Other Funds:			
414,600	414,600	414,600	Public Works Fund	414,600		
25,000	25,000	25,000	Emergency Communication Fund	25,000		
20,800	20,800	20,800	Building Inspection Fund	20,800		
22,000	50,000	101,490	Local Improvement Debt Service Fund	22,000		
	15,211	-	Parks Operations	-		
		-	Special Debt Service Accounts	-		
109,354	112,549	38,500	Miscellaneous	31,500	-	-
7,196,222	8,256,323	7,654,922	Sub-Total Resources	8,833,340	-	-
5,872,465	6,131,791	6,206,000	Current Ad Valorem Taxes	6,388,000	-	-
13,068,687	14,388,114	13,860,922	<b>Total Resources</b>	<b>15,221,340</b>	<b>-</b>	<b>-</b>
<b>Requirements (by department)</b>						
12,297	14,234	15,240	City Council	15,230		
275,184	302,013	341,130	City Manager	462,740		
133,659	142,489	161,270	Municipal Court	152,000		
647,291	664,916	798,085	Finance	749,935		
89,694	88,259	89,000	City Attorney	89,000		
348,473	353,031	494,745	Community Development	447,910		
50,669	55,012	61,547	City Hall	61,015		
693,310	658,319	754,518	Non-Departmental - Unallocated	744,425		
1,789,294	1,881,736	2,133,060	Fire	2,240,325		
2,405,131	2,615,626	3,043,700	Police	3,258,420		
479,399	508,981	580,805	Library	604,994	-	-
6,924,401	7,284,616	8,473,100	<b>Transfer to Other Funds</b>	<b>8,825,994</b>	<b>-</b>	<b>-</b>
5,000	6,000	6,000	Unemployment Fund	6,000		
30,667	32,655	40,000	Public Works	40,000		
398,550	414,479	443,912	Emergency Communications Fund	499,934		
1,194,100	1,111,110	1,111,110	Parks Operation Fund	1,111,110		
346,000	15,211	-	Public Works Improvement Fund	-		
1,400	1,400	1,400	Special Police Projects Fund	1,400		
-	-	-	CSO Phase 3	-		
-	100,000	-	Capital Improvement Fund	-	-	-
1,975,717	1,680,855	1,602,422	<b>Total Transfer to Other Funds</b>	<b>1,658,444</b>	<b>-</b>	<b>-</b>
-	-	3,785,400	Contingency	4,736,902	-	-
8,900,118	8,965,471	13,860,922	Total Expenditures	15,221,340	-	-
4,168,569	5,422,643	-	Ending Fund Balance	-	-	-
13,068,687	14,388,114	13,860,922	Total Requirements	15,221,340	-	-

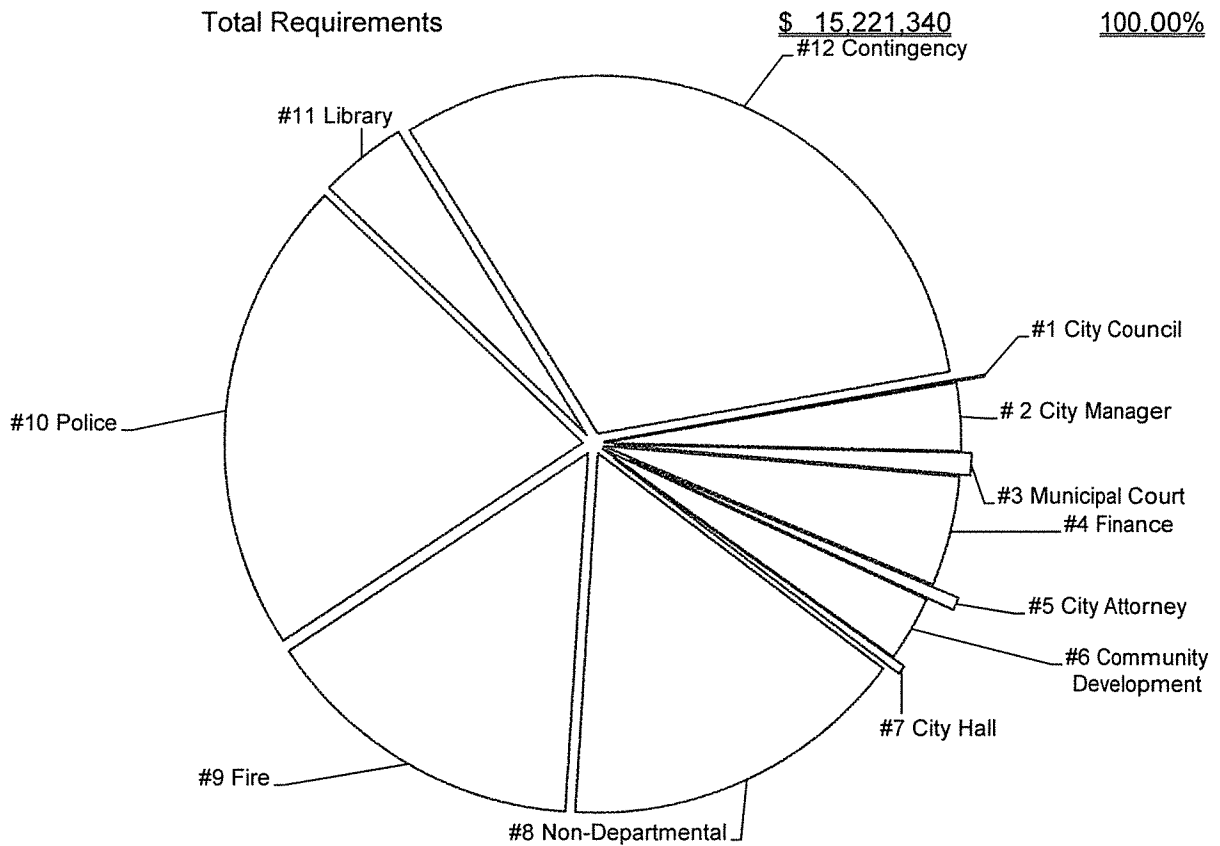
City of Astoria, Oregon  
 General Fund Resources  
 Year Beginning July 1, 2020

Segment #	Resources	Amount	Percentage
1	Beginning Fund Balance	5,479,700	36.00%
2	Delinquent Property Taxes	145,700	0.96%
3	Non Ad Valorem Taxes	2,192,680	14.41%
4	Licenses and Permits	28,750	0.19%
5	Charges for Services	259,410	1.70%
6	Fines and Forfeits	143,000	0.94%
7	Grant Funded Projects	22,700	0.15%
8	Interest Earnings	47,500	0.31%
9	Transfers from Other Funds	482,400	3.17%
10	Miscellaneous	31,500	0.21%
11	Estimated Current Property Taxes	<u>6,388,000</u>	<u>41.97%</u>
	<b>Total Resources</b>	<u><b>15,221,340</b></u>	<u><b>100.00%</b></u>



City of Astoria, Oregon  
 General Fund Requirements  
 Year Beginning July 1, 2020

Segment #	Requirements	Amount	Percentage
1	City Council	\$ 15,230	0.10%
2	City Manager	462,740	3.04%
3	Municipal Court	152,000	1.00%
4	Finance	749,935	4.93%
5	City Attorney	89,000	0.58%
6	Community Development	447,910	2.94%
7	City Hall	61,015	0.40%
8	Non-Departmental - Unallocated	2,402,869	15.79%
9	Fire	2,240,325	14.72%
10	Police	3,258,420	21.41%
11	Library	604,994	3.97%
12	Contingency	<u>4,736,902</u>	<u>31.12%</u>







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

Budget for Fiscal Year 7/1/20 - 6/30/21

Historical Data		Adopted Budget		Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20	FYE 6/30/21				
-	-	-	-	Capital Outlay:			
-	-	-	-	City Manager - All Divisions			
-	-	-	-	Municipal Court			
-	-	-	-	Finance			
-	-	-	-	Community Development			
-	-	-	-	Fire			
-	-	-	-	Police			
-	-	-	-	Library			
2,271	-	-	-	Total Capital Outlay	-	-	-
2,271	-	-	-	Transfer to Other Funds:			
5,000	6,000	6,000	6,000	Unemployment Fund	6,000		
398,550	414,479	443,912	443,912	Emergency Communications Fund	499,934		
1,194,100	1,111,110	1,111,110	1,111,110	Parks Operation Fund	1,111,110		
81,000	15,211	-	-	Public Works Improvement Fund Landfill	-		
667	2,655	10,000	10,000	Utility Assistance Program Public Works	10,000		
295,000	30,000	30,000	30,000	Public Works Fund Landfill Monitoring	30,000		
-	-	-	-	CSO Debt Service	-		
-	100,000	-	-	Capital Improvement Fund	-		
-	1,400	1,400	1,400	Special Police Projects Fund	1,400		
1,975,717	1,680,855	1,602,422	1,602,422	Total Transfer to Other Funds	1,658,444		
-	-	-	-	Contingency	4,736,902		
8,900,118	8,965,471	13,860,922	13,860,922	Total Expenditures	15,221,340		

**FUND: GENERAL**

Department: City Council #1000

Basic Objectives

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

Staffing

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

<u>Name</u>	<u>Position</u>	<u>Term Expires</u>
Bruce Jones	Mayor	12/31/2022
Roger Rocka	Councilor - Ward 1	12/31/2022
Tom Brownson	Councilor - Ward 2	12/31/2020
Joan Herman	Councilor - Ward 3	12/31/2022
Jessamyn Grace West	Councilor - Ward 4	12/31/2020

City of Astoria, Oregon  
Budget Document  
General

Expenditures (by department)  
CITY COUNCIL # 1000

Historical Data			Budget for Fiscal Year 7/1/20 - 6/30/21			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
			<b>Personnel Services:</b>			
4,080	4,080	4,080	Regular Salaries	4,080		
312	312	320	FICA Taxes	320		
20	39	40	Workers' Compensation	10	-	-
4,412	4,431	4,440	<b>Total Personnel Services</b>	4,410	-	-
			<b>Materials and Services:</b>			
21	199	500	Office Supplies	500		
6,326	6,579	8,500	Conferences, Meetings & Travel	8,500		
595	300	300	Memberships & Dues	320		
943	2,725	1,500	Miscellaneous	1,500	-	-
7,885	9,803	10,800	<b>Total Materials and Services</b>	10,820	-	-
12,297	14,234	15,240	<b>Total Expenditures</b>	15,230	-	-

**GENERAL FUND (001)**

**CITY COUNCIL (1000)**

**Personnel Services (410 - 415)**

			<u>20-21</u>
410	2020	Straight Time - Regular	4,080
415	2220	FICA	320
415	2240	Workers' Compensation	10

**TOTAL PERSONNEL SERVICES**

**TOTAL FTEs**

**0**

**4,410**

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

510	3045	General Office Supplies	500	
		Sub-total of Office Supplies		<b>500</b>
615	4265	Travel, Conferences and Meetings	8,500	
		Sub-total Conferences, Meetings & Travel		<b>8,500</b>
630	4720	Sister Cities International Program	320	
		Sub-total Memberships & Dues		<b>320</b>
675	6035	Miscellaneous - General	1,500	
		Sub-total of Miscellaneous		<b>1,500</b>

**TOTAL MATERIALS & SERVICES**

**10,820**

**TOTAL CITY COUNCIL**

**15,230**



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**FUND: GENERAL**

Department: City Manager #1101

Basic Objectives

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

The City Manager is responsible to the City Council.

Staffing

The staff consists of the City Manager, Executive Assistant and Human Resources.

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

Expenditures (by department)  
CITY MANAGER # 1101

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/20 - 6/30/2021</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 6/30/18	FYE 6/30/19	FYE 6/30/20				
			<b>Personnel Services:</b>			
178,326	186,769	205,600	Regular Salaries	282,000		
-	-	2,320	Extra Help	2,310		
12,914	12,995	15,910	FICA Taxes	21,750		
29,400	45,589	37,700	Insurance	60,530		
40,118	42,593	62,500	Retirement Contributions	78,520		
554	800	300	Workers' Compensation	380	-	-
261,312	288,746	324,330	<b>Total Personnel Services</b>	445,490	-	-
2.0	2.0	2.1	FTEs	3.1		
			<b>Materials and Services:</b>			
1,165	999	1,600	Office Supplies	1,600		
-	-	250	Operating Supplies	250		
-	-	-	Repair & Maintenance Supplies	-		
3,492	3,418	3,650	Memberships & Dues	4,100		
6,534	6,192	7,200	Conferences, Meetings & Travel	7,200		
2,681	2,658	3,600	Miscellaneous	3,600		
-	-	500	Technology Services	500	-	-
13,872	13,267	16,800	<b>Total Materials and Services</b>	17,250	-	-
			<b>Capital Outlay:</b>			
-	-	-	Machinery and Equipment	-	-	-
<u>275,184</u>	<u>302,013</u>	<u>341,130</u>	<b>Total Expenditures</b>	<u>462,740</u>	<u>-</u>	<u>-</u>

**GENERAL FUND (001)**

**CITY MANAGER (1101)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	282,000
410	2085	Extra Help	2,310
415	2220	FICA	21,750
415	2230	Insurance	60,530
415	2235	Retirement Contributions	78,520
415	2240	Workers' Compensation	380

**TOTAL PERSONNEL SERVICES**

**445,490**

TOTAL FTEs

**3.1**

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

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

Sub-total of Office Supplies

**1,600**

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

**250**

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

Sub-total of Conferences, Meetings & Travel

**7,200**

630	4730	ICMA	1,200
630	4735	OCCMA	350
630	4736	Society for Human Resource Management	300
630	4737	Local Government Personnel Institute	1,450
630	4738	International Public Management	0
630	4765	APA - AICP Certification	800

Sub-total of Memberships & Dues

**4,100**

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

Sub-total of Miscellaneous

**3,600**

685	6207	Non-Contract IT Services	500
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Sub-total of Technology Services

**500**



<b>GENERAL FUND (001)</b>	
<b>CITY MANAGER (1101)</b>	
<b>TOTAL MATERIALS AND SERVICES</b>	<b>17,250</b>
<b>TOTAL CITY MANAGER</b>	<b>462,740</b>
<b>CAPITAL IMPROVEMENT - CITY MANAGER</b>	
<b>Machinery &amp; Equipment</b>	
<b>Total Capital Improvement - City Manager</b>	<b>-</b>
<b>TOTAL CITY MANAGER ADMIN. - ALL FUNDS</b>	<b>462,740</b>

**FUND: GENERAL**

Department: Municipal Court #1400

### Basic Objectives

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

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

### Staffing

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

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

Expenditures (by department)  
MUNICIPAL COURT # 1400

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/20 - 6/30/21</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 6/30/18	FYE 6/30/19	FYE 6/30/20				
			<b>Personnel Services:</b>			
45,334	46,519	47,810	Regular Salaries	43,650		
3,298	3,382	3,660	FICA Taxes	3,340		
15,669	16,674	18,150	Insurance	18,730		
7,158	7,530	9,830	Retirement Contributions	8,970		
<u>145</u>	<u>26</u>	<u>70</u>	Workers' Compensation	<u>60</u>	-	-
71,604	74,131	79,520	<b>Total Personnel Services</b>	74,750	-	-
1.0	1.0	1.0	FTEs	1.0	-	-
			<b>Materials and Services:</b>			
495	1,026	500	Office Supplies	500		
-	-	500	Conferences, Meetings & Travel	500		
36,081	36,350	45,300	Professional Services	42,800		
175	200	250	Memberships & Dues	250		
-	-	-	Printing & Binding	-		
-	-	-	Repair & Maintenance Services	-		
2,604	2,604	2,700	Technology Services	3,600		
<u>22,700</u>	<u>28,178</u>	<u>32,500</u>	Miscellaneous	<u>29,600</u>	-	-
62,055	68,358	81,750	<b>Total Materials and Services</b>	77,250	-	-
			<b>Capital Outlay</b>			
-	-	-	Machinery & Equipment	-	-	-
<u>133,659</u>	<u>142,489</u>	<u>161,270</u>	<b>Total Expenditures</b>	<u>152,000</u>	-	-

**GENERAL FUND (001)**

**MUNICIPAL COURT (1400)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	43,650
415	2220	FICA	3,340
415	2230	Insurance	18,730
415	2235	Retirement Contributions	8,970
415	2240	Workers' Compensation	60

<b>TOTAL PERSONNEL SERVICES</b>			<b>74,750</b>
<b>TOTAL FTEs</b>			<b>1.0</b>

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

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

<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>77,250</b>
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<b>TOTAL MUNICIPAL COURT</b>			<b>152,000</b>
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**GENERAL FUND (001)**

**MUNICIPAL COURT (1400)**

**CAPITAL IMPROVEMENT FUND - MUNICIPAL COURT**

**Total Capital Improvement Fund - Municipal Court -**

**TOTAL MUNICIPAL COURT - ALL FUNDS 152,000**

**FUND:       GENERAL**

Department: Finance #1600

Basic Objectives

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

Services to other departments include financial control through the budget process, risk management, coordination of computer systems (except Public Safety Systems) with IT vendors and issuance of keys to most City owned buildings and facilities. Finance also provides accounting and other miscellaneous financial services for other departments, as needed. In 2016 the Finance Department resumed administrative support for Oceanview Cemetery. The Director will provide backup for Human Resource activities. In 2018 a part-time clerical support was hired to assist with central files activities.

Staffing

There are 7 full-time equivalent employees in the Finance Department, including 3 accounting clerks, 2 staff accountants, a financial reporting manager, a part-time clerical support and the Director of Finance and Administrative Services. The Finance Department is under the supervision of the Director of Finance and Administrative Services, who is responsible to the City Manager.

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

Expenditures (by department)  
FINANCE # 1600

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/20 - 6/30/21</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 6/30/18</u>	<u>FYE 6/30/19</u>	<u>FYE 6/30/20</u>				
			<b>Personnel Services:</b>			
385,865	380,639	453,630	Regular Salaries	424,110		
16	-	-	Overtime	-		
245	4,391	4,500	Extra Help	4,500		
28,366	28,322	35,050	FICA Taxes	32,790		
91,618	101,895	106,500	Insurance	93,520		
66,386	64,097	99,280	Retirement Contributions	94,070		
1,219	242	620	Workers' Compensation	580	-	-
			<b>Total Personnel Services</b>	649,570	-	-
573,715	579,586	699,580				
6.9	7.0	7.4	FTEs	6.5	7.4	7.4
			<b>Materials and Services:</b>			
5,060	5,048	6,500	Office Supplies	6,500		
15	2,909	500	Repair & Maintenance Supplies	500		
537	279	1,500	Training	1,000		
1,527	2,280	4,000	Conferences, Meetings & Travel	4,000		
34,288	37,786	47,150	Professional Services	49,300		
779	769	935	Memberships & Dues	945		
80	7	120	Communications	120		
1,666	1,852	2,350	Advertising	2,100		
1,845	3,131	3,250	Printing & Binding	3,250		
1,032	545	1,200	Repair & Maintenance Services	750		
87	500	250	Miscellaneous	250		
26,660	30,224	30,750	Technology Services	31,650	-	-
			<b>Total Materials and Services</b>	100,365	-	-
73,576	85,330	98,505				
			<b>Capital Outlay:</b>			
-	-	-	Machinery & Equipment	-	-	-
			<b>Total Expenditures</b>	749,935	-	-
647,291	664,916	798,085				

**GENERAL FUND (001)**

**FINANCE (1600)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	424,110
410	2085	Extra Help	4,500
415	2220	FICA	32,790
415	2230	Insurance	93,520
415	2235	Retirement Contributions	94,070
415	2240	Workers' Compensation	580

**TOTAL PERSONNEL SERVICES**

**649,570**

**TOTAL FTEs**

**6.5**

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

510	3045	General Office Supplies	6,500
		Sub-total of Office Supplies	<b>6,500</b>
525	3640	Other Repair & Maintenance Supplies	500
		Sub-total of Repair & Maintenance Supplies	<b>500</b>
610	4055	Computer Training	1,000
		Sub-total of Training	<b>1,000</b>
615	4265	Travel - Conferences and Meetings	4,000
		Sub-total Conferences, Meetings & Travel	<b>4,000</b>
620	4345	Audit Fee	37,900
620	4346	OPEB Preparation Fee	2,000
620	4350	State Filing Fee	400
620	4540	Professional Services - General	9,000
		Sub-total of Professional Services	<b>49,300</b>
630	4740	Other Dues and Fees	160
630	4745	OGFOA	210
630	4746	OSCPA	325
630	4736	HR Management Association (SHRMA)	250
		Sub-total Memberships & Dues	<b>945</b>
635	4975	Postage	120
		Sub-total of Communications	<b>120</b>



**GENERAL FUND (001)**

**FINANCE (1600)**

640	5020	Advertising - Liquor Licenses	600	
640	5025	Advertising - Budget Notices	1,500	
		Sub-total of Advertising		<b>2,100</b>
650	5145	Printing & Binding - General	3,250	
		Sub-total of Printing & Binding		<b>3,250</b>
660	5825	General Repair & Maintenance	750	
		Sub-total of Repair & Maintenance Services		<b>750</b>
675	6035	General-Miscellaneous	250	
		Sub-total of Miscellaneous		<b>250</b>
685	6205	Computer Software	300	
685	6207	Non-Contract IT Services	500	
685	6247	Financial Software Maintenance	30,850	
		Sub-total of Technology Services		<b>31,650</b>

**TOTAL MATERIALS & SERVICES** **100,365**

**TOTAL FINANCE** **749,935**

**CAPITAL IMPROVEMENT FUND - FINANCE**

**Machinery & Equipment**  
    **Tabletop Folding/Insertion Machine** **4,000**

**Total Capital Improvement - Finance & Admin Svcs** **4,000**

**TOTAL FINANCE DEPARTMENT - ALL FUNDS** **753,935**

**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 7/1/20 - 6/30/21</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 6/30/18	FYE 6/30/19	FYE 6/30/20				
947	323	1,000	<b>Materials and Services:</b>			
88,592	87,936	87,000	Conferences Meetings & Travel	1,000		
155	-	1,000	Professional Services	87,000		
			Miscellaneous	1,000	-	-
<u>89,694</u>	<u>88,259</u>	<u>89,000</u>	<b>Total Expenditures</b>	<u>89,000</u>	<u>-</u>	<u>-</u>

Detail Information 2019-20

GENERAL FUND (001)

CITY ATTORNEY (1800)

Materials and Services (615 - 675)

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

**FUND: GENERAL**

Department: Community Development # 2001

#### Basic Objectives

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

#### Planning Commission/ Historic Landmarks Commission/Design Review Committee

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

#### Astoria Development Commission

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

#### Waterfront Revitalization

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

#### Building Inspection Services

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

#### Staffing

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

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

Expenditures (by department)  
COMMUNITY DEVELOPMENT # 2001

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/20 - 6/30/21</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 6/30/18	FYE 6/30/19	FYE 6/30/20				
			<b>Personnel Services:</b>			
130,108	95,950	230,420	Regular Salaries	233,420		
67,925	2,678	3,750	Extra Help	3,750		
15,001	7,377	17,920	FICA Taxes	18,150		
20,408	20,087	68,150	Insurance	61,010		
21,559	12,396	56,720	Retirement Contributions	63,330		
710	638	2,100	Workers' Compensation	1,980	-	-
255,711	139,126	379,060	<b>Total Personnel Services</b>	<b>381,640</b>	-	-
2.3	1.8	3.0	FTEs	3.0		
			<b>Materials and Services:</b>			
1,098	2,775	1,750	Office Supplies	2,500		
143	235	500	Operating Supplies	500		
5,873	4,339	5,000	Conferences, Meetings & Travel	5,000		
59,935	185,974	90,605	Professional Services	40,000		
5,295	6,078	7,100	Memberships & Dues	7,250		
6,874	11,744	8,000	Advertising	8,000		
-	274	500	Postage	500		
434	1,947	800	Printing & Binding	800		
857	286	800	Repair & Maintenance Services	1,000		
12,000	-	-	Projects Funded by Grants	-		
253	253	630	Technology Services	720	-	-
92,762	213,905	115,685	<b>Total Materials and Services</b>	<b>66,270</b>	-	-
			<b>Capital Outlay:</b>			
-	-	-	Machinery & Equipment	-	-	-
<b>348,473</b>	<b>353,031</b>	<b>494,745</b>	<b>Total Expenditures</b>	<b>447,910</b>	-	-

**GENERAL FUND (001)**

**COMMUNITY DEVELOPMENT (2001)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	233,420
410	2085	Extra Help	3,750
415	2220	FICA	18,150
415	2230	Insurance	61,010
415	2235	Retirement Contributions	63,330
415	2240	Workers' Compensation	1,980

**TOTAL PERSONNEL SERVICES**

**381,640**

**TOTAL FTEs**

**3.0**

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

510	3045	General Office Supplies	2,500
		Sub-total of Office Supplies	<b>2,500</b>
515	3180	Fuel, Oil and Lubricants	500
		Sub-total of Operating Supplies	<b>500</b>
615	4260	Conference / Meeting Expense	4,000
		Boards & Commission Training	1,000
		Sub-total Conferences, Meetings & Travel	<b>5,000</b>
620	4360	Planning and Economic Development	10,000
620	4540	Professional Services General	30,000
		Sub-total of Professional Services	<b>40,000</b>
630	4750	Dues - Miscellaneous	350
630	4760	CREST	5,000
630	4765	OCPDA-APA	1,200
630	4775	Historic Preservation	450
630	4780	Columbia-Pacific Economic Development Distric	250
		Sub-total Memberships & Dues	<b>7,250</b>
635	4975	Postage	500
		Sub-total Postage	<b>500</b>
640	5030	Advertising - Public Notices	8,000
		Sub-total of Advertising	<b>8,000</b>

<b>GENERAL FUND (001)</b>			
<b>COMMUNITY DEVELOPMENT (2001)</b>			
650	5145	Printing & Binding - General	800
		Sub-total of Printing & Binding	<b>800</b>
660	5620	Office Machines	500
660	5785	Vehicle Repair & Maintenance	400
660	5825	General Repair & Maintenance	100
		Sub-total of Repair & Maintenance Services	<b>1,000</b>
685	6207	Photocopy Machine	720
		Sub-total of Technology Services	<b>720</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>66,270</b>
<b>TOTAL COMMUNITY DEVELOPMENT</b>			<b>447,910</b>
<b>CAPITAL IMPROVEMENT FUND - COMMUNITY DEVELOPMENT</b>			
<b>Total Capital Improvement Fund - Community Development</b>			<b>-</b>
<b>TOTAL COMMUNITY DEVELOPMENT DEPARTMENT - ALL FUNDS</b>			<b>447,910</b>

**FUND:       GENERAL**

Department: City Hall #2200

Basic Objectives

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

Staffing

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



City of Astoria, Oregon  
Budget Document  
GENERAL FUND

Expenditures (by department)  
CITY HALL # 2200

Historical Data			Budget for Fiscal Year 7/1/20 - 6/30/21			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
			<b>Personnel Services:</b>			
191	124	420	Extra Help	500		
5,025	5,289	7,570	Interfund Wages	3,650		
391	404	620	FICA Taxes	320		
1,922	2,814	2,900	Insurance	2,510		
917	612	2,190	Retirement Contributions	1,060		
40	102	260	Workers' Compensation	220	-	-
<u>8,486</u>	<u>9,345</u>	<u>13,960</u>	<b>Total Personnel Services</b>	<u>8,260</u>	-	-
0.1	0.1	0.1	<b>FTEs</b>	0.1		
			<b>Materials and Services:</b>			
1,086	1,247	1,000	Operating Supplies	1,000		
5,947	6,356	4,750	Repair & Maintenance Supplies	4,750		
19,493	23,048	26,490	Professional Services	31,490		
14,882	14,585	15,347	Public Utility Services	15,515		
775	431	-	Miscellaneous	-	-	-
<u>42,183</u>	<u>45,667</u>	<u>47,587</u>	<b>Total Materials and Services</b>	<u>52,755</u>	-	-
<u>50,669</u>	<u>55,012</u>	<u>61,547</u>	<b>Total Expenditures</b>	<u>61,015</u>	-	-

**GENERAL FUND (001)**

**CITY HALL (2200)**

**Personnel Services (410 - 415)**

410	2085	Extra Help	500
412	2095	Interfund Wages	3,650
415	2220	FICA	320
415	2230	Insurance	2,510
415	2235	Retirement Contributions	1,060
415	2240	Workers' Compensation	220

**TOTAL PERSONNEL SERVICES 8,260**

**TOTAL FTEs 0.1**

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

515	3265	Custodial Supplies	1,000
			<b>1,000</b>
Sub-total of Operating Supplies			
525	3520	Building Materials / Supplies	750
525	3640	Other Repair & Maintenance Supplies	4,000
			<b>4,750</b>
Sub-total of Repair & Maintenance Supplies			
620	4365	Janitorial Services	12,390
620	4370	Pest Control	100
620	4375	Elevator Maintenance	14,000
620	4376	Fire Alarm System Services	2,500
620	4540	Professional Services - General	2,500
			<b>31,490</b>
Sub-total of Professional Services			
655	5205	Electricity - City Hall	10,815
656	5475	Natural Gas- City Hall	2,100
657	5505	Sanitation - City Hall	2,600
			<b>15,515</b>
Sub-total of Public Utility Services			

**TOTAL MATERIALS & SERVICES 52,755**

**Capital Outlay (720 - 740)**

740	6650	Machinery & Equipment	-
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**TOTAL CAPITAL OUTLAY -**

**TOTAL CITY HALL 61,015**

**GENERAL FUND (001)**

**CITY HALL (2200)**

**CAPITAL IMPROVEMENT FUND - CITY HALL**

Machinery & Equipment

Boiler Upgrades

15,000

LED Lighting

20,000

Fill Stations - 3 Total

5,200

Sub-total of Machinery & Equipment

**40,200**

**TOTAL CAPITAL OUTLAY**

**40,200**

**TOTAL CITY HALL - ALL FUNDS**

**101,215**

**FUND: GENERAL**

Department: Non-Departmental - Unallocated # 2400

Basic Objectives:

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

Community Organization Grants (Social Services – Basic Needs) are distributed from this department with the Budget sub-committee recommendations listed on the last page. A process has been established to set the distribution maximum which equals 0.5% of the previously adopted General Fund budget. The maximum distribution amount for FY 19-20 is \$ 60,420

Staffing

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

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

Expenditures (by department)  
NON-DEPARTMENTAL - UNALLOCATED # 2400

Historical Data			Budget for Fiscal Year 7/1/20 - 6/30/21			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
			<b>Personnel Services:</b>			
52	184	2,070	Interfund Wages	540		
4	14	160	FICA Taxes	50		
25	107	1,000	Insurance	320		
214	225	600	Retirement Contributions	160		
181	27	70	Worker Compensation	30	-	-
476	557	3,900	<b>Total Personnel Services</b>	1,100	-	-
0.1	0.1	0.1	<b>FTEs</b>	0.1		
			<b>Materials and Services:</b>			
3,091	3,442	3,750	Office Supplies	3,750		
4,903	3,149	5,000	Operating Supplies	4,000		
1,970	1,380	7,000	Repair & Maintenance Supplies	5,000		
271,365	233,565	287,780	Professional Services	240,550		
10,412	10,561	11,050	Memberships & Dues	11,250		
45,611	49,016	55,100	Communications	52,400		
576	35	250	Advertising	250		
257,440	279,577	294,368	Insurance	316,325		
61	213	-	Public Utility Services	-		
5,860	5,768	2,000	Rentals	2,500		
88,365	69,361	80,820	Miscellaneous	90,600		
3,180	1,695	3,500	Non-Contract IT Services	16,700	-	-
692,834	657,762	750,618	<b>Total Materials and Services</b>	743,325	-	-
			<b>Transfer to Other Funds:</b>			
5,000	6,000	6,000	Unemployment Trust	6,000		
398,550	414,479	443,912	Emergency Communications Fund	499,934		
1,194,100	1,111,110	1,111,110	Parks Operation Fund	1,111,110		
667	2,655	10,000	UAP Transfer to Public Works Fund	10,000		
81,000	15,211	-	Public Works Improvement Fund	-		
1,400	1,400	1,400	Special Police Projects Fund	1,400		
-	-	-	CSO Debt Service Fund	-		
-	100,000	-	Capital Improvement Fund	-		
295,000	30,000	30,000	Public Works - Landfill Monitoring	30,000	-	-
1,975,717	1,680,855	1,602,422	<b>Total Transfer to Other Funds</b>	1,658,444	-	-
2,669,027	2,339,174	2,356,940	<b>Total Expenditures</b>	2,402,869	-	-

**GENERAL FUND (001)**

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

**Personnel Services (412)**

410	2095	Interfund Wages	540
415	2220	FICA	50
415	2230	Insurance	320
415	2235	Retirement Contributions	160
415	2240	Worker Compensation	30

**TOTAL PERSONNEL SERVICES**

**TOTAL FTEs 0.1 1,100**

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

510	3030	Paper	3,750	
		Sub-total of Office Supplies		<b>3,750</b>
515	3310	General Operating Supplies	4,000	
		Sub-total of Operating Supplies		<b>4,000</b>
525	3640	Other Repair & Maintenance Supplies	5,000	
		Sub-total of Repair & Maintenance Supplies		<b>5,000</b>
620	4390	Network Maintenance	65,000	
620	4395	Email Hosting	1,200	
620	4400	Internet Connectivity	23,000	
620	4402	Website Hosting	10,800	
620	4405	Website Consulting	1,000	
620	4410	Personnel Legal Services	45,000	
620	4415	General Professional Services	33,550	
620	4440	Post Retirement Agreement	12,000	
620	4537	ABC Transcription Service	30,000	
620	4539	VOIP Cisco / Obsidian Support	19,000	
		Sub-total of Professional Services		<b>240,550</b>
630	4785	League of Oregon Cities	7,500	
630	4796	CEDR	3,750	
		Sub-total of Memberships & Dues		<b>11,250</b>
635	4920	Cell Phones	17,800	
635	4930	Telephone - Century Link	9,500	
635	4975	Postage	24,500	
635	4980	Postage Meter Fees	600	
		Sub-total of Communications		<b>52,400</b>
640	5020	Advertising - Legal Ads / Notices	250	
		Sub-total of Advertising		<b>250</b>

<b>GENERAL FUND (001)</b>			
<b>NON-DEPARTMENTAL - UNALLOCATED (2400)</b>			
645	5060	Insurance - Liability	316,325
		Sub-total of Insurance	<b>316,325</b>
660	5620	Office Machines	2,500
		Sub-total of Repair and Maintenance Service	<b>2,500</b>
675	5275	Credit Card Fees	14,800
675	5940	Taxes and Assessments	6,500
675	5980	<b>Community Organization (Social Services) Grants</b>	<b>69,300</b>
		Sub-total of Miscellaneous	<b>90,600</b>
685	6205	HR Info System Software	13,200
685	6207	Non-Contract IT Services	1,500
685	6209	Human Resource ApplicantPool	2,000
		Sub-total of Technology	<b>16,700</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>743,325</b>
<b>Transfers to Other Funds (850)</b>			
850	7520	Unemployment Fund	6,000
850	7522	UAP Transfer to PW	10,000
850	7525	Emergency Communications Fund	499,934
850	7532	Parks / Aquatic Fund	1,111,110
850	7534	Special Police Projects	1,400
850	7550	Public Works Fund Landfill Monitoring	30,000
		Sub-total Transfers to Other Funds	<b>1,658,444</b>
<b>TOTAL TRANSFERS TO OTHER FUNDS</b>			<b>1,658,444</b>
<b>TOTAL NON-DEPARTMENTAL - UNALLOCATED</b>			<b>2,402,869</b>
<b>CAPITAL IMPROVEMENT FUND - NON-DEPARTMENTAL - UNALLOCATED</b>			
<b>20-21</b>			
		Software Support Renewals	27,092
		Computer Replacements	24,000
		Hardware, Server Replacements & Backup	79,000
<b>Total Capital Improvement Fund - Non-Departmental - Unallocated</b>			<b>130,092</b>
<b>TOTAL NON-DEPARTMENTAL - UNALLOCATED ALL FUNDS</b>			<b>2,532,961</b>

GENERAL FUND (001)

NON-DEPARTMENTAL - UNALLOCATED (2400)

FY 20-21 COMMUNITY ORGANIZATION (SOCIAL SERVICES - BASIC NEEDS)

<u>Organization</u>	<u>Requested</u>	<u>Recommended Distribution</u>
Astoria Warming Center	8,000	8,000
Clatsop CASA Program	5,000	5,000
Clatsop Comm Action - Food Program	20,000	12,150
The Harbor /Clatsop County Women's Resource Center	12,000	12,000
Helping Hands	25,000	17,150
North Coast Food Web	6,000	-
Seaside Hall	1,500	-
Senior Citizens Services of Astoria	10,000	10,000
Astoria Senior Center, Inc.	5,000	5,000
Tenor Guitar Foundation	5,000	-
<b>Total Community Organizations (Basic Need Grants)</b>	<b><u>97,500</u></b>	<b><u>69,300</u></b>





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**FUND: GENERAL**

Department: Fire # 2600

Basic Objectives

The fire department is responsible for fire suppression, hazards to life safety, and the treatment of persons with serious medical emergencies. Emergency medical transportation is provided by Medix Ambulance Company. The department houses a regional hazardous materials response team through a contract with the Oregon State Fire Marshals' Office. Six of the team's ten 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 with the Department of Labor. The department supports the US Coast Guard by providing response to property at Tongue Point as well as the USCG Cutters Alert and Steadfast through memorandums of agreement. A volunteer firefighter program has been in place since 1993 with varying levels of participation/staffing. A student/intern firefighter program was created in 2001 which offers college tuition and sleeping accommodations for three individuals. During "off" time, interns reside at Station 2 in Uniontown. Each intern is assigned to one of the three normal department work shifts. Department personnel have participated in a variety of regional programs including fire cause investigations, the Clatsop County Juvenile Fire Setter Network, the Clatsop County Firefighters Association and is active in assisting with providing firefighter training county-wide. The department provides public fire safety education programs, concentrating on school children regarding proper actions to be taken during a fire emergency. The department 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, three student/intern firefighters and several volunteer firefighters. There is a minimum of two career firefighters on duty at all times. When fully staffed, including intern firefighters, there can be as many as four 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 7/1/20 - 6/30/21			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
			<b>Personnel Services:</b>			
936,955	851,393	1,026,940	Regular Salaries	1,082,230		
81,913	121,345	55,800	Overtime	67,450		
18,900	16,200	18,900	Department Funded Intern Stipends	18,900		
15,238	13,475	20,640	Volunteer Wages	20,640		
16,021	18,272	20,970	Interfund Wages	18,440		
80,391	76,758	87,460	FICA Taxes	92,390		
185,338	213,292	267,880	Insurance	272,210		
202,206	215,865	306,080	Retirement Contributions	323,460		
33,113	42,156	44,880	Workers' Compensation	44,830	-	-
<u>1,570,075</u>	<u>1,568,756</u>	<u>1,849,550</u>	<b>Total Personnel Services</b>	<u>1,940,550</u>	-	-
11.5	11.0	12.4	FTEs	12.4		
			<b>Materials and Services:</b>			
1,149	925	2,005	Office Supplies	2,000		
65,067	61,266	76,835	Operating Supplies	80,350		
5,570	15,470	15,010	Repair & Maintenance Supplies	15,000		
4,559	436	6,000	Small Tools & Minor Equipment	6,000		
10,213	25,767	19,600	City Shop Expenses	23,000		
8,860	8,910	25,500	Training	25,500		
4,789	6,018	5,000	Conferences, Meetings & Travel	5,000		
9,237	100,989	11,600	Professional Services	14,000		
3,376	4,298	6,600	Volunteer Services	6,600		
24,919	16,717	26,960	Fire Intern Expense	27,000		
819	598	1,200	Memberships & Dues	1,200		
-	238	325	Insurance	325		
476	169	750	Advertising	750		
40,556	39,587	32,110	Public Utility Services	32,100		
38,027	25,377	44,215	Repair & Maintenance Services	48,550		
-	-	3,000	Rentals/Leasing	3,000		
<u>1,602</u>	<u>6,215</u>	<u>6,800</u>	Technology Services	<u>9,400</u>	-	-
<u>219,219</u>	<u>312,980</u>	<u>283,510</u>	<b>Total Materials and Services</b>	<u>299,775</u>	-	-
			<b>Capital Outlay:</b>			
-	-	-	Machinery & Equipment	-	-	-
-	-	-	<b>Total Capital Outlay</b>	-	-	-
<u>1,789,294</u>	<u>1,881,736</u>	<u>2,133,060</u>	<b>Total Expenditures</b>	<u>2,240,325</u>	-	-

**GENERAL FUND (001)**

**FIRE DEPARTMENT (2600)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	1,082,230
410	2045	Overtime	67,450
410	2055	Department Funded Intern Stipends	18,900
410	2059	Volunteer Wages	20,640
412	2095	Interfund Wages	18,440
415	2220	FICA	92,390
415	2230	Insurance	272,210
415	2235	Retirement Contributions	323,460
415	2240	Workers' Compensation	44,830

**TOTAL PERSONNEL SERVICES** 1,940,550

**TOTAL FTEs** 12.4

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

510	3045	General Office Supplies	2,000
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**Sub-total of Office Supplies** 2,000

515	3180	Fuel, Oil & Lubricants	15,000
515	3185	Emergency Medical Supplies	5,500
515	3190	Firefighting Equipment	5,500
515	3195	Fire Prevention/Public Relations Supplies	3,400
515	3200	HazMat Supplies	1,200
515	3205	Clothing / Uniforms	10,200
515	3210	Annual Turnout Purchase	13,500
515	3215	Annual Radio / Pager Purchase	3,000
515	3220	Annual Hose Purchase	4,600
515	3225	Annual Nozzle Applications	4,000
515	3230	SCBA Maintenance Supplies	2,750
515	3240	Wildland / Interface	2,000
515	3242	Structural Personal Protective Equipment	2,700
515	3310	General Operating Supplies	7,000

**Sub-total of Operating Supplies** 80,350

525	3510	Building Materials / Supplies Station 2	3,900
525	3520	Building Materials / Supplies Headquarters	7,400
525	3530	General - Repair & Maintenance Supplies	2,200
525	3535	Radio / Pagers	1,500

**Sub-total of Repair & Maintenance Supplies** 15,000

530	3720	Small Tools	6,000
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**Sub-total of Small Tools** 6,000

545	3825	Tires - City Shops	2,000
545	3820	Vehicle Parts - City Shops	21,000

**Sub-total of City Shop Expenses** 23,000

**GENERAL FUND (001)**

**FIRE DEPARTMENT (2600)**

610	4075	Outside Training & Schools	18,500	
610	4080	Resource Materials	3,500	
610	4090	Career Development/Career Tuition Reimbursement	3,500	
		<b>Sub-total of Training</b>		<b>25,500</b>
615	4265	Conferences / Meetings / Travel Expenses	5,000	
		<b>Sub-total of Conferences, Meetings &amp; Travel</b>		<b>5,000</b>
620	4420	Physician Adviser Services	3,300	
620	4540	General - Professional Services	3,500	
620	4515	Annual Medical Exams	6,500	
620	4520	Finger Printing/ Screening	700	
		<b>Sub-total of Professional Services</b>		<b>14,000</b>
625	4650	Volunteer Firefighter Insurance	3,000	
625	4660	Volunteer Awards & Program	3,600	
		<b>Sub-total of Volunteer Services</b>		<b>6,600</b>
625	4635	Department Funded Intern Tuition & Fees	27,000	
		<b>Sub-total of Fire Intern Expense</b>		<b>27,000</b>
630	4750	Various Dues	1,200	
		<b>Sub-total of Memberships &amp; Dues</b>		<b>1,200</b>
640	5020	Advertising - Legal Ads / Notices	750	
		<b>Sub-total of Advertising</b>		<b>750</b>
645	5060	EAP Insurance for volunteers	325	
		<b>Sub-total Insurance Services</b>		<b>325</b>
655	5211	Electricity - Public Safety Building	16,250	
655	5212	Electricity - Fire Station 2	2,700	
656	5450	Natural Gas - Fire Station 2	3,000	
656	5455	Natural Gas - Public Safety Building	7,250	
657	5508	Sanitation - Public Safety Building	2,300	
657	5509	Sanitation - Fire Station 2	600	
		<b>Sub-total of Public Utility Services</b>		<b>32,100</b>

**GENERAL FUND (001)**

**FIRE DEPARTMENT (2600)**

660	5620	Office Machine (Copier Machine)		
660	5710	Radio / Pagers	2,200	
660	5715	Annual SCBA & Breathing Air Compressor Maint	8,500	
660	5716	Quarterly Breathing Air Quality Testing	500	
660	5717	Porta-Count Annual Calibration	1,200	
660	5720	Defibrillator Maintenance	2,200	
660	5721	Personal Protective Equipment Maintenance	2,700	
660	5725	Eq other than Vehicles/Include Fire Extinguishers	1,000	
660	5726	Public Safety Bay Door Maintenance	3,700	
660	5727	Annual Hose Testing	3,600	
660	5728	Annual Ground Ladder Testing	1,000	
660	5729	Annual Aerial Device/Ladder Testing	4,150	
660	5750	Buildings-Public Safety	4,500	
660	5751	Buildings-Station 2	6,800	
660	5752	Annual Pump Testing - 4 Apparatus	1,500	
660	5785	Motor Vehicles / Auto Body Shop	1,000	
660	5825	General - Repair & Maintenance Services	4,000	
		<b>Sub-total of Repair &amp; Maintenance Services</b>		<b>48,550</b>
665	5860	Photocopy Machines	3,000	
		<b>Sub-total of Rentals/Leasing</b>		<b>3,000</b>
685	6245	Firefighter Response System (FFRS)	1,400	
685	6250	Firehouse Software Maintenance	8,000	
		<b>Sub-total of Technology Services</b>		<b>9,400</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>299,775</b>
<b>TOTAL FIRE DEPARTMENT</b>				<b>2,240,325</b>

**GENERAL FUND (001)**

**FIRE DEPARTMENT (2600)**

**CAPITAL IMPROVEMENT FUND - FIRE DEPT**

**20-21**

**Machinery and Equipment:**

20	Scott SCBA Bottles or AFG Match/Supplies	26,000
	iPad & Phone Updates	2,000
	Slip In Unit - tank & Pump for new truck	14,500
	Flir K2 Thermal Camera - replace outdated camera	1,500
	Seal coating Asphalt parking lot	3,500

**Subtotal of Machinery and Equipment**

**47,500**

**Pumper Truck Lease Payment 7 of 7**

	Principal Payment	74,350
	Interest Payment	2,150

**Subtotal Debt Service**

**76,500**

**TOTAL CAPITAL IMPROVEMENT FUND - FIRE DEPT**

**124,000**

**TOTAL FIRE DEPARTMENT - ALL FUNDS**

**2,364,325**

**FUND: GENERAL**

Department: Police # 2800

**Basic Objectives**

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

*Dedicated to Duty – Committed to Community*

**Community Policing**

The department has been committed to community policing since 1996. Community policing activities are embedded in the actions of the department and enhanced by the Citizen Police Academy, Coffee with a Cop, Social Media and other activities that bring residents into direct involvement with the police during routine conversations instead of during crisis. In 2013, CERT (Community Emergency Response Team) was transferred from the Fire Department to APD. The Team is currently led by a police officer. Funding for CERT activities moved to the Police Special Projects Fund # 136 in 2017.

**Technology**

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

**Staffing**

This budget provides for a Chief of Police, deputy chief, three sergeants, two detectives, ten patrol officers, one administrative services manager and two records specialists.

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



City of Astoria, Oregon  
Budget Document  
GENERAL FUND

Expenditures (by department)  
POLICE # 2800

Historical Data			Budget for Fiscal Year 7/1/20 - 6/30/21			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
			<b>Personnel Services:</b>			
1,410,822	1,532,305	1,662,680	Regular Salaries	1,739,110		
102,522	88,662	93,180	Overtime	106,280		
13,972	13,080	5,490	Extra Help	1,080		
20,036	22,801	21,500	Interfund Wages	22,740		
112,955	123,268	136,390	FICA Taxes	143,000		
303,991	348,340	401,000	Insurance	442,390		
261,780	292,275	432,130	Retirement Contributions	513,820		
50,803	44,147	56,800	Workers' Compensation	54,570	-	-
2,276,881	2,464,878	2,809,170	<b>Total Personnel Services</b>	3,022,990	-	-
19.2	20.5	21.3	FTEs	21.3		
			<b>Materials and Services:</b>			
8,044	6,912	8,850	Office Supplies	8,850		
36,301	41,347	60,550	Operating Supplies	60,550		
8,495	10,992	10,200	Repair & Maintenance Supplies	10,200		
1,512	2,396	2,500	Small Tools & Minor Equipment	2,500		
12,552	11,186	14,500	City Shop Expenses	14,500		
10,008	15,614	26,900	Training	26,900		
2,268	4,189	3,000	Conferences, Meetings & Travel	3,000		
5,497	4,329	8,800	Professional Services	8,800		
200	1,020	1,580	Memberships & Dues	1,580		
773	786	1,400	Communications	1,400		
391	479	1,000	Advertising	1,000		
1,124	1,353	4,100	Printing & Binding	4,100		
223	222	18,990	Public Utility Services	18,990		
15,056	23,245	25,400	Repair & Maintenance Services	26,300		
5,275	3,490	7,650	Miscellaneous	7,650		
20,531	23,188	39,110	Technology Services	39,110	-	-
128,250	150,748	234,530	<b>Total Materials and Services</b>	235,430	-	-
			<b>Capital Outlay:</b>			
-	-	-	Machinery & Equipment	-	-	-
-	-	-	<b>Total Capital Outlay</b>	-	-	-
2,405,131	2,615,626	3,043,700	<b>Total Expenditures</b>	3,258,420	-	-

**GENERAL FUND (001)**

**POLICE DEPARTMENT (2800)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	1,739,110
410	2045	Overtime	106,280
410	2085	Extra Help	1,080
412	2095	Interfund Wages	22,740
415	2220	FICA	143,000
415	2230	Insurance	442,390
415	2235	Retirement Contributions	513,820
415	2240	Workers' Compensation	54,570

**TOTAL PERSONNEL SERVICES**

FTEs

21.3

**3,022,990**

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

510	3045	General Office Supplies	8,850	
		Sub-total of Office Supplies		<b>8,850</b>
515	3120	Books / Periodicals	800	
515	3125	Clothing / Uniforms / Boots / Gloves	14,500	
515	3130	Photography Supplies	750	
515	3135	Food and Local Meetings	2,400	
515	3180	Fuel, Oil & Lubricants	40,000	
515	3310	General Operating Supplies	2,100	
		Sub-total of Operating Supplies		<b>60,550</b>
525	3520	Building Materials / Supplies	4,600	
525	3640	Other Repair & Maintenance Supplies	5,600	
		Sub-total of Repair & Maintenance Supplies		<b>10,200</b>
530	3720	Small Tools	2,500	
		Sub-total of Small Tools		<b>2,500</b>
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		<b>14,500</b>
610	4055	Computer Training	500	
610	4060	Career Development	18,900	
610	4085	Travel Expenses - Training	2,500	
610	4086	Ammo Training	5,000	
		Sub-total of Training		<b>26,900</b>
615	4260	Conference / Meeting Expense	1,500	
615	4265	Travel - Conferences and Meetings	1,500	
		Sub-Total Conferences, Meetings & Travel		<b>3,000</b>

**GENERAL FUND (001)**

**POLICE DEPARTMENT (2800)**

620	4425	Medical / Psychological Exams	3,000	
620	4430	OSHA Mandated Hearing Tests	800	
620	4467	RV Disposals	5,000	
		Sub-total of Professional Services		<b>8,800</b>
630	4750	Various Dues	1,580	
		Sub-total Memberships & Dues		<b>1,580</b>
635	4935	Satellite Phones	1,200	
635	4975	Postage	200	
		Sub-total of Communications		<b>1,400</b>
640	5020	Advertising - Legal Ads / Notices	600	
640	5022	Advertising - Recruitment	400	
		Sub-total of Advertising		<b>1,000</b>
650	5135	Commercial Printing	800	
650	5145	General - Printing & Binding	3,300	
		Sub-total of Printing and Binding		<b>4,100</b>
655	5217	Electricity - Shooting Range	300	
655	5211	Electricity - Public Safety Building	11,760	
656	5450	Natural Gas - Public Safety Building	5,250	
657	5508	Sanitation - Public Safety Building	1,680	
		Sub-total of Public Utility Services		<b>18,990</b>
660	5620	Office Machines	3,100	
660	5710	Radio / Pagers	2,000	
660	5725	Eqpt Other than Veh/Includes Fire extinguishers	2,100	
660	5745	Janitorial Services Agreement	11,400	
660	5785	Motor Vehicles / Auto Body Shop	5,600	
660	5825	General - Repair & Maintenance Services	2,100	
		Sub-total of Repair & Maintenance Services		<b>26,300</b>
675	5985	County Drug Enforcement Program	2,250	
675	5995	Special Investigation	2,500	
675	6000	Towing	1,000	
675	6035	General - Miscellaneous	900	
675	6035	General -Veterinary Costs	1,000	
		Sub-total of Miscellaneous		<b>7,650</b>
685	6245	Computer Hardware	3,500	

**GENERAL FUND (001)**

**POLICE DEPARTMENT (2800)**

		Software Maintenance	
685	6250	Lexipol / Lexipol DTB	6,250
685	6250	Saltus	1,900
685	6250	File On Q Evidence	3,000
685	6250	Recorder Maintenance	1,500
685	6250	WatchGuard; Cellebrite	7,650
685	6250	Other	15,310
		Sub-total of Technology Services	<b>39,110</b>

**TOTAL MATERIALS & SERVICES 235,430**

**TOTAL CAPITAL OUTLAY -**

**TOTAL POLICE DEPARTMENT 3,258,420**

**CAPITAL IMPROVEMENT FUND - POLICE DEPARTMENT**

20-21

**Machinery and Equipment - Police Department**

5		Body Armor Replacments \$1200 ea	6,000
1		iFocus/Justice conversion fee part 3	20,450
2		Evidence room cameras	3,000
		Riser Desk for final records desk	1,715
		Detective Vehicle outfitted with equipment	27,000
		Evidence Software Upgrade	4,500
1		Taser Replacement	1,600
		Replace lobby carpet split with FD (\$ 1,350)	
		Hallway carpet replacement (\$ 1,000)	
		Men's Women's Locker Room Remodel (\$35000)	
		Range Fencing (\$1000)	
1		Left Handed AR15 (\$1100)	
			<b>64,265</b>

**Debt Services**

Principal Payments - Police Vehicle Leases

	Final Pmt Lease # 2852	12,950	
	2nd Pmt Lease # 2918 - 2 vehicles	38,100	
			<b>51,050</b>

Interest Payments - Police Vehicle Leases

	Final Pmt of Lease # 2830	850	
	2nd Pmt Lease # 2918 - 2 vehicles	4,450	
			<b>56,350</b>

**171,665**

**TOTAL POLICE DEPARTMENT - ALL FUNDS 3,430,085**



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**FUND: GENERAL**

Department: Library # 3200

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

The Astoria Library is an active and responsive part of the community. Its service priorities are: 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 to 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 7/1/20 - 6/30/21</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 6/30/18	FYE 6/30/19	FYE 6/30/20				
			<b>Personnel Services:</b>			
173,113	184,452	196,240	Regular Salaries	199,400		
-	-	360	Overtime	370		
75,437	79,112	99,080	Extra Help	104,140		
1,066	3,930	3,360	Interfund Wages	5,210		
18,839	20,190	22,880	FICA Taxes	23,650		
32,015	35,347	37,660	Insurance	39,110		
44,891	46,437	68,810	Retirement Contributions	70,270		
<u>723</u>	<u>141</u>	<u>430</u>	Workers' Compensation	<u>450</u>	-	-
346,084	369,609	428,820	<b>Total Personnel Services</b>	442,600	-	-
5.9	6.1	6.3	FTEs	6.3		
			<b>Materials and Services:</b>			
3,821	3,326	3,550	Office Supplies	3,550		
9,180	8,039	7,820	Operating Supplies	7,820		
49,364	58,653	54,700	Library Materials	54,274		
584	4,155	6,250	Repair & Maintenance Supplies	6,250		
2,897	2,206	2,500	Conferences, Meetings & Travel	2,500		
5,192	2,672	4,800	Professional Services	19,300		
765	1,065	855	Memberships & Dues	955		
17	4	500	Communications	500		
1,068	2,368	1,700	Advertising	1,700		
172	198	600	Printing & Binding	600		
13,882	13,930	16,300	Public Utility Services	16,300		
15,510	14,539	22,800	Repair & Maintenance Services	21,400		
169	202	1,000	Miscellaneous	1,000		
3,277	219	1,200	Projects Funded by Grants	10,400		
<u>25,146</u>	<u>27,796</u>	<u>27,410</u>	Technology	<u>15,845</u>	-	-
131,044	139,372	151,985	<b>Total Materials and Services</b>	162,394	-	-
			<b>Capital Outlay:</b>			
<u>2,271</u>	-	-	Machinery & Equipment	-	-	-
<u>479,399</u>	<u>508,981</u>	<u>580,805</u>	<b>Total Expenditures</b>	<u>604,994</u>	-	-

**General Fund (001)**

**LIBRARY (3200)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	199,400
410	2045	Overtime	370
410	2085	Extra Help	104,140
412	2095	Interfund Wages	5,210
415	2220	FICA	23,650
415	2230	Insurance	39,110
415	2235	Retirement Contributions	70,270
415	2240	Workers' Compensation	450

<b>TOTAL PERSONNEL SERVICES</b>	<b>442,600</b>
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<b>TOTAL FTEs</b>	<b>6.3</b>
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**Materials and Services (510 - 685)**

510	3025	Stationery Envelopes	150
510	3030	Paper	150
510	3040	Printer Cartridges and Supplies	1,750
510	3045	General Office Supplies	1,500

Sub-total of Office Supplies	<b>3,550</b>
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515	3165	Volunteer Program - General	1,000
515	3308	Barcodes/Book Jackets/Processing Supply	3,500
515	3310	General Operating Supplies	3,320

Sub-total of Operating Supplies	<b>7,820</b>
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520	3420	Book Collections, non-fiction	3,600
520	3421	Book Collections, fiction	5,600
520	3422	Book Collections, large print	5,000
520	3423	Audio Books on CD	3,000
520	3424	Adult/Family/Teen Programs	3,620
520	3430	DVD Collection	5,000
520	3435	Magazines	3,000
520	3440	Newspapers / Review Sources	1,000
520	3441	Children's collections-birth to age 5	4,600
520	3442	Children's collections-K-3rd grade	4,250
520	3443	Children's collections- 4th to 6th	3,500
520	3444	Children's collections- 7th to 12th	3,000
520	3445	Children's Programs	3,500
520	3450	ODLC-Library2Go Consortium	4,374
520	3453	Sanborn Maps	730
520	3457	Fundraising Research Materials	500

Sub-total of Library Materials	<b>54,274</b>
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525	3520	Building Materials / Supplies	900
525	3555	Flooring and Lighting	750
525	3640	Other Repair & Maintenance Supplies	4,600

Sub-total of Repair & Maintenance Supplies	<b>6,250</b>
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**General Fund (001)**

**LIBRARY (3200)**

615	4265	Travel - Conferences and Meetings	2,500	
		Sub-total of Conferences, Meetings & Travel		<b>2,500</b>
620	4432	Background Checks	300	
620	4445	Staff Development	500	
620	4540	Professional Services - General	18,500	
		Sub-total of Professional Services		<b>19,300</b>
630	5805	Various Dues	175	
630	4810	American Library Association	450	
630	4815	Public Library Association	80	
630	4820	Oregon Library Association	250	
		Sub-total of Memberships & Dues		<b>955</b>
635	4975	Postage	500	
		Sub-total of Communications		<b>500</b>
640	5030	Advertising	1,700	
		Sub-total of Advertising		<b>1,700</b>
650	5145	Printing & Binding - General	600	
		Sub-total of Printing & Binding		<b>600</b>
655	5283	Electricity	10,500	
656	5470	Natural Gas	5,100	
657	5514	Sanitation	700	
		Sub-total of Public Utility Services		<b>16,300</b>
660	5745	Janitorial Services Agreement	14,900	
660	5760	Heating Systems	3,000	
660	5770	Lighting	3,500	
		Sub-total of Repair & Maintenance Services		<b>21,400</b>
675	6035	General - Miscellaneous	1,000	
		Sub-total of Miscellaneous		<b>1,000</b>
680	6130	Oregon State Library	1,200	
680	6140	IMLS Grant	9,200	
		Sub-total of Projects Funded by Grants		<b>10,400</b>

**General Fund (001)**

**LIBRARY (3200)**

685	6205	Computer Software / Mobile Hot Spot	5,755
685	6210	Annual Technical Repair / Replacement	5,000
685	6260	Library TLC Software Maintenance	3,654
685	6205	Envisionware	1,436
		Sub-total of Technology	<b>15,845</b>

**TOTAL MATERIALS & SERVICES 162,394**

**TOTAL LIBRARY 604,994**

**CAPITAL IMPROVEMENT FUND - LIBRARY**

	Workstations - Public Access	6,000
	Renovation Projects	74,500

**Total Capital Improvement Fund - Library 80,500**

**TOTAL LIBRARY - ALL FUNDS 685,494**

# SPECIAL REVENUE FUNDS

**FUND: CAPITAL IMPROVEMENT # 102**

Basic Objectives

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

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.

Oregon Housing Authority – Community Incentive Fund Loan # 2028 is a 15 year loan with 3% interest. Payments began December 31, 2005 and are made annually. This loan was paid in full on July 6, 2018.

Outstanding housing rehabilitation receivables include nine (9) housing rehabilitation loans in the amount of \$ 77,103, as of June 30, 2018.

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 7/1/20 - 6/30/21			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
<b>Resources</b>						
1,848,279	1,751,092	1,520,000	Beginning Fund Balance	1,580,000		
270,000	279,463	301,000	Intergovernmental	295,270		
28,808	42,703	17,700	Interest Earnings	15,000		
251,471	247,891	180,000	Timber Sale	-		
65,381	-	-	Gifts, Bequests & Grants	-		
27,370	8,811	-	Miscellaneous	1,300,000		
-	-	-	Loan Proceeds			
			Transfer from Other Funds			
-	100,000	-	General Fund	-		
76,500	76,500	76,500	17th Street Dock Fund	76,500	-	-
<b>2,567,809</b>	<b>2,506,460</b>	<b>2,095,200</b>	<b>Total Resources</b>	<b>3,266,770</b>	<b>-</b>	<b>-</b>
<b>Requirements</b>						
<b>Materials &amp; Services:</b>						
			Professional Services			
61,819	145,222	155,250	Public Works	511,300		
12,520	12,200	14,000	Parks	14,000		
11,430	42,049	60,000	Professional Services-Unallocated	50,000		
		700	Advertising-Unallocated	700		
32,863	44,760	70,500	Repair and Maintenance Services			
			Public Works	70,500		
			Projects Funded by Grants			
			Community Development	-		
-	-	-	Unallocated	-	-	-
<b>118,632</b>	<b>244,231</b>	<b>300,450</b>	<b>Total Materials &amp; Services</b>	<b>646,500</b>	<b>-</b>	<b>-</b>
<b>Capital Outlay:</b>						
-	-	10,000	Buildings-Unallocated	10,000		
			Improvements Other Than Bldgs			
-	-	7,500	Unallocated	7,500		
			Machinery and Equipment			
100,833	42,206	106,270	Network Appropriation-Unallocated	130,092		
205,320	175,726	208,000	Parks	190,000		
77,420	39,577	82,500	Library	80,500		
53,384	55,598	68,950	Police	64,265		
17,746	14,200	49,000	Fire	47,500		
48,179	13,223	46,500	City Hall	40,200		
25,630	-	4,000	Finance	4,000	-	-
<b>528,512</b>	<b>340,530</b>	<b>582,720</b>	<b>Total Capital Outlay</b>	<b>574,057</b>	<b>-</b>	<b>-</b>
<b>Debt Service</b>						
49,141	42,156	68,900	Principal-Police	51,050		
68,215	70,166	72,250	Principal-Fire	74,350		
37,032	77,430	-	Principal-Unallocated	-		
3,606	2,967	2,680	Interest-Police	5,300		
8,145	6,194	4,250	Interest-Fire	2,150		
3,434	1,245	-	Interest-Unallocated	-	-	-
<b>169,573</b>	<b>200,158</b>	<b>148,080</b>	<b>Total Debt Service</b>	<b>132,850</b>	<b>-</b>	<b>-</b>
-	-	<b>200,000</b>	<b>Contingency</b>	<b>200,000</b>	<b>-</b>	<b>-</b>
<b>816,717</b>	<b>784,919</b>	<b>1,231,250</b>	<b>Total Expenditures</b>	<b>1,553,407</b>	<b>-</b>	<b>-</b>
1,001,092	971,541	113,950	Fund Balance	963,363		
750,000	750,000	750,000	Reserved for Future Expenditures	750,000	-	-
<b>1,751,092</b>	<b>1,721,541</b>	<b>863,950</b>	Ending Fund Balance	<b>1,713,363</b>	<b>-</b>	<b>-</b>
<b>2,567,809</b>	<b>2,506,460</b>	<b>2,095,200</b>	<b>Total Requirements</b>	<b>3,266,770</b>	<b>-</b>	<b>-</b>

**CAPITAL IMPROVEMENT FUND (102 0000)**

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

620	4450	Property Appraisals	3,500	
620	4455	Forest Management Plan Activities	450,000	
620	4460	Hazardous Tree Removal - Public Works City Propertie	35,000	
620	4460	Hazardous Tree Removal - Parks	14,000	
620	4465	Forest Fire Protection	12,800	
620	4466	Millpond Taxes and HOA Dues	0	
620	4467	City Property Sanitary/Refuse Removal	10,000	
620	4540	Professional Services - General	50,000	
		Sub-total of Professional Services		575,300
640	5030	Advertising - Public Notices	700	
		Sub-total of Advertising		700
660	5800	Watershed Road Repairs	45,500	
660	5825	Slide Repair and Maintenance	25,000	
		Sub-total of Repair and Maintenance Services		70,500
680	6140	General-Projects Funded by Grants Grants	-	
		Sub-total of Projects Funded by Grants		-

**TOTAL MATERIALS & SERVICES** **646,500**

**Capital Outlay (720 - 740)**

**GENERAL FUND:**

720	6400	<u>Buildings</u>	10,000	
		Sub-total Buildings		<b>10,000</b>
730	6500	<u>Improvements Other Than Buildings</u>	7,500	
		Sub-total Improvements Other Than Buildings		<b>7,500</b>

740	6650	<u>Machinery &amp; Equipment</u>		
		iFocus Recommended Expenditures	130,092	
		Parks and Recreation	190,000	
		Library	80,500	
		Police Department	64,265	
		Fire Department	47,500	
		Finance Department	4,000	
		City Hall Department	40,200	
		Sub-total Machinery & Equipment		<b>556,557</b>
<b>TOTAL CAPITAL OUTLAY</b>				<b>574,057</b>
<u><b>Debt Service (810)</b></u>				
810	6026	Principal - Police Vehicle Leases	51,050	
810	6027	Interest - Police Vehicle Leases	5,300	
810	6028	Principal - Fire Pumper Truck Lease		
810	6029	Interest - Fire Pumper Truck Lease	74,350	
			2,150	
		Sub-total of Debt Service		<b>132,850</b>
<u><b>Contingent Expenditures (910)</b></u>				
910	8020	Contingency	200,000	
		Sub-total of Contingency		<b>200,000</b>
<u><b>Ending Fund Balance (950)</b></u>				
950	8520	Unappropriated Ending Fund Balance	963,363	
950	8520	Reserve for Library Project	750,000	
		Sub-total Ending Fund Balance		<b>1,713,363</b>
<b>TOTAL CAPITAL IMPROVEMENT FUND</b>				<b>3,266,770</b>

**FUND:        UNEMPLOYMENT # 104**

Basic Objectives

This fund is maintained for the payment of unemployment claims. The revenue resources are provided by transfers from other operating funds.

Staffing

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



City of Astoria, Oregon  
Budget Document

UNEMPLOYMENT FUND # 104

Historical Data			Budget for Fiscal Year 7/1/20 - 6/30/21			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
<b>Resources</b>						
38,696	33,556	35,560	Beginning Fund Balance	45,100		
568	887	700	Interest Earnings	450		
5,000	6,000	6,000	Transfers from Other Fund: General Fund	6,000	-	-
<u>44,264</u>	<u>40,443</u>	<u>42,260</u>	<b>Total Resources</b>	<u>51,550</u>	-	-
<b>Requirements</b>						
10,708	-	20,000	<b>Material and Services:</b> Unemployment claims	50,000	-	-
-	-	5,000	Contingency	1,550	-	-
33,556	40,443	17,260	Ending Fund Balance	-	-	-
<u>44,264</u>	<u>40,443</u>	<u>42,260</u>	<b>Total Requirements</b>	<u>51,550</u>	-	-

2020 / 21 Budget Detail Information

UNEMPLOYMENT FUND (104 0000)

<b>Materials and Services (675)</b>			
675	6055	Services-Miscellaneous Unemployment Claims	50,000
		Contingency	1,550
		Ending Fund Balance	-
<b>TOTAL UNEMPLOYMENT FUND</b>			<u>51,550</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 benefiting the community.

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

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

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

City Council approved a loan guarantee using Revolving Loan Funds for the renovation of the Astoria Armory on May 16, 2016. The loan guarantee is not a grant to the Armory and the guarantee amount will scale down over five years. Craft3 provided additional support for the Armory project with a \$ 45,000 capacity building grant.

Staffing

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

City of Astoria, Oregon  
Budget Document

**REVOLVING LOAN FUND # 122**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/20- 6/30/21</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 6/30/18	FYE 6/30/19	FYE 6/30/20				
<b><u>Resources</u></b>						
294,754	352,440	114,000	Beginning Fund Balance	249,100		
3,276	5,740	2,280	Interest on Investments	2,490		
<u>57,047</u>	<u>-</u>	<u>11,940</u>	Miscellaneous Income	<u>11,940</u>	<u>-</u>	<u>-</u>
<u>355,077</u>	<u>358,180</u>	<u>128,220</u>	<b>Total Resources</b>	<u>263,530</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Materials &amp; Services</b>						
2,637	-	123,170	Miscellaneous	210,600		
-	-	5,050	Contingency	52,930		
<u>352,440</u>	<u>358,180</u>	<u>-</u>	<b>Ending Fund Balance</b>	<u>-</u>	<u>-</u>	<u>-</u>
<u>355,077</u>	<u>358,180</u>	<u>128,220</u>	<b>Total Requirements</b>	<u>263,530</u>	<u>-</u>	<u>-</u>

**2020 / 21 Budget Detail Information**

**REVOLVING LOAN FUND (122 0000)**

<b><u>Materials and Services (675)</u></b>			
Miscellaneous			
675	6025	Economic Development Projects	130,600
675	6035	Derelict Building Program Support	<u>80,000</u>
Total Materials & Services			210,600
910	8020	Contingency	52,930
950	8520	Ending Fund Balance	<u>-</u>
<b>TOTAL REVOLVING LOAN FUND</b>			<b><u>263,530</u></b>

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

Basic Objectives

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

Staffing

The budget provides for no staff positions.

City of Astoria, Oregon  
Budget Document

COMMUNITY DEVELOPMENT BLOCK GRANT FUND # 125

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/20- 6/30/21</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 6/30/18	FYE 6/30/19	FYE 6/30/20				
<b><u>Resources</u></b>						
-	-	-	Beginning Fund Balance	-	-	-
-	-	-	CDBG	-	-	-
-	-	327,000	Loan Repayments	284,100	-	-
-	-	-	Interest	-	-	-
-	-	-	Miscellaneous Revenue	-	-	-
-	-	327,000	<b>Total Resources</b>	<b>284,100</b>	<b>-</b>	<b>-</b>
<b><u>Requirements</u></b>						
<b>Materials &amp; Services</b>						
-	-	261,600	Loan Disbursements	240,000	-	-
-	-	65,400	Program Management Fees	44,100	-	-
-	-	327,000	<b>Total Materials &amp; Services</b>	<b>284,100</b>	<b>-</b>	<b>-</b>
-	-	-	<b>Contingent Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>
-	-	-	Ending Fund Balance	-	-	-
-	-	327,000	<b>Total Requirements</b>	<b>284,100</b>	<b>-</b>	<b>-</b>

Detail Budget Information 2020 / 21

COMMUNITY DEVELOPMENT BLOCK GRANT FUND (125 0000)

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

675-6025	Loan Disbursements	240,000	
620-4470	Program Management Fees	44,100	
			284,100
<b>TOTAL HOUSING REHABILITATION LOAN FUND</b>			<b>284,100</b>

**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 is overseen by the Community Development Department of the General Fund and is accounted for as the Building Inspection fund in compliance with ORS 455.210. Maintaining a separate fund provides measurement of the costs of the program as they relate to revenue from charges for services.

Staffing

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

City of Astoria, Oregon  
Budget Document

**BUILDING INSPECTION FUND # 128**

Budget for Fiscal Year 7/1/20 - 6/30/21

<u>Historical Data</u>			<u>Resources and Requirements</u>	<u>Budget for Fiscal Year 7/1/20 - 6/30/21</u>		
<u>Actual Data</u> FYE 6/30/18	<u>Actual Data</u> FYE 6/30/19	<u>Adopted Budget</u> FYE 6/30/20		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			<b><u>Resources</u></b>			
326,528	260,828	214,200	Beginning Fund Balance	456,600		
161,918	202,137	200,000	Charges for Services	200,000		
-	-		Miscellaneous Income			
4,689	5,964	4,300	Interest on Investments	4,600	-	-
<u>493,135</u>	<u>468,929</u>	<u>418,500</u>	<b>Total Resources</b>	<u>661,200</u>	<u>-</u>	<u>-</u>
			<b><u>Requirements</u></b>			
			<b>Personnel Services:</b>			
111,442	103,013	130,290	Regular Salaries	133,010		
16,700	1,050	20,600	Extra Help	-		
9,462	7,755	11,550	FICA Taxes	10,180		
33,778	25,244	37,060	Insurance	45,520		
24,852	24,143	37,670	Retirement Contributions	38,460		
967	798	2,600	Workers' Compensation	2,100	-	-
197,201	162,003	239,770	<b>Total Personnel Services</b>	229,270	-	-
2.0	2.0	2.2	<b>FTEs</b>	2.0		
			<b>Materials and Services:</b>			
1,934	1,322	2,000	Office Supplies	2,000		
825	495	650	Operating Supplies	650		
2,055	19	2,500	Conferences, Meetings & Travel	2,500		
3,182	45,235	14,450	Professional Services	236,050		
350	475	350	Memberships & Dues	350		
196	529	500	Communications	750		
-	198	250	Printing & Binding	250		
384	138	1,230	Repair & Maintenance Services	1,500		
5,380	4,264	7,060	Miscellaneous	5,560	-	-
14,306	52,675	28,990	<b>Total Materials and Services</b>	249,610	-	-
			<b>Transfers to Other Funds</b>			
20,800	20,800	20,800	General Fund	20,800	-	-
20,800	20,800	20,800	<b>Total of Transfer to Other Funds</b>	20,800	-	-
-	-	50,000	<b>Contingency</b>	55,000		
232,307	235,478	339,560	<b>Total Expenditures</b>	554,680	-	-
260,828	233,451	78,940	Ending Fund Balance	106,520	-	-
<u>493,135</u>	<u>468,929</u>	<u>418,500</u>	<b>Total Requirements</b>	<u>661,200</u>	<u>-</u>	<u>-</u>

**BUILDING INSPECTION FUND (128 3300)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	133,010
415	2085	Extra Help	0
415	2220	FICA Taxes	10,180
415	2230	Insurance	45,520
415	2235	Retirement Contributions	38,460
415	2240	Workers' Compensation	2,100

**TOTAL PERSONNEL SERVICES**

**229,270**

**FTEs            2.0**

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

510	3045	General Office Supplies	1,000
		Code Books and Periodicals	1,000
		Sub-total of Office Supplies	<b>2,000</b>
515	3180	Fuel, Oil and Lubricants	400
515	3310	General Operating Supplies	250
		Sub-total Operating Supplies	<b>650</b>
615	4260	Conference / Meeting Expense	2,000
615	4265	Travel - Conferences / Meetings	500
		Sub-total Conferences, Meetings & Travel	<b>2,500</b>
620	4485	Contract Building Inspection Services	234,600
620	4490	Microfilming	1,000
620	4539	VOIP Cisco	450
		Sub-total of Professional Services	<b>236,050</b>
630	4750	Various Dues	350
		Sub-total Memberships & Dues	<b>350</b>
635	4930	Communications	750
		Sub-total Communications	<b>750</b>
645	5060	EAP Insurance	60
		Sub-total Insurance	<b>60</b>



<b>BUILDING INSPECTION FUND (128 3300)</b>			
650	5145	General - Printing and Binding	250
		Sub-total of Printing and Binding	<b>250</b>
660	5620	Office Machines	500
660	5825	General - Repair & Maintenance Services	300
		Sub-total of Repair & Maintenance Services	<b>800</b>
675	5925	VISA Fees	5,000
675	6035	General - Miscellaneous Services	500
		Sub-Total of Miscellaneous-Services	<b>5,500</b>
685	6207	Photocopy Machine	700
		Sub-Total Technology Services	<b>700</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>249,610</b>
<b><u>Capital Outlay (740)</u></b>			
740	6650	Machinery & Equipment	-
<b>TOTAL CAPITAL OUTLAY</b>			<b>-</b>
<b><u>Transfer to Other Funds (850)</u></b>			
850	7555	General Fund	20,800
		Sub-total Transfer to Other Funds	<b>20,800</b>
<b><u>Contingent Expenditures (910)</u></b>			
910	8020	Contingency	55,000
		Sub-total Contingency	<b>55,000</b>
<b><u>Fund Balance (950)</u></b>			
950	8520	Unappropriated Ending Fund Balance	106,520
		Sub-total Ending Fund Balance	<b>106,520</b>
<b>TOTAL BUILDING INSPECTION FUND</b>			<b>661,200</b>
<b>CAPITAL IMPROVEMENT FUND - BUILDING INSPECTION</b>			
<b>Total Capital Improvement Fund - Building Inspection</b>			<b>-</b>
<b>TOTAL BUILDING INSPECTION - ALL FUNDS</b>			<b>661,200</b>

**FUND:           EMERGENCY COMMUNICATIONS # 132**

Basic Objectives

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

Staffing

This budget provides for a Center manager, a supervisor, 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 7/1/20 - 6/30/21			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
<b>Resources</b>						
858,778	1,027,448	750,000	Beginning Fund Balance	826,000		
			Prior Period Adjustment			
286,697	293,452	280,000	Intergovernmental	301,380		
595,565	653,948	719,694	Charges for Services	688,934		
13,084	22,572	13,507	Interest on Investments	13,204		
	2,612		Miscellaneous			
			Transfer From Other Funds			
398,550	420,645	443,912	General Fund	499,934		
-	-	6,200	Public Works	6,200		
<u>2,152,674</u>	<u>2,420,677</u>	<u>2,213,313</u>	<b>Total Resources</b>	<u>2,335,652</u>	-	-
<b>Requirements</b>						
<b>Personnel Services:</b>						
562,904	572,304	708,800	Regular Salaries	747,200		
96,120	128,649	89,600	Overtime	160,000		
1,867	339	-	Extra Help	-		
49,752	52,362	63,000	FICA Taxes	69,400		
135,703	171,026	213,700	Insurance	243,400		
115,939	125,361	191,100	Retirement Contributions	214,600		
1,910	969	1,400	Workers' Compensation	1,300		
964,195	1,051,010	1,267,600	<b>Total Personnel Services</b>	1,435,900	-	-
9.0	10.0	12.0	FTEs	12.0	12.0	12.0
<b>Materials and Services:</b>						
825	4,214	4,500	Office Supplies	4,500		
1,135	1,042	6,000	Operating Supplies	6,000		
1,164	1,874	3,500	Small Tools & Minor Equipment	3,500		
-	711	3,500	General Repairs / City Shops	3,500		
1,620	1,910	3,200	Training	3,200		
9,628	3,725	12,000	Conferences, Meetings & Travel	12,000		
3,987	10,407	67,800	Professional Services	42,800		
1,097	502	2,500	Memberships & Dues	2,500		
7,429	6,662	7,000	Communications	7,000		
165	242	500	Advertising	500		
4,251	3,430	5,240	Public Utility Services	5,240		
24,770	24,084	26,250	Repair & Maintenance Services	26,250		
32,225	68,139	58,000	Technology	58,000		
710	1,539	2,500	Miscellaneous	2,500		
89,006	128,481	202,490	<b>Total Materials and Services</b>	177,490	-	-
<b>Capital Outlay:</b>						
21,734	8,600	20,000	Buildings	20,000		
25,291	100,563	233,000	Machinery & Equipment	296,250		
47,025	109,163	253,000	<b>Total Capital Outlay</b>	316,250	-	-
<b>Transfer to Other Fund</b>						
25,000	25,000	25,000	General Fund	25,000		
-	-	65,000	<b>Contingency</b>	150,000		
1,125,226	1,313,654	1,813,090	<b>Total Expenditures</b>	2,104,640	-	-
1,027,448	1,107,023	300,223	Ending Fund Balance	231,012		
-	-	100,000	Reserved for Future Capital Expenditure	-		
<u>1,027,448</u>	<u>1,107,023</u>	<u>400,223</u>	<b>Total Ending Fund Balance</b>	<u>231,012</u>	-	-
<u>2,152,674</u>	<u>2,420,677</u>	<u>2,213,313</u>	<b>Total Requirements</b>	<u>2,335,652</u>	-	-

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

410	2020	Straight Time - Regular	747,200
410	2045	Overtime	160,000
415	2220	FICA - Social Security	69,400
415	2230	Insurance	243,400
415	2235	Retirement Contributions	214,600
415	2240	Workers' Compensation	1,300

**TOTAL PERSONNEL SERVICES****1,435,900****FTEs****Materials and Services (510 - 685)**

510	3025	Stationery Envelopes	500
510	3030	Paper	500
510	3040	Printer Cartridges and Supplies	500
510	3045	General Office Supplies	3,000
		Sub-total of Office Supplies	<b>4,500</b>
515	3180	Fuel and Lubricants	6,000
		Sub-total of Operating Supplies	<b>6,000</b>
530	3720	Small Tools & Minor Equipment	3,500
		Sub-total of Small Tools & Minor Equipment	<b>3,500</b>
545	3830	General Repairs / Vehicle Supplies City Shops	3,500
		Sub-total of City Shops Supplies	<b>3,500</b>
610	4095	Certification	100
610	4100	EMD	100
610	4110	Dispatch Training	3,000
		Sub-total of Training	<b>3,200</b>
615	4260	Conferences / Meeting Expenses / Recognition	10,000
615	4265	Travel-Conferences and Meetings	2,000
		Sub-total of Conferences, Meetings & Travel	<b>12,000</b>
620	4495	APCO Frequency Coordination	3,500
620	4539	VOIP Cisco/Obsidian Support	1,800

**EMERGENCY COMMUNICATIONS (132 3400)**

620	4540	Professional Services-General	37,500	
		Sub-total of Professional Services		<b>42,800</b>
630	4750	Various Dues	2,500	
		Sub-Total of Memberships & Dues		<b>2,500</b>
635	4940	911 Lines/Non Emergency	6,000	
635	4955	Language Line Services	1,000	
		Sub-total of Communications		<b>7,000</b>
640	5030	Advertising - Public Notices	500	
		Sub-total of Advertising		<b>500</b>
655	5215	<b>Electricity - 3550 Reservoir Ridge Rd</b>	2,640	
655	5218	Electricity - L&C MW	500	
655	5219	Electricity - L&C BLDNG	1,200	
655	5216	Electricity - 2195 Coxcomb Drive	900	
		Sub-total of Public Utility Services		<b>5,240</b>
660	5705	Server - Ifocus	26,250	
		Sub-total of Repair & Maintenance Services		<b>26,250</b>
675	6035	General - Miscellaneous	2,500	
		Sub-total of Miscellaneous		<b>2,500</b>
685	6205	911 Web Site Maintenance	1,500	
685	6225	Eventide	3,000	
685	6230	Web based Communication Software	5,000	
685	6235	Computer Hardware Maintenance	8,700	
685	6240	Justice License	6,000	
685	6245	Crime Reports	1,500	
685	6265	Subscriber reimbursed expenses	31,300	
685	6275	Tailored Solutions	1,000	
		Sub-total of Technology Services		<b>58,000</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>177,490</b>

<b>EMERGENCY COMMUNICATIONS (132 3400)</b>			
<b><u>Capital Outlay (740)</u></b>			
720	6400	Communication System Network Maintenance Radio Site Maintenance	20,000
		Sub-total of Buildings	<b>20,000</b>
740	6650	Machinery & Equipment PC's	3,100
		UPS Batteries	1,000
		Radio Site Cameras	7,000
		Voting Receivers	2,500
		Maintenance Contract Simulcast System	40,000
		Simulcast City	35,000
		Pub Safe SAN rplcmnt/extend server warranty	36,000
		Pub Safe Svr Replacement FY 21/22	20,000
		Network Switch Replacement	91,650
		Dispatch Radio Console FY 22/23	60,000
		Sub-total of Machinery & Equipment	<b>296,250</b>
<b>TOTAL CAPITAL OUTLAY</b>			<b>316,250</b>
<b><u>Transfer to Other Funds (850)</u></b>			
850	7555	General Fund	25,000
		Sub-total Transfers to Other Funds	<b>25,000</b>
<b><u>Contingent Expenditures (910)</u></b>			
910	8020	Contingent Expenditures	150,000
		Sub-total of Contingent Expenditures	<b>150,000</b>
<b><u>Ending Fund Balance (950)</u></b>			
950	8520	Unappropriated Ending Fund Balance	231,012
950	8520	Reserved for Future Capital Expenditures - Dispatch Consoles	0
		Sub-total of Ending Fund Balance	<b>231,012</b>
<b>TOTAL EMERGENCY COMMUNICATIONS FUND</b>			<b>2,335,652</b>



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**FUND: SPECIAL POLICE PROJECTS # 136**

Basic Objectives

This fund was established by Resolution No. 94-21, adopted on April 18, 1994. Since the passage of the tax limitation law in 1990, the Astoria Police Department has sought grants and alternate funding sources.

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

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

Staffing

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



City of Astoria, Oregon  
Budget Document

**SPECIAL POLICE PROJECTS #136**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/20 - 6/30/21</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 6/30/18	FYE 6/30/19	FYE 6/30/20				
<b><u>Resources</u></b>						
21,804	16,587	15,520	Beginning Fund Balance	16,613		
262	371	310	Intergovernmental Revenue	170		
1,198	2,002	-	Interest Earnings			
	617		Gifts & Bequests	-		
1,400	1,400	1,400	Fines and Forfeitures			
			Transfers from Other Funds	1,400	-	-
<u>24,664</u>	<u>20,977</u>	<u>17,230</u>	<b>Total Resources</b>	<u>18,183</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
8,077	4,413	15,730	<b>Materials and Services:</b>			
-	-	-	Operating Supplies	16,683		
			Projects Funded by Grants	-	-	-
8,077	4,413	15,730	<b>Total Materials and Services</b>	16,683	-	-
-	-	1,500	<b>Contingency</b>	1,500	-	-
8,077	4,413	17,230	<b>Total Expenditures</b>	18,183	-	-
16,587	16,564	-	Ending Fund Balance	-	-	-
<u>24,664</u>	<u>20,977</u>	<u>17,230</u>	<b>Total Requirements</b>	<u>18,183</u>	<u>-</u>	<u>-</u>

2020 / 21 Budget Detail Information

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

<u>Materials and Services</u>			
515	3310	Operating Supplies	16,683
		Total Materials and Services	16,683
		Contingency	1,500
		Ending Fund Balance	-
<b>TOTAL SPECIAL POLICE PROJECTS FUND</b>			<b>18,183</b>

**FUND:            PARKS PROJECT FUND # 146**

Basic Objectives

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

Staffing

The 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 7/1/20 - 6/30/21</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 6/30/18	FYE 6/30/19	FYE 6/30/20				
			<b>Resources</b>			
267,546	268,783	40,100	Beginning Fund Balance	68,620		
-			Grants	45,030		
9,733	29,464	-	Gifts & Bequests	-		
1,169	1,368	800	Interest Earnings	690	-	-
<u>278,448</u>	<u>299,615</u>	<u>40,900</u>	<b>Total Resources</b>	<u>114,340</u>	<u>-</u>	<u>-</u>
			<b>Requirements</b>			
			<b>Materials &amp; Services:</b>			
9,665	12,286	25,000	Professional Services	35,000	-	-
9,665	12,286	25,000	<b>Total Materials &amp; Services</b>	35,000	-	-
			<b>Capital Outlay:</b>			
-	25,742	15,900	Improvements Other Than Bldgs	75,030		
-	-	-	<b>Contingent Expenditures</b>	4,310	-	-
9,665	38,028	40,900	<b>Total Expenditures</b>	114,340	-	-
<u>268,783</u>	<u>261,587</u>	<u>-</u>	Ending Fund Balance	-	-	-
<u>278,448</u>	<u>299,615</u>	<u>40,900</u>	<b>Total Requirements</b>	<u>114,340</u>	<u>-</u>	<u>-</u>

Historical ending fund balances reflect \$ 195,000 asset valuation of Mill Pond Lots which were recorded in conformance with Governmental Accounting Standards Board (GASB) 72 requirements in Fiscal Year 2016. No cash value is available to appropriate from the valuation amount and therefore is not included in resource or requirements budgeting on an annual basis.

**2020 /21 Budget Detail Information**

**PARKSPROJECT FUND (146 0000)**

			<b>Materials &amp; Services</b>		
620	4540		Professional Services	35,000	
			<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>35,000</b>
			<b>Capital Outlay</b>		
730	6500		Improvements Other Than Buildings	75,030	
			<b>TOTAL CAPITAL OUTLAY</b>		<b>75,030</b>
910	8020		Contingency		<b>4,310</b>
950	8,520		Ending Fund Balance		-
			<b>TOTAL PARKS PROJECT FUND</b>		<b>114,340</b>

**FUND: MARITIME MEMORIAL # 148**

Basic Objectives

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

General

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

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 7/1/20 - 6/30/21</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 6/30/18</u>	<u>FYE 6/30/19</u>	<u>FYE 6/30/20</u>				
<b><u>Resources</u></b>						
100,284	114,522	1,000	Beginning Fund Balance	11,600		
23,430	2,478	20,000	Gifts and Bequests	20,000		
	50,000	-	Loan Proceeds	-		
1,689	18,900	100	Interest Earnings	120	-	-
<u>125,403</u>	<u>185,900</u>	<u>21,100</u>	<b>Total Resources</b>	<u>31,720</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Materials &amp; Services:</b>						
-	-	-	Office Supplies	-		
10,881	11,850	11,100	Professional Services	10,500		
-	-	-	Repair & Maintenance Services	-	-	-
10,881	11,850	11,100	<b>Total Materials &amp; Services</b>	10,500	-	-
<b>Capital Outlay:</b>						
-	126,371	-	Improvements Other Than Bldgs	-	-	-
<b>Contingent Expenditures</b>						
-	-	-		5,000	-	-
<b>Debt Service:- Principal Only Loan</b>						
-	-	10,000		10,000	-	-
10,881	138,221	21,100	<b>Total Expenditures</b>	25,500	-	-
114,522	47,679	-	Ending Fund Balance	6,220	-	-
<u>125,403</u>	<u>185,900</u>	<u>21,100</u>	<b>Total Requirements</b>	<u>31,720</u>	<u>-</u>	<u>-</u>

**2020 / 21 Budget Detail Information**

**MARITIME MEMORIAL FUND (148 0000)**

<b><u>Materials and Services</u></b>						
620	4540		Professional Services - General	10,500		
<b>TOTAL MATERIALS &amp; SERVICES</b>						<b>10,500</b>
<b><u>Capital Outlay</u></b>						
730	6500		Improvements Other Than Buildings	-		
<b>TOTAL CAPITAL OUTLAY</b>						<b>-</b>
<b>Contingency</b>						<b>5,000</b>
<b><u>Debt Service</u></b>						
810	6990		Principal Only Loan from Astor West URD	10,000		
<b>Ending Fund Balance</b>						<b>6,220</b>
<b>TOTAL MARITIME MEMORIAL FUND</b>						<b>31,720</b>

**FUND:                    PARKS OPERATION # 158**

Basic Objectives

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

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

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

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

Staffing

All of the employees of this fund are under the supervision of the Parks and Recreation Director. Full time staffing includes: Parks and Recreation Director; one manager; three recreation coordinators; one maintenance supervisor; one pool supervisor; two full time maintenance workers; one administrative assistant; 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 7/1/20- 6/30/21</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 6/30/18</u>	<u>FYE 6/30/19</u>	<u>FYE 6/30/20</u>				
<b><u>Resources</u></b>						
102,450	397,213	510,000	Beginning Fund Balance	370,300		
			Charges for Services			
479,382	504,717	510,000	Aquatic Fees	510,000		
628,275	694,087	700,000	Recreation Fees	741,500		
67,515	84,673	74,500	Maintenance Fees	-		
			Interest			
596	923	2,000	Parks Operations	4,000		
13,458	21,116	23,000	Cemetery Irreducible Fund	-		
			Transfers from Other Funds:			
1,194,100	1,111,110	1,111,110	General Fund	1,111,110		
116,700	360,350	320,200	Promote Astoria	280,000		
-	-	-	Cemetery Irreducible	9,000		
70,000	70,000	70,000	17th Street Dock	70,000	-	-
<b>2,672,476</b>	<b>3,244,189</b>	<b>3,320,810</b>	<b>Total Resources</b>	<b>3,095,910</b>	<b>-</b>	<b>-</b>
<b><u>Requirements (by department)</u></b>						
836,710	831,960	935,940	Aquatic	968,070		
1,045,636	1,136,810	1,183,140	Parks-Recreation / Administration	1,363,060		
392,917	512,367	643,260	Maintenance	593,320		
-	-	100,000	Contingency	100,000	-	-
<b>2,275,263</b>	<b>2,481,137</b>	<b>2,862,340</b>	<b>Total Expenditures</b>	<b>3,024,450</b>	<b>-</b>	<b>-</b>
<b>397,213</b>	<b>763,052</b>	<b>358,470</b>	Ending Fund Balance	71,460	-	-
<b>2,672,476</b>	<b>3,244,189</b>	<b>3,220,810</b>	<b>Total Requirements</b>	<b>3,095,910</b>	<b>-</b>	<b>-</b>

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

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/20 - 6/30/21</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 6/30/18	FYE 6/30/19	FYE 6/30/20				
575,456	587,332	630,010	Personnel Services:			
832,890	900,299	1,074,450	Aquatic Facility	662,320		
234,892	351,258	410,930	Recreation / Administration	1,142,010		
			Maintenance	400,520	-	-
1,643,238	1,838,889	2,115,390	Total Personal Services	2,204,850	-	-
			Materials & Services:			
261,254	244,628	305,930	Aquatic Facility	305,750		
202,657	236,511	208,690	Recreation / Administration	221,050		
158,025	161,109	232,330	Maintenance	192,800	-	-
621,936	642,248	746,950	Total Materials & Services	719,600	-	-
			Capital Outlay:			
-	-	-	Aquatic Facility	-	-	-
10,089	-	-	Recreation / Administration	-	-	-
-	-	-	Maintenance	-	-	-
10,089	-	-	Total Capital Outlay	-	-	-
-	-	100,000	Contingency	100,000	-	-
397,213	737,909	358,470	<b>Ending Fund Balance</b>	71,460	-	-
<u>2,672,476</u>	<u>3,219,046</u>	<u>3,320,810</u>	<b>Total Expenditures</b>	<u>3,095,910</u>	-	-

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





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**FUND:                    PARKS OPERATION**

Department:            Aquatics # 4100

Basic Objectives

The indoor Astoria Aquatic Center became operational on June 13, 1998. It offers a 6-lane lap pool, a warm water recreation pool with therapy swim apparatus, a river current channel, a splash fountain, a large slide, a wading pool and a spa. Dry land components include a large fitness 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 two full-time employee. Temporary employees fill the function of life guards and support staff.

City of Astoria, Oregon  
Budget Document  
PARKS OPERATION FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/20 - 6/30/21</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 6/30/18	FYE 6/30/19	FYE 6/30/20				
			<b>Personnel Services:</b>			
91,863	110,991	119,100	Regular Salaries	125,450		
537	-	-	Overtime	-		
355,764	334,547	349,020	Extra Help	372,990		
33,811	33,677	35,820	FICA Taxes	38,130		
36,747	45,898	45,220	Insurance	45,750		
48,320	53,993	61,840	Retirement Contributions	64,370		
8,414	8,226	19,010	Workers' Compensation	15,630	-	-
575,456	587,332	630,010	<b>Total Personal Services</b>	662,320	-	-
12.7	12.8	14.0	FTEs	14.0		
			<b>Materials and Services:</b>			
1,637	2,078	1,900	Office Supplies	1,300		
456	886	1,000	Concession Supplies	1,000		
3,191	6,674	6,500	Retail Supplies	7,000		
56,406	50,562	59,500	Operating Supplies	57,500		
6,002	4,849	6,770	Repair & Maintenance Supplies	9,600		
11,882	12,468	12,300	Training	9,800		
2,611	2,435	2,500	Conferences, Meetings & Travel	2,000		
18,990	18,785	31,940	Professional Services	35,200		
-	-	-	Memberships & Dues	-		
1,306	2,981	3,220	Communications	2,800		
547	387	1,000	Advertising	500		
-	100	500	Printing & Binding	500		
116,418	117,954	143,600	Public Utility Services	138,000		
28,418	15,085	18,800	Repair & Maintenance Services	23,850		
1,476	-	1,500	Rentals	1,500		
7,843	5,644	7,300	Miscellaneous	7,600		
4,071	3,740	7,600	Technology Services	7,600	-	-
261,254	244,628	305,930	<b>Total Materials and Services</b>	305,750	-	-
			<b>Capital Outlay:</b>			
-	-	-	Machinery & Equipment	-	-	-
-	-	-	<b>Total Capital Outlay</b>	-	-	-
836,710	831,960	935,940	<b>Total Expenditures</b>	968,070	-	-

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-AQUATICS (4100)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	125,450
410	2045	Overtime	
410	2085	Extra Help	372,990
412	2095	Interfund Wages	
415	2220	FICA - Social Security	38,130
415	2225	Insurance	45,750
415	2235	Retirement Contributions	64,370
415	2240	Workers' Compensation	15,630

**TOTAL PERSONNEL SERVICES**

**662,320**

FTEs            14.0

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

510	3045	General Office Supplies	1,300	
		Sub-total of Office Supplies		1,300
515	3140	First Aid Supplies	1,000	
515	3160	Program Supplies	3,000	
515	3170	Concession Stand Supplies	1,000	
515	3175	Retail Item Supplies	7,000	
515	3180	Fuel Oil Lubricants	500	
515	3265	Custodial Supplies	10,000	
515	3270	Chemicals	35,000	
515	3310	General Operating Supplies	8,000	
		Sub-total of Operating Supplies		65,500
525	3520	Building Materials / Supplies	1,600	
525	3540	Paint and Paint Supplies	500	
525	3545	Plumbing Supplies	3,200	
525	3550	Electrical Supplies	800	
525	3640	Other Repair and Maintenance Supplies	3,000	
		Sub-total Repair and Maintenance Supplies		9,100
530	3720	Small Tools	500	
				500

**PARKS OPERATION FUND (158)**

**PARKS OPERATION-AQUATICS (4100)**

610	4085	Travel Expense - Training	1,000	
610	4105	Life Guard Services	8,000	
610	4115	Workshops	800	
		Sub-total of Training		9,800
615	4260	Conferences / Meeting Expense	1,000	
615	4265	Travel - Conferences and Meeting	1,000	
		Sub-total of Conferences, Meetings & Travel		2,000
620	4432	Background Checks	1,200	
620	4540	Professional Services - General	34,000	
		Sub-total of Professional Services		35,200
635	4920	Cell Phones	1,400	
635	4965	Charter Cable	1,400	
		Sub-total of Communications		2,800
640	5030	Advertising - Public Notices	500	
		Sub-total of Advertising		500
645	5060	Insurance - EAP	1,000	
		Sub-total of Insurance		1,000
650	5145	General - Printing & Binding	500	
		Sub-total of Printing & Binding		500
655	5289	Electricity	80,000	
656	5479	Natural Gas	52,000	
657	5517	Sanitation	6,000	
		Sub-total of Public Utility Services		138,000

**PARKS OPERATION FUND (158)**

**PARKS OPERATION-AQUATICS (4100)**

660	5750	Buildings	250
660	5755	Electrical	0
660	5760	Heating Systems	12,600
660	5765	Plumbing	4,500
660	5825	General Repair & Maintenance Services	6,500
		Sub-total of Repair & Maintenance Services	23,850
665	5865	Rental Equipment	1,500
		Sub-total of Rentals	1,500
675	5925	Credit Card Fees	5,000
675	6005	Licenses and Permits	800
675	6035	General - Miscellaneous	800
		Sub-total of Miscellaneous	6,600
685	6255	Software Maintenance Agreement	7,600
		Sub-total of Technology Services	7,600

**TOTAL MATERIALS & SERVICES 305,750**

**Capital Outlay (720 - 740)**

**TOTAL CAPITAL OUTLAY -**

**TOTAL PARKS OPERATION-AQUATICS 968,070**

**CAPITAL IMPROVEMENT FUND - AQUATICS**

Lap Pool Gutter repairs/replacements 100,000

**Total Capital Improvement Fund - Aquatics 100,000**

**TOTAL AQUATICS - ALL FUNDS 1,068,070**



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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. Daycare services are provided through this department as well.

Staffing

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



City of Astoria, Oregon  
Budget Document  
PARKS OPERATION FUND

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

Historical Data			Budget for Fiscal Year 7/1/20 - 6/30/21			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
			<b>Personnel Services:</b>			
269,305	264,835	329,770	Regular Salaries	338,000		
219	-	770	Overtime	-		
376,259	438,451	460,350	Extra Help	516,440		
48,907	53,428	60,510	FICA Taxes	65,370		
58,259	60,607	92,020	Insurance	99,930		
63,830	69,968	113,810	Retirement Contributions	108,550		
16,111	13,010	17,220	Workers' Compensation	13,720	-	-
832,890	900,299	1,074,450	<b>Total Personal Services</b>	1,142,010	-	-
22.1	22.1	20.9	<b>FTEs</b>	20.9		
			<b>Materials and Services:</b>			
10,178	1,532	10,140	Office Supplies	12,000		
66,015	106,339	66,350	Operating Supplies	72,000		
10,175	1,501	4,290	Repair & Maintenance Supplies	2,700		
-	-	-	Small Tools & Minor Equipment	-		
4,315	3,869	2,000	Training	1,000		
5,942	7,794	12,330	Conferences, Meetings & Travel	5,000		
44,648	39,922	38,800	Professional Services	60,200		
1,050	1,450	1,050	Memberships & Dues	400		
2,679	4,617	6,640	Communications	3,700		
8,555	9,898	9,600	Advertising	8,900		
-	2,248	10,130	Printing & Binding	6,400		
8,305	5,896	6,580	Repair & Maintenance Services	8,100		
-	148	2,380	Rentals	1,200		
27,937	18,859	28,270	Fee & Charge Programs	25,000		
6,297	8,465	6,490	Miscellaneous / VISA Fees	7,400		
6,561	23,973	3,640	Technology Services	7,050	-	-
202,657	236,511	208,690	<b>Total Materials and Services</b>	221,050	-	-
			<b>Capital Outlay:</b>			
10,089	-	-	Machinery & Equipment	-	-	-
10,089	-	-	<b>Total Capital Outlay</b>	-	-	-
-	-	358,470	<b>Ending Fund Balance</b>	71,460	-	-
1,045,636	1,136,810	1,641,610	<b>Total Expenditures</b>	1,434,520	-	-

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 is Department 4300. Prior year history, budget and actual, is retained in the respective budget presentations for these departments.

**PARKS OPERATION FUND (158)**

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

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	338,000
410	2045	Overtime	0
415	2085	Extra Help	516,440
415	2220	FICA -Social Security	65,370
415	2230	Insurance	99,930
415	2235	Retirement Contributions	108,550
415	2240	Workers' Compensation	13,720

**TOTAL PERSONNEL SERVICES**

**1,142,010**

FTEs            20.9

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

510	3030	Paper	600
510	3035	Special Paper	0
510	3040	Printer Cartridges and Supplies	1,400
510	3045	General Office Supplies	10,000

Sub-total of Office Supplies

**12,000**

515	3125	Clothing / Uniforms / Boots / Gloves	3,500
515	3135	Food and Local Meetings	4,000
515	3140	First Aid Supplies	800
515	3150	Awards	1,000
515	3155	Sports Equipment	2,000
515	3160	Program Supplies	60,000
515	3180	Fuel Oil Lubricants	700

Sub-total of Operating Supplies

**72,000**

525	3520	Building Materials / Supplies	1,200
525	3640	Other Repair & Maintenance Supplies	1,500

Sub-total Repair & Maintenance Supplies

**2,700**

610	4085	Travel Expenses - Training	500
610	4115	Workshops	500

Sub-total of Training

**1,000**

**PARKS OPERATION FUND (158)**

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

615	4260	Conference / Meeting Expense	2,500	
615	4265	Travel - Conferences and Meetings	2,500	
		Sub-total of Conferences, Meetings & Travel		<b>5,000</b>
620	4390	Network Maintenance	19,000	
620	4432	Background Checks	2,200	
620	4435	Sports Officials	1,000	
620	4540	General Professional Services	38,000	
		Sub-total of Professional Services		<b>60,200</b>
630	4800	National Recreation and Parks Association	-	
630	4805	Oregon Recreation and Parks Association	400	
		Sub-total of Memberships and Dues		<b>400</b>
635	4920	Cell Phones	3,200	
635	4975	Postage	500	
		Sub-total of Communications		<b>3,700</b>
640	5030	Advertising - Public Notices	500	
640	5035	Advertising - Recreation Promotion	8,400	
		Sub-total of Advertising		<b>8,900</b>
645	5060	Insurance - EAP	1,400	
		Sub-total of Insurance		<b>1,400</b>
650	5135	Commercial Printing	4,200	
650	5145	General - Printing & Binding	2,200	
		Sub-total of Printing & Binding		<b>6,400</b>
660	5620	Office Machines	6,500	
660	5725	Equipment other than Vehicles	600	
660	5730	Sports Equipment	1,000	
		Sub-total of Repair & Maintenance Services		<b>8,100</b>

**PARKS OPERATION FUND (158)**

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

665	5865	Rental Equipment	1,200	
		Sub-total of Rentals		<b>1,200</b>
670	5890	Parks & Recreation Fee & Charge Programs	25,000	
		Sub-total of Fee & Charge Programs		<b>25,000</b>
675	5925	Visa Fees	6,000	
		Sub-total of Miscellaneous		<b>6,000</b>
685	6205	Computer Software	5,200	
685	6245	Computer Hardware	350	
685	6207	Non Contract IT Services	1,500	
		Sub-total of Technology Services		<b>7,050</b>

**TOTAL MATERIALS & SERVICES** **221,050**

**Capital Outlay (740)**

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

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

**Contingent Expenditures (910)**

910	8020	Contingency		<b>100,000</b>
		<b>Sub-Total Contingency</b>		<b>-</b>

**Ending Fund Balance (950)**

950	8520	Unappropriated Ending Fund Balance		<b>71,460</b>
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**TOTAL PARKS OPERATION - RECREATION / ADMINISTRATION** **1,534,520**

**CAPITAL IMPROVEMENT FUND - PARKS AND RECREATION - ADMINISTRATION**

Facilities uptrades and equpt replacement	30,000
Parking Lot reseal/stripping	12,000
Replace outdated exercise equpt	20,000
Historic Site Improvements/Preservation Program	8,000

**Total Capital Improvement Fund - Recreation / Administration** **70,000**

**TOTAL RECREATION / ADMINISTRATION - ALL FUNDS** **1,604,520**



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**FUND:                    PARKS OPERATION**

Department:            Maintenance # 4300

Basic Objectives

The Parks Maintenance Department oversees parks and cemetery maintenance. The City maintains over sixty park sites, trails, and community halls. Oceanview Cemetery maintenance is captured in Fund # 325. In addition, the department also provides maintenance for the aquatic facility, 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 required and provide cemetery maintenance.

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.

Budget Document  
PARKS OPERATION FUND

Expenditures (by department)  
MAINTENANCE # 4300

Historical Data			Budget for Fiscal Year 7/1/20 - 6/30/21			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20		Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
122,130	166,392	185,980	Regular Salaries	177,370		
79	-	400	Overtime	-		
32,675	68,224	74,920	Extra Help	82,580		
3,880	3,611	4,470	Interfund Wages	4,080		
11,851	17,616	20,330	FICA Taxes	20,200		
40,185	50,184	63,740	Insurance	59,560		
17,937	35,728	47,830	Retirement Contributions	46,610		
6,155	9,503	13,260	Workers' Compensation	10,120	-	-
234,892	351,258	410,930	<b>Total Personnel Services</b>	400,520	-	-
4.2	4.2	5.2	<b>FTEs</b>	5.2		
			<b>Materials and Services:</b>			
415	306	700	Office Supplies	1,200		
27,186	32,619	46,600	Operating Supplies	30,650		
32,463	36,012	54,100	Repair & Maintenance Supplies	48,500		
3,524	3,460	5,500	Small Tools & Minor Equipment	3,600		
6,292	330	5,200	City Shop Expenses	4,800		
1,477	2,173	7,500	Training	4,500		
38,390	33,986	40,500	Professional Services	39,900		
-	520	1,150	Membership & Dues	-		
2,062	2,445	4,000	Communications	3,000		
-	-	100	Printing & Binding	100		
-	30	1,000	Advertising	800		
25,680	24,166	30,250	Public Utility Services	22,600		
10,955	19,818	26,030	Repair & Maintenance Services	25,400		
4,020	2,120	4,900	Rentals	4,000		
1,544	3,124	4,800	Miscellaneous	3,750		
4,017	-	-	Technology Services	-	-	-
158,025	161,109	232,330	<b>Total Materials and Services</b>	192,800	-	-
			<b>Capital Outlay:</b>			
-	-	-	Buildings	-	-	-
-	-	-	Improvements Other Than Buildings	-	-	-
-	-	-	Machinery & Equipment	-	-	-
-	-	-	<b>Total Capital Outlay</b>	-	-	-
392,917	512,367	643,260	<b>Total Expenditures</b>	593,320	-	-

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 presentations for these departments.

**PARKS OPERATION FUND (158)**

**PARKS OPERATION-MAINTENANCE (4300)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	177,370
410	2045	Overtime	-
415	2085	Extra Help	82,580
415	2095	Interfund Wages	4,080
415	2220	FICA -Social Security	20,200
415	2230	Insurance	59,560
415	2235	Retirement Contributions	46,610
415	2240	Workers' Compensation	10,120

**TOTAL PERSONNEL SERVICES**

**400,520**

FTEs            5.2

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

510	3030	Paper	300
510	3045	General Office Supplies	900

Sub-total of Office Supplies

**1,200**

515	3118	Cemetery Liners	-
515	3125	Clothing / Uniforms / Boots / Gloves	2,200
515	3140	First Aid Supplies	300
515	3155	Sports Equipment	800
515	3180	Fuel, Oil & Lubricants	5,500
515	3235	Seed / Top Dressing Fields	1,000
515	3240	Trees / Shrubs / Flowers	1,000
515	3245	Fertilizers / Pesticides	500
515	3250	Bark Mulch / Top Soil / Sawdust	2,500
515	3255	Gypsum and Field Line Paint	800
515	3260	Playground Chips	4,500
515	3265	Custodial Supplies	1,750
515	3290	Heating Oil - Cemetery	-
515	3295	Heating Oil - Shively Hall	1,300
515	3310	General Operating Supplies	8,500

Sub-total of Operating Supplies

**30,650**

525	3520	Building Materials / Supplies	19,000
525	3525	Motor Vehicle Repair Parts	7,750
525	3530	Tires	2,800
525	3540	Paint & Paint Supplies	2,450
525	3545	Plumbing Supplies	3,500



**PARKS OPERATION FUND (158)**

**PARKS OPERATION-MAINTENANCE (4300)**

525	3550	Electrical Supplies	2,000	
525	3560	Trails Maintenance	3,000	
525	3565	Vandalism Repair	800	
525	3580	Signs	800	
525	3620	Heating System Maintenance	500	
525	3625	Plumbing & Irrigation Supplies	500	
525	3630	Water and Sewer Repair	900	
525	3640	Other Repair & Maintenance Supplies	4,500	
		Sub-total Repair & Maintenance Supplies		<b>48,500</b>
530	3720	Small Tools	3,300	
530	3725	Irrigation Equipment	300	
		Sub-total of Small Tools & Minor Equipment		<b>3,600</b>
545	3820	Vehicle Parts - City Shops	2,000	
545	3825	Tires - City Shops	800	
545	3830	General Repair Supplies - City Shops	2,000	
		Sub-total of City Shop Expenses		<b>4,800</b>
610	4085	Travel Expenses - Training	3,000	
610	4090	Registration	1,500	
		Sub-total of Training		<b>4,500</b>
620	4432	Background Checks	400	
620	4540	General Professional Services	39,500	
		Sub-total of Professional Services		<b>39,900</b>
630	4880	Oregon Cemetery Association	-	
630	4885	State Cemetery Board	-	
		Sub-total of Memberships & Dues		<b>0</b>
635	4920	Cell Phones	3,000	
635	5145	General Printing and Binding	100	
		Sub-total of Communications		<b>3,100</b>
640	5030	Advertising - Public Notices	800	
		Sub-total of Advertising		<b>800</b>

**PARKS OPERATION FUND (158)**

**PARKS OPERATION-MAINTENANCE (4300)**

655	5223	Electricity - Tennis Courts	500	
655	5226	Electricity - Columbia Field	400	
655	5229	Electricity - 1300 Klaskanine (Evergreen Park)	3,500	
655	5235	Electricity - 32nd & Lief Erikson	400	
655	5238	Electricity - Custom House	-	
655	5241	Electricity - Fort Astoria	-	
655	5244	Electricity - Alderbrook Hall	600	
655	5256	Electricity - Parks Shop	2,000	
655	5259	Electricity - Parks Shop	4,500	
655	5262	Electricity - Shively Hall	1,000	
655	5265	Electricity - Tapiola Ball Field Lights	800	
655	5271	Electricity - Tapiola Restroom	600	
655	5274	Electricity - Tapiola Baseball Lights	800	
655	5277	Electricity - Doughboy Monument	300	
655	5280	Electricity - Tapiola Park Lights / Skatepark	300	
655	5292	Electricity - Cemetery	-	
655	5316	Electricity - 15th Street Triangle	300	
655	5332	Electricity - Parks Maint General	200	
656	5461	Natural Gas - Alderbrook Hall	500	
657	5535	Sanitation - Transfer Station Fees	2,400	
657	5541	Sanitation - Other Locations	3,500	
658	5555	Cem water and sewer	-	
		<b>Sub-total of Public Utility Services</b>		<b>22,600</b>
660	5725	Equipment other than Vehicles	4,750	
660	5735	Infield Maintenance	1,000	
660	5740	Field Light Maintenance	1,500	
660	5755	Electrical	3,750	
660	5760	Heating Systems	2,500	
660	5785	Motor Vehicles / Auto Body Shop	500	
660	5824	RPR SVCS Contract Services	5,000	
660	5825	General - Repair & Maintenance Services	6,400	
		<b>Sub-total of Repair &amp; Maintenance Services</b>		<b>25,400</b>
665	5865	Rental Equipment	1,000	
665	5870	Rental Chemical Toilets	3,000	
		<b>Sub-total of Rentals</b>		<b>4,000</b>
675	5925	Credit Card Processing Fees	1,200	
675	6005	Licenses & Permits	1,950	
675	6060	Random Drug Screens	600	
		<b>Sub-total of Miscellaneous</b>		<b>3,750</b>

<b>PARKS OPERATION FUND (158)</b>	
<b>PARKS OPERATION-MAINTENANCE (4300)</b>	
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>192,800</b>
Capital Outlay (720 - 740)	
<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>
<b>TOTAL PARKS OPERATION-MAINTENANCE</b>	<b>593,320</b>
<b>CAPITAL IMPROVEMENT FUND - PARKS MAINTENANCE</b>	
Implement OVC Master Plan Recommendations	20,000
<b>Total Capital Improvement Fund - Parks Maintenance</b>	<b>20,000</b>
<b>TOTAL MAINTENANCE - ALL FUNDS</b>	<b>613,320</b>

**FUND:       ASTORIA ROAD DISTRICT # 170**

Basic Objectives

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

Significant Budget Information

In past years, the road maintenance and improvements were paid by a tax levy. The most recent tax levy was approved on November 5, 2002. Ordinance No 07-02 was adopted on August 20, 2007 by the City Council approving a fuel tax of \$.03 per gallon. The collections for this tax are administered by the Oregon Department of Transportation. Ordinance No 16-06, re-adopted provisions of Ordinance 07-02 on October 3, 2016 extending the gas tax indefinitely unless amended or repealed. Projected revenues for FY 2019-2020 are estimated at \$ 205,000. Street projects were appropriated at \$ 700,000 in FY 2018-19. Paving projects occur every other year with repairs and maintenance projects accomplished during the alternate year.

Staffing

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

City of Astoria, Oregon  
Budget Document

ASTORIA ROAD DISTRICT FUND #170

Historical Data			Budget for Fiscal Year 7/1/20 - 6/30/21			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
<b>Resources</b>						
453,686	940,769	500,200	Beginning Fund Balance	582,800		
28	1	10	Delinquent Ad Valorem Taxes	10		
223,938	213,642	205,000	Local Gas Tax	205,000		
300,000	-	-	Transfer from State Tax Street Fund	-		
10,947	13,940	10,000	Interest on Investments	5,000	-	-
988,599	1,168,352	715,210	Sub-Total Resources	792,810	-	-
<u>988,599</u>	<u>1,168,352</u>	<u>715,210</u>	<b>Total Resources</b>	<u>792,810</u>	<u>-</u>	<u>-</u>
<b>Requirements</b>						
<b>Materials &amp; Services</b>						
36,502	3,425	95,000	Repair & Maintenance Supplies	95,000		
<b>Capital Outlay</b>						
11,328	698,134	250,000	Improvements Other Than Buildings	450,000	-	-
-	-	200,000	Contingent Expenditures	200,000	-	-
47,830	701,559	545,000	<b>Total Expenditures</b>	745,000	-	-
940,769	466,793	170,210	Ending Fund Balance	47,810	-	-
<u>988,599</u>	<u>1,168,352</u>	<u>715,210</u>	<b>Total Requirements</b>	<u>792,810</u>	<u>-</u>	<u>-</u>

2020 / 21 Budget Detail Information

ASTORIA ROAD DISTRICT FUND (170 0000)

<b>Materials and Services (515 - 660)</b>			
660	5825	Repair & Maintenance Supplies	95,000
730	6500	Improvements Other Than Buildings	450,000
910	8020	Contingency	200,000
950	8520	Ending Fund Balance	<u>47,810</u>
<b>TOTAL ASTORIA ROAD DISTRICT FUND</b>			<u>792,810</u>

**FUND: STATE TAX STREET # 172**

Basic Objectives

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

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 7/1/20 - 6/30/21			
Actual Data FYE 6/30/18	FYE 6/30/19	Adopted Budget FYE 6/30/20	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<b>Resources</b>						
232,562	132,150	147,000	Beginning Fund Balance	237,600		
622,432	705,549	550,000	Intergovernmental-Gas Tax	517,500		
	-	160,000	Intergovernmental-Transportation Package	202,500		
1,656	3,703	2,600	Interest on Investments	1,800	-	-
<u>856,650</u>	<u>841,402</u>	<u>859,600</u>	<b>Total Resources</b>	<u>959,400</u>	<u>-</u>	<u>-</u>
<b>Requirements</b>						
<b>Materials and Services</b>						
-	-	-	Repair and Maintenance Services	-	-	-
<b>Transfer To Other Funds:</b>						
424,500	615,000	615,000	Public Works Fund	720,000		
300,000	-	-	Astoria Road District Fund	-	-	-
724,500	615,000	615,000	<b>Total Transfer to Other Funds</b>	720,000	-	-
-	-	100,000	<b>Contingent Expenditures</b>	100,000	-	-
724,500	615,000	715,000	<b>Total Expenditures</b>	820,000	-	-
132,150	226,402	144,600	Ending Fund Balance	139,400	-	-
<u>856,650</u>	<u>841,402</u>	<u>859,600</u>	<b>Total Requirements</b>	<u>959,400</u>	<u>-</u>	<u>-</u>

2020 / 21 Budget Detail Information

STATE TAX STREET FUND (172 0000)

<u>Transfers to Other Funds (850)</u>			
850	7550	Public Works Fund	720,000
850	7560	Astoria Road District Fund	-
		Sub-total of Transfers to Other Funds	720,000
910	8020	Contingent Expenditures	100,000
950	8520	Ending Fund Balance	139,400
<b>TOTAL STATE TAX STREET FUND</b>			<b>959,400</b>

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

Basic Objectives

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

Staffing

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



City of Astoria, Oregon  
Budget Document

HIGHWAY RIGHT-OF-WAY RESERVE FUND # 174

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/20 - 6/30/21</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 6/30/18	FYE 6/30/19	FYE 6/30/20				
<b><u>Resources</u></b>						
35,458	42,250	48,830	Beginning Fund Balance	25,900		
6,190	7,076	5,500	Intergovernmental-Gas Tax	7,200		
602	1,113	450	Interest on Investments	250	-	-
<u>42,250</u>	<u>50,439</u>	<u>54,780</u>	<b>Total Resources</b>	<u>33,350</u>	-	-
<b><u>Requirements</u></b>						
<b>Materials and Services:</b>						
-	-	47,470	Repair & Maintenance Supplies	-	-	-
-	-	47,470	<b>Total Materials and Services</b>	-	-	-
<b>Capital Outlay:</b>						
-	-	-	Improvements Other Than Bldgs	33,350	-	-
-	-	47,470	<b>Total Expenditures</b>	<u>33,350</u>	-	-
<u>42,250</u>	<u>50,439</u>	<u>7,310</u>	Ending Fund Balance	-	-	-
<u>42,250</u>	<u>50,439</u>	<u>54,780</u>	<b>Total Requirements</b>	<u>33,350</u>	-	-

2020 / 21 Budget Detail Information

HIGHWAY RIGHT-OF-WAY RESERVE FUND # 174

<b><u>Materials and Services (620)</u></b>						
660	5820	Repair & Maintenance Supplies				-
<b><u>Capital Outlay (730)</u></b>						
730	6500	Improvements Other Than Buildings			33,350	
910	8020	Contingency				-
950	8250	Ending Fund Balance				-
<b>TOTAL TRAILS RESERVE FUND</b>						<b>33,350</b>

**FUND: PUBLIC WORKS IMPROVEMENT #176**

Basic Objectives

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

Long-Term Debt

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

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

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

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

A five year lease has been budgeted in anticipation of authorization to secure bids in FY 19-20. The lease estimate is based on a purchase price of \$ 280,000, interest rate of 3.790% with one payment at loan closing and four additional payments. Interest rates and the final purchase price are subject to fluctuations in the market.

Staffing

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

City of Astoria, Oregon  
Budget Document

PUBLIC WORKS IMPROVEMENT FUND # 176

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/20 - 6/30/21</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 6/30/18</u>	<u>FYE 6/30/19</u>	<u>FYE 6/30/20</u>				
<b>Resources</b>						
1,538,237	1,418,180	869,100	Beginning Fund Balance	838,000		
-	47,132		Grant/Loan Proceeds	20,000		
<b>Charges for Services</b>						
614,401			Water			
623,295			Sewer			
-	-	-	Sewer Surcharge	-	-	-
1,237,696	-	-	<b>Total Charges for Services</b>	-	-	-
<b>Transfer from Other Fund</b>						
346,000	15,211		General Fund			
-	1,258,620	1,258,620	Public Works Fund	1,108,620		
75,000	75,000	75,000	Combined Sewer Overflow Debt Service Fund	75,000	-	-
421,000	1,348,831	1,333,620	<b>Total Transfers</b>	1,183,620	-	-
30,979	2		Miscellaneous			
14,291	22,931	16,000	Interest on Investments	7,500	-	-
3,242,203	2,837,076	2,218,720	<b>Total Resources</b>	2,049,120	-	-
<b>Requirements</b>						
<b>Materials and Services:</b>						
144,018	70,840	210,000	Professional Services	260,500		
225,641	353,280	773,000	Repair & Maintenance Services	600,000	-	-
369,659	424,120	983,000	<b>Total Materials and Services</b>	860,500	-	-
<b>Capital Outlay:</b>						
258,806	264,018	353,000	Improvements Other Than Bldgs	-	-	-
			Machinery & Equipment	410,000	-	-
258,806	264,018	353,000	<b>Total Capital Outlay</b>	410,000	-	-
<b>Debt Service:</b>						
846,785	275,717	343,000	Principal	338,800		
112,783	86,405	80,350	Interest	80,850	-	-
959,568	362,122	423,350	<b>Total Debt Service</b>	419,650	-	-
<b>Transfer to Other Funds</b>						
200,000	300,000	300,000	Public Works Capital Reserve Fund	200,000		
4,000	-	-	E Astoria Waterline Debt Service Fund	-	-	-
31,990	-	-	7th Street Dock Debt Service Fund	-	-	-
235,990	300,000	300,000	<b>Total Transfers to Other Funds</b>	200,000	-	-
-	-	159,370	<b>Contingency</b>	158,970	-	-
1,824,023	1,350,260	2,218,720	<b>Total Expenditures</b>	2,049,120	-	-
1,418,180	1,486,816	-	Ending Fund Balance	-	-	-
3,242,203	2,837,076	2,218,720	<b>Total Requirements</b>	2,049,120	-	-

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

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

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

620	4540	Professional Services		
620	4540	CSO Modeling	55,000	
620	4540	Water System Master Plan	155,500	
620	4540	WWTP Headworks Concept Design	50,000	
		Sub-total Professional Services		<b>260,500</b>

**Repair & Maintenance Services (660)**

**Sewer:**

660	5790	Sewer Main Rehabilitation	200,000	
		Sub-total Sewer Projects		<b>200,000</b>

**Stormwater:**

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

**Water:**

660	5795	Water Main Rehabilitation / Replacement	200,000	
		Sub-total Water Projects		<b>200,000</b>

**TOTAL MATERIALS & SERVICES 860,500**

**Capital Outlay (720 - 740)**

740	6650	Machinery and Equipment		
		Cues TV Van Camera Upgrade	125,000	
		Tractor Mounted Boom Mower replacing #657 (2008)	145,000	
		Roof	140,000	
		Ford F-550 replacing #508 Dodge Flatbed (1990) ( \$ 55,000)		
		Ford F-450 replacing #490 Chevrolet Truck (1996) ( \$ 70,000)		
		Ford Ranger 4 x 4 Supercab - Engineering ( \$ 27,000)		
		Sub Total Machinery and Equipment		<b>410,000</b>

**TOTAL CAPITAL OUTLAY 410,000**

**Debt Service (810)**

		IFA L04001 Skyline Water Tank Loan		
810	6910	Principal	69,300	
810	6915	Interest	25,800	
		IFA S08003 Reservoir Covers		
810	6920	Principal	161,750	
810	6925	Interest	16,900	

<b>PUBLIC WORKS IMPROVEMENT FUND (176 0000)</b>			
		IFA Y10002 Bear Cr Dam - Waterline Replacement	
810	6930	Principal	31,100
810	6935	Interest	18,950
		IFA Y12006 WW Treatment Plant Construction	
810	6947	Principal - Y12006 WWTP Construction	26,250
810	6949	Interest - Y12006 WWTP Construction	12,300
		Lease # 3355815 Street Sweeper	
810	6953	Principal	50,400
810	6954	Interest	6,900
		Sub Total Debt Service - Principal	<b>338,800</b>
		Sub Total Debt Service - Interest	<b>80,850</b>
<b>TOTAL DEBT SERVICE</b>			<b>419,650</b>
		<b><u>Transfer to Other Funds (850)</u></b>	
850	7546	Public Works Capital Reserve Fund Future Capital Projects	200,000
		Sub-total of Transfer to Other Funds	<b>200,000</b>
		<b><u>Contingent Expenditures (910)</u></b>	
910	8020	Contingency	158,970
		Sub-total Contingency	<b>158,970</b>
		<b><u>Ending Fund Balance (950)</u></b>	
950	8520	Unappropriated Ending Fund Balance	-
		Sub-total Ending Fund Balance	-
<b>TOTAL PUBLIC WORKS IMPROVEMENT FUND</b>			<b>2,049,120</b>

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

Basic Objectives

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

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

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 7/1/20- 6/30/21</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 6/30/18</u>	<u>FYE 6/30/19</u>	<u>FYE 6/30/20</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<b><u>Resources</u></b>						
1,015,304	717,121	286,100	Beginning Fund Balance	685,200		
14,352	17,795	1,960	Interest Earnings	6,000		
1,340	4,605	-	Miscellaneous			
			Transfer from Other Fund			
<u>200,000</u>	<u>300,000</u>	<u>300,000</u>	Public Works Improvement Fund	<u>200,000</u>	-	-
<u>1,230,996</u>	<u>1,039,521</u>	<u>588,060</u>	<b>Total Resources</b>	<u>891,200</u>	-	-
<b><u>Requirements</u></b>						
<b><u>Materials and Services</u></b>						
-	-	-	Professional Services	<u>50,000</u>	-	-
-	-	-	<b>Total Materials and Services</b>	<u>50,000</u>	-	-
<b><u>Capital Outlay</u></b>						
<u>513,875</u>	<u>361,671</u>	<u>460,000</u>	PW Capital Projects	<u>400,000</u>	-	-
<u>513,875</u>	<u>361,671</u>	<u>460,000</u>	<b>Total Capital Outlay</b>	<u>400,000</u>	-	-
<u>-</u>	<u>-</u>	<u>100,000</u>	<b>Contingency</b>	<u>100,000</u>	-	-
<u>513,875</u>	<u>361,671</u>	<u>560,000</u>	<b>Total Expenditures</b>	<u>550,000</u>	-	-
<u>717,121</u>	<u>677,850</u>	<u>28,060</u>	<b>Ending Fund Balance</b>	<u>341,200</u>	-	-
<u>1,230,996</u>	<u>1,039,521</u>	<u>588,060</u>	<b>Total Requirements</b>	<u>891,200</u>	-	-

**2020 / 21 Budget Detail Information**

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

<b><u>Materials and Services</u></b>			
620	4540	Professional Services	50,000
<b><u>Capital Outlay</u></b>			
730	6500	PW Capital Reserve Projects: Slow Sand Filters	400,000
910	8020	<b><u>Contingency</u></b>	100,000
950	8520	<b><u>Ending Fund Balance</u></b>	<u>341,200</u>
<b>TOTAL PUBLIC WORKS CAPITAL RESERVE FUND</b>			<b>891,200</b>

**FUND: COMBINED SEWER OVERFLOW (CSO) PROJECTS FUND # 184**

Basic Objectives

Fund # 184 resources and appropriations are for the purpose of completing the 16<sup>th</sup> Street CSO separation project. This project started in June 2014. The project was completed in the fall of 2016. The project was funded by a grant of \$525,000 and loan of \$ 6,510,476 from the State of Oregon Infrastructure Finance Authority (IFA) at an interest rate of 2.09%, for 25 years. This fund was closed in FY 16-17 and the budget is presented for historical reference.

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 staff. The Finance Department provides expenditure and fund balance oversight.



City of Astoria, Oregon  
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**COMBINED SEWER OVERFLOW (CSO) 16th STREET SEPARATION FUND # 184**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/20- 6/30/21</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
(357,780)	-	-	Beginning Fund Balance	-	-	-
1,352,476	-	-	Loan Proceeds	-	-	-
297,576	-	-	Intergovernmental Revenue	-	-	-
28	-	-	Interest on Investments	-	-	-
-	-	-	Miscellaneous Revenue	-	-	-
<u>1,292,300</u>	<u>-</u>	<u>-</u>	<b>Total Resources</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Materials and Services:</b>						
80,499	-	-	Professional Services	-	-	-
80,499	-	-	<b>Total Materials and Services</b>	-	-	-
<b>Capital Outlay:</b>						
1,193,693	-	-	Improvements Other Than Bldgs	-	-	-
-	-	-	<b>Contingency</b>	-	-	-
18,108	-	-	Transfer to Other Funds - CSO Debt Service	-	-	-
1,292,300	-	-	<b>Total Expenditures</b>	-	-	-
-	-	-	Ending Fund Balance	-	-	-
<u>1,292,300</u>	<u>-</u>	<u>-</u>	<b>Total Requirements</b>	<u>-</u>	<u>-</u>	<u>-</u>

**2020 / 21 Detail Budget Information**

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

620	4540	<b>Materials and Services (515 - 660)</b> Professional Services	
730	6500	<b>Capital Outlay (730)</b> Improvements Other Than Buildings CSO 16th Street Separation	-
<b>TOTAL CSO 16th STREET SEPARATION FUND</b>			<b>-</b>

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

Basic Objectives

This fund was established by the adoption of City Council Resolution No. 18-04 on February 26, 2018. Where the City numbered streets between 6th and 11th Streets meet the Columbia River, a short bridge connects the solid-ground road to the over-water pier structure. These waterfront bridge structures are of utmost importance to the City as they provide access to critical portions of our waterfront. In September 2014, the City entered into an Intergovernmental Agreement with the Oregon Department of Transportation (ODOT) for the design phase of the Waterfront Bridges Replacement Project to replace these six structures. In February 2017, Council authorized City staff to apply for loan funding from Business Oregon Infrastructure Finance Authority (IFA) for the City match and expenses not covered by the project during construction. The projected loan amount of \$1,655,561 will be paid back using the City's future Surface Transportation Program (STP) funds. Construction of the odd numbered street structures (7th St, 9th St and 11th St) began in October, 2018 and the even numbered street structures (6th St, 8th St and 10th St) are set to begin after September, 2019.

Staffing

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

City of Astoria, Oregon  
Budget Document

**WATERFRONT BRIDGES FUND # 190**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/20 - 6/30/21</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 6/30/18	FYE 6/30/19	FYE 6/30/20				
<b><u>Resources</u></b>						
-	1,921	-	Beginning Fund Balance	21,500		
-	-	-	Intergovernmental Revenue	17,900		
1,028,028	164,151	621,935	Loan Proceeds	423,382		
6	8	17,000	Interest on Investments	-		
-	-	-	Miscellaneous	-	-	-
<u>1,028,034</u>	<u>166,080</u>	<u>638,935</u>	<b>Total Resources</b>	<u>462,782</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Capital Outlay:</b>						
1,026,113	165,513	621,935	Improvements Other Than Bldgs	423,382	-	-
<b>Debt Service:</b>						
-	7,090	17,000	Principal	17,900	-	-
-	7,090	17,000	Interest	17,900	-	-
-	-	-	Total Debt Service	17,900	-	-
-	-	-	<b>Contingency</b>	21,500	-	-
1,026,113	172,603	638,935	<b>Total Expenditures</b>	462,782	-	-
1,921	(6,523)	-	Ending Fund Balance	-	-	-
<u>1,028,034</u>	<u>166,080</u>	<u>638,935</u>	<b>Total Requirements</b>	<u>462,782</u>	<u>-</u>	<u>-</u>

2020 / 21 Detail Budget Information

**WATERFRONT BRIDGES FUND # 190**

<b><u>Capital Outlay (730)</u></b>			
730	6500	Improvements Other Than Buildings	423,382
<b><u>Debt Service (810)</u></b>			
810	6880	Interest	17,900
		Contingency	21,500
		Ending Fund Balance	-
<b>TOTAL WATERFRONT BRIDGES REPAACEMENT PROJECT FUND</b>			<u>462,782</u>

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

Basic Objectives

This fund was established to account for debt service requirements of a bond issue made for the financing of several local improvement projects. The fund, as such, has closed the local improvement loans and retains a small balance from those transactions. The fund is the repository of the refund the City received for the Wauna Mill tax dispute with Clatsop County tax authorities. This amount has been held to offset the amount of the City's share of Clatsop County issued bonds, as a result of the settlement with the Wauna Mill. Annually funds are transferred to the General Fund to make up for the property tax withheld by the County for Astoria's share of the bond repayment. The bonds continue through 2022.

Due to Other Fund liability in the amount of \$ 122,350 is maintained to help offset PERS increase.

Staffing

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

City of Astoria, Oregon  
Budget Document

**LOCAL IMPROVEMENT DEBT SERVICE FUND # 250**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/20 - 6/30/21</u>			
<u>Actual Data</u> FYE 6/30/18	<u>Actual Data</u> FYE 6/30/19	<u>Adopted Budget</u> FYE 6/30/20	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<b><u>Resources</u></b>						
184,927	169,467	127,900	Beginning Fund Balance	112,800		
		128,450	Resources due to other funds	-		
<u>6,540</u>	<u>9,416</u>	<u>7,500</u>	Interest Earnings	<u>2,100</u>	-	-
<u>191,467</u>	<u>178,883</u>	<u>263,850</u>	<b>Total Resources</b>	<u>114,900</u>	-	-
<b><u>Requirements</u></b>						
<b>Transfer to Other Funds</b>						
22,000	50,000	101,490	General Fund	22,000		
<u>-</u>	<u>-</u>	<u>48,960</u>	Public Works Fund	<u>-</u>	-	-
<u>22,000</u>	<u>50,000</u>	<u>150,450</u>	<b>Total Transfers</b>	<u>22,000</u>	-	-
<u>-</u>	<u>-</u>	<u>20,000</u>	Contingency	<u>70,900</u>	-	-
<u>22,000</u>	<u>50,000</u>	<u>170,450</u>	<b>Total Expenditures</b>	<u>92,900</u>	-	-
<u>169,467</u>	<u>128,883</u>	<u>93,400</u>	Ending Fund Balance	<u>22,000</u>	-	-
<u>191,467</u>	<u>178,883</u>	<u>243,850</u>	<b>Total Requirements</b>	<u>114,900</u>	-	-

2020 / 21 Budget Detail Information

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

<b>Transfers to Other Funds</b>			
850	7567	General Fund	22,000
850	7550	Public Works Fund	-
			<b>22,000</b>
<b>TOTAL TRANSFERS TO OTHER FUNDS</b>			
910	8020	Contingency	<b>70,900</b>
950	8520	Ending Fund Balance	<u><b>22,000</b></u>
			<b>114,900</b>
<b>TOTAL LOCAL IMPROVEMENT DEBT SERVICE FUND</b>			<b>114,900</b>

**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 used to finance waterline improvements serving the Tongue Point industrial area and the Blue Ridge and Emerald Heights housing areas located on the eastern edge of the City. Fund resources are derived from installment payments made by benefited property owners as assessed by Ordinance No. 98-12, adopted by the City Council on August 3, 1998 and interest earnings.

The final payment on IFA Loan # G97005 was made December 1, 2017 with the close out of the fund in FY 2018-19. The budget is presented for historical reference.

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 7/1/20 - 6/30/21</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
26,129	14,816	-	Beginning Fund Balance	-		
1,595	-	-	Interest Earnings	-		
4,000	-	-	Transfer from Other Funds			
52,497	-	-	Public Works Improvement Fund	-		
			Miscellaneous	-	-	-
<u>84,221</u>	<u>14,816</u>	<u>-</u>	<b>Total Resources</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b><u>Debt Service</u></b>						
66,038	-	-	Principal	-	-	-
3,367	-	-	Interest	-	-	-
<u>69,405</u>	<u>-</u>	<u>-</u>	<b>Total Debt Service</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b><u>Transfer to Other Funds</u></b>						
-	14,816	-	Transfer to General Fund	-	-	-
<u>-</u>	<u>14,816</u>	<u>-</u>	<b>Total Transfer to Other Funds</b>	<u>-</u>	<u>-</u>	<u>-</u>
-	-	-	<b>Contingency</b>	-	-	-
69,405	14,816	-	<b>Total Expenditures</b>	-	-	-
<u>14,816</u>	<u>-</u>	<u>-</u>	Ending Fund Balance	-	-	-
<u>84,221</u>	<u>14,816</u>	<u>-</u>	<b>Total Requirements</b>	<u>-</u>	<u>-</u>	<u>-</u>

2020 / 21 Detail Budget Information

**EAST ASTORIA WATERLINE DEBT SERVICE FUND (265 0000)**

<b><u>Transfer to Other Funds</u></b>			
850	7555	Transfer to General Fund	<u>-</u>
<b>TOTAL TRANSFER TO OTHER FUNDS</b>			<u>-</u>
<b>Contingency</b>			-
<b>Ending Fund Balance</b>			-
<b>TOTAL E ASTORIA WATERLINE DEBT SERVICE FUND</b>			<u>-</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 utilized to finance the reconstruction of the 7th Street Dock, the main access to two businesses on the waterfront. Fund resources are derived from installment payments made by benefited property owners as assessed by Ordinance No. 99-10, adopted by the City Council on May 17, 1999 and interest earnings.

IFA Loan # L98005 was retired December 1, 2017 with the close out of the fund in FY 2018-19. The budget is presented for historical reference.

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 7/1/20 - 6/30/21</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 6/30/18	FYE 6/30/19	FYE 6/30/20					
<b><u>Resources</u></b>							
60,175	395	-	Beginning Fund Balance	-	-	-	
516			Interest Earnings	-	-	-	
4,860	-	-	Transfer from Other Funds Public Works Improvement Fund	-	-	-	
<u>65,551</u>	<u>395</u>	<u>-</u>	<b>Total Resources</b>	<u>-</u>	<u>-</u>	<u>-</u>	
<b><u>Requirements</u></b>							
<b>Debt Service</b>							
8,834	-	-	Principal	-	-	-	
5,246	-	-	Interest	-	-	-	
<u>14,080</u>	<u>-</u>	<u>-</u>	<b>Total Debt Service</b>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>Transfer to Other Funds</b>							
-	395	-	Transfer to General Fund	-	-	-	
<u>-</u>	<u>395</u>	<u>-</u>	<b>Total Transfer to Other Funds</b>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>Contingency</b>							
-	-	-		-	-	-	
14,080	395	-	<b>Total Expenditures</b>	-	-	-	
51,471	-	-	Ending Fund Balance	-	-	-	
<u>65,551</u>	<u>395</u>	<u>-</u>	<b>Total Requirements</b>	<u>-</u>	<u>-</u>	<u>-</u>	

**2020 / 21 Detail Budget Information**

**7th STREET DOCK DEBT SERVICE FUND (267 0000)**

<b><u>Transfer to Other Funds</u></b>			
850	7555	Transfer to General Fund	<u>-</u>
<b>TOTAL TRANSFER TO OTHER FUNDS</b>			<u>-</u>
<b>Contingency</b>			<u>-</u>
<b>Ending Fund Balance</b>			<u>-</u>
<b>TOTAL 7th STREET DOCK DEBT SERVICE FUND</b>			<u>-</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 derived from a surcharge on the sewer portion of City of Astoria utility bills beginning in July of 2002.

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

Staffing

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

City of Astoria, Oregon  
Budget Document

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/20 - 6/30/21</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 6/30/18</u>	<u>FYE 6/30/19</u>	<u>FYE 6/30/20</u>				
<b><u>Resources</u></b>						
1,195,034	1,117,006	658,800	Beginning Fund Balance	300,600		
1,825,137	1,830,610	1,938,400	Charges for Service	2,111,300		
12,901	17,653	16,000	Interest Earnings	3,000		
			Transfer from Other Fund			
-	-	-	To Close CSO Project Fund #184	-	-	-
<u>3,033,072</u>	<u>2,965,269</u>	<u>2,613,200</u>	<b>Total Resources</b>	<u>2,414,900</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Materials &amp; Services:</b>						
52,498	48,421	44,300	Professional Services	39,950		
<b>Debt Service</b>						
1,037,385	1,264,124	1,294,930	Principal	1,326,480		
<u>676,183</u>	<u>503,752</u>	<u>473,080</u>	Interest	<u>441,470</u>	<u>-</u>	<u>-</u>
<u>1,713,568</u>	<u>1,767,876</u>	<u>1,768,010</u>	<b>Total Debt Service</b>	<u>1,767,950</u>	<u>-</u>	<u>-</u>
<b>Transfer to Other Funds</b>						
75,000	75,000	75,000	Public Works Improvement Fund	75,000		
<u>75,000</u>	<u>75,000</u>	<u>75,000</u>	Public Works Fund	<u>75,000</u>	<u>-</u>	<u>-</u>
<u>150,000</u>	<u>150,000</u>	<u>150,000</u>	<b>Total Transfer to Other Funds</b>	<u>150,000</u>	<u>-</u>	<u>-</u>
-	-	50,000	<b>Contingency</b>	-		
1,916,066	1,966,297	2,012,310	<b>Total Expenditures</b>	1,957,900		-
<u>1,117,006</u>	<u>998,972</u>	<u>600,890</u>	<b>Ending Fund Balance</b>	<u>457,000</u>	<u>-</u>	<u>-</u>
<u>3,033,072</u>	<u>2,965,269</u>	<u>2,613,200</u>	<b>Total Requirements</b>	<u>2,414,900</u>	<u>-</u>	<u>-</u>

<b>COMBINED SEWER OVERFLOW (CSO) DEBT SERVICE FUND (270 0000)</b>			
<b><u>Materials and Services (620)</u></b>			
620	4560	Professional Services DEQ Administrative Fees	39,950
Sub-total of Materials & Services			39,950
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>39,950</b>
<b><u>Debt Service (810)</u></b>			
810	6940	Principal-CSO Loan #11790	209,870
810	6945	Interest-CSO Loan #11790	41,170
810	6950	Principal-CSO Loan #11791	148,720
810	6955	Interest-CSO Loan #11791	36,620
810	6960	Principal-CSO Loan #11792	244,610
810	6965	Interest-CSO Loan #11792	64,320
810	6936	Principal-CSO Loan #11793	173,110
810	6938	Interest-CSO Loan #11793	64,050
810	6934	Principal-CSO Loan #R06117 ARRA	100,000
810	6984	Principal-CSO Loan IFA #Y12004	240,740
810	6985	Interest-CSO Loan IFA #Y12004	107,720
810	6986	Principal-CSO Loan IFA #Y14006	209,430
810	6987	Interest-CSO Loan IFA #Y14006	127,590
<b>TOTAL DEBT SERVICE</b>			<b>1,767,950</b>
<b><u>Transfer to Other Funds (850)</u></b>			
850	7557	Public Works Improvement Fund	75,000
850	7550	Public Works Fund	75,000
Sub-total of Transfer to Other Funds			<b>150,000</b>
<b><u>Contingent Expenditures (910)</u></b>			
910	8020	Contingency	-
Sub-total of Contingent Expenditures			-

<b>COMBINED SEWER OVERFLOW (CSO) DEBT SERVICE FUND (270 0000)</b>			
<b><u>Ending Fund Balance (950)</u></b>			
950	8520	Ending Unencumbered Fund Balance	457,000
		Sub-total of Ending Fund Balance	<b>457,000</b>
<b>TOTAL CSO DEBT SERVICE FUND</b>			<b>2,414,900</b>



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# ENTERPRISE FUNDS

**FUND: PUBLIC WORKS**

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

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

- Engineering
- Shop and Yard
- Streets
- Sanitation
- Stormwater
- Sewer
- Water

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

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

Staffing

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

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



City of Astoria, Oregon  
Budget Document

PUBLIC WORKS FUND # 301

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/20 - 6/30/21</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	<u>Resources &amp; Requirements</u>	<u>Proposed by Budget Officer</u>	<u>Approved by Budget Committee</u>	<u>Adopted by Governing Body</u>
<u>FYE 6/30/18</u>	<u>FYE 6/30/19</u>	<u>FYE 6/30/20</u>				
<b><u>Resources</u></b>						
46,295,831	44,684,524	1,000,000	Beginning Fund Balance	985,000		
65,179	-		Prior Period Adjustments			
<b>Charges for Services:</b>						
31,156	36,078	-	Engineering	-		
3,042,235	3,683,443	3,724,533	Water	3,837,900		
1,470,469	2,095,746	2,059,092	Sewer	2,021,700		
-	15,457	-	Streets	-	-	-
4,543,860	5,830,724	5,783,625	<b>Total Charges for Services</b>	<b>5,859,600</b>	-	-
<b>Transfers from Other Funds:</b>						
424,500	615,000	635,000	State Tax Street Fund	635,000		
30,667	32,655	40,000	General Fund	40,000		
-	-	48,960	Local Improvement Debt Service Fund	-		
75,000	75,000	75,000	CSO Debt Service Fund	75,000		
13,916	28,904	12,000	Interest	12,000		
52,879	12,502	75,000	Miscellaneous	75,000	-	-
51,501,832	51,279,309	7,669,585	<b>Total Resources</b>	<b>7,681,600</b>	-	-
<b><u>Requirements</u></b>						
<b>Expenditures by Department:</b>						
996,042	1,063,420	1,212,990	Engineering	1,229,560		
462,032	487,373	614,100	Shop and Yard	629,830		
459,328	542,699	639,740	Streets	685,360		
30,953	12,285	86,720	Sanitation	81,610		
894,154	1,033,938	1,310,050	Sewer	1,327,135		
148,157	160,042	256,880	Stormwater	306,545		
1,312,314	1,412,383	1,716,680	Water	1,732,575		
-	-	153,005	Contingency	159,565	-	-
4,302,980	4,712,140	5,990,165	<b>Total Expenditures by Department</b>	<b>6,152,180</b>	-	-
<b>Transfers to Other Departments</b>						
-	6,166	6,200	Emergency Communications	6,200		
-	1,258,620	1,258,620	Public Works Improvement Fund	1,108,620		
414,600	414,600	414,600	General Fund	414,600	-	-
414,600	1,679,386	1,679,420	<b>Total Transfers to Other Departments</b>	<b>1,529,420</b>	-	-
4,717,580	6,391,526	7,669,585	<b>Total Expenditures</b>	<b>7,681,600</b>	-	-
<b>Accrual Adjustments for:</b>						
1,340,238	1,294,542	-	Depreciation	-		
74,473	-	-	Loss on Sale/Disposal	-		
444,415	171,786	-	Capitalized Expenditures-GASB 68	-		
240,602	(27,232)	-	Net OPEB Obligations	-		
44,684,524	43,448,687	-	Ending Fund Balance	-	-	-
51,501,832	51,279,309	7,669,585	<b>Total Requirements</b>	<b>7,681,600</b>	-	-

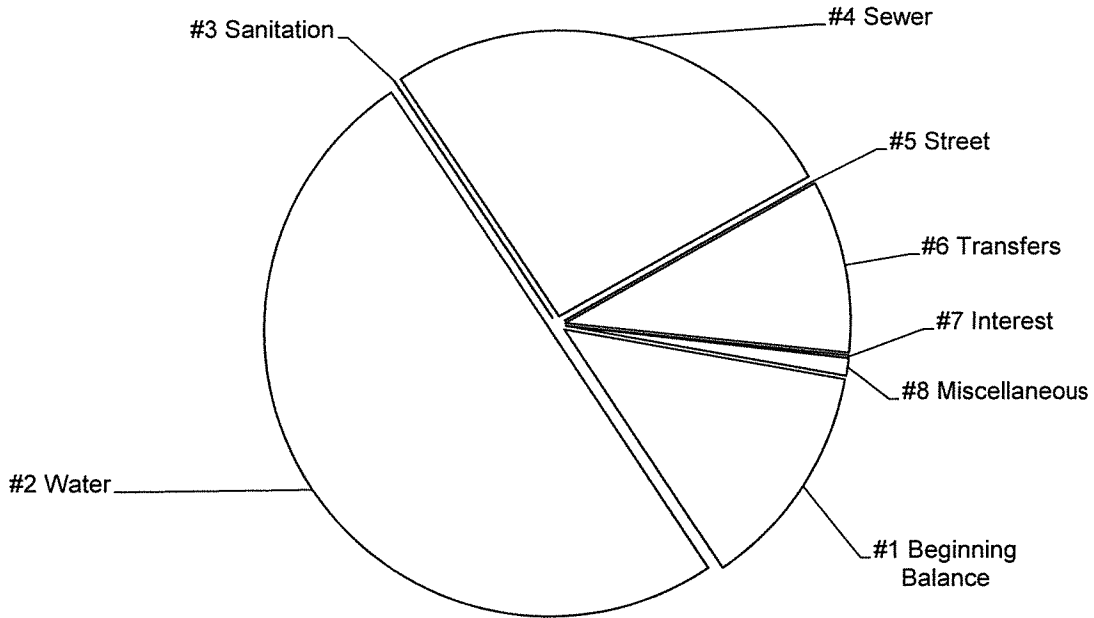
NOTE: Generally Accepted Accounting Principles (GAAP) require a business-type fund to maintain its budgetary fund balance on a full accrual basis. The fund balances for the June 30, 2018 and 2019 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the Public Works Fund at June 30, 2018 was \$ 1,064,293 and at June 30, 2019 was \$ 1,488,545.

City of Astoria, Oregon  
Public Works Fund Resources  
Year Beginning July 1, 2020

Segment #	Resources	Amount	Percentage
1	Beginning Fund Balance	985,000	12.82%
2	Charges for Water Services	3,837,900	49.96%
3	Charges for Sanitation Services	0	0.00%
4	Charges for Sewer Services	2,021,700	26.32%
5	Charges for Street Services	0	0.00%
6	Transfers from Other Funds	750,000	9.76%
7	Interest Earnings	12,000	0.16%
8	Miscellaneous	<u>75,000</u>	<u>0.98%</u>
	Total Resources	<u>7,681,600</u>	<u>99.99%</u>

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

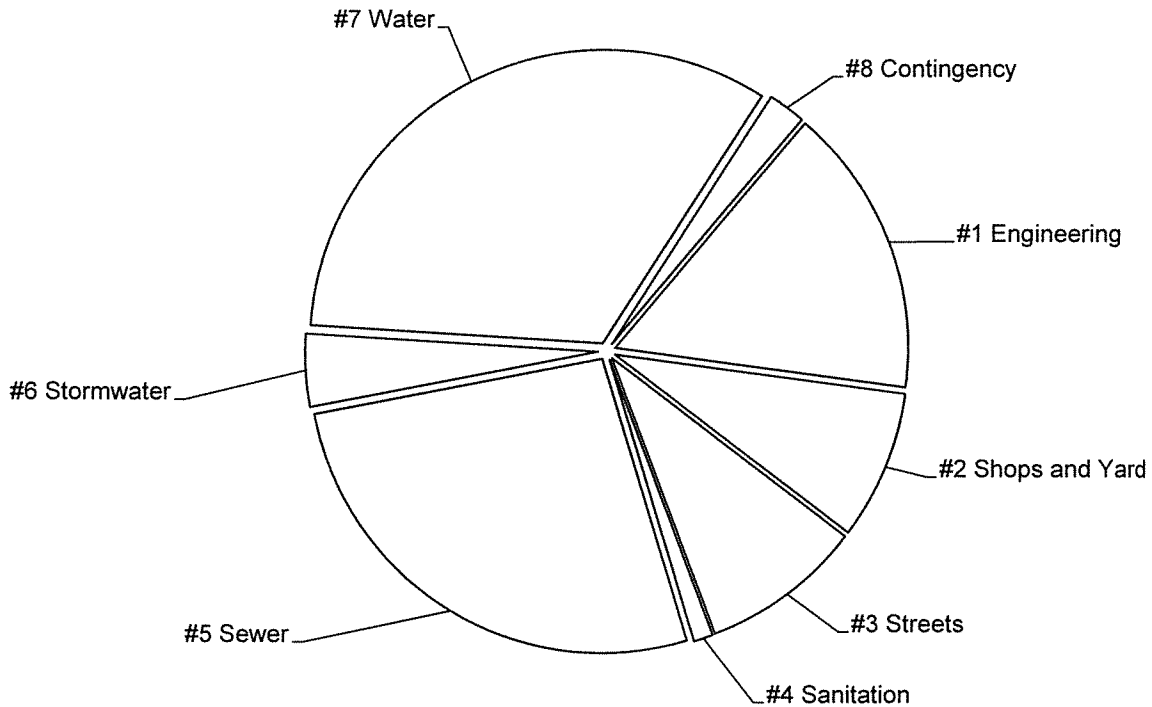
\$ 475,000 is transferred in from the State Tax Street Fund, which receives State of Oregon gas tax revenues. This transfer subsidizes the cost of maintaining City streets.



City of Astoria, Oregon  
Public Works Fund Requirements  
Year Beginning July 1, 2020

Segment #	Requirements	Amount	Percentage
1	Engineering	1,229,560	16.01%
2	Shops and Yard	629,830	8.20%
3	Streets	685,360	8.92%
4	Sanitation	81,610	1.06%
5	Sewer	2,050,385	26.69%
6	Stormwater	306,545	3.99%
7	Water	2,538,745	33.05%
8	Contingency	<u>159,565</u>	<u>4.68%</u>
	Total Requirements	<u>7,681,600</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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/20 - 6/30/21</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
			<b>Personnel Services:</b>			
918,795	985,931	1,098,290	Engineering	1,121,270	-	-
370,933	371,468	460,190	Shop & Yard	470,350	-	-
219,109	247,340	316,790	Streets	325,160	-	-
4,717	3,594	50,960	Sanitation	52,090	-	-
511,643	587,775	636,050	Sewer	650,580	-	-
87,029	93,255	111,930	Stormwater	115,290	-	-
<u>896,408</u>	<u>945,269</u>	<u>1,054,280</u>	Water	<u>1,080,860</u>	-	-
3,008,634	3,234,632	3,728,490	<b>Total Personnel Services</b>	3,815,600	-	-
32.7	33.1	35.7	<b>FTEs</b>	35.8	-	-
			<b>Materials &amp; Services:</b>			
66,488	72,720	109,700	Engineering	103,290	-	-
89,600	108,407	140,510	Shop & Yard	144,350	-	-
240,219	294,320	319,250	Streets	359,200	-	-
26,236	8,691	35,760	Sanitation	29,520	-	-
378,011	431,387	656,900	Sewer	639,525	-	-
61,128	66,787	121,450	Stormwater	159,925	-	-
<u>406,564</u>	<u>435,160</u>	<u>613,900</u>	Water	<u>621,185</u>	-	-
1,268,246	1,417,472	1,997,470	<b>Total Materials &amp; Services</b>	2,056,995	-	-
			<b>Capital Outlay:</b>			
10,759	4,769	5,000	Engineering	5,000	-	-
1,499	7,498	13,400	Shop & Yard	15,130	-	-
-	1,039	3,700	Streets	1,000	-	-
-	-	-	Sanitation	-	-	-
4,500	14,776	17,100	Sewer	37,030	-	-
-	-	23,500	Stormwater	31,330	-	-
<u>9,342</u>	<u>31,954</u>	<u>48,500</u>	Water	<u>30,530</u>	-	-
26,100	60,036	111,200	<b>Total Capital Outlay</b>	120,020	-	-
			<b>Transfers to Other Funds:</b>			
-	6,166	6,200	Emergency Communications	6,200	-	-
-	1,258,620	1,258,620	Public Works Improvement Fund	1,108,620	-	-
<u>414,600</u>	<u>414,600</u>	<u>414,600</u>	General Fund	<u>414,600</u>	-	-
414,600	1,679,386	1,679,420	<b>Total Transfers to Other Funds</b>	1,529,420	-	-
-	-	153,005	<b>Contingency</b>	159,565	-	-
<u>4,717,580</u>	<u>6,391,526</u>	<u>7,669,585</u>	<b>Total Expenditures</b>	<u>7,681,600</u>	-	-



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**FUND: PUBLIC WORKS**

Department: Engineering #3700

Basic Objectives

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

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/20 - 6/30/21</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
			<b>Personnel Services:</b>			
615,033	640,565	678,700	Regular Salaries	702,550		
-	499	2,070	Overtime	2,130		
2,183	2,198	12,000	Extra Help	15,000		
45,926	47,810	53,000	FICA Taxes	55,060		
139,484	176,985	188,940	Insurance	180,830		
105,530	107,579	151,650	Retirement Contributions	154,340		
<u>10,639</u>	<u>10,295</u>	<u>11,930</u>	Workers' Compensation	<u>11,360</u>		
918,795	985,931	1,098,290	<b>Total Personnel Services</b>	<u>1,121,270</u>	-	-
9.0	9.0	9.4	<b>FTEs</b>	9.5		
			<b>Materials and Services:</b>			
6,579	7,758	11,000	Office Supplies	7,000		
3,874	4,505	4,500	Operating Supplies	6,500		
1,332	1,176	2,500	Repair & Maintenance Supplies	2,500		
562	591	1,460	Small Tools & Minor Equipment	1,500		
-	1,950	1,000	Training	1,500		
1,233	404	5,000	Conferences, Meetings & Travel	6,000		
910	930	930	Memberships & Dues	930		
230	-	750	Advertising	1,000		
25,660	30,279	44,100	Professional Services	43,400		
2,182	2,579	4,100	Communications	4,100		
5,597	4,616	6,130	Repair & Maintenance Services	5,500		
190	190	380	Licenses and Permits	380		
-	91	-	Miscellaneous	630		
<u>18,139</u>	<u>17,651</u>	<u>27,850</u>	Technology Services	<u>22,350</u>		
66,488	72,720	109,700	<b>Total Materials and Services</b>	<u>103,290</u>	-	-
			<b>Capital Outlay:</b>			
<u>10,759</u>	<u>4,769</u>	<u>5,000</u>	Machinery & Equipment	<u>5,000</u>		
10,759	4,769	5,000	<b>Total Capital Outlay</b>	<u>5,000</u>	-	-
<u>996,042</u>	<u>1,063,420</u>	<u>1,212,990</u>	<b>Total Expenditures</b>	<u>1,229,560</u>	-	-

**PUBLIC WORKS FUND (301)**

**ENGINEERING (3700)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	702,550
410	2045	Overtime	2,130
410	2085	Extra Help	15,000
410	2090	Extra Help - Overtime	
415	2220	FICA	44,620
415	2225	FICA -Medicare	10,440
415	2230	Insurance	180,830
415	2235	Retirement Contributions	154,340
415	2240	Workers' Compensation	11,360

**TOTAL PERSONNEL SERVICES**

**1,121,270**

**FTEs 9.5**

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

510	3045	General Office Supplies	7,000	
		Sub-total of Office Supplies		<b>7,000</b>
515	3120	Books / Periodicals	500	
515	3180	Fuel, Oil, Lubricants	3,000	
515	3310	General Operating Supplies	3,000	
		Sub-total of Operating Supplies		<b>6,500</b>
525	3525	Motor Vehicle Repair Parts	2,500	
		Sub-total of Repair & Maintenance Supplies		<b>2,500</b>
530	3720	Small Tools	1,000	
530	3730	Steel Toe Boots	500	
		Sub-total of Small Tools & Minor Equipment		<b>1,500</b>
610	4115	Workshops	1,500	
		Sub-total of Training		<b>1,500</b>
615	4260	Travel, Conference and Meeting Expense	6,000	
		Sub-total of Travel, Conferences & Meetings		<b>6,000</b>
620	4390	Network Maintenance	10,000	
620	4395	Email Hosting	400	
620	4540	Professional Services	30,000	
620	4541	VOIP Cisco / Obsidian Support	3,000	
		Sub-total of Personnel Services		<b>43,400</b>
630	4830	American Public Works Association	660	
630	4835	American Society of Civil Engineers	270	
		Sub-total of Memberships & Dues		<b>930</b>



**PUBLIC WORKS FUND (301)**

**ENGINEERING (3700)**

635	4920	Cell Phones	3,600	
635	4922	Conference Calls	500	
		Sub-total of Communications		<b>4,100</b>
640	5020	Advertising - Legal Ads / Notice	500	
640	5022	Advertising - Recruitment	500	
		Sub-total of Advertising		<b>1,000</b>
660	5660	Engineering Plan Plotter / Scanner (Leases)	3,000	
660	5785	Motor Vehicles / Auto Body Shop	1,500	
660	5805	Survey & Other Equipment	1,000	
		Sub-total of Repair & Maintenance Services		<b>5,500</b>
665	5860	Copier Lease (1/5 year lease - Engineering Portion)	630	
		Sub-total Rentals/Leasing		<b>630</b>
675	6010	Professional License Renewal	380	
		Sub-total of Miscellaneous		<b>380</b>
685	6205	Computer Software	1,000	
685	6212	GIS Consulting	15,000	
685	6245	Computer Hardware	500	
685	6255	Software Maintenance Agreement	4,600	
685	6235	Radar Reader Sign Annual Fee	1,250	
		Sub-total Technology		<b>22,350</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>103,290</b>
<b>Capital Outlay (740)</b>				
740	6650	Machinery & Equipment		
		Computers	5,000	
		Sub-total Machinery & Equipment		<b>5,000</b>
<b>TOTAL CAPITAL OUTLAY</b>				<b>5,000</b>
<b>TOTAL ENGINEERING</b>				<b>1,229,560</b>

**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 7/1/20 - 6/30/21</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20	Requirements	Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
229,195	212,126	259,570	Regular Salaries	269,820		
234	610	2,000	Overtime	2,000		
1,350	1,594	4,000	Extra Help	4,000		
16,703	15,340	21,330	FICA Taxes	22,220		
73,640	92,015	98,850	Insurance	96,580		
39,256	42,095	63,000	Retirement Contributions	65,740		
10,555	7,688	11,440	Workers' Compensation	9,990	-	-
<u>370,933</u>	<u>371,468</u>	<u>460,190</u>	<b>Total Personnel Services</b>	<u>470,350</u>	-	-
4.2	4.2	4.7		<b>FTEs</b>		
				4.7		
			<b>Materials and Services:</b>			
1,854	2,068	2,100	Office Supplies	2,500		
2,779	4,349	5,300	Small Tools & Minor Equipment	5,800		
12,634	11,561	15,500	Operating Supplies	14,800		
11,621	15,793	24,500	Repair & Maintenance Supplies	26,000		
1,271	4,289	8,000	Training	7,000		
325		500	Printing & Binding	250		
17,581	20,062	25,710	Professional Services	27,650		
4,567	8,351	7,500	Communications	8,300		
19,649	20,111	20,900	Public Utility Services	21,300		
11,867	14,049	18,500	Repair & Maintenance Services	19,000		
-	12	1,000	Rentals	1,000		
410	319	1,000	Miscellaneous	750		
5,042	7,443	10,000	Technology Services	10,000	-	-
<u>89,600</u>	<u>108,407</u>	<u>140,510</u>	<b>Total Materials and Services</b>	<u>144,350</u>	-	-
			<b>Capital Outlay:</b>			
1,499	7,498	13,400	Machinery & Equipment	15,130	-	-
<u>1,499</u>	<u>7,498</u>	<u>13,400</u>	<b>Total Capital Outlay</b>	<u>15,130</u>	-	-
<u>462,032</u>	<u>487,373</u>	<u>614,100</u>	<b>Total Expenditures</b>	<u>629,830</u>	-	-



**PUBLIC WORKS FUND (301)**

**SHOP AND YARD (3800)**

620	4510	Drug / Alcohol Testing	500	
620	4515	CDL Physicals	600	
620	4539	VOIP Cisco/Obsidian Support	3,000	
620	4540	General - Professional Services	4,500	
		Sub-total of Professional Services		<b>27,650</b>
635	4920	Cell Phones	4,400	
635	4930	Telephone-Century Link	3,800	
635	4975	Postage	100	
		Sub-total of Communications		<b>8,300</b>
650	5145	General Printing and Binding	250	
		Sub-total of Printing and Binding		<b>250</b>
655	5304	Electricity - 535 31st - Old Shop	1,900	
655	5307	Electricity - 550 30th - Main PW	11,000	
656	5473	Natural Gas - PW Shops	4,200	
657	5520	Sanitation - PW Shops	4,200	
		Sub-total of Public Utility Services		<b>21,300</b>
660	5725	Equipment Other Than Vehicles	1,500	
660	5745	Janitorial Services Agreement	10,500	
660	5785	Motor Vehicles / Auto Body Shop	1,000	
660	5825	General Repair and Maintenance Services	6,000	
		Sub-total of Repair and Maintenance Services		<b>19,000</b>
665	5865	Rentals - Equipment	1,000	
		Sub-total of Rentals		<b>1,000</b>
675	6010	License Renewal - Certifications and CDL	200	
675	6015	Fuel Tank Insurance	0	
675	6020	Permits (Tank Assessments)	150	
675	6035	General - Miscellaneous	400	
		Sub-total of Miscellaneous		<b>750</b>
685	6205	Computer Software	500	
685	6235	Computer Hardware Maintenance	500	
685	6245	Computer Hardware	5,000	
685	6255	Software Maintenance Agreement	4,000	
		Sub-total of Technology Services		<b>10,000</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>144,350</b>

**PUBLIC WORKS FUND (301)**

**SHOP AND YARD (3800)**

**Capital Outlay (730 - 740)**

740	6650	Machinery & Equipment	
		Radios	3,000
		Electrical - Lower Shop	5,000
		Light Upgrades	2,600
		iPad	1,130
		Grounds Mower (1/3 @ Shop/Sewer/Water)	3,400
		Sub-total of Machinery & Equipment	<b>15,130</b>

<b>TOTAL CAPITAL OUTLAY</b>	<b>15,130</b>
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<b>TOTAL SHOP &amp; YARD</b>	<b>629,830</b>
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**FUND: PUBLIC WORKS**

Department: Streets # 3900

Basic Objectives

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



City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

Expenditures (by department)  
STREETS # 3900

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/20 - 6/30/21</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
			<b>Personnel Services:</b>			
124,254	142,381	173,040	Regular Salaries	179,880		
324	1,728	2,000	Overtime	2,600		
8,410	6,865	12,000	Extra Help	13,000		
9,844	11,248	14,220	FICA Taxes	14,810		
45,733	52,880	65,900	Insurance	64,390		
23,476	27,091	42,000	Retirement Contributions	43,820		
7,068	5,147	7,630	Workers' Compensation	6,660	-	-
<u>219,109</u>	<u>247,340</u>	<u>316,790</u>	<b>Total Personnel Services</b>	325,160	-	-
2.5	2.5	3.2	FTEs	3.2		
			<b>Materials and Services:</b>			
379	593	1,000	Small Tools & Minor Equipment	1,000		
7,536	11,306	11,800	Operating Supplies	11,800		
58,590	70,212	89,000	Repair & Maintenance Supplies	96,000		
-	150	300	Training	300		
810	11,116	9,800	Professional Services	10,250		
147,607	157,278	152,150	Public Utility Services	152,150		
25,175	43,504	50,000	Repair & Maintenance Services	83,000		
-	-	4,000	Rentals	4,000		
122	161	1,200	Miscellaneous	700	-	-
<u>240,219</u>	<u>294,320</u>	<u>319,250</u>	<b>Total Materials and Services</b>	359,200	-	-
			<b>Capital Outlay:</b>			
-	1,039	3,700	Machinery & Equipment	1,000	-	-
-	-	-	<b>Total Capital Outlay</b>	-	-	-
<u>459,328</u>	<u>542,699</u>	<u>639,740</u>	<b>Total Expenditures</b>	<u>685,360</u>	-	-

**PUBLIC WORKS FUND (301)**

**STREETS (3900)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	179,880
410	2045	Overtime	2,600
410	2085	Extra Help	13,000
415	2220	FICA	14,810
415	2230	Insurance	64,390
415	2235	Retirement Contributions	43,820
415	2240	Workers' Compensation	6,660

**TOTAL PERSONNEL SERVICES**

**FTEs**

**3.2**

**325,160**

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

515	3120	Books and Periodicals	100
515	3125	Clothing, Uniforms, Boots, Gloves	500
515	3180	Fuel, Oil, Lubricants	11,000
515	3310	General Operating Supplies	200

Sub-total of Operating Supplies

**11,800**

525	3525	Motor Vehicle Repair Parts	17,000
525	3530	Tires	4,500
525	3540	Paint and Paint Supplies	21,000
525	3550	Electrical Supplies	5,000
525	3578	Road Maintenance Materials	13,000
525	3580	Signs	16,000
525	3585	Safety Supplies	3,000
525	3590	Cold Patch	3,000
525	3593	De-Icer	3,500
525	3595	Rock	3,000
525	3640	Other Repair and Maintenance Supplies	7,000

Sub-total of Repair and Maintenance Supplies

**96,000**

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

**1,000**

610	4085	Travel Expense - Training	150
610	4115	Workshops	150

Sub-total of Training

**300**

620	4460	Hazardous Tree Removal	3,500
620	4510	Drug / Alcohol Testing	150
620	4515	CDL Physicals	100
620	4540	General - Professional Services	6,500

Sub-total of Professional Services

**10,250**

655	5310	Electricity - Street Lights	152,000
657	5541	Sanitation	150

Sub-total of Public Utility Services

**152,150**

**PUBLIC WORKS FUND (301)**

<b>STREETS (3900)</b>				
660	5725	Equipment Other Than Vehicles	1,500	
660	5785	Motor Vehicles / Auto Body Shop	8,000	
660	5815	Equipment with Operator	2,500	
660	5820	Paving, Street Repair, Concrete	18,000	
660	5825	General Repair and Maintenance Services	10,000	
660	5826	Street Sweeping Disposal	8,000	
660	5827	Striping, Pavement Marking	35,000	
		Sub-total of Repair & Maintenance Services		<b>83,000</b>
665	5865	Rentals - Equipment	1,500	
665	5875	General - Rentals	2,500	
		Sub-total of Rentals		<b>4,000</b>
675	6005	Licenses and Permits	100	
675	6010	License Renewal	100	
675	6035	General - Miscellaneous	500	
		Sub-total of Miscellaneous		<b>700</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>359,200</b>
<b><u>Capital Outlay (740)</u></b>				
740	6650	Machinery & Equipment		
		Street Light Fixtures	1,000	
		Sub-total of Machinery & Equipment		<b>1,000</b>
<b>TOTAL CAPITAL OUTLAY</b>				<b>1,000</b>
<b>TOTAL STREETS</b>				<b>685,360</b>

**FUND: PUBLIC WORKS**

Department: Sanitation # 5400

Basic Objectives

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

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

Expenditures (by department)  
SANITATION # 5400

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/20 - 6/30/21</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
			<b>Personnel Services:</b>			
1,968	1,594	28,840	Regular Salaries	29,980		
348	192	500	Extra Help	500		
174	135	2,370	FICA Taxes	2,470		
730	574	10,980	Insurance	10,730		
318	275	7,000	Retirement Contributions	7,300		
<u>1,179</u>	<u>824</u>	<u>1,270</u>	Worker Compensation	<u>1,110</u>	-	-
4,717	3,594	50,960	<b>Total Personnel Services</b>	52,090	-	-
0.1	0.1	0.5	FTEs	0.5		
			<b>Materials and Services:</b>			
259	123	450	Operating Supplies	450		
6	25	3,500	Repair & Maintenance Supplies	1,500		
210	-	210	Memberships & Dues	320		
-	-	50	Advertising	50		
25,397	8,179	26,000	Professional Services	24,000		
214	214	350	Public Utility Services	250		
-	-	3,050	Repair & Maintenance Services	1,800		
-	-	1,000	Rentals	500		
<u>150</u>	<u>150</u>	<u>1,150</u>	Miscellaneous	<u>650</u>	-	-
26,236	8,691	35,760	<b>Total Materials and Services</b>	29,520	-	-
			<b>Capital Outlay</b>			
-	-	-	Machinery and Equipment	-	-	-
-	-	-	<b>Total Capital Outlay</b>	-	-	-
<u>30,953</u>	<u>12,285</u>	<u>86,720</u>	<b>Total Expenditures</b>	<u>81,610</u>	-	-

**PUBLIC WORKS FUND (301)**

**SANITATION (5400)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	29,980
410	2085	Extra Help	500
415	2220	FICA	2,470
415	2230	Insurance	10,730
415	2235	Retirement Contributions	7,300
415	2240	Workers' Compensation	1,110

**TOTAL PERSONNEL SERVICES**

FTEs

0.5

**52,090**

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

515	3275	Laboratory Supplies	150
515	3310	General Operating Supplies	300

Sub-total of Operating Supplies

**450**

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

Sub-total of Repair and Maintenance Supplies

**1,500**

620	4520	Lab Testing	3,000
620	4540	Professional Services-General	21,000

Sub-total of Professional Services

**24,000**

630	4850	Association of Oregon Recyclers	320
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Sub-total of Membership's and Dues

**320**

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

**50**

655	5367	Electricity - Transfer Station	250
657	5538	Sanitation - Downtown Litter Baskets	0

Sub-total of Public Utility Services

**250**

660	5725	Equipment Other Than Vehicles	50
660	5785	Motor Vehicles / Auto Body Shop	250
660	5815	Equipment with Operator	1,500

Sub-total of Repair & Maintenance Services

**1,800**

665	5865	Rentals - Equipment	500
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Sub-total of Rentals

**500**

**PUBLIC WORKS FUND (301)**

**SANITATION (5400)**

675	6020	Permits	150
675	6035	General - Miscellaneous	500
		Sub-total of Miscellaneous	<b>650</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>29,520</b>
<u>Capital Outlay (730 - 740)</u>			
740	6650	Machinery & Equipment	
		Sub-total Machinery & Equipment	-
<b>TOTAL SANITATION</b>			<b>81,610</b>

**FUND: PUBLIC WORKS**

Department: Sewer # 5600

Basic Objectives

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



City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

Expenditures (by department)  
SEWER # 5600

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/20 - 6/30/21</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20	Requirements	Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
310,006	360,848	346,090	Regular Salaries	359,760		
1,524	2,844	4,000	Overtime	4,000		
18,134	19,886	21,480	On Call	21,450		
3,664	2,555	5,000	Extra Help	6,000		
24,763	28,896	28,440	FICA Taxes	29,630		
84,834	96,438	131,790	Insurance	128,770		
54,546	65,515	84,000	Retirement Contributions	87,650		
14,172	10,793	15,250	Workers' Compensation	13,320		
					-	-
511,643	587,775	636,050	<b>Total Personnel Services</b>	650,580		
5.8	6.0	6.3		FTEs 6.3		
			<b>Materials and Services:</b>			
576	817	1,150	Office Supplies	1,150		
44,697	59,132	82,650	Operating Supplies	82,550		
91,774	102,988	137,000	Repair & Maintenance Supplies	139,000		
1,168	2,988	4,000	Small Tools & Minor Equipment	4,000		
3,816	5,953	13,000	Training	11,000		
21,713	21,329	54,350	Professional Services	55,050		
760	860	800	Memberships & Dues	1,275		
1,276	1,624	4,500	Communications	3,500		
1,101	265	1,500	Advertising	900		
6,554	6,864	7,800	Printing & Binding	7,800		
153,185	160,811	186,450	Public Utility Services	169,400		
32,184	48,907	106,000	Repair & Maintenance Services	106,000		
85	149	2,000	Rentals	5,400		
8,721	10,135	9,000	Licenses and Permits	9,400		
-	-	23,100	Credit Card Fees	20,000		
770	140	3,000	Miscellaneous	2,500		
9,631	8,425	20,600	Technology Services	20,600		
					-	-
378,011	431,387	656,900	<b>Total Materials and Services</b>	639,525		
			<b>Capital Outlay:</b>			
4,500	14,776	17,100	Machinery & Equipment	37,030		
					-	-
4,500	14,776	17,100	<b>Total Capital Outlay</b>	37,030		
			<b>Transfers to Other Funds:</b>			
-	3,083	3,100	Emergency Communications	3,100		
-	629,310	629,310	Public Works Improvement Fund	554,310		
165,840	165,840	165,840	General Fund	165,840		
					-	-
165,840	798,233	798,250	<b>Total Transfer to Other Funds</b>	723,250		
			<b>Total Expenditures</b>	2,050,385		

**PUBLIC WORKS FUND (301)**

**SEWER (5600)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	359,760
410	2045	Overtime	4,000
410	2047	On Call	21,450
410	2085	Extra Help	6,000
415	2220	FICA	29,630
415	2230	Insurance	128,770
415	2235	Retirement Contributions	87,650
415	2240	Workers' Compensation	13,320

**TOTAL PERSONNEL SERVICES**

**FTEs 6.3 650,580**

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

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

Sub-total of Office Supplies **1,150**

515	3120	Books & periodicals	200
515	3125	Clothing, Uniforms, Boots, Gloves	4,000
515	3180	Fuel, Oil, Lubricants	15,000
515	3265	Custodial Supplies	250
515	3275	Laboratory Supplies	6,000
515	3280	Chlorine	14,000
515	3281	Dechlorinating Chemical	27,000
515	3282	pH Adjustment	1,000
515	3283	Pro Biotic Scrubber	13,000
515	3310	General Operating Supplies	2,100

Sub-total of Operating Supplies **82,550**

525	3520	Building Materials / Supplies	5,000
525	3525	Motor Vehicle Repair Parts	13,000
525	3530	Tires	5,000
525	3540	Paint & Paint Supplies	1,500
525	3550	Electrical Supplies	6,000
525	3585	Safety Supplies	4,500
525	3590	Cold Patch	2,500
525	3595	Rock	5,500
525	3600	Sewer Supplies	35,000
525	3615	Pump Station Repair Parts	37,000
525	3640	Other Repair and Maintenance Supplies	24,000

Sub-total of Repair and Maintenance Supplies **139,000**

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

610	4085	Travel Expense - Training	5,000
610	4115	Workshops	6,000

Sub-total of Training **11,000**

**PUBLIC WORKS FUND (301)**

**SEWER (5600)**

620	4400	Internet Connectivity	3,400	
620	4510	Drug / Alcohol Testing	500	
620	4515	CDL Physicals	900	
620	4520	Lab Testing	10,000	
620	4525	Locate Requests	250	
620	4540	General - Professional Services	40,000	
		Sub-total Professional Services		<b>55,050</b>
630	4855	Association of Clean Water Agencies	900	
630	4860	OAWU-OR Assc of Water Utilities	375	
		Sub-total of Memberships & Dues		<b>1,275</b>
635	4920	Cell Phones	1,500	
635	4975	Postage	2,000	
		Sub-total of Communications		<b>3,500</b>
640	5022	Advertising - Recruitment	400	
640	5030	Advertising - Public Notices	500	
		Sub-total of Advertising		<b>900</b>
650	5140	Utility Bills, CCR, Meter Slips	7,500	
650	5145	General Printing and Binding	300	
		Sub-total of Printing and Binding		<b>7,800</b>
655	5370	Electricity - 4665 Birch #1	48,000	
655	5373	Electricity - 2165 Duane #3	15,000	
655	5376	Electricity - 175 W. Marine Dr.	6,000	
655	5379	Electricity - 580 W. Marine Dr.	7,000	
655	5382	Electricity - 1090 Olney #2	3,000	
655	5385	Electricity - 5555 Lagoon Rd/WW	85,000	
655	5388	Electricity - 5250 Ash #2	1,000	
655	5391	Electricity - 5340 Alder #3	500	
655	5394	Electricity - 5324 52nd Alderbrook	300	
655	5397	Electricity - 2700 Marine Drive	600	
657	5529	Sanitation - Sewer/Dry Bed	3,000	
		Sub-total of Public Utility Services		<b>169,400</b>
660	5725	Equipment Other Than Vehicles	30,000	
660	5785	Motor Vehicles / Auto Body Shop	4,000	
660	5815	Equipment with Operator	12,000	
660	5820	Paving, Street Repair, Concrete	16,000	
660	5825	General Repair and Maintenance Services	44,000	
		Sub-total of Repair and Maintenance Services		<b>106,000</b>
665	5865	Rentals - Equipment	5,400	
		Sub-total of Rentals		<b>5,400</b>

**PUBLIC WORKS FUND (301)**

<b>SEWER (5600)</b>			
675	5925	Credit Card Fees	20,000
675	6005	Licenses and Permits	9,400
675	6010	License Renewal	500
675	6035	General - Miscellaneous	2,000
		Sub-total of Miscellaneous	<b>31,900</b>
685	6205	Computer Software	4,000
685	6207	Non-Contract IT Services	2,000
685	6245	Computer Hardware	6,600
685	6255	Software Maintenance Agreement	8,000
		Sub-total of Technology Services	<b>20,600</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>639,525</b>
<b><u>Capital Outlay (730 - 740)</u></b>			
740	6650	Machinery & Equipment	
		Confined Space, Rescue and Safety Equipment	7,000
		RTU Shops	4,000
		PS # 5 VFD Ultra Sonic Level Sensor	5,000
		Safety Boat Replcement (1/2 Sewer 1/2 Stormwater)	5,000
		Cues Push / mini Camera (1/2 Sewer 1/2 Stormwater)	4,500
		SCADA Network Security (1/3 @ Storm/Sewer/Water)	7,000
		Grounds Mower (1/3 @ Shop/Sewer/Water)	3,400
		iPad	1,130
		Sub-total of Machinery & Equipment	<b>37,030</b>
<b>TOTAL CAPITAL OUTLAY</b>			<b>37,030</b>
<b><u>Transfer to Other Funds (850)</u></b>			
850	7555	General Fund	165,840
850	7525	Emergency Communications Fund	3,100
850	7557	Public Works Improvement Fund	554,310
		Sub-total Transfers to Other Funds	<b>723,250</b>
<b>TOTAL SEWER</b>			<b>2,050,385</b>



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**FUND: PUBLIC WORKS**

Department: Stormwater # 7400

Basic Objectives

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

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

Expenditures (by department)  
STORMWATER # 7400

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/20 - 6/30/21</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20		Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
47,579	52,789	57,680	Regular Salaries	59,960		
593	562	2,000	Overtime	2,100		
4,383	3,531	9,000	Extra Help	10,000		
3,975	4,294	4,740	FICA Taxes	4,940		
18,732	20,300	21,970	Insurance	21,460		
9,409	10,063	14,000	Retirement Contributions	14,610		
<u>2,358</u>	<u>1,716</u>	<u>2,540</u>	Workers' Compensation	<u>2,220</u>	-	-
87,029	93,255	111,930	<b>Total Personnel Services</b>	115,290	-	-
1.0	1.0	1.1	FTEs	1.1		
			<b>Materials and Services:</b>			
631	107	1,500	Small Tools & Minor Equipment	1,500		
3,279	4,038	7,550	Operating Supplies	7,550		
33,431	37,871	56,000	Repair & Maintenance Supplies	89,500		
-	49	3,400	Training	3,400		
142	4,075	5,300	Professional Services	5,300		
			Membership and Dues	375		
7,874	7,812	8,000	Communications	8,600		
3,358	3,436	4,000	Public Utility Services	4,000		
12,293	9,399	34,000	Repair & Maintenance Services	35,000		
-	-	1,000	Rentals	4,000		
-	-	200	Licenses and Permits	200		
<u>120</u>	<u>-</u>	<u>500</u>	Miscellaneous	<u>500</u>	-	-
61,128	66,787	121,450	<b>Total Materials and Services</b>	159,925	-	-
-	-	23,500	<b>Capital Outlay:</b>	31,330	-	-
-	-	23,500	<b>Total Capital Outlay</b>	31,330	-	-
<u>148,157</u>	<u>160,042</u>	<u>256,880</u>	<b>Total Expenditures</b>	<u>306,545</u>	-	-





**PUBLIC WORKS FUND (301)**

**STORMWATER (7400)**

635	4982	CSO AT&T Mobility	8,600	
		Sub-total of Communications		<b>8,600</b>
655	5397	Electricity - Denver Storage	4,000	
		Sub-total of Public Utility Services		<b>4,000</b>
660	5725	Equipment Other Than Vehicles	4,500	
660	5785	Motor Vehicles / Auto Body Shop	1,500	
660	5815	Equipment with Operator	3,000	
660	5820	Paving, Street Repair, Concrete	5,000	
660	5825	General Repair & Maintenance	12,000	
660	5826	Street Sweeping Disposal	9,000	
		Sub-total of Repair and Maintenance Services		<b>35,000</b>
665	5865	Rentals - Equipment	4,000	
		Sub-total of Rentals		<b>4,000</b>
675	6010	License Renewal	200	
675	6035	General - Miscellaneous	500	
		Sub-total of Miscellaneous		<b>700</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>159,925</b>
<b><u>Capital Outlay (730 - 740)</u></b>				
740	6650	Machinery & Equipment		
		Ammonia Nitrate Meter / Probe	5,000	
		Confined Space Rescue & Safety Equipment	7,000	
		CSO Laptops	1,200	
		Safety Boat Replacement (1/2 Sewer 1/2 Stormwater)	5,000	
		Cues Push / mini Camera (1/2 Sewer 1/2 Stormwater)	5,000	
		SCADA Network Security (1/3 @ Storm/Sewer/Water)	7,000	
		iPad	1,130	
		Sub-total of Machinery & Equipment		<b>31,330</b>
<b>TOTAL CAPITAL OUTLAY</b>				<b>31,330</b>
<b>TOTAL STORMWATER</b>				<b>306,545</b>

**FUND: PUBLIC WORKS**

Department: Water # 8100

Basic Objectives

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

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

Expenditures (by department)  
WATER # 8100

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/20 - 6/30/21</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
			<b>Personnel Services:</b>			
517,136	542,173	576,800	Regular Salaries	599,590		
7,473	12,122	10,000	Overtime	13,000		
8,055	9,932	10,000	On Call	11,000		
19,039	23,297	25,000	Extra Help	25,000		
42,486	43,490	47,410	FICA Taxes	49,380		
174,960	194,183	219,650	Insurance	214,610		
103,711	102,949	140,000	Retirement Contributions	146,080		
<u>23,548</u>	<u>17,123</u>	<u>25,420</u>	Workers' Compensation	<u>22,200</u>	-	-
896,408	945,269	1,054,280	<b>Total Personnel Services</b>	1,080,860	-	-
10.1	10.3	10.5	<b>FTEs</b>	10.5		
			<b>Materials and Services:</b>			
752	551	1,350	Office Supplies	1,350		
3,685	4,263	6,500	Small Tools & Minor Equipment	6,500		
52,383	53,165	68,550	Operating Supplies	68,150		
189,722	219,991	270,500	Repair & Maintenance Supplies	275,000		
7,407	5,636	14,000	Training	12,000		
2,555	2,565	2,600	Memberships & Dues	2,985		
361	125	1,000	Advertising	500		
83	10,537	13,000	Printing & Binding	11,700		
1,892	1,429	10,000	Rentals	13,000		
37,131	40,962	55,400	Professional Services	56,500		
2,493	2,087	6,200	Communications	5,200		
30,941	23,799	25,000	Public Utility Services	26,800		
63,442	57,382	95,000	Repair & Maintenance Services	97,000		
472	3,680	4,000	Licenses and Permits	4,000		
-	-	23,100	Credit Card Fees	20,000		
985	1,824	2,000	Miscellaneous	6,000		
<u>12,260</u>	<u>7,164</u>	<u>15,700</u>	Technology Services	<u>14,500</u>	-	-
406,564	435,160	613,900	<b>Total Materials and Services</b>	621,185	-	-
			<b>Capital Outlay:</b>			
<u>9,342</u>	<u>31,954</u>	<u>48,500</u>	Machinery & Equipment	<u>30,530</u>	-	-
9,342	31,954	48,500	<b>Total Capital Outlay</b>	30,530	-	-
			<b>Transfer to Other Funds:</b>			
-	3,083	3,100	Emergency Communications	3,100		
-	629,310	629,310	Public Works Improvement Fund	554,310		
<u>248,760</u>	<u>248,760</u>	<u>248,760</u>	General Fund	<u>248,760</u>	-	-
248,760	881,153	881,170	<b>Total Transfer to Other Funds</b>	806,170	-	-
<u>1,561,074</u>	<u>2,293,536</u>	<u>2,597,850</u>	<b>Total Expenditures</b>	<u>2,538,745</u>	-	-

**PUBLIC WORKS FUND (301)**

**WATER (8100)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	599,590
410	2045	Overtime	13,000
410	2047	On Call	11,000
410	2085	Extra Help	25,000
415	2220	FICA	49,380
415	2230	Insurance	214,610
415	2235	Retirement Contributions	146,080
415	2240	Workers' Compensation	22,200

**TOTAL PERSONNEL SERVICES**

**FTEs 10.5**  
**1,080,860**

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

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

Sub-total of Office Supplies **1,350**

515	3120	Books & Periodicals	300
515	3125	Clothing, Uniforms, Boots, Gloves	4,000
515	3180	Fuel, Oil, Lubricants	34,000
515	3265	Custodial Supplies	350
515	3270	Chemicals	4,500
515	3275	Laboratory Supplies	8,000
515	3280	Chlorine	8,000
515	3285	Fluoride	7,500
515	3310	General Operating Supplies	1,500

Sub-total of Operating Supplies **68,150**

525	3520	Building Materials / Supplies	20,000
525	3525	Motor Vehicle Repair Parts	20,000
525	3530	Tires	5,000
525	3540	Paint & Paint Supplies	2,500
525	3550	Electrical Supplies	15,000
525	3585	Safety Supplies	4,500
525	3590	Cold Patch	3,000
525	3595	Rock	20,000
525	3605	Water Maintenance Supplies	150,000
525	3640	Other Repair and Maintenance Supplies	35,000

Sub-total of Repair & Maintenance Supplies **275,000**

530	3720	Small Tools	6,500
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Sub-total Small Tools **6,500**

**PUBLIC WORKS FUND (301)**

**WATER (8100)**

610	4085	Travel Expense - Training	5,000	
610	4115	Workshops	7,000	
		Sub-total of Training		<b>12,000</b>
620	4510	Drug / Alcohol Testing	450	
620	4515	CDL Physicals	800	
620	4520	Lab Testing	8,000	
620	4525	Locate Requests	250	
620	4535	Water Meter Reading / Green Card	31,000	
620	4540	General - Professional Services	16,000	
		Sub-Total of Professional Services		<b>56,500</b>
630	4860	OAWU-OR Assc of Water Utilities	375	
630	4865	Association of State Dam Safety Officials	2,050	
630	4870	American Waterworks Association	360	
630	4875	OCCIRS - Cross Connections	200	
		Sub-Total of Memberships & Dues		<b>2,985</b>
635	4920	Cell Phones	1,500	
635	4930	Telephone - Qwest	700	
635	4975	Postage	3,000	
		Sub-total of Communications		<b>5,200</b>
640	5030	Advertising - Public Notices	500	
		Sub-total of Advertising		<b>500</b>
650	5140	Utility Bills, CCR, Meter Slips	11,000	
650	5145	General Printing and Binding	700	
		Sub-total of Printing & Binding		<b>11,700</b>
655	5400	Electricity - 6th and Lexington	800	
655	5403	Electricity - RR2 Box 812	1,200	
655	5406	Electricity - Watershed Equipment	2,400	
655	5409	Electricity - Pipeline Res #3	3,800	
655	5412	Electricity - Niagara Pump Station	1,000	
655	5415	Electricity - 1499 Madison	4,000	
655	5424	Electricity - 1597 James St.	3,300	
655	5427	Electricity - Skyline Pump House	2,500	
655	5430	Electricity - Bear Creek Reservoir	7,000	
655	5433	Electricity - Headworks Rd	800	
		Sub-total of Public Utility Services		<b>26,800</b>
660	5725	Equipment Other Than Vehicles	7,000	
660	5785	Motor Vehicles / Auto Body Shop	8,000	
660	5815	Equipment with Operator	12,000	
660	5820	Paving, Street Repair, Concrete	35,000	
660	5825	General Repair and Maintenance Services	35,000	
		Sub-total of Repair and Maintenance Services		<b>97,000</b>

**PUBLIC WORKS FUND (301)**

**WATER (8100)**

665	5865	Equipment	5,000	
665	5875	General Rentals	8,000	
		Sub-total of Rentals		<b>13,000</b>
675	5925	Credit Card Fees	20,000	
675	6005	Licenses and Permits	3,000	
675	6010	License Renewal	1,000	
675	6035	General - Miscellaneous	6,000	
		Sub-total of Miscellaneous		<b>30,000</b>
685	6205	Computer Software	1,500	
685	6207	Non-Contract IT Services	2,000	
685	6245	Computer Hardware	5,000	
685	6255	Software Maintenance Agreement	6,000	
		Sub-total of Technology Services		<b>14,500</b>

<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>621,185</b>
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**Capital Outlay**

740	6650	Machinery & Equipment		
		Grounds Mower (1/3 @ Shop/Sewer/Water)	3,400	
		Confined Space Rescue	7,000	
		Rosemont Cl2 / pH Analyzer 0 Res #3	5,000	
		Thunderbird System Engineering	3,000	
		SCADA Network Security (1/3 @ Storm/Sewer/Water)	7,000	
		iPad	1,130	
		6th & Lexington RTU	4,000	

<b>TOTAL CAPITAL OUTLAY</b>	<b>30,530</b>
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**Transfer to Other Funds (850)**

850	7555	General Fund	248,760	
850	7525	Emergency Communications Fund (911 Subscription)	3,100	
850	7557	Public Works Improvement Fund	554,310	
		Sub-total Transfers to Other Funds		<b>806,170</b>

<b>TOTAL WATER</b>	<b>2,538,745</b>
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**FUND: CEMETERY # 325**

Basic Objectives

This fund provides for the operation of Ocean View Cemetery which is owned by the City of Astoria. The cemetery has been in continuous operation since 1897. Graves are sold on a perpetual care basis. Interest from the Cemetery Irreducible Fund, which receives a portion of the grave sales, is used for the Cemetery Fund Operations.

Staffing

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



City of Astoria, Oregon  
Budget Document

CEMETERY FUND # 325

Historical Data			Budget for Fiscal Year 7/1/20 - 6/30/21			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
<b>Resources</b>						
471,297	457,836	38,826	Beginning Fund Balance	38,900		
-	-	-	Sale of Graves	17,000		
-	-	-	Charges for Services	58,880		
-	-	-	Interest Earnings	-		
-	-	-	Transfer Other Fund -Cemetery Irreducible Fund	9,000		
-	-	-	Miscellaneous	-	-	-
<u>471,297</u>	<u>457,836</u>	<u>38,826</u>	<b>Total Resources</b>	<u>123,780</u>	<u>-</u>	<u>-</u>
<b>Requirements</b>						
<b>Personnel Services</b>						
			Regular Salaries	15,710		
			Extra Help	18,250		
			Interfund Wages	9,900		
			FICA Taxes	3,360		
			Insurance	8,010		
			Retirement Contributions	9,020		
-	-	-	Workers' Compensation	1,840	-	-
-	-	-		66,090	-	-
<b>Total Personnel Services</b>						
<b>Materials and Services</b>						
			Office Supplies	100		
			Operating Supplies	5,250		
			Repair & Maintenance Supplies	4,000		
			Small Tools & Minor Equipment	700		
			Professional Services	600		
			Memberships & Dues	1,150		
			Advertising	200		
			Utilities	3,300		
			Repair & Maintenance Services	600		
			Rental Equipment	1,630		
-	-	-	Miscellaneous	1,050	-	-
-	-	-	<b>Total Materials and Services</b>	18,580	-	-
<b>Capital Outlay</b>						
-	-	38,826	Improvements Other than Buildings	-	-	-
-	-	38,826	<b>Total Capital Outlay</b>	-	-	-
<b>Contingency</b>						
-	-	-		-	-	-
<b>Accrual Adjustments for:</b>						
13,461	3,421	-	Depreciation	-	-	-
13,461	3,421	38,826	<b>Total Expenditures</b>	84,670	-	-
457,836	454,415	-	Ending Fund Balance	39,110	-	-
<u>471,297</u>	<u>457,836</u>	<u>38,826</u>	<b>Total Requirements</b>	<u>123,780</u>	<u>-</u>	<u>-</u>

**NOTE:** Generally Accepted Accounting Principles (GAAP) require a business-type fund to maintain its budgetary fund balance on a full accrual basis. The fund balance for the June 30, 2019 and 2020 actual data includes cash, inventory, accounts receivable and fixed assets. Cash for the Cemetery Fund at June 30, 2018 and 2019 was \$ 38,826 and \$ 38,826.

**OCEANVIEW CEMETERY FUND 325**

**CEMETERY OPERATION-MAINTENANCE (8500)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	15,710
415	2085	Extra Help	18,250
415	2095	Interfund Wages	9,900
415	2220	FICA -Social Security	3,360
415	2230	Insurance	8,010
415	2235	Retirement Contributions	9,020
415	2240	Workers' Compensation	1,840

**TOTAL PERSONNEL SERVICES**

**FTEs**

**0.9**

**66,090**

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

510	3045	General Office Supplies	100	
		Sub-total of Office Supplies		<b>100</b>
515	3118	Cemetery Liners	1,200	
515	3180	Fuel Oil Lubricants	1,500	
515	3245	Fertilizers / Pesticides	500	
515	3250	Bark Mulch / Top Soil / Sawdust	500	
515	3265	Custodial Supplies	250	
515	3290	Heating Oil - Cemetery	800	
515	3310	General Operating Supplies	500	
		Sub-total of Operating Supplies		<b>5,250</b>
525	3520	Building Materials / Supplies	1,000	
525	3525	Motor Vehicle Repair Parts	250	
525	3530	Tires	200	
525	3540	Paint & Paint Supplies	50	
525	3565	Vandalism Repair	200	
525	3580	Signs	200	
525	3620	Heating System Maintenance	200	
525	3625	Plumbing & Irrigation Supplies	500	
525	3630	Water and Sewer Repair	900	
525	3640	Other Repair & Maintenance Supplies	500	
		Sub-total Repair & Maintenance Supplies		<b>4,000</b>
530	3720	Small Tools	200	
530	3725	Irrigation Equipment	500	
		Sub-total of Small Tools & Minor Equipment		<b>700</b>

**OCEANVIEW CEMETERY FUND 325**

**CEMETERY OPERATION-MAINTENANCE (8500)**

620	4432	Background Checks	100	
620	4540	General Professional Services	500	
		Sub-total of Professional Services		<b>600</b>
630	4880	Oregon Cemetery Association	250	
630	4885	State Cemetery Board	900	
		Sub-total of Memberships & Dues		<b>1,150</b>
640	5030	Advertising - Public Notices	200	
		Sub-total of Advertising		<b>200</b>
655	5292	Electricity - Cemetery	1,000	
657	5535	Sanitation	100	
658	5555	Cemetery Water and Wewer	2,200	
		Sub-total of Public Utility Services		<b>3,300</b>
660	5725	Equipment other than Vehicles	250	
660	5755	Electrical	250	
660	5825	General - Repair & Maintenance Services	100	
		Sub-total of Repair & Maintenance Services		<b>600</b>
665	5865	Rental Equipment	1,630	
		Sub-total of Rentals		<b>1,630</b>
675	5925	Credit Card Processing Fees	1,000	
675	6005	Licenses & Permits	50	
		Sub-total of Miscellaneous		<b>1,050</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>18,580</b>
<b>Capital Outlay (720 - 740)</b>				
<b>TOTAL CAPITAL OUTLAY</b>				<b>-</b>
<b>Contingent Expenditures (910)</b>				
910	8020	Contingency	-	
		Subtotal of Contingency		<b>-</b>
<b>Ending Fund Balance (950)</b>				
950	8520	Unappropriated Ending Fund Balance	39,110	
		Sub-total of Ending Fund Balance		<b>39,110</b>
<b>TOTAL OCEANVIEW CEMETERY FUND</b>				<b>123,780</b>

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

Basic Objectives

The Maritime Park Fund was renamed 17<sup>th</sup> Street Dock Fund with the adoption of Resolution No. 96-31, May 6, 1996. The 17<sup>th</sup> Street Dock Fund was established to receive payments for moorage at and provide maintenance for the 17<sup>th</sup> Street dock and other sources as appropriate for dock activities. This fund accounts for payments made by the U. S. Coast Guard to lease dock space for two local Coast Guard vessels. These lease payments are the major resource of the fund and amount to approximately \$210,000 per year. The fund also receives moorage fees from several tour boats mooring regularly at the 17<sup>th</sup> Street Dock Facilities. The City has rebuilt the facility using a Connect Oregon III grant and a loan from the State of Oregon Infrastructure Finance Authority (IFA). The project was completed in the summer of 2013. The loan with IFA will be repaid from the Coast Guard dock lease which is executed for a one year lease with nineteen (19), one (1) year renewal terms beginning October 1, 2013 and ending September 30, 2033.

Long Term Debt

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

Staffing

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

City of Astoria, Oregon  
Budget Document

**17TH STREET DOCK FUND # 330**

			<u>Budget for Fiscal Year 7/1/20 - 6/30/21</u>			
<u>Historical Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
<u>Actual Data</u>	<u>Actual Data</u>	<u>Actual Data</u>	Resources and Requirements	Budget	Budget	Governing
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20		Officer	Committee	Body
<b><u>Resources</u></b>						
3,621,461	3,388,875	533,700	Beginning Fund Balance	442,400		
(72)		-	Prior Period Adjustment	-		
250,320	230,336	226,190	Intergovernmental	230,350		
37,288	44,560	70,000	Charge for Services	80,000		
8,102	11,853	10,700	Interest on Investments	4,400		
-	-	-	Miscellaneous	-	-	-
<u>3,917,099</u>	<u>3,675,624</u>	<u>840,590</u>	<b>Total Resources</b>	<u>757,150</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Personnel Services:</b>						
17,748	6,778	35,000	Interfund Wages	35,875		
0.17	0.10	0.33		FTEs 0.30		
<b>Materials and Services:</b>						
620	2,199	10,000	Repair & Maintenance Supplies	10,000		
11,305	13,687	18,110	Public Utility Services	18,660		
15,416	8,212	74,890	Professional Services	75,000		
9,875	20,719	20,000	Repair & Maintenance Services	20,000	-	-
37,216	44,817	123,000	<b>Total Materials and Services</b>	123,660	-	-
<b>Capital Outlay:</b>						
-	-	347,000	Improvements Other Than Bldgs	265,515		
102,249	-	-	Loss on Sale/Conversion of Asset	-	-	-
102,249	-	347,000	<b>Total Capital Outlay</b>	265,515	-	-
<b>Debt Service</b>						
-	-	93,800	Principal	97,550		
46,810	43,256	41,770	Interest	38,050	-	-
46,810	43,256	135,570	<b>Total Debt Service</b>	135,600	-	-
<b>Transfer to Other Funds</b>						
76,500	76,500	76,500	Transfer to Capital Improvement Fund	76,500		
70,000	70,000	70,000	Transfer to Parks Operation Fund	70,000	-	-
146,500	146,500	146,500	<b>Total Transfer to Other Funds</b>	146,500	-	-
<b>Contingency</b>						
-	-	-		50,000	-	-
<b>Accrual Adjustment for:</b>						
177,701	178,619	-	Depreciation	-	-	-
528,224	419,970	787,070	<b>Total Expenditures</b>	757,150	-	-
3,388,875	3,255,654	-	Unappropriated Ending Fund Balance	-	-	-
-	-	53,520	Reserved for Future Capital Requirements	-	-	-
<u>3,388,875</u>	<u>3,255,654</u>	<u>53,520</u>	<b>Total Fund Balance</b>	<u>-</u>	<u>-</u>	<u>-</u>
<u>3,917,099</u>	<u>3,675,624</u>	<u>840,590</u>	<b>Total Requirements</b>	<u>757,150</u>	<u>-</u>	<u>-</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, 2018 and 2019 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the 17th Street Dock Fund at June 30, 2018 was \$ 534,851 and at June 30, 2019 was \$ 462,469

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

**Personal Services (412 - 415)**

412	2095	Interfund Wages	35,875
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<b>TOTAL PERSONAL SERVICES</b>			<b>35,875</b>
		FTE	0.33

**Materials & Services (525 - 660)**

525	3640	Other Repair & Maintenance Supplies	10,000
		Sub-total of Repair & Maintenance Supplies	<b>10,000</b>

620	4540	Professional Services	72,000
		Sub-total of Professional Services	<b>72,000</b>

655	5297	Electricity - 17th StreetDock	3,790
657	5544	Sanitation - 17th Street Dock	14,870
		Sub-total of Public Utilities	<b>18,660</b>

660	5825	General - Repair & Maintenance Services	20,000
		Sub-total of Repair & Maintenance Services	<b>20,000</b>

665	5875	Dock Lease/Rental	3,000
		Sub-total of Lease/Rental	<b>3,000</b>

<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>123,660</b>
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**Capital Outlay (730)**

730	6500	Improvements Other than Buildings	
		Parking Lot	148,515
		Floating Dock	100,000
		Sub-total Improvements Other than Buildings	<b>248,515</b>

740	6650	Machinery and Equipment	17,000
		Sub-total Machinery and Equipment	<b>17,000</b>

<b>TOTAL CAPITAL OUTLAY</b>			<b>265,515</b>
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**Debt Service (810)**

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

810	6977	Principal IFA Loan	95,600
810	6979	Interest IFA Loan	40,000

Sub-total Debt Service			<b>135,600</b>
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**17<sup>TH</sup> STREET DOCK FUND (330 0000)**

**Transfer to Other Fund (850)**

Transfer to Capital Improvement Fund (Pumper Truck 7 or 7)	76,500
Transfer to Parks Operation Fund	70,000

Sub-total Transfer to Other Fund	<b>146,500</b>
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**Contingent Expenditures (910)**

910	8020	Contingency	50,000
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Sub-total of Contingency	<b>50,000</b>
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**Ending Fund Balance (950)**

950	8520	Unappropriated Ending Fund Balance Reserved for Future Capital Requirements	-
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Sub-total Ending Fund Balance	-
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<b>TOTAL 17TH STREET DOCK FUND</b>	<b>757,150</b>
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# FIDUCIARY FUNDS

**FUND: AQUATIC FACILITY TRUST # 401**

Basic Objectives

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

During 2010 collections were gathered by Friends of the Aquatic Center to purchase a cover for the pool. Donations were submitted to the City and added to by a donation made in memory of Freda Englund. The total funds restricted for purchase of pool covers is \$ 6,390.

Staffing

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

City of Astoria, Oregon  
Budget Document

**AQUATIC FACILITY TRUST FUND # 401**

Budget for Fiscal Year 7/1/20 - 6/30/21

<u>Historical Data</u>			Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Actual Data</u> FYE 6/30/18	<u>Actual Data</u> FYE 6/30/19	<u>Adopted Budget</u> FYE 6/30/20				
<b><u>Resources</u></b>						
7,051	7,160	7,300	Beginning Fund Balance	6,400		
-	-	-	Gifts and Bequests	-		
<u>109</u>	<u>172</u>	<u>150</u>	Interest Earnings	60	-	-
<u>7,160</u>	<u>7,332</u>	<u>7,450</u>	<b>Total Resources</b>	<u>6,460</u>	-	-
<b><u>Requirements</u></b>						
-	-	1,060	Materials & Services: Fee & Charge Programs	-	-	-
-	-	1,060	<b>Total Expenditures</b>	-	-	-
<u>7,160</u>	<u>7,332</u>	<u>6,390</u>	Ending Fund Balance	<u>6,460</u>	-	-
<u>7,160</u>	<u>7,332</u>	<u>7,450</u>	<b>Total Requirements</b>	<u>6,460</u>	-	-

**2020/ 21 Budget Detail Information**

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

670	5895	<u>Materials &amp; Services:</u> Aquatic Facility Fee & Charge	-
<b>TOTAL MATERIALS &amp; SERVICES</b>			-
950	8520	Ending Fund Balance	<u>6,460</u>
<b>TOTAL AQUATIC FACILITY TRUST FUND</b>			<u>6,460</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. The intent was to establish a resource which would grow and provide an additional source of revenue for library needs.

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

Staffing

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

City of Astoria, Oregon  
Budget Document

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/20 - 6/30/21</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
149,223	148,643	146,800	Beginning Fund Balance	141,868		
1,859	296	500	Gifts and Bequests			
2,286	3,503	2,000	Interest Earnings	1,400		
-	-	-	Miscellaneous			
-	-	-	Transfers From Other Funds	-	-	-
<u>153,368</u>	<u>152,442</u>	<u>149,300</u>	<b>Total Resources</b>	<u>143,268</u>	-	-
<b><u>Requirements</u></b>						
<b>Materials &amp; Services:</b>						
1,450	1,403	2,000	Dorothy Whitney Trust Fund	2,000		
0	5,085	30,380	Books Purchased from Endowment	24,000	-	-
1,450	6,488	32,380	<b>Total Materials &amp; Services</b>	26,000	-	-
3,275	-	5,000	<b>Capital Outlay</b>	5,000	-	-
4,725	6,488	37,380	<b>Total Expenditures</b>	31,000	-	-
<u>148,643</u>	<u>145,954</u>	<u>111,920</u>	Ending Fund Balance	<u>112,268</u>	-	-
<u>153,368</u>	<u>152,442</u>	<u>149,300</u>	<b>Total Requirements</b>	<u>143,268</u>	-	-

2020 / 21 Budget Detail Information

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

<b><u>Materials and Services (520)</u></b>			
520	3460	Dorothy Whitney Trust Fund	2,000
520	3465	Books Purchased with Endowment	<u>24,000</u>
			<b>26,000</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>			
740	6650	<b>CAPITAL OUTLAY</b>	<b>5,000</b>
950	8500	<b>ENDING FUND BALANCE</b>	<u><b>112,268</b></u>
			<b>143,268</b>
<b>TOTAL ASTORIA PUBLIC LIBRARY ENDOWMENT FUND</b>			
			<u><b>143,268</b></u>

**FUND: CEMETERY IRREDUCIBLE # 408**

Basic Objectives

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

Staffing

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

City of Astoria, Oregon  
Budget Document

**CEMETERY IRREDUCIBLE FUND # 408**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/20 - 6/30/21</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 6/30/18</u>	<u>FYE 6/30/19</u>	<u>FYE 6/30/20</u>				
<b><u>Resources</u></b>						
868,854	883,772	893,800	Beginning Fund Balance	903,100		
14,918	7,373	10,000	Sale of Graves	10,000		
-	-	-	Interest Earnings	9,000	-	-
<u>883,772</u>	<u>891,145</u>	<u>903,800</u>	<b>Total Resources</b>	<u>922,100</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
-	-	-	<b><u>Transfers to Other Funds</u></b>	9,000		
<u>883,772</u>	<u>891,145</u>	<u>903,800</u>	<b>Ending Fund Balance</b>	<u>913,100</u>	<u>-</u>	<u>-</u>
<u>883,772</u>	<u>891,145</u>	<u>903,800</u>	<b>Total Requirements</b>	<u>922,100</u>	<u>-</u>	<u>-</u>

**2020 / 21 Budget Detail Information**

**CEMETERY IRREDUCIBLE FUND (408 0000)**

			<b><u>Transfers to Other Funds</u></b>		
850	7570		Transfer to Cemetery Fund		9,000
			<b><u>Ending Fund Balance (950)</u></b>		
950	8520		Ending Fund Balance		
			Reserved for Perpetual Care		913,100
<b>TOTAL CEMETERY IRREDUCIBLE FUND</b>					<b>922,100</b>

**FUND: PROMOTE ASTORIA # 410**

Basic Objectives

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

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

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

Staffing

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



City of Astoria, Oregon  
Budget Document

PROMOTE ASTORIA FUND #410

Historical Data			Budget for Fiscal Year 7/1/20 - 6/30/21			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/18	FYE 6/30/19	FYE 6/30/20				
			<b>Resources</b>			
908,334	1,148,012	1,252,000	Beginning Fund Balance	1,430,000		
107,856	8,525	4,000	Gifts Bequests and Grants	1,000		
1,058,745	1,149,121	1,269,200	Motel Tax	1,111,400		
-	-	-	Intergovernmental Revenues	-		
14,136	30,929	25,000	Interest Earnings	14,300		
4	266,348	2,550	Miscellaneous	2,550	-	-
<u>2,089,075</u>	<u>2,602,935</u>	<u>2,552,750</u>	<b>Total Resources</b>	<u>2,559,250</u>	-	-
			<b>Requirements</b>			
			<b>Materials &amp; Services</b>			
547	7,328	10,000	Credit Card Fees	10,000		
12,606	17,716	25,000	Tourism Promotion	25,000		
35,000	40,000	40,000	Astoria Downtown Historic District Association	40,000		
668	16,237	22,000	Downtown District Parking Enforcement	22,000		
50,000	50,000	63,550	Arts and Cultural Promotion	62,200		
			Astoria/Warrenton Chamber of Commerce			
125,000	137,370	161,930	Visitor Services	161,930		
180,750	198,640	234,160	Astoria/Warrenton Chamber LCTC	234,160		
134,849	172,065	185,680	Tourism Related Facilities	188,920	-	-
539,420	639,356	742,320	<b>Total Materials &amp; Services</b>	744,210	-	-
			<b>Capital Outlay</b>			
13,000	13,000	13,000	Riverwalk - Street Ends	13,000		
-	-	-	14th St Pier	60,000		
-	-	-	OPRD - Wayfinding, Loo Grant Match	337,000		
271,943	234,487	560,000	Riverwalk - Track and Trestles	325,000	-	-
284,943	247,487	573,000	<b>Total Capital Outlay</b>	735,000		
			<b>Transfers Out</b>			
116,700	360,350	320,200	Parks Operations - Tourist Facilities	280,000	-	-
116,700	360,350	320,200	<b>Total Transfers Out</b>	280,000	-	-
-	-	350,000	<b>Contingent Expenditures</b>	350,000	-	-
941,063	1,247,194	1,985,520	<b>Total Expenditures</b>	2,109,210	-	-
1,148,012	1,355,741	567,230	Ending Fund Balance	450,040	-	-
<u>2,089,075</u>	<u>2,602,935</u>	<u>2,552,750</u>	<b>Total Requirements</b>	<u>2,559,250</u>	-	-

**PROMOTE ASTORIA FUND (410 0000)**

**Materials & Services**

675	5925	Credit Card Fees	10,000	10,000
678	6085	Tourism Promotion		
		Tourism Advertising	5,000	
		Tourism Promotion Miscellaneous	20,000	
		Sub-total Tourism Promotion		25,000
678	6086	Downtown District Parking Enforcement		22,000
678	6087	Arts and Cultural Community Grants		62,200
678	6089	Astoria Downtown Historic District Assoc		40,000
678	6090	Astoria/Warrenton Chamber of Commerce Visitor Services		161,930
678	6095	Astoria/Warrenton Chamber of Commerce Lower Columbia Tourism Committee		234,160
678	6091	Tourism Related Facilities Mowing, Care & Maint		
		Mowing, Care & Maint - Riverwalk	29,770	
		Mowing, Care & Maint - Smith Point	22,050	
		Mowing, Care & Maint - Portal Parks	12,130	
		Mowing, Care & Maint - People Park	8,820	
		Mowing, Care & Maint - Fort Astoria Park	8,820	
		Mowing, Care & Maint - 9th & Astor Park	7,720	
		Mowing, Care & Maint - 15th St Triangle	6,620	
		Mowing, Care & Maint -Custom House, 11th St, Doughboy & 39th - Alderbrook on Riverwalk	- 25,830	
		Mowing, Care & Maint - 8th, 17th, 6th St Pier and West Bond Triangle	- 13,230	
		Electricity for Tourism Related Facilities		
678	6092	Electricity - 16th Street	3,900	
678	6093	Electricity - Coxcomb Hill Column	4,725	
678	6094	Electricity - 1153 Duane / Heritage Square	3,600	
678	6098	Electricity - Other	9,345	
		Rest Room Maintenance Services		
678	6096	Downtown and Doughboy Restrooms	16,630	
678	6097	Tapiola and Evergreen Restrooms	7,700	
678	6097	9th & Astor, 15th & Marine Temp Restrooms	8,030	
		Sub-total for Tourism Related Facilities		188,920
		Sub-total Materials and Services		744,210
		<b><u>Capital Outlay</u></b>		
		Improvements Other than Buildings		
730	6500	Riverwalk, Track & Trestles	325,000	
730	6500	14th St Pier	60,000	
730	6500	Riverwalk Street Ends	13,000	
730	6500	Grant Match for OPRD -Wayfinding Signs & Loo	337,000	
		Sub-total Capital Outlay		735,000

**PROMOTE ASTORIA FUND (410 0000)**

		<b><u>Transfers Out</u></b>		
850	7542	To Parks Operations - Tourist Facilities	280,000	280,000
		<b><u>Contingent Expenditures</u></b>		
910	8020	Contingent Expenditures	350,000	
		Sub-total of Contingent Expenditures		350,000
		<b><u>Ending Fund Balance</u></b>		
950	8520	Ending Fund Balance	450,040	
		Sub-total of Ending Fund Balance		450,040
		<b>TOTAL PROMOTE ASTORIA FUND</b>		<b>2,559,250</b>

**Arts and Cultural Community Grants:**

Organization	Requests	Subcommittee Recommendations
Astoria Arts and Movement	5,000	5,000
Astoria Regatta Association	15,000	15,000
Astoria Scandinavian Heritage Association	8,000	8,000
Astor Street Opry	5,000	5,000
Astoria Tenor Guitar Foundation	5,000	5,000
Astoria Visual Arts	8,500	8,500
Liberty Restoration Inc	6,000	retracted
Little Ballet Theatre	4,200	4,200
Lower Columbia Q Center	6,500	6,500
North Coast Chorale	2,000	2,000
Fisher Poets Gathering	3,000	3,000
	<hr/> <hr/> 68,200	<hr/> <hr/> 62,200

Subcommittee also recommends changing application requirements to include the applicant providing most recently required CT-12 filing or a statement from Oregon Justice Department of Charities Division. This update will provide additional information to assist committee during review process. The addition of this requirement should not create a new process as each non-profit should already be submitting annual reporting to the state.

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

Basic Objectives

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

Staffing

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

City of Astoria, Oregon  
Budget Document

**LOGAN MEMORIAL LIBRARY TRUST FUND # 412**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/20- 6/30/21</u>			
<u>Actual Data</u> FYE 6/30/18	<u>Actual Data</u> FYE 6/30/19	<u>Adopted Budget</u> FYE 6/30/20	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<b><u>Resources</u></b>						
875,966	889,508	908,200	Beginning Fund Balance	928,400		
<u>13,542</u>	<u>21,364</u>	<u>18,200</u>	Gifts and Bequests			
			Interest Earnings	<u>9,300</u>	-	-
<u>889,508</u>	<u>910,872</u>	<u>926,400</u>	<b>Total Resources</b>	<u>937,700</u>	-	-
<b><u>Requirements</u></b>						
-		926,400	<b>Capital Outlay</b>	937,700	-	-
<u>-</u>	<u>-</u>	<u>-</u>	<b>Contingency</b>	-	-	-
-		926,400	<b>Total Expenditures</b>	937,700	-	-
<u>889,508</u>	<u>910,872</u>	<u>-</u>	<b>Ending Fund Balance</b>	-	-	-
<u>889,508</u>	<u>910,872</u>	<u>926,400</u>	<b>Total Requirements</b>	<u>937,700</u>	-	-

**2020 / 21 Budget Detail Information**

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

<b><u>Materials and Services</u></b>			
730	6500	<b>CAPITAL OUTLAY</b>	<b>937,700</b>
910	8020	<b>CONTINGENCY</b>	-
950	8520	<b>ENDING FUND BALANCE</b>	-
<b>TOTAL LOGAN MEMORIAL TRUST FUND</b>			<b>937,700</b>

**FUND: LIBRARY RENOVATION FUND # 414**

Basic Objectives

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

Staffing

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

City of Astoria, Oregon  
Budget Document

LIBRARY RENOVATION FUND # 414

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/20 - 6/30/21</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 6/30/18	FYE 6/30/19	FYE 6/30/20				
<b><u>Resources</u></b>						
7,488	7,604	7,800	Beginning Fund Balance	7,900		
116	182	200	Gifts and Bequests			
			Interest Earnings	100	-	-
<u>7,604</u>	<u>7,786</u>	<u>8,000</u>	<b>Total Resources</b>	<u>8,000</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
		8,000	Capital Outlay	8,000		
-	-	-	Contingency	-	-	-
-	-	8,000	Total Expenditures	8,000	-	-
<u>7,604</u>	<u>7,786</u>	<u>-</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>7,604</u>	<u>7,786</u>	<u>8,000</u>	<b>Total Requirements</b>	<u>8,000</u>	<u>-</u>	<u>-</u>

2020 / 21 Budget Detail Information

LIBRARY RENOVATION FUND (414 0000)

**Materials and Services**

730	6500	CAPITAL OUTLAY	8,000
910	8020	CONTINGENCY	-
950	8520	ENDING FUND BALANCE	-

**TOTAL LIBRARY RENOVATION FUND 8,000**

**FUND: CUSTODIAL FUND # 415**

Basic Objectives

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

Staffing

The Finance Department provides accounting services to this fund.



City of Astoria, Oregon  
Budget Document

CUSTODIAL FUND # 415

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/20 - 6/30/21</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 6/30/18	FYE 6/30/19	FYE 6/30/20				
<b><u>Resources</u></b>						
			Beginning Fund Balance	-		
			Grants	700,000		
			Gifts and Bequests			
-	-	-	Interest Earnings	-	-	-
-	-	-	<b>Total Resources</b>	<b>700,000</b>	<b>-</b>	<b>-</b>
<b><u>Requirements</u></b>						
<b>Materials &amp; Services:</b>						
			Grant Disbursements	680,000		
			Program Management Fees	20,000		
-	-	-	<b>Total Materials &amp; Services</b>	<b>700,000</b>	<b>-</b>	<b>-</b>
<b>Capital Outlay</b>						
				-		
-	-	-	<b>Contingency</b>	<b>-</b>	<b>-</b>	<b>-</b>
-	-	-	<b>Total Expenditures</b>	<b>700,000</b>	<b>-</b>	<b>-</b>
-	-	-	<b>Ending Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>
-	-	-	<b>Total Requirements</b>	<b>700,000</b>	<b>-</b>	<b>-</b>

2020 / 21 Budget Detail Information

CUSTODIAL FUND # 415

Materials and Services

<b>Grant Disbursements</b>				
680	6141	Astoria Warehouse Pass Through Grant	400,000	
680	6142	Small Business Assistance Pass Through Grant	135,000	
680	6143	Clatsop County Public Services PPE Pass Through Grant	45,000	
680	6144	Bowline Infrastructure Pass Through Grant	100,000	
				<b>680,000</b>
<b>Program Management Fees</b>				
620	4470	COLPAC Grant Administration Fees		<b>20,000</b>
950	8520	<b>ENDING FUND BALANCE</b>		<b>-</b>
<b>TOTAL LIBRARY RENOVATION FUND</b>				<b>700,000</b>

## DETAIL & STATISTICAL SECTION

**City of Astoria, Oregon  
Summary of Interfund Transfers  
Year Beginning July 1, 2020**

<u>Transfers From:</u>			<u>Transfers To:</u>		
<b>General Fund</b>			<b>General Fund</b>		
<b>Non &amp; Interdepartmental</b>			From Building Inspection Fund	20,800	001-0000
Unemployment Fund	6,000	001-2400	From Emergency Communication Fund	25,000	001-0000
UAP Transfer to PW	10,000	001-2400	From Local Improvement Debt Service Fund	22,000	001-0000
Emergency Communications Fund	499,934	001-2400	From Public Works Fund	414,600	001-0000
Parks/Aquatic Fund	1,111,110	001-2400			
PWIF Loan Payment Landfill Closure	-	001-2400			
Special Police Projects Fund	1,400	001-2400			
Public Works Fund	30,000	001-2400			
Capital Improvement Fund	0	001-2400			
			<b>Subtotal General Fund</b>	<b>482,400</b>	
<b>Subtotal General Fund</b>	<b>1,658,444</b>		Unemployment Fund	6,000	104-0000
Building Inspection Fund	20,800	128-3300	Capital Improvement Fund		
Emergency Communication Fund	25,000	132-3400	From 17th Street Dock Fund	76,500	102-0000
Local Improvement Debt Service Fund			From General Fund	0	102-0000
General Fund	22,000	250-0000			
Public Works	-	250-0000			
<b>Subtotal Local Improvement Debt Svc</b>	<b>22,000</b>		Emergency Communications Fund		
State Tax Street Fund			From General Fund	499,934	132-3400
Public Works Fund - Streets	720,000	172-0000	From Public Works Fund	6,200	132-3400
Astoria Road District Fund	0	172-0000			
			<b>Subtotal Emergency Communications Fund</b>	<b>506,134</b>	
<b>Subtotal State Tax Street Fund</b>	<b>720,000</b>		Special Police Project Fund	1,400	138-0000
Public Works Improvement Fund			Parks Operation Fund		
Public Works Capital Reserve Fund	200,000	176-0000	From General Fund	1,111,110	158-0000
E Astoria Waterline Debt Service Fund	-	176-0000	From 17th Street Dock	70,000	158-0000
7th Street Dock Debt Service Fund	-	176-0000	From Promote Astoria	280,000	158-0000
<b>Subtotal Public Works Improvement Fund</b>	<b>200,000</b>		<b>Subtotal Parks Operations Fund</b>	<b>1,461,110</b>	
Combined Sewer Overflow (CSO) Debt Service Fund			Astoria Road District Fund	-	170-0000
Public Works Improvement Fund	75,000	270-0000	Public Works Improvement Fund		
Public Works Fund Sanitation	75,000	270-0000	From CSO Debt Service Fund	75,000	176-0000
			From PW Sewer	554,310	176-0000
<b>Subtotal CSO Debt Service Fund</b>	<b>150,000</b>		From PW Water	554,310	176-0000
Public Works Fund			From General Fund - landfill closure loan	-	176-0000
Sewer	723,250	301-5600			
Water	806,170	301-8100	<b>Subtotal Public Works Improvement Fund</b>	<b>1,183,620</b>	
			Public Works Capital Reserve Fund	200,000	178-0000
<b>Subtotal Public Works Fund</b>	<b>1,529,420</b>		East Astoria Waterline Debt Service Fund	-	265-0000
17th Street Dock			7th Street Dock Debt Service Fund	-	267-0000
Parks Operation Fund	70,000	330-0000	Public Works Fund		
Capital Improvement Fund	76,500	330-0000	Public Works Sewer Surcharge Trsfr	75,000	301-0000
			Public Works Fund Sanitation	30,000	301-0000
<b>Subtotal 17th Street Dock</b>	<b>146,500</b>		Public Works Fund Utility Assistance Program (	10,000	301-0000
Promote Astoria			Public Works Fund Streets	720,000	301-0000
Parks Operation Fund	280,000	410-0000	From Local Improvement Debt Svc Fund	-	301-0000
<b>Subtotal Promote Astoria</b>	<b>280,000</b>		<b>Subtotal Public Works</b>	<b>835,000</b>	
Cemetery Irreducible			Cemetery Fund		
Cemetery Fund	9,000	408-0000	Cemetery Irreducible Fund	9,000	
<b>TOTAL TRANSFERS FROM:</b>	<b><u>4,761,164</u></b>		<b>TOTAL TRANSFERS TO:</b>	<b><u>4,761,164</u></b>	

City of Astoria, Oregon

Schedule of Tax Levies Imposed

<u>Levy Description</u>	Actual 2018-19	Actual 2019-20	Estimated 2020-21
General Fund	\$ 6,441,585	\$ 6,635,245	\$ 6,827,729
Total	<u>\$ 6,441,585</u>	<u>\$ 6,635,245</u>	<u>\$ 6,827,729</u>

In the property tax system, the Oregon Department of Revenue calculated a permanent tax rate of \$8.1738 for the City of Astoria. The tax to be imposed on tax payers in Astoria is calculated by multiplying the assessed property values by the permanent tax rate. In order to project a property tax revenue for 2020-21, a projected assessed value of \$ 842,058,822 was used. The assessed value for 2019-20 was \$ 819,456,119. The 2020-21 value represents a 2.88 % increase to the posted County valuation for FY 2019-20.

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

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

Year Ended	Total Tax Levy	Current Tax Collections	Percentage of Tax Levy Collected	Delinquent Tax Collections	Total Tax Collections	Percentage of Total Tax Collections to Tax Levy	Outstanding Delinquent Taxes	Percentage of Delinquent Taxes to Tax Levy
6/30/10	6,154,012	5,643,969	91.71%	255,330	5,899,299	95.86%	226,515	3.68%
6/30/11	6,055,905	5,573,151	92.03%	309,818	5,882,969	97.14%	253,737	4.19%
6/30/12	6,206,944	5,724,294	92.22%	234,786	5,959,080	96.01%	334,157	5.38%
6/30/13	6,241,010	5,770,406	92.46%	246,299	6,016,705	96.41%	352,030	5.64%
6/30/14	6,218,028	5,790,305	93.12%	339,363	6,129,668	98.58%	302,144	4.86%
6/30/15	6,490,166	6,072,483	93.56%	291,161	6,363,644	98.05%	256,195	3.95%
6/30/16	6,774,006	6,362,786	93.93%	261,398	6,624,184	97.79%	231,912	3.42%
6/30/17	7,094,036	6,673,006	94.07%	223,670	6,896,676	97.22%	237,536	3.35%
6/30/18	7,402,292	6,973,552	94.21%	226,326	7,199,878	97.27%	222,137	3.00%
6/30/19	7,655,083	7,205,974	94.13%	219,225	7,425,199	97.00%	185,228	2.42%

Source: Clatsop County Tax Assessor

# APPENDIX

## THE BUDGET PROCESS

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

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

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

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

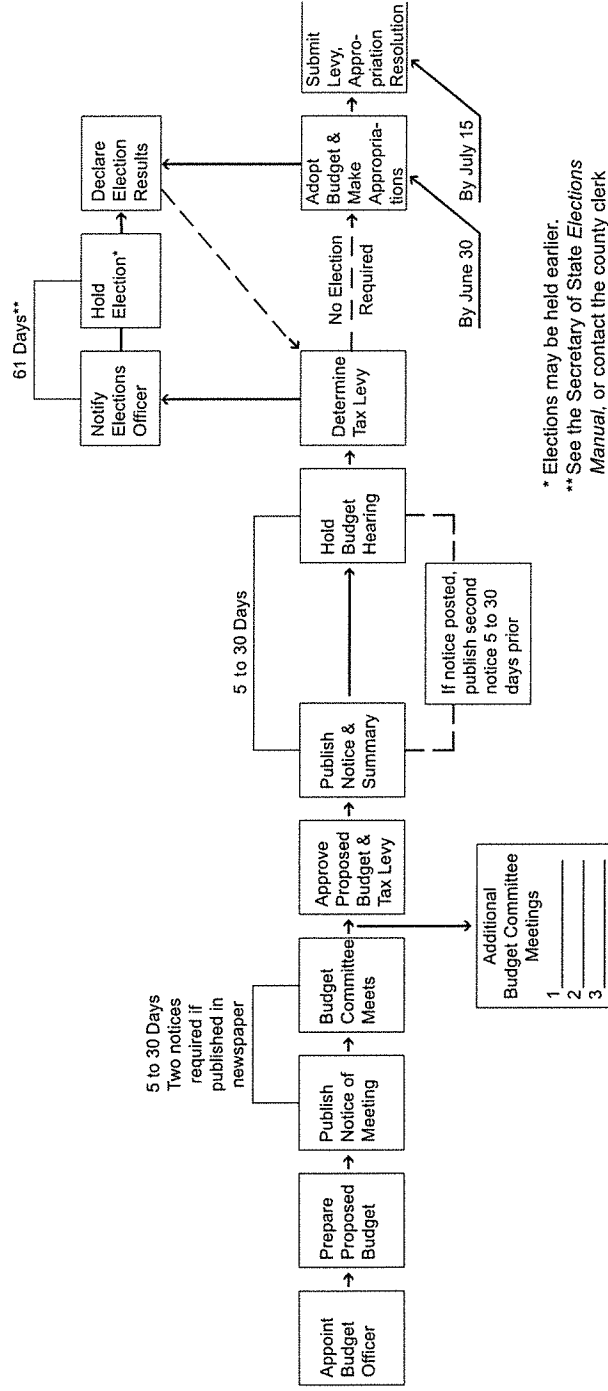
The first formal meeting of the Budget Committee includes a public hearing. Anyone wishing to present ideas or programs for which City funding is sought may make a presentation to the Budget Committee. The Committee sets several work sessions to review and/or revise the figures as presented in the Proposed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

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

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

The following graphic illustrates the flow of the budget process. Following the graphic is the City's budget calendar for the 2018-19 budget preparation process that shows the dates used to meet each step of the process graphic:

# The Budget Process







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## **Glossary of the Division of Accounts**

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

### **PERSONAL SERVICES:**

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

#### Extra Help

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

#### FICA Taxes

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

#### FLSA Overtime

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

#### Holiday Pay

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

#### Holiday Pay Overtime

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

#### Insurance

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

#### Interfund Wages

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

#### Overtime

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

#### Regular Salaries

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

#### Retirement Contributions

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

#### Workers' Compensation

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

### **MATERIALS & SERVICES**

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

#### Advertising

Expenses for the cost of advertising in newspapers, etc.

#### Conferences, Meetings & Travel

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

#### Communication

Telephone and postage expenses.

#### Fee & Charge Programs

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

## Insurance

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

## Memberships & Dues

Membership fees and dues for professional and associate groups.

## Miscellaneous

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

## Office Supplies

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

## Operating Supplies

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

## Printing & Binding

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

## Professional Services

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

## Projects Funded by Grants

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

## Public Utility Services

Natural gas, electric and refuse service.

## Rentals

Rental of land, buildings, or machinery and equipment.

#### Repair & Maintenance Services

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

#### Repair & Maintenance Supplies

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

#### Small Tools & Minor Equipment

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

#### Training

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

### **CAPITAL OUTLAY:**

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

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