

# City of Astoria, Oregon



Proposed Budget FY 2024-25

# CITY OF ASTORIA, OREGON

Proposed Budget  
Year Beginning July 1, 2024

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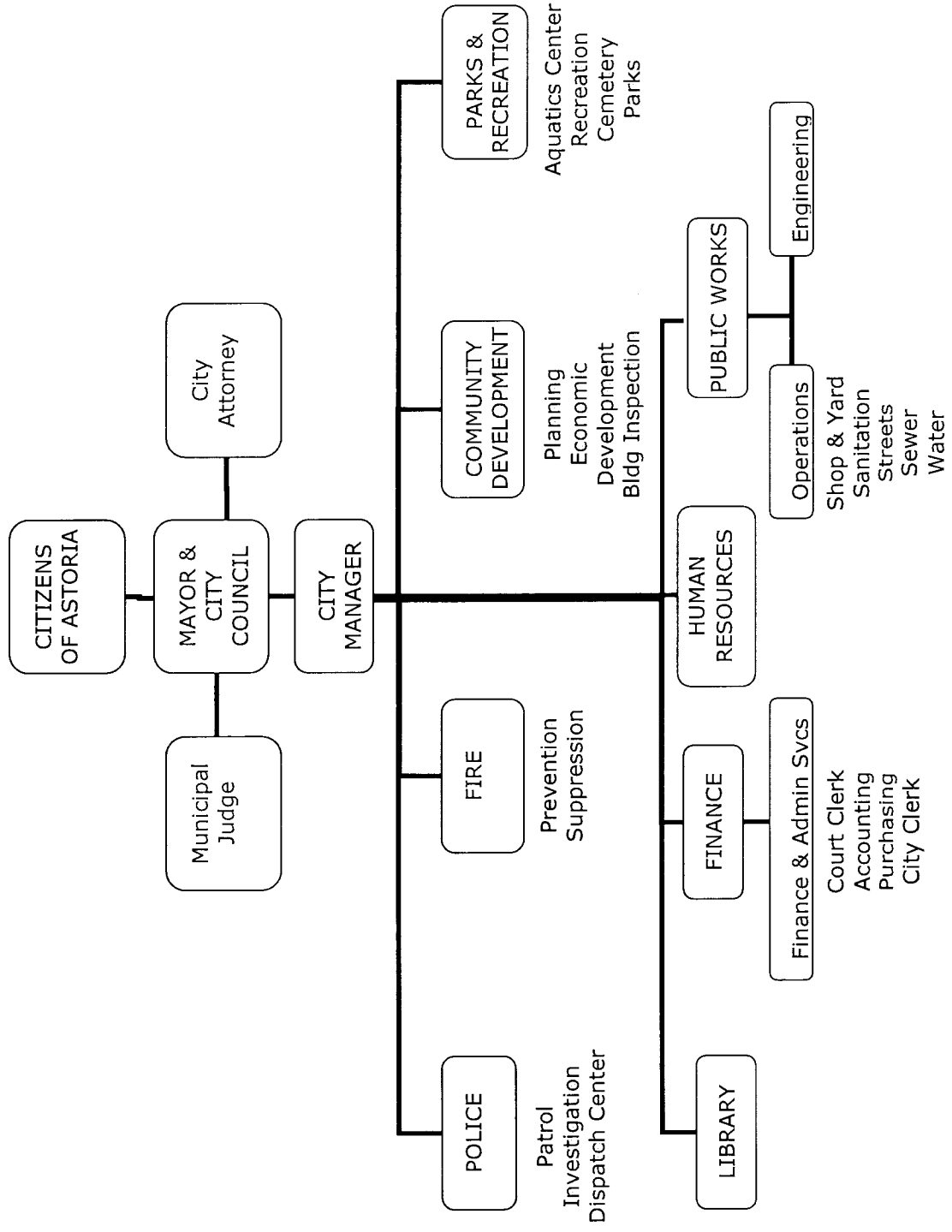
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# City of Astoria Organization Chart



## **CITY OF ASTORIA**

**Year Ending June 30, 2024**

### **ELECTED OFFICIALS**

<b>Sean Fitzpatrick</b>	<b>Chair</b>	<b>Term Expires 12/31/26</b>
<b>Andrew Davis</b>	<b>Councilor Ward 1</b>	<b>Term Expires 12/31/26</b>
<b>Thomas Brownson</b>	<b>Councilor Ward 2</b>	<b>Term Expires 12/31/24</b>
<b>Elisabeth Adams</b>	<b>Councilor Ward 3</b>	<b>Term Expires 12/31/26</b>
<b>Thomas Hilton</b>	<b>Councilor Ward 4</b>	<b>Term Expires 12/31/24</b>

### **ADMINISTRATIVE STAFF**

<b>Scott Spence</b>	<b>City Manager</b>
<b>Blair Henningsgaard</b>	<b>City Attorney</b>
<b>Kristopher A. Kaino</b>	<b>Municipal Judge</b>
<b>Hilary Norton</b>	<b>Director of Finance &amp; Administrative Services</b>
<b>Ashley Houston</b>	<b>Human Resources Director</b>
<b>Matt Brandmeyer</b>	<b>Community Development Director</b>
<b>Stacy Kelly</b>	<b>Police Chief</b>
<b>Dan Crutchfield</b>	<b>Fire Chief</b>
<b>Jonah Dart-Mclean</b>	<b>Parks &amp; Community Services Director Library</b>
<b>Suzanne Harold Jeff</b>	<b>Director</b>
<b>Harrington</b>	<b>Public Works Director</b>

Mailing Address:  
1095 Duane Street  
Astoria, Oregon 97103

[www.astoria.or.us](http://www.astoria.or.us)



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## CITY OF ASTORIA

Founded 1811 • Incorporated 1856

**TO:** Astoria Budget Committee Members  
Citizens of Astoria

**DATE:** April 18, 2024

**SUBJECT:** 2024-25 FY Proposed Budget

I am pleased to present the following proposed budget for the City of Astoria for the fiscal year beginning July 1, 2024, and ending June 30, 2025. The Proposed Budget document is organized by program and fund type and has been prepared to satisfy the legal requirements of the State of Oregon Budget Law and Local Government Accounting Standards. The proposed budget is the link between public policy, values, critical needs, and available resources.

Astoria is a culturally rich, diverse, thriving community, with working industry; vibrant businesses; public art and events; and involved, service-minded citizens. The City values its partnerships with local businesses, non-profits, and community organizations, and its role in supporting Astoria's unique culture.

At a Council Retreat held in May 2023, the City Council affirmed five goal areas: Preservation of Astoria's Unique Character; Livability and Quality of Life for all Residents; a Thriving Local Economy; Resilience as a Community; and Housing for All Astorians. The budget reflects these goals by allocating resources in support of the 5-year City Council Workplan that was adopted in February 2024.

Core services provided by the City include police, fire, 911 services, road infrastructure, clean drinking water, collection and treatment of wastewater and stormwater, permitting, planning, and economic development services. The city also operates the Astoria Public Library, and the Parks and Recreation system, which includes over 60 facilities, the Astoria Aquatic Center, and the Oceanview Cemetery.

Staff have prepared the proposed budget to maintain essential services to the community. Additionally, the budget provides for the maintenance and key investments in the City's aging infrastructure, which are critical to the overall utility system. Funds are also included to accommodate capital equipment purchases and tools to maintain the city standards for service delivery.

Please take the time to review the proposed FY 2024-25 Astoria Budget. This document provides the best insight as to the immediate direction of the City, and will inform you of the cost as well as the resources needed to serve the residents and businesses within Astoria.

## **BUDGET STRUCTURE**

The budget was developed using generally accepted accounting principles (GAAP) and is presented by fund. Each fund is a self-balancing set of accounts and is categorized by type in accordance with Oregon budget law. Summary sheets show the current year's adopted budget and audited numbers of the most recent two complete years. The budget document is organized by fund type and then by individual fund. The City of Astoria has made no changes to financial policy or accounting practices this year.

## **ECONOMIC FACTORS, ESTIMATIONS AND PROJECTIONS**

The 2024-25 FY Proposed Budget was developed with the following economic factors and estimations:

- Inflation has slowed over the past year, and with some exceptions, supply line problems are beginning to resolve. Over the last 12 months, the CPI-U Western Region advanced 2.4% in food, 3.5% in energy, and 3.8% in all items less food and energy. Increases were primarily driven by electricity, fuel, and housing.
- The Federal Reserve held the federal funds rate steady at its March 2024 meeting. They still project up to three rate cuts in 2024; however, continued economic growth may alter this plan.
- Franchise fee revenue is recovered from Covid – up about 8% to pre-Covid levels. As franchise fees are impacted by population shifts and the weather, they may vary from year-to-year. 2023 was 8.14% over 2022, but the past 10 years show a 1-2% is more typical. Staff estimates they will increase by about 4% in 2024-2025.
- Astoria's population projection for 2024 is 10,167, a 0.87% decrease from 10,256 in 2022. However, due to a healthy Oregon economy, state shared revenue is anticipated to increase by about 11% except for cigarette shared revenue, which should decrease by about \$300.
- Property tax revenue is capped at 3%. Two years ago, the City expanded the Hyak Enterprise Zone, which exempts certain properties from tax increases. This impacted both estimated beginning fund revenue for the General Fund for July 1, 2024, and the projected 3% increase in tax revenue in 2024-25. Tax revenue should return to 3% growth in the 2025-26 fiscal year.
- Transient Lodging Tax revenue was up 15.9% in 2022 as compared to 2019. It stayed flat through 2023. In the first four months of the 23-24 fiscal year, TLT revenue was up 8.1% against the same period in the prior fiscal year. The transition to collection by the state paused revenue received in the 3<sup>rd</sup> and 4<sup>th</sup> quarters of the 2023-24 fiscal year, impacting the beginning fund balances of both the General Fund and Promote Astoria.

## **OVERVIEW OF THE 2024-25 FY PROPOSED BUDGET**

The total proposed budget for Fiscal Year 2024-2025 for all funds is \$76,835,473. This is a decrease of \$1,268,122 (1.62%) from the 2023-24 fiscal year total of \$78,103,595. The decrease is primarily due to an anticipated Assistance to Firefighters (AFG) SAFER grant in the general fund that wasn't received, and

expenditures of funds on the Pipeline Road Waterline Project, planning and architecture phase of the Library project, and a reduction in the beginning fund balance of Promote Astoria.

The overall budget will continue to decline over the next two years as the Library Renovation Project, the Wastewater Treatment Plant Improvement, 16<sup>th</sup> Street Water Distribution and Pipeline Road Waterline Resilience Projects are completed. In total they are anticipated to expend \$18,232,745 -- 22.85% of the proposed budget. The American Rescue Plan Act funds must be committed by December of 2024 and used by December 2026. The Library renovation is expected to be complete in the fall of 2025.

In contrast, the Building Inspection Fund shows an increase based on the Columbia Memorial Hospital project and several other anticipated projects. The Emergency Communications fund also shows an increase, as the dispatch communication consoles are being replaced this year. The prior two fiscal year budgets have included reserve funds for this purpose. The Library Bond Construction Fund is increased by the transfer from the Logan Memorial Library fund and reserves from the Capital Improvement fund, as well as a \$420,000 grant from the State.

CITY OF ASTORIA				
2023-24 Adopted Budget vs 2024-25 Proposed Budget				
Resources	2024-2025	2023-2024	+/-	%
Beginning Balance	32,100,410	23,344,345	8,756,065	37.51%
Revenue	44,735,063	54,759,250	-10,024,187	-18.31%
<b>TOTAL RESOURCES</b>	<b>76,835,473</b>	<b>78,103,595</b>	<b>-1,268,122</b>	<b>-1.62%</b>
Requirements				
Personnel	18,351,711	17,156,665	1,195,046	6.97%
Materials & Services	10,230,091	9,483,194	746,897	7.88%
Capital Outlay	22,063,530	23,445,705	-1,382,175	-5.90%
Transfers to Other Funds	5,485,587	8,171,105	-2,685,518	-32.87%
Debt Service	3,115,390	3,076,840	38,550	1.25%
Contingency	9,948,728	8,735,105	1,213,623	13.89%
Ending Fund Balance	7,640,436	8,034,981	-394,545	-4.91%
<b>TOTAL REQUIREMENTS</b>	<b>76,835,473</b>	<b>78,103,595</b>	<b>-1,268,122</b>	<b>-1.62%</b>

The total proposed budget includes operating expenditures, capital outlay, contingency and debt service and reserves \$7,640,436 as unappropriated ending fund balances. The proposed budget includes an increase in the beginning fund balance of \$8,756,065 and a decrease in revenue of \$10,024,187. The main reason for this variance is the receipt of \$7,902,300 in library bond revenue in the current fiscal year, that is part of the projected beginning fund balance in the upcoming fiscal year. Other reduced revenue anticipated in the coming fiscal year includes a reduction in expected revenue in the Pipeline Road Waterline Resiliency Fund, and incremental fluctuations in several funds.

Requirements by Fund	24 25	23-24	+/-	%
General Fund	19,467,310	19,500,070	-32,760	-0.17%
Capital Improvement	1,973,315	2,625,625	-652,310	-24.84%
Building Inspection	1,347,100	475,255	871,845	183.45%
Emergency Communications	3,110,175	2,348,110	762,065	32.45%
Parks	3,200,100	3,127,840	72,260	2.31%
Streets	1,786,840	2,725,280	-938,440	-34.43%
Public Works Improvements	3,344,350	3,240,800	103,550	3.20%
PW Projects	8,223,345	9,980,000	1,756,655	-17.60%
Public Works	9,509,490	9,193,680	315,810	3.44%
CSO Debt Service	2,039,510	2,044,290	-4,780	-0.23%
Promote Astoria	1,905,180	2,796,309	-891,129	-31.87%
Astor West Area Special Projects	749,000	600,000	149,000	24.83%
Library Bond Construction	9,909,400	8,102,300	1,807,100	22.30%
Other	2,629,922	3,309,055	-679,133	-20.52%
Ending Fund Balance	7,640,436	8,034,981	-394,545	-4.91%
<b>Total Requirements</b>	<b>76,835,473</b>	<b>78,103,595</b>		

## PERSONNEL

As an organization, the City enters this fiscal year with a full-time workforce of approximately 119 employees and part time labor around approximately 19 full time equivalents. Personnel Requirements are increased by \$1,195,046 (6.97%) in the Proposed 24-25 FY Budget. The city is almost fully staffed. There remain two positions in Emergency Communications, and two part-time police cadet positions to fill. The Proposed Budget includes a new full-time Development Review Engineer in Community Development. It also includes two reclassifications, step adjustments, and COLAs for staff, as established in the existing collective bargaining agreements and the most recent salary resolution.

**Cost of Living Adjustment.** Budgeted personnel services expenditures will include an amount to account for a cost-of-living adjustment for all employees. The amount budgeted for this purpose will consider the most recent consumer price index information available at the time the budget is prepared, the current and upcoming collective bargaining agreements, and other relevant information.

**Step Adjustments.** Budgeted personnel services expenditures will include an amount to account for annual step adjustments for all employees who are not currently at the top of their range. Annual employee adjustments will be in accordance with union contracts as well as applicable salary schedules.

**Collective Bargaining Agreements.** Negotiations with the Teamsters Local 58 Parks and General Employees and the Teamsters Local 58 Public Works Employees unions were completed in the Fiscal Year ending June 30, 2023. Negotiations with the IAFF will begin this year for the contract beginning in

July of 2024. The Astoria Public Safety Association negotiations will begin in Fiscal Year 2024-25 for the following year contract.

Personnel services represents a significant investment and is the largest expense a City makes to ensure appropriate services levels, protection of assets; grant acquisition for infrastructure; innovation and process improvements; and knowledge and expertise available to ensure the organization's resiliency into the future. The City needs to remain competitive in compensation and benefits to attract and retain a skilled workforce to carry out the critical tasks and jobs required of a full-service city. Training opportunities, equitable pay/benefits, and celebration of hard work as well as achievements are all important tools in retention. PERS rates are unchanged this year, as it is the second in the biennium, but health benefit costs are expected to increase by up to 10%.

## **MATERIALS AND SERVICES**

Materials and Services increased for all funds by \$746,897, an increase of 7.88%. The cost of materials and services vary annually as needs arise. Budgets reflect known and anticipated markets and pricing increases for materials and services in the coming year. Inflation is slowing, but not all costs are impacted equally. Fuel and electricity have both continued to increase. Many sources of infrastructure materials continue to have delays, in part because of high demand with ARPA projects all due to be completed in the next two years. This has resulted in a need to hold a greater level of inventory on site. This is particularly important for materials needed for line breaks and repairs. Back ordered vehicles are finally starting to arrive, after over a year of waiting in some cases. Most training is returning to in-person format, but some are offering hybrid options. We anticipate staff catching up on necessary training as things become less restrictive. Newly filled positions also result in a need for additional training and professional development.

## **CAPITAL OUTLAY**

Capital Outlay is expected to decrease by \$1,382,175 (5.9%) Capital Outlay will vary greatly from year-to-year as large projects are often funded by grants or loans.

As City infrastructure and assets age, it is important to note the City is not current with replacement schedules for all capital items. Replacements have been prioritized with deferment of some items as limited by available resources. Staff maintains a sharp eye on necessary projects, repairs, and equipment, and continually seek alternative funding sources. Resources are shifted as available to resolve deferred maintenance. Funds earned from conflagration deployments are reserved for future Fire Department apparatus expenditures.

The Library renovation has begun and is scheduled to be completed in the fall of 2025.

## **Infrastructure**

The enactment of the American Rescue Plan Act in 2021 provided an estimated \$2,223,000 in resources to the City. The State has made an additional \$10,580,000 available to Astoria for water and sewer

infrastructure projects and \$420,000 for Astoria Public Library renovation project through House Bill 5006. FEMA awarded grant funding in the amount of \$676,875 and Business Oregon funding match in the amount of \$225,615 for a landslide mitigation program in the vicinity of W. Bond and Hume Avenue, and Grand Avenue and Jerome Avenue between 19<sup>th</sup> Street and 24 Street.

Current and upcoming projects include:

- The Wastewater Plant Improvement Project
- The 16<sup>th</sup> Street Water Distribution Project
- The Pipeline Road Waterline Resilience Project
- Design work for an upcoming Lift Station Improvement Project
- New Dispatch Communication Consoles and CAD software in Emergency Communications
- FEMA Landslide mitigation project
- Utility repairs at the Irving Landslide site

Increasing costs of projects have made it necessary to consider applying for additional funding from an IFA loan for the Wastewater Plant Improvement Project. Financial options are still being examined to address shortfalls; however, city staff have been proactive in responding to grant application invitations and this effort helps maintain rates and fees at reasonable levels.

## **GENERAL FUND OVERVIEW**

The General Fund provides for administration, finance, human resources, community development, police, fire, and library services.

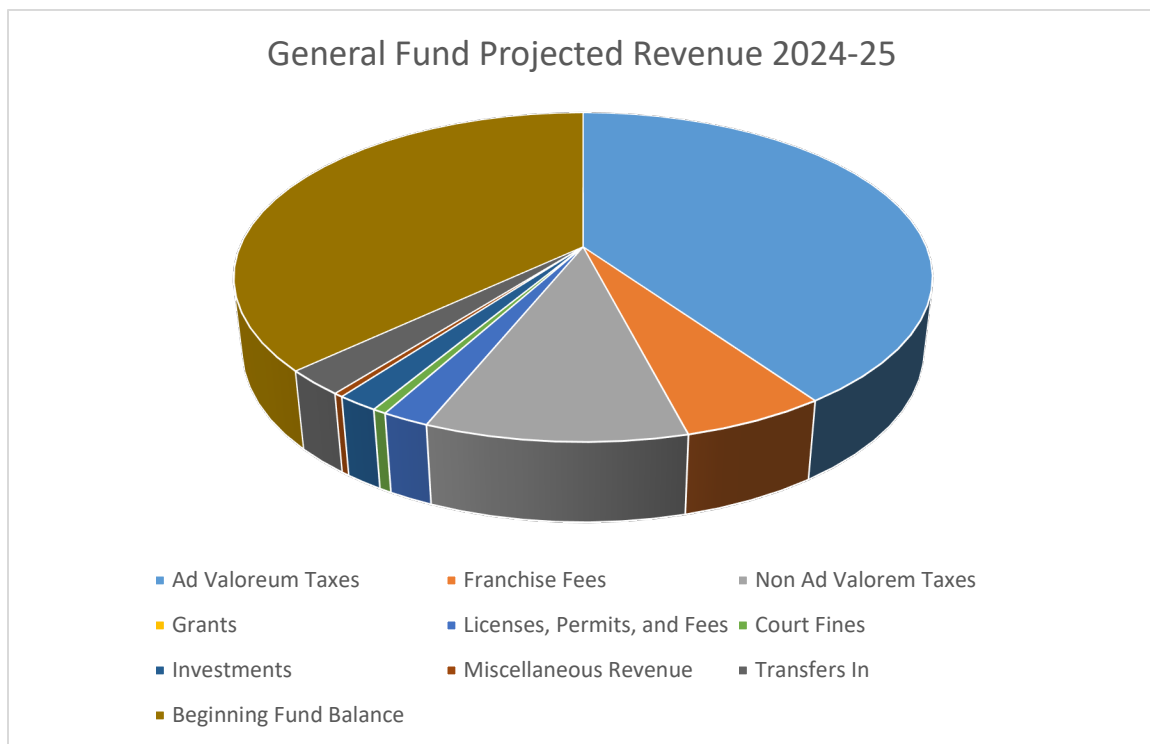
### **Beginning Fund Balance and Contingency**

The beginning fund balance at July 1, 2024 is projected to be \$7,193,200, an increase of 2.3%. The proposed budget for FY 24-25 anticipates a contingency of \$6,183,681, which decreased by \$184,604 from the prior year. The projected contingency represents approximately six months of straight-line General Fund expenses. The available contingency is maintained at a level to meet the critical cash requirements during the months leading up to November property tax collections.

### **General Fund Resources and Expenditures**

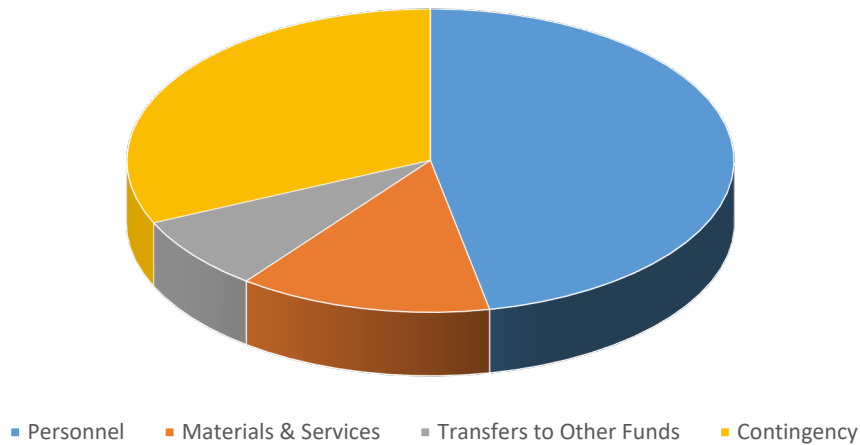
The proposed budget is based on projected total resources of \$19,467,310, inclusive of the Beginning Fund Balance. The prior year resources were \$19,500,070. This is a decrease of \$32,760. The difference is a combination of slight reductions in planning revenue and a Fire Service Capacity Program grant that was anticipated in 23-24, balanced against small increases in Transient Lodging Tax, franchise fees, and investments. Interest is holding steady at 5.0%.

General Fund Revenue	24-25	23-24	+/-	%
Ad Valorem Taxes	7,844,000	7,889,000	-45,000	-0.57%
Franchise Fees	1,101,760	1,059,760	42,000	3.96%
Non Ad Valorem Taxes	1,988,000	1,891,440	96,560	5.11%
Grants	0	135,835	-135,835	-100.00%
Licenses, Permits, and Fees	360,910	543,910	-183,000	-33.65%
Court Fines	105,100	101,600	3,500	3.44%
Investments	320,000	240,000	80,000	33.33%
Miscellaneous Revenue	72,500	72,500	0	0.00%
Transfers In	481,840	534,825	-52,985	-9.91%
Beginning Fund Balance	7,193,200	7,031,200	162,000	2.30%
<b>Total</b>	<b>19,467,310</b>	<b>19,500,070</b>	<b>-32,760</b>	<b>-0.17%</b>



General Fund Requirements	24-25	23-24	+/-	%
Personnel	9,126,631	8,786,630	340,001	3.87%
Materials & Services	2,623,511	2,595,535	27,976	1.08%
Transfers to Other Funds	1,533,487	1,699,620	(166,133)	-9.77%
Contingency	6,183,681	6,418,285	(234,604)	-3.66%
<b>Total</b>	<b>19,467,310</b>	<b>19,500,070</b>	<b>(32,760)</b>	<b>-0.17%</b>

### General Fund Requirements by Object Classification



General Fund by Department	24-25	23-24	+/-	%
City Council	27,420	28,290	-870	-3.08%
City Manager	422,770	415,660	7,110	1.71%
Human Resources	344,200	177,855	166,345	93.53%
Municipal Court	136,780	128,920	7,860	6.10%
Finance	995,407	946,800	48,607	5.13%
City Attorney	89,000	89,000	0	0.00%
Community Development	871,320	852,790	18,530	2.17%
City Hall	82,101	76,045	6,056	7.96%
Non-Departmental - Unallocated	2,603,482	2,773,200	-169,718	-6.12%
Fire	2,992,870	3,076,150	-83,280	-2.71%
Police	3,990,769	3,822,770	167,999	4.39%
Library	727,510	694,305	33,205	4.78%
Contingency	6,183,681	6,418,285	-234,604	-3.66%
<b>Total</b>	<b>19,467,310</b>	<b>19,500,070</b>	<b>-32,760</b>	<b>-0.17%</b>

### Changes in General Fund Expenditures

Personnel are projected to be \$9,126,631, an increase of \$340,001 (3.87%). This includes COLAs and step increases. It also includes a full time Human Resources Specialist that was added mid-year in 23-24, and a new Development Review Engineer. The increase is lower than might be expected because of the transfer of some plan review staff time into the Building Inspection fund to account for their time spent on permits and plan review.

Materials and Services are projected to be \$2,623,511, an increase of \$27,976 (1.08%) over the prior year. This results from nominal increases in operating costs.



Transfers to Other Funds is projected at 1,533,487, a decrease of \$166,133 (9.07%) to the prior year. This is primarily due to a reduction in the amount transferred to Parks Operations.

Proposed interfund transfers for FY 24-25 are as follows:

- \$ 1,035,000 to the Parks and Recreation Fund (158)
- \$ 457,087 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)
- \$ 1,400 to the Special Police Projects Fund (136)

### UTILITY RATE INCREASE

Public Works operations costs have increased by 3.44% this year. The City is proposing a 3% increase in Water and Sewer rates to provide the revenue sufficient to meet the operational needs of this fund. The net impact of the proposed utility rate increase is as follows:

**Water** base rate + 7500 gallons would increase from **\$54.86** per month to **\$56.50**.

**Sewer** base rate +7500 gallons would increase from **\$54.82** per month to **\$56.46**.

**CSO Surcharge** for the same usage would increase from **\$53.17** per month to **\$54.77**.

**Astoria Total: \$112.96**

**Astoria Total with CSO: \$167.73**

Comparative rates (including anticipated increase) are all converted to be equivalent (base + 7500 gallons usage). Charges for bi-monthly billing have been divided in two.

<b>St Helens:</b> Water 72.26/ month, Sewer 99.49/ month, Storm 19.68/ month.	<b>Total \$191.43</b>
<b>Scappoose:</b> Water 68.83/month, Sewer 67.78/month, Stormwater 16.28/month.	<b>Total \$152.89</b>
<b>Cannon Beach:</b> Water 77.60/month, Sewer 92.50/month, Stormwater 13.25/month.	<b>Total \$183.35</b>
<b>Seaside:</b> Water 57.58/month, Sewer 61.03/month, Stormwater 0	<b>Total \$118.61</b>
<b>Warrenton:</b> Water 62.91/month, Sewer 92.15/month, Stormwater 13.77/month.	<b>Total \$168.82</b>

**No other rate increases are being requested in conjunction with this budget.**

### CONCLUSION

There is not a perfect blueprint to overcome a shifting economic climate, but a budget provides a financial plan for the coming fiscal year that can help navigate uncertainty and create opportunities for adjustment. Staff will continue to observe actual results and make adjustments as per the processes established in Oregon Budget law as needed should there be significant changes during the year.

The FY 2024-2025 Proposed Budget is balanced and represents a conservative and effective use of resources. Basic services are maintained, and resources have been allocated to key projects. Capital needs will be addressed as presented. I appreciate the work of city staff in assisting with preparing the

proposed budget document and look forward to working with the Budget Committee and City Council to develop the best budget possible to serve the community and citizens of Astoria.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Scott H. Spence', is written over a faint, larger signature.

Scott H. Spence

City Manager/Budget Officer



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## BUDGET SECTION

City of Astoria, Oregon

Summary of Requirements

Year Beginning July 1, 2024

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	4,430	22,990						27,420		27,420
City Manager	397,930	24,840						422,770		422,770
Human Resources	268,760	75,440						344,200		344,200
Municipal Court	71,680	65,100						136,780		136,780
Finance	830,570	164,837						995,407		995,407
City Attorney		89,000						89,000		89,000
Community Development	723,870	147,450						871,320		871,320
City Hall	15,791	66,310						82,101		82,101
Non-Departmental - Unallocated	1,320	1,068,675		1,533,487				2,603,482		2,603,482
Fire	2,622,290	370,580						2,992,870		2,992,870
Police	3,620,690	370,079						3,990,769		3,990,769
Library	569,300	158,210						727,510		727,510
Other	-	-	-	-	-	-	6,183,681	6,183,681	-	6,183,681
<b>Total General Fund</b>	<b>9,126,631</b>	<b>2,623,511</b>	<b>-</b>	<b>1,533,487</b>	<b>-</b>	<b>-</b>	<b>6,183,681</b>	<b>19,467,310</b>	<b>-</b>	<b>19,467,310</b>
Capital Improvement		854,080	649,235				470,000	1,973,315	1,561,285	3,534,600
Unemployment		40,000					8,250	48,250		48,250
Revolving Loan		210,000					50,000	260,000	15,010	275,010
Community Development Block Grant								-		-
Building Inspection	625,450	33,325		20,800			667,525	1,347,100		1,347,100
American Rescue Plan (ARP)			450,000				64,187	514,187		514,187
Emergency Communications	1,825,950	297,325	836,900	30,000			120,000	3,110,175	20,044	3,130,219
Special Police Projects	59,390	22,000					10,610	92,000		92,000
Astor West Area Special Projects		300,000	349,000				100,000	749,000		749,000
Parks Project		20,000	33,850					53,850		53,850
Maritime Memorial		9,750					5,000	14,750	7,030	21,780
<b>Parks Operation (by department):</b>										
Aquatics	728,050	295,300						1,023,350		1,023,350
Recreation/Administration	768,860	141,635	20,000	15,000				945,495		945,495
Maintenance	525,890	147,650	158,380					831,920		831,920
Other	-	-	-	-	-	-	140,000	140,000	850,575	990,575
<b>Total Parks Operation</b>	<b>2,022,800</b>	<b>584,585</b>	<b>178,380</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>140,000</b>	<b>2,940,765</b>	<b>850,575</b>	<b>3,791,340</b>

Fund	Personal Services	Materials and Services	Capital Outlay	Transfers to Other Funds	Debt Service	Special Payments	Contingency	Total Expenditures	Ending Fund Balance	Total Requirements
Water SDC Reimbursement							6,300	6,300		6,300
Water SDC Improvement							30,540	30,540		30,540
Sewer SDC Reimbursement							4,480	4,480		4,480
Sewer SDC Improvement							1,095	1,095		1,095
Storm Water SDC Reimbursement							11,330	11,330		11,330
Storm Water SDC Improvement							9,060	9,060		9,060
Transportation SDC Reimbursement								-		-
Transportation SDC Improvement							193,270	193,270		193,270
Parks SDC Reimbursement							1,115	1,115		1,115
Parks SDC Improvement							7,925	7,925		7,925
Astoria Road District		75,000	50,000				200,000	389,200	799,900	1,189,100
State Tax Street			100,000				150,000	1,379,440	89,560	1,469,000
Highway Right of Way Reserve			10,000				8,200	18,200	4,300	22,500
Public Works Improvement		1,255,000	581,000		558,350		250,000	2,844,350	202,380	3,046,730
Public Works Capital Reserve			200,000				300,000	500,000	1,248,100	1,748,100
Waterfront Bridges Replacement Project								-		-
Library Bond Construction			9,709,400				200,000	9,909,400		9,909,400
WWTP Improvement Project			4,647,000				100,000	4,747,000		4,747,000
16th St Water Distribution Project			2,120,540				100,000	2,220,540		2,220,540
Pipeline Rd Waterline Resilience Project			1,205,805				50,000	1,255,805		1,255,805
Local Improvement Debt Service								-		-
Library Bond Debt Service Fund				150,000	578,510		6,000	584,510		584,510
CSO Debt Service		21,580			1,767,930		100,000	2,039,510	871,257	2,910,767
<b>Public Works (by department):</b>										
Engineering	1,525,520	184,980	6,000					1,716,500		1,716,500
Shop and Yard	486,487	217,220	15,000					718,707		718,707
Streets	350,278	395,800	14,000					760,078		760,078
Sanitation	57,771	46,800						104,571		104,571
Sewer	727,395	765,840	40,900					2,452,065		2,452,065
Stormwater	121,563	178,900						300,463		300,463
Water	1,194,606	1,027,390	37,200	1,000,850				3,260,046		3,260,046
Other	-	-	-	-	-	-	197,060	197,060	-	197,060
<b>Total Public Works</b>	<b>4,463,620</b>	<b>2,816,930</b>	<b>113,100</b>	<b>1,918,780</b>	<b>-</b>	<b>-</b>	<b>197,060</b>	<b>9,509,490</b>	<b>-</b>	<b>9,509,490</b>
Cemetery	97,560	33,175	10,000				50,000	190,735	322,265	513,000
17th Street Dock	42,000	107,000	250,000		210,600		153,100	762,700	-	762,700
Aquatic Facility Trust		15,220						15,220		15,220
Astoria Public Library Endowment		42,180						42,180	111,920	154,100
Cemetery Irreducible				30,000				30,000	1,021,100	1,051,100
Promote Astoria	88,310	869,430	555,000	392,440				1,905,180	515,710	2,420,890
Logan Memorial Library								-		-
Library Renovation			14,320		-	-	-	14,320	-	14,320
Custodial	-	-	-	1,440	-	-	-	1,440	-	1,440
<b>TOTAL ALL FUNDS</b>	<b>18,351,711</b>	<b>10,230,091</b>	<b>22,063,530</b>	<b>5,485,587</b>	<b>3,115,390</b>	<b>-</b>	<b>9,948,728</b>	<b>69,195,037</b>	<b>7,640,436</b>	<b>76,835,473</b>

## GENERAL FUND

**FUND:                    #001                    General**

*Purpose*

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

*Scope*

This fund includes the following departments and sub funds:

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

In Fiscal Year 2024-25, the General Fund will receive about 40.3% of its revenue from Property tax, 5.7% from Franchise Fees, 10.2% from non-Ad Valorem Taxes, 37% from the Beginning Fund Balance, and the remainder from licenses, permits, fees, court fines, and interest.

*Personnel*

FTE will be listed for each department and sub fund.

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



City of Astoria, Oregon  
Budget Document

**GENERAL FUND**

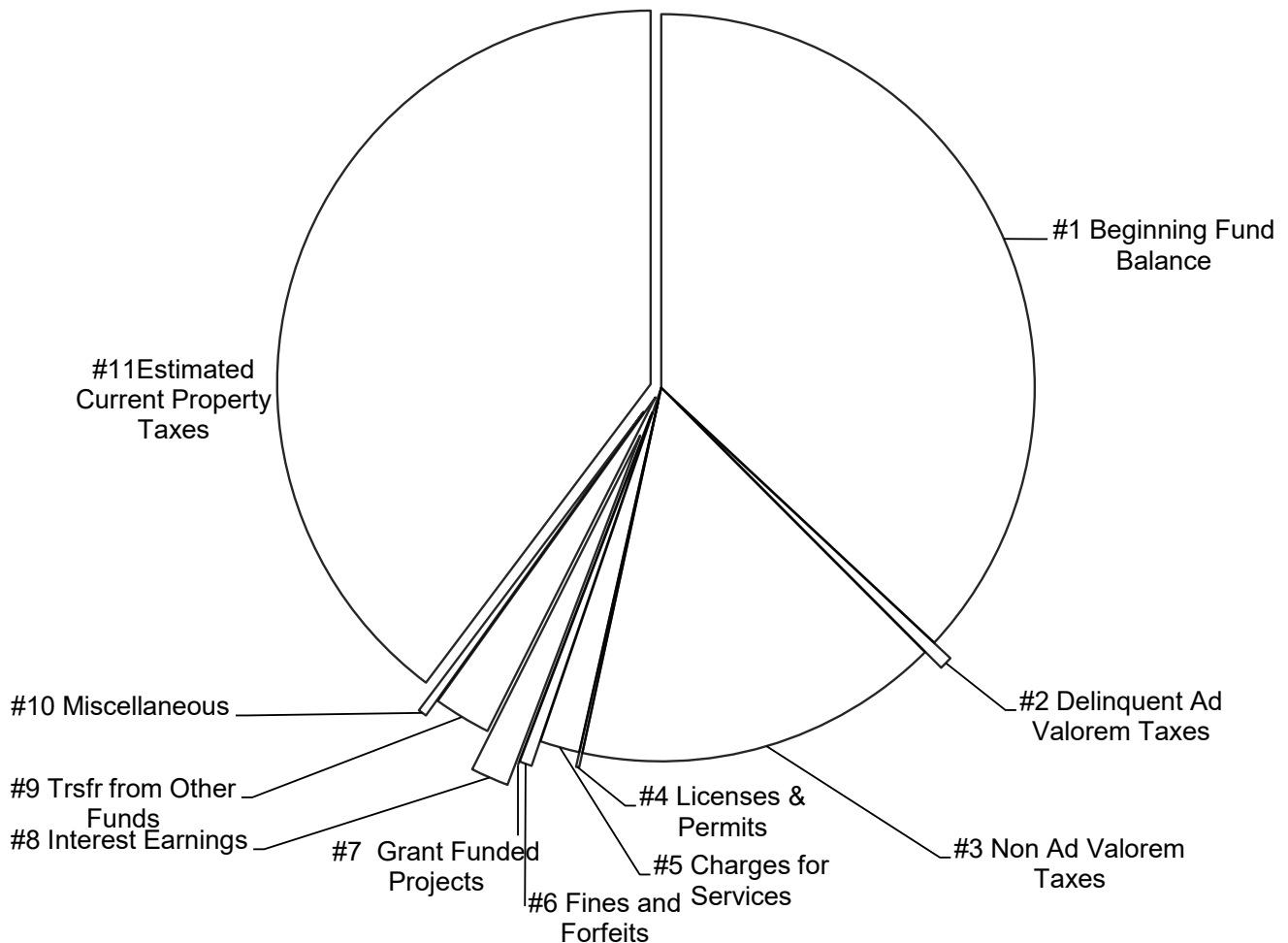
<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24		Budget Officer	Budget Committee	Governing Body
<b>Resources</b>						
7,227,918	8,587,121	7,031,200	Beginning Fund Balance	7,193,200		
124,663	146,875	100,000	Delinquent Ad Valorem Taxes	110,000		
2,957,244	3,102,165	2,951,200	Non Ad Valorem Taxes	3,089,760		
29,163	31,085	25,500	Licenses and Permits	26,500		
267,941	389,681	518,410	Charges for Services	334,410		
91,979	102,894	101,600	Fines and Forfeits	105,100		
47,672	37,556	135,835	Grant Funded Projects	-		
45,748	272,134	240,000	Interest Earnings	320,000		
			Transfers from Other Funds:			
414,600	414,600	414,600	Public Works Fund	414,600		
25,000	30,000	30,000	Emergency Communication Fund	30,000		
20,800	20,800	20,800	Building Inspection Fund	20,800		
22,000	22,000	-	Local Improvement Debt Service Fund	-		
400	-	54,425	Close Out Funds	1,440		
-	15,000	15,000	Parks Operations	15,000		
<u>85,134</u>	<u>69,966</u>	<u>72,500</u>	Miscellaneous	<u>72,500</u>	<u>-</u>	<u>-</u>
11,360,262	13,241,877	11,711,070	Sub-Total Resources	11,733,310	-	-
<u>7,268,519</u>	<u>7,708,737</u>	<u>7,789,000</u>	Current Ad Valorem Taxes	<u>7,734,000</u>	<u>-</u>	<u>-</u>
<u>18,628,781</u>	<u>20,950,614</u>	<u>19,500,070</u>	<b>Total Resources</b>	<u>19,467,310</u>	<u>-</u>	<u>-</u>
<b>Requirements (by department)</b>						
8,280	16,999	28,290	City Council	27,420		
455,948	508,665	415,660	City Manager	422,770		
-	-	227,855	Human Resources	344,200		
113,054	126,402	128,920	Municipal Court	136,780		
676,389	807,829	946,800	Finance	995,407		
102,275	104,702	89,000	City Attorney	89,000		
446,359	553,676	852,790	Community Development	871,320		
47,607	57,832	76,045	City Hall	82,101		
713,507	798,583	1,073,580	Non-Departmental - Unallocated	1,069,995		
2,155,615	2,414,098	3,076,150	Fire	2,992,870		
3,079,035	3,310,076	3,822,770	Police	3,990,769		
<u>610,841</u>	<u>547,766</u>	<u>694,305</u>	Library	<u>727,510</u>	<u>-</u>	<u>-</u>
8,408,910	9,246,628	11,432,165		11,750,142	-	-
<b>Transfer to Other Funds</b>						
6,000	6,000	-	Unemployment Trust	-		
505,500	451,930	459,460	Emergency Communications Fund	457,087		
1,089,110	1,178,510	1,198,760	Parks Operation Fund	1,035,000		
740	650	10,000	UAP Transfer to Public Works Fund	10,000		
	1,400	1,400	Special Police Projects Fund	1,400		
1,400	675,139	-	Special Community Projects - Astor West Ar	-		
-	1,000,000	-	Capital Improvement Fund	-		
<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	Public Works - Landfill Monitoring	<u>30,000</u>	<u>-</u>	<u>-</u>
1,632,750	3,343,629	1,699,620	<b>Total Transfer to Other Funds</b>	1,533,487	-	-
<u>-</u>	<u>-</u>	<u>6,368,285</u>	Contingency	<u>6,183,681</u>	<u>-</u>	<u>-</u>
10,041,660	12,590,257	19,500,070	Total Expenditures	19,467,310	-	-
<u>8,587,121</u>	<u>8,360,357</u>	<u>-</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>18,628,781</u>	<u>20,950,614</u>	<u>19,500,070</u>	Total Requirements	<u>19,467,310</u>	<u>-</u>	<u>-</u>



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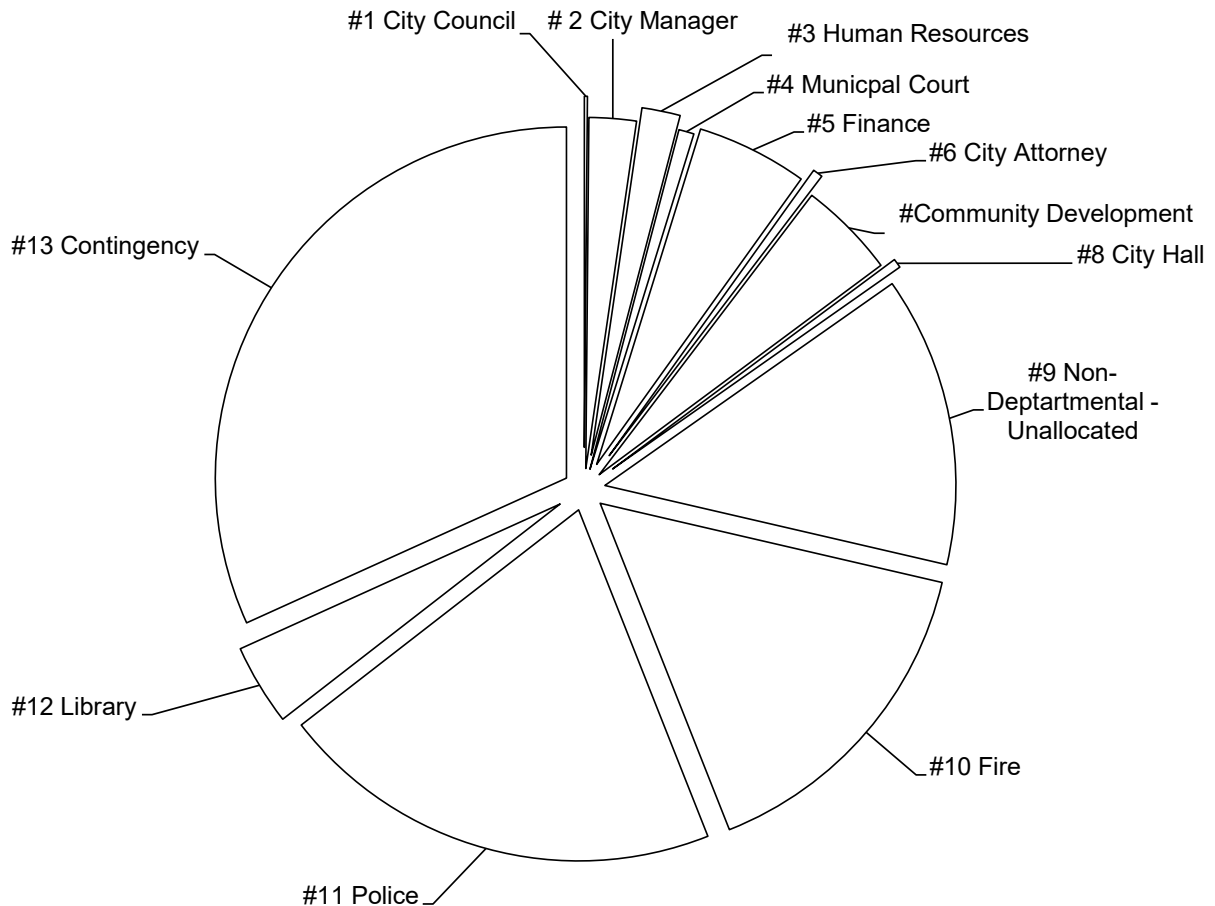
City of Astoria, Oregon  
General Fund Resources  
Year Beginning July 1, 2024

Segment #	Resources	Amount	Percentage
1	Beginning Fund Balance	\$ 7,193,200	36.95%
2	Delinquent Property Taxes	110,000	0.57%
3	Non Ad Valorem Taxes	3,089,760	15.87%
4	Licenses and Permits	26,500	0.14%
5	Charges for Services	334,410	1.72%
6	Fines and Forfeits	105,100	0.54%
7	Grant Funded Projects	-	0.00%
8	Interest Earnings	320,000	1.64%
9	Transfers from Other Funds	481,840	2.48%
10	Miscellaneous	72,500	0.37%
11	Estimated Current Property Taxes	<u>7,734,000</u>	<u>39.73%</u>
Total Resources		<u>\$ 19,467,310</u>	<u>100.00%</u>



City of Astoria, Oregon  
General Fund Requirements  
Year Beginning July 1, 2024

Segment #	Requirements	Amount	Percentage
1	City Council	\$ 27,420	0.14%
2	City Manager	422,770	2.17%
3	Humarn Resources	344,200	1.77%
4	Municipal Court	136,780	0.70%
5	Finance	995,407	5.11%
6	City Attorney	89,000	0.46%
7	Community Development	871,320	4.48%
8	City Hall	82,101	0.42%
9	Non-Departmental - Unallocated	2,603,482	13.37%
10	Fire	2,992,870	15.37%
11	Police	3,990,769	20.50%
12	Library	727,510	3.74%
13	Contingency	<u>6,183,681</u>	<u>31.76%</u>
Total Requirements		<u>\$ 19,467,310</u>	<u>100.00%</u>



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

Budget for Fiscal Year 7/1/24 - 6/30/25

FYE 6/30/22	<u>Historical Data</u>		Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	<u>Actual Data</u>	<u>Adopted Budget</u>				
	FYE 6/30/22	FYE 6/30/23				
<u>Personnel Services:</u>						
	4,419	4,413	City Council	4,430		
	442,170	445,588	City Manager	397,930		
	-	-	Human Resources	268,760		
	57,221	69,308	Municipal Court	71,680		
	616,206	628,013	Finance	830,570		
	384,273	388,300	Community Development	723,870		
	6,037	11,089	City Hall	15,791		
	221	199	Non-Departmental - Unallocated	1,320		
	1,931,869	2,153,465	Fire	2,622,290		
	2,814,898	3,037,841	Police	3,620,690		
	<u>439,023</u>	<u>386,846</u>	Library	<u>569,300</u>	-	-
∞	6,696,337	7,125,062	Total Personnel Services	9,126,631	-	-
<u>Materials &amp; Services:</u>						
	3,861	12,586	City Council	22,990		
	13,778	63,077	City Manager	24,840		
	-	-	Human Resources	75,440		
	55,833	57,094	Municipal Court	65,100		
	60,183	179,816	Finance	164,837		
	102,275	104,702	City Attorney	89,000		
	62,086	165,376	Community Development	147,450		
	41,570	46,743	City Hall	66,310		
	713,286	798,384	Non-Departmental - Unallocated	1,068,675		
	223,746	260,633	Fire	370,580		
	264,137	272,235	Police	370,079		
	<u>171,818</u>	<u>160,920</u>	Library	<u>158,210</u>	-	-
	1,712,573	2,121,566	Total Materials & Services	2,623,511	-	-

Continued on Next Page

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

9



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**FUND: #001 General**  
**DEPARTMENT: #1000 City Council**

*Purpose*

The City Council serves the citizens of Astoria by adopting Ordinances and making policy decisions for the city.

*Scope*

This fund supports 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. The Council adopts the budget and appropriates funds, hears land use appeals, and approves updates to the Astoria Development Code. The Council also sets strategic priorities and goals for the city organization.

*Personnel*

The Mayor and Councilors are elected on a non-partisan basis for four-year terms. The terms of office are staggered at two-year intervals.

**Members of Council:**

<u>Name</u>	<u>Position</u>	<u>Term Expires</u>
Sean Fitzpatrick	Mayor	12/31/2026
Andrew Davis	Councilor - Ward 1	12/31/2026
Tom Brownson	Councilor - Ward 2	12/31/2024
Elisabeth Adams	Councilor - Ward 3	12/31/2026
Thomas Hilton	Councilor - Ward 4	12/31/2024



City of Astoria, Oregon  
Budget Document  
General

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
4,080	4,080	4,080	Regular Salaries	4,080		
310	322	330	Payroll Taxes	330		
29	11	20	Workers' Compensation	20	-	-
4,419	4,413	4,430	<b>Total Personnel Services</b>	4,430	-	-
-	-	-	<b>FTEs</b>	-	-	-
			<b>Materials and Services:</b>			
-	1,261	500	Office Supplies	500		
-	2,910	1,200	Operating Supplies	1,200		
1,447	5,945	8,500	Conferences, Meetings & Travel	8,500		
-	-	7,000	Professional Services	7,000		
311	139	660	Memberships & Dues	660		
-	-	4,500	Communications	3,000		
2,103	2,331	1,500	Miscellaneous	2,130	-	-
3,861	12,586	23,860	<b>Total Materials and Services</b>	22,990	-	-
8,280	16,999	28,290	<b>Total Expenditures</b>	27,420	-	-

GENERAL FUND (001)				
CITY COUNCIL (1000)				
Personnel Services (410 - 415)				
410	2020	Straight Time - Regular	4,080	
415	2220	Payroll Taxes	330	
415	2240	Workers' Compensation	20	
TOTAL PERSONNEL SERVICES				4,430
			TOTAL FTEs	-
Materials and Services (510 - 675)				
510	3045	General Office Supplies	500	
Sub-total of Office Supplies				500
515	3310	General Operating Supplies	1,200	
Sub-total of Operating Supplies				1,200
615	4265	Travel, Conferences and Meetings	8,500	
Sub-total Conferences, Meetings & Travel				8,500
620	4540	Professional Services		
Council Facilitation/Planning/Retreat			7,000	
Sub-total Professional Services				7,000
630	4720	Sister Cities International Program	660	
Sub-total Memberships & Dues				660
635	4920	Cell Phones	3,000	
Sub-total of Communications				3,000
675	6035	Miscellaneous - General	2,130	
Sub-total of Miscellaneous				2,130
TOTAL MATERIALS & SERVICES				22,990
TOTAL CITY COUNCIL				27,420



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**Department: City Manager #1101**

*Purpose*

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

*Scope*

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

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

The City Manager is directly responsible to the City Council.

*Personnel*

FTE - 2.0

The City Manager's Office is staffed by two positions: the City Manager and the Executive Assistant.

*New this year*

Increased need for higher level strategic assistance has created a need for an Assistant to the City Manager to replace the Executive Assistant position.

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
297,011	325,709	261,740	Regular Salaries	265,300		
11,599	17,119	-	Extra Help	-		
22,381	26,822	20,810	Payroll Taxes	21,060		
33,251	21,326	35,430	Insurance	36,930		
77,688	54,307	73,160	Retirement Contributions	74,230		
240	305	350	Workers' Compensation	410	-	-
442,170	445,588	391,490	<b>Total Personnel Services</b>	397,930	-	-
3.5	3.5	2.0	<b>FTEs</b>	2.0		
			<b>Materials and Services:</b>			
1,719	217	1,400	Office Supplies	1,400		
107	2,867	250	Operating Supplies	250		
3,268	10,687	7,200	Conferences, Meetings & Travel	7,200		
-	43,502	250	General Professional Services	250		
3,566	2,684	1,700	Memberships & Dues	2,060		
4,866	1,927	12,600	Miscellaneous	12,600		
252	1,193	770	Technology Services	1,080	-	-
13,778	63,077	24,170	<b>Total Materials and Services</b>	24,840	-	-
			<b>Capital Outlay:</b>			
-	-	-	Machinery and Equipment	-	-	-
455,948	508,665	415,660	<b>Total Expenditures</b>	422,770	-	-

GENERAL FUND (001)				
<b>CITY MANAGER (1101)</b>				
<b>Personnel Services (410 - 415)</b>				
410	2020	Straight Time - Regular	262940	
410	2045	Overtime	2360	
410	2085	Extra Help		
415	2220	Payroll Taxes	21060	
415	2230	Insurance	36930	
415	2235	Retirement Contributions	74230	
415	2240	Workers' Compensation	410	
<b>TOTAL PERSONNEL SERVICES</b>				<b>397,930</b>
			<b>TOTAL FTEs</b>	<b>2.0</b>
<b>Materials and Services (510 - 685)</b>				
510	3040	Printer Cartridges and Supplies	700	
510	3045	General Office Supplies	700	
Sub-total of Office Supplies				<b>1,400</b>
515	3310	General Operating Supplies	250	
Sub-total of Operating Supplies				<b>250</b>
615	4220	League of Oregon Cities	800	
615	4225	OCCMA - 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				<b>7,200</b>
620	4540	General Professional Services	250	
Sub-total of General Professional Services				<b>250</b>
630	4730	ICMA	1,400	
630	4735	OCCMA	660	
Sub-total of Memberships & Dues				<b>2,060</b>
675	5920	Employee Recognition	12,000	
675	6035	General - Miscellaneous	600	
Sub-total of Miscellaneous				<b>12,600</b>

GENERAL FUND (001)				
<b>CITY MANAGER (1101)</b>				
685	6205	Software	450	
685	6207	Non-Contract IT Services	630	
		Sub-total of Technology Services		<b>1,080</b>
<b>TOTAL MATERIALS AND SERVICES</b>				<b>24,840</b>
<b>TOTAL CITY MANAGER</b>				<b>422,770</b>

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

### *Purpose*

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

### *Scope*

The City has a workforce of 155 employees working in over 85 job titles across nine departments. Full-time employees account for approximately 72% of the workforce and part-time employees account for 28%. Given the varied workforce, most recruitments and training plans require comprehensive planning in alignment with requirements for pre-employment backgrounds and screenings, job qualifications, certifications, and collective bargaining agreements. In 2023, the City completed 69 recruitments, received and reviewed 924 applications and hired 69 employees. The four collective bargaining agreements are three-year contracts with 1-2 contracts being negotiated every year. Complex employment law continues to develop and expand requiring more time and attention to properly administer and communicate with employees and supervisors.

### *Personnel*

FTE 2.0

Human Resources is staffed by the Human Resources Director and the Human Resources Specialist

### *New this year*

A full-time Human Resources Specialist position was added mid-year with permission from the City Council.



City of Astoria, Oregon  
Budget Document  
GENERAL FUND

Expenditures (by department)  
**HUMAN RESOURCES # 1102**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
-	-	154,630	Regular Salaries	180,510		
-	-	24,220	Extra Help	1,670		
-	-	10,380	Payroll Taxes	14,670		
-	-	820	Insurance	28,100		
-	-	30,780	Retirement Contributions	43,530		
-	-	180	Workers' Compensation	280	-	-
-	-	221,010	<b>Total Personnel Services</b>	268,760	-	-
-	-	-	<b>FTEs</b>	2.0		
			<b>Materials and Services:</b>			
-	-	1,370	Office Supplies	4,687		
-	-	870	Operating Supplies	-		
-	-	1,860	Conferences, Meetings & Travel	2,720		
-	-	-	General Professional Services	45,000		
-	-	1,945	Memberships & Dues	2,133		
-	-	-	Advertising	3,500		
-	-	800	Technology Services	17,400	-	-
-	-	6,845	<b>Total Materials and Services</b>	75,440	-	-
			<b>Capital Outlay:</b>			
-	-	-	Machinery and Equipment	-	-	-
-	-	227,855	<b>Total Expenditures</b>	344,200	-	-

GENERAL FUND (001)				
<b>HUMAN RESOURCES (1102)</b>				
<b>Personnel Services (410 - 415)</b>				
410	2020	Straight Time - Regular	180,510	
410	2085	Extra Help	1,670	
415	2220	Payroll Taxes	14,670	
415	2230	Insurance	28,100	
415	2235	Retirement Contributions	43,530	
415	2240	Workers' Compensation	280	
<b>TOTAL PERSONNEL SERVICES</b>				<b>268,760</b>
			<b>TOTAL FTEs</b>	<b>2.0</b>
<b>Materials and Services (510 - 685)</b>				
510	3040	Printer Cartridges and Supplies	1,000	
510	3045	General Office Supplies	3,687	
Sub-total of Office Supplies				<b>4,687</b>
615	4260	Conference / Meeting Expenses		
615	4265	Travel, Conferences and Meetings	2,720	
Sub-total of Conferences, Meetings & Travel				<b>2,720</b>
620	4410	Personnel Legal Services	45,000	
620	4540	General Professional Services		
Sub-total of General Professional Services				<b>45,000</b>
630	4736	Society for Human Resource Management		
630	4737	Local Government Personnel Services	588	
630	4738	A Worksafe - Drug/CDL Consortium	1,545	
Sub-total of Memberships & Dues				<b>2,133</b>
640	5022	Advertising - Recruitment	3,500	
Sub-total of Advertising				<b>3,500</b>
685	6205	Software	400	
685	6208	HR Information System Software	14,000	
685	6209	HR Recruitment Software	3,000	
Sub-total of Technology Services				<b>17,400</b>
<b>TOTAL MATERIALS AND SERVICES</b>				<b>75,440</b>
<b>TOTAL HUMAN RESOURCES</b>				<b>344,200</b>



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

*Purpose*

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

*Scope*

Court procedures are administered by the Municipal Judge, who is an attorney licensed to practice in Oregon. The City Council appoints the Municipal Judge whose performance is reviewed annually by the Council. The Municipal Clerk supports the operations of the court, manages citations, schedules bench trials, reports suspensions, processes payments for fines, and submits unpaid fines to collections. The court receives about 1150 citations per year, and adjudicates about 350 cases.

*Personnel*

FTE 1.0

The staff consists of a part time judge, and a ¾ time clerk, and comprises 52% of the operations budget.

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
38,191	41,823	41,580	Regular Salaries	39,180		
2,837	3,168	3,350	Payroll Taxes	3,160		
13,059	16,354	14,140	Insurance	19,920		
3,091	7,905	9,940	Retirement Contributions	9,360		
43	58	60	Workers' Compensation	60	-	-
57,221	69,308	69,070	<b>Total Personnel Services</b>	71,680	-	-
0.9	0.9	1.0	<b>FTEs</b>	0.8		
			<b>Materials and Services:</b>			
780	1,689	500	Office Supplies	1,600		
-	-	500	Conferences, Meetings & Travel	500		
36,159	36,084	37,450	Professional Services	39,300		
-	-	500	Memberships & Dues	500		
2,794	3,144	3,800	Technology Services	3,500		
16,100	16,177	17,100	Miscellaneous	19,700	-	-
55,833	57,094	59,850	<b>Total Materials and Services</b>	65,100	-	-
			<b>Capital Outlay</b>			
-	-	-	Machinery & Equipment	-	-	-
113,054	126,402	128,920	<b>Total Expenditures</b>	136,780	-	-

GENERAL FUND (001)				
<b><u>MUNICIPAL COURT (1400)</u></b>				
<b><u>Personnel Services (410 - 415)</u></b>				
410	2020	Straight Time - Regular	39,180	
415	2220	Payroll Taxes	3,160	
415	2230	Insurance	19,920	
415	2235	Retirement Contributions	9,360	
415	2240	Workers' Compensation	60	
<b>TOTAL PERSONNEL SERVICES</b>				<b>71,680</b>
			<b>TOTAL FTEs</b>	<b>0.8</b>
<b><u>Materials and Services (510 - 685)</u></b>				
510	3045	General Office Supplies	1,600	
Sub-total of Office Supplies				<b>1,600</b>
615	4265	Travel - Conferences and Meetings	500	
Sub-total Conferences, Meetings & Travel				<b>500</b>
620	4325	Municipal Court Judge	36,100	
620	4330	Indigent Defense Contract	1,000	
620	4335	Pro Tem Judge	2,000	
620	4340	Payments for Jury Trials	100	
620	4540	Interpreter Fees	100	
Sub-total of Professional Services				<b>39,300</b>
630	4750	Memberships & Dues	500	
Sub-total Memberships & Dues				<b>500</b>
675	5925	VISA Fees	1,700	
675	6040	State Assessments on Fines	18,000	
Sub-total of Miscellaneous				<b>19,700</b>
685	6280	Municipal Court Software Maintenance	3,500	
Sub-total of Technology Services				<b>3,500</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>65,100</b>
<b>TOTAL MUNICIPAL COURT</b>				<b>136,780</b>



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**Fund: General #001**  
**Department: Finance #1600**

### *Purpose*

The Finance and Administration Department manages the financial resources and activities of the City. Records management, risk management, property and auto insurance, IT vendors and contracts, and cell phones and wireless devices are also housed in this department.

### *Scope*

The Finance department processes utility billing including new customers, processing payments, payment agreements, fees, and shutoffs for about 4265 accounts in two cycles. The department also performs payroll for 160-165 employees, cashiering for a variety of programs, accounts receivable, purchasing, accounts payable, investing, financial forecasting, budget preparation, and ensures that Government Accounting Standards Board (GASB) requirements are maintained.

Services to other departments include financial control through the budget process, reconciliation of purchasing cards, and the purchase order system. Finance also provides financial strategic planning and forecasting for other departments as needed.

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

Steadily increasing GASB requirements and the increasing financial complexity of the organization have increased the demands on finance staff.

### *Personnel*

FTE 6.5

Positions – 6 Full Time, 1 Half Time

The staff consists of three staff accountants, a Utility Billing clerk, a half-time clerical assistant, an Assistant Finance Director and the Director of Finance & Administrative Services. Personnel comprises about 83% of the operating budget. The Municipal Clerk is also a part of the finance team, but their position is paid out of the Municipal Court and Oceanview Cemetery funds.

### *New this Year*

Personnel transitions within the department have created challenges related to training and the transfer of institutional knowledge. The department is also in the process of restructuring and seeking operational efficiencies. This has increased personnel costs and the need for training



City of Astoria, Oregon  
Budget Document  
GENERAL FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
411,753	416,702	486,530	Regular Salaries	523,230		
-	-	23,760	Extra Help	24,240		
30,447	31,669	41,080	Payroll Taxes	44,080		
83,240	81,912	110,220	Insurance	107,380		
90,417	97,267	127,360	Retirement Contributions	130,800		
349	463	690	Workers' Compensation	840	-	-
616,206	628,013	789,640	<b>Total Personnel Services</b>	830,570	-	-
6.3	6.3	6.5	<b>FTEs</b>	6.5		
			<b>Materials and Services:</b>			
5,551	5,527	6,500	Office Supplies	5,500		
-	-	500	Repair & Maintenance Supplies	500		
17	-	1,000	Training	4,000		
-	616	4,000	Conferences, Meetings & Travel	6,000		
50,003	110,555	75,900	Professional Services	74,400		
989	1,114	1,060	Memberships & Dues	1,440		
22	32	120	Communications	60		
2,168	1,962	2,500	Advertising	2,500		
345	1,184	2,500	Printing & Binding	2,500		
845	2,248	920	Repair & Maintenance Services	1,200		
243	338	250	Miscellaneous	1,000		
-	56,240	61,910	Technology Services	65,737	-	-
60,183	179,816	157,160	<b>Total Materials and Services</b>	164,837	-	-
			<b>Capital Outlay:</b>			
-	-	-	Machinery & Equipment	-	-	-
<u>676,389</u>	<u>807,829</u>	<u>946,800</u>	<b>Total Expenditures</b>	<u>995,407</u>	<u>-</u>	<u>-</u>

GENERAL FUND (001)				
<b>FINANCE (1600)</b>				
<b>Personnel Services (410 - 415)</b>				
410	2020	Straight Time - Regular	523,230	
410	2085	Extra Help	24,240	
415	2220	Payroll Taxes	44,080	
415	2230	Insurance	107,380	
415	2235	Retirement Contributions	130,800	
415	2240	Workers' Compensation	840	
<b>TOTAL PERSONNEL SERVICES</b>				<b>830,570</b>
			<b>TOTAL FTEs</b>	<b>6.5</b>
<b>Materials and Services (510 - 685)</b>				
510	3045	General Office Supplies	5,500	
Sub-total of Office Supplies				<b>5,500</b>
525	3640	Other Repair & Maintenance Supplies	500	
Sub-total of Repair & Maintenance Supplies				<b>500</b>
610	4055	Computer Training	4,000	
Sub-total of Training				<b>4,000</b>
615	4265	Travel - Conferences and Meetings	6,000	
Sub-total Conferences, Meetings & Travel				<b>6,000</b>
620	4345	Audit Fee	60,000	
620	4346	OPEB Preparation Fee	4,000	
620	4350	State Filing Fee	400	
620	4540	Professional Services - General	10,000	
OpenGov Financial Transparency Reporting				
Recruitment/Backgrounds				
Sub-total of Professional Services				<b>74,400</b>
630	4740	Other Dues and Fees	240	
630	4745	OGFOA	600	
630	4746	OSCPA	350	
630	4736	HR Management Association (SHRMA)	250	
Sub-total Memberships & Dues				<b>1,440</b>

GENERAL FUND (001)				
<b>FINANCE (1600)</b>				
635	4975	Postage	60	
		Sub-total of Communications		<b>60</b>
640	5020	Advertising - Liquor Licenses	1,000	
640	5025	Advertising - Budget Notices	1,500	
		Sub-total of Advertising		<b>2,500</b>
650	5145	Printing & Binding - General	2,500	
		Sub-total of Printing & Binding		<b>2,500</b>
660	5825	General Repair & Maintenance	1,200	
		Sub-total of Repair & Maintenance Services		<b>1,200</b>
675	6035	General-Miscellaneous	1,000	
		Sub-total of Miscellaneous		<b>1,000</b>
685	6205	Computer Software	2,000	
685	6207	Non-Contract IT Services	500	
685	6247	Financial Software Maintenance	63,237	
		Sub-total of Technology Services		<b>65,737</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>164,837</b>
<b>TOTAL FINANCE</b>				<b>995,407</b>

<b>Fund:</b>	<b>#001</b>	<b>General Fund</b>
<b>Department:</b>	<b>#1800</b>	<b>City Attorney</b>

*Purpose*

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

*Scope*

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

*Personnel*

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

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
-	-	1,000	<b>Materials and Services:</b>			
95,740	88,530	87,000	Conferences Meetings & Travel	1,000		
6,535	16,172	1,000	Professional Services	87,000		
			Miscellaneous	1,000	-	-
<u>102,275</u>	<u>104,702</u>	<u>89,000</u>	<b>Total Expenditures</b>	<u>89,000</u>	<u>-</u>	<u>-</u>

**Detail Information 2024-25**

**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 #001  
**Department:** Community Development #2001

### *Purpose*

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

### *Scope*

The Community Development Department provides staff support to the Planning Commission, the Historic Landmarks Commission, and Design Review Committee. The department prepares reports, findings of fact, and publishes notices necessary to support land use decisions.

The department also provides staff support to the Astoria Development Commission, which administers 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 Astor-West Urban Renewal District includes 217.55 acres on the west end of Astoria in the Uniontown and Port of Astoria areas.

Community Development staff administer the Building Inspection Program for the City. The activity of the Building Inspection Division of the CDD is funded in the Building Inspection Fund to comply with ORS 455.210.

### *Personnel*

FTE 5.3

Positions: 3 Full, 3 at 3/4 time, plus Interfund and Extra Help

Staff consists of seven positions: the director, the city planner, and associate planner, a plan review engineer, a code compliance officer, an administrative assistant, a building official and a building permit technician. 0.25 of the director and both planners is paid from the Building Inspection Fund to account for the amount of their time spent on permits and plan review. A new Plan Review Engineer has been added to the Community Development budget this year.

### *New this year*

A new plan review engineer has been added to the Community Development team to help improve the turn around time for permits and plan review, and to assist with the additional workload from several large projects anticipated in the next two years, including the CMH project.

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
255,934	257,723	389,540	Regular Salaries	462,620		
3,619	3,713	5,630	Extra Help	7,500		
19,396	20,281	31,820	Payroll Taxes	37,850		
46,957	54,604	93,370	Insurance	102,840		
57,427	50,760	93,070	Retirement Contributions	110,250		
940	1,219	2,420	Workers' Compensation	2,810	-	-
384,273	388,300	615,850	<b>Total Personnel Services</b>	723,870	-	-
3.0	3.0	5.0	<b>FTEs</b>	5.3		
			<b>Materials and Services:</b>			
2,771	4,743	3,200	Office Supplies	3,000		
-	1,241	2,500	Operating Supplies	2,500		
1,385	3,374	6,000	Conferences, Meetings & Travel	10,600		
35,791	133,519	200,000	Professional Services	105,000		
9,858	11,757	3,550	Memberships & Dues	4,050		
302	1,464	3,000	Postage	2,000		
8,111	5,734	5,000	Advertising	9,000		
1,256	607	800	Printing & Binding	500		
1,856	1,626	3,000	Repair & Maintenance Services	3,000		
-	176	2,500	Projects Funded by Grants	5,000		
756	1,135	7,390	Technology Services	2,800	-	-
62,086	165,376	236,940	<b>Total Materials and Services</b>	147,450	-	-
			<b>Capital Outlay:</b>			
-	-	-	Machinery & Equipment	-	-	-
446,359	553,676	852,790	<b>Total Expenditures</b>	871,320	-	-

GENERAL FUND (001)				
COMMUNITY DEVELOPMENT (2001)				
<u>Personnel Services (410 - 415)</u>				
410	2020	Straight Time - Regular	462,620	
410	2085	Extra Help	7,500	
415	2220	Payroll Taxes	37,850	
415	2230	Insurance	102,840	
415	2235	Retirement Contributions	110,250	
415	2240	Workers' Compensation	2,810	
<b>TOTAL PERSONNEL SERVICES</b>				<b>723,870</b>
			<b>TOTAL FTEs</b>	<b>5.3</b>
<u>Materials and Services (510 - 685)</u>				
510	3045	General Office Supplies	3,000	
Sub-total of Office Supplies				<b>3,000</b>
515	3180	Fuel, Oil and Lubricants	500	
515	3310	General Operating Supplies	2,000	
Sub-total of Operating Supplies				<b>2,500</b>
615	4260	Conference / Meeting Expense	4,000	
615	4265	Travel: Conferences and Meetings	5,600	
615	4266	Boards & Commission Training	1,000	
Sub-total Conferences, Meetings & Travel				<b>10,600</b>
620	4540	Professional Services General	105,000	
Planning Contractor				
CMH Planning contract (reimbursable)				
CREST				
Sub-total of Professional Services				<b>105,000</b>
630	4750	Dues - Miscellaneous	700	
630	4765	OCPDA-APA	2,100	
630	4775	Historic Preservation	500	
630	4780	Columbia-Pacific Economic Development District	250	
Sub-total Memberships & Dues				<b>4,050</b>
635	4975	Postage	2,000	
Sub-total Postage				<b>2,000</b>



GENERAL FUND (001)				
COMMUNITY DEVELOPMENT (2001)				
640	5030	Advertising - Public Notices	9,000	
		Sub-total of Advertising		9,000
650	5145	Printing & Binding - General	500	
		Sub-total of Printing & Binding		500
660	5620	Office Machines	1,000	
660	5785	Vehicle Repair & Maintenance	2,000	
		Sub-total of Repair & Maintenance Services		3,000
680	6125	Certified Local Gov/SHPO	5,000	
		Sub-total of Projects Funded by Grants		5,000
685	6205	Computer Software	2,800	
		Sub-total of Technology Services		2,800
TOTAL MATERIALS & SERVICES				147,450
TOTAL COMMUNITY DEVELOPMENT				871,320

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

*Purpose*

This fund provides maintenance for the City Hall building.

*Scope*

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

*Personnel*

FTE 0.1

The only personnel costs in this fund are interfund wages charged by personnel from the City Shop when they do maintenance on the building.

*New this year*

A SPIRE grant was written to get a backup generator for City Hall. If the generator is granted, funds have been budgeted in the Capital Improvement Fund #102 to buy a quick connect umbilical to attach the generator to the City Hall power system. The same umbilical or a second umbilical may be able to serve the Library as well.

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
-	-	500	Extra Help	-		
3,301	6,188	7,570	Interfund Wages	8,121		
247	479	610	Payroll Taxes	660		
1,649	2,942	3,790	Insurance	4,060		
744	1,362	2,250	Retirement Contributions	2,420		
96	118	400	Workers' Compensation	530	-	-
6,037	11,089	15,120	<b>Total Personnel Services</b>	15,791	-	-
0.1	0.1	0.1	<b>FTEs</b>	0.1		
			<b>Materials and Services:</b>			
145	456	1,000	Operating Supplies	1,000		
4,626	5,656	6,850	Repair & Maintenance Supplies	7,000		
23,500	25,517	36,200	Professional Services	40,250		
13,299	15,114	16,875	Public Utility Services	18,060		
-	-	-	Miscellaneous	-	-	-
41,570	46,743	60,925	<b>Total Materials and Services</b>	66,310	-	-
47,607	57,832	76,045	<b>Total Expenditures</b>	82,101	-	-

GENERAL FUND (001)				
<b>CITY HALL (2200)</b>				
<b>Personnel Services (410 - 415)</b>				
410	2085	Extra Help		
412	2095	Interfund Wages	8,121	
415	2220	Payroll Taxes	660	
415	2230	Insurance	4,060	
415	2235	Retirement Contributions	2,420	
415	2240	Workers' Compensation	530	
<b>TOTAL PERSONNEL SERVICES</b>				<b>15,791</b>
			<b>TOTAL FTEs</b>	<b>0.1</b>
<b>Materials and Services (515 - 675)</b>				
515	3265	Custodial Supplies	1,000	
Sub-total of Operating Supplies				<b>1,000</b>
525	3520	Building Materials / Supplies	1,000	
525	3640	Other Repair & Maintenance Supplies	6,000	
Sub-total of Repair & Maintenance Supplies				<b>7,000</b>
620	4365	Janitorial Services	13,600	
620	4370	Pest Control	150	
620	4375	Elevator Maintenance	15,500	
620	4376	Fire Alarm System Services	1,500	
620	4540	Professional Services - General	9,500	
Boiler Maintenance contract				
Technical support for Audio/Visual System				
Sub-total of Professional Services				<b>40,250</b>
655	5205	Electricity - City Hall	12,000	
656	5475	Natural Gas- City Hall	3,010	
657	5505	Sanitation - City Hall	3,050	
Sub-total of Public Utility Services				<b>18,060</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>66,310</b>
<b>TOTAL CITY HALL</b>				<b>82,101</b>

GENERAL FUND (001)	
CITY HALL (2200)	
CAPITAL IMPROVEMENT FUND - CITY HALL	
Machinery & Equipment	
Quick Disconnect Generator	35,000
<b>Priority Substitution Items:</b>	
<i>Elevator - Modernization Project (\$100,000)</i>	
<i>LED lights( \$30,000)</i>	
Sub-total of Machinery & Equipment	35,000
<b>TOTAL CAPITAL OUTLAY</b>	<b>35,000</b>
<b>TOTAL CITY HALL - ALL FUNDS</b>	<b>117,101</b>

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

*Purpose*

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

*Scope*

Transfers to other funds from the General Fund are budgeted in this section. Community Organization grants are also awarded from this section of the General Fund. The Community Organization Grants recommended for funding by the Budget Sub Committee are listed on the last page of this section. The maximum distribution amount was set at \$100,000 for the 24-25 FY Budget.

*Personnel*

FTE 0

No personnel positions are funded in the Non-Departmental section of the General Fund. Finance Department staff monitors the expenditures.

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24		Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
-	-	680	Interfund Wages	680		
-	-	60	FICA Taxes	60		
-	-	340	Insurance	340		
205	176	200	Retirement Contributions	200		
<u>16</u>	<u>23</u>	<u>40</u>	Worker Compensation	<u>40</u>	-	-
221	199	1,320	<b>Total Personnel Services</b>	1,320	-	-
0.1	0.1	0.1	<b>FTEs</b>	0.1		
			<b>Materials and Services:</b>			
1,884	1,817	3,750	Office Supplies	2,000		
788	2,754	4,000	Operating Supplies	3,000		
3,495	-	5,000	Repair & Maintenance Supplies	5,000		
281,358	321,795	272,000	Professional Services	236,300		
11,490	12,801	15,300	Memberships & Dues	15,500		
44,615	33,349	54,200	Communications	40,280		
467	316	250	Advertising	400		
335,641	388,234	488,750	Insurance	555,695		
-	-	4,200	Rentals	4,000		
19,498	19,192	193,810	Miscellaneous	192,500		
<u>14,050</u>	<u>18,126</u>	<u>31,000</u>	Non-Contract IT Services	<u>14,000</u>	-	-
713,286	798,384	1,072,260	<b>Total Materials and Services</b>	1,068,675	-	-
			<b>Transfer to Other Funds:</b>			
6,000	6,000	-	Unemployment Trust	-		
505,500	451,930	459,460	Emergency Communications Fund	457,087		
1,089,110	1,178,510	1,198,760	Parks Operation Fund	1,035,000		
740	650	10,000	UAP Transfer to Public Works Fund	10,000		
1,400	1,400	1,400	Special Police Projects Fund	1,400		
-	675,139	-	Special Community Projects - Astor West Area	-		
-	1,000,000	-	Capital Improvement Fund	-		
<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	Public Works - Landfill Monitoring	<u>30,000</u>	-	-
<u>1,632,750</u>	<u>3,343,629</u>	<u>1,699,620</u>	<b>Total Transfer to Other Funds</b>	<u>1,533,487</u>	-	-
<u>2,346,257</u>	<u>4,142,212</u>	<u>2,773,200</u>	<b>Total Expenditures</b>	<u>2,603,482</u>	-	-

GENERAL FUND (001)				
NON-DEPARTMENTAL - UNALLOCATED (2400)				
<b>Personnel Services (412)</b>				
410	2095	Interfund Wages	680	
415	2220	Payroll Taxes	60	
415	2230	Insurance	340	
415	2235	Retirement Contributions	200	
415	2240	Worker Compensation	40	
<b>TOTAL PERSONNEL SERVICES</b>				<b>1,320</b>
			<b>TOTAL FTEs</b>	<b>0.1</b>
<b>Materials and Services (510 - 675)</b>				
510	3030	Paper	2,000	
Sub-total of Office Supplies				<b>2,000</b>
515	3310	General Operating Supplies	3,000	
Sub-total of Operating Supplies				<b>3,000</b>
525	3640	Other Repair & Maintenance Supplies	5,000	
Sub-total of Repair & Maintenance Supplies				<b>5,000</b>
620	4390	Network Maintenance	68,500	
620	4395	Email Hosting	2,000	
620	4400	Internet Connectivity	22,000	
620	4402	Website Hosting	10,800	
620	4405	Website Consulting	1,000	
620	4411	General Legal Services	25,000	
620	4415	General Professional Services	50,000	
Title Searches				
Propel Insurance Broker Fees				
Granicus				
Oregon Records Archival Management				
Technology Professional Services				
620	4440	Post Retirement Agreement	12,000	
620	4537	ABC Transcription Service	30,000	
620	4539	VOIP Cisco / Obsidian Support	15,000	
Sub-total of Professional Services				<b>236,300</b>
630	4750	Oregon Purchasing Program	2,000	
630	4785	League of Oregon Cities	9,000	
630	4796	Clatsop Economic Development Resources (CEDR)	4,500	
Sub-total of Memberships & Dues				<b>15,500</b>
635	4920	Cell Phones	22,000	
635	4930	Telephone - Century Link	8,280	
635	4975	Postage	10,000	
Sub-total of Communications				<b>40,280</b>
640	5020	Advertising - Legal Ads / Notices	400	
Sub-total of Advertising				<b>400</b>



GENERAL FUND (001)				
<b>NON-DEPARTMENTAL - UNALLOCATED (2400)</b>				
645	5060	Insurance - Liability	555,695	
		Sub-total of Insurance		<b>555,695</b>
665	5860	Office Machines	4,000	
		Sub-total of Repair and Maintenance Service		<b>4,000</b>
675	5925	Credit Card Fees	14,000	
675	5940	Taxes and Assessments	3,500	
675	5950	Priority Funding for Housing and Homeless Projects	75,000	
675	5980	<b>Community Organization (Social Services) Grants</b>	<b>100,000</b>	
		Sub-total of Miscellaneous		<b>192,500</b>
685	6207	Non-Contract IT Services	14,000	
		Sub-total of Technology		<b>14,000</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>1,068,675</b>
<b>Transfers to Other Funds (850)</b>				
850	7520	Unemployment Fund		
850	7522	UAP Transfer to PW	10,000	
850	7525	Emergency Communications Fund	457,087	
850	7532	Parks / Aquatic Fund	1,035,000	
850	7534	Special Police Projects	1,400	
850	7550	Public Works Fund Landfill Monitoring	30,000	
		Sub-total Transfers to Other Funds		<b>1,533,487</b>
<b>TOTAL TRANSFERS TO OTHER FUNDS</b>				<b>1,533,487</b>
<b>TOTAL NON-DEPARTMENTAL - UNALLOCATED</b>				<b>2,603,482</b>
<b>CAPITAL IMPROVEMENT FUND - NON-DEPARTMENTAL - UNALLOCATED</b>				
		Software Support Renewals	48,600	
		Computer Replacements	36,600	
		Hardware, Server Replacements & Backup	81,035	
<b>Total Capital Improvement Fund - Non-Departmental - Unallocated</b>				<b>166,235</b>
<b>TOTAL NON-DEPARTMENTAL - UNALLOCATED ALL FUNDS</b>				<b>2,769,717</b>

GENERAL FUND (001)		
NON-DEPARTMENTAL - UNALLOCATED (2400)		
FY 24-25 COMMUNITY ORGANIZATION (SOCIAL SERVICES - BASIC NEEDS)		
<u>Organization</u>	<u>Requested</u>	<u>Recommended Distribution</u>
Art Room of Astoria	15,000	10,000
Assistance League of Columbia Pacific	15,000	15,000
Astoria Parks & Rec Community Foundation	40,000	1,700
Clatsop Community Action	30,000	20,000
Clatsop Emergency Food bank	5,000	5,000
Copeland Commons	100,000	4,200
Helping Hands	10,000	5,000
Astoria Lions Charities, Inc	9,200	7,000
North Coast Food Web	5,000	5,000
Restoration House, Inc.	7,000	7,000
Seaside Hall	1,000	1,000
The Harbor	24,600	19,100
<b>Total Community Organizations (Service Grants)</b>	<b><u>261,800</u></b>	<b><u>100,000</u></b>



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**Fund: #001 General Fund**  
**Department: #2600 Fire**

### *Purpose*

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

### *Scope*

The Astoria Fire Department is responsible for fire suppression, hazards to life safety, and the treatment of persons with serious medical emergencies. The Astoria Fire Department responds to approximately 1,700 emergencies each year. This is a 32% increase in call volume since 2020 and a 46% increase over the last ten years. The department houses a regional hazardous materials response team through a contract with the Oregon State Fire Marshals' Office. In addition to responding within the city limits, the department provides response for the Tongue Point Job Corps Center through a contract for services with the Department of Labor. The department supports the US Coast Guard by providing response to property at Tongue Point as well as the USCG Cutters located at Pier 17 through memorandums of agreement.

### *Personnel*

FTE – 14.1

Positions – 12 Full Time, 1 Half Time, plus Overtime and Interfund

Fire Department staff currently includes a fire chief, a deputy chief-training & operations, a deputy chief-fire marshal & emergency manager, three lieutenants, three driver/engineers, three firefighters, a half-time administrative assistant, up to four student/intern firefighters and several volunteer firefighters. A minimum of two career firefighters are on duty at all times. When fully staffed, including intern firefighters, there can be as many as four or five firefighters on duty with varying levels of training, expertise, and experience. Approximately 85% of our budget is spent on personnel.

### *New this year*

Our department will be working to complete several projects this budget year. We will complete phase one of our communications replacement project, but more equipment will be added to this budget cycle. We will also be completing the emergency generator replacement project by the end of 2024. We are working with Clatsop County to have a new Emergency Operations Plan created for the City of Astoria. Work will begin on this in July of 2024 and is projected to be completed in September of 2025. We are expecting to take delivery of the new Pierce fire engine in January 2025. We are continuing to establish emergency relief areas within the city that store emergency supplies. We are continuing training in the area of emergency management as a city and the department is continually seeking out grant opportunities to provide additional staffing and to replace aging equipment.

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
1,130,853	1,209,214	1,424,000	Regular Salaries	1,371,860		
69,704	107,644	171,210	Overtime	188,720		
15,342	9,754	25,200	Department Funded Intern Stipends	25,200		
7,575	7,224	28,640	Volunteer Wages	28,640		
18,998	23,442	25,900	Interfund Wages	27,230		
93,472	105,352	134,840	Payroll Taxes	132,160		
259,919	265,186	345,560	Insurance	289,510		
294,601	364,551	476,790	Retirement Contributions	467,620		
41,405	61,098	76,810	Workers' Compensation	91,350	-	-
1,931,869	2,153,465	2,708,950	<b>Total Personnel Services</b>	2,622,290	-	-
12.9	12.9	16.1	<b>FTEs</b>	14.1		
			<b>Materials and Services:</b>			
1,405	1,451	2,400	Office Supplies	2,400		
72,294	97,037	126,200	Operating Supplies	124,200		
7,185	8,204	15,000	Repair & Maintenance Supplies	15,000		
4,274	3,189	6,000	Small Tools & Minor Equipment	6,000		
21,930	30,384	30,000	City Shop Expenses	28,000		
6,731	12,675	25,000	Training	25,000		
2,459	2,002	5,000	Conferences, Meetings & Travel	5,000		
6,091	3,960	10,500	Professional Services	13,000		
6,574	5,637	6,600	Volunteer Services	6,000		
9,259	9,209	35,000	Fire Intern Expense	35,000		
796	1,095	1,200	Memberships & Dues	1,500		
377	-	750	Advertising	750		
329	208	350	Insurance	350		
29,595	34,031	33,800	Public Utility Services	36,300		
40,169	37,658	52,800	Repair & Maintenance Services	54,400		
2,643	2,001	3,000	Rentals/Leasing	3,000		
11,635	11,892	13,600	Technology Services	14,680	-	-
223,746	260,633	367,200	<b>Total Materials and Services</b>	370,580	-	-
			<b>Capital Outlay:</b>			
-	-	-	Machinery & Equipment	-	-	-
-	-	-	<b>Total Capital Outlay</b>	-	-	-
2,155,615	2,414,098	3,076,150	<b>Total Expenditures</b>	2,992,870	-	-

GENERAL FUND (001)				
<b><u>FIRE DEPARTMENT (2600)</u></b>				
<b><u>Personnel Services (410 - 415)</u></b>				
410	2020	Straight Time - Regular	1,371,860	
410	2045	Overtime	188,720	
410	2055	Department Funded Intern Stipends	25,200	
410	2059	Volunteer Wages	28,640	
412	2095	Interfund Wages	27,230	
415	2220	Payroll Taxes	132,160	
415	2230	Insurance	289,510	
415	2235	Retirement Contributions	467,620	
415	2240	Workers' Compensation	91,350	
<b>TOTAL PERSONNEL SERVICES</b>				<b>2,622,290</b>
			<b>TOTAL FTEs</b>	<b>14.1</b>
<b><u>Materials and Services (510 - 685)</u></b>				
510	3045	General Office Supplies	2,400	
<b>Sub-total of Office Supplies</b>				<b>2,400</b>
515	3180	Fuel, Oil & Lubricants	22,000	
515	3185	Emergency Medical Supplies	9,000	
515	3190	Firefighting Equipment	6,000	
515	3195	Prevention/Disaster Preparedness	25,000	
515	3200	HazMat Supplies	1,500	
515	3205	Clothing / Uniforms	16,000	
515	3210	Annual Turnout Purchase	13,500	
515	3215	Annual Radio / Pager Purchase	4,500	
515	3220	Annual Hose Purchase	4,500	
515	3225	Annual Nozzle Applications	4,000	
515	3230	SCBA Maintenance Supplies	2,500	
515	3240	Wildland / Interface	5,000	
515	3242	Structural Personal Protective Equipment	2,700	
515	3310	General Operating Supplies	8,000	
<b>Sub-total of Operating Supplies</b>				<b>124,200</b>
525	3510	Building Materials / Supplies Station 2	3,900	
525	3520	Building Materials / Supplies Headquarters	7,400	
525	3530	General - Repair & Maintenance Supplies	2,200	
525	3535	Radio / Pagers	1,500	
<b>Sub-total of Repair &amp; Maintenance Supplies</b>				<b>15,000</b>
530	3720	Small Tools	6,000	
<b>Sub-total of Small Tools</b>				<b>6,000</b>

GENERAL FUND (001)				
<b><u>FIRE DEPARTMENT (2600)</u></b>				
545	3820	Vehicle Parts - City Shops	24,000	
545	3825	Tires - City Shops	4,000	
		<b>Sub-total of City Shop Expenses</b>		<b>28,000</b>
610	4075	Outside Training & Schools	18,000	
610	4080	Resource Materials	3,500	
610	4090	Career Development/Career Tuition Reimbursemen	3,500	
		<b>Sub-total of Training</b>		<b>25,000</b>
615	4265	Conferences / Meetings / Travel Expenses	5,000	
		<b>Sub-total of Conferences, Meetings &amp; Travel</b>		<b>5,000</b>
620	4420	Physician Advisory Services	3,000	
620	4515	Annual Medical Exams	3,500	
620	4520	Finger Printing/ Screening	6,500	
620	4540	General - Professional Services	1,000	
		<b>Sub-total of Professional Services</b>		<b>13,000</b>
625	4650	Volunteer Firefighter Insurance	3,000	
625	4660	Volunteer Awards & Program	3,000	
		<b>Sub-total of Volunteer Services</b>		<b>6,000</b>
625	4635	Department Funded Intern Tuition & Fees	35,000	
		<b>Sub-total of Fire Intern Expense</b>		<b>35,000</b>
630	4750	Various Dues	1,500	
		<b>Sub-total of Memberships &amp; Dues</b>		<b>1,500</b>
640	5020	Advertising - Legal Ads / Notices	750	
		<b>Sub-total of Advertising</b>		<b>750</b>
645	5060	EAP Insurance for volunteers	350	
		<b>Sub-total Insurance Services</b>		<b>350</b>
655	5211	Electricity - Public Safety Building	14,000	
655	5212	Electricity - Fire Station 2	3,600	
656	5450	Natural Gas - Fire Station 2	3,000	
656	5455	Natural Gas - Public Safety Building	12,000	
657	5508	Sanitation - Public Safety Building	3,000	
657	5509	Sanitation - Fire Station 2	700	
		<b>Sub-total of Public Utility Services</b>		<b>36,300</b>

GENERAL FUND (001)			
FIRE DEPARTMENT (2600)			
660	5710	Radio / Pagers	2,200
660	5715	Annual SCBA & Breathing Air Compressor Maint	8,500
660	5716	Quarterly Breathing Air Quality Testing	750
660	5717	Porta-Count Annual Calibration	1,200
660	5720	Defibrillator Maintenance	2,750
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	5,000
660	5728	Annual Ground Ladder Testing	1,200
660	5729	Annual Aerial Device/Ladder Testing	4,600
660	5750	Buildings-Public Safety	6,500
660	5751	Buildings-Station 2	6,800
660	5752	Annual Pump Testing - 4 Apparatus	2,500
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>54,400</b>
665	5860	Photocopy Machines	3,000
<b>Sub-total of Rentals/Leasing</b>			<b>3,000</b>
685	6250	EnRoute Software	1,500
685	6250	Firehouse Software Maintenance	12,500
685	6205	Non Contract IT Svcs	680
<b>Sub-total of Technology Services</b>			<b>14,680</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>370,580</b>
<b>TOTAL FIRE DEPARTMENT</b>			<b>2,992,870</b>



GENERAL FUND (001)									
<b><u>FIRE DEPARTMENT (2600)</u></b>									
<p><b>CAPITAL IMPROVEMENT FUND - FIRE DEPT</b></p> <p><b>Machinery and Equipment:</b></p> <table> <tr> <td>Station Generator (25% of the installation cost)</td><td>17,500</td></tr> <tr> <td>AED (2) - replacement for outdated equipment</td><td>8,000</td></tr> <tr> <td>Replace Fire Marshal Vehicle</td><td>99,000</td></tr> <tr> <td>Regional Radios Phase II</td><td>150,000</td></tr> </table> <p><b><i>Identified Needs Not Currently Budgeted</i></b></p> <p><i>Public Safety Building - Heating System Repairs \$ 100,000</i></p>		Station Generator (25% of the installation cost)	17,500	AED (2) - replacement for outdated equipment	8,000	Replace Fire Marshal Vehicle	99,000	Regional Radios Phase II	150,000
Station Generator (25% of the installation cost)	17,500								
AED (2) - replacement for outdated equipment	8,000								
Replace Fire Marshal Vehicle	99,000								
Regional Radios Phase II	150,000								
Subtotal of Machinery and Equipment	<b>274,500</b>								
<b>TOTAL CAPITAL IMPROVEMENT FUND - FIRE DEPT</b>	<b>274,500</b>								
<b>TOTAL FIRE DEPARTMENT - ALL FUNDS</b>	<b>3,267,370</b>								

**Fund: #001 General Fund**  
**Department: #2800 Police**

### *Purpose*

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

### *Scope*

APD is the primary law enforcement agency for Astoria's 9.95 square miles and serves its 10,182 residents. We responded to 15,540 calls for service last year, making us the busiest public safety agency in the County. Our biggest challenge is that we are policing a population that surges up to 30,000+ during the summer and are only staffed to serve a population of 10,000. We have thousands of people traveling through Astoria heading up or down the coast, and we draw tens of thousands into town for various events throughout the year. The Dark Arts Festival and the Great Columbia Crossing draw 3,500 participants. A participant of the Columbia Crossing also brings family members or support personnel, which conservatively adds another 3,000 people, and it is held on the same day as a Sunday Market.

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

### *Personnel*

FTE – 21.5

The budget provides for 21 FTEs, 18 sworn and three civilians. The civilian staff consists of one administrative services manager and two senior records and evidence specialists. The sworn staff consists of the chief of police, deputy chief of police, four sergeants, two detectives, and ten police and senior police officers. The Chief oversees the Emergency Communications Center, with 11 FTEs and its own budget.

### *New this year*

One of our major initiatives this year is our commitment to earning international accreditation through the Commission on Accreditation for Law Enforcement Agencies (CALEA). CALEA's Accreditation Programs aim to improve the delivery of public safety services, primarily by maintaining a body of standards developed by public safety practitioners. We are seeking to replace our TASERS. Our current equipment is reaching the 10-year mark and a new generation has been introduced that significantly increases the range and reliability of these less lethal tools. The new model would increase the safety of the officers and the public.

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
1,642,142	1,755,716	2,042,990	Regular Salaries	2,074,000		
129,047	162,700	105,380	Overtime	148,430		
21,965	29,118	880	Extra Help	15,680		
20,855	22,344	27,530	Interfund Wages	28,950		
135,470	152,100	175,150	FICA Taxes	174,340		
372,145	365,155	447,010	Insurance	485,910		
457,268	497,525	622,850	Retirement Contributions	612,880		
36,006	53,183	74,570	Workers' Compensation	80,500	-	-
2,814,898	3,037,841	3,496,360	<b>Total Personnel Services</b>	3,620,690	-	-
20.6	20.6	22.1	<b>FTEs</b>	21.5		
			<b>Materials and Services:</b>			
8,691	4,305	3,000	Office Supplies	6,000		
47,007	56,816	79,250	Operating Supplies	78,570		
16,242	13,939	13,600	Repair & Maintenance Supplies	13,600		
8,489	25,466	7,575	Small Tools & Minor Equipment	7,800		
14,148	21,701	15,000	City Shop Expenses	28,000		
20,456	22,849	30,700	Training	47,161		
3,260	1,894	3,000	Conferences, Meetings & Travel	6,000		
44,024	9,311	32,800	Professional Services	28,800		
395	2,664	4,285	Memberships & Dues	7,300		
717	2,440	2,650	Communications	3,700		
401	1,458	1,000	Advertising	1,000		
3,971	5,698	4,100	Printing & Binding	4,100		
15,641	19,404	19,000	Public Utility Services	20,460		
19,289	19,430	23,800	Repair & Maintenance Services	25,200		
4,375	6,158	3,800	Miscellaneous	4,300		
57,031	58,702	82,850	Technology Services	88,088	-	-
264,137	272,235	326,410	<b>Total Materials and Services</b>	370,079	-	-
			<b>Capital Outlay:</b>			
-	-	-	Machinery & Equipment	-	-	-
-	-	-	<b>Total Capital Outlay</b>	-	-	-
3,079,035	3,310,076	3,822,770	<b>Total Expenditures</b>	3,990,769	-	-

GENERAL FUND (001)				
<b>POLICE DEPARTMENT (2800)</b>				
<b>Personnel Services (410 - 415)</b>				
410	2020	Straight Time - Regular	2,074,000	
410	2045	Overtime	148,430	
410	2085	Extra Help	15,680	
412	2095	Interfund Wages	28,950	
415	2220	Payroll Taxes	174,340	
415	2230	Insurance	485,910	
415	2235	Retirement Contributions	612,880	
415	2240	Workers' Compensation	80,500	
<b>TOTAL PERSONNEL SERVICES</b>			<b>FTEs 21.5</b>	<b>3,620,690</b>
<b>Materials and Services (510 - 685)</b>				
510	3045	General Office Supplies	6,000	
Sub-total of Office Supplies				<b>6,000</b>
515	3120	Books / Periodicals	800	
515	3125	Clothing / Uniforms / Boots / Gloves	22,000	
515	3130	Photography Supplies	750	
515	3135	Food and Local Meetings	2,520	
515	3180	Fuel, Oil & Lubricants	40,000	
515	3310	General Operating Supplies	12,500	
Sub-total of Operating Supplies				<b>78,570</b>
525	3520	Building Materials / Supplies	8,000	
525	3640	Other Repair & Maintenance Supplies	5,600	
Sub-total of Repair & Maintenance Supplies				<b>13,600</b>
530	3720	Small Tools	3,800	
530	3730	Tactical Duty Gear & Equipment	3,300	
530	3740	Minor Operating Equipment	700	
Sub-total of Small Tools				<b>7,800</b>
545	3820	Vehicle Parts - City Shops	18,000	
545	3825	Tires - City Shops	7,000	
545	3830	General Repair Supplies - City Shops	3,000	
Sub-total of City Shop Expenses				<b>28,000</b>
610	4055	Computer Training	500	
610	4060	Career Development	19,900	
610	4085	Travel Expenses - Training	5,500	
610	4086	Ammo Training	5,500	
610	4087	Training Equipment	15,761	
Sub-total of Training				<b>47,161</b>

**GENERAL FUND (001)**

**POLICE DEPARTMENT (2800)**

615	4260	Conference / Meeting Expense	3,000	
615	4265	Travel - Conferences and Meetings	3,000	
		Sub-Total Conferences, Meetings & Travel		<b>6,000</b>
620	4425	Medical / Psychological Exams	3,000	
620	4430	OSHA Mandated Hearing Tests	800	
620	4431	Officer Wellness Initiatives / Enhanced Physicals	18,000	
620	4432	Background Checks	2,000	
620	4467	RV Disposals	5,000	
		Sub-total of Professional Services		<b>28,800</b>
630	4750	Various Dues	7,300	
		Sub-total Memberships & Dues		<b>7,300</b>
635	4935	Satellite Phones	1,000	
635	4965	Cable	600	
635	4975	Postage	2,100	
		Sub-total of Communications		<b>3,700</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	9,200	
656	5450	Natural Gas - Public Safety Building	9,060	
657	5508	Sanitation - Public Safety Building	1,900	
		Sub-total of Public Utility Services		<b>20,460</b>
660	5710	Radio / Pagers	2,600	
660	5725	Eqpt Other than Veh/Includes Fire extinguishers	2,100	
660	5745	Janitorial Services Agreement	11,400	
660	5785	Motor Vehicles / Auto Body Shop	7,000	
660	5825	General - Repair & Maintenance Services	2,100	
		Sub-total of Repair & Maintenance Services		<b>25,200</b>
675	5995	Special Investigation	3,000	
675	6000	Towing	1,000	
675	6035	General - Miscellaneous	300	
		Sub-total of Miscellaneous		<b>4,300</b>

GENERAL FUND (001)			
<b>POLICE DEPARTMENT (2800)</b>			
685	6245	Computer Hardware	6,000
685	6250	Software Maintenance	
		Lexipol / Lexipol DTB	8,735
		TIG	1,920
		Magnet Forensics	6,650
		Cellebrite	6,450
		Adobe	2,595
		WhenTo Work	500
		CMi (Justice RMS,CAD, 5 device pk Workstation	
		License, eCitation, JusticeConnect Platform	22,820
		Jetty	5,000
		Leeds Online	2,280
		Tracker SAFE	12,628
		Recorder Maintenance	3,920
		Motorola	1,940
		Other	6,650
		Sub-total of Technology Services	88,088
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>370,079</b>
<b>TOTAL POLICE DEPARTMENT</b>			<b>3,990,769</b>
<b>CAPITAL IMPROVEMENT FUND - POLICE DEPARTMENT</b>			
<b>Machinery and Equipment - Police Department</b>			
		Watchguard replacement server	15,000
		Generator	17,500
		Desks and Storage	11,000
		Patrol Vehicle	62,000
		<b>Capital identified but not budgeted:</b>	
		<i>Men's/Women's Locker Room Remodel (\$58,350)</i>	
			105,500
<b>TOTAL POLICE DEPARTMENT - ALL FUNDS</b>			<b>4,096,269</b>



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

### *Purpose*

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

### *Scope*

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

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

Nearly half of Astoria's residents currently have a library card: 4,588 out of a total population of 10,256. Our 16 public computers provide 5,468 computer sessions each year, giving residents access to the internet, a printer, and word processing for letters, resumes, and other documents.

The library's physical collection of 37,383 items is augmented by 97,435 electronic items made available through the Oregon Digital Library Consortium. The Astoria Public Library shares its collection with Warrenton Community Library and Seaside Public Library. Patrons may check out items from all three libraries; items are transferred through a courier service.

With the help of the Astor Library Friends Association, the American Association of University Women, and other volunteers, the library offers nearly 150 programs each year, with total attendance of over 3,100. Programs reach all ages and interests.

### *Personnel*

FTE – 5.8

Library staff consists of a director, three full-time senior library assistants, three part-time library assistants, and one on-call library assistant. Core services are enhanced by volunteers who shelve items, help with programs, and assist with the library's archival collection.

### *New this year*

This fall, the Library will move to a temporary location and begin a major renovation project. The project is expected to take one year and will double the library's square footage. The project is funded through a GO bond passed by Astoria voters in November 2022, and augmented by grants from the ARPA, the National Endowment for the Humanities, and gifts from donors.



City of Astoria, Oregon  
Budget Document  
GENERAL FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</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 6/30/22	FYE 6/30/23	FYE 6/30/24				
			<b>Personnel Services:</b>			
256,150	191,155	264,270	Regular Salaries	279,130		
-	-	430	Overtime	440		
35,553	53,918	57,830	Extra Help	70,250		
4,614	2,556	8,550	Interfund Wages	8,860		
22,217	19,028	26,660	Payroll Taxes	28,850		
53,535	60,070	81,450	Insurance	88,380		
66,678	59,588	83,470	Retirement Contributions	92,550		
276	531	730	Workers' Compensation	840	-	-
439,023	386,846	523,390	<b>Total Personnel Services</b>	569,300	-	-
5.7	5.7	5.8	<b>FTEs</b>	5.8		
			<b>Materials and Services:</b>			
738	3,525	5,050	Office Supplies	3,750		
10,453	6,992	10,500	Operating Supplies	7,000		
74,160	68,772	67,750	Library Materials	47,490		
3,207	5,264	6,250	Repair & Maintenance Supplies	6,125		
3,832	4,508	4,000	Conferences, Meetings & Travel	4,000		
17,763	16,407	8,000	Professional Services	6,800		
1,160	454	955	Memberships & Dues	835		
49	12	100	Communications	50		
2,864	340	2,500	Advertising	2,500		
-	-	600	Printing & Binding	600		
12,660	15,250	16,300	Public Utility Services	16,495		
18,161	19,034	21,200	Repair & Maintenance Services	21,065		
-	5	1,000	Miscellaneous	1,000		
-	-	1,520	Projects Funded by Grants	1,520		
26,771	20,357	25,190	Technology	38,980	-	-
171,818	160,920	170,915	<b>Total Materials and Services</b>	158,210	-	-
			<b>Capital Outlay:</b>			
-	-	-	Machinery & Equipment	-	-	-
610,841	547,766	694,305	<b>Total Expenditures</b>	727,510	-	-

General Fund (001)				
<b>LIBRARY (3200)</b>				
<b>Personnel Services (410 - 415)</b>				
410	2020	Straight Time - Regular	279,130	
410	2045	Overtime	440	
410	2085	Extra Help	70,250	
412	2095	Interfund Wages	8,860	
415	2220	Payroll Taxes	28,850	
415	2230	Insurance	88,380	
415	2235	Retirement Contributions	92,550	
415	2240	Workers' Compensation	840	
<b>TOTAL PERSONNEL SERVICES</b>				<b>569,300</b>
			<b>TOTAL FTEs</b>	<b>5.8</b>
<b>Materials and Services (510 - 685)</b>				
510	3040	Printer Cartridges and Supplies	250	
510	3045	General Office Supplies	3,500	
Sub-total of Office Supplies				<b>3,750</b>
515	3165	Volunteer Program - General	500	
515	3308	Barcodes/Book Jackets/Processing Supply	3,000	
515	3310	General Operating Supplies	3,500	
Sub-total of Operating Supplies				<b>7,000</b>
520	3420	Adult Collections	10,500	
520	3423	Adult AV Collections	4,000	
520	3424	Adult/Family/Teen Programs	2,500	
520	3435	Magazines	1,000	
520	3440	Newspapers / Review Sources	2,110	
520	3441	Childrens Collections	8,000	
520	3444	Teen Collections	4,000	
520	3445	Children's Programs	3,000	
520	3450	ODLC-Library2Go Consortium	5,530	
520	3453	Online Resources	6,700	
520	3457	Archive Materials	150	
Sub-total of Library Materials				<b>47,490</b>

**General Fund (001)**

**LIBRARY (3200)**

525	3520	Building Materials / Supplies	850	
525	3555	Flooring and Lighting	750	
525	3640	Other Repair & Maintenance Supplies	4,525	
		Sub-total of Repair & Maintenance Supplies		<b>6,125</b>
615	4265	Travel - Conferences and Meetings	4,000	
		Sub-total of Conferences, Meetings & Travel		<b>4,000</b>
620	4432	Background Checks	300	
620	4445	Staff Development	500	
620	4540	Professional Services - General	6,000	
		Reclura Catalog Services		
		Courier Services		
		Transcription		
		Sub-total of Professional Services		<b>6,800</b>
630	5805	Various Dues	100	
630	4810	American Library Association	400	
630	4815	Public Library Association	85	
630	4820	Oregon Library Association	250	
		Sub-total of Memberships & Dues		<b>835</b>
635	4975	Postage	50	
		Sub-total of Communications		<b>50</b>
640	5030	Advertising	2,500	
		Sub-total of Advertising		<b>2,500</b>
650	5145	Printing & Binding - General	600	
		Sub-total of Printing & Binding		<b>600</b>
655	5283	Electricity	9,000	
656	5470	Natural Gas	6,500	
657	5514	Sanitation	995	
		Sub-total of Public Utility Services		<b>16,495</b>
660	5745	Janitorial Services Agreement	15,865	
660	5760	Heating Systems	3,000	
660	5770	Lighting	1,000	
660	5780	Landscaping	1,200	
		Sub-total of Repair & Maintenance Services		<b>21,065</b>
675	6035	General - Miscellaneous	1,000	
		Sub-total of Miscellaneous		<b>1,000</b>

General Fund (001)				
<b>LIBRARY (3200)</b>				
680	6130	Oregon State Library	1,520	
		Sub-total of Projects Funded by Grants		<b>1,520</b>
685	6205	Library IQ	13,000	
685	6205	Computer Software / Mobile Hot Spot	6,045	
685	6210	Annual Technical Repair / Replacement	5,000	
685	6260	Integrated Library Software	13,235	
685	6205	Envisionware	1,700	
		Sub-total of Technology		<b>38,980</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>158,210</b>
<b>TOTAL LIBRARY</b>				<b>727,510</b>
<b>CAPITAL IMPROVEMENT FUND - LIBRARY</b>				
		Workstations	6,000	
		Renovation Transition Projects	44,500	
<b>Total Capital Improvement Fund - Library</b>				<b>50,500</b>
<b>TOTAL LIBRARY - ALL FUNDS</b>				<b>778,010</b>



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## SPECIAL REVENUE FUNDS



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**Fund:                      #102                      Capital Improvement**

*Purpose*

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

*Scope*

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

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

The fund is used for capital improvements to facilities and machinery and equipment purchases over a \$5,000 threshold.

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

*Personnel*

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

*New this year*

Professional Services has increased as the methodology for forest management has had to change. Larger harvests will be made every other year instead of annually, and the City will be coordinating the work in-house.

Contingency is increased to be able to provide technical assistance for the 27<sup>th</sup> Street Landslide repairs.

The Capital Improvement Fund also includes funding for a quick disconnect umbilical for a backup generator for City Hall applied for through the SPIRE grant, a new command vehicle for the Fire Department, and new fleet vehicle for the Police Department.



City of Astoria, Oregon  
Budget Document

**CAPITAL IMPROVEMENT FUND # 102**

Historical Data			Budget for Fiscal Year 7/1/24 - 6/30/25		
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/2024		Budget Officer	Budget Committee
					Adopted by Governing Body
			<b><u>Resources</u></b>		
2,413,339	2,745,906	2,961,000	Beginning Fund Balance	1,869,200	
321,170	342,053	331,900	Intergovernmental	369,200	
13,713	77,915	75,000	Interest Earnings	90,000	
411,008	381,620	200,000	Timber/Land Sale	1,017,880	
442,727	-	750,000	Gifts, Bequests & Grants	148,320	
40,287	50,236	48,000	Miscellaneous	40,000	-
-	1,000,000	-	Transfer from Other Funds	-	-
			General Fund	-	-
<b>3,642,244</b>	<b>4,597,730</b>	<b>4,365,900</b>	<b>Total Resources</b>	<b>3,534,600</b>	-
			<b><u>Requirements</u></b>		
			<b>Materials &amp; Services:</b>		
			Professional Services		
94,761	3,433	187,090	Public Works	648,380	
3,358	9,325	14,000	Parks	15,000	
-	-	100,000	Professional Services-Unallocated	100,000	
		700	Advertising-Unallocated	700	
157,939	142,986	70,000	Repair and Maintenance Services		
			Public Works	90,000	-
<b>256,058</b>	<b>155,744</b>	<b>371,790</b>	<b>Total Materials &amp; Services</b>	<b>854,080</b>	-
			<b>Capital Outlay:</b>		
-	-	17,500	Improvements Other Than Bldgs		
			Public Works	17,500	
84,730	111,143	151,155	Machinery and Equipment		
		300,000	Network Appropriation-Unallocated	166,235	
141,300	111,562	-	Public Works	-	
10,520	-	50,500	Parks	-	
11,090	65,541	155,430	Library	50,500	
154,977	888,306	934,000	Police	105,500	
89,900	85,095	30,000	Fire	274,500	
61,072	-	6,000	City Hall	35,000	
			Community Development	-	-
<b>553,589</b>	<b>1,261,647</b>	<b>1,644,585</b>	<b>Total Capital Outlay</b>	<b>649,235</b>	-
			<b>Debt Service</b>		
83,782	40,346	42,250	Principal	-	-
2,909	3,842	2,000	Interest	-	-
<b>86,691</b>	<b>44,188</b>	<b>44,250</b>	<b>Total Debt Service</b>	<b>-</b>	<b>-</b>
-	-	1,200,000	<b>Transfers to Other Funds</b>	<b>-</b>	<b>-</b>
-	-	115,000	<b>Contingency</b>	<b>470,000</b>	<b>-</b>
<b>896,338</b>	<b>1,461,579</b>	<b>3,375,625</b>	<b>Total Expenditures</b>	<b>1,973,315</b>	<b>-</b>
1,995,906	2,380,001	225,875	Fund Balance	515,135	
750,000	756,150	764,400	Reserved for Future Expenditures	1,046,150	-
<b>2,745,906</b>	<b>3,136,151</b>	<b>990,275</b>	Ending Fund Balance	<b>1,561,285</b>	<b>-</b>
<b>3,642,244</b>	<b>4,597,730</b>	<b>4,365,900</b>	<b>Total Requirements</b>	<b>3,534,600</b>	<b>-</b>

**CAPITAL IMPROVEMENT FUND (102 0000)**

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

620	4450	Property Appraisals	1,500	
620	4455	Forest Management Plan Activities	571,090	
620	4460	Hazardous Tree Removal - Public Works City Propertie	35,000	
620	4460	Hazardous Tree Removal - Parks	15,000	
620	4465	Forest Fire Protection	20,790	
620	4467	City Property Sanitary/Refuse Removal	20,000	
620	4540	Professional Services - General		
		Development Review Procedural Updates	100,000	
		Sub-total of Professional Services		763,380
640	5030	Advertising - Public Notices	700	
		Sub-total of Advertising		700
660	5800	Watershed Road Repairs	60,000	
660	5825	Slide Repair and Maintenance	30,000	
		Sub-total of Repair and Maintenance Services		90,000

**TOTAL MATERIALS & SERVICES 854,080**

**Capital Outlay (720 - 740)**

730	6500	Improvements Other Than Buildings	17,500	
		Sub-total Improvements Other Than Buildings		17,500
740	6650	<b><u>Machinery &amp; Equipment</u></b>		
		Network Recommendations	166,235	
		Public Works	-	
		Library	50,500	
		Police Department	105,500	
		Fire Department	274,500	
		Community Development Department	-	
		City Hall Department	35,000	
		Sub-total Machinery & Equipment		631,735

**TOTAL CAPITAL OUTLAY 649,235**

<b><u>Contingent Expenditures (910)</u></b>			
910	8020	Contingency	470,000
		Sub-total of Contingency	<b>470,000</b>
<b><u>Ending Fund Balance (950)</u></b>			
950	8520	Unappropriated Ending Fund Balance	515,135
950	8520	Reserve for Future PW Projects and Planning	700,000
950	8520	Reserve for Future Fire Apparatus	346,150
		Sub-total Ending Fund Balance	<b>1,561,285</b>
<b>TOTAL CAPITAL IMPROVEMENT FUND</b>			<b>3,534,600</b>

**FUND:        UNEMPLOYMENT # 104**

Basic Objectives

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

Staffing

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

City of Astoria, Oregon  
Budget Document

**UNEMPLOYMENT FUND # 104**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
52,834	56,973	63,800	Beginning Fund Balance	47,050		
286	1,682	1,900	Interest Earnings	1,200		
-	-	-	Gifts, Bequests and Grants			
6,000	6,000	-	Transfers from Other Fund:			
			General Fund	-	-	-
<u>59,120</u>	<u>64,655</u>	<u>65,700</u>	<b>Total Resources</b>	<u>48,250</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
2,147	-	35,000	<b>Material and Services:</b>			
			Unemployment claims	40,000		
-	-	30,000	<b>Contingency</b>	8,250		
<u>56,973</u>	<u>64,655</u>	<u>700</u>	Ending Fund Balance	-	-	-
<u>59,120</u>	<u>64,655</u>	<u>65,700</u>	<b>Total Requirements</b>	<u>48,250</u>	<u>-</u>	<u>-</u>

**2024 / 25 Budget Detail Information**

**UNEMPLOYMENT FUND (104 0000)**

<b><u>Materials and Services (675)</u></b>			
675	6055	Services-Miscellaneous	
		Unemployment Claims	40,000
		Contingency	8,250
		Ending Fund Balance	-
<b>TOTAL UNEMPLOYMENT FUND</b>			<b>48,250</b>

**FUND:        REVOLVING LOAN # 122**

Basic Objectives

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

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

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

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

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

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 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
366,180	367,647	261,200	Beginning Fund Balance	267,000		
1,292	7,033	7,840	Interest on Investments	8,010		
175	-	1,300	Miscellaneous Income	-	-	-
<u>367,647</u>	<u>374,680</u>	<u>270,340</u>	<b>Total Resources</b>	<u>275,010</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Materials &amp; Services</b>						
-	-	210,600	Miscellaneous	210,000		
-	-	50,000	Contingency	50,000		
<u>367,647</u>	<u>374,680</u>	<u>9,740</u>	<b>Ending Fund Balance</b>	<u>15,010</u>	<u>-</u>	<u>-</u>
<u>367,647</u>	<u>374,680</u>	<u>270,340</u>	<b>Total Requirements</b>	<u>275,010</u>	<u>-</u>	<u>-</u>

**2024 / 25 Budget Detail Information**

**REVOLVING LOAN FUND (122 0000)**

<b><u>Materials and Services (675)</u></b>			
		Miscellaneous	
675	6025	Economic Development Projects	130,000
675	6035	Derelict Building Program Support	<u>210,600</u>
		Total Materials & Services	340,600
910	8020	Contingency	50,000
950	8520	Ending Fund Balance	<u>15,010.00</u>
<b>TOTAL REVOLVING LOAN FUND</b>			<b><u>405,610</u></b>

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

Basic Objectives

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

Staffing

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



City of Astoria, Oregon  
Budget Document

COMMUNITY DEVELOPMENT BLOCK GRANT FUND # 125

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</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 6/30/22	FYE 6/30/23	FYE 6/30/24				
			<u>Resources</u>			
(4)			Beginning Fund Balance			
75,475			CDBG			
24	-	-	Interest	-	-	-
75,495	-	-	<b>Total Resources</b>	-	-	-
			<u>Requirements</u>			
			<b>Materials &amp; Services</b>			
57,832			Loan Disbursements			
17,643	-	-	Program Management Fees	-	-	-
75,475	-	-	<b>Total Materials &amp; Services</b>	-	-	-
-	-	-	<b>Contingent Expenditures</b>	-	-	-
20	-	-	Ending Fund Balance	-	-	-
75,495	-	-	<b>Total Requirements</b>	-	-	-

2024 / 25 Budget Detail Information

COMMUNITY DEVELOPMENT BLOCK GRANT FUND (125 0000)

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

675-6025	Loan Disbursements	-	
620-4470	Program Management Fees	-	
			-
<b>TOTAL HOUSING REHABILITATION LOAN FUND</b>			-

**FUND:        BUILDING INSPECTION # 128**

Basic Objectives

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

Staffing

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

City of Astoria, Oregon  
Budget Document

**BUILDING INSPECTION FUND # 128**

Budget for Fiscal Year 7/1/24 - 6/30/25

<u>Historical Data</u>						
<u>Actual Data</u>		<u>Adopted Budget</u>			Proposed by	Approved by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Resources and Requirements		Budget Officer	Budget Committee
						Adopted by Governing Body
<b><u>Resources</u></b>						
586,228	425,822	361,000	Beginning Fund Balance		337,000	
189,050	283,574	180,000	Charges for Services		1,000,000	
-	-		Gifts, Bequests and Grants			
999	369		Miscellaneous Income			
2,547	10,175	10,800	Interest on Investments		10,100	-
<u>778,824</u>	<u>719,940</u>	<u>551,800</u>	<b>Total Resources</b>		<u>1,347,100</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Personnel Services:</b>						
109,313	150,274	167,650	Regular Salaries		300,420	
63,350	70,050	60,000	Extra Help		151,500	
12,909	16,477	18,330	FICA Taxes		33,730	
29,868	34,555	37,430	Insurance		40,200	
39,608	49,944	54,390	Retirement Contributions		92,240	
906	1,877	3,520	Workers' Compensation		7,360	-
255,954	323,177	341,320	<b>Total Personnel Services</b>		625,450	-
2.3	2.3	2.3	<b>FTEs</b>		3.5	-
<b>Materials and Services:</b>						
4,813	2,784	2,000	Office Supplies		1,000	
905	2,864	4,050	Operating Supplies		3,050	
2,441	5,518	2,750	Conferences, Meetings & Travel		5,250	
59,860	9,255	17,160	Professional Services		11,000	
225	244	350	Memberships & Dues		2,000	
841	996	825	Communications		825	
174	-	200	Printing & Binding		200	
2,078	697	3,800	Repair & Maintenance Services		2,800	
795	1,449	2,500	Technology Services		4,000	
4,116	3,797	4,500	Miscellaneous		3,200	-
76,248	27,604	38,135	<b>Total Materials and Services</b>		33,325	-
<b>Transfers to Other Funds</b>						
20,800	20,800	20,800	<b>General Fund</b>		20,800	-
20,800	20,800	20,800	<b>Total of Transfer to Other Funds</b>		20,800	-
-	-	75,000	<b>Contingency</b>		667,525	-
353,002	371,581	475,255	<b>Total Expenditures</b>		1,347,100	-
425,822	348,359	76,545	Ending Fund Balance		-	-
<u>778,824</u>	<u>719,940</u>	<u>551,800</u>	<b>Total Requirements</b>		<u>1,347,100</u>	<u>-</u>

BUILDING INSPECTION FUND (128 3300)				
<b><u>Personnel Services (410 - 415)</u></b>				
410	2020	Straight Time - Regular	300,420	
415	2085	Extra Help	151,500	
415	2220	FICA Taxes	33,730	
415	2230	Insurance	40,200	
415	2235	Retirement Contributions	92,240	
415	2240	Workers' Compensation	7,360	
<b>TOTAL PERSONNEL SERVICES</b>				<b>625,450</b>
			<b>FTEs</b>	<b>3.5</b>
<b><u>Materials and Services (510 - 675)</u></b>				
510	3045	General Office Supplies	1,000	
		Code Books and Periodicals		
		Sub-total of Office Supplies		<b>1,000</b>
515	3120	Code Books and Periodicals	1,200	
515	3125	Clothing/Uniforms/Boots/Gloves	1,000	
515	3180	Fuel, Oil and Lubricants	500	
515	3310	General Operating Supplies	250	
		Sub-total Operating Supplies		<b>2,950</b>
530	3720	Small Tools	100	
		Sub-total Small Tools		<b>100</b>
610	4090	Training Registrations	3,000	
610	4095	Certification	500	
		Sub-total Training/Registrations		<b>3,500</b>
615	4260	Conference / Meeting Expense	750	
615	4265	Travel - Conferences / Meetings	1,000	
		Sub-total Conferences, Meetings & Travel		<b>1,750</b>
620	4485	Contract Building Inspection Services	10,000	
620	4490	Microfilming	0	
620	4539	VOIP Cisco	1,000	
		Sub-total of Professional Services		<b>11,000</b>

<b>BUILDING INSPECTION FUND (128 3300)</b>				
630	4750	Various Dues	2,000	
		Sub-total Memberships & Dues		<b>2,000</b>
635	4930	Communications	825	
		Sub-total Communications		<b>825</b>
650	5145	General - Printing and Binding	200	
		Sub-total of Printing and Binding		<b>200</b>
660	5620	Office Machines	700	
660	5785	Vehicle Repair & Maintenance	2,000	
660	5825	General - Repair & Maintenance Services	100	
		Sub-total of Repair & Maintenance Services		<b>2,800</b>
675	5925	VISA Fees	3,000	
675	6035	General - Miscellaneous Services	200	
		Sub-Total of Miscellaneous-Services		<b>3,200</b>
685	6205	Computer Software	0	
685	6245	Computer Hardware	4,000	
		Sub-Total Technology Services		<b>4,000</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>33,325</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		
		Sub-total Contingency		<b>667,525</b>
<b><u>Fund Balance (950)</u></b>				
950	8520	Unappropriated Ending Fund Balance		
		Sub-total Ending Fund Balance		<b>0</b>
<b>TOTAL BUILDING INSPECTION FUND</b>				<b>1,347,100</b>

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

Basic Objectives

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

Staffing

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

City of Astoria, Oregon  
Budget Document

AMERICAN RESCUE PLAN (ARP) FUND # 130

Budget for Fiscal Year 7/1/24 - 6/30/25

Historical Data

<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24		Budget Officer	Budget Committee	Governing Body
<u>Resources</u>						
-	5,006	492,600	Beginning Fund Balance	497,600		
115,799	1,630,740	-	Intergovernment	-		
<u>5,006</u>	<u>28,409</u>	<u>12,000</u>	Interest on Investments	<u>16,587</u>	-	-
<u>120,805</u>	<u>1,664,155</u>	<u>504,600</u>	<b>Total Resources</b>	<u>514,187</u>	-	-
<u>Requirements</u>						
<b>Capital Outlay</b>						
<u>115,799</u>	<u>1,664,155</u>	<u>504,600</u>	Improvements other than Buildings	<u>450,000</u>	-	-
<u>115,799</u>	<u>1,664,155</u>	<u>504,600</u>	<b>Total of Capital Outlay</b>	<u>450,000</u>	-	-
-	-	-	<b>Contingency</b>	64,187	-	-
115,799	1,664,155	504,600	<b>Total Expenditures</b>	514,187	-	-
<u>5,006</u>	<u>-</u>	<u>-</u>	Ending Fund Balance	<u>-</u>	-	-
<u>120,805</u>	<u>1,664,155</u>	<u>504,600</u>	<b>Total Requirements</b>	<u>514,187</u>	-	-

**Fund:                    #132                    Emergency Communications**

*Purpose*

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

*Scope*

The biggest challenges are increasing call volumes and aging infrastructure. Dispatch received 68,018 non-emergency 911 calls in 2023 and dispatched 44,548 calls for service, a 13.12% increase from 2022. We had a 21% increase in officer-initiated incidents and a 36% increase in traffic stops. Each traffic stop is an average of 90 seconds of radio talk time, which adds an additional 2 hours of radio traffic a week or 104 hours of increased radio traffic over the calendar year. The increased calls for service can be attributed to the county's staffing levels of law enforcement officers. The Sheriff's Office is fully staffed, and APD is fully staffed for the first time in over 2 years. We expect these numbers to increase significantly as the new officers are released to independent patrol in the next 9 – 12 months.

*Personnel*

FTE – 14.36

Positions 13 Full Time, 2 Half Time, plus Interfund, Overtime, and Extra Help

The communications center functions within the police department's organizational structure, with the manager reporting directly to the Chief of Police. The budget provides for 11 full-time employees: a communications manager, a supervisor, and nine full-time dispatchers. Staffing has historically been difficult to maintain. We currently have eight full-time dispatchers and two part-time call takers, leaving us with 2 vacancies. We are monitoring our operations and call volume as we approach our full complement to determine our future staffing needs.

*New this year*

The current radio consoles are 25+ years old and several years past their service life. We are unable to buy replacement parts from the vendor and would have to resort to eBay if the need arose. We have been setting aside money for the past three years, and with this year's allotment, we will have to replace four Motorola Radio Consoles.

We are also anticipate receiving a grant for the purchase of a Central Square ProSuite computer-aided dispatch program and records management system. This purchase supports all police and fire departments in Clatsop County. Our current computer-aided dispatch and records management system was developed prior to 2000. The needs of the county emergency services have changed significantly in the last 20 years, and this system no longer meets them. The new technology will allow us to dispatch calls more efficiently and give police departments more robust crime data, allowing them to strategically deploy resources.



City of Astoria, Oregon  
Budget Document

**EMERGENCY COMMUNICATIONS FUND #132**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
			<b><u>Resources</u></b>			
1,200,080	1,600,354	1,116,500	Beginning Fund Balance	1,404,800		
			Prior Period Adjustment			
533,048	549,011	536,000	Intergovernmental	560,000		
686,400	643,819	640,275	Charges for Services	645,242		
6,318	44,550	28,500	Interest on Investments	40,000		
-	3,041		Gifts, Bequests and Grants			
1,259	248	18,910	Miscellaneous	18,910		
			Transfer From Other Funds			
505,500	451,930	459,460	General Fund	457,087		
5,000	6,360	6,650	Public Works	4,180	-	-
<u>2,937,605</u>	<u>3,299,313</u>	<u>2,806,295</u>	<b>Total Resources</b>	<u>3,130,219</u>	<u>-</u>	<u>-</u>
			<b><u>Requirements</u></b>			
			<b>Personnel Services:</b>			
562,156	509,492	822,300	Regular Salaries	914,600		
173,601	193,469	184,800	Overtime	201,300		
-	-	60,380	Extra Help	65,300		
51,587	53,577	86,000	Payroll Taxes	95,200		
149,733	93,151	231,800	Insurance	240,700		
162,781	160,537	277,100	Retirement Contributions	305,800		
332	653	740	Interfund Wages	1,150		
-	1,165	1,500	Workers' Compensation	1,900	-	-
<u>1,100,190</u>	<u>1,012,044</u>	<u>1,664,620</u>	<b>Total Personnel Services</b>	<u>1,825,950</u>	<u>-</u>	<u>-</u>
9.0	9.0	13.4	<b>FTEs</b>	14.4		
			<b>Materials and Services:</b>			
4,070	3,915	4,500	Office Supplies	4,550		
1,064	3,344	6,000	Operating Supplies	6,000		
1,171	180	3,000	Small Tools & Minor Equipment	3,000		
1,884	3,998	3,000	General Repairs / City Shops	4,000		
1,196	3,060	3,100	Training	4,300		
7,028	4,639	9,500	Conferences, Meetings & Travel	10,500		
75,786	67,034	170,000	Professional Services	170,000		
500	277	2,000	Memberships & Dues	2,800		
6,332	11,472	7,000	Communications	13,000		
114	460	1,000	Advertising	1,000		
2,209	3,024	3,200	Public Utility Services	3,700		
27,078	29,077	40,500	Repair & Maintenance Services	37,600		
24,700	15,961	37,190	Technology	34,375		
1,778	1,772	2,500	Miscellaneous	2,500	-	-
<u>154,910</u>	<u>148,213</u>	<u>292,490</u>	<b>Total Materials and Services</b>	<u>297,325</u>	<u>-</u>	<u>-</u>
			<b>Capital Outlay:</b>			
2,715	88,611	20,000	Buildings	20,000		
54,436	234,852	191,000	Machinery & Equipment	816,900	-	-
<u>57,151</u>	<u>323,463</u>	<u>211,000</u>	<b>Total Capital Outlay</b>	<u>836,900</u>	<u>-</u>	<u>-</u>
			<b>Transfer to Other Fund</b>			
25,000	30,000	30,000	General Fund	30,000	-	-
<u>-</u>	<u>-</u>	<u>150,000</u>	<b>Contingency</b>	<u>120,000</u>	<u>-</u>	<u>-</u>
<u>1,337,251</u>	<u>1,513,720</u>	<u>2,348,110</u>	<b>Total Expenditures</b>	<u>3,110,175</u>	<u>-</u>	<u>-</u>
1,600,354	1,785,593	38,185	Ending Fund Balance	20,044	-	-
<u>-</u>	<u>-</u>	<u>420,000</u>	Reserved for Future Capital Expenditure	<u>-</u>	<u>-</u>	<u>-</u>
<u>1,600,354</u>	<u>1,785,593</u>	<u>458,185</u>	<b>Total Ending Fund Balance</b>	<u>20,044</u>	<u>-</u>	<u>-</u>
<u>2,937,605</u>	<u>3,299,313</u>	<u>2,806,295</u>	<b>Total Requirements</b>	<u>3,130,219</u>	<u>-</u>	<u>-</u>

## EMERGENCY COMMUNICATIONS (132 3400)

### Personnel Services (410 - 415)

410	2020	Straight Time - Regular	914,600
410	2045	Overtime	201,300
415	2220	Payroll Taxes	95,200
415	2230	Insurance	240,700
415	2235	Retirement Contributions	305,800
415	2240	Workers' Compensation	1,900
415	2085	Extra Help	65,300
415	2095	Interfund Wages	1,150

### **TOTAL PERSONNEL SERVICES**

**1,825,950**

**FTEs**

**14.4**

### Materials and Services (510 - 685)

510	3040	Printer Cartridges and Supplies	550	
510	3045	General Office Supplies	4,000	
		Sub-total of Office Supplies		<b>4,550</b>
515	3180	Fuel and Lubricants	6,000	
		Sub-total of Operating Supplies		<b>6,000</b>
530	3720	Small Tools & Minor Equipment	3,000	
		Sub-total of Small Tools & Minor Equipment		<b>3,000</b>
545	3830	General Repairs / Vehicle Supplies City Shops	4,000	
		Sub-total of City Shops Supplies		<b>4,000</b>
610	4095	Certification	300	
610	4110	Dispatch Training	4,000	
		Sub-total of Training		<b>4,300</b>
615	4260	Conferences / Meeting Expenses / Recognition	8,000	
615	4265	Travel-Conferences and Meetings	2,500	
		Sub-total of Conferences, Meetings & Travel		<b>10,500</b>
620	4540	Professional Services-General		
		Background checks/testing	15,000	
		System Maintenance	30,000	
		Background Investigations	10,000	
		Communications System Maintenance	80,000	
		City of Seaside Schedule Coverage	35,000	
		Sub-total of Professional Services		<b>170,000</b>

<b>EMERGENCY COMMUNICATIONS (132 3400)</b>				
630	4750	Various Dues	2,800	
		Sub-Total of Memberships & Dues		<b>2,800</b>
635	4940	911 Lines/Non Emergency	8,000	
635	4955	Language Line Services	5,000	
		Sub-total of Communications		<b>13,000</b>
640	5030	Advertising - Public Notices	1,000	
		Sub-total of Advertising		<b>1,000</b>
655	5215	Electricity - 3550 Reservoir Ridge Rd	2,500	
655	5219	Electricity - Lewis & Clark	1,200	
		Sub-total of Public Utility Services		<b>3,700</b>
660	5705	Server - Ifocus	37,600	
660	5825	General Repair & Maintenance		
		Sub-total of Repair & Maintenance Services		<b>37,600</b>
675	6035	General - Miscellaneous	2,500	
		Sub-total of Miscellaneous		<b>2,500</b>
685	6205	Computer Software	8,600	
685	6225	Eventide	4,500	
685	6230	Web Based Communication Software	5,500	
685	6235	Computer Hardware Maintenance	4,125	
685	6240	CMi (Justice RMS,CAD, 5 device pk Workstation License, eCitation, JusticeConnect Platform	6,700	
685	6275	KRPD (Leds/NCIC Conneciton Software)	1,100	
685	6275	Airwatch	3,850	
		Sub-total of Technology Services		<b>34,375</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>297,325</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>

<b>EMERGENCY COMMUNICATIONS (132 3400)</b>				
740	6650	Machinery & Equipment		
		Hardware update per ifocus recommendation	34,600	
		Server ifocus recommendation	14,300	
		PC's ( 2 )	4,000	
		Radio Site Cameras	7,000	
		10.8 gig Microwave x 2	80,000	
		Consoles	612,000	
		Pub Safe Building Generator replacement	35,000	
		GTR 8000's x 2	30,000	
		Sub-total of Machinery & Equipment		<b>816,900</b>
<b>TOTAL CAPITAL OUTLAY</b>				<b>836,900</b>
		<b><u>Transfer to Other Funds (850)</u></b>		
850	7555	General Fund	30,000	
		Sub-total Transfers to Other Funds		<b>30,000</b>
		<b><u>Contingent Expenditures (910)</u></b>		
910	8020	Contingent Expenditures	120,000	
		Sub-total of Contingent Expenditures		<b>120,000</b>
		<b><u>Ending Fund Balance (950)</u></b>		
950	8520	Unappropriated Ending Fund Balance	20,044	
950	8520	Reserved for Future Capital Expenditures	-	
		Sub-total of Ending Fund Balance		<b>20,044</b>
<b>TOTAL EMERGENCY COMMUNICATIONS FUND</b>				<b>3,130,219</b>



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**Fund:                      #136                      Special Police Projects**

*Purpose*

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

*Scope*

This fund operates within the organizational structure of the Police Department. Two part-time cadets were added in FY 23 -24 and were not filled due to the staff's focus on other vacancies. They anticipate filling both vacancies before FY 24-25, and they will be used primarily to address parking issues downtown. This fund is also used to fund Astoria's Community Emergency Response Team (CERT). The team has been dormant since COVID, and we are in the process of rebuilding it and partnering with other CERT teams throughout the county to obtain more robust training.

*Personnel*

FTE – 1.0

Positions – 2 Half Time

Two part-time cadets were added in FY 23-24 and were not filled due to the staff's focus on other vacancies. They will be filled for 24-25 and have primary responsibility for downtown parking enforcement.

City of Astoria, Oregon  
Budget Document

**SPECIAL POLICE PROJECTS #136**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</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 6/30/22	FYE 6/30/23	FYE 6/30/24				
<b><u>Resources</u></b>						
20,430	23,314	22,700	Beginning Fund Balance	86,600		
124	661	680	Interest Earnings	4,000		
1	5		Miscellaneous	-		
2,029	653		Fines and Forfeitures			
			Transfers from Other Funds	1,400		
1,400	1,400	1,400	General Fund			
-	-	59,500	Promote Astoria			
<u>23,984</u>	<u>26,033</u>	<u>84,280</u>	<b>Total Resources</b>	<u>92,000</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Personnel Services:</b>						
-	-	-	Regular Salaries			
-	-	43,860	Extra Help	43,860		
-	-	3,540	Payroll Taxes	3,540		
-	-	30	Insurance	30		
-	-	10,480	Retirement Contributions	10,460		
-	-	1,500	Workers' Compensation	1,500		
-	-	59,410	<b>Total Personnel Services</b>	59,390	-	-
-	-	-	<b>FTEs</b>	1.0		
<b>Materials and Services:</b>						
670	2,386	22,000	Operating Supplies	22,000		
-	-	-	Projects Funded by Grants	-	-	-
670	2,386	22,000	<b>Total Materials and Services</b>	22,000	-	-
-	-	2,870	<b>Contingency</b>	10,610		
670	2,386	84,280	<b>Total Expenditures</b>	92,000	-	-
23,314	23,647	-	Ending Fund Balance	-	-	-
<u>23,984</u>	<u>26,033</u>	<u>84,280</u>	<b>Total Requirements</b>	<u>92,000</u>	<u>-</u>	<u>-</u>

**SPECIAL POLICE PROJECTS FUND 136**

**SPECIAL POLICE PROJECTS (0000)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	-
415	2085	Extra Help	43,860
415	2220	Payroll Taxes	3,540
415	2230	Insurance	30
415	2235	Retirement Contributions	10,460
415	2240	Workers' Compensation	1,500

**TOTAL PERSONNEL SERVICES**

**59,390**

**FTEs 1.0**

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

515	3310	General Operating Supplies	22,000
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Sub-total of Operating Supplies

**22,000**

**TOTAL MATERIALS & SERVICES**

**22,000**

**Contingent Expenditures (910)**

910	8020	Contingency	10,610
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Subtotal of Contingency

**10,610**

**Ending Fund Balance (950)**

950	8520	Unappropriated Ending Fund Balance	-
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Sub-total of Ending Fund Balance

-

**TOTAL SPECIAL POLICE PROJECTS FUND**

**92,000**





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

Basic Objectives

ON April 15, 2021 Council made the decision to retain the current maximum indebtedness of the Astor West Urban Renewal District and to return excess funds collected and distributed and terminate future tax increment collections to City for the district. At the time the decision was made to return excess distributions support was expressed for creation of a fund utilizing the returned portion in support of Port and Uniontown projects. Resolution 22-24 established the Astor West Area Special Projects Fund and \$ 675,139 was transferred from General Fund in Fiscal Year beginning July 1, 2023. This fund was established to track resources and expenditures related to projects in the Astor West area which are to be defined by Council.

Staffing

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

City of Astoria, Oregon  
Budget Document

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24		Budget Officer	Budget Committee	Governing Body
			<b><u>Resources</u></b>			
-	-	693,700	Beginning Fund Balance	719,000		
-	18,678	20,810	Interest	30,000		
-	675,139	-	Transfer from Other Funds	-	-	-
-	693,817	714,510	<b>Total Resources</b>	<b>749,000</b>	-	-
			<b><u>Requirements</u></b>			
			<b>Materials &amp; Services</b>			
-	-	250,000	Professional Services	300,000	-	-
-	-	250,000	<b>Total Materials &amp; Services</b>	300,000	-	-
-	-	250,000	<b>Capital Outlay</b>			
-	-	250,000	Improvements other than Buildings	349,000	-	-
-	-	100,000	<b>Contingent Expenditures</b>	100,000	-	-
-	-	600,000	<b>Total Expenditures</b>	749,000	-	-
-	693,817	114,510	Ending Fund Balance	-	-	-
-	693,817	714,510	<b>Total Requirements</b>	<b>749,000</b>	-	-

**2024 / 25 Budget Detail Information**

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

<b>Capital Outlay ( 730 )</b>				
620	4540	Professional Services		<b>300,000</b>
730	6500	Improvements Other than Buildings	<u>349,000</u>	
		Total Capital Outlay		<b>349,000</b>
910	8020	Contingency		<b>100,000</b>
950	8520	Ending Fund Balance		<u>-</u>
<b>TOTAL ASTOR WEST AREA SPECIAL PROJECTS FUND</b>				<b>749,000</b>

**FUND:            PARKS PROJECT FUND # 146**

Basic Objectives

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

Staffing

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

City of Astoria, Oregon  
Budget Document

**PARKS PROJECT FUND #146**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</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 6/30/22	FYE 6/30/23	FYE 6/30/24				
			<b><u>Resources</u></b>			
110,968	131,678	115,050	Beginning Fund Balance	52,725		
47,000	-	-	Grants			
-	54,239	-	Gifts & Bequests			
713	1,653	17,000	Charges for Services			
744	2,560	2,140	Interest Earnings	1,125	-	-
159,425	190,130	134,190	<b>Total Resources</b>	53,850	-	-
			<b><u>Requirements</u></b>			
			<b>Materials &amp; Services:</b>			
4,071	8,136	2,000	Professional Services	20,000	-	-
4,071	8,136	2,000	<b>Total Materials &amp; Services</b>	20,000	-	-
			<b>Capital Outlay:</b>			
23,676	60,143	130,650	Improvements Other Than Bldgs	33,850	-	-
-	-	1,540	<b>Contingent Expenditures</b>	-	-	-
27,747	68,279	134,190	<b>Total Expenditures</b>	53,850	-	-
131,678	121,851	-	Ending Fund Balance	-	-	-
159,425	190,130	134,190	<b>Total Requirements</b>	53,850	-	-

**2024 / 25 Budget Detail Information**

**PARKSPROJECT FUND (146 0000)**

		<b><u>Materials &amp; Services</u></b>		
620	4540	Professional Services	20,000	
		<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>20,000</b>
		<b><u>Capital Outlay</u></b>		
730	6500	Improvements Other Than Buildings	33,850	
		<b>TOTAL CAPITAL OUTLAY</b>		<b>33,850</b>
910	8020	Contingency		-
950	8,520	Ending Fund Balance		-
		<b>TOTAL PARKS PROJECT FUND</b>		<b>53,850</b>

**FUND: MARITIME MEMORIAL # 148**

Basic Objectives

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

General

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

Staffing

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

City of Astoria, Oregon  
Budget Document

**MARITIME MEMORIAL FUND # 148**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
5,233	1,719	7,000	Beginning Fund Balance	6,280		
18,400	25,300	20,000	Gifts and Bequests	15,000		
86	714	210	Interest Earnings	500	-	-
<u>23,719</u>	<u>27,733</u>	<u>27,210</u>	<b>Total Resources</b>	<u>21,780</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Materials &amp; Services:</b>						
-	-	-	Office Supplies			
12,000	13,900	13,000	Professional Services	9,750		
-	-	-	Repair & Maintenance Services	-	-	-
12,000	13,900	13,000	<b>Total Materials &amp; Services</b>	9,750	-	-
		4,210	<b>Contingent Expenditures</b>	5,000		
<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<b>Debt Service:- Principal Only Loan</b>	<u>-</u>	<u>-</u>	<u>-</u>
22,000	23,900	27,210	<b>Total Expenditures</b>	14,750	-	-
<u>1,719</u>	<u>3,833</u>	<u>-</u>	<b>Ending Fund Balance</b>	<u>7,030</u>	<u>-</u>	<u>-</u>
<u>23,719</u>	<u>27,733</u>	<u>27,210</u>	<b>Total Requirements</b>	<u>21,780</u>	<u>-</u>	<u>-</u>

**2024 / 25 Budget Detail Information**

**MARITIME MEMORIAL FUND (148 0000)**

<b><u>Materials and Services</u></b>			
620	4540	Professional Services - General	9,750
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>9,750</b>
<b>Contingency</b>			<b>5,000</b>
<b>Ending Fund Balance</b>			<b>7,030</b>
<b>TOTAL MARITIME MEMORIAL FUND</b>			<b>21,780</b>

**Fund:                      #158                      Parks Operation**

*Purpose*

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

*Scope*

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

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

The Parks and Recreation Department is unique because 30% of its budget is dependent on revenue generated through fees for services via Aquatics (\$540,000 anticipated annual revenue) and Recreation (\$270,000 anticipated annual revenue). The remaining funds needed to operate the Parks and Recreation Department come from transfers from the General Fund and Promote Astoria.

*Personnel*

The Department consists of 15 full-time staff across its three divisions and relies on approximately 25 part-time, seasonal workers to carry out operations. A breakdown of FTE will follow in each department within the fund.

*New this year*

The Parks and Recreation Department continues to evolve and adapt to meet the needs of the community and make adjustments based on personnel changes. In the past year, the Recreation and Aquatics Manager and Maintenance Supervisor both left their roles for other opportunities. To mitigate those losses without impacting operations, an additional Parks and Public Sites coordinator was hired, management responsibilities of the Recreation and Aquatics Divisions was split between two individuals, and additional full-time lifeguards joined the Aquatics Division. The Department has seen ongoing success with grant applications, over \$2M in grants awarded since 2019, and anticipated grant-funded projects in the coming fiscal year include additional lights along the Astoria Riverwalk, upgrades to amenities at Fred Lindstrom Park, and restoration of the Cathedral Tree Trail.



City of Astoria, Oregon  
Budget Document

**PARKS OPERATION FUND #158**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24- 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
			<b><u>Resources</u></b>			
1,005,916	959,550	907,900	Beginning Fund Balance	1,529,900		
373,140	494,031	540,000	Charges for Services			
285,608	341,944	270,000	Aquatic Fees	540,000		
3,982	-	58,500	Recreation Fees	258,000		
20,704	1,290		Grants			
5,165	34,269	18,000	Miscellaneous			
			Interest	36,000		
1,089,110	1,178,510	1,198,760	Transfers from Other Funds:			
280,000	415,700	461,250	General Fund	1,035,000		
70,000	70,000	70,000	Promote Astoria	392,440		
			17th Street Dock	-	-	-
<u>3,133,625</u>	<u>3,495,294</u>	<u>3,524,410</u>	<b>Total Resources</b>	<u>3,791,340</u>	<u>-</u>	<u>-</u>
			<b><u>Requirements (by department)</u></b>			
			<b>Expenditures by Department</b>			
817,083	787,447	987,735	Aquatic	1,023,350		
842,799	703,188	1,042,995	Parks-Recreation / Administration	930,495		
514,193	602,709	685,055	Maintenance	831,920		
-	-	100,000	Contingency	140,000	-	-
<u>2,174,075</u>	<u>2,093,344</u>	<u>2,815,785</u>	<b>Total Expenditures by Department</b>	<u>2,925,765</u>	<u>-</u>	<u>-</u>
			<b>Transfers to Other Funds:</b>			
-	15,000	15,000	General Fund	15,000	-	-
<u>959,550</u>	<u>1,386,950</u>	<u>693,625</u>	Ending Fund Balance	<u>850,575</u>	<u>-</u>	<u>-</u>
<u>3,133,625</u>	<u>3,495,294</u>	<u>3,524,410</u>	<b>Total Requirements</b>	<u>3,791,340</u>	<u>-</u>	<u>-</u>

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

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</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 6/30/22	FYE 6/30/23	FYE 6/30/24				
583,389	510,488	580,535	Personnel Services:			
722,380	583,719	807,860	Aquatic Facility	728,050		
370,414	466,664	513,870	Recreation / Administration	768,860		
			Maintenance	525,890	-	-
1,676,183	1,560,871	1,902,265	Total Personal Services	2,022,800	-	-
233,694	276,959	287,200	Materials & Services:			
120,419	119,469	145,135	Aquatic Facility	295,300		
143,779	136,045	161,185	Recreation / Administration	141,635		
			Maintenance	147,650	-	-
497,892	532,473	593,520	Total Materials & Services	584,585	-	-
-	-	120,000	Capital Outlay:			
-	-	90,000	Aquatic Facility	-		
-	-	10,000	Recreation / Administration	20,000		
			Maintenance	158,380	-	-
-	-	220,000	Total Capital Outlay	178,380	-	-
-	15,000	15,000	Transfer to Other Funds			
			General Fund	15,000		
-	-	100,000	Contingency	140,000	-	-
959,550	1,386,950	693,625	<b>Ending Fund Balance</b>	850,575	-	-
3,133,625	3,495,294	3,524,410	Total Expenditures	3,791,340	-	-

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: #158 Parks Operation**  
**Department: #4100 Aquatics**

### *Purpose*

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

### *Scope*

The Center features a six lane, 155,000-gallon lap pool, a 120,000 recreation pool with a “lazy river” current for added resistance and a 100’ water slide, a 2,500 gallon spa, and a 1,500 gallon wading pool for toddlers and infants. Over 40,000 people visit the facility annually to swim or exercise in the full dry-land fitness gym and Aquatic Center staff annually provide over 500 swim lessons for children six months and older, manage a summer swim league to teach competitive techniques, and teach weekly water aerobic fitness classes in the lap pool. Columbia Memorial Hospital’s physical therapy program uses the recreation pool to provide low-impact treatment for patients and the Coast Guard’s Rescue Swimmers train in the lap pool twice per week throughout the year.

### *Personnel*

FTE 9.8

Positions – 5 Full Time, plus Extra Help

The Aquatics Division has 5 full-time staff: an Aquatics Manager, an Aquatics Coordinator, and three Head Lifeguards. Aquatics also employs 10-15 part-time lifeguards, clerks, and swim instructors at the Aquatic Center.

### *New This Year*

The maintenance and repair line item was increased by \$20,000. Due to the complete and expensive nature of the Aquatic Center’s air, water, and chemical management systems, having funds available for replacements when major components fail is essential so operations can be maintained for safe public use.

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 7/1/24 - 6/30/25</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 6/30/22	FYE 6/30/23	FYE 6/30/24				
			<b>Personnel Services:</b>			
168,200	158,853	159,850	Regular Salaries	329,530		
-	234	-	Interfund Wages	-		
256,551	229,226	276,675	Extra Help	192,000		
32,770	31,011	35,150	Payroll Taxes	41,990		
52,943	23,022	20,010	Insurance	40,260		
66,101	58,185	72,990	Retirement Contributions	102,880		
6,824	9,957	15,860	Workers' Compensation	21,390	-	-
583,389	510,488	580,535	<b>Total Personal Services</b>	728,050	-	-
11.0	11.0	10.5	<b>FTEs</b>	9.8		
			<b>Materials and Services:</b>			
9,377	4,494	5,000	Office Supplies	2,000		
1,000	413	800	Concession Supplies	-		
2,704	4,895	4,000	Retail Supplies	6,000		
45,966	56,619	54,300	Operating Supplies	56,800		
6,824	8,579	11,000	Repair & Maintenance Supplies	28,800		
7,854	11,895	14,500	Training	10,000		
401	472	5,000	Conferences, Meetings & Travel	2,000		
26,461	17,663	15,500	Professional Services	15,500		
3,353	2,650	4,000	Communications	2,000		
-	936	-	Advertising	-		
-	-	500	Printing & Binding	500		
105,970	121,614	123,000	Public Utility Services	123,000		
17,119	26,857	26,000	Repair & Maintenance Services	26,000		
-	-	1,000	Rentals	-		
6,102	13,329	15,000	Miscellaneous	15,100		
563	6,543	7,600	Technology Services	7,600	-	-
233,694	276,959	287,200	<b>Total Materials and Services</b>	295,300	-	-
			<b>Capital Outlay:</b>			
-	-	90,000	Improvements Othr than Buildings	-		
-	-	30,000	Machinery & Equipment	-	-	-
-	-	120,000	<b>Total Capital Outlay</b>	-	-	-
817,083	787,447	987,735	<b>Total Expenditures</b>	1,023,350	-	-

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

**PARKS OPERATION FUND (158)**

**PARKS OPERATION-AQUATICS (4100)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	329,530
410	2085	Extra Help	192,000
415	2220	Payroll Taxes	41,990
415	2225	Insurance	40,260
415	2235	Retirement Contributions	102,880
415	2240	Workers' Compensation	21,390

**TOTAL PERSONNEL SERVICES**

**728,050**

**FTEs 9.8**

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

510	3045	General Office Supplies	2,000	
		Sub-total of Office Supplies		2,000
515	3140	First Aid Supplies	2,000	
515	3160	Program Supplies	7,500	
515	3175	Retail Item Supplies	6,000	
515	3180	Fuel Oil Lubricants	300	
515	3265	Custodial Supplies	7,000	
515	3270	Chemicals	36,000	
515	3310	General Operating Supplies	10,000	
		Sub-total of Operating Supplies		62,800
525	3520	Building Materials / Supplies	2,000	
525	3540	Paint and Paint Supplies	300	
525	3545	Plumbing Supplies	2,500	
525	3550	Electrical Supplies	500	
525	3640	Other Repair and Maintenance Supplies	23,000	
		Sub-total Repair and Maintenance Supplies		28,300
530	3720	Small Tools	500	
		Sub-total Small Tools		500

**PARKS OPERATION FUND (158)**

**PARKS OPERATION-AQUATICS (4100)**

610	4085	Travel Expense - Training	1,500	
610	4105	Life Guard Services	7,000	
610	4115	Workshops	1,500	
		Sub-total of Training		10,000
615	4260	Conferences / Meeting Expense	1,000	
615	4265	Travel - Conferences and Meeting	1,000	
		Sub-total of Conferences, Meetings & Travel		2,000
620	4390	Network Maintenance	6,500	
620	4432	Background Checks	1,000	
620	4540	Professional Services - General	8,000	
		Sub-total of Professional Services		15,500
635	4920	Cell Phones / long distance	1,000	
635	4965	Charter Cable	1,000	
		Sub-total of Communications		2,000
645	5060	Insurance - EAP	600	
		Sub-total of Insurance		600
650	5145	General - Printing & Binding	500	
		Sub-total of Printing & Binding		500
655	5289	Electricity	74,000	
656	5479	Natural Gas	45,000	
657	5517	Sanitation	4,000	
		Sub-total of Public Utility Services		123,000
660	5750	Buildings	3,000	
660	5755	Electrical	3,000	
660	5760	Heating Systems	11,000	
660	5765	Plumbing	4,000	
660	5825	General Repair & Maintenance Services	5,000	
		Sub-total of Repair & Maintenance Services		26,000

PARKS OPERATION FUND (158)				
<b>PARKS OPERATION-AQUATICS (4100)</b>				
675	5925	Credit Card Fees	11,500	
675	6005	Licenses and Permits	2,500	
675	6035	General - Miscellaneous	500	
		Sub-total of Miscellaneous		14,500
685	6255	Software Maintenance Agreement	7,600	
		Sub-total of Technology Services		7,600
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>295,300</b>
<b><u>Capital Outlay (720 - 740)</u></b>				
730	6500	Improvements other than Buildings	-	0
		Sub-total of Improvements other than Buildings		
740	6650	Machinery & Equipment	-	
		Sub-total of Machinery & Equipment		-
<b>TOTAL CAPITAL OUTLAY</b>				<b>-</b>
<b>TOTAL PARKS OPERATION-AQUATICS</b>				<b>1,023,350</b>





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<b>Fund:</b>	<b>#158</b>	<b>Parks Operation</b>
<b>Department:</b>	<b>#4200</b>	<b>Recreation &amp; Administration</b>

### *Purpose*

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

### *Scope*

Over 500 K-5th grade athletes from Astoria participate in Flag Football, Basketball, Softball/T-Ball, Wrestling, and Volleyball each year plus over 200 participants from outside leagues in Ilwaco, Naselle, Knappa, Warrenton, Seaside, and Long Beach. The Recreation Division offers 5k fun runs, free Movies in the Park, outdoor 3x3 basketball tournaments, and provides an after-school care program that has capacity for 25-30 K-5th students. The Recreation Division also offers summer day-camp activities in July and August and specialized sports clinics throughout the year.

### *Personnel*

FTE 7.0

Positions – 5 Full Time, plus Extra Help and Overtime

The Recreation/Administration Division has 5 full time employees – Parks and Recreation Director, Recreation Manager, Administrative Assistant, and two Recreation Coordinators. The division employees 3-5 part-time, seasonal childcare support staff and athletic officials.

City of Astoria, Oregon  
Budget Document  
PARKS OPERATION FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u> FYE 6/30/22	FYE 6/30/23	<u>Adopted Budget</u> FYE 6/30/24	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			<b>Personnel Services:</b>			
268,155	327,227	381,800	Regular Salaries	394,650		
-	678	4,280	Overtime	5,100		
242,063	59,003	162,900	Extra Help	98,700		
38,681	30,062	44,200	Payroll Taxes	40,130		
67,915	74,026	81,480	Insurance	97,990		
96,642	83,096	124,210	Retirement Contributions	114,880		
8,924	9,628	8,990	Workers' Compensation	17,410	-	-
722,380	583,720	807,860	<b>Total Personal Services</b>	768,860	-	-
11.8	11.8	8.7	<b>FTEs</b>	7.0		
			<b>Materials and Services:</b>			
1,103	3,162	8,500	Office Supplies	2,800		
60,975	62,300	56,500	Operating Supplies	56,800		
2,636	1,539	2,000	Repair & Maintenance Supplies	1,000		
807	2,365	5,000	Training	3,000		
-	4,496	6,000	Conferences, Meetings & Travel	4,000		
30,467	18,850	23,635	Professional Services	23,935		
250	800	1,000	Memberships & Dues	500		
3,328	3,568	4,500	Communications	11,500		
1,496	1,911	3,000	Advertising	1,500		
178	686	1,000	Printing & Binding	1,100		
2,651	2,893	7,500	Repair & Maintenance Services	6,000		
668	1,746	2,500	Rentals	3,000		
10,554	2,906	6,000	Fee & Charge Programs	6,000		
4,226	5,061	6,800	Miscellaneous / VISA Fees	5,000		
1,080	7,185	11,200	Technology Services	15,500	-	-
120,419	119,468	145,135	<b>Total Materials and Services</b>	141,635	-	-
-	-	90,000	<b>Capital Outlay:</b>			
-	-	90,000	Machinery & Equipment	20,000	-	-
-	-	90,000	<b>Total Capital Outlay</b>	20,000	-	-
-	15,000	15,000	<b>Transfers Out:</b>			
-	-	-	General Fund	15,000	-	-
842,799	718,188	1,057,995	<b>Ending Fund Balance</b>	-	-	-
			<b>Total Expenditures</b>	945,495	-	-

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	394,650
410	2045	Overtime	5,100
415	2085	Extra Help	98,700
415	2220	Payroll taxes	40,130
415	2230	Insurance	97,990
415	2235	Retirement Contributions	114,880
415	2240	Workers' Compensation	17,410

**TOTAL PERSONNEL SERVICES**

**768,860**

**FTEs 7.0**

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

510	3030	Paper	500
510	3035	Special Paper	100
510	3040	Printer Cartridges and Supplies	200
510	3045	General Office Supplies	2,000

**Sub-total of Office Supplies**

**2,800**

515	3125	Clothing / Uniforms / Boots / Gloves	2,000
515	3135	Food and Local Meetings	1,500
515	3140	First Aid Supplies	1,000
515	3150	Awards	800
515	3155	Sports Equipment	11,000
515	3160	Program Supplies	40,000
515	3180	Fuel Oil Lubricants	500

**Sub-total of Operating Supplies**

**56,800**

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

**Sub-total Repair & Maintenance Supplies**

**1,000**

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

**Sub-total of Training**

**3,000**

**PARKS OPERATION FUND (158)**

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

615	4260	Conference / Meeting Expense	2,000	
615	4265	Travel - Conferences and Meetings	2,000	
		Sub-total of Conferences, Meetings & Travel		<b>4,000</b>
620	4390	Network Maintenance	6,335	
620	4432	Background Checks	600	
620	4435	Sports Officials	5,000	
620	4540	General Professional Services	12,000	
		Sub-total of Professional Services		<b>23,935</b>
630	4800	National Recreation and Parks Association		
630	4805	Oregon Recreation and Parks Association	500	
		Sub-total of Memberships and Dues		<b>500</b>
635	4920	Cell Phones	11,000	
635	4975	Postage	500	
		Sub-total of Communications		<b>11,500</b>
640	5030	Advertising - Public Notices	500	
640	5035	Advertising - Recreation Promotion	1,000	
		Sub-total of Advertising		<b>1,500</b>
645	5060	Insurance - EAP	500	
		Sub-total of Insurance		<b>500</b>
650	5135	Commercial Printing	300	
650	5145	General - Printing & Binding	300	
		Sub-total of Printing & Binding		<b>600</b>
660	5620	Office Machines	1,000	
660	5730	Sports Equipment	5,000	
		Sub-total of Repair & Maintenance Services		<b>6,000</b>
665	5865	Rental Equipment	3,000	
		Sub-total of Rentals		<b>3,000</b>

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

670	5890	Parks & Recreation Fee & Charge Programs	6,000	
		Sub-total of Fee & Charge Programs		<b>6,000</b>
675	5925	Visa Fees	5,000	
		Sub-total of Miscellaneous		<b>5,000</b>
685	6205	Computer Software	9,500	
685	6245	Computer Hardware	3,000	
685	6207	Non Contract IT Services	3,000	
		Sub-total of Technology Services		<b>15,500</b>

<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>141,635</b>
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**Capital Outlay (740)**

740	6650	Machinery & Equipment	20,000	
		Sub-total of Machinery & Equipment		<b>20,000</b>

<b>TOTAL CAPITAL OUTLAY</b>	<b>20,000</b>
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**Transfers Out**

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

**Contingent Expenditures (910)**

<b>TOTAL PARKS OPERATION - RECREATION / ADMINISTRATION</b>	<b>945,495</b>
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**Fund: #158 Parks Operation**  
**Department: #4300 Maintenance**

### *Purpose*

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

### *Scope*

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

### *Personnel*

FTE 4.8

Positions – 2 Full Time, 2 3/4 Time, plus Extra Help

The Maintenance Division has five full-time staff: Grounds Coordinator, Facilities Coordinator, Tourist Facilities and Parks Coordinator, and two Parks and Public Sites Coordinators. Maintenance employs 2 seasonal staff who support grounds care and public sites upkeep. 600 hours of full time Maintenance staff are billed to Oceanview Cemetery, and a third part-time employee provides grounds care at OVC and is paid out of that fund.

### *New This Year*

Funds budgeted in the 158-4300 Capital Improvement are for improvements to equipment and facilities, and for completion of the Lindstrom Project and possible grant match for an updated Parks Master Plan.



Budget Document  
PARKS OPERATION FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24		Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
187,290	237,735	252,480	Regular Salaries	261,610		
45,386	45,860	53,210	Extra Help	52,080		
5,537	8,184	7,280	Interfund Wages	7,660		
17,784	22,500	25,200	Payroll Taxes	25,870		
58,322	81,804	86,040	Insurance	84,210		
53,083	66,228	78,290	Retirement Contributions	80,250		
3,012	4,353	11,370	Workers' Compensation	14,210	-	-
370,414	466,664	513,870	<b>Total Personnel Services</b>	525,890	-	-
2.9	2.9	5.0	<b>FTEs</b>	4.9		
			<b>Materials and Services:</b>			
867	852	1,000	Office Supplies	400		
33,565	37,729	39,900	Operating Supplies	39,300		
39,342	32,425	33,000	Repair & Maintenance Supplies	29,800		
3,444	3,829	2,300	Small Tools & Minor Equipment	2,000		
1,566	1,701	4,000	City Shop Expenses	3,000		
385	1,255	4,000	Training	1,500		
27,431	18,350	16,835	Professional Services	19,000		
2,500	3,501	4,000	Communications	-		
-	-	100	Printing & Binding	100		
224	306	500	Advertising	500		
15,559	14,025	19,950	Public Utility Services	17,450		
12,645	17,120	25,500	Repair & Maintenance Services	26,500		
4,730	1,692	6,500	Rentals	5,000		
1,521	3,260	3,600	Miscellaneous	3,100		
-	-	-	Technology Services	-	-	-
143,779	136,045	161,185	<b>Total Materials and Services</b>	147,650	-	-
			<b>Capital Outlay:</b>			
-	-	10,000	Improvements Other than buildings	113,380		
-	-	-	Machinery & Equipment	45,000	-	-
-	-	10,000	<b>Total Capital Outlay</b>	158,380	-	-
514,193	602,709	685,055	<b>Total Expenditures</b>	831,920	-	-

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

**PARKS OPERATION FUND (158)**

**PARKS OPERATION-MAINTENANCE (4300)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	261,610
415	2085	Extra Help	52,080
415	2095	Interfund Wages	7,660
415	2220	Payroll Taxes	25,870
415	2230	Insurance	84,210
415	2235	Retirement Contributions	80,250
415	2240	Workers' Compensation	14,210

**TOTAL PERSONNEL SERVICES**

**525,890**

**FTEs**

**4.9**

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

510	3030	Paper	100
510	3045	General Office Supplies	300

Sub-total of Office Supplies

**400**

515	3125	Clothing / Uniforms / Boots / Gloves	4,500
515	3140	First Aid Supplies	500
515	3155	Sports Equipment	1,000
515	3180	Fuel, Oil & Lubricants	14,000
515	3235	Seed / Top Dressing Fields	500
515	3240	Trees / Shrubs / Flowers	500
515	3245	Fertilizers / Pesticides	800
515	3250	Bark Mulch / Top Soil / Sawdust	1,500
515	3255	Gypsum and Field Line Paint	500
515	3260	Playground Chips	4,000
515	3265	Custodial Supplies	1,500
515	3310	General Operating Supplies	10,000

Sub-total of Operating Supplies

**39,300**

525	3520	Building Materials / Supplies	14,000
525	3525	Motor Vehicle Repair Parts	4,000
525	3530	Tires	2,000
525	3540	Paint & Paint Supplies	1,500
525	3545	Plumbing Supplies	1,500
525	3550	Electrical Supplies	2,500
525	3560	Trails Maintenance	1,000
525	3565	Vandalism Repair	1,000
525	3580	Signs	800
525	3620	Heating System Maintenance	500
525	3625	Plumbing & Irrigation Supplies	500
525	3630	Water and Sewer Repair	500

Sub-total Repair & Maintenance Supplies

**29,800**

**PARKS OPERATION FUND (158)**

**PARKS OPERATION-MAINTENANCE (4300)**

530	3720	Small Tools	1,500	
530	3725	Irrigation Equipment	500	
		Sub-total of Small Tools & Minor Equipment		<b>2,000</b>
545	3820	Vehicle Parts - City Shops	1,500	
545	3830	General Repair Supplies - City Shops	1,500	
		Sub-total of City Shop Expenses		<b>3,000</b>
610	4085	Travel Expenses - Training	1,000	
610	4090	Registration	500	
		Sub-total of Training		<b>1,500</b>
620	4390	Network Maintenance	6,500	
620	4432	Background Checks	500	
620	4540	General Professional Services	12,000	
		Sub-total of Professional Services		<b>19,000</b>
635	5145	General Printing and Binding	100	
		Sub-total of Communications		<b>100</b>
640	5030	Advertising - Public Notices	500	
		Sub-total of Advertising		<b>500</b>
655	5223	Electricity - Tennis Courts	800	
655	5229	Electricity - 1300 Klaskanine (Evergreen Park)	3,500	
655	5235	Electricity - 32nd & Lief Erikson	450	
655	5244	Electricity - Alderbrook Hall	800	
655	5256	Electricity - Parks Shop	2,500	
655	5262	Electricity - Shively Hall	2,200	
655	5265	Electricity - Tapiola Ball Field Lights	1,000	
655	5271	Electricity - Tapiola Restroom	500	
655	5332	Electricity - Parks Maint General	400	
656	5461	Natural Gas - Alderbrook Hall	800	
657	5535	Sanitation - Transfer Station Fees	3,500	
657	5541	Sanitation - Other Locations	1,000	
		Sub-total of Public Utility Services		<b>17,450</b>

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

660	5725	Equipment other than Vehicles	5,000	
660	5735	Infield Maintenance	1,000	
660	5740	Field Light Maintenance	500	
660	5755	Electrical	5,000	
660	5760	Heating Systems	3,000	
660	5824	Repair Contract Services	-	
660	5825	General - Repair & Maintenance Services	12,000	
		Sub-total of Repair & Maintenance Services		<b>26,500</b>
665	5865	Rental Equipment	1,000	
665	5870	Rental Chemical Toilets	4,000	
		Sub-total of Rentals		<b>5,000</b>
675	6005	Licenses & Permits	2,500	
675	6060	Random Drug Screens	600	
		Sub-total of Miscellaneous		<b>3,100</b>

<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>147,650</b>
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**Capital Outlay (720 - 740)**

730	6500	Capital Outlay - Improvements Other than buildings	113,380	
740	6650	Capital Outlay - Mach & Equipment	45,000	
		Sub-total of Machinery & Equipment		<b>158,380</b>

<b>TOTAL CAPITAL OUTLAY</b>	<b>158,380</b>
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<b>TOTAL PARKS OPERATION-MAINTENANCE</b>	<b>831,920</b>
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**Fund:                      #160-169                      System Development Charge Funds**

*Purpose*

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

*Scope*

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

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

*Personnel*

These funds will not have any personnel billed to them. They will be administered by Public Works and the Finance Department.

City of Astoria, Oregon  
Budget Document

**Water SDC Reimbursement Fund #160**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
			<b><u>Resources</u></b>			
-	-	-	Beginning Fund Balance	1,000		
-	-	-	SDC Fees	5,000		
-	-	-	Miscellaneous Revenue			
-	-	-	Investments	300		
-	-	-		-	-	-
-	-	-	<b>Total Resources</b>	<b>6,300</b>	-	-
			<b><u>Requirements</u></b>			
			<b>Materials and Services:</b>			
-	-	-	Professional Services General	-	-	-
-	-	-		-	-	-
-	-	-	<b>Total Materials and Services</b>	-	-	-
			<b>Capital Outlay:</b>			
-	-	-	Improvements Other Than Bldgs	-	-	-
-	-	-	<b>Total Capital Outlay</b>	-	-	-
			<b>Contingency</b>	6,300		
-	-	-	<b>Total Expenditures</b>	6,300	-	-
-	-	-	Ending Fund Balance	-	-	-
-	-	-	<b>Total Requirements</b>	<b>6,300</b>	-	-

City of Astoria, Oregon  
Budget Document

Water SDC Improvement Fund #161

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24		Budget Officer	Budget Committee	Governing Body
			<b><u>Resources</u></b>			
-	-	-	Beginning Fund Balance	2,225		
-	-	-	SDC Fees	27,000		
-	-	-	Miscellaneous Revenue			
-	-	-	Investments	1,315		
-	-	-		-	-	-
-	-	-	<b>Total Resources</b>	<b>30,540</b>	-	-
			<b><u>Requirements</u></b>			
			<b>Materials and Services:</b>			
-	-	-	Professional Services General	-	-	-
-	-	-		-	-	-
-	-	-	<b>Total Materials and Services</b>	-	-	-
			<b>Capital Outlay:</b>			
-	-	-	Improvements Other Than Bldgs	-	-	-
-	-	-	<b>Total Capital Outlay</b>	-	-	-
			<b>Contingency</b>	30,540		
-	-	-	<b>Total Expenditures</b>	30,540	-	-
-	-	-	Ending Fund Balance	-	-	-
-	-	-	<b>Total Requirements</b>	<b>30,540</b>	-	-



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Budget Document

**Sewer SDC Reimbursement Fund #162**

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

City of Astoria, Oregon  
Budget Document

**Sewer SDC Improvement Fund #163**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24		Budget Officer	Budget Committee	Governing Body
			<u>Resources</u>			
-	-	-	Beginning Fund Balance	50		
-	-	-	SDC Fees	1,000		
-	-	-	Miscellaneous Revenue			
-	-	-	Investments	45		
-	-	-			-	-
-	-	-	<b>Total Resources</b>	<b>1,095</b>	<b>-</b>	<b>-</b>
			<u>Requirements</u>			
			<b>Materials and Services:</b>			
-	-	-	Professional Services General	-	-	-
-	-	-		-	-	-
-	-	-	<b>Total Materials and Services</b>	<b>-</b>	<b>-</b>	<b>-</b>
			<b>Capital Outlay:</b>			
-	-	-	Improvements Other Than Bldgs	-	-	-
-	-	-	<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>
			<b>Contingency</b>	1,095		
-	-	-	<b>Total Expenditures</b>	1,095	-	-
-	-	-	Ending Fund Balance	-	-	-
-	-	-	<b>Total Requirements</b>	<b>1,095</b>	<b>-</b>	<b>-</b>

City of Astoria, Oregon  
Budget Document

**Storm Water SDC Reimbursement #164**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24		Budget Officer	Budget Committee	Governing Body
			<u>Resources</u>			
-	-	-	Beginning Fund Balance	840		
-	-	-	SDC Fees	10,000		
-	-	-	Miscellaneous Revenue			
-	-	-	Investments	490		
-	-	-		-	-	-
-	-	-	<b>Total Resources</b>	<b>11,330</b>	<b>-</b>	<b>-</b>
			<u>Requirements</u>			
			<b>Materials and Services:</b>			
-	-	-	Professional Services General	-	-	-
-	-	-		-	-	-
-	-	-	<b>Total Materials and Services</b>	<b>-</b>	<b>-</b>	<b>-</b>
			<b>Capital Outlay:</b>			
-	-	-	Improvements Other Than Bldgs	-	-	-
-	-	-	<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>
			<b>Contingency</b>	11,330		
-	-	-	<b>Total Expenditures</b>	11,330	-	-
-	-	-	Ending Fund Balance	-	-	-
-	-	-	<b>Total Requirements</b>	<b>11,330</b>	<b>-</b>	<b>-</b>

City of Astoria, Oregon  
Budget Document

**Storm Water SDC Improvement (#165)**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24		Budget Officer	Budget Committee	Governing Body
			<u>Resources</u>			
-	-	-	Beginning Fund Balance	670		
-	-	-	SDC Fees	8,000		
-	-	-	Miscellaneous Revenue			
-	-	-	Investments	390		
-	-	-		-	-	-
-	-	-	<b>Total Resources</b>	<b>9,060</b>	<b>-</b>	<b>-</b>
			<u>Requirements</u>			
			<b>Materials and Services:</b>			
-	-	-	Professional Services General	-	-	-
-	-	-		-	-	-
-	-	-	<b>Total Materials and Services</b>	<b>-</b>	<b>-</b>	<b>-</b>
			<b>Capital Outlay:</b>			
-	-	-	Improvements Other Than Bldgs	-	-	-
-	-	-	<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>
			<b>Contingency</b>	9,060		
-	-	-	<b>Total Expenditures</b>	9,060	-	-
-	-	-	Ending Fund Balance	-	-	-
-	-	-	<b>Total Requirements</b>	<b>9,060</b>	<b>-</b>	<b>-</b>

City of Astoria, Oregon  
Budget Document

Transportation SDC Reimbursement (#166)

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24		Budget Officer	Budget Committee	Governing Body
			<b><u>Resources</u></b>			
-	-	-	Beginning Fund Balance	-		
-	-	-	SDC Fees	-		
-	-	-	Miscellaneous Revenue			
-	-	-	Investments	-		
-	-	-		-	-	-
-	-	-	<b>Total Resources</b>	-	-	-
			<b><u>Requirements</u></b>			
			<b>Materials and Services:</b>			
-	-	-	Professional Services General	-	-	-
-	-	-		-	-	-
-	-	-	<b>Total Materials and Services</b>	-	-	-
			<b>Capital Outlay:</b>			
-	-	-	Improvements Other Than Bldgs	-	-	-
-	-	-	<b>Total Capital Outlay</b>	-	-	-
			<b>Contingency</b>	-		
-	-	-	<b>Total Expenditures</b>	-	-	-
-	-	-	Ending Fund Balance	-	-	-
-	-	-	<b>Total Requirements</b>	-	-	-

City of Astoria, Oregon  
Budget Document

**Transportation SDC Improvement (#167)**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24		Budget Officer	Budget Committee	Governing Body
			<b><u>Resources</u></b>			
-	-	-	Beginning Fund Balance	14,270		
-	-	-	SDC Fees	171,000		
-	-	-	Miscellaneous Revenue			
-	-	-	Investments	8,000		
-	-	-		-	-	-
-	-	-	<b>Total Resources</b>	<b>193,270</b>	<b>-</b>	<b>-</b>
			<b><u>Requirements</u></b>			
			<b>Materials and Services:</b>			
-	-	-	Professional Services General	-	-	-
-	-	-		-	-	-
-	-	-	<b>Total Materials and Services</b>	<b>-</b>	<b>-</b>	<b>-</b>
			<b>Capital Outlay:</b>			
-	-	-	Improvements Other Than Bldgs	-	-	-
-	-	-	<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>
			<b>Contingency</b>	193,270		
-	-	-	<b>Total Expenditures</b>	193,270	-	-
-	-	-	Ending Fund Balance	-	-	-
-	-	-	<b>Total Requirements</b>	<b>193,270</b>	<b>-</b>	<b>-</b>

City of Astoria, Oregon  
Budget Document

**Parks SDC Reimbursement (#168)**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24		Budget Officer	Budget Committee	Governing Body
			<b><u>Resources</u></b>			
-	-	-	Beginning Fund Balance	70		
-	-	-	SDC Fees	1,000		
-	-	-	Miscellaneous Revenue			
-	-	-	Investments	45		
-	-	-		-	-	-
-	-	-	<b>Total Resources</b>	<b>1,115</b>	-	-
			<b><u>Requirements</u></b>			
			<b>Materials and Services:</b>			
-	-	-	Professional Services General	-	-	-
-	-	-		-	-	-
-	-	-	<b>Total Materials and Services</b>	-	-	-
			<b>Capital Outlay:</b>			
-	-	-	Improvements Other Than Bldgs	-	-	-
-	-	-	<b>Total Capital Outlay</b>	-	-	-
			<b>Contingency</b>	1,115		
-	-	-	<b>Total Expenditures</b>	1,115	-	-
-	-	-	Ending Fund Balance	-	-	-
-	-	-	<b>Total Requirements</b>	<b>1,115</b>	-	-

City of Astoria, Oregon  
Budget Document

**Parks SDC Improvement (#169)**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24		Budget Officer	Budget Committee	Governing Body
			<u>Resources</u>			
-	-	-	Beginning Fund Balance	585		
-	-	-	SDC Fees	7,000		
-	-	-	Miscellaneous Revenue			
-	-	-	Investments	340		
-	-	-		-	-	-
-	-	-	<b>Total Resources</b>	<b>7,925</b>	<b>-</b>	<b>-</b>
			<u>Requirements</u>			
			<b>Materials and Services:</b>			
-	-	-	Professional Services General	-	-	-
-	-	-		-	-	-
-	-	-	<b>Total Materials and Services</b>	<b>-</b>	<b>-</b>	<b>-</b>
			<b>Capital Outlay:</b>			
-	-	-	Improvements Other Than Bldgs	-	-	-
-	-	-	<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>
			<b>Contingency</b>	7,925		
-	-	-	<b>Total Expenditures</b>	7,925	-	-
-	-	-	Ending Fund Balance	-	-	-
-	-	-	<b>Total Requirements</b>	<b>7,925</b>	<b>-</b>	<b>-</b>





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**Fund:                    #170                    Astoria Road District**

*Purpose*

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

*Scope*

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

*Personnel*

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

City of Astoria, Oregon  
Budget Document

**ASTORIA ROAD DISTRICT FUND #170**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
409,204	862,250	790,700	Beginning Fund Balance	609,300		
-	60,074		Gifts, Bequests and Grants			
191,091	208,092	469,500	Intergovernmental - STBG	129,300		
204,121	485,105	205,000	Local Gas Tax	225,500		
3,133	28,817	15,000	Interest on Investments	25,000		
-	7,258		Miscellaneous			
200,000	250,000	100,000	Transfer from State Tax Street Fund	200,000	-	-
1,007,549	1,901,596	1,580,200	Sub-Total Resources	1,189,100	-	-
<u>1,007,549</u>	<u>1,901,596</u>	<u>1,580,200</u>	<b>Total Resources</b>	<u>1,189,100</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b><u>Materials &amp; Services</u></b>						
24,730	7,405	125,000	Repair & Maintenance Supplies	75,000	-	-
24,730	7,405	125,000	<b>Total Materials &amp; Services</b>	75,000	-	-
<b><u>Capital Outlay</u></b>						
120,569	608,411	1,150,000	Improvements Other Than Buildings	50,000	-	-
120,569	608,411	1,150,000	<b>Total Capital Outlay</b>	50,000	-	-
<b><u>Transfer To Other Funds:</u></b>						
-	68,000	66,000	Public Works Improvement Fund	64,200	-	-
-	68,000	66,000	<b>Total Transfer to Other Funds</b>	64,200	-	-
-	-	50,000	<b>Contingent Expenditures</b>	200,000	-	-
145,299	683,816	1,391,000	<b>Total Expenditures</b>	389,200	-	-
862,250	1,217,780	100,000	Ending Fund Balance	420,650	-	-
-	-	89,200	Reserve for Future Expenditures	379,250	-	-
862,250	1,217,780	189,200	<b>Total Ending Fund Balance</b>	799,900	-	-
<u>1,007,549</u>	<u>1,901,596</u>	<u>1,580,200</u>	<b>Total Requirements</b>	<u>1,189,100</u>	<u>-</u>	<u>-</u>

**2024 / 25 Budget Detail Information**

<b>ASTORIA ROAD DISTRICT FUND (170 0000)</b>						
<b><u>Materials and Services (515 - 660)</u></b>						
660	5825	Repair & Maintenance Supplies		75,000		
730	6500	Improvements Other Than Buildings		50,000		
850	7557	Transfer to Public Works Improvement Fund		64,200		
910	8020	Contingency		200,000		
		Ending Fund Balance		420,650		
		Reserve for Future Expenditures		379,250		
950	8520	Total Ending Fund Balance		799,900		
<b>TOTAL ASTORIA ROAD DISTRICT FUND</b>				<u>1,189,100</u>		

**Fund:                    #172                    State Tax Street Fund**

*Purpose*

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.

*Scope*

Resources are transferred to the Street Department of the Public Works Fund for expenditures incurred by the Street Department and to Astoria Road District Fund # 170 for paving projects.

*Personnel*

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

City of Astoria, Oregon  
Budget Document

STATE TAX STREET FUND #172

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</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 6/30/22	FYE 6/30/23	FYE 6/30/24				
			<b><u>Resources</u></b>			
527,307	834,494	510,000	Beginning Fund Balance	661,000		
987,656	790,380	793,000	Intergovernmental-Gas Tax/Trans Pkg	788,000		
3,281	19,053	24,000	Interest on Investments	20,000	-	-
<u>1,518,244</u>	<u>1,643,927</u>	<u>1,327,000</u>	<b>Total Resources</b>	<u>1,469,000</u>	-	-
			<b><u>Capital Outlay</u></b>			
-	-	212,820	Improvements Other Than Buildings	100,000	-	-
-	-	212,820	<b>Total Capital Outlay</b>	100,000	-	-
			<b><u>Transfer To Other Funds:</u></b>			
483,750	551,200	916,460	Public Works Fund	929,440		
200,000	250,000	100,000	Astoria Road District Fund	200,000	-	-
683,750	801,200	1,016,460	<b>Total Transfer to Other Funds</b>	1,129,440	-	-
-	-	95,000	<b>Contingent Expenditures</b>	150,000	-	-
683,750	801,200	1,324,280	<b>Total Expenditures</b>	1,379,440	-	-
834,494	842,727	2,720	Ending Fund Balance	89,560	-	-
<u>1,518,244</u>	<u>1,643,927</u>	<u>1,327,000</u>	<b>Total Requirements</b>	<u>1,469,000</u>	-	-

2024 / 25 Budget Detail Information

STATE TAX STREET FUND (172 0000)

			<u>Transfers to Other Funds (850)</u>	
730	6500	Improvements Other Than Buildings		100,000
850	7550	Public Works Fund	929,440	
850	7560	Astoria Road District Fund	200,000	
			Sub-total of Transfers to Other Funds	1,129,440
910	8020	Contingent Expenditures		150,000
950	8520	Ending Fund Balance		89,560
			<b>TOTAL STATE TAX STREET FUND</b>	<b>1,469,000</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. Funds were utilized in FY 2023-24 for Highway 202 Sidewalk project.

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 7/1/24 - 6/30/25</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 6/30/22	FYE 6/30/23	FYE 6/30/24				
			<b><u>Resources</u></b>			
34,286	42,421	5,800	Beginning Fund Balance	14,100		
7,936	7,986	8,000	Intergovernmental-Gas Tax/Trans Pkg	7,900		
199	397	240	Interest on Investments	500	-	-
<u>42,421</u>	<u>50,804</u>	<u>14,040</u>	<b>Total Resources</b>	<u>22,500</u>	-	-
			<b><u>Requirements</u></b>			
			<b>Capital Outlay:</b>			
-	45,000	10,000	Improvements Other Than Bldgs	10,000	-	-
-	45,000	10,000	<b>Total Capital Outlay</b>	10,000	-	-
-	-	-	<b>Contingent Expenditures</b>	8,200	-	-
-	45,000	10,000	<b>Total Expenditures</b>	<u>18,200</u>	-	-
42,421	5,804	4,040	Ending Fund Balance	4,300	-	-
<u>42,421</u>	<u>50,804</u>	<u>14,040</u>	<b>Total Requirements</b>	<u>22,500</u>	-	-

**2024 / 25 Budget Detail Information**

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

		<b><u>Capital Outlay (730)</u></b>	
730	6500	Improvements Other Than Buildings	10,000
910	8020	Contingency	8,200
950	8250	Ending Fund Balance	<u>4,300</u>
		<b>TOTAL TRAILS RESERVE FUND</b>	<u>22,500</u>

**Fund:                    #176                    Public Works Improvement Fund**

*Purpose*

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

*Scope*

This fund was established by Resolution No. 83-17, adopted by the City Council on June 6, 1983. Resolution No. 83-17 directs a portion of the water and sewer rates be designated, annually, for capital repairs and improvements for the public works system.

*Long Term Debt*

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

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

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

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

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

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

*Personnel*

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.

*New This Year:*                    The Public Works Department is adding a new vector truck to the fleet.



City of Astoria, Oregon  
Budget Document

**PUBLIC WORKS IMPROVEMENT FUND # 176**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>	<u>Resources and Requirements</u>	<u>Proposed by Budget Officer</u>	<u>Approved by Budget Committee</u>	<u>Adopted by Governing Body</u>
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
			<b><u>Resources</u></b>			
1,130,936	810,749	922,700	Beginning Fund Balance	1,340,500		
-	300,787	-	Grant/Loan Proceeds	-		
			<b><u>Transfer from Other Fund</u></b>			
1,331,800	1,623,000	1,700,000	Public Works Fund	1,500,000		
-	-	66,000	Astoria Road District Fund	64,200		
-	-	75,000	Combined Sewer Overflow Debt Service Fund	75,000	-	-
1,331,800	1,623,000	1,841,000	<b>Total Transfers</b>	1,639,200	-	-
20,980	16,726	-	Miscellaneous	-		
5,013	23,449	27,680	Interest on Investments	67,030	-	-
2,488,729	2,774,711	2,791,380	<b>Total Resources</b>	3,046,730	-	-
			<b><u>Requirements</u></b>			
			<b><u>Materials and Services:</u></b>			
225,982	308,587	200,000	Professional Services	105,000		
641,144	381,453	950,000	Repair & Maintenance Services	1,150,000	-	-
867,126	690,040	1,150,000	<b>Total Materials and Services</b>	1,255,000	-	-
			<b><u>Capital Outlay:</u></b>			
138,098	295,576	781,000	Machinery & Equipment	581,000	-	-
138,098	295,576	781,000	<b>Total Capital Outlay</b>	581,000	-	-
			<b><u>Debt Service:</u></b>			
365,376	379,056	388,200	Principal	472,200		
107,380	106,310	96,600	Interest	86,150	-	-
472,756	485,366	484,800	<b>Total Debt Service</b>	558,350	-	-
			<b><u>Transfer to Other Funds</u></b>			
200,000	200,000	200,000	Public Works Capital Reserve Fund	200,000	-	-
200,000	200,000	200,000	<b>Total Transfers to Other Funds</b>	200,000	-	-
-	-	150,000	<b>Contingency</b>	250,000	-	-
1,677,980	1,670,982	2,765,800	<b>Total Expenditures</b>	2,844,350	-	-
810,749	1,103,729	25,580	Ending Fund Balance	202,380	-	-
2,488,729	2,774,711	2,791,380	<b>Total Requirements</b>	3,046,730	-	-

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

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

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

**Professional Services**

620	4540	CSO Modeling	55,000	
620	4540	SCADA / Telemetry Design	40,000	
620	4540	Sanitary Sewer Collections Assessment	10,000	
		Sub-total Professional Services		<b>105,000</b>

**Repair & Maintenance Services (660)**

**Sewer:**

660	5790	Sewer Main Rehabilitation	400,000	
		Sub-total Sewer Projects		<b>400,000</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	500,000	
		Astoria Middle School Water Line		
		Sub-total Water Projects		<b>500,000</b>

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

<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>1,255,000</b>
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**Capital Outlay (720 - 740)**

740	6650	Machinery and Equipment		
		F600 Dump Truck w/ New Sander (replace 1983 #297)	120,000	
		Vacuum Excavation Trailer	140,000	
		Equipment Shed (New)	30,000	
		Heat Pump for Res 3 House	14,000	
		Equipment Barn Roof and Siding	200,000	
		Large Mower for Headworks	12,000	
		4" Pump (to Replace #374 from 1989)	5,000	
		Service Bed w/Crane for 2024 F550 #858	60,000	

***Informational requirements currently not budgeted***

100 kW Generator for PW Shop \$ 75,000  
 F600 Dump Truck w/ New Sander-replace 1983 #298/300  
 (\$120,000)  
 Engineering F150 Extended Cab (\$46,000)

Sub Total Machinery and Equipment	<b>581,000</b>
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<b>TOTAL CAPITAL OUTLAY</b>	<b>581,000</b>
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PUBLIC WORKS IMPROVEMENT FUND (176 0000)				
<b><u>Debt Service (810)</u></b>				
		IFA L04001 Skyline Water Tank Loan - Pmt 18 of 20		
810	6910	Principal	83,050	
810	6915	Interest	12,050	
		IFA S08003 Reservoir Covers - Pmt 15 of 20		
810	6920	Principal	168,350	
810	6925	Interest	10,350	
		IFA Y10002 Bear Cr Dam - Waterline - Pmt 13 of 20		
810	6930	Principal	36,500	
810	6935	Interest	13,600	
		IFA Y12006 WWTP Construction - Pmt 11 of 25		
810	6947	Principal - Y12006 WWTP Construction	28,450	
810	6949	Interest - Y12006 WWTP Construction	10,100	
		KS State Loan - Pmt 1 of 5		
810	6950	Principal - Vactor	131,750	
810	6951	Interest - Vactor	-	
		IFA # B17002 Waterfront Bridges Pmt 4 of 25		
810	6955	Principal	24,100	
810	5956	Interest	40,050	
		Sub Total Debt Service - Principal		<b>472,200</b>
		Sub Total Debt Service - Interest		<b>86,150</b>
<b>TOTAL DEBT SERVICE</b>				<b>558,350</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	250,000	
		Sub-total Contingency		<b>250,000</b>
<b><u>Ending Fund Balance (950)</u></b>				
950	8520	Unappropriated Ending Fund Balance	202,380	
		Sub-total Ending Fund Balance		<b>202,380</b>
<b>TOTAL PUBLIC WORKS IMPROVEMENT FUND</b>				<b>3,046,730</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 and was completed in fiscal year ending June 30, 2021.

Staffing

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

City of Astoria, Oregon  
Budget Document

**PUBLIC WORKS CAPITAL RESERVE FUND # 178**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24- 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
607,582	811,362	1,034,600	Beginning Fund Balance	1,473,100		
3,700	25,978	31,020	Interest Earnings	75,000		
80	550	340,681	Miscellaneous			
			Transfer from Other Fund			
<u>200,000</u>	<u>200,000</u>	<u>200,000</u>	Public Works Improvement Fund	<u>200,000</u>	-	-
<u>811,362</u>	<u>1,037,890</u>	<u>1,606,301</u>	<b>Total Resources</b>	<u>1,748,100</u>	-	-
<b><u>Requirements</u></b>						
<b><u>Materials and Services</u></b>						
-	-	75,000	Professional Services	-	-	-
-	-	75,000	<b>Total Materials and Services</b>	-	-	-
<b><u>Capital Outlay</u></b>						
-	-	640,681	PW Capital Projects	<u>200,000</u>	-	-
-	-	640,681	<b>Total Capital Outlay</b>	200,000		
-	-	100,000	<b>Contingency</b>	<u>300,000</u>	-	-
-	-	815,681	<b>Total Expenditures</b>	500,000	-	-
<u>811,362</u>	<u>1,037,890</u>	<u>790,620</u>	<b>Ending Fund Balance</b>	<u>1,248,100</u>	-	-
<u>811,362</u>	<u>1,037,890</u>	<u>1,606,301</u>	<b>Total Requirements</b>	<u>1,748,100</u>	-	-

**2024 / 25 Budget Detail Information**

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

		<u>Materials and Services</u>		
620	4540	Professional Services		-
		<u>Capital Outlay</u>		
730	6500	PW Capital Projects		200,000
910	8020	<u>Contingency</u>		300,000
950	8520	<u>Ending Fund Balance</u>		<u>1,248,100</u>
<b>TOTAL PUBLIC WORKS CAPITAL RESERVE FUND</b>				<b>1,748,100</b>

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

Basic Objectives

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

Information is provided for historical information.

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  
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**WATERFRONT BRIDGES FUND # 190**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	<u>Resources and Requirements</u>	<u>Proposed by Budget Officer</u>	<u>Approved by Budget Committee</u>	<u>Adopted by Governing Body</u>
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
			<b><u>Resources</u></b>			
400	-	-	Beginning Fund Balance			
-	-	-	Loan Proceeds			
-	-	-	Transfers In from General Fund	-	-	-
<u>400</u>	<u>-</u>	<u>-</u>	<b>Total Resources</b>	<u>-</u>	<u>-</u>	<u>-</u>
			<b><u>Requirements</u></b>			
			<b>Debt Service:</b>			
-	-	-	Interest	-	-	-
-	-	-	Total Debt Service	-	-	-
400	-	-	Transfer to Other Funds - General	-	-	-
-	-	-	Interfund Loan Payment			
400	-	-	<b>Total Expenditures</b>	-	-	-
-	-	-	Ending Fund Balance	-	-	-
<u>400</u>	<u>-</u>	<u>-</u>	<b>Total Requirements</b>	<u>-</u>	<u>-</u>	<u>-</u>

**2024 / 25 Detail Budget Information**

<b>WATERFRONT BRIDGES FUND # 190</b>		
<b><u>Transfer to Other Funds</u></b>		
730	6500	General Fund - Close Fund
		Ending Fund Balance
		-
<b>TOTAL WATERFRONT BRIDGES REPLACEMENT PROJECT FUND</b>		<u>-</u>

**Fund:                    #191                    Library Construction**

*Purpose*

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

*Scope*

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

*Personnel*

This budget provides for no staff positions. The Library Director and Finance Department monitor the resources, expenditures, and fund balance.

*New this year*

Renovation of the Library building will begin in the fall of 2024 and is expected to take a year to complete.



City of Astoria, Oregon  
Budget Document

**LIBRARY BOND CONSTRUCTION FUND # 191**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	<u>Resources and Requirements</u>	<u>Proposed by Budget Officer</u>	<u>Approved by Budget Committee</u>	<u>Adopted by Governing Body</u>
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
			<b><u>Resources</u></b>			
-	-	-	Beginning Fund Balance	9,709,400	-	-
-	-	7,902,300	Loan Proceeds	-		
-	-	150,000	Interest on Investments	200,000		
-	-		Transfer from Other Funds			
-	-	977,600	Logan Memorial Fund # 412	-		
-	-	1,200,000	Capital Improvement Fund # 102	-	-	-
-	-	10,229,900	<b>Total Resources</b>	9,909,400	-	-
			<b><u>Requirements</u></b>			
-	-	7,902,300	<b>Capital Outlay:</b>	9,709,400	-	-
-	-	7,902,300	Improvements Other Than Bldgs	9,709,400	-	-
-	-	200,000	<b>Contingency</b>	200,000	-	-
-	-	8,102,300	<b>Total Expenditures</b>	9,909,400	-	-
-	-	2,127,600	Ending Fund Balance	-	-	-
-	-	10,229,900	<b>Total Requirements</b>	9,909,400	-	-

**2024 / 25 Detail Budget Information**

**LIBRARY BOND CONSTRUCTION FUND # 191**

<b><u>Capital Outlay (730)</u></b>			
730	6500	Improvements Other Than Buildings	<b>9,709,400</b>
		Contingency	<b>200,000</b>
		Ending Fund Balance	-
<b>TOTAL LIBRARY BOND CONSTRUCTION FUND</b>			<b>9,909,400</b>

**FUND:            WASTEWATER TREATMENT PLANT IMPROVEMENT PROJECT FUND # 195**

Basic Objectives

The Wastewater Treatment Plant Improvement Project fund was established with Resolution # 23-05 to facilitate the tracking of resources and requirements related to the Wastewater Treatment Plant (WWTP) improvements and upgrades necessary to maintain compliance with the City's NPDES Permit for the next 20-year planning Window. City paid for initial design work to initiate the project and the remaining design and construction funding will utilize American Rescue Plan Act (ARPA) Coronavirus State Fiscal Recover funds, managed by Business Oregon Infrastructure Finance Authority (IFA).

Staffing

This budget provides for no staff positions. The Public Works Director and Finance Department monitor the resources, expenditures and fund balance.

City of Astoria, Oregon  
Budget Document

**WASTEWATER TREATMENT PLANT IMPROVEMENT PROJECT FUND #195**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	<u>Resources and Requirements</u>	<u>Proposed by Budget Officer</u>	<u>Approved by Budget Committee</u>	<u>Adopted by Governing Body</u>
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
			<b><u>Resources</u></b>			
-	-	-	Beginning Fund Balance	-	-	-
-	-	4,460,000	Grants	4,747,000	-	-
-	-	-	Interest on Investments	-	-	-
-	-	4,460,000	<b>Total Resources</b>	4,747,000	-	-
			<b><u>Requirements</u></b>			
-	-	4,360,000	<b>Capital Outlay:</b> Improvements Other Than Bldgs	4,647,000	-	-
-	-	100,000	<b>Contingency</b>	100,000	-	-
-	-	4,460,000	<b>Total Expenditures</b>	4,747,000	-	-
-	-	-	Ending Fund Balance	-	-	-
-	-	4,460,000	<b>Total Requirements</b>	4,747,000	-	-

**2024 / 25 Detail Budget Information**

<b>WASTEWATER TREATMENT PLANT IMPROVEMENT PROJECT FUND #195</b>			
		<b>Capital Outlay (730)</b>	
730	6500	Improvements Other Than Buildings	4,647,000
		Contingency	100,000
		Ending Fund Balance	-
<b>TOTAL WASTEWATER TREATMENT PLANT IMPROVEMENT PROJECT FUND</b>			<b>4,747,000</b>

**FUND: 16<sup>TH</sup> STREET WATER DISTRIBUTION PROJECT FUND # 196**

Basic Objectives

The 16<sup>th</sup> Street Water Distribution Project Fund was established with Resolution # 23-06 to facilitate the tracking of resources and requirements related to the 16<sup>th</sup> Street Water Distribution project. This project will replace the tunnel waterline with a 24-inch HDPE pipe which will be seismically resilient and will significantly reduce the risk of failure for water supply to a large service area of the north slope of Astoria. Design and construction funding will utilize American Rescue Plan Act (ARPA) funds managed by Business Oregon Infrastructure Finance Authority (IFA).

Staffing

This budget provides for no staff positions. The Public Works Director and Finance Department monitor the resources, expenditures and fund balance.

City of Astoria, Oregon  
Budget Document

**16TH STREET WATER DISTRIBUTION PROJECT FUND #196**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</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 6/30/22	FYE 6/30/23	FYE 6/30/24				
			<b><u>Resources</u></b>			
-	-	-	Beginning Fund Balance	-	-	-
-	123,613	2,590,000	Grants	2,220,540	-	-
-	-	-	Interest on Investments	-	-	-
-	123,613	2,590,000	<b>Total Resources</b>	2,220,540	-	-
			<b><u>Requirements</u></b>			
-	123,613	2,540,000	<b>Capital Outlay:</b> Improvements Other Than Bldgs	2,120,540	-	-
-	-	50,000	<b>Contingency</b>	100,000	-	-
-	123,613	2,590,000	<b>Total Expenditures</b>	2,220,540	-	-
-	-	-	Ending Fund Balance	-	-	-
-	123,613	2,590,000	<b>Total Requirements</b>	2,220,540	-	-

**2024/25 Detail Budget Information**

<b>16TH STREET WATER DISTRIBUTION PROJECT FUND #196</b>		
730	6500	<b><u>Capital Outlay (730)</u></b>
		Improvements Other Than Buildings 2,120,540
		Contingency 100,000
		Ending Fund Balance -
<b>TOTAL 16TH STREET WATER DISTRIBUTION PROJECT FUND</b>		<b>2,220,540</b>

**FUND: PIPELINE ROAD WATERLINE RESILIENCE PROJECT FUND # 197**

Basic Objectives

Pipeline Road Waterline Resilience Project fund was established with Resolution # 23-07 to facilitate the tracking of resources and requirements related to the Pipeline Road Waterline Resilience project. This project includes the engineering services and construction identified as the next critical water system element in need of attention for water system recovery goals established in the City Water System Master plan. Design and construction funding will utilize American Rescue Plan Act (ARPA) funds managed by Business Oregon Infrastructure Finance Authority (IFA).

Staffing

This budget provides for no staff positions. The Public Works Director and Finance Department monitor the resources, expenditures and fund balance.

City of Astoria, Oregon  
Budget Document

PIPELINE ROAD WATERLINE RESILIENCE PROJECT FUND # 197

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</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 6/30/22	FYE 6/30/23	FYE 6/30/24				
<u>Resources</u>						
-	-	-	Beginning Fund Balance	-	-	-
-	-	2,930,000	Grants	1,255,805	-	-
-	-	-	Interest on Investments	-	-	-
-	-	2,930,000	<b>Total Resources</b>	1,255,805	-	-
<u>Requirements</u>						
-	-	2,880,000	<b>Capital Outlay:</b> Improvements Other Than Bldgs	1,205,805	-	-
-	-	50,000	<b>Contingency</b>	50,000	-	-
-	-	2,930,000	<b>Total Expenditures</b>	1,255,805	-	-
-	-	-	Ending Fund Balance	-	-	-
-	-	2,930,000	<b>Total Requirements</b>	1,255,805	-	-

2024-25 Detail Budget Information

<u>PIPELINE ROAD WATERLINE RESILIENCE PROJECT FUND # 197</u>			
<b><u>Capital Outlay (730)</u></b>			
730	6500	Improvements Other Than Buildings	1,205,805
		Contingency	50,000
		Ending Fund Balance	-
<b>TOTAL PIPELINE ROAD WATERLINE RESILIENCE PROJECT FUND</b>			<b>1,255,805</b>

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

Basic Objectives

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

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

Information is provided for historical information.

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 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
92,784	71,819	54,425	Beginning Fund Balance	-	-	-
		-	Resources due to other funds	-	-	-
<u>1,035</u>	<u>3,135</u>	<u>-</u>	Interest Earnings	<u>-</u>	<u>-</u>	<u>-</u>
<u>93,819</u>	<u>74,954</u>	<u>54,425</u>	<b>Total Resources</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Transfer to Other Funds</b>						
22,000	22,000	54,425	General Fund	-	-	-
<u>-</u>	<u>-</u>	<u>-</u>	Public Works Fund	<u>-</u>	<u>-</u>	<u>-</u>
22,000	22,000	54,425	<b>Total Transfers</b>	-	-	-
<u>-</u>	<u>-</u>	<u>-</u>	<b>Contingency</b>	<u>-</u>	<u>-</u>	<u>-</u>
22,000	22,000	54,425	<b>Total Expenditures</b>	-	-	-
<u>71,819</u>	<u>52,954</u>	<u>-</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>93,819</u>	<u>74,954</u>	<u>54,425</u>	<b>Total Requirements</b>	<u>-</u>	<u>-</u>	<u>-</u>

2024 / 25 Budget Detail Information

LOCAL IMPROVEMENT DEBT SERVICE FUND (250 0000)

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

**Fund:                    #261                    Library Debt Service**

*Purpose*

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

*Scope*

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

The payment due in June 2025 is:

Principal – 305,000

Interest – 273, 504

Total Payment – 578,504

*Personnel*

This budget provides for no staff positions. The Finance Department monitors the resources and ensure debt payments are made on time.

*New this year*

The first payment is due June of 2024.

City of Astoria, Oregon  
Budget Document

**LIBRARY BOND DEBT SERVICE FUND # 261**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
-	-	-	Beginning Fund Balance	-	-	-
-	-	559,315	Property TAX GO Bond Proceeds	578,510		
-	-	1,000	Interest Earnings	6,000	-	-
-	-	560,315	<b>Total Resources</b>	<b>584,510</b>	<b>-</b>	<b>-</b>
<b><u>Requirements</u></b>						
<b>Debt Service</b>						
-	-	230,000	Principal	305,000		
-	-	329,320	Interest	273,510		
-	-	559,320	<b>Total Debt Service</b>	<b>578,510</b>	<b>-</b>	<b>-</b>
-	-	-	<b>Contingency</b>	<b>6,000</b>	<b>-</b>	<b>-</b>
-	-	559,320	<b>Total Expenditures</b>	<b>584,510</b>	<b>-</b>	<b>-</b>
-	-	995	Ending Fund Balance	-	-	-
-	-	560,315	<b>Total Requirements</b>	<b>584,510</b>	<b>-</b>	<b>-</b>

**2024 / 25 Budget Detail Information**

**LIBRARY BOND DEBT SERVICE FUND (261 0000)**

		<b>Debt Service</b>		
850	7567	Principal	305,000	
850	7550	Interest	273,510	
				<b>578,510</b>
<b>TOTAL TRANSFERS TO OTHER FUNDS</b>				
910	8020	Contingency		<b>6,000</b>
950	8520	Ending Fund Balance		<b>-</b>
<b>TOTAL LIBRARY BOND DEBT SERVICE FUND</b>				<b>584,510</b>

**FUND:        COMBINED SEWER OVERFLOW DEBT SERVICE FUND # 270**

Basic Objectives

This fund was established by Resolution No. 03-05 which was adopted by the City Council on March 17, 2003. This fund accounts for the surcharge resources, debt service on loans used to finance the combined sewer overflow (CSO) projects and transfers to Public Works Improvement and Public Works Funds for the ongoing monitoring expenses associated with completed CSO projects, as well as work for upcoming projects. This multi-million dollar program is mandated by the Oregon Department of Environmental Quality to reduce the amount of contaminated water being discharged into the Columbia River and Young's Bay.

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

<b>Loan Description</b>	<b>Rate</b>	<b>Term</b>	<b>Payments</b>	<b>Last Pmt</b>
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	12/1/2028
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 7/1/24- 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
			<b><u>Resources</u></b>			
918,912	947,116	593,130	Beginning Fund Balance	765,270		
1,903,463	2,003,331	1,989,970	Charges for Service	2,112,997		
3,147	16,942	16,500	Interest Earnings	32,500	-	-
<u>2,825,522</u>	<u>2,967,389</u>	<u>2,599,600</u>	<b>Total Resources</b>	<u>2,910,767</u>	-	-
			<b><u>Requirements</u></b>			
			<b>Materials &amp; Services:</b>			
35,529	31,001	26,360	Professional Services	21,580		
			<b>Debt Service</b>			
1,358,874	1,392,200	1,426,460	Principal	1,461,650		
409,003	375,677	341,470	Interest	306,280	-	-
<u>1,767,877</u>	<u>1,767,877</u>	<u>1,767,930</u>	<b>Total Debt Service</b>	<u>1,767,930</u>	-	-
			<b>Transfer to Other Funds</b>			
-	55,000	75,000	Public Works Improvement Fund	75,000		
75,000	75,000	75,000	Public Works Fund	75,000	-	-
<u>75,000</u>	<u>130,000</u>	<u>150,000</u>	<b>Total Transfer to Other Funds</b>	<u>150,000</u>	-	-
-	-	100,000	<b>Contingency</b>	100,000	-	-
1,878,406	1,928,878	2,044,290	<b>Total Expenditures</b>	2,039,510	-	-
<u>947,116</u>	<u>1,038,511</u>	<u>555,310</u>	<b>Ending Fund Balance</b>	<u>871,257</u>	-	-
<u>2,825,522</u>	<u>2,967,389</u>	<u>2,599,600</u>	<b>Total Requirements</b>	<u>2,910,767</u>	-	-

COMBINED SEWER OVERFLOW (CSO) DEBT SERVICE FUND (270 0000)				
<b><u>Materials and Services (620)</u></b>				
620	4560	Professional Services		
		DEQ Administrative Fees	21,580	
		Sub-total of Materials & Services		21,580
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>21,580</b>
<b><u>Debt Service (810)</u></b>				
810	6940	Principal-CSO Loan #11790	237,720	
810	6945	Interest-CSO Loan #11790	13,320	
810	6950	Principal-CSO Loan #11791	167,920	
810	6955	Interest-CSO Loan #11791	17,420	
810	6960	Principal-CSO Loan #11792	273,930	
810	6965	Interest-CSO Loan #11792	35,000	
810	6936	Principal-CSO Loan #11793	194,620	
810	6938	Interest-CSO Loan #11793	42,530	
810	6934	Principal-CSO Loan #R06117 ARRA	100,000	
810	6984	Principal-CSO Loan IFA #Y12004	259,970	
810	6985	Interest-CSO Loan IFA #Y12004	88,490	
810	6986	Principal-CSO Loan IFA #Y14006	227,490	
810	6987	Interest-CSO Loan IFA #Y14006	109,520	
<b>TOTAL DEBT SERVICE</b>				<b>1,767,930</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	100,000	
		Sub-total of Contingent Expenditures		<b>100,000</b>
<b><u>Ending Fund Balance (950)</u></b>				
950	8520	Ending Unencumbered Fund Balance	721,257	
950	8520	Reserve for CSO Monitor Replacement	150,000	
		Sub-total of Ending Fund Balance		<b>871,257</b>
<b>TOTAL CSO DEBT SERVICE FUND</b>				<b>2,910,767</b>



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# ENTERPRISE FUNDS





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**Fund:                    #301                    Public Works Operations**

*Purpose*

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

*Scope*

The Public Works Department is the largest department within the City and is made up of 3 divisions: Public Works Administration, Operations and Engineering with a primary goal of rebuilding, improving and protecting our city's transportation system, water supply and treatment, sewer collection and treatment, public buildings, and other structures and facilities essential for our citizens.

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

*Our Vision*

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

*Personnel*

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

City of Astoria, Oregon  
Budget Document

**PUBLIC WORKS FUND # 301**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>	Resources & Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
			<b><u>Resources</u></b>			
43,230,563	42,113,246	1,055,500	Beginning Fund Balance	870,600		
23,610	44,720	-	<b>Charges for Services:</b>			
4,236,504	4,615,101	4,648,100	Engineering	40,000		
2,089,414	2,221,282	2,340,120	Water	4,906,720		
9,115	10,983	-	Sewer	2,510,230		
			Streets	-	-	-
6,358,643	6,892,086	6,988,220	<b>Total Charges for Services</b>	7,456,950	-	-
483,750	551,200	916,460	<b>Transfers from Other Funds:</b>			
30,740	30,650	40,000	State Tax Street Fund	929,440		
75,000	75,000	75,000	General Fund	40,000		
7,072	37,015	43,500	CSO Debt Service Fund	75,000		
16,715	-	-	Interest	62,500		
32,023	78,961	75,000	Grants	-		
			Miscellaneous	75,000	-	-
50,234,506	49,778,158	9,193,680	<b>Total Resources</b>	9,509,490	-	-
			<b><u>Requirements</u></b>			
1,231,350	1,253,266	1,482,710	<b>Expenditures by Department:</b>			
604,036	583,471	721,030	Engineering	1,716,500		
443,539	540,550	760,160	Shop and Yard	718,707		
22,689	39,485	106,860	Streets	760,078		
1,254,504	1,089,393	1,433,620	Sanitation	104,571		
212,332	150,725	321,670	Sewer	1,534,135		
1,624,232	1,639,132	2,014,250	Stormwater	300,463		
-	-	232,130	Water	2,259,196		
			Contingency	197,060	-	-
5,392,682	5,296,022	7,072,430	<b>Total Expenditures by Department</b>	7,590,710	-	-
5,000	6,360	6,650	<b>Transfers to Other Departments</b>			
1,331,800	1,500,000	1,700,000	Emergency Communications	4,180		
414,600	414,600	414,600	Public Works Improvement Fund	1,500,000		
			General Fund	414,600	-	-
1,751,400	1,920,960	2,121,250	<b>Total Transfers to Other Departments</b>	1,918,780	-	-
7,144,082	7,216,982	9,193,680	<b>Total Expenditures</b>	9,509,490	-	-
1,268,777	(408,214)	-	Accrual Adjustments for:			
(284,723)	(267,749)	-	Depreciation	-		
(6,876)	(34,703)	-	Loss on Sale/Disposal	-		
			Capitalized Expenditures-GASB 68	-		
			Net OPEB Obligations	-		
42,113,246	43,271,842	-	Ending Fund Balance	-	-	-
50,234,506	49,778,158	9,193,680	<b>Total Requirements</b>	9,509,490	-	-

**NOTE:** Generally Accepted Accounting Principles (GAAP) require a business-type fund to maintain its budgetary fund balance on a full accrual basis. The fund balances for the June 30, 2022 and 2023 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the Public Works Fund at June 30, 2022 was \$ 1,440,518 and at June 30, 2023 was \$ 1,451,152

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

Summary of Expenditures

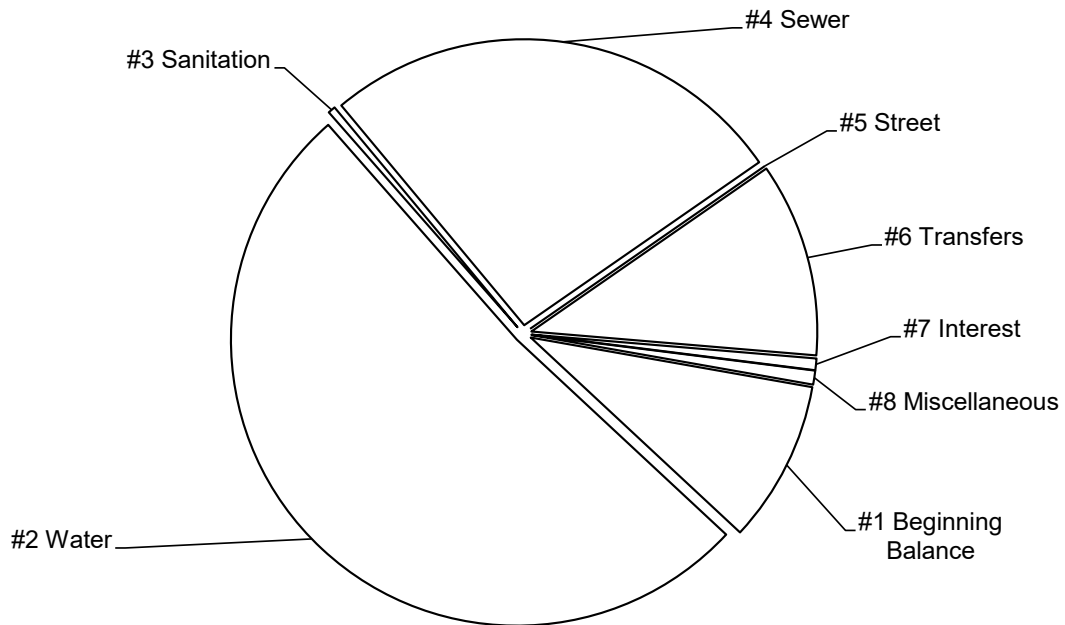
<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
			<b>Personnel Services:</b>			
1,137,816	1,159,538	1,312,320	Engineering	1,525,520		
440,734	396,175	505,780	Shop & Yard	486,487		
180,577	232,675	338,460	Streets	350,278		
1,849	5,767	55,810	Sanitation	57,771		
701,564	625,690	703,710	Sewer	727,395		
93,438	94,421	117,620	Stormwater	121,563		
<u>1,037,450</u>	<u>1,010,452</u>	<u>1,155,140</u>	Water	<u>1,194,606</u>	<u>-</u>	<u>-</u>
3,593,428	3,524,718	4,188,840	<b>Total Personnel Services</b>	4,463,620	-	-
32.6	30.9	34.9	<b>FTEs</b>	36.0		
			<b>Materials &amp; Services:</b>			
87,549	88,228	161,890	Engineering	184,980		
153,691	178,147	191,250	Shop & Yard	217,220		
259,948	304,435	400,100	Streets	395,800		
20,840	33,718	51,050	Sanitation	46,800		
526,583	442,733	712,010	Sewer	765,840		
109,010	52,630	191,550	Stormwater	178,900		
<u>558,147</u>	<u>581,487</u>	<u>792,510</u>	Water	<u>1,027,390</u>	<u>-</u>	<u>-</u>
1,715,768	1,681,378	2,500,360	<b>Total Materials &amp; Services</b>	2,816,930	-	-
			<b>Capital Outlay:</b>			
5,985	5,500	8,500	Engineering	6,000		
9,611	9,149	24,000	Shop & Yard	15,000		
3,014	3,440	21,600	Streets	14,000		
-	-	-	Sanitation	-		
26,357	20,970	17,900	Sewer	40,900		
9,884	3,674	12,500	Stormwater	-		
<u>28,635</u>	<u>47,193</u>	<u>66,600</u>	Water	<u>37,200</u>	<u>-</u>	<u>-</u>
83,486	89,926	151,100	<b>Total Capital Outlay</b>	113,100	-	-
			<b>Transfers to Other Funds:</b>			
5,000	6,360	6,650	Emergency Communications	4,180		
1,331,800	1,500,000	1,700,000	Public Works Improvement Fund	1,500,000		
<u>414,600</u>	<u>414,600</u>	<u>414,600</u>	General Fund	<u>414,600</u>	<u>-</u>	<u>-</u>
1,751,400	1,920,960	2,121,250	<b>Total Transfers to Other Funds</b>	1,918,780	-	-
-	-	<u>232,130</u>	<b>Contingency</b>	<u>197,060</u>	<u>-</u>	<u>-</u>
<u>7,144,082</u>	<u>7,216,982</u>	<u>9,193,680</u>	<b>Total Expenditures</b>	<u>9,509,490</u>	<u>-</u>	<u>-</u>

City of Astoria, Oregon  
Public Works Fund Resources  
Year Beginning July 1, 2024

Segment #	Resources	Amount	Percentage
1	Beginning Fund Balance	\$ 870,600	9.16%
2	Charges for Water Services	4,906,720	51.60%
3	Charges for Engineering Services	40,000	0.42%
4	Charges for Sewer Services	2,510,230	26.40%
5	Charges for Street Services	-	0.00%
6	Transfers from Other Funds	1,044,440	10.98%
7	Interest Earnings	62,500	0.66%
8	Miscellaneous	<u>75,000</u>	<u>0.79%</u>
	Total Resources	<u>\$ 9,509,490</u>	<u>100.01%</u>

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

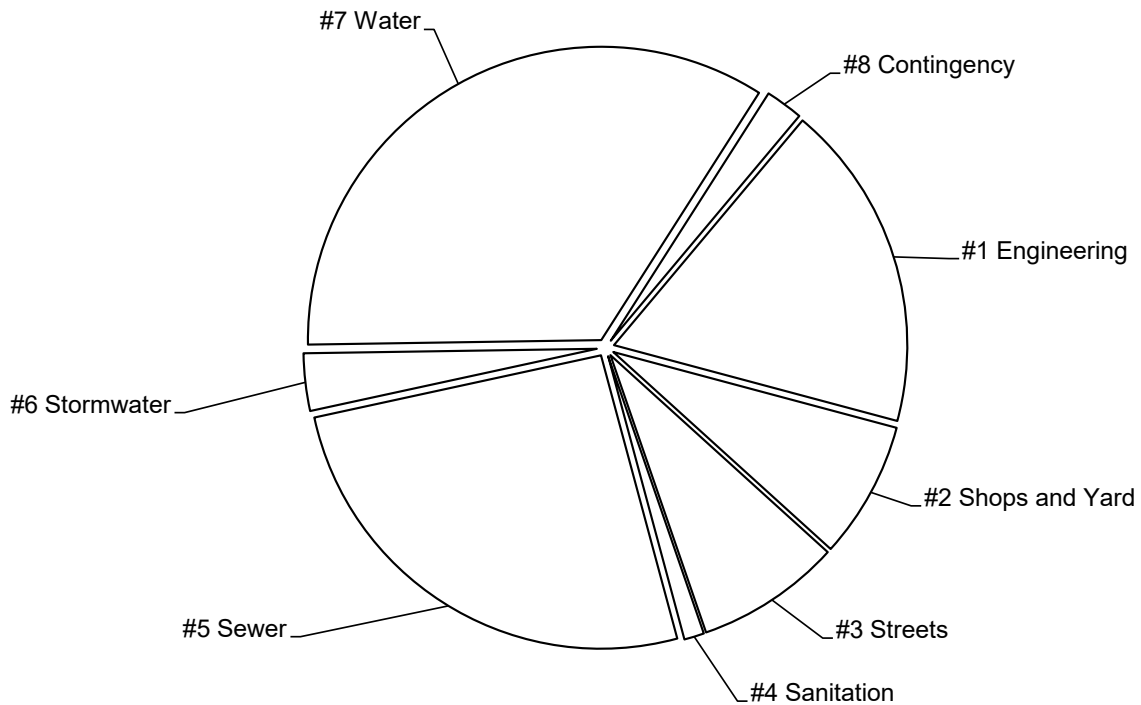
\$ 916,450 is available to transfer in from the State Tax Street Fund, which receives State of Oregon gas tax revenues. This transfer subsidizes the cost of maintaining City streets.



City of Astoria, Oregon  
Public Works Fund Requirements  
Year Beginning July 1, 2024

Segment #	Requirements	Amount	Percentage
1	Engineering	\$ 1,716,500	18.05%
2	Shops and Yard	718,707	7.56%
3	Streets	760,078	7.99%
4	Sanitation	104,571	1.10%
5	Sewer	2,452,065	25.79%
6	Stormwater	300,463	3.16%
7	Water	3,260,046	34.28%
8	Contingency	<u>197,060</u>	<u>4.68%</u>
Total Requirements		<u>\$ 9,509,490</u>	<u>100.00%</u>

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





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<b>Fund:</b>	<b>#301</b>	<b>Public Works Operations</b>
<b>Department</b>	<b>#3700</b>	<b>Engineering</b>

### *Purpose*

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

### *Scope*

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

### *Personnel*

FTE-9.6

Positions – 9 Full Time, plus Extra Help and Overtime

The Public Works Engineering Division has 9 full-time staff members, including two Public Works Administration staff members and about 0.6 FTE in part time assistance.

### *New This Year*

The department is transitioning an Administrative Assistant position to Public Works Analyst to reflect the actual responsibilities of the position.



City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24- 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Requirements	Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
733,185	733,248	812,080	Regular Salaries	901,820		
-	1,186	1,310	Overtime	4,080		
3,750	24,413	30,000	Extra Help	74,990		
55,266	58,034	67,900	Taxes	78,970		
172,111	163,139	180,650	Insurance	203,660		
166,864	169,783	207,360	Retirement Contributions	242,910		
<u>6,640</u>	<u>9,735</u>	<u>13,020</u>	Workers' Compensation	<u>19,090</u>	-	-
1,137,816	1,159,538	1,312,320	<b>Total Personnel Services</b>	1,525,520	-	-
9.2	9.1	9.4	<b>FTEs</b>	9.4		
			<b>Materials and Services:</b>			
7,467	6,810	7,500	Office Supplies	7,500		
1,054	3,937	8,750	Operating Supplies	8,750		
1,445	4,103	2,500	Repair & Maintenance Supplies	2,500		
207	251	1,800	Small Tools & Minor Equipment	1,800		
468	1,472	1,500	Training	3,500		
3,362	1,983	6,000	Conferences, Meetings & Travel	8,000		
995	1,025	1,070	Memberships & Dues	1,100		
-	1,062	1,750	Advertising	1,250		
45,376	34,070	85,040	Professional Services	97,940		
2,406	3,242	4,100	Communications	3,850		
3,447	5,442	6,000	Repair & Maintenance Services	10,000		
460	560	2,260	Licenses and Permits	2,260		
1,269	1,259	1,030	Miscellaneous	3,030		
<u>19,593</u>	<u>23,012</u>	<u>32,590</u>	Technology Services	<u>33,500</u>	-	-
87,549	88,228	161,890	<b>Total Materials and Services</b>	184,980	-	-
			<b>Capital Outlay:</b>			
<u>5,985</u>	<u>5,500</u>	<u>8,500</u>	Machinery & Equipment	<u>6,000</u>	-	-
5,985	5,500	8,500	<b>Total Capital Outlay</b>	6,000	-	-
<u>1,231,350</u>	<u>1,253,266</u>	<u>1,482,710</u>	<b>Total Expenditures</b>	<u>1,716,500</u>	-	-

**PUBLIC WORKS FUND (301)**

**ENGINEERING (3700)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	901,820
410	2045	Overtime	4,080
410	2085	Extra Help	74,990
415	2220	FICA	78,970
415	2230	Insurance	203,660
415	2235	Retirement Contributions	242,910
415	2240	Workers' Compensation	19,090

**TOTAL PERSONNEL SERVICES**

**FTEs**

**9.4**

**1,525,520**

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

510	3045	General Office Supplies	7,500	
		Sub-total of Office Supplies		<b>7,500</b>
515	3120	Books / Periodicals	250	
515	3180	Fuel, Oil, Lubricants	4,500	
515	3310	General Operating Supplies	4,000	
		Sub-total of Operating Supplies		<b>8,750</b>
525	3525	Motor Vehicle Repair Parts	2,500	
		Sub-total of Repair & Maintenance Supplies		<b>2,500</b>
530	3720	Small Tools	1,000	
530	3730	Steel Toe Boots	800	
		Sub-total of Small Tools & Minor Equipment		<b>1,800</b>
610	4115	Workshops	3,500	
		Sub-total of Training		<b>3,500</b>
615	4260	Travel, Conference and Meeting Expense	8,000	
		Sub-total of Travel, Conferences & Meetings		<b>8,000</b>
620	4390	Network Maintenance	16,300	
620	4395	Email Hosting	440	
620	4540	Professional Services	40,000	
620	4500	Development Services	40,000	
620	4541	VOIP Cisco / Obsidian Support	1,200	
		Sub-total of Network Maintenance		<b>97,940</b>

**PUBLIC WORKS FUND (301)**

**ENGINEERING (3700)**

630	4830	American Public Works Association	800	
630	4835	American Society of Civil Engineers	300	
		Sub-total of Memberships & Dues		<b>1,100</b>
635	4920	Cell Phones	3,600	
635	4922	Conference Calls	250	
		Sub-total of Communications		<b>3,850</b>
640	5020	Advertising - Legal Ads / Notice	750	
640	5022	Advertising - Recruitment	500	
		Sub-total of Advertising		<b>1,250</b>
645	5060	Insurance - EAP	130	
645	5070	Insurance - Drone	2,000	
		Sub-total of Insurance		<b>2,130</b>
660	5660	Engineering Plan Plotter / Scanner (Leases)	3,000	
660	5785	Motor Vehicles / Auto Body Shop	1,500	
660	5805	Survey & Other Equipment	5,500	
		Sub-total of Repair & Maintenance Services		<b>10,000</b>
665	5860	Copier Lease (4/5 year lease - Engineering Portion)	900	
		Sub-total Rentals/Leasing		<b>900</b>
675	5925	Credit Card Processing Fees	1,800	
675	6010	Professional License Renewal	460	
		Sub-total of Miscellaneous		<b>2,260</b>
685	6205	Computer Software	2,000	
685	6212	GIS Consulting	20,000	
685	6235	Communications Hardware Maintenance	1,500	
685	6245	Computer Hardware	500	
685	6255	Software Maintenance Agreement	8,000	
685	6235	Radar Reader Sign Annual Fee	1,500	
		Sub-total Technology		<b>33,500</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>184,980</b>

**PUBLIC WORKS FUND (301)**

**ENGINEERING (3700)**

**Capital Outlay (740)**

740	6650	Machinery & Equipment		
		Computers (2)	6,000	
		Sub-total Machinery & Equipment		<b>6,000</b>
<b>TOTAL CAPITAL OUTLAY</b>				<b>6,000</b>
<b>TOTAL ENGINEERING</b>				<b>1,716,500</b>



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

*Purpose*

The Shop and Yard Department is responsible for providing support functions for all the Public Works Fund departments.

*Scope*

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.

*Personnel*

FTE 4.8

Positions – 8 Full Time

This fund houses 8 full-time employees, which includes management, administrative and mechanic's shop staff.

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 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Requirements	Budget Officer	Budget Committee	Governing Body
<b>Personnel Services:</b>						
270,323	250,703	289,850	Regular Salaries	280,205		
100	47	2,000	Overtime	2,000		
5,434	2,249	6,000	Extra Help	6,000		
18,336	19,017	24,940	Taxes	24,465		
4,288	63,975	96,160	Insurance	77,432		
81,033	50,842	75,760	Retirement Contributions	81,595		
61,220	9,342	11,070	Workers' Compensation	14,790	-	-
440,734	396,175	505,780	<b>Total Personnel Services</b>	486,487	-	-
4.5	3.8	4.6	<b>FTEs</b>	4.8		
<b>Materials and Services:</b>						
7,233	1,975	2,200	Office Supplies	3,000		
6,582	5,439	8,000	Small Tools & Minor Equipment	8,000		
16,202	15,174	20,300	Operating Supplies	20,500		
36,155	41,539	37,000	Repair & Maintenance Supplies	49,000		
1,967	2,667	10,500	Training	4,500		
251	173	200	Printing & Binding	200		
27,254	39,490	34,390	Professional Services	41,990		
7,914	9,039	10,100	Communications	10,100		
21,096	24,849	23,500	Public Utility Services	27,500		
15,985	15,645	25,360	Repair & Maintenance Services	26,230		
-	7,142	1,000	Rentals	1,000		
595	566	1,200	Miscellaneous	1,200		
12,457	14,449	17,500	Technology Services	24,000	-	-
153,691	178,147	191,250	<b>Total Materials and Services</b>	217,220	-	-
<b>Capital Outlay:</b>						
9,611	9,149	24,000	Machinery & Equipment	15,000	-	-
9,611	9,149	24,000	<b>Total Capital Outlay</b>	15,000	-	-
604,036	583,471	721,030	<b>Total Expenditures</b>	718,707	-	-

**PUBLIC WORKS FUND (301)**

**SHOP AND YARD (3800)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	280,205
410	2045	Overtime	2,000
410	2085	Extra Help	6,000
415	2220	FICA	24,465
415	2230	Insurance	77,432
415	2235	Retirement Contributions	81,595
415	2240	Workers' Compensation	14,790

**TOTAL PERSONNEL SERVICES**

**486,487**

**FTEs**

**4.8**

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

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

Sub-total of Office Supplies

**3,000**

515	3120	Books & periodicals	500
515	3125	Clothing, Uniforms, Boots, Gloves	4,000
515	3140	First Aid Supplies	1,000
515	3180	Fuel, Oil, Lubricants	12,000
515	3265	Custodial Supplies	2,000
515	3310	General Operating Supplies	1,000

Sub-total of Operating Supplies

**20,500**

525	3520	Building Materials / Supplies	8,000
525	3525	Motor Vehicle Repair Parts	6,000
525	3530	Tires	4,000
525	3540	Paint & Paint Supplies	500
525	3550	Electrical Supplies	5,000
525	3585	Safety Supplies	2,500
525	3640	Other Repair & Maintenance Supplies	23,000

Sub-total of Repair & Maintenance Supplies

**49,000**

530	3720	Small Tools	4,000
530	3722	Mechanics Contractual Tool Allowance	4,000

Sub-total of Small Tools

**8,000**

610	4085	Travel Expense - Training	2,500
610	4115	Workshops	2,000

Sub-total of Training

**4,500**



**PUBLIC WORKS FUND (301)**

**SHOP AND YARD (3800)**

620	4390	Network Maintenance	27,500	
620	4395	Email Hosting	440	
620	4400	Internet connectivity	100	
620	4432	Background Checks	250	
620	4510	Drug / Alcohol Testing	500	
620	4515	CDL Physicals	1,200	
620	4540	General - Professional Services	12,000	
		Sub-total of Professional Services		<b>41,990</b>
635	4920	Cell Phones	5,000	
635	4930	Telephone-Century Link	5,000	
635	4975	Postage	100	
		Sub-total of Communications		<b>10,100</b>
645	5060	EAP Insurance	200	
		Sub-total of Insurance		<b>200</b>
650	5145	General Printing and Binding	200	
		Sub-total of Printing and Binding		<b>200</b>
655	5304	Electricity - 535 31st - Old Shop	1,500	
655	5307	Electricity - 550 30th - Main PW	11,000	
656	5473	Natural Gas - PW Shops	8,000	
657	5520	Sanitation - PW Shops	7,000	
		Sub-total of Public Utility Services		<b>27,500</b>
660	5725	Equipment Other Than Vehicles	4,000	
660	5745	Janitorial Services Agreement	12,730	
660	5785	Motor Vehicles / Auto Body Shop	1,500	
660	5825	General Repair and Maintenance Services	8,000	
		Sub-total of Repair and Maintenance Services		<b>26,230</b>
665	5865	Rentals - Equipment	1,000	
		Sub-total of Rentals		<b>1,000</b>
675	6010	License Renewal - Certifications and CDL	400	
675	6020	Permits (Tank Assessments)	200	
675	6035	General - Miscellaneous	400	
		Sub-total of Miscellaneous		<b>1,000</b>
685	6205	Computer Software	500	
685	6235	Communications Hardware Maintenance	2,500	
685	6245	Computer Hardware	3,000	
685	6255	Software Maintenance Agreement	18,000	
		Sub-total of Technology Services		<b>24,000</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>217,220</b>

**PUBLIC WORKS FUND (301)**

**SHOP AND YARD (3800)**

**Capital Outlay (730 - 740)**

740	6650	Machinery & Equipment Tire Mounting Machine	15,000	
		Sub-total of Machinery & Equipment		<b>15,000</b>

		<b>TOTAL CAPITAL OUTLAY</b>		<b>15,000</b>
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		<b>TOTAL SHOP &amp; YARD</b>		<b>718,707</b>
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<b>Fund:</b>	<b>#301</b>	<b>Public Works Operations</b>
<b>Department</b>	<b>#3900</b>	<b>Streets</b>

*Purpose*

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

*Scope*

The provision of street signs, signals, street patching, sanding/deicing, and brush cutting along rights-of way are also provided through this Department.

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

*Personnel*

FTE- 3.2

Positions – 1, plus Part Time assistance from other Public Works staff

This fund houses one full-time staff member, which is the Street Sweeper Operator, but other staff do street maintenance as needed.

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24- 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Requirements	Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
104,322	129,279	193,230	Regular Salaries	203,471		
1,545	1,907	2,600	Overtime	2,600		
2,096	3,724	4,000	Extra Help	4,000		
8,124	10,433	16,630	Taxes	17,454		
35,276	51,415	64,110	Insurance	61,920		
24,990	29,670	50,510	Retirement Contributions	52,452		
4,224	6,247	7,380	Workers' Compensation	8,381	-	-
180,577	232,675	338,460	<b>Total Personnel Services</b>	350,278	-	-
1.7	2.2	3.1	<b>FTEs</b>	3.2		
			<b>Materials and Services:</b>			
15	806	1,000	Small Tools & Minor Equipment	1,000		
12,747	18,272	31,300	Operating Supplies	26,400		
63,163	88,369	100,000	Repair & Maintenance Supplies	101,000		
-	6	1,000	Training	1,000		
3,315	5,839	10,950	Professional Services	10,550		
111,045	105,440	135,150	Public Utility Services	135,150		
69,663	85,703	116,000	Repair & Maintenance Services	116,000		
-	-	4,000	Rentals	4,000		
-	-	700	Miscellaneous	700	-	-
259,948	304,435	400,100	<b>Total Materials and Services</b>	395,800	-	-
			<b>Capital Outlay:</b>			
3,014	3,440	21,600	Machinery & Equipment	14,000	-	-
-	-	-	<b>Total Capital Outlay</b>	-	-	-
443,539	540,550	760,160	<b>Total Expenditures</b>	760,078	-	-

**PUBLIC WORKS FUND (301)**

**STREETS (3900)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	203,471
410	2045	Overtime	2,600
410	2085	Extra Help	4,000
415	2220	FICA	17,454
415	2230	Insurance	61,920
415	2235	Retirement Contributions	52,452
415	2240	Workers' Compensation	8,381

**TOTAL PERSONNEL SERVICES**

**350,278**

**FTEs**

**3.2**

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

515	3120	Books and Periodicals	100
515	3125	Clothing, Uniforms, Boots, Gloves	800
515	3180	Fuel, Oil, Lubricants	25,000
515	3310	General Operating Supplies	500

Sub-total of Operating Supplies

**26,400**

525	3525	Motor Vehicle Repair Parts	18,000
525	3530	Tires	1,000
525	3540	Paint and Paint Supplies	15,000
525	3550	Electrical Supplies	4,000
525	3578	Road Maintenance Materials	10,000
525	3580	Signs	22,000
525	3585	Safety Supplies	3,000
525	3590	Cold Patch	5,000
525	3593	De-Icer	3,000
525	3595	Rock	10,000
525	3640	Other Repair and Maintenance Supplies	10,000

Sub-total of Repair and Maintenance Supplies

**101,000**

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

**1,000**

610	4085	Travel Expense - Training	500
610	4115	Workshops	500

Sub-total of Training

**1,000**

620	4460	Hazardous Tree Removal	5,000
620	4510	Drug / Alcohol Testing	150
620	4515	CDL Physicals	400
620	4540	General - Professional Services	5,000

Sub-total of Professional Services

**10,550**

**PUBLIC WORKS FUND (301)**

**STREETS (3900)**

655	5310	Electricity - Street Lights	135,000	
657	5541	Sanitation	150	
		Sub-total of Public Utility Services		<b>135,150</b>
660	5725	Equipment Other Than Vehicles	4,000	
660	5785	Motor Vehicles / Auto Body Shop	8,000	
660	5815	Equipment with Operator	4,000	
660	5820	Paving, Street Repair, Concrete	35,000	
660	5825	General Repair and Maintenance Services	10,000	
660	5826	Street Sweeping Disposal	10,000	
660	5827	Striping, Pavement Marking	45,000	
		Sub-total of Repair & Maintenance Services		<b>116,000</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>395,800</b>
<b><u>Capital Outlay (740)</u></b>				
740	6650	Machinery & Equipment		
		Tar Kettle	6,000	
		New Type I Barricades	8,000	
		Sub-total of Machinery & Equipment		<b>14,000</b>
<b>TOTAL CAPITAL OUTLAY</b>				<b>14,000</b>
<b>TOTAL STREETS</b>				<b>760,078</b>

<b>Fund:</b>	<b>#301</b>	<b>Public Works Operations</b>
<b>Department</b>	<b>#5400</b>	<b>Sanitation</b>

*Purpose*

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

*Scope*

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

*Personnel*

FTE- 0.5

Positions - 0

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



City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Requirements	Budget Officer	Budget Committee	Governing Body
<b>Personnel Services:</b>						
632	2,545	32,210	Regular Salaries	33,911		
62	146	500	Extra Help	500		
52	208	2,770	Taxes	2,906		
281	1,240	10,680	Insurance	10,320		
134	595	8,420	Retirement Contributions	8,739		
<u>688</u>	<u>1,033</u>	<u>1,230</u>	Worker Compensation	<u>1,395</u>	-	-
1,849	5,767	55,810	<b>Total Personnel Services</b>	57,771	-	-
0.1	0.1	0.5	<b>FTEs</b>	0.5		
<b>Materials and Services:</b>						
-	180	450	Operating Supplies	-		
-	-	1,500	Repair & Maintenance Supplies	-		
295	295	350	Memberships & Dues	350		
-	-	50	Advertising	-		
20,178	32,875	45,000	Professional Services	46,000		
208	218	250	Public Utility Services	250		
-	-	2,250	Repair & Maintenance Services	-		
-	-	500	Rentals	-		
<u>159</u>	<u>150</u>	<u>700</u>	Miscellaneous	<u>200</u>	-	-
20,840	33,718	51,050	<b>Total Materials and Services</b>	46,800	-	-
<b>Capital Outlay</b>						
-	-	-	Machinery and Equipment	-	-	-
-	-	-	<b>Total Capital Outlay</b>	-	-	-
<u>22,689</u>	<u>39,485</u>	<u>106,860</u>	<b>Total Expenditures</b>	<u>104,571</u>	-	-

**PUBLIC WORKS FUND (301)**

**SANITATION (5400)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	33,911
410	2085	Extra Help	500
415	2220	FICA	2,906
415	2230	Insurance	10,320
415	2235	Retirement Contributions	8,739
415	2240	Workers' Compensation	1,395

**TOTAL PERSONNEL SERVICES**

**57,771**

**FTEs**

**0.5**

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

620	4520	Lab Testing	5,000
620	4540	Professional Services-General	41,000

Sub-total of Professional Services

**46,000**

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

**350**

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

**250**

675	6020	Permits	200
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Sub-total of Miscellaneous

**200**

**TOTAL MATERIALS & SERVICES**

**46,800**

**Capital Outlay (730 - 740)**

740	6650	Machinery & Equipment
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Sub-total Machinery & Equipment

**-**

**TOTAL SANITATION**

**104,571**



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<b>Fund:</b>	<b>#301</b>	<b>Public Works Operations</b>
<b>Department</b>	<b>#5600</b>	<b>Sewer</b>

### *Purpose*

This department operates, maintains and improves the City's sewer collection and treatment systems and sewage pumping stations

### *Scope*

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.

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

### *Personnel*

FTE- 6.4

Positions – 8 Full Time

This fund houses 8 full-time employees, which includes wastewater treatment plant operators, utility and maintenance workers.

### *New this Year*

The wastewater treatment plant is undergoing major upgrades to maintain compliance with the City's NPDES permit. Additionally, 3 sewage lift stations that have exceeded their design life are undergoing a complete rehabilitation.

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Requirements	Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
412,924	377,581	386,460	Regular Salaries	406,951		
2,919	7,920	4,000	Overtime	4,000		
23,786	8,968	25,000	On Call	25,000		
9,921	4,697	11,000	Extra Help	11,000		
33,616	31,465	33,260	Taxes	34,908		
114,631	91,254	128,210	Insurance	123,849		
93,749	91,335	101,020	Retirement Contributions	104,915		
10,018	12,470	14,760	Workers' Compensation	16,772	-	-
701,564	625,690	703,710	<b>Total Personnel Services</b>	727,395	-	-
6.5	5.7	6.1	<b>FTEs</b>	6.4		
			<b>Materials and Services:</b>			
811	447	1,150	Office Supplies	1,150		
74,337	81,281	107,050	Operating Supplies	103,450		
103,613	54,063	154,000	Repair & Maintenance Supplies	179,000		
3,926	2,341	4,000	Small Tools & Minor Equipment	4,000		
4,550	5,009	12,000	Training	10,000		
62,895	48,309	67,400	Professional Services	72,400		
	1,450	1,700	Memberships & Dues	2,200		
1,530	1,888	4,500	Communications	3,500		
7,982	1,298	1,100	Advertising	1,000		
6,637	8,444	8,300	Printing & Binding	8,700		
138,227	148,961	166,000	Public Utility Services	174,000		
57,891	18,838	112,000	Repair & Maintenance Services	112,000		
-	18,249	10,000	Rentals	10,000		
24,031	32,487	12,000	Licenses and Permits	12,000		
17,424	5,501	15,000	Credit Card Fees	15,000		
1,472	395	2,500	Miscellaneous	2,600		
21,257	13,772	33,310	Technology Services	54,840	-	-
526,583	442,733	712,010	<b>Total Materials and Services</b>	765,840	-	-
			<b>Capital Outlay:</b>			
26,357	20,970	17,900	Machinery & Equipment	40,900	-	-
26,357	20,970	17,900	<b>Total Capital Outlay</b>	40,900	-	-
			<b>Transfers to Other Funds:</b>			
2,500	3,180	3,325	Emergency Communications	2,090		
665,900	750,000	850,000	Public Works Improvement Fund	750,000		
165,840	165,840	165,840	General Fund	165,840	-	-
834,240	919,020	1,019,165	<b>Total Transfer to Other Funds</b>	917,930	-	-
2,088,744	2,008,413	2,452,785	<b>Total Expenditures</b>	2,452,065	-	-

**PUBLIC WORKS FUND (301)**

**SEWER (5600)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	406,951
410	2045	Overtime	4,000
410	2047	On Call	25,000
410	2085	Extra Help	11,000
415	2220	FICA	34,908
415	2230	Insurance	123,849
415	2235	Retirement Contributions	104,915
415	2240	Workers' Compensation	16,772

**TOTAL PERSONNEL SERVICES**

**727,395**

**FTEs**

**6.4**

**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	5,000
515	3180	Fuel, Oil, Lubricants	25,000
515	3265	Custodial Supplies	250
515	3275	Laboratory Supplies	8,000
515	3280	Chlorine	35,000
515	3281	Dechlorinating Chemical	26,500
515	3282	pH Adjustment	1,500
515	3283	Pro Biotic Scrubber	-
515	3310	General Operating Supplies	2,000

Sub-total of Operating Supplies

**103,450**

525	3520	Building Materials / Supplies	5,000
525	3525	Motor Vehicle Repair Parts	14,000
525	3530	Tires	5,000
525	3540	Paint & Paint Supplies	1,500
525	3550	Electrical Supplies	10,000
525	3585	Safety Supplies	5,000
525	3590	Cold Patch	2,500
525	3595	Rock	6,000
525	3600	Sewer Supplies	45,000
525	3615	Pump Station Repair Parts	50,000
525	3640	Other Repair and Maintenance Supplies	35,000

Sub-total of Repair and Maintenance Supplies

**179,000**

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

**4,000**

**PUBLIC WORKS FUND (301)**

**SEWER (5600)**

610	4085	Travel Expense - Training	3,000	
610	4115	Workshops	7,000	
		Sub-total of Training		<b>10,000</b>
620	4400	Internet Connectivity	2,400	
620	4510	Drug / Alcohol Testing	700	
620	4515	CDL Physicals	2,000	
620	4520	Lab Testing	22,000	
620	4525	Locate Requests	300	
620	4540	General - Professional Services	45,000	
		Sub-total Professional Services		<b>72,400</b>
630	4855	Association of Clean Water Agencies	1,200	
630	4860	OAWU-OR Assc of Water Utilities	1,000	
		Sub-total of Memberships & Dues		<b>2,200</b>
635	4920	Cell Phones	2,500	
635	4975	Postage	1,000	
		Sub-total of Communications		<b>3,500</b>
640	5022	Advertising - Recruitment	500	
640	5030	Advertising - Public Notices	500	
		Sub-total of Advertising		<b>1,000</b>
645	5060	Insurance - Liability / EAP	100	
		Sub-total of Insurance		<b>100</b>
650	5140	Utility Bills, CCR, Meter Slips	8,400	
650	5145	General Printing and Binding	300	
		Sub-total of Printing and Binding		<b>8,700</b>
655	5370	Electricity - 4665 Birch #1	48,000	
655	5373	Electricity - 2165 Duane #3	16,000	
655	5376	Electricity - 175 W. Marine Dr.	6,000	
655	5379	Electricity - 580 W. Marine Dr.	6,200	
655	5382	Electricity - 1090 Olney #2	4,000	
655	5385	Electricity - 5555 Lagoon Rd/WW	90,000	
655	5388	Electricity - 5250 Ash #2	800	
655	5391	Electricity - 5340 Alder #3	600	
655	5394	Electricity - 5324 52nd Alderbrook	400	
655	5397	Electricity - 2700 Marine Drive	800	
657	5529	Sanitation - Sewer/Dry Bed	1,200	
		Sub-total of Public Utility Services		<b>174,000</b>

**PUBLIC WORKS FUND (301)**

<b>SEWER (5600)</b>			
660	5725	Equipment Other Than Vehicles	30,000
660	5785	Motor Vehicles / Auto Body Shop	15,000
660	5815	Equipment with Operator	12,000
660	5820	Paving, Street Repair, Concrete	15,000
660	5825	General Repair and Maintenance Services	40,000
		Sub-total of Repair and Maintenance Services	<b>112,000</b>
665	5865	Rentals - Equipment	10,000
		Sub-total of Rentals	<b>10,000</b>
675	5925	Credit Card Fees	15,000
675	6005	Licenses and Permits	12,000
675	6010	License Renewal	500
675	6035	General - Miscellaneous	2,000
		Sub-total of Miscellaneous	<b>29,500</b>
685	6205	Computer Software	13,000
685	6207	Contracted IT Services	4,140
685	6235	Communications Hardware Maintenance	1,500
685	6245	Computer Hardware	5,000
685	6255	Software Maintenance Agreement	31,200
		Sub-total of Technology Services	<b>54,840</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>765,840</b>
<b><u>Capital Outlay (730 - 740)</u></b>			
740	6650	Machinery & Equipment	
		Influent and Effluent Composite Samplers	28,000
		Spectrometer	6,900
		Spare Pump for Alder, Ash, or Birch PS	6,000
		<b><i>Priority Substitution Items:</i></b>	
		<i>PS # 6 Generator Transfer Switch Building (\$38,000)</i>	
		Sub-total of Machinery & Equipment	<b>40,900</b>
<b>TOTAL CAPITAL OUTLAY</b>			<b>40,900</b>
<b><u>Transfer to Other Funds (850)</u></b>			
850	7555	General Fund	165,840
850	7525	Emergency Communications Fund	2,090
850	7557	Public Works Improvement Fund	750,000
		Sub-total Transfers to Other Funds	<b>917,930</b>
<b>TOTAL SEWER</b>			<b>2,452,065</b>





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<b>Fund:</b>	<b>#301</b>	<b>Public Works Operations</b>
<b>Department</b>	<b>#7400</b>	<b>Stormwater</b>

*Purpose*

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

*Scope*

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

*Personnel*

FTE- 1.1

Positions -- 0

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

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
			<b>Personnel Services:</b>			
50,740	54,562	64,410	Regular Salaries	67,825		
1,051	436	2,000	Overtime	2,000		
4,582	216	5,000	Extra Help	5,000		
4,245	4,287	5,540	Taxes	5,821		
18,714	20,146	21,370	Insurance	20,640		
12,686	12,688	16,840	Retirement Contributions	17,487		
1,420	2,086	2,460	Workers' Compensation	2,790	-	-
93,438	94,421	117,620	<b>Total Personnel Services</b>	121,563	-	-
0.8	0.8	1.0	<b>FTEs</b>	1.1		
			<b>Materials and Services:</b>			
579		2,000	Small Tools & Minor Equipment	2,000		
5,376	7,770	8,550	Operating Supplies	8,500		
45,797	22,046	110,000	Repair & Maintenance Supplies	97,500		
1,130	54	3,500	Training	3,500		
4,091	5,205	5,800	Professional Services	5,800		
350	400	500	Membership and Dues	500		
7,974	7,080	8,600	Communications	8,600		
2,353	1,987	2,900	Public Utility Services	3,000		
41,360	8,088	41,000	Repair & Maintenance Services	41,000		
-	-	8,000	Rentals	8,000		
-	-	200	Licenses and Permits	-		
-	-	500	Miscellaneous	500	-	-
109,010	52,630	191,550	<b>Total Materials and Services</b>	178,900	-	-
9,884	3,674	12,500	<b>Capital Outlay:</b>	-	-	-
9,884	3,674	12,500	<b>Total Capital Outlay</b>	-	-	-
212,332	150,725	321,670	<b>Total Expenditures</b>	300,463	-	-

**PUBLIC WORKS FUND (301)**

**STORMWATER (7400)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	67,825
410	2045	Overtime	2,000
410	2085	Extra Help	5,000
415	2220	FICA	5,821
415	2230	Insurance	20,640
415	2235	Retirement Contributions	17,487
415	2240	Workers' Compensation	2,790

**TOTAL PERSONNEL SERVICES**

**FTEs**

**1.1**

**121,563**

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

515	3120	Books & Periodicals	-
515	3125	Clothing, Uniforms, Boots, Gloves	1,000
515	3180	Fuel, Oil, Lubricants	7,000
515	3310	General Operating Supplies	500

Sub-total of Operating Supplies

**8,500**

525	3515	CSO Maintenance & Repairs	40,000
525	3520	Building Materials/Supplies	2,500
525	3525	Motor Vehicle Repair Parts	10,000
525	3530	Tires	1,000
525	3550	Electrical Supplies	2,500
525	3585	Safety Supplies	2,500
525	3590	Cold Patch	1,000
525	3595	Rock	3,000
525	3605	Stormwater Maintenance Supplies	20,000
525	3640	Other Repair and Maintenance Supplies	15,000

Sub-total of Repair and Maintenance Supplies

**97,500**

530	3720	Small Tools	2,000
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Sub-total of Small Tools

**2,000**

610	4085	Travel Expense	1,000
610	4115	Workshops	2,500

Sub-total of Training

**3,500**

620	4510	Drug / Alcohol Testing	150
620	4515	CDL Physicals	150
620	4540	General Professional Services	5,500

Sub-total Professional Services

**5,800**

630	4860	OAWU-OR Assc of Water Utilities	500
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Sub-total of Memberships & Dues

**500**

**PUBLIC WORKS FUND (301)**

**STORMWATER (7400)**

635	4982	Combined Sewer Overflow monitoring	8,600	
		Sub-total of Communications		<b>8,600</b>
655	5397	Electricity - Denver Storage	3,000	
		Sub-total of Public Utility Services		<b>3,000</b>
660	5725	Equipment Other Than Vehicles	5,000	
660	5785	Motor Vehicles / Auto Body Shop	5,000	
660	5815	Equipment with Operator	3,000	
660	5820	Paving, Street Repair, Concrete	8,000	
660	5825	General Repair & Maintenance	10,000	
660	5826	Street Sweeping Disposal	10,000	
		Sub-total of Repair and Maintenance Services		<b>41,000</b>
665	5865	Rentals - Equipment	8,000	
		Sub-total of Rentals		<b>8,000</b>
675	6035	General - Miscellaneous	500	
		Sub-total of Miscellaneous		<b>500</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>178,900</b>
<b><u>Capital Outlay (730 - 740)</u></b>				
740	6650	Machinery & Equipment		
		Sub-total of Machinery & Equipment		<b>-</b>
<b>TOTAL CAPITAL OUTLAY</b>				<b>-</b>
<b>TOTAL STORMWATER</b>				<b>300,463</b>

<b>Fund:</b>	<b>#301</b>	<b>Public Works Operations</b>
<b>Department</b>	<b>#8100</b>	<b>Water</b>

*Purpose*

The Water Department provides safe, ample and quality supply of water to the citizens of Astoria and multiple outlying water Districts and Associations.

*Scope*

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

*Personnel*

FTE- 10.6

Positions – 9 Full Time, plus assistance from other Public Works staff as needed

This fund houses 9 full-time employees, which includes the re-staffing of one new utility worker, a water source operator, water quality supervisor and technician, utility, and maintenance workers.

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>				
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			<b>Personnel Services:</b>			
598,197	571,466	644,090	Regular Salaries	678,237		
15,504	7,996	14,000	Overtime	14,000		
9,342	24,386	11,000	On Call	11,000		
24,024	20,890	24,000	Extra Help	24,000		
47,851	49,070	55,430	Taxes	58,173		
183,710	182,026	213,680	Insurance	206,419		
143,138	133,780	168,350	Retirement Contributions	174,844		
15,684	20,838	24,590	Workers' Compensation	27,933	-	-
1,037,450	1,010,452	1,155,140	<b>Total Personnel Services</b>	1,194,606	-	-
9.8	9.3	10.2	<b>FTEs</b>	10.6		
			<b>Materials and Services:</b>			
920	1,121	1,350	Office Supplies	1,400		
4,921	1,121	6,500	Small Tools & Minor Equipment	6,500		
82,571	94,374	98,650	Operating Supplies	100,650		
249,833	255,970	341,000	Repair & Maintenance Supplies	537,000		
6,730	8,437	12,000	Training	10,000		
3,359	3,170	3,900	Memberships & Dues	4,000		
12	3,216	500	Advertising	500		
8,100	10,040	10,000	Printing & Binding	10,000		
1,918	296	12,000	Rentals	14,000		
54,725	76,705	82,500	Professional Services	95,000		
2,032	11,571	14,900	Communications	14,900		
23,906	20,129	26,600	Public Utility Services	28,000		
88,103	52,049	134,000	Repair & Maintenance Services	134,000		
637	6,926	4,600	Licenses and Permits	4,000		
17,424	19,806	15,000	Credit Card Fees	15,000		
4,729	1,340	4,700	Miscellaneous	4,600		
8,227	15,216	24,310	Technology Services	47,840	-	-
558,147	581,487	792,510	<b>Total Materials and Services</b>	1,027,390	-	-
			<b>Capital Outlay:</b>			
28,635	47,193	66,600	Machinery & Equipment	37,200	-	-
28,635	47,193	66,600	<b>Total Capital Outlay</b>	37,200	-	-
			<b>Transfer to Other Funds:</b>			
2,500	3,180	3,325	Emergency Communications	2,090		
665,900	750,000	850,000	Public Works Improvement Fund	750,000		
248,760	248,760	248,760	General Fund	248,760	-	-
917,160	1,001,940	1,102,085	<b>Total Transfer to Other Funds</b>	1,000,850	-	-
2,541,392	2,641,072	3,116,335	<b>Total Expenditures</b>	3,260,046	-	-

**PUBLIC WORKS FUND (301)**

**WATER (8100)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	678,237
410	2045	Overtime	14,000
410	2047	On Call	11,000
410	2085	Extra Help	24,000
415	2220	FICA	58,173
415	2230	Insurance	206,419
415	2235	Retirement Contributions	174,844
415	2240	Workers' Compensation	27,933

**TOTAL PERSONNEL SERVICES**

**FTEs**

**10.6**

**1,194,606**

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

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

Sub-total of Office Supplies

**1,400**

515	3120	Books & Periodicals	300
515	3125	Clothing, Uniforms, Boots, Gloves	5,000
515	3180	Fuel, Oil, Lubricants	40,000
515	3265	Custodial Supplies	350
515	3275	Laboratory Supplies	15,500
515	3280	Chlorine	20,000
515	3285	Fluoride	17,000
515	3310	General Operating Supplies	2,500

Sub-total of Operating Supplies

**100,650**

525	3520	Building Materials / Supplies	20,000
525	3525	Motor Vehicle Repair Parts	25,000
525	3530	Tires	9,000
525	3540	Paint & Paint Supplies	1,000
525	3550	Electrical Supplies	15,000
525	3585	Safety Supplies	4,000
525	3590	Cold Patch	3,000
525	3595	Rock	20,000
525	3605	Water Maintenance Supplies	200,000
525	3605	Water Maintenance Supplies - AMR Meters	200,000
525	3640	Other Repair and Maintenance Supplies	40,000

Sub-total of Repair & Maintenance Supplies

**537,000**

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

**6,500**

610	4085	Travel Expense - Training	3,000
610	4115	Workshops	7,000

Sub-total of Training

**10,000**



**PUBLIC WORKS FUND (301)**

**WATER (8100)**

620	4510	Drug / Alcohol Testing	1,000	
620	4515	CDL Physicals	1,200	
620	4520	Lab Testing	9,000	
620	4525	Locate Requests	300	
620	4535	Water Meter Reading / Green Card	43,000	
620	4540	General - Professional Services	40,000	
620	4540	Advertising - Recruitment	500	
		Sub-Total of Professional Services		<b>95,000</b>
630	4860	OAWU-OR Assc of Water Utilities	600	
630	4865	Association of State Dam Safety Officials	2,600	
630	4870	American Waterworks Association	600	
630	4875	OCCIRS - Cross Connections	200	
		Sub-Total of Memberships & Dues		<b>4,000</b>
635	4920	Cell Phones	3,500	
635	4930	Telephone	800	
<b>635</b>	<b>4965</b>	<b>Internet Service</b>	9,600	
635	4975	Postage	1,000	
		Sub-total of Communications		<b>14,900</b>
640	5030	Advertising - Public Notices	500	
		Sub-total of Advertising		<b>500</b>
645	5060	Insurance - Liability / EAP	100	
		Sub-total of Insurance		<b>100</b>
650	5140	Utility Bills, CCR, Meter Slips	10,000	
		Sub-total of Printing & Binding		<b>10,000</b>
655	5400	Electricity - 6th and Lexington	800	
655	5403	Electricity - 92477 Headwork's Rd	1,800	
655	5406	Electricity - Headworks Shop	1,800	
655	5409	Electricity - 3550 Pipeline Rd	4,000	
655	5412	Electricity - Niagara Pump Station	1,000	
655	5415	Electricity - 15th & Niagara Pump Stn	4,600	
655	5424	Electricity - 1597 James St.	3,300	
655	5427	Electricity - Skyline Pump House	2,400	
655	5430	Electricity - 92926 Headworks Rd	7,500	
655	5433	Electricity - 93583 Headworks Rd	800	
		Sub-total of Public Utility Services		<b>28,000</b>
660	5725	Equipment Other Than Vehicles	13,000	
660	5785	Motor Vehicles / Auto Body Shop	16,000	
660	5815	Equipment with Operator	15,000	
660	5820	Paving, Street Repair, Concrete	40,000	
660	5825	General Repair and Maintenance Services	50,000	
		Sub-total of Repair and Maintenance Services		<b>134,000</b>

**PUBLIC WORKS FUND (301)**

**WATER (8100)**

665	5865	Equipment	6,000	
665	5875	General Rentals	8,000	
		Sub-total of Rentals		<b>14,000</b>
675	5925	Credit Card Fees	15,000	
675	6005	Licenses and Permits	4,000	
675	6035	General - Miscellaneous	4,500	
		Sub-total of Miscellaneous		<b>23,500</b>
685	6205	Computer Software	2,000	
685	6207	Contracted IT Services	4,140	
685	6235	Communications Hardware Maintenance	1,500	
685	6245	Computer Hardware	6,000	
685	6255	Software Maintenance Agreement	34,200	
		Sub-total of Technology Services		<b>47,840</b>

<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>1,027,390</b>
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**Capital Outlay**

740	6650	Machinery & Equipment		
		Power to East Tanks	25,000	
		Replace CL17 at Res 3	7,200	
		Re-Deck Large Equipment Trailer	5,000	
		<b>Priority Substitution Items:</b>		
		<i>Skyline pump replacement (\$18,000)</i>		
		Sub-total of Capital Outlay		<b>37,200</b>

<b>TOTAL CAPITAL OUTLAY</b>	<b>37,200</b>
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**Transfer to Other Funds (850)**

850	7555	General Fund	248,760	
850	7525	Emergency Communications Fund (911 Subscription)	2,090	
850	7557	Public Works Improvement Fund	750,000	
		Sub-total Transfers to Other Funds		<b>1,000,850</b>

<b>TOTAL WATER</b>	<b>3,260,046</b>
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**Fund:                      #325                      Oceanview Cemetery**

*Purpose*

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

*Scope*

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

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

*Personnel*

FTE 1.2

Positions – 4 Part Time, plus Extra Help

The Parks Grounds Coordinator and two Parks and Public Sites Coordinators all contribute to grounds care and carry out burials onsite. A part-time employee provides grounds care from February through October. Staff from the Finance Department provide administrative oversight, collection of fees, and scheduling/coordination of services.

*New this year*

“What’s New” – In 2019, a Cemetery Master Plan was completed that detailed operational recommendations, a fee increase schedule, and potential ways to increase revenue including the installation of a columbarium, improving wayfinding and user experience for visitors, and expanding the number of available burial plots for sale. The proposed budget includes \$10,000 in wayfinding improvements.

City of Astoria, Oregon  
Budget Document

**CEMETERY FUND # 325**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
			<b><u>Resources</u></b>			
514,500	572,687	161,400	Beginning Fund Balance	358,700		
43,259	28,876	15,000	Sale of Graves	30,000		
107,111	103,318	76,000	Charges for Services	77,000		
688	5,786	4,840	Interest Earnings	14,300		
1,700	4,331	4,500	Miscellaneous	3,000		
4,600	5,000	29,200	Transfers In -Cemetery Irreducible Fund	30,000	-	-
<u>671,858</u>	<u>719,998</u>	<u>290,940</u>	<b>Total Resources</b>	<u>513,000</u>	<u>-</u>	<u>-</u>
			<b><u>Requirements</u></b>			
			<b>Personnel Services</b>			
11,446	145	19,950	Regular Salaries	21,790		
24,001	25,090	28,830	Extra Help	31,530		
4,391	10,500	11,480	Interfund Wages	11,820		
3,018	2,795	4,860	Payroll Taxes	5,250		
5,459	3,267	11,510	Insurance	6,500		
10,364	9,636	16,070	Retirement Contributions	17,390		
1,921	1,778	2,580	Workers' Compensation	3,280	-	-
60,600	53,211	95,280		97,560	-	-
0.8	0.8	1.0	<b>Total Personnel Services (FTEs)</b>	1.2		
			<b>Materials and Services</b>			
-	-	100	Office Supplies	100		
815	7,844	8,200	Operating Supplies	8,800		
1,870	328	4,800	Repair & Maintenance Supplies	3,800		
13	-	1,000	Small Tools & Minor Equipment	900		
1,033	3,475	600	Professional Services	600		
-	-	1,150	Memberships & Dues	1,150		
-	-	200	Advertising	200		
-	-	-	Insurance	25		
2,428	2,756	4,600	Utilities	6,400		
4,408	370	3,800	Repair & Maintenance Services	3,800		
1,365	204	3,500	Rental Equipment	3,400		
2,997	4,287	3,075	Miscellaneous	4,000	-	-
14,929	19,264	31,025	<b>Total Materials and Services</b>	33,175	-	-
			<b>Capital Outlay</b>			
18,952	-	50,000	Improvements Other than Buildings	10,000	-	-
18,952	-	50,000	<b>Total Capital Outlay</b>	10,000	-	-
-	-	20,000	<b>Contingency</b>	50,000		
			<b>Accrual Adjustments for:</b>			
4,690	5,959	-	Depreciation	-	-	-
99,171	78,434	196,305	<b>Total Expenditures</b>	190,735	-	-
572,687	641,564	94,635	Ending Fund Balance	322,265	-	-
<u>671,858</u>	<u>719,998</u>	<u>290,940</u>	<b>Total Requirements</b>	<u>513,000</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, 2022 and 2023 actual data includes cash, inventory, accounts receivable and fixed assets. Cash for the Cemetery Fund at June 30, 2022 and 2023 was \$ 170,155 and \$ 258,351.

**OCEANVIEW CEMETERY FUND 325**

**CEMETERY OPERATION-MAINTENANCE (8500)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	21,790
415	2085	Extra Help	31,530
415	2095	Interfund Wages	11,820
415	2220	Payroll Taxes	5,250
415	2230	Insurance	6,500
415	2235	Retirement Contributions	17,390
415	2240	Workers' Compensation	3,280

**TOTAL PERSONNEL SERVICES**

**97,560**

**FTEs**

**1.2**

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

510	3045	General Office Supplies	100
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Sub-total of Office Supplies

**100**

515	3118	Cemetery Liners	2,000
515	3180	Fuel Oil Lubricants	1,500
515	3245	Fertilizers / Pesticides	300
515	3250	Bark Mulch / Top Soil / Sawdust	800
515	3265	Custodial Supplies	200
515	3290	Heating Oil - Cemetery	-
515	3310	General Operating Supplies	4,000

Sub-total of Operating Supplies

**8,800**

525	3520	Building Materials / Supplies	1,000
525	3525	Motor Vehicle Repair Parts	500
525	3530	Tires	500
525	3540	Paint & Paint Supplies	100
525	3565	Vandalism Repair	100
525	3580	Signs	200
525	3620	Heating System Maintenance	-
525	3625	Plumbing & Irrigation Supplies	200
525	3630	Water and Sewer Repair	200
525	3640	Other Repair & Maintenance Supplies	1,000

Sub-total Repair & Maintenance Supplies

**3,800**

530	3720	Small Tools	800
530	3725	Irrigation Equipment	100

Sub-total of Small Tools & Minor Equipment

**900**

**OCEANVIEW CEMETERY FUND 325**

**CEMETERY OPERATION-MAINTENANCE (8500)**

620	4432	Background Checks	100	
620	4540	General Professional Services	500	
		Sub-total of Professional Services		600
630	4880	Oregon Cemetery Association	250	
630	4885	State Cemetery Board	900	
		Sub-total of Memberships & Dues		1,150
640	5030	Advertising - Public Notices	200	
		Sub-total of Advertising		200
645	5060	Insurance	25	
		Sub-total Insurance		25
655	5292	Electricity - Cemetery	800	
657	5535	Sanitation	3,600	
658	5555	Cemetery Water and Sewer	2,000	
		Sub-total of Public Utility Services		6,400
660	5725	Equipment other than Vehicles	3,000	
660	5755	Electrical	300	
660	5825	General - Repair & Maintenance Services	500	
		Sub-total of Repair & Maintenance Services		3,800
665	5865	Rental Equipment	1,000	
665	5870	Chemical Toilet	2,400	
		Sub-total of Rentals		3,400
675	5925	Credit Card Processing Fees	4,000	
675	6005	Licenses & Permits		
		Sub-total of Miscellaneous		4,000
685	6205	Computer Software		
		Sub-total of Technology Services		
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>33,175</b>

**OCEANVIEW CEMETERY FUND 325**

**CEMETERY OPERATION-MAINTENANCE (8500)**

**Capital Outlay (720 - 740)**

730	6500	Improvements Other than Buildings		
		Wayfinding Improvements	10,000	
		Development of East Cremation Section		
		Development of Blocks 1 & 2		
		Sub-total of Improvements Other than Buildings		10,000

<b>TOTAL CAPITAL OUTLAY</b>	<b>10,000</b>
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**Contingent Expenditures (910)**

910	8020	Contingency	50,000	
		Subtotal of Contingency		50,000

**Ending Fund Balance (950)**

950	8520	Unappropriated Ending Fund Balance	322,265	
		Sub-total of Ending Fund Balance		322,265

<b>TOTAL OCEANVIEW CEMETERY FUND</b>	<b>513,000</b>
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**FUND: 17TH STREET DOCK # 330**

Basic Objectives

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

Long Term Debt

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

Staffing

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

City of Astoria, Oregon  
Budget Document

**17TH STREET DOCK FUND # 330**

			Budget for Fiscal Year 7/1/24 - 6/30/25			
Historical Data			Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Actual Data FYE 6/30/22	FYE 6/30/23	Adopted Budget FYE 6/30/24				
<b><u>Resources</u></b>						
3,081,740	3,088,428	411,500	Beginning Fund Balance	413,800		
235,302	238,725	243,090	Intergovernmental	242,400		
81,120	101,223	84,960	Charge for Services	85,800		
2,425	11,892	12,300	Interest on Investments	20,700		
1,116	14,947	-	Miscellaneous	-	-	-
<u>3,401,703</u>	<u>3,455,215</u>	<u>751,850</u>	<b>Total Resources</b>	<u>762,700</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Personnel Services:</b>						
4,737	4,171	40,400	Interfund Wages	42,000		
0.10	0.10	<b>0.30</b>		<b>FTEs 0.30</b>		
<b>Materials and Services:</b>						
771	2,487	10,000	Repair & Maintenance Supplies	10,000		
24,567	18,846	17,990	Public Utility Services	23,000		
138	246	53,150	Professional Services	54,000		
<u>2,897</u>	<u>3,211</u>	<u>20,000</u>	Repair & Maintenance Services	<u>20,000</u>	<u>-</u>	<u>-</u>
28,373	24,790	101,140	<b>Total Materials and Services</b>	107,000	-	-
<b>Capital Outlay:</b>						
-	-	250,000	Improvements Other Than Bldgs	250,000	-	-
-	-	250,000	<b>Total Capital Outlay</b>	250,000	-	-
<b>Debt Service</b>						
		190,620	Principal	198,300		
<u>31,323</u>	<u>21,704</u>	<u>19,920</u>	Interest	<u>12,300</u>	<u>-</u>	<u>-</u>
31,323	21,704	210,540	<b>Total Debt Service</b>	210,600	-	-
<b>Transfer to Other Funds</b>						
<u>70,000</u>	<u>70,000</u>	<u>70,000</u>	Transfer to Parks Operation Fund	-	-	-
70,000	70,000	70,000	<b>Total Transfer to Other Funds</b>	-	-	-
-	-	54,070	<b>Contingency</b>	153,100		
Accrual Adjustment for:						
178,842	179,168	-	Depreciation	-	-	-
<u>-</u>	<u>(804,800)</u>	<u>-</u>	Capital Contributions	<u>-</u>	<u>-</u>	<u>-</u>
313,275	(504,967)	726,150	<b>Total Expenditures</b>	762,700	-	-
<u>3,088,428</u>	<u>3,960,182</u>	<u>25,700</u>	Unappropriated Ending Fund Balance	-	-	-
<u>3,088,428</u>	<u>3,960,182</u>	<u>25,700</u>	<b>Total Fund Balance</b>	<u>-</u>	<u>-</u>	<u>-</u>
<u>3,401,703</u>	<u>3,455,215</u>	<u>751,850</u>	<b>Total Requirements</b>	<u>762,700</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, 2022 and 2023 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the 17th Street Dock Fund at June 30, 2022 was \$ 422,993 and at June 30, 2023 was \$ 503,798

17 <sup>TH</sup> STREET DOCK FUND (330 0000)				
<b><u>Personal Services (412 - 415)</u></b>				
412	2095	Interfund Wages	42,000	
<b>TOTAL PERSONAL SERVICES</b>				<b>42,000</b>
FTE				0.3
<b><u>Materials &amp; Services (525 - 660)</u></b>				
525	3640	Other Repair & Maintenance Supplies	10,000	
Sub-total of Repair & Maintenance Supplies				<b>10,000</b>
620	4540	Professional Services	50,000	
Sub-total of Professional Services				<b>50,000</b>
655	5297	Electricity - 17th StreetDock	1,000	
657	5544	Sanitation - 17th Street Dock	22,000	
Sub-total of Public Utilities				<b>23,000</b>
660	5825	General - Repair & Maintenance Services	20,000	
Sub-total of Repair & Maintenance Services				<b>20,000</b>
665	5875	Dock Lease/Rental	4,000	
Sub-total of Lease/Rental				<b>4,000</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>107,000</b>
<b><u>Capital Outlay (730)</u></b>				
730	6500	Improvements Other than Buildings Floating Dock	250,000	
Sub-total Improvements Other than Buildings				<b>250,000</b>
<b>TOTAL CAPITAL OUTLAY</b>				<b>250,000</b>
<b><u>Debt Service (810)</u></b>				
Oregon Economic Development Department 17th Street Dock / Scheduled payoff 12/1/2034				
810	6977	Principal IFA Loan	198,300	
810	6979	Interest IFA Loan	12,300	
Sub-total Debt Service				<b>210,600</b>
<b><u>Transfer to Other Fund (850)</u></b>				
Transfer to Parks Operation Fund			-	
Sub-total Transfer to Other Fund				-
<b><u>Contingent Expenditures (910)</u></b>				
910	8020	Contingency	153,100	
Sub-total of Contingency				<b>153,100</b>
<b><u>Ending Fund Balance (950)</u></b>				
950	8520	Unappropriated Ending Fund Balance		
Sub-total Ending Fund Balance				-
<b>TOTAL 17TH STREET DOCK FUND</b>				<b>762,700</b>



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# FIDUCIARY FUNDS



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**FUND:           AQUATIC FACILITY TRUST # 401**

Basic Objectives

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

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

Staffing

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



City of Astoria, Oregon  
Budget Document

**AQUATIC FACILITY TRUST FUND # 401**

**Budget for Fiscal Year 7/1/24 - 6/30/25**

<u>Historical Data</u>			Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Actual Data</u>		<u>Adopted Budget</u>				
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
			<b><u>Resources</u></b>			
6,454	6,486	6,640	Beginning Fund Balance	14,560		
-	-	30,000	Gifts and Bequests	-		
32	180	200	Interest Earnings	660	-	-
<u>6,486</u>	<u>6,666</u>	<u>36,840</u>	<b>Total Resources</b>	<u>15,220</u>	<u>-</u>	<u>-</u>
			<b><u>Requirements</u></b>			
			<b>Materials &amp; Services:</b>			
-	-	500	Repairs and Maintenance	7,720	-	-
-	-	500	<b>Total Materials &amp; Services</b>	7,720	-	-
			<b>Capital Outlay:</b>			
-	-	30,000	Machinery & Equipment	7,500	-	-
-	-	30,000	<b>Total Capital Outlay</b>	7,500	-	-
-	-	30,500	<b>Total Expenditures</b>	15,220	-	-
6,486	6,666	6,340	<b>Ending Fund Balance</b>	-	-	-
<u>6,486</u>	<u>6,666</u>	<u>36,840</u>	<b>Total Requirements</b>	<u>15,220</u>	<u>-</u>	<u>-</u>

**2024 / 25 Budget Detail Information**

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

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

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

Basic Objectives

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

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

Staffing

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

City of Astoria, Oregon  
Budget Document

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24		Budget Officer	Budget Committee	Governing Body
<u>Resources</u>						
143,825	142,166	141,300	Beginning Fund Balance	147,500		
115	24		Gifts and Bequests			
726	3,934	4,200	Interest Earnings	6,600	-	-
144,666	146,124	145,500	<b>Total Resources</b>	154,100	-	-
<u>Requirements</u>						
<b>Materials &amp; Services:</b>						
-	-	2,280	Dorothy Whitney Trust Fund	2,280		
-	-	28,800	Books Purchased from Endowment	39,900	-	-
-	-	31,080	<b>Total Materials &amp; Services</b>	42,180	-	-
2,500	-	2,500	<b>Capital Outlay</b>	-	-	-
2,500	-	33,580	<b>Total Expenditures</b>	42,180	-	-
142,166	146,124	111,920	Ending Fund Balance	111,920	-	-
144,666	146,124	145,500	<b>Total Requirements</b>	154,100	-	-

2024 / 25 Budget Detail Information

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

<b><u>Materials and Services (520)</u></b>			
520	3460	Dorothy Whitney Trust Fund	2,280
520	3465	Books Purchased with Endowment	<u>39,900</u>
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>42,180</b>
740	6650	<b>CAPITAL OUTLAY</b>	-
950	8500	<b>ENDING FUND BALANCE</b>	<u><b>111,920</b></u>
<b>TOTAL ASTORIA PUBLIC LIBRARY ENDOWMENT FUND</b>			<u><b>154,100</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 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
921,761	947,927	972,200	Beginning Fund Balance	1,001,100		
25,979	19,235	10,000	Sale of Graves	20,000		
4,787	26,376	29,200	Interest Earnings	30,000	-	-
-						
<u>952,527</u>	<u>993,538</u>	<u>1,011,400</u>	<b>Total Resources</b>	<u>1,051,100</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
4,600	5,000	29,200	<b><u>Transfers to Other Funds</u></b>	30,000	-	-
<u>947,927</u>	<u>988,538</u>	<u>982,200</u>	<b>Ending Fund Balance</b>	<u>1,021,100</u>	<u>-</u>	<u>-</u>
<u>952,527</u>	<u>993,538</u>	<u>1,011,400</u>	<b>Total Requirements</b>	<u>1,051,100</u>	<u>-</u>	<u>-</u>

**2024 / 25 Budget Detail Information**

**CEMETERY IRREDUCIBLE FUND (408 0000)**

			<b><u>Transfers to Other Funds</u></b>	
850	7570		Transfer to Cemetery Fund	30,000
			<b><u>Ending Fund Balance (950)</u></b>	
950	8520		Ending Fund Balance	
			Reserved for Perpetual Care	<u>1,021,100</u>
<b>TOTAL CEMETERY IRREDUCIBLE FUND</b>				<b><u>1,051,100</u></b>

**Fund: #410 Promote Astoria**

*Purpose*

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

*Scope*

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

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

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

*Personnel*

FTE 1.0

Positions 1 Full Time

There is one full-time employee who maintains tourist-related facilities in Astoria paid from this fund.

*New this year*

Mid-year in the current fiscal year, an agreement was signed with the Department of Revenue for the State to begin Transient Lodging Tax collections, on behalf of the City, effective with January 1, 2024 rentals.

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>	<u>Adopted Budget</u>					
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			<b><u>Resources</u></b>			
1,750,696	1,715,563	1,686,000	Beginning Fund Balance	676,000		
	231,340		Prior Period Adjustment			
-	30,960	4,500	Gifts Bequests and Grants	-		
1,879,378	1,897,766	1,827,000	Motel Tax	1,708,340		
9,361	53,624	50,600	Interest Earnings	33,800		
9,513	8,726	2,750	Miscellaneous	2,750	-	-
<u>3,648,948</u>	<u>3,937,979</u>	<u>3,570,850</u>	<b>Total Resources</b>	<u>2,420,890</u>	<u>-</u>	<u>-</u>
			<b><u>Requirements</u></b>			
			<b>Personnel Services:</b>			
27,833	45,322	49,910	Regular Salaries	56,960		
2,015	3,501	4,020	FICA Taxes	4,590		
16,550	11,066	9,290	Insurance	9,680		
6,342	5,380	11,930	Retirement Contributions	13,610		
11	20	2,750	Workers' Compensation	3,470	-	-
52,751	65,289	77,901	<b>Total Personnel Services</b>	88,310	-	-
	0.8	1.0	<b>FTEs</b>	1.0		
			<b>Materials &amp; Services</b>			
9,707	10,099	14,000	Credit Card Fees	3,000		
19,277	4,984	25,000	Tourism Promotion	20,000		
63,200	77,670	101,320	Astoria Downtown Historic District Association	95,000		
13,914	-	71,000	Astoria Uppertown Association	51,000		
64,200	81,316	108,150	Arts and Cultural Promotion Grants	100,000		
174,570	203,010	264,820	Astoria/Warrenton Chamber of Commerce Visitor Service	264,820		
252,440	293,570	382,950	Astoria/Warrenton Chamber LCTC	190,000		
121,445	92,141	139,419	Tourism Related Facilities	145,610	-	-
718,753	762,790	1,106,659	<b>Total Materials &amp; Services</b>	869,430	-	-
			<b>Capital Outlay</b>			
383,350	519,557	840,000	Riverwalk Improvements	-		
-	-	11,000	Riverwalk Street Ends	-		
-	-	11,000	Garden of Surging Waves Security Camera	-		
70,825	-	-	14th St Pier	-		
397,906	-	-	ODOT Riverwalk Lighting Improvements	-		
29,800	24,781	-	Riverwalk - Track and Trestles	555,000	-	-
881,881	549,014	862,000	<b>Total Capital Outlay</b>	555,000	-	-
			<b>Transfers Out</b>			
280,000	415,700	520,750	Parks Operations - Tourist Facilities	392,440	-	-
280,000	415,700	520,750	<b>Total Transfers Out</b>	392,440	-	-
-	-	329,000	<b>Contingent Expenditures</b>	-	-	-
1,933,385	1,792,793	2,896,310	<b>Total Expenditures</b>	1,905,180	-	-
<u>1,715,563</u>	<u>2,145,186</u>	<u>674,540</u>	Ending Fund Balance	<u>515,710</u>	<u>-</u>	<u>-</u>
<u>3,648,948</u>	<u>3,937,979</u>	<u>3,570,850</u>	<b>Total Requirements</b>	<u>2,420,890</u>	<u>-</u>	<u>-</u>

**PROMOTE ASTORIA FUND (410 0000)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	56,960	
415	2220	FICA - Social Security	4,590	
415	2225	Insurance	9,680	
415	2235	Retirement Contributions	13,610	
415	2240	Workers' Compensation	3,470	

**TOTAL PERSONNEL SERVICES**

**FTEs**

1.0

**88,310**

**Materials & Services**

675	5925	Credit Card Fees	3,000	3,000
678	6085	Tourism Promotion		
		Tourism Promotion Miscellaneous	20,000	
		Sub-total Tourism Promotion		20,000
678	6086	Astoria Uppertown Association	51,000	51,000
678	6087	Arts and Cultural Community Grants	100,000	<b>100,000</b>
678	6089	Astoria Downtown Historic District Assoc	95,000	95,000
678	6090	Astoria/Warrenton Chamber of Commerce Visitor Services	264,820	264,820
678	6095	Astoria/Warrenton Chamber of Commerce Lower Columbia Tourism Committee	190,000	190,000
678	6091	Tourism Related Facilities Mowing, Care & Maint		
		Mowing, Care & Maint - Riverwalk	36,380	
		Mowing, Care & Maint - Garden of Surging		
		Waves and Maritime Memorial	16,540	
		Mowing, Care & Maint - Portal Parks	5,510	
		Mowing, Care & Maint - People Park	4,970	
		Mowing, Care & Maint - Fort Astoria Park	5,510	
		Mowing, Care & Maint - 9th & Astor Park	5,510	
		Mowing, Care & Maint - 15th St Triangle	3,310	
		Doughboy & AAC Grounds, Shively Park	22,050	
		Mowing, Care & Maint - 8th, 17th, 11th St Steps and West Bond Triangle	10,480	
		Electricity for Tourism Related Facilities		
678	6092	Electricity - 16th Street	500	
678	6093	Electricity - Coxcomb Hill Column	4,450	
678	6094	Electricity - 1153 Duane / Heritage Square	1,400	
678	6098	Electricity - Other	9,000	
		Rest Room Maintenance Services		
678	6096	Public Restroom Sites Maintenance	10,000	
678	6097	Public Restroom Supplies	10,000	

**Sub-total for Tourism Related Facilities**

**145,610**

**TOTAL MATERIALS & SERVICES**

**869,430**



<b><u>Capital Outlay</u></b>			
730	6500	Riverwalk, Track & Trestles	555,000
<b>TOTAL CAPITAL OUTLAY</b>			<b>555,000</b>
<b><u>Transfer to Other Funds</u></b>			
850	7542	To Parks Operations - Tourist Facilities	342,690
850	7542	To Parks Operations - Tourist Facilities (1/2 FT)	49,750
Sub-total Transfers to other Funds			<b>392,440</b>
<b><u>Contingent Expenditures</u></b>			
910	8020	Contingent Expenditures	-
Sub-total of Contingent Expenditures			-
<b><u>Ending Fund Balance</u></b>			
950	8520	Ending Fund Balance	515,710
Sub-total of Ending Fund Balance			<b>515,710</b>
<b>TOTAL PROMOTE ASTORIA FUND</b>			<b>2,420,890</b>

**Arts and Cultural Community Grants:**

<b>Requests Organization</b>	<b>Subcommittee Recommendations</b>
6,000 Astoria Arts and Movement Center	4,500
6,000 Astoria Downtwon Historic District Association (ADHDA)	6,000
3,500 Arts Council of Clatsop County	-
10,000 Astor Street Opry Company (ASOC)	10,000
10,000 Astoria Scandinavian Heritage Association	10,000
5,000 Astoria Visual Arts - Art Guide Book	-
9,500 Astoria Visual Arts - Open Studio Tour	8,800
6,000 Cascadia Chamber Opera	6,000
3,000 Fisher Poets Gathering	3,000
25,000 Liberty Restoration Inc	10,000
8,000 Little Ballet Theatre	7,000
2,000 Lower Columbia Preservation Society (LCPS)	1,500
15,000 North Coast Pride	5,000
12,000 Ten Fifteen Theatre	12,000
10,500 Tenor Guitar Foundation	10,500
5,700 Astoria Uppertown Business Association (AUBA)	5,700
<b>137,200 Totals</b>	<b>100,000</b>

**Grant Funds advertised to a maximum distribution of \$ 100,000**

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

Basic Objectives

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

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

Funds were transferred to the Library Bond Construction Fund in Fiscal Year 2023/2024 to support the renovation of the 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 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
			<b><u>Resources</u></b>			
936,275	941,063	949,100	Beginning Fund Balance	-		
4,788	26,035	28,500	Interest Earnings	-	-	-
<u>941,063</u>	<u>967,098</u>	<u>977,600</u>	<b>Total Resources</b>	<u>-</u>	<u>-</u>	<u>-</u>
			<b><u>Requirements</u></b>			
			<b>Transfer to Other Funds</b>			
-	-	977,600	Library Bond Construction Fund	-	-	-
-	-	977,600	<b>Total Transfer to Other Funds</b>	-	-	-
-	-	-	<b>Capital Outlay</b>	-	-	-
-	-	-	<b>Contingency</b>	-	-	-
-	-	977,600	<b>Total Expenditures</b>	-	-	-
<u>941,063</u>	<u>967,098</u>	<u>-</u>	<b>Ending Fund Balance</b>	<u>-</u>	<u>-</u>	<u>-</u>
<u>941,063</u>	<u>967,098</u>	<u>977,600</u>	<b>Total Requirements</b>	<u>-</u>	<u>-</u>	<u>-</u>

2024 / 25 Budget Detail Information

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

<u>Materials and Services</u>			
850	7571	TRANSFER TO OTHER FUNDS	-
730	6500	CAPITAL OUTLAY	-
910	8020	CONTINGENCY	-
950	8520	ENDING FUND BALANCE	<u>-</u>
<b>TOTAL LOGAN MEMORIAL TRUST FUND</b>			<u>-</u>

**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 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
8,003	13,062	13,400	Beginning Fund Balance	13,700		
5,000	-		Gifts and Bequests			
59	361	400	Interest Earnings	620	-	-
<u>13,062</u>	<u>13,423</u>	<u>13,800</u>	<b>Total Resources</b>	<u>14,320</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
		13,800	Capital Outlay	14,320	-	-
-	-	-	Contingency	-	-	-
-	-	13,800	Total Expenditures	14,320	-	-
<u>13,062</u>	<u>13,423</u>	<u>-</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>13,062</u>	<u>13,423</u>	<u>13,800</u>	Total Requirements	<u>14,320</u>	<u>-</u>	<u>-</u>

**2024 / 25 Budget Detail Information**

**LIBRARY RENOVATION FUND (414 0000)**

**Materials and Services**

730	6500	CAPITAL OUTLAY	14,320
910	8020	CONTINGENCY	-
950	8520	ENDING FUND BALANCE	-

**TOTAL LIBRARY RENOVATION FUND 14,320**

**FUND: CUSTODIAL FUND # 415**

Basic Objectives

This fund 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 7/1/24 - 6/30/25</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24		Budget Officer	Budget Committee	Governing Body
			<b><u>Resources</u></b>			
100,187	12,540	-	Beginning Fund Balance	1,410	-	-
46,039	-	-	Grants			
199	36	-	Interest Earnings	30	-	-
<u>146,425</u>	<u>12,576</u>	<u>-</u>	<b>Total Resources</b>	<u>1,440</u>	<u>-</u>	<u>-</u>
			<b><u>Requirements</u></b>			
-	-	-	<b><u>Transfers to Other Funds</u></b>	1,440	-	-
-	-	-	<b>Contingency</b>	-	-	-
133,885	11,193	-	<b>Total Expenditures</b>	1,440	-	-
<u>12,540</u>	<u>1,383</u>	<u>-</u>	<b>Ending Fund Balance</b>	<u>-</u>	<u>-</u>	<u>-</u>
<u>146,425</u>	<u>12,576</u>	<u>-</u>	<b>Total Requirements</b>	<u>-</u>	<u>-</u>	<u>-</u>

**2024 / 25 Budget Detail Information**

**CUSTODIAL FUND # 415**

**Materials and Services**

680	6143	<b>Grant Disbursements</b>	-
850	7555	<b>Transfer to General Fund (Closure)</b>	<b>1,440</b>
950	8520	<b>ENDING FUND BALANCE</b>	<u>-</u>
<b>TOTAL CUSTODIAL FUND</b>			<b><u>1,440</u></b>

## DETAIL & STATISTICAL SECTION





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**City of Astoria, Oregon**  
**Summary of Interfund Transfers**  
**Year Beginning July 1, 2024**

<b><u>Transfers From:</u></b>				<b><u>Transfers To:</u></b>			
General Fund - Non & Interdepartmental				General Fund			
To PW -UAP Transfer	10,000	001-2400		From Building Inspection Fund	20,800	001-0000	
To Emergency Communications Fund	457,087	001-2400		From Emergency Communication Fund	30,000	001-0000	
To Parks Operations Fund	1,035,000	001-2400		From Custodial Fund -Residual Trsfr	1,440	001-0000	
To Special Police Projects Fund	1,400	001-2400		From Public Works Fund	414,600	001-0000	
To Public Works Fund	30,000	001-2400		From Parks Operations	15,000	001-0000	
<b>Subtotal General Fund</b>	<b>1,533,487</b>			<b>Subtotal General Fund</b>	<b>481,840</b>		
Building Inspection Fund	20,800	128-3300		Emergency Communications Fund			
Emergency Communication Fund	30,000	132-3400		From General Fund	457,087	132-3400	
Parks Operations Fund	15,000	158-4200		From Public Works Fund	4,180	132-3400	
				<b>Subtotal Emergency Communications Fund</b>	<b>461,267</b>		
Astoria Road District and State Tax Street Funds				Special Police Project Fund	1,400	136-0000	
Public Works Improvement Fund	64,200	170-0000		Parks Operation Fund			
Public Works Fund - Streets	929,440	172-0000		From General Fund	1,035,000	158-0000	
Astoria Road District Fund	200,000	172-0000		From Promote Astoria	392,440	158-0000	
<b>Subtotal State Tax Street Fund</b>	<b>1,193,640</b>			<b>Subtotal Parks Operations Fund</b>	<b>1,427,440</b>		
Public Works Improvement Fund	200,000	176-0000		Astoria Road District Fund	200,000	170-0000	
Combined Sewer Overflow (CSO) Debt Service Fund				Public Works Improvement Fund			
Public Works Improvement Fund	75,000	270-0000		From Astoria Road District Fund	64,200	176-0000	
Public Works Fund Sanitation	75,000	270-0000		From CSO Debt Service Fund	75,000	176-0000	
				From PW Sewer	750,000	176-0000	
<b>Subtotal CSO Debt Service Fund</b>	<b>150,000</b>			From PW Water	750,000	176-0000	
Public Works Fund				<b>Subtotal Public Works Improvement Fund</b>	<b>1,639,200</b>		
Sewer	917,930	301-5600		Public Works Capital Improvement Fund	200,000	178-0000	
Water	1,000,850	301-8100		Public Works Fund			
<b>Subtotal Public Works Fund</b>	<b>1,918,780</b>			Public Works Sewer Surcharge Trsfr	75,000	301-0000	
Promote Astoria	392,440	410-0000		Public Works Fund Sanitation	30,000	301-0000	
Cemetery Irreducible	30,000	408-0000		Public Works Fund Utility Assistance Progra	10,000	301-0000	
Logan Memorial Library Trust Fund	<u>1,440</u>	415-0000		Public Works Fund Streets	929,440	301-0000	
				<b>Subtotal Public Works</b>	<b>1,044,440</b>		
<b>TOTAL TRANSFERS FROM:</b>	<b><u>5,485,587</u></b>			Cemetery Fund	<u>30,000</u>	325-0000	
				<b>TOTAL TRANSFERS TO:</b>	<b><u>5,485,587</u></b>		

City of Astoria, Oregon

Schedule of Tax Levies Imposed

<u>Levy Description</u>	<u>Actual 2021-22</u>	<u>Actual 2022-23</u>	<u>Estimated 2023-24</u>
General Fund	<u>\$ 7,683,577</u>	<u>\$ 7,997,063</u>	<u>\$ 8,376,288</u>
Total	<u><u>\$ 7,683,577</u></u>	<u><u>\$ 7,997,063</u></u>	<u><u>\$ 8,376,288</u></u>

In the property tax system, the Oregon Department of Revenue calculated a permanent tax rate of \$ 8.1738 for the City of Astoria. The tax to be imposed on tax payers in Astoria is calculated by multiplying the assessed property values by the permanent tax rate. In order to project a property tax revenue for 2023-24, a projected assessed value of \$ 1,027,874,978 was used. The assessed value for 2022-23 was \$ 987,454,317. The 2022-23 value represents a 4.09 % increase to the posted County valuation for FY22-23.

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

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

Year Ended	Total Tax Levy	Current Tax Collections	Percentage of Tax Levy Collected	Delinquent Tax Collections	Total Tax Collections	Percentage of Total Tax Collections to Tax Levy	Outstanding Delinquent Taxes	Percentage of Delinquent Taxes to Tax Levy
6/30/12	6,206,944	5,724,294	92.22%	234,786	5,959,080	96.01%	334,157	5.38%
6/30/13	6,241,010	5,770,406	92.46%	246,299	6,016,705	96.41%	352,030	5.64%
6/30/14	6,218,028	5,790,305	93.12%	339,363	6,129,668	98.58%	302,144	4.86%
6/30/15	6,490,166	6,072,483	93.56%	291,161	6,363,644	98.05%	256,195	3.95%
6/30/16	6,774,006	6,362,786	93.93%	261,398	6,624,184	97.79%	231,912	3.42%
6/30/17	7,094,036	6,673,006	94.07%	223,670	6,896,676	97.22%	237,536	3.35%
6/30/18	7,402,292	6,973,552	94.21%	226,326	7,199,878	97.27%	222,137	3.00%
6/30/19	7,655,083	7,205,974	94.13%	219,225	7,425,199	97.00%	185,228	2.42%
6/30/20	7,835,223	7,370,868	94.07%	237,673	7,608,541	97.11%	184,895	2.36%
6/30/21	8,246,828	7,844,195	95.12%	275,637	8,119,832	98.46%	152,960	1.85%
6/30/22	8,042,592	7,646,895	95.08%	173,069	7,819,964	97.23%	137,246	1.71%
6/30/23	8,383,921	7,880,208	93.99%	136,521	8,072,627	96.29%	157,598	1.88%

Source: Clatsop County Tax Assessor



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## APPENDIX

## THE BUDGET PROCESS

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

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

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

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

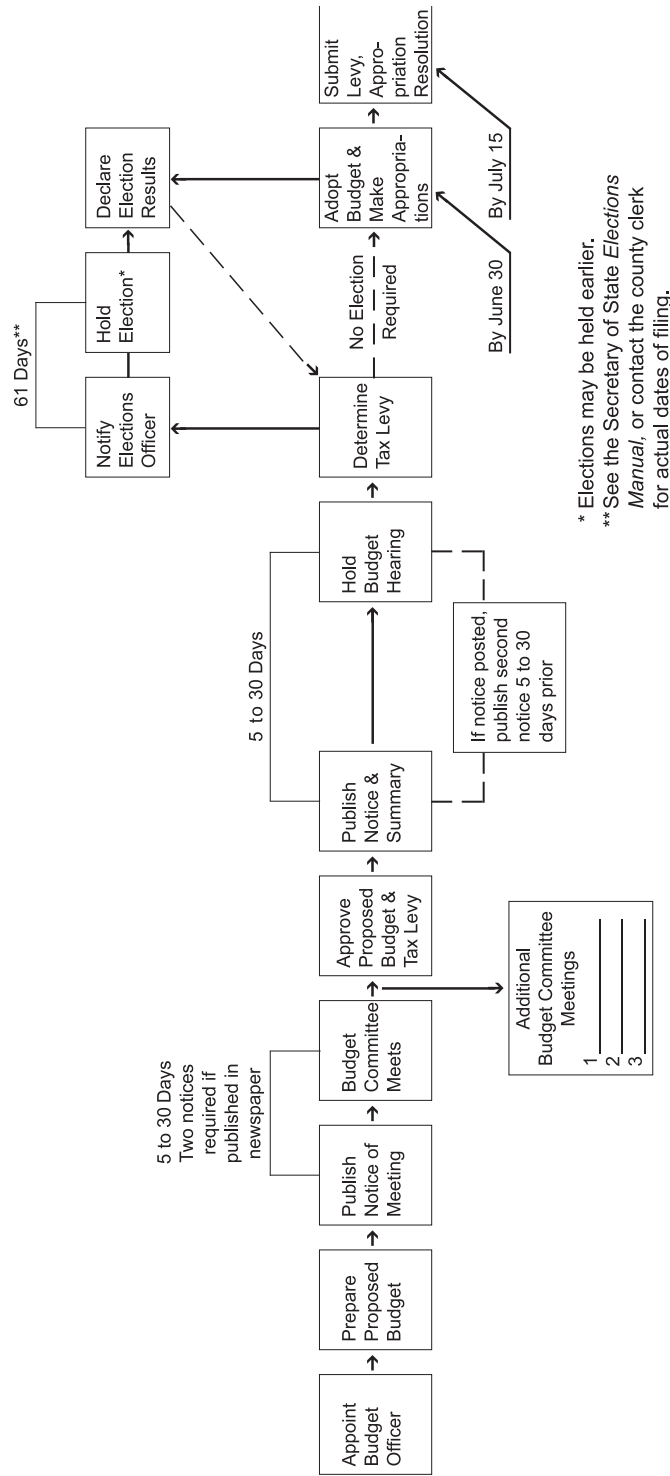
The first formal meeting of the Budget Committee includes a public hearing. Anyone wishing to present ideas or programs for which City funding is sought may make a presentation to the Budget Committee. The Committee sets several work sessions to review and/or revise the figures as presented in the Proposed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

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

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

The following graphic illustrates the flow of the budget process.

# The Budget Process







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## Index of Budget Terms

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

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

### **PERSONAL SERVICES:**

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

#### **Extra Help**

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

#### **FICA Taxes**

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

#### **FLSA Overtime**

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

#### **Holiday Pay**

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

#### **Holiday Pay Overtime**

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

#### **Insurance**

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

#### **Interfund Wages**

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

#### Overtime

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

#### Regular Salaries

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

#### Retirement Contributions

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

#### Workers' Compensation

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

### **MATERIALS & SERVICES**

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

#### Advertising

Expenses for the cost of advertising in newspapers, etc.

#### Conferences, Meetings & Travel

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

#### Communication

Telephone and postage expenses.

#### Fee & Charge Programs

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

## Insurance

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

## Memberships & Dues

Membership fees and dues for professional and associate groups.

## Miscellaneous

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

## Office Supplies

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

## Operating Supplies

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

## Printing & Binding

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

## Professional Services

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

## Projects Funded by Grants

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

## Public Utility Services

Natural gas, electric and refuse service.

## Rentals

Rental of land, buildings, or machinery and equipment.

#### Repair & Maintenance Services

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

#### Repair & Maintenance Supplies

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

#### Small Tools & Minor Equipment

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

#### Training

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

### **CAPITAL OUTLAY:**

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

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