

# **CITY OF ASTORIA, OREGON**

**Approved Budget Document**

**Year Beginning July 1, 2023**

**Prepared by:**

**Scott Spence City Manager  
Budget Officer**

**May 5, 2023**



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**CITY OF ASTORIA,  
OREGON**  
Approved Budget  
Year Beginning July 1, 2023

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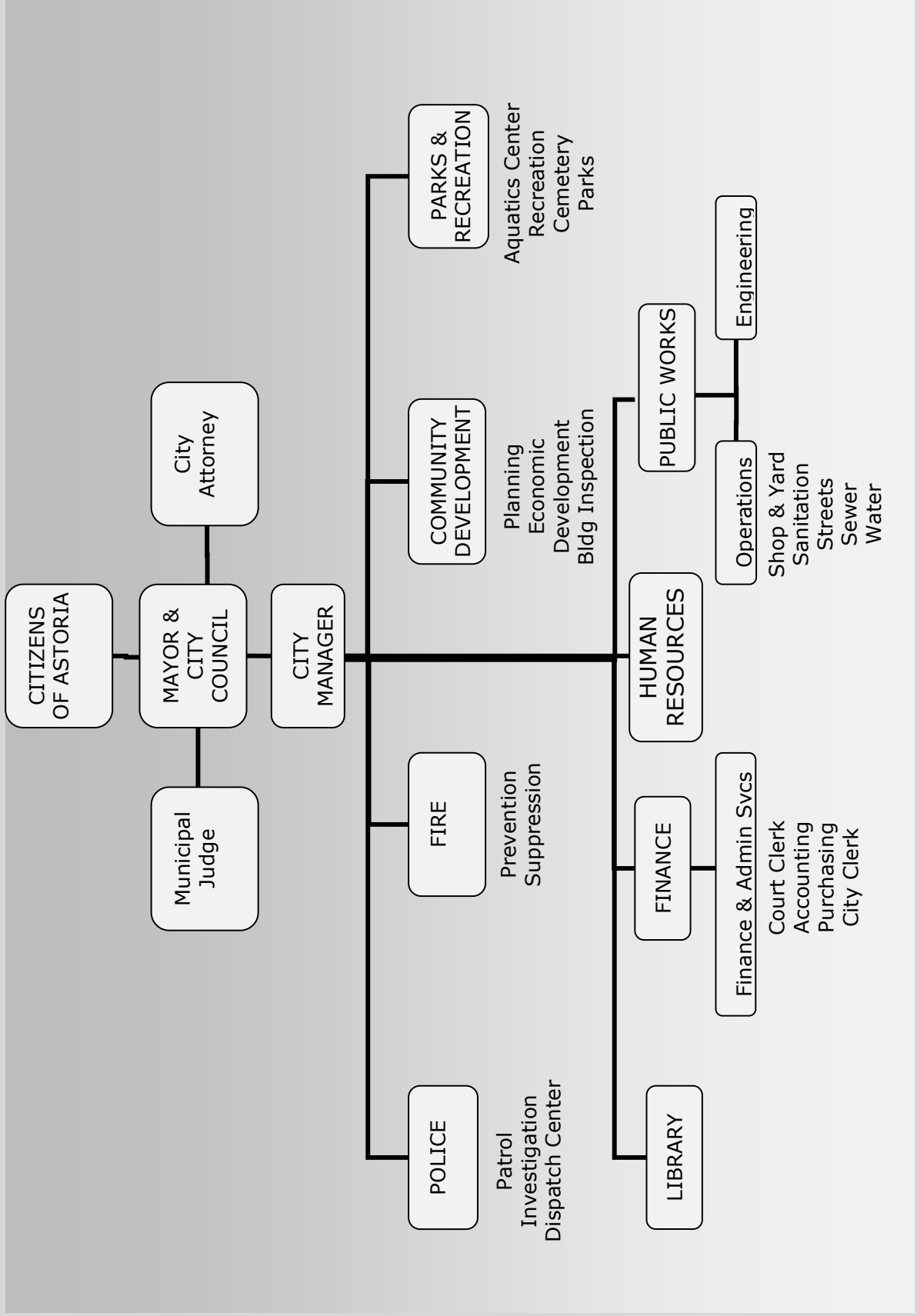
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# City of Astoria Organization Chart



**CITY OF ASTORIA, OREGON**

**BUDGET**

**Year Beginning July 1, 2023**

**Honorable Sean Fitzpatrick, Mayor**

**BUDGET COMMITTEE**

	<b>Term Expiration</b>		<b>Term Expiration</b>
<b>Sean Fitzpatrick, Mayor</b>	<b>12/31/2026</b>	<b>David Oser</b>	<b>12/31/2024</b>
<b>Andrew Davis, Councilor</b>	<b>12/31/2026</b>	<b>Dena Allen</b>	<b>12/31/2025</b>
<b>Thomas Brownson, Councilor</b>	<b>12/31/2024</b>	<b>Loran Mathews</b>	<b>12/31/2024</b>
<b>Elisabeth Adams, Councilor</b>	<b>12/31/2026</b>	<b>Chris Breitmeyer</b>	<b>12/31/2024</b>
<b>Thomas Hilton, Councilor</b>	<b>12/31/2024</b>	<b>Andrea Mazzarella</b>	<b>12/31/2024</b>

**CITY MANAGER**

**Scott Spence, City Manager**

**ADMINISTRATIVE STAFF**

<b>Blair Henningsgaard</b>	<b>City Attorney</b>
<b>Kristopher A. Kaino</b>	<b>Municipal Judge</b>
<b>Megan Leatherman</b>	<b>Community Development Director</b>
<b>Susan Brooks</b>	<b>Director of Finance &amp; Administrative Services</b>
<b>Dan Crutchfield</b>	<b>Fire Chief</b>
<b>Ashley Houston</b>	<b>Human Resources</b>
<b>Suzanne Harold</b>	<b>Library Director</b>
<b>Jonah Dart-McLean</b>	<b>Parks &amp; Community Services Director</b>
<b>Stacy Kelly</b>	<b>Police Chief</b>
<b>Jeff Harrington</b>	<b>Public Works Director</b>



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## CITY OF ASTORIA

Founded 1811 • Incorporated 1856

May , 2023

Honorable Mayor Sean Fitzpatrick,  
Councilor Thomas Hilton, Councilor Tom Brownson Councilor Andy Davis,  
Councilor Elisabeth Adams, Budget Committee and Citizens:

The Astoria City Budget presented for Fiscal Year 2023-24 was developed with an awareness of continued post COVID-19 impacts on the global and local economies. Keeping City Council direction and goals in mind, the proposed budget anticipates operating conditions returning to pre-pandemic levels and recognizes continued challenges with inflation, supply chain disruptions, workforce availability and rising fuel costs. City Council goals for defining and implementing operational efficiencies, improving revenue sources and increasing sustainability and resiliency have been considered in the development of this budget document. Astoria's budget for Fiscal Year 2023-24 is balanced and continues the City's commitment to sound financial principles and focused priorities necessary to meet the needs of the community.

There isn't a foolproof blueprint to navigate economic uncertainty but a budget provides a financial pathway for a specified period of time and provides the framework for municipal operations. Regular evaluation of actual results are conducted to the budget to verify the underlying information remains viable and provides the opportunity for potential adjustments should there be significant changes in the future. City staff have remained committed and diligent to Council objectives and prospective workloads in making budgetary recommendations. Property tax collections have been largely unaffected throughout the pandemic and transient lodging taxes have rebounded to pre-pandemic levels. The enactment of the American Rescue Plan Act in 2021 provided an estimated \$2,223,000 in resources to the City, which have been primarily utilized for the replacement of approximately 2,100 feet of a waterline, built in 1918, along OR202. Remaining funds will be utilized for water and sewer and infrastructure projects. The State of Oregon 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 grant funding in the amount of \$676,875 and Business Oregon funding match in the amount of \$225,615 will be utilized for pre-disaster landslide storm drainage project in two landslide areas identified for storm pipe replacement originally placed in the early 1950s. City staff have been proactive in responding to grant application invitations and this effort helps maintain rates and fees at reasonable levels.

The City of Astoria provides a broad range of services for its residents. Core services include police, fire, road infrastructure, safe and quality water distribution, wastewater and stormwater management, permitting, planning and other business and economic development services. The Parks and Recreation system alone includes over 60 facilities, an aquatic center, and a perpetual care cemetery.

As an organization, the City enters this fiscal year with a full-time workforce of approximately 109 employees and part-time labor around approximately 30 full-time equivalents. The total budget for consideration is \$78,103,595. This is an increase of \$19,423,560 from the prior year adopted budget of \$ 58,680,035 ,which is largely due to library bond proceeds of \$7,902,300 and transfers from other funds in the amount of \$2,177,600 to the library bond construction fund, Wastewater Treatment Plant Improvement, 16<sup>th</sup> Street Water Distribution and Pipeline Road Waterline Resilience Projects representing \$9,780,000 in grant funds through Business Oregon made possible through House Bill 5006, which directed American Rescue Plan Act funding to the State for legislative nominated projects.



Every effort has been made to provide reasonable revenue forecasts based on economic projections, to include the local economic outlook. In addition, anticipated grant funding and expenditures have been accounted for to ensure continuity of operations as well as flexibility to respond to the changing economic environment. More importantly, the beginning reserves in the General fund provide the necessary resources to enable the City to provide critical ongoing services during this time of economic uncertainty. Less spending in prior years, an increase in property taxes and grant resources will provide the resources to add code enforcement personnel within Community Development and add two entry level firefighters to Astoria's Fire Department. Of significance, the current estimated contingency provides the capacity to cover approximately 5.8 months of budgeted requirements. The General Fund requirements were prepared anticipating a transfer to Parks Operation Fund in the amount of \$1,198,760, which consists of general support totaling \$971,110, 2% transient room tax collections subject to a 30% distribution to general fund in the amount of \$175,400, and \$52,250 to provide half of the resources necessary for an additional maintenance staff member providing assistance with homeless activities in parks areas. The requirements for the General Fund have decreased by \$278,450. Personnel Services increased \$1,017,460, Materials and Professional Services increased \$357,494 and transfers to other accounts decreased \$1,653,359. The one-time transfers made last year were \$1,000,000 to Capital Improvement Fund for Fire Department apparatus and \$675,139 transfer to Astor West Area Special Projects Fund. The interfund transfer for Dispatch services increased \$7,530 for Police and Fire calls.

Negotiations with Astoria Public Safety Association (APSA) were completed in Fiscal Year ending June 30, 2023. Negotiations are currently in progress with Chauffeurs, Teamsters & Helpers Local 58 (Public Works, Parks & General Employees) for contract period beginning July 1, 2023. Negotiations will begin with International Association of firefighters (IAFF) in 2024 for the period beginning July 1, 2024. All service levels have been budgeted with a mindset toward long-term stability and sustainability, which is a constant and continual consideration for the overall budget.

Personnel services represents a significant investment and is the largest expense a City makes to ensure a qualified and skilled staff is available to maintain the public's infrastructure, deliver essential programs, monitor financial assets, meet federal and state mandates, and respond effectively to unanticipated challenges and opportunities within the community. The City strives to be proactive in the attraction and retention of top talent. Training, competitive and equitable benefits along with celebration of hard work and achievements on behalf of the City are budgeted to meet this commitment. The Public Employee Retirement System (PERS) biannual contribution rates increase by 4.5% for Tier One/Two members (15.7% of current employees in this category); 6.1% for OR Public Service Retirement Plan (OPSRP) General Members (61.1% of current employees in this category) and 6.4% for OPSRP Police and Fire Members (23.1% of current employees in this category).

Interest earnings have steadily risen since July 2022. All earnings have been estimated at a modest 3% rate.

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. Many increases are higher for those companies who deferred rate increases during COVID and reflect procurement issues related to commodities in short supply or requiring longer lead times such as vehicles or specialized technology. Most training is returning to an in-person format but some are offering hybrid options. We anticipate staff catching up on necessary training as things become less restrictive.



A single audit will be conducted for FY 2022-23 based on funding opportunities provided through American Rescue Plan Act of 2021 funding and House Bill 5006 grants for infrastructure projects. The single audit expense is anticipated in the proposed budget for FY 2023-24. It should be noted a request for proposals was developed in 2022 and Moss Adams, LLP was selected to provide audit services for the City.

As City infrastructure and assets age, requiring updates, 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 available resources dictate. Staff maintains a sharp eye on budgets, programs, projects and funding sources while balancing the requirements and resources on a routine basis. Staff have proposed retention of a portion of the carbon credit resources and some timber sales for future watershed projects and accumulated funds from wildfire apparatus reimbursements are reserved for future Fire Department apparatus expenditures.

Residents should feel confident of the service and care provided at a fair and reasonable rate. With the aforementioned in mind, the following presents highlights for the 2023-2024 fiscal year budget in major fund categories, for the City of Astoria:

## **GENERAL FUND**

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

The beginning fund balance at July 1, 2023, is projected to be \$7,031,200. The proposed budget for FY 2023-24 anticipates a contingency of \$6,418,285, which decreased by \$282,710 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 months leading up to November property tax collections.

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

The proposed budget is based on projected total resources of \$19,500,070, inclusive of the Beginning Fund Balance. The prior year resources were \$20,061,185. This is a decrease of \$561,115. The decrease is a result of reduction in the beginning fund balance offset by increased property tax collection estimates, increased transient lodging tax estimates, anticipated increase in charges for services and increased interest earnings anticipated in the coming year.

The primary expenditures of General Fund departmental budgets are "Personnel Services", "Materials and Services" and "Transfers to Other Funds". Personnel Services, comprised of salary and benefit expenses, are projected to be \$8,786,630, which is \$1,017,460, or 13.09%, over the prior year budgeted amount. The increase relates to contractual and projected wage adjustments including step increases and stability pay, estimated 5% increase in benefit expense, Public Employee Retirement System (PERS) rates increases between 4.5% and 6.4% and the addition of two firefighters and a code enforcement position. Materials and Services are projected to be \$2,595,595, which is \$357,494, or 15.97%, over the prior year budgeted amount. Planning contract for the CMH expansion, which is reimbursable, accounts for half of this increase while anticipated increases in operating expenditures between 5% and 20% depending on the product or service is anticipated in the coming year.

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

- \$ 1,198,760 to the Parks and Recreation Fund (158).



- \$ 459,460 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)

The total General Fund transfers are \$1,699,620. This is a decrease of \$1,635,359 from the FY 2022-23 budget and is due to one-time transfer to Capital Improvement Fund for critical public safety equipment and to Special Community Project funds for Astor West Area, which had excess funds returned after the maximum indebtedness was reached in Astor West Urban Renewal district.

### **CAPITAL IMPROVEMENT FUND**

The intent of the Capital Improvement Fund is to dedicate state-shared revenue and one-time proceeds, such as the sale of timber and other property related transactions, for purchase of long-lived capital items. The beginning fund balance is projected to be \$2,961,000. The healthy beginning fund balance is due in part to the reserve of \$750,000 for future planning and projects at the watershed. Revenues are primarily expected from State shared revenues, timber sales and a transfer in from the general fund for needed public safety equipment. Alcohol, State Shared revenue and cigarette taxes are projected to increase \$22,500 from the prior year budget.

In the proposed budget Materials & Services are \$336,790, capital expenditures are \$894,585, debt service payments for capital leases amount to \$44,250 and transfers to library construction fund are \$1,200,000. The combined requirements are \$649,000, or 15.2% less than the prior year budget. The previously reserved amount of \$650,000 for Watershed Planning and Projects has been reduced by \$300,000 to be utilized for Cedar Creek bridge project. A Hughes Enforcer Pumper Truck was ordered in July 2022 and with discounts was purchased for \$768,338. The apparatus will be in assembly for almost two years. This budget provides a contingency of \$150,000, retains a total of \$764,400 for future projects at the watershed in the amount of \$450,000 and \$314,400 for future fire apparatus purchase. As the Fire Department participates in conflagrations, equipment reimbursements will be added to current reserves for future apparatus replacement.

Capital expenditure and lease payments in the 2023-24 budget are as follows:

- \$ 300,000 Cedar Creek Bridge project
- \$ 339,430 Public Safety capital projects
- \$ 151,155 Technology capital expenditures.
- \$ 50,500 Library capital and renovation expenditures
- \$ 30,000 City Hall LED Lighting
- \$ 6,000 Community Development new position equipment
- \$ 44,250 Final Lease payments for public safety vehicle lease # 2968

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

The Public Works Fund supports the day-to-day operations and maintenance of the City's Public Works infrastructure. The Public Works Improvement Fund is reserved for major capital repair and replacement of infrastructure, including debt service on long-term improvements. These two Funds receive their resources primarily from water and sewer rates. Combined Service Overflow (CSO) Project Funds budget resources for the CSO program. This budget does not anticipate an active CSO construction phase. The projects are organized in phases and have been paid for through grants and loans from the Department of Environmental Quality (DEQ) and the Oregon



Infrastructure Financing Authority (IFA). Surcharges provide revenue for sewer debt service, monitoring/repair expenses for completed phases and work associated with future program phases.

### **Water and Sewer Rates**

In an effort to provide stability to the community during COVID, no rate increase was proposed to sewer/water rates or the Combined Sewer Overflow (CSO) surcharge rate for FY 2020-21, FY 2021-22 included a modest 2.5% sewer/water rate increase with no change to the sewer surcharge and FY 2022-23 included a 4.5% increase to sewer/water rates with no surcharge rate increase. The current budget includes a 4.5% sewer/water rate increase, which is necessary to provide sufficient resources for anticipated cost increases and to provide for replacement of equipment, which is nearing or exceeded useful life. Public Works is able to maintain equipment to generate use exceeding expected life span for most equipment purchases.

### **Public Works Budget**

The Public Works budget for FY 2023-24 anticipates resources of \$9,193,680 with expenditures of \$8,961,550 and a contingency of \$232,130.

### **Public Works Improvement Fund**

The Public Works Improvement Fund budget for FY 2023-24 proposes estimated resources of \$2,791,380 with expenditures of \$2,615,800, leaving a contingency of \$150,000 and ending fund balance of \$25,580.

Proposed expenditures for FY 2023-24 are as follows:

- \$ 484,800 Debt Service payments (other than Combined Sewer Overflow debt)
- \$ 400,000 Water main rehabilitation/replacement projects
- \$ 300,000 Sewer main rehabilitation/ replacement projects
- \$ 200,000 Stormwater rehabilitation/replacement projects
- \$ 200,000 Transfer to Capital Reserve Fund for future capital projects
- \$ 55,000 CSO Modeling expense
- \$ 145,000 System Development Charge Study, 11 Street Tunnel Assessment, Dam Leak Repair, SCADA System Audit and Sanitary Sewer Collections Assessment
- \$ 50,000 Repair and Maintenance
- \$ 781,000 Capital Outlay

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

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

- ODOT OR Highway 202 sidewalk project
- Wastewater Treatment Plant Improvement Project – ARPA funding through IFA
- Industrial Pre-treatment program development and implementation
- 16<sup>th</sup> Street Distribution Waterline Replacement Project – ARPA funding through IFA
- Pipeline Road Waterline Resilience Project – ARPA funding through IFA
- Marine & 23<sup>rd</sup> Street Enhanced Pedestrian Crossing
- Pre-disaster Landslide Storm Drainage Project – 75% FEMA and 25% IFA SPWF Grant



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

In accordance with requirements of State and Federal law, the City has taken action to carry out an approved Combined Sewer Overflow (CSO) Facility Plan. The City Council took specific action during fiscal year 2002-2003 to approve an agreement with the Department of Environmental Quality (DEQ) to facilitate ability of the City in obtaining compliance in accordance with specified timelines under the Stipulation and Final Order governing CSO control. CSO improvements are financed with loans provided through DEQ and Business Oregon Infrastructure Financing Authority (IFA). The loans are programmed to be repaid through a CSO surcharge on sewer billings. The CSO projects have been planned in five phases running through the year 2028 and is projected to cost an estimated \$50,000,000. The two remaining areas where major projects are targeted are around Portway Street and 33<sup>rd</sup> Street. The next few years continue to be focused on collecting data, refining the hydraulic model and investigating disallowed discharges as well as development of the project scope required for the next construction phase projects. Staff continue to research for grant and funding opportunities, which may offset the need for additional construction loans.

## **CSO Debt Service Fund**

The total borrowing to date is approximately \$31,403,594. Outstanding debt as of June 30, 2022, was \$17,199,490. The Combined Sewer Overflow (CSO) Debt Service Fund accounts for the sewer surcharge, tracks the City's payments of principal, interest and fees associated with CSO loans and provides some resources for ongoing monitoring expenses of completed CSO projects as well as provides for expenses associated with upcoming project development. The surcharge is the minimum needed to cover the required loan payments and fees, fund reserves and ongoing CSO costs. The CSO surcharge was initiated in 2002 at 3.5% and has increased incrementally as loans for work have been initiated. The CSO surcharge is 97% of the sewer charge and has been at this rate since July 1, 2018. City Public Works staff has worked with DEQ to extend the schedule for project completions from 2022 to 2028 and is continuing to review the future requirements and possible extensions as data is gathered and reviewed for completed sections. As a result of the initial extension, loans will be paid off before new loans may be required for later phases, which will assist with smoothing both the debt and the related CSO surcharge required to meet debt obligations. Initial surcharge rate projections of 110% in year 2021, and 151% in 2025, are no longer anticipated based on current obligations and timelines. As previously indicated, no rate adjustment is proposed for the surcharge in FY 2023-24.

The requirements of the CSO surcharge include debt service of \$1,767,930 for FY 23-24, \$26,360 is budgeted for DEQ administrative services related to monitoring, transfers of \$75,000 to Public Works to cover monitoring and project development costs and \$75,000 to Public Works Improvement to cover CSO modeling costs are included in this budget.

## **PARKS OPERATION FUND**

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

For FY 2023-24 the resources for these three functions are budgeted at \$3,524,410. Almost half of the annual resources of this fund depend on transfers from the General Fund (27.6%), Transient Lodging Taxes – from both Promote Astoria and General Fund (16.6%), 17<sup>th</sup> Street Dock (2.0%) and \$104,500 (3.0%) being transferred to fund a full-time maintenance position to assist with quality of life issues within the Parks system, tourist-related facilities, and other public areas. Half of this position's cost is supported by General Fund transfers and the other half is funded by Promote



Astoria. The ability to stay fully operational and able to recruit and retain staff in order to charge for revenue-generating services will be of prime importance heading into the new fiscal year. This budget presents operations recognizing the ability to expand services available at the aquatic center while providing a variety of youth and adult programs and sports moving forward. Proposed budgets anticipate the annual minimum wage increase which will be based, if any, to the US City average Consumer Price Index for All Urban Consumers. The increase is calculated by April 30 and is based on March year-over-year increase. The current beginning fund balance is the result of continued collection of General Fund transfers and tax collections while ramping up operations in Fiscal year 2022-23.

The current Parks Operation budget anticipates a beginning fund balance of \$907,900. Daycare services are no longer offered by Parks and Recreation and have fully transferred to Bumble Daycare. Administrative staff are located at the aquatic center. The anticipated resources from the 2% transient lodging tax increase is comprised of \$409,000 from Promote Astoria and \$175,400 from the General Fund for a total transfer of \$584,400.

### **BUILDING INSPECTION FUND**

The Building Inspection Fund was established in March 2000. The resources of the Building Inspection program for Fiscal Year 2023-24 are budgeted at \$551,800, which includes a beginning fund balance of \$361,000. The ending fund balance and contingency is anticipated to be \$151,545. Proposed expenditures for FY 2023-24 include a full-time building inspector, a part-time interim building official, a permit technician and professional services to provide flexibility for coverage and review of a variety of building projects. A transfer of \$20,800 to the General Fund is budgeted to defray the costs of General Fund services provided to the Building Inspection Program.

### **PROMOTE ASTORIA FUND**

As specified by State law, a total of 46.1% of the City's transient room tax collections are deposited into the Promote Astoria Fund for 9% of transient room tax collection. 70% of an additional 2% imposed effective January 1, 2018, are meant to cover costs associated with Parks facility costs. The beginning fund balance is projected to be \$1,666,000 with an ending contingency and fund balance and contingency of \$1,074,541.

Major expenditures for FY 2023-24 are as follow:

- \$ 77,900 Personnel Services for Tourist Facility and Grounds Coordinator
- \$ 264,820 Astoria/Warrenton Chamber of Commerce
- \$ 382,950 Lower Columbia Tourist Committee
- \$ 139,419 Care, Maintenance and Electricity for City Owned Tourism Facilities
- \$ 409,000 Transfer to Parks Operations for Tourism Related Facilities
- \$ 59,500 Transfer to Special Police Projects for Cadets
- \$ 52,250 Transfer to Parks Operations for ½ of Tourist Facilities & Parks Coordinator
- \$ 840,000 Riverwalk Track and Trestles
- \$ 11,000 Riverwalk street ends
- \$ 11,000 Garden of Surging Waves cameras
- \$ 65,370 Astoria Historic Downtown Development Assoc.
- \$ 35,950 Downtown District Parking Enforcement
- \$ 108,150 Arts and Cultural Fund to Promote Tourism
- \$ 25,000 Tourism Promotion
- \$ 14,000 Credit Card Fees

## **EMERGENCY COMMUNICATIONS FUND**

The City's contribution to the Emergency Communication Fund is budgeted at \$459,460 from General Fund for Police and Fire Departments and \$6,650 for Public Works. This represents an increase of 1.7% from the prior year. Dispatch service charges are based on prior year usage. For the 2023-24 budget year, \$30,000 is transferred to General Fund services to defray administrative costs.

## **CONCLUSION**

The proposed budget for FY 2023-24 is adjusted to provide sustainability and cash reserves to meet future challenges. It was designed to balance, prioritize and provide the framework for continued service levels understanding careful management, attention to economic impacts on pricing will be required, recruitment and retention of staff is key to success in meeting our goals and objectives and to provide a healthy work balance for current staff.

Finally, it is important to note the budget provides the means for the delivery of quality, timely, and efficient services and programs to the community. It also provides Astoria employees with the necessary tools, equipment, resources, and training to effectively perform their duties and tasks on behalf of the public. The City of Astoria is an exceptional community with a rich and diverse history. Its quality of life is appreciated by its residents and recognized by visitors alike. Astoria's city government prides itself on outstanding customer service and its ability to leverage critical grant resources to maintain and address our most critical infrastructure needs. Without the organization's ability to partner and leverage opportunities, the City of Astoria would be unable to accomplish its highest priorities.

I want to recognize and thank the Finance Department for their time and dedication in the development of this document. Without their assistance, the fiscal responsibility of the organization could not be fulfilled. The City budget is an essential document to communicate how tax dollars are spent and invested in the community. It also highlights the current direction and priorities of the City of Astoria as well as informs its financial health.

I personally want to thank the City Council, our citizen Boards and Commissions, Department Directors, and staff for work on behalf of the citizens of Astoria. Their dedication and community service is reflected in the proposed budget. Our City is well-served through the leadership and commitment of these exceptional elected officials, volunteers, and public servants.

Respectfully submitted,

THE CITY OF ASTORIA



Scott H. Spence  
City Manager/Budget Officer

# BUDGET SECTION

City of Astoria, Oregon

Summary of Requirements

Year Beginning July 1, 2023

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	23,860						28,290		28,290
City Manager	391,490	24,170						415,660		415,660
Human Resources	171,010	6,845						177,855		177,855
Municipal Court	69,070	59,850						128,920		128,920
Finance	789,640	157,160						946,800		946,800
City Attorney	-	89,000						89,000		89,000
Community Development	615,850	236,940						852,790		852,790
City Hall	15,120	60,925						76,045		76,045
Non-Departmental - Unallocated	1,320	1,072,260		1,699,620				2,773,200		2,773,200
Fire	2,708,950	367,200						3,076,150		3,076,150
Police	3,496,360	326,410						3,822,770		3,822,770
Library	523,390	170,915						694,305		694,305
Other	-	-					6,418,285	6,418,285		6,418,285
<b>Total General Fund</b>	<b>8,786,630</b>	<b>2,595,535</b>		<b>1,699,620</b>			<b>6,418,285</b>	<b>19,500,070</b>		<b>19,500,070</b>
Capital Improvement		336,790	894,585	1,200,000	44,250		150,000	2,625,625	990,275	3,615,900
Unemployment		35,000					30,000	65,000	700	65,700
Revolving Loan		210,600					50,000	260,600	9,740	270,340
Community Development Block Grant										
Building Inspection	341,320	38,135		20,800			75,000	475,255	76,545	551,800
American Rescue Plan (ARP)			504,600					504,600		504,600
Emergency Communications	1,664,620	292,490	211,000	30,000			150,000	2,348,110	458,185	2,806,295
Special Police Projects	59,410	22,000					2,870	84,280		84,280
Astor West Area Special Projects		250,000	250,000				100,000	600,000	114,510	714,510
Parks Project		20,000	50,000				3,540	73,540		73,540
Maritime Memorial		13,000			10,000		4,210	27,210		27,210
<b>Parks Operation (by department):</b>										
Aquatics	580,535	287,200	120,000					987,735		987,735
Recreation/Administration	807,860	145,135	90,000	15,000				1,057,995		1,057,995
Maintenance	513,870	161,185	10,000					685,055		685,055
Other	-	-	-	-	-	-	100,000	100,000	693,625	793,625
<b>Total Parks Operation</b>	<b>1,902,265</b>	<b>593,520</b>	<b>220,000</b>	<b>15,000</b>			<b>100,000</b>	<b>2,830,785</b>	<b>693,625</b>	<b>3,524,410</b>
Astoria Road District		125,000	1,000,000	66,000			200,000	1,391,000	189,200	1,580,200
State Tax Street			212,820	1,016,460			95,000	1,324,280	2,720	1,327,000
Highway Right of Way Reserve			10,000					10,000	4,040	14,040
Public Works Improvement		1,150,000	781,000	200,000	484,800		150,000	2,765,800	25,580	2,791,380
Public Works Capital Reserve		75,000	300,000				100,000	475,000	790,620	1,265,620
Waterfront Bridge Replacement Project										



Fund	Materials and Services		Transfers to Other Funds	Debt Service	Special Payments	Contingency	Total Expenditures	Ending Fund Balance	Total Requirements
	Personal Services	Capital Outlay							
Library Bond Construction		7,902,300				200,000	8,102,300	2,127,600	10,229,900
WWTP Improvement Project		4,360,000				100,000	4,460,000		4,460,000
16th St Water Distribution Project		2,540,000				50,000	2,590,000		2,590,000
Pipeline Rd Waterline Resilience Project		2,880,000				50,000	2,930,000		2,930,000
Local Improvement Debt Service			54,425				54,425		54,425
Library Bond Debt Service Fund			150,000	559,320			559,320	995	560,315
CSO Debt Service		26,360		1,767,930		100,000	2,044,290	555,310	2,599,600
<b>Public Works (by department):</b>									
Engineering	1,312,320	8,500					1,482,710		1,482,710
Shop and Yard	505,780	24,000					721,030		721,030
Streets	338,460	21,600					760,160		760,160
Sanitation	55,810	-					106,860		106,860
Sewer	703,710	17,900	1,019,165				2,452,785		2,452,785
Stormwater	117,620	12,500					321,670		321,670
Water	1,155,140	66,600	1,102,085				3,116,335		3,116,335
Other	-	-	-	-	-	232,130	232,130	-	232,130
<b>Total Public Works</b>	<b>4,188,840</b>	<b>151,100</b>	<b>2,121,250</b>	<b>-</b>	<b>-</b>	<b>232,130</b>	<b>9,193,680</b>	<b>-</b>	<b>9,193,680</b>
Cemetery	95,280	50,000				20,000	196,305	94,635	290,940
17th Street Dock	40,400	250,000	70,000	210,540		54,070	726,150	25,700	751,850
Aquatic Facility Trust							500	6,340	6,840
Astoria Public Library Endowment		2,500					33,580	111,920	145,500
Cemetery Irreducible			29,200				29,200	982,200	1,011,400
Promote Astoria	77,900	862,000	520,750			400,000	2,896,309	674,541	3,570,850
Logan Memorial Library			977,600				977,600		977,600
Library Renovation		13,800					13,800		13,800
Custodial									
<b>TOTAL ALL FUNDS</b>	<b>17,156,665</b>	<b>23,445,705</b>	<b>8,171,105</b>	<b>3,076,840</b>	<b>-</b>	<b>8,835,105</b>	<b>70,168,614</b>	<b>7,934,981</b>	<b>78,103,595</b>





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# GENERAL FUND

**FUND:           GENERAL**

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

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

For FYE June 30, 2023, the General Fund expects to receive 39.94% of resources from property taxes. Other resources include: non ad valorem taxes, license and permit fees, intergovernmental revenue, charges for services, fines and forfeits, interest earnings, transfers from other funds, and miscellaneous revenues.

The departments of the General Fund provide a variety of services both to the residents of the City, and to other departments. Information regarding department activities are contained in the following pages.

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

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

City of Astoria, Oregon  
Budget Document

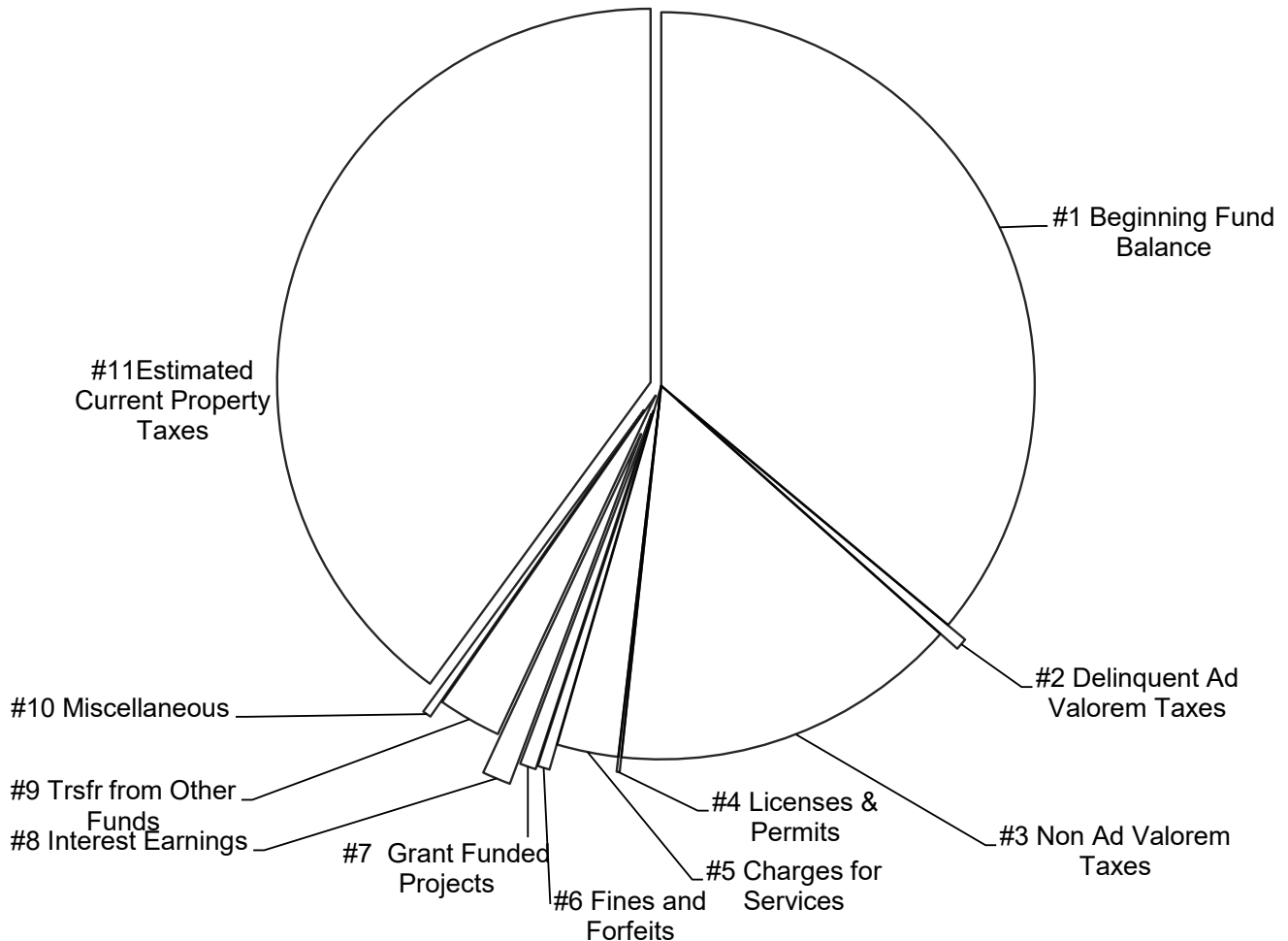
**GENERAL FUND**

Budget for Fiscal Year 7/1/23 - 6/30/24

<u>Historical Data</u>				<u>Proposed by</u>	<u>Approved by</u>	<u>Adopted by</u>
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>	<u>Resources and Requirements</u>	<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
<b>Resources</b>						
6,053,639	7,227,918	8,665,300	Beginning Fund Balance	7,031,200	7,031,200	
166,113	124,663	133,000	Delinquent Ad Valorem Taxes	100,000	100,000	
2,703,867	2,957,244	2,739,800	Non Ad Valorem Taxes	2,951,200	2,951,200	
48,572	29,163	27,500	Licenses and Permits	25,500	25,500	
340,644	267,941	349,535	Charges for Services	518,410	518,410	
106,910	91,979	101,000	Fines and Forfeits	101,600	101,600	
87,627	47,672	7,150	Grant Funded Projects	135,835	135,835	
47,552	45,748	38,000	Interest Earnings	240,000	240,000	
			Transfers from Other Funds:			
414,600	414,600	414,600	Public Works Fund	414,600	414,600	
25,000	25,000	30,000	Emergency Communication Fund	30,000	30,000	
20,800	20,800	20,800	Building Inspection Fund	20,800	20,800	
22,000	22,000	22,000	Local Improvement Debt Service Fund	-	-	
-	400	-	Close Out Funds	54,425	54,425	
-	-	15,000	Parks Operations	15,000	15,000	
<u>86,248</u>	<u>85,134</u>	<u>60,500</u>	Miscellaneous	<u>72,500</u>	<u>72,500</u>	-
10,123,572	11,360,262	12,624,185	Sub-Total Resources	11,711,070	11,711,070	-
<u>6,707,451</u>	<u>7,268,519</u>	<u>7,437,000</u>	Current Ad Valorem Taxes	<u>7,789,000</u>	<u>7,789,000</u>	-
<u>16,831,023</u>	<u>18,628,781</u>	<u>20,061,185</u>	<b>Total Resources</b>	<u>19,500,070</u>	<u>19,500,070</u>	-
<b>Requirements (by department)</b>						
6,629	8,280	15,250	City Council	28,290	28,290	-
415,166	455,948	487,880	City Manager	415,660	415,660	-
-	-	-	Human Resources	177,855	177,855	-
123,104	113,054	157,670	Municipal Court	128,920	128,920	-
718,068	676,389	834,775	Finance	946,800	946,800	-
93,116	102,275	89,000	City Attorney	89,000	89,000	-
452,498	446,359	571,840	Community Development	852,790	852,790	-
52,148	47,607	61,495	City Hall	76,045	76,045	-
707,736	713,507	958,951	Non-Departmental - Unallocated	1,073,580	1,073,580	-
2,063,438	2,155,615	2,614,575	Fire	3,076,150	3,076,150	-
2,887,306	3,079,035	3,557,605	Police	3,822,770	3,822,770	-
<u>442,357</u>	<u>610,841</u>	<u>658,170</u>	Library	<u>694,305</u>	<u>694,305</u>	-
7,961,566	8,408,910	10,007,211		11,382,165	11,382,165	-
<b>Transfer to Other Funds</b>						
6,000	6,000	6,000	Unemployment Trust	-	-	-
499,935	505,500	451,930	Emergency Communications Fund	459,460	459,460	-
1,103,419	1,089,110	1,178,510	Parks Operation Fund	1,198,760	1,198,760	-
785	740	10,000	UAP Transfer to Public Works Fund	10,000	10,000	-
		1,400	Special Police Projects Fund	1,400	1,400	-
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>30,000</u>	-
1,641,539	1,632,750	3,352,979	<b>Total Transfer to Other Funds</b>	1,699,620	1,699,620	-
<u>-</u>	<u>-</u>	<u>6,700,995</u>	Contingency	<u>6,418,285</u>	<u>6,418,285</u>	-
9,603,105	10,041,660	20,061,185	Total Expenditures	19,500,070	19,500,070	-
<u>7,227,918</u>	<u>8,587,121</u>	<u>-</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	-
<u>16,831,023</u>	<u>18,628,781</u>	<u>20,061,185</u>	Total Requirements	<u>19,500,070</u>	<u>19,500,070</u>	-

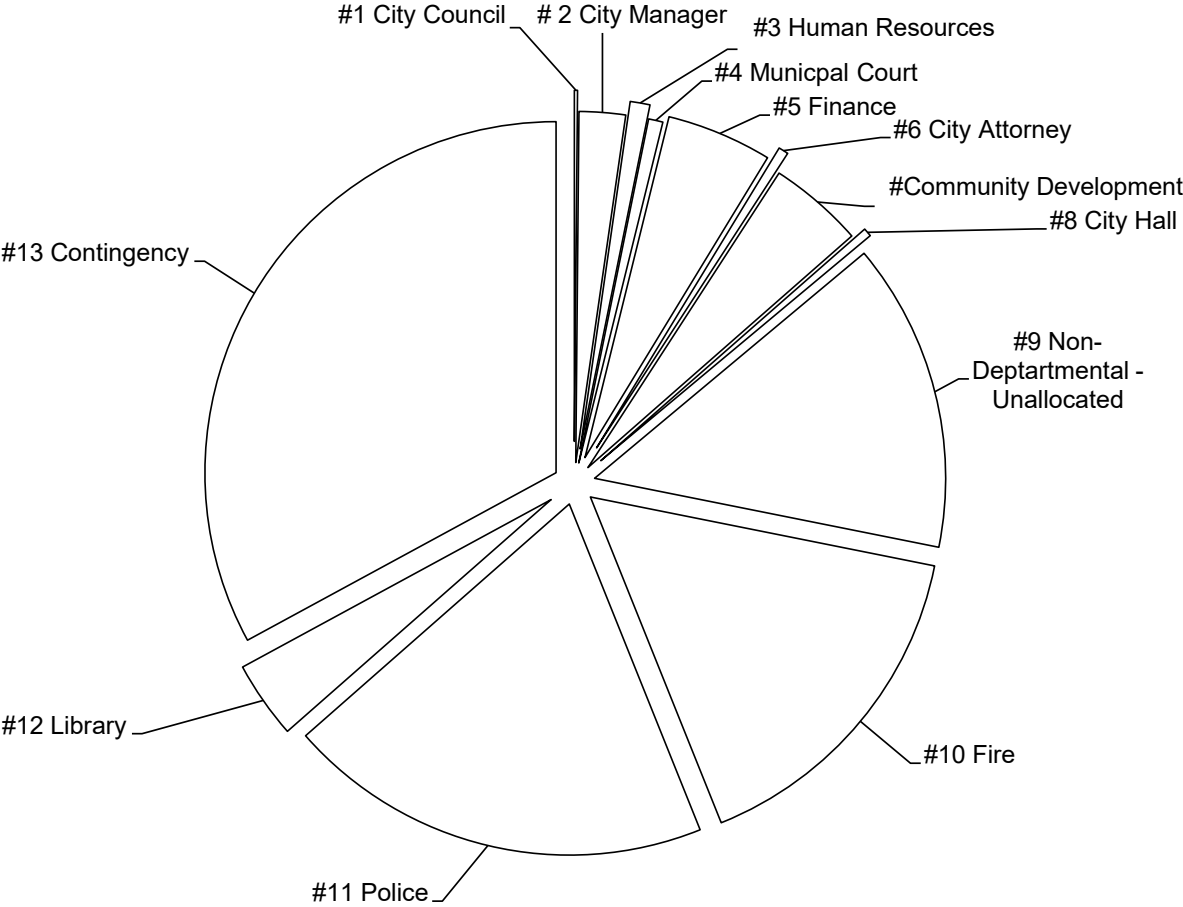
City of Astoria, Oregon  
 General Fund Resources  
 Year Beginning July 1, 2023

Segment #	Resources	Amount	Percentage
1	Beginning Fund Balance	\$ 7,031,200	36.06%
2	Delinquent Property Taxes	100,000	0.51%
3	Non Ad Valorem Taxes	2,951,200	15.13%
4	Licenses and Permits	25,500	0.13%
5	Charges for Services	518,410	2.66%
6	Fines and Forfeits	101,600	0.52%
7	Grant Funded Projects	135,835	0.70%
8	Interest Earnings	240,000	1.23%
9	Transfers from Other Funds	534,825	2.74%
10	Miscellaneous	72,500	0.37%
11	Estimated Current Property Taxes	<u>7,789,000</u>	<u>39.94%</u>
	<b>Total Resources</b>	<b><u>\$ 19,500,070</u></b>	<b><u>100.00%</u></b>



City of Astoria, Oregon  
 General Fund Requirements  
 Year Beginning July 1, 2023

Segment #	Requirements	Amount	Percentage
1	City Council	\$ 28,290	0.15%
2	City Manager	415,660	2.13%
3	Humarn Resources	177,855	0.91%
4	Municipal Court	128,920	0.66%
5	Finance	946,800	4.86%
6	City Attorney	89,000	0.46%
7	Community Development	852,790	4.37%
8	City Hall	76,045	0.39%
9	Non-Departmental - Unallocated	2,773,200	14.22%
10	Fire	3,076,150	15.78%
11	Police	3,822,770	19.60%
12	Library	694,305	3.56%
13	Contingency	<u>6,418,285</u>	<u>32.91%</u>
Total Requirements		<u>\$ 19,500,070</u>	<u>100.00%</u>



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

Budget for Fiscal Year 7/1/23 - 6/30/24

<u>Historical Data</u>		<u>Adopted Budget</u>		<u>Resources and Requirements</u>	<u>Proposed by Budget Officer</u>	<u>Approved by Budget Committee</u>	<u>Adopted by Governing Body</u>
<u>FYE 6/30/21</u>	<u>FYE 6/30/22</u>	<u>FYE 6/30/23</u>	<u>FYE 6/30/24</u>				
<u>Personnel Services:</u>							
4,398	4,419	4,420	4,430	City Council	4,430	4,430	-
401,639	442,170	470,180	391,490	City Manager	391,490	391,490	-
-	-	-	171,010	Human Resources	171,010	171,010	-
63,468	57,221	80,420	69,070	Municipal Court	69,070	69,070	-
634,671	616,206	702,950	789,640	Finance	789,640	789,640	-
330,902	384,273	465,790	615,850	Community Development	615,850	615,850	-
7,263	6,037	7,330	15,120	City Hall	15,120	15,120	-
130	221	1,120	1,320	Non-Departmental - Unallocated	1,320	1,320	-
1,866,385	1,931,869	2,274,700	2,708,950	Fire	2,708,950	2,708,950	-
2,731,898	2,814,898	3,284,270	3,496,360	Police	3,496,360	3,496,360	-
337,641	439,023	477,990	523,390	Library	523,390	523,390	-
6,378,395	6,696,337	7,769,170	8,786,630	Total Personnel Services	8,786,630	8,786,630	-
<u>Materials &amp; Services:</u>							
2,231	3,861	10,830	23,860	City Council	23,860	23,860	-
13,527	13,778	17,700	24,170	City Manager	24,170	24,170	-
-	-	-	6,845	Human Resources	6,845	6,845	-
59,636	55,833	77,250	59,850	Municipal Court	59,850	59,850	-
83,397	60,183	131,825	157,160	Finance	157,160	157,160	-
93,116	102,275	89,000	89,000	City Attorney	89,000	89,000	-
121,596	62,086	106,050	236,940	Community Development	236,940	236,940	-
44,885	41,570	54,165	60,925	City Hall	60,925	60,925	-
707,606	713,286	957,831	1,072,260	Non-Departmental - Unallocated	1,072,260	1,072,260	-
197,053	223,746	339,875	367,200	Fire	367,200	367,200	-
155,408	264,137	273,335	326,410	Police	326,410	326,410	-
104,716	171,818	180,180	170,915	Library	170,915	170,915	-
1,583,171	1,712,573	2,238,041	2,595,535	Total Materials & Services	2,595,535	2,595,535	-

Continued on Next Page





**FUND: GENERAL**

Department: City Council #1000

Basic Objectives

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

Staffing

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

<u>Name</u>	<u>Position</u>	<u>Term Expires</u>
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**

Budget for Fiscal Year 7/1/23 - 6/30/24

<u>Historical Data</u>			Resources and Requirements	<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>		
<u>Actual Data</u> FYE 6/30/21	FYE 6/30/22	<u>Adopted Budget</u> FYE 6/30/23		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
4,080	4,080	4,080	<b>Personnel Services:</b>			
312	310	320	Regular Salaries	4,080	4,080	
6	29	10	FICA Taxes	330	330	
			Workers' Compensation	20	20	-
4,398	4,419	4,410	<b>Total Personnel Services</b>	4,430	4,430	-
-	-	-				
			<b>FTEs</b>	-	-	-
101	-	500	<b>Materials and Services:</b>			
-	-	-	Office Supplies	500	500	
1,204	1,447	8,500	Operating Supplies	1,200	1,200	
-	-	-	Conferences, Meetings & Travel	8,500	8,500	
620	311	330	Professional Services	7,000	7,000	
-	-	-	Memberships & Dues	660	660	
306	2,103	1,500	Communications	4,500	4,500	
			Miscellaneous	1,500	1,500	-
2,231	3,861	10,830	<b>Total Materials and Services</b>	23,860	23,860	-
6,629	8,280	15,240	<b>Total Expenditures</b>	28,290	28,290	-

<b>GENERAL FUND (001)</b>				
<b>CITY COUNCIL (1000)</b>				
<b>Personnel Services (410 - 415)</b>				
410	2020	Straight Time - Regular	4,080	
415	2220	Payroll Taxes	330	
415	2240	Workers' Compensation	20	
<b>TOTAL PERSONNEL SERVICES</b>				<b>4,430</b>
			<b>TOTAL FTEs</b>	<b>-</b>
<b>Materials and Services (510 - 675)</b>				
510	3045	General Office Supplies	500	
Sub-total of Office Supplies				<b>500</b>
515	3310	General Operating Supplies	1,200	
Sub-total of Operating Supplies				<b>1,200</b>
615	4265	Travel, Conferences and Meetings	8,500	
Sub-total Conferences, Meetings & Travel				<b>8,500</b>
620	4540	Professional Services		
Council Facilitation/Planning/Retreat			7,000	
Sub-total Professional Services				<b>7,000</b>
630	4720	Sister Cities International Program	660	
Sub-total Memberships & Dues				<b>660</b>
635	4920	Cell Phones	4,500	
Sub-total of Communications				<b>4,500</b>
675	6035	Miscellaneous - General	1,500	
Sub-total of Miscellaneous				<b>1,500</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>23,860</b>
<b>TOTAL CITY COUNCIL</b>				<b>28,290</b>



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**FUND:                   GENERAL**

Department:           City Manager #1101

Basic Objectives

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

The City Manager is responsible to the City Council.

Staffing

The staff consists of the City Manager and Executive Assistant.

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

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

Budget for Fiscal Year 7/1/23 - 6/30/24

<u>Historical Data</u>			Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Actual Data</u> FYE 6/30/21	FYE 6/30/22	<u>Adopted Budget</u> FYE 6/30/23				
<b>Personnel Services:</b>						
203,012	297,011	302,480	Regular Salaries	261,740	261,740	
-	11,599	17,160	Extra Help	-	-	
14,181	22,381	24,460	FICA Taxes	20,810	20,810	
40,664	33,251	36,600	Insurance	35,430	35,430	
54,202	77,688	89,070	Retirement Contributions	73,160	73,160	
83	240	410	Workers' Compensation	350	350	-
312,142	442,170	470,180	<b>Total Personnel Services</b>	391,490	391,490	-
2.0	3.5	3.5	<b>FTEs</b>	2.0	2.0	
<b>Materials and Services:</b>						
299	1,719	1,600	Office Supplies	1,400	1,400	
-	107	250	Operating Supplies	250	250	
4,309	3,268	7,200	Conferences, Meetings & Travel	7,200	7,200	
-	-	-	General Professional Services	250	250	
2,456	3,566	4,250	Memberships & Dues	1,700	1,700	
2,688	4,866	3,850	Miscellaneous	12,600	12,600	
252	252	550	Technology Services	770	770	-
10,004	13,778	17,700	<b>Total Materials and Services</b>	24,170	24,170	-
<b>Capital Outlay:</b>						
-	-	-	Machinery and Equipment	-	-	-
<u>322,146</u>	<u>455,948</u>	<u>487,880</u>	<b>Total Expenditures</b>	<u>415,660</u>	<u>415,660</u>	-

**GENERAL FUND (001)**

**CITY MANAGER (1101)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	257,500
410	2045	Overtime	4,240
410	2085	Extra Help	-
415	2220	Payroll Taxes	20,810
415	2230	Insurance	35,430
415	2235	Retirement Contributions	73,160
415	2240	Workers' Compensation	350

**TOTAL PERSONNEL SERVICES**

**391,490**

TOTAL FTEs

**2.0**

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

510	3040	Printer Cartridges and Supplies	700
510	3045	General Office Supplies	700

Sub-total of Office Supplies

**1,400**

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

**250**

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

Sub-total of Conferences, Meetings & Travel

**7,200**

620	4540	General Professional Services	250
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Sub-total of General Professional Services

**250**

630	4730	ICMA	1,250
630	4735	OCCMA	450
630	4736	Society for Human Resource Management	-
630	4737	Local Government Personnel Services	-
630	4765	APA - AICP Certification	-

Sub-total of Memberships & Dues

**1,700**

675	5920	Employee Recognition	12,000
675	6035	General - Miscellaneous	600

Sub-total of Miscellaneous

**12,600**

<b>GENERAL FUND (001)</b>			
<b>CITY MANAGER (1101)</b>			
685	6205	Software	450
685	6207	Non-Contract IT Services	320
		Sub-total of Technology Services	<b>770</b>
<b>TOTAL MATERIALS AND SERVICES</b>			<b>24,170</b>
<b>TOTAL CITY MANAGER</b>			<b>415,660</b>
<b>CAPITAL IMPROVEMENT - CITY MANAGER</b>			
<b>Machinery &amp; Equipment</b>			
<b>Total Capital Improvement - City Manager</b>			<b>-</b>
<b>TOTAL CITY MANAGER ADMIN. - ALL FUNDS</b>			<b>415,660</b>



**FUND:                   GENERAL**

Department:           Human Resources #1102

Basic Objectives

This department plans, develops, and administers all activities related to the Human Resources programs for the City including recruitment and selection, employee relations, compensation, benefits and leave administration, collective bargaining agreement administration and negotiations, organizational development and training, workers compensation, records maintenance and recommendation and administration of Citywide personnel policies and procedures.

Staffing

The staff consists of a the Director of Human Resources, who is responsible to the City Manager and a part time Administrative Assistant who reports to the Director.

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23		Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
-	-	-	Regular Salaries	104,630	104,630	
-	-	-	Extra Help	24,220	24,220	
-	-	-	FICA Taxes	10,380	10,380	
-	-	-	Insurance	820	820	
-	-	-	Retirement Contributions	30,780	30,780	
-	-	-	Workers' Compensation	180	180	-
-	-	-	<b>Total Personnel Services</b>	171,010	171,010	-
-	-	-	<b>FTEs</b>	1.5	1.5	
			<b>Materials and Services:</b>			
-	-	-	Office Supplies	1,370	1,370	
-	-	-	Operating Supplies	870	870	
-	-	-	Conferences, Meetings & Travel	1,860	1,860	
-	-	-	General Professional Services	-	-	
-	-	-	Memberships & Dues	1,945	1,945	
-	-	-	Miscellaneous	-	-	
-	-	-	Technology Services	800	800	-
-	-	-	<b>Total Materials and Services</b>	6,845	6,845	-
			<b>Capital Outlay:</b>			
-	-	-	Machinery and Equipment	-	-	-
-	-	-	<b>Total Expenditures</b>	<u>177,855</u>	<u>177,855</u>	-

**GENERAL FUND (001)****HUMAN RESOURCES (1102)****Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	104,630
410	2085	Extra Help	24,220
415	2220	Payroll Taxes	10,380
415	2230	Insurance	820
415	2235	Retirement Contributions	30,780
415	2240	Workers' Compensation	180

**TOTAL PERSONNEL SERVICES****171,010**

TOTAL FTEs

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

510	3040	Printer Cartridges and Supplies	700
510	3045	General Office Supplies	670

Sub-total of Office Supplies

**1,370**

515	3310	General Operating Supplies	870
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Sub-total of Operating Supplies

**870**

615	4265	Travel, Conferences and Meetings	1,860
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Sub-total of Conferences, Meetings &amp; Travel

**1,860**

630	4736	Society for Human Resource Management	250
630	4737	Local Government Personnel Services	1,545
630	4738	A Worksafe - Drug/CDL Consortium	150

Sub-total of Memberships &amp; Dues

**1,945**

685	6205	Software	800
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Sub-total of Technology Services

**800****TOTAL MATERIALS AND SERVICES****6,845****TOTAL HUMAN RESOURCES****177,855****CAPITAL IMPROVEMENT - HUMAN RESOURCES****Machinery & Equipment****Total Capital Improvement - Human Resources****-****TOTAL HUMAN RESOURCES - ALL FUNDS****177,855**



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**FUND: GENERAL**

Department: Municipal Court #1400

Basic Objectives

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

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

Staffing

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

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

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

Budget for Fiscal Year 7/1/23 - 6/30/24

<u>Historical Data</u>			Resources and Requirements	<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>		
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23	Officer	Budget Committee	Governing Body	
37,981	38,191	47,440	<b>Personnel Services:</b>			
2,670	2,837	3,630	Regular Salaries	41,580	41,580	
16,615	13,059	18,590	FICA Taxes	3,350	3,350	
6,159	3,091	10,690	Insurance	14,140	14,140	
43	43	70	Retirement Contributions	9,940	9,940	
			Workers' Compensation	60	60	
63,468	57,221	80,420	<b>Total Personnel Services</b>	69,070	69,070	
1.0	0.9	1.0	<b>FTEs</b>	1.0	1.0	
952	780	500	<b>Materials and Services:</b>			
-	-	500	Office Supplies	500	500	
36,084	37,430	42,800	Conferences, Meetings & Travel	500	500	
-	-	250	Professional Services	37,450	37,450	
2,798	2,794	3,600	Memberships & Dues	500	500	
19,802	14,829	29,600	Technology Services	3,800	3,800	
			Miscellaneous	17,100	17,100	
59,636	55,833	77,250	<b>Total Materials and Services</b>	59,850	59,850	
-	-	-	<b>Capital Outlay</b>			
			Machinery & Equipment	-	-	
<u>123,104</u>	<u>113,054</u>	<u>157,670</u>	<b>Total Expenditures</b>	<u>128,920</u>	<u>128,920</u>	

**GENERAL FUND (001)**

**MUNICIPAL COURT (1400)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	41,580
415	2220	Payroll Taxes	3,350
415	2230	Insurance	14,140
415	2235	Retirement Contributions	9,940
415	2240	Workers' Compensation	60

**TOTAL PERSONNEL SERVICES**

**69,070**

**TOTAL FTEs**

**1.0**

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

510	3045	General Office Supplies	500	
		Sub-total of Office Supplies		<b>500</b>
615	4265	Travel - Conferences and Meetings	500	
		Sub-total Conferences, Meetings & Travel		<b>500</b>
620	4325	Municipal Court Judge	34,100	
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	250	
		Sub-total of Professional Services		<b>37,450</b>
630	4750	Memberships & Dues	500	
		Sub-total Memberships & Dues		<b>500</b>
675	5925	VISA Fees	1,500	
675	6040	State Assessments on Fines	15,000	
675	6045	Jury & Witness Fees	100	
675	6050	County Assessments	500	
		Sub-total of Miscellaneous		<b>17,100</b>
685	6280	Municipal Court Software Maintenance	3,800	
		Sub-total of Technology Services		<b>3,800</b>

**TOTAL MATERIALS & SERVICES**

**59,850**

**TOTAL MUNICIPAL COURT**

**128,920**

**GENERAL FUND (001)**

**MUNICIPAL COURT (1400)**

**CAPITAL IMPROVEMENT FUND - MUNICIPAL COURT**

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

**TOTAL MUNICIPAL COURT - ALL FUNDS 128,920**



**FUND: GENERAL**

Department: Finance #1600

Basic Objectives

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

Services to other departments include financial control through the budget process, risk management, coordination of computer systems (except Public Safety Systems) with IT vendors, issuance of keys to most City owned buildings and facilities, issuance and review of city issued purchase cards, issuance cell phones and tablets as well as coordination of wireless vendor accounts. Finance also provides accounting and other miscellaneous financial services for other departments, as needed. In 2016 the Finance Department resumed administrative support for Oceanview Cemetery.

Staffing

There are 6.5 full-time equivalent employees in the Finance Department, including part time clerical support, 3 accounting clerks, 2 staff accountants, a financial reporting manager and the Director of Finance & Administrative Services. The Finance Department is under the supervision of the Director of Finance & Administrative Services, who is responsible to the City Manager.

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
417,908	411,753	450,040	Regular Salaries	486,530	486,530	
3,180	-	15,600	Extra Help	23,760	23,760	
31,122	30,447	35,630	FICA Taxes	41,080	41,080	
90,030	83,240	94,590	Insurance	110,220	110,220	
92,086	90,417	106,490	Retirement Contributions	127,360	127,360	
345	349	600	Workers' Compensation	690	690	-
634,671	616,206	702,950	<b>Total Personnel Services</b>	789,640	789,640	-
6.5	6.3	6.5	<b>FTEs</b>	6.5	6.5	
			<b>Materials and Services:</b>			
5,564	5,551	6,500	Office Supplies	6,500	6,500	
-	-	500	Repair & Maintenance Supplies	500	500	
200	17	1,000	Training	1,000	1,000	
698	-	4,000	Conferences, Meetings & Travel	4,000	4,000	
40,159	50,003	53,700	Professional Services	75,900	75,900	
480	989	945	Memberships & Dues	1,060	1,060	
-	22	120	Communications	120	120	
2,112	2,168	2,400	Advertising	2,500	2,500	
2,453	345	3,250	Printing & Binding	2,500	2,500	
695	845	860	Repair & Maintenance Services	920	920	
172	243	250	Miscellaneous	250	250	
30,864	-	58,300	Technology Services	61,910	61,910	-
83,397	60,183	131,825	<b>Total Materials and Services</b>	157,160	157,160	-
			<b>Capital Outlay:</b>			
-	-	-	Machinery & Equipment	-	-	-
<u>718,068</u>	<u>676,389</u>	<u>834,775</u>	<b>Total Expenditures</b>	<u>946,800</u>	<u>946,800</u>	<u>-</u>

**GENERAL FUND (001)**

**FINANCE (1600)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	486,530
410	2085	Extra Help	23,760
415	2220	Payroll Taxes	41,080
415	2230	Insurance	110,220
415	2235	Retirement Contributions	127,360
415	2240	Workers' Compensation	690

<b>TOTAL PERSONNEL SERVICES</b>			<b>789,640</b>
<b>TOTAL FTEs</b>			<b>6.5</b>

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

510	3045	General Office Supplies	6,500
		Sub-total of Office Supplies	<b>6,500</b>
525	3640	Other Repair & Maintenance Supplies	500
		Sub-total of Repair & Maintenance Supplies	<b>500</b>
610	4055	Computer Training	1,000
		Sub-total of Training	<b>1,000</b>
615	4265	Travel - Conferences and Meetings	4,000
		Sub-total Conferences, Meetings & Travel	<b>4,000</b>
620	4345	Audit Fee	55,500
620	4346	OPEB Preparation Fee	4,000
620	4350	State Filing Fee	400
620	4540	Professional Services - General	16,000
		OpenGov Financial Transparency Reporting	
		Recruitment/Backgrounds	
		Sub-total of Professional Services	<b>75,900</b>
630	4740	Other Dues and Fees	160
630	4745	OGFOA	300
630	4746	OSCPA	350
630	4736	HR Management Association (SHRMA)	250
		Sub-total Memberships & Dues	<b>1,060</b>

**GENERAL FUND (001)**

**FINANCE (1600)**

635	4975	Postage	120	
		Sub-total of Communications		<b>120</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	920	
		Sub-total of Repair & Maintenance Services		<b>920</b>
675	6035	General-Miscellaneous	250	
		Sub-total of Miscellaneous		<b>250</b>
685	6205	Computer Software	2,310	
685	6207	Non-Contract IT Services	500	
685	6247	Financial Software Maintenance	59,100	
		Sub-total of Technology Services		<b>61,910</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>157,160</b>
<b>TOTAL FINANCE</b>				<b>946,800</b>
<b>CAPITAL IMPROVEMENT FUND - FINANCE</b>				
<b>Machinery &amp; Equipment</b>				
				-
<b>Total Capital Improvement - Finance &amp; Admin Svcs</b>				-
<b>TOTAL FINANCE DEPARTMENT - ALL FUNDS</b>				<b>946,800</b>

**FUND: GENERAL**

Department: City Attorney #1800

Basic Objectives

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

Staffing

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

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23		Budget Officer	Budget Committee	Governing Body
-	-	1,000	<b>Materials and Services:</b>			
93,116	95,740	87,000	Conferences Meetings & Travel	1,000	1,000	
-	6,535	1,000	Professional Services	87,000	87,000	
			Miscellaneous	1,000	1,000	-
<u>93,116</u>	<u>102,275</u>	<u>89,000</u>	<b>Total Expenditures</b>	<u>89,000</u>	<u>89,000</u>	<u>-</u>

**Detail Information 2023-24**

**GENERAL FUND (001)**

**CITY ATTORNEY (1800)**

**Materials and Services (615 - 675)**

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

**FUND: GENERAL**

Department: Community Development # 2001

Basic Objectives

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

Planning Commission/ Historic Landmarks Commission/Design Review Committee

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

Astoria Development Commission

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

Waterfront Revitalization

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

Building Inspection Services

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

Staffing

Staffing consists of five full-time positions in Community Development department: the director, two associate planners, code enforcement officer, and an administrative assistant. The building official, a building permit technician and a part-time interim building official in the Building Inspection Department report to the Community Development Director.

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23		Budget Officer	Budget Committee	Governing Body
<b>Personnel Services:</b>						
217,540	255,934	308,940	Regular Salaries	389,540	389,540	
2,306	3,619	3,750	Extra Help	5,630	5,630	
16,278	19,396	23,930	FICA Taxes	31,820	31,820	
53,582	46,957	57,590	Insurance	93,370	93,370	
40,985	57,427	69,580	Retirement Contributions	93,070	93,070	
211	940	2,000	Workers' Compensation	2,420	2,420	-
330,902	384,273	465,790	<b>Total Personnel Services</b>	615,850	615,850	-
3.0	3.0	4.0	<b>FTEs</b>	5.0	5.0	
<b>Materials and Services:</b>						
2,047	2,771	3,200	Office Supplies	3,200	3,200	
-	-	500	Operating Supplies	2,500	2,500	
300	1,385	6,000	Conferences, Meetings & Travel	6,000	6,000	
98,016	35,791	50,000	Professional Services	200,000	200,000	
6,250	9,858	8,550	Memberships & Dues	3,550	3,550	
501	302	3,000	Postage	3,000	3,000	
8,656	8,111	10,000	Advertising	5,000	5,000	
585	1,256	800	Printing & Binding	800	800	
1,678	1,856	2,000	Repair & Maintenance Services	3,000	3,000	
2,807	-	17,000	Projects Funded by Grants	2,500	2,500	
756	756	5,000	Technology Services	7,390	7,390	-
121,596	62,086	106,050	<b>Total Materials and Services</b>	236,940	236,940	-
<b>Capital Outlay:</b>						
-	-	-	Machinery & Equipment	-	-	-
<u>452,498</u>	<u>446,359</u>	<u>571,840</u>	<b>Total Expenditures</b>	<u>852,790</u>	<u>852,790</u>	<u>-</u>



**GENERAL FUND (001)**

**COMMUNITY DEVELOPMENT (2001)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	389,540
410	2085	Extra Help	5,630
415	2220	Payroll Taxes	31,820
415	2230	Insurance	93,370
415	2235	Retirement Contributions	93,070
415	2240	Workers' Compensation	2,420

**TOTAL PERSONNEL SERVICES**

**615,850**

**TOTAL FTEs**

**5.0**

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

510	3045	General Office Supplies	3,200	
		Sub-total of Office Supplies		<b>3,200</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	1,000	
615	4266	Boards & Commission Training	1,000	
		Sub-total Conferences, Meetings & Travel		<b>6,000</b>
620	4540	Professional Services General	200,000	
		Planning Contractor		
		CMH Planning contract (reimbursable)		
		CREST		
		Sub-total of Professional Services		<b>200,000</b>
630	4750	Dues - Miscellaneous	700	
630	4765	OCPDA-APA	2,100	
630	4775	Historic Preservation	500	
630	4780	Columbia-Pacific Economic Development Distric	250	
		Sub-total Memberships & Dues		<b>3,550</b>
635	4975	Postage	3,000	
		Sub-total Postage		<b>3,000</b>

**GENERAL FUND (001)**

**COMMUNITY DEVELOPMENT (2001)**

640	5030	Advertising - Public Notices	5,000	
		Sub-total of Advertising		<b>5,000</b>
650	5145	Printing & Binding - General	800	
		Sub-total of Printing & Binding		<b>800</b>
660	5620	Office Machines	1,000	
660	5785	Vehicle Repair & Maintenance	2,000	
		Sub-total of Repair & Maintenance Services		<b>3,000</b>
680	6125	Certified Local Gov/SHPO	2,500	
		Sub-total of Projects Funded by Grants		<b>2,500</b>
685	6205	Computer Software	7,390	
		Sub-total of Technology Services		<b>7,390</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>236,940</b>
<b>Capital Outlay (740)</b>				
740	6650	Machinery & Equipment		
		Sub-total of Machinery & Equipment		-
<b>TOTAL CAPITAL OUTLAY</b>				-
<b>TOTAL COMMUNITY DEVELOPMENT</b>				<b>852,790</b>
<b>CAPITAL IMPROVEMENT FUND - COMMUNITY DEVELOPMENT</b>				
<b>Total Capital Improvement Fund - Community Development</b>				-
740	6650	Machinery & Equipment		
		Code Enforcement Computer/Phone/Etc	6,000	
		Total Machinery & Equipment		6,000
<b>TOTAL COMMUNITY DEVELOPMENT DEPARTMENT - ALL FUNDS</b>				<b>858,790</b>

**FUND:       GENERAL**

Department: City Hall #2200

Basic Objectives

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

Staffing

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

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23		Budget Officer	Budget Committee	Governing Body
<b>Personnel Services:</b>						
216	-	500	Extra Help	500	500	
3,116	3,301	4,020	Interfund Wages	7,570	7,570	
249	247	310	FICA Taxes	610	610	
2,922	1,649	1,160	Insurance	3,790	3,790	
668	744	1,140	Retirement Contributions	2,250	2,250	
92	96	200	Workers' Compensation	400	400	-
7,263	6,037	7,330	<b>Total Personnel Services</b>	15,120	15,120	-
0.1	0.1	0.1	<b>FTEs</b>	0.1	0.1	
<b>Materials and Services:</b>						
706	145	1,000	Operating Supplies	1,000	1,000	
4,866	4,626	5,350	Repair & Maintenance Supplies	6,850	6,850	
25,937	23,500	31,700	Professional Services	36,200	36,200	
13,376	13,299	16,115	Public Utility Services	16,875	16,875	
-	-	-	Miscellaneous	-	-	-
44,885	41,570	54,165	<b>Total Materials and Services</b>	60,925	60,925	-
52,148	47,607	61,495	<b>Total Expenditures</b>	76,045	76,045	-

**GENERAL FUND (001)**

**CITY HALL (2200)**

**Personnel Services (410 - 415)**

410	2085	Extra Help	500
412	2095	Interfund Wages	7,570
415	2220	Payroll Taxes	610
415	2230	Insurance	3,790
415	2235	Retirement Contributions	2,250
415	2240	Workers' Compensation	400

**TOTAL PERSONNEL SERVICES** **15,120**

**TOTAL FTEs 0.1**

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

515	3265	Custodial Supplies	1,000
		Sub-total of Operating Supplies	<b>1,000</b>
525	3520	Building Materials / Supplies	850
525	3640	Other Repair & Maintenance Supplies	6,000
		Sub-total of Repair & Maintenance Supplies	<b>6,850</b>
620	4365	Janitorial Services	13,200
620	4370	Pest Control	150
620	4375	Elevator Maintenance	15,500
620	4376	Fire Alarm System Services	1,350
620	4540	Professional Services - General Boiler Maintenance contract Technical support for Audio/Visual System	6,000
		Sub-total of Professional Services	<b>36,200</b>
655	5205	Electricity - City Hall	10,815
656	5475	Natural Gas- City Hall	3,010
657	5505	Sanitation - City Hall	3,050
		Sub-total of Public Utility Services	<b>16,875</b>

**TOTAL MATERIALS & SERVICES** **60,925**

**Capital Outlay (720 - 740)**

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

**TOTAL CITY HALL** **76,045**

**GENERAL FUND (001)**

**CITY HALL (2200)**

**CAPITAL IMPROVEMENT FUND - CITY HALL**

Machinery & Equipment

LED Lighting 30,000

***Priority Substitution Items:***

*Elevator - Modernization Project (\$100,000)*

*Quick Disconnect for City Hall (\$30,000)*

Sub-total of Machinery & Equipment **30,000**

**TOTAL CAPITAL OUTLAY 30,000**

**TOTAL CITY HALL - ALL FUNDS 106,045**

**FUND: GENERAL**

Department: Non-Departmental - Unallocated # 2400

Basic Objectives:

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

Community Organization Grants (Social Services – Basic Needs) are distributed from this department with the Budget sub-committee recommendations listed on the last page. A process has been established to set the distribution maximum which equals 0.5% of the previously adopted General Fund budget. The maximum distribution amount for FY 22-23 was \$ 80,590 and \$ 100,310 for FY 23-24.

Staffing

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

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23		Budget Officer	Budget Committee	Governing Body
<b>Personnel Services:</b>						
-	-	550	Interfund Wages	680	680	
-	-	50	FICA Taxes	60	60	
-	-	320	Insurance	340	340	
118	205	160	Retirement Contributions	200	200	
<u>12</u>	<u>16</u>	<u>40</u>	Worker Compensation	<u>40</u>	<u>40</u>	<u>-</u>
130	221	1,120	<b>Total Personnel Services</b>	1,320	1,320	-
0.1	0.1	0.1	<b>FTEs</b>	0.1	0.1	
<b>Materials and Services:</b>						
1,843	1,884	3,750	Office Supplies	3,750	3,750	
290	788	4,000	Operating Supplies	4,000	4,000	
433	3,495	5,000	Repair & Maintenance Supplies	5,000	5,000	
224,485	281,358	262,840	Professional Services	272,000	272,000	
10,770	11,490	12,850	Memberships & Dues	15,300	15,300	
47,461	44,615	54,325	Communications	54,200	54,200	
-	467	250	Advertising	250	250	
334,001	335,641	412,000	Insurance	488,750	488,750	
2,502	-	4,200	Rentals	4,200	4,200	
83,118	19,498	177,290	Miscellaneous	193,810	193,810	
<u>2,703</u>	<u>14,050</u>	<u>21,326</u>	Non-Contract IT Services	<u>31,000</u>	<u>31,000</u>	<u>-</u>
707,606	713,286	957,831	<b>Total Materials and Services</b>	1,072,260	1,072,260	-
<b>Transfer to Other Funds:</b>						
6,000	6,000	6,000	Unemployment Trust	-	-	
499,935	505,500	451,930	Emergency Communications Fund	459,460	459,460	
1,103,419	1,089,110	1,178,510	Parks Operation Fund	1,198,760	1,198,760	
785	740	10,000	UAP Transfer to Public Works Fund	10,000	10,000	
1,400	1,400	1,400	Special Police Projects Fund	1,400	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>30,000</u>	<u>-</u>
<u>1,641,539</u>	<u>1,632,750</u>	<u>3,352,979</u>	<b>Total Transfer to Other Funds</b>	<u>1,699,620</u>	<u>1,699,620</u>	<u>-</u>
<u>2,349,275</u>	<u>2,346,257</u>	<u>4,311,930</u>	<b>Total Expenditures</b>	<u>2,773,200</u>	<u>2,773,200</u>	<u>-</u>



**GENERAL FUND (001)**

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

**Personnel Services (412)**

410	2095	Interfund Wages	680
415	2220	Payroll Taxes	60
415	2230	Insurance	340
415	2235	Retirement Contributions	200
415	2240	Worker Compensation	40

**TOTAL PERSONNEL SERVICES**

**1,320**

**TOTAL FTEs**

**0.1**

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

510	3030	Paper	3,750	
		Sub-total of Office Supplies		<b>3,750</b>
515	3310	General Operating Supplies	4,000	
		Sub-total of Operating Supplies		<b>4,000</b>
525	3640	Other Repair & Maintenance Supplies	5,000	
		Sub-total of Repair & Maintenance Supplies		<b>5,000</b>
620	4390	Network Maintenance	64,000	
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	4410	Personnel Legal Services	45,000	
620	4411	General Legal Services	25,000	
620	4415	General Professional Services	35,200	
		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	40,000	
620	4539	VOIP Cisco / Obsidian Support	15,000	
		Sub-total of Professional Services		<b>272,000</b>
630	4750	Oregon Purchasing Program	2,000	
630	4785	League of Oregon Cities	8,800	
630	4796	Clatsop Economic Development Resources (CEDR)	4,500	
		Sub-total of Memberships & Dues		<b>15,300</b>
635	4920	Cell Phones	20,000	
635	4930	Telephone - Century Link	7,200	
635	4975	Postage	27,000	

**GENERAL FUND (001)****NON-DEPARTMENTAL - UNALLOCATED (2400)**

		Sub-total of Communications	<b>54,200</b>
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640	5020	Advertising - Legal Ads / Notices	250
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		Sub-total of Advertising	<b>250</b>
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645	5060	Insurance - Liability	488,750
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		Sub-total of Insurance	<b>488,750</b>
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665	5860	Office Machines	4,200
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		Sub-total of Repair and Maintenance Service	<b>4,200</b>
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675	5925	Credit Card Fees	15,200
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675	5940	Taxes and Assessments	3,300
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675	5950	Priority Funding for Housing and Homeless Projects	75,000
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675	5980	<b>Community Organization (Social Services) Grants</b>	<b>100,310</b>
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		Sub-total of Miscellaneous	<b>193,810</b>
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685	6207	Non-Contract IT Services	14,000
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685	6208	HR Info System Software	14,000
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685	6209	Human Resource ApplicantPool	3,000
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		Sub-total of Technology	<b>31,000</b>
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		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>1,072,260</b>
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**Transfers to Other Funds (850)**

850	7522	UAP Transfer to PW	10,000
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850	7525	Emergency Communications Fund	459,460
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850	7532	Parks / Aquatic Fund	1,198,760
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850	7534	Special Police Projects	1,400
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850	7550	Public Works Fund Landfill Monitoring	30,000
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		Sub-total Transfers to Other Funds	<b>1,699,620</b>
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		<b>TOTAL TRANSFERS TO OTHER FUNDS</b>	<b>1,699,620</b>
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		<b>TOTAL NON-DEPARTMENTAL - UNALLOCATED</b>	<b>2,773,200</b>
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**CAPITAL IMPROVEMENT FUND - NON-DEPARTMENTAL - UNALLOCATED**

		Software Support Renewals	40,055
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		Computer Replacements	25,200
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		Hardware, Server Replacements & Backup	85,900
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		<b>Total Capital Improvement Fund - Non-Departmental - Unallocated</b>	<b>151,155</b>
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		<b>TOTAL NON-DEPARTMENTAL - UNALLOCATED ALL FUNDS</b>	<b>2,924,355</b>
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**GENERAL FUND (001)**

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

**FY 23-24 COMMUNITY ORGANIZATION (SOCIAL SERVICES - BASIC NEEDS)**

<b><u>Organization</u></b>	<b><u>Requested</u></b>	<b><u>Recommended Distribution</u></b>
Astoria League of the Columbia Pacific	10,000	7,000
Astoria Lions Charities, Inc.	5,000	5,000
Astoria Senior Center, Inc.	5,000	4,010
Clatsop CASA Program	10,000	5,000
Clatsop Community Action	25,000	25,000
Clatsop Emergency Food Bank	5,000	5,000
Consejo Hispano	20,000	5,000
El Centro NW	10,000	2,500
Friends of the Astoria Armory (FOAA)	6,500	6,500
The Harbor	18,000	18,000
Helping Hands	50,000	5,000
LiFEBoat Services	25,000	8,000
North Coast Food Web	5,000	2,500
Restoration House, Inc.	10,000	1,000
Seaside Hall	800	800
<b>Total Community Organizations (Basic Need Grants)</b>	<b><u>205,300</u></b>	<b><u>100,310</u></b>



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**FUND: GENERAL**

Department: Fire # 2600

Basic Objectives

The fire department is responsible for fire suppression, hazards to life safety, and the treatment of persons with serious medical emergencies. Emergency medical transportation is provided by Medix Ambulance Company. The department houses a regional hazardous materials response team through a contract with the Oregon State Fire Marshals' Office. Seven of the team's eleven members are provided by the department with planned addition of two members from the department to the team. Training funds are provided by the state and City is reimbursed for emergency responses. In addition to responding within the city limits, the department provides response for the Tongue Point Job Corps Center through a contract for services with the Department of Labor. The department supports the US Coast Guard by providing response to property at Tongue Point as well as the USCG Cutters Alert and Steadfast through memorandums of agreement. A volunteer firefighter program has been in place since 1993 with varying levels of participation/staffing. A student/intern firefighter program was created in 2001 which offers college tuition, a monthly stipend and sleeping accommodations at fire station 2 located in Uniontown for three individuals. During "off" time, interns reside at Station 2, essentially staffing the station. The budget includes funding for an additional intern firefighter which does not require housing. Each intern is assigned to one of the three normal department work shifts. Department personnel have participated in a variety of regional programs including fire cause investigations, the Clatsop County Juvenile Fire Setter Network, the Clatsop County Firefighters Association and is active in assisting with providing firefighter training county-wide. The department provides public fire safety education programs, concentrating on school children regarding proper actions to be taken during a fire emergency. The department implemented a business inspection program in accordance with Oregon Fire Code. The department also provides portable fire extinguisher training to local businesses upon request. The department participates in a county-wide Mutual Aid system for response to greater alarm fires, both structural and wildland, as well as mass casualty incidents through established mutual aid agreements with all county departments and fire districts. The department also participates as one of 12 lower Columbia River fire agencies in the Maritime Fire Safety Association (MFSA) and the Fire Protection Agency Advisory Council. Consequently, some department personnel have been specially trained in shipboard firefighting, and can receive the same from all participants should a shipboard fire emergency occur in Astoria. MFSA training and response costs are reimbursed to the City as are wildland conflagrations. The department overtime budget was increase to support participation in MFSA, Hazmat response/training and conflagration responses.

Staffing

Fire Department staff currently includes a fire chief position, a deputy chief-training officer, a deputy chief-fire marshal/emergency manager, three lieutenants, three driver/engineers, three firefighters, a half-time administrative assistant, four student/intern firefighters and several volunteer firefighters. There is a minimum of two career firefighters on duty at all times. When fully staffed, including intern firefighters, there can be as many as four or five firefighters on duty with varying levels of training, expertise and experience. This budget anticipates addition of two full time firefighters using grant funds with City match declining over a three year period and also anticipates participation in up to four conflagrations.

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

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
1,012,746	1,130,853	1,240,600	Regular Salaries	1,424,000	1,424,000	
127,844	69,704	125,880	Overtime	171,210	171,210	
16,620	15,342	25,200	Department Funded Intern Stipends	25,200	25,200	
8,893	7,575	28,640	Volunteer Wages	28,640	28,640	
17,950	18,998	22,840	Interfund Wages	25,900	25,900	
88,781	93,472	110,410	FICA Taxes	134,840	134,840	
258,868	259,919	270,710	Insurance	345,560	345,560	
303,888	294,601	392,190	Retirement Contributions	476,790	476,790	
30,795	41,405	58,230	Workers' Compensation	76,810	76,810	-
<u>1,866,385</u>	<u>1,931,869</u>	<u>2,274,700</u>	<b>Total Personnel Services</b>	<u>2,708,950</u>	<u>2,708,950</u>	-
12.9	12.9	13.8	<b>FTEs</b>	16.1	16.1	
			<b>Materials and Services:</b>			
1,160	1,405	2,000	Office Supplies	2,400	2,400	
63,933	72,294	92,900	Operating Supplies	126,200	126,200	
5,246	7,185	15,000	Repair & Maintenance Supplies	15,000	15,000	
60	4,274	6,000	Small Tools & Minor Equipment	6,000	6,000	
28,923	21,930	32,000	City Shop Expenses	30,000	30,000	
372	6,731	25,000	Training	25,000	25,000	
148	2,459	5,000	Conferences, Meetings & Travel	5,000	5,000	
9,778	6,091	14,000	Professional Services	10,500	10,500	
3,077	6,574	6,600	Volunteer Services	6,600	6,600	
14,833	9,259	35,000	Fire Intern Expense	35,000	35,000	
783	796	1,200	Memberships & Dues	1,200	1,200	
650	377	750	Advertising	750	750	
398	329	325	Insurance	350	350	
28,010	29,595	38,400	Public Utility Services	33,800	33,800	
30,938	40,169	51,800	Repair & Maintenance Services	52,800	52,800	
-	2,643	3,000	Rentals/Leasing	3,000	3,000	
8,744	11,635	10,900	Technology Services	13,600	13,600	-
<u>197,053</u>	<u>223,746</u>	<u>339,875</u>	<b>Total Materials and Services</b>	<u>367,200</u>	<u>367,200</u>	-
			<b>Capital Outlay:</b>			
-	-	-	Machinery & Equipment	-	-	-
<u>-</u>	<u>-</u>	<u>-</u>	<b>Total Capital Outlay</b>	<u>-</u>	<u>-</u>	<u>-</u>
<u>2,063,438</u>	<u>2,155,615</u>	<u>2,614,575</u>	<b>Total Expenditures</b>	<u>3,076,150</u>	<u>3,076,150</u>	<u>-</u>

**GENERAL FUND (001)**

**FIRE DEPARTMENT (2600)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	1,424,000
410	2045	Overtime	171,210
410	2055	Department Funded Intern Stipends	25,200
410	2059	Volunteer Wages	28,640
412	2095	Interfund Wages	25,900
415	2220	Payroll Taxes	134,840
415	2230	Insurance	345,560
415	2235	Retirement Contributions	476,790
415	2240	Workers' Compensation	76,810

**TOTAL PERSONNEL SERVICES**

**TOTAL FTEs**

**16.1**

**2,708,950**

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

510	3045	General Office Supplies	2,400
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**Sub-total of Office Supplies**

**2,400**

515	3180	Fuel, Oil & Lubricants	22,000
515	3185	Emergency Medical Supplies	9,000
515	3190	Firefighting Equipment	10,000
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	6,000

**Sub-total of Operating Supplies**

**126,200**

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

**Sub-total of Repair & Maintenance Supplies**

**15,000**

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

**6,000**

**GENERAL FUND (001)**

**FIRE DEPARTMENT (2600)**

545	3820	Vehicle Parts - City Shops	24,000	
545	3825	Tires - City Shops	6,000	
		<b>Sub-total of City Shop Expenses</b>		<b>30,000</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	6,500	
620	4520	Finger Printing/ Screening	1,000	
620	4540	General - Professional Services	3,500	
		<b>Sub-total of Professional Services</b>		<b>10,500</b>
625	4650	Volunteer Firefighter Insurance	3,000	
625	4660	Volunteer Awards & Program	3,600	
		<b>Sub-total of Volunteer Services</b>		<b>6,600</b>
625	4635	Department Funded Intern Tuition & Fees	35,000	
		<b>Sub-total of Fire Intern Expense</b>		<b>35,000</b>
630	4750	Various Dues	1,200	
		<b>Sub-total of Memberships &amp; Dues</b>		<b>1,200</b>
640	5020	Advertising - Legal Ads / Notices	750	
		<b>Sub-total of Advertising</b>		<b>750</b>
645	5060	EAP Insurance for volunteers	350	
		<b>Sub-total Insurance Services</b>		<b>350</b>
655	5211	Electricity - Public Safety Building	13,000	
655	5212	Electricity - Fire Station 2	2,600	
656	5450	Natural Gas - Fire Station 2	3,000	
656	5455	Natural Gas - Public Safety Building	11,500	
657	5508	Sanitation - Public Safety Building	3,000	
657	5509	Sanitation - Fire Station 2	700	



**GENERAL FUND (001)**

**FIRE DEPARTMENT (2600)**

<b>Sub-total of Public Utility Services</b>			<b>33,800</b>
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	4,500
660	5728	Annual Ground Ladder Testing	1,200
660	5729	Annual Aerial Device/Ladder Testing	4,000
660	5750	Buildings-Public Safety	6,500
660	5751	Buildings-Station 2	6,800
660	5752	Annual Pump Testing - 4 Apparatus	2,000
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>52,800</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	12,100
<b>Sub-total of Technology Services</b>			<b>13,600</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>367,200</b>
<b>TOTAL FIRE DEPARTMENT</b>			<b>3,076,150</b>

**GENERAL FUND (001)**

**FIRE DEPARTMENT (2600)**

**CAPITAL IMPROVEMENT FUND - FIRE DEPT  
Machinery and Equipment:**

Station Generator (25% of the cost)	50,000
Radios - replace 1/2 end of life radios	50,000
Extrication equipment - replace end of life equipme	50,000
IPAD & Phone Updates	2,000
FIT Test Machine 1/3 cost share APD & PW	8,000
Zoll AED - replacement for outdated AED	4,000
RIT SCBA Bottle Spares (4)	5,000
Bed Slide Cover for 2551	5,000
New A/C unit for Engine 2523	10,000

***Identified Needs Not Currently Budgeted***

*Public Safety Building - Heating System Repairs (\$ 100,000)*

*Equipment replacement reserve (\$ 50,000)*

**Subtotal of Machinery and Equipment 184,000**

**TOTAL CAPITAL IMPROVEMENT FUND - FIRE DEPT 184,000**

**TOTAL FIRE DEPARTMENT - ALL FUNDS 3,260,150**

**FUND: GENERAL**

Department: Police # 2800

### **Basic Objectives**

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

***Dedicated to Duty – Committed to Community***

### **Community Policing**

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

### **Technology**

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

### **Staffing**

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

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

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
1,661,026	1,642,142	1,908,820	Regular Salaries	2,042,990	2,042,990	
53,783	129,047	99,000	Overtime	105,380	105,380	
2,294	21,965	870	Extra Help	880	880	
20,584	20,855	24,790	Interfund Wages	27,530	27,530	
128,741	135,470	155,560	FICA Taxes	175,150	175,150	
391,255	372,145	470,450	Insurance	447,010	447,010	
439,259	457,268	553,910	Retirement Contributions	622,850	622,850	
34,956	36,006	70,870	Workers' Compensation	74,570	74,570	-
2,731,898	2,814,898	3,284,270	<b>Total Personnel Services</b>	3,496,360	3,496,360	-
20.6	20.6	22.1	<b>FTEs</b>	22.1	22.1	
			<b>Materials and Services:</b>			
8,014	8,691	8,850	Office Supplies	3,000	3,000	
40,452	47,007	66,150	Operating Supplies	79,250	79,250	
4,925	16,242	16,200	Repair & Maintenance Supplies	13,600	13,600	
1,476	8,489	7,575	Small Tools & Minor Equipment	7,575	7,575	
9,406	14,148	15,000	City Shop Expenses	15,000	15,000	
13,921	20,456	28,200	Training	30,700	30,700	
573	3,260	3,000	Conferences, Meetings & Travel	3,000	3,000	
4,171	44,024	8,800	Professional Services	32,800	32,800	
555	395	1,580	Memberships & Dues	4,285	4,285	
743	717	2,000	Communications	2,650	2,650	
-	401	1,000	Advertising	1,000	1,000	
3,430	3,971	4,100	Printing & Binding	4,100	4,100	
16,357	15,641	17,800	Public Utility Services	19,000	19,000	
24,723	19,289	26,900	Repair & Maintenance Services	23,800	23,800	
2,687	4,375	7,650	Miscellaneous	3,800	3,800	
23,975	57,031	58,530	Technology Services	82,850	82,850	-
155,408	264,137	273,335	<b>Total Materials and Services</b>	326,410	326,410	-
			<b>Capital Outlay:</b>			
-	-	-	Machinery & Equipment	-	-	-
-	-	-	<b>Total Capital Outlay</b>	-	-	-
2,887,306	3,079,035	3,557,605	<b>Total Expenditures</b>	3,822,770	3,822,770	-

**GENERAL FUND (001)**

**POLICE DEPARTMENT (2800)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	2,042,990
410	2045	Overtime	105,380
410	2085	Extra Help	880
412	2095	Interfund Wages	27,530
415	2220	Payroll Taxes	175,150
415	2230	Insurance	447,010
415	2235	Retirement Contributions	622,850
415	2240	Workers' Compensation	74,570

**TOTAL PERSONNEL SERVICES**

**FTEs                      22.1                      3,496,360**

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

510	3045	General Office Supplies	3,000	
		Sub-total of Office Supplies		<b>3,000</b>
515	3120	Books / Periodicals	800	
515	3125	Clothing / Uniforms / Boots / Gloves	27,300	
515	3130	Photography Supplies	750	
515	3135	Food and Local Meetings	2,400	
515	3180	Fuel, Oil & Lubricants	40,000	
515	3310	General Operating Supplies	8,000	
		Sub-total of Operating Supplies		<b>79,250</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	3,100	
530	3740	Minor Operating Equipment	675	
		Sub-total of Small Tools		<b>7,575</b>
545	3820	Vehicle Parts - City Shops	7,000	
545	3825	Tires - City Shops	5,000	
545	3830	General Repair Supplies - City Shops	3,000	
		Sub-total of City Shop Expenses		<b>15,000</b>
610	4055	Computer Training	500	
610	4060	Career Development	18,900	
610	4085	Travel Expenses - Training	5,000	
610	4086	Ammo Training	5,000	
610	4087	Training Equipment	1,300	
		Sub-total of Training		<b>30,700</b>

**GENERAL FUND (001)**

**POLICE DEPARTMENT (2800)**

615	4260	Conference / Meeting Expense	1,500	
615	4265	Travel - Conferences and Meetings	1,500	
		Sub-Total Conferences, Meetings & Travel		<b>3,000</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	6,000	
620	4467	RV Disposals	5,000	
		Sub-total of Professional Services		<b>32,800</b>
630	4750	Various Dues	4,285	
		Sub-total Memberships & Dues		<b>4,285</b>
635	4935	Satellite Phones	1,000	
635	4965	Cable	600	
635	4975	Postage	1,050	
		Sub-total of Communications		<b>2,650</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	8,800	
656	5450	Natural Gas - Public Safety Building	8,000	
657	5508	Sanitation - Public Safety Building	1,900	
		Sub-total of Public Utility Services		<b>19,000</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	5,600	
660	5825	General - Repair & Maintenance Services	2,100	
		Sub-total of Repair & Maintenance Services		<b>23,800</b>
675	5995	Special Investigation	2,500	
675	6000	Towing	1,000	
675	6035	General - Miscellaneous	300	
		Sub-total of Miscellaneous		<b>3,800</b>

**GENERAL FUND (001)**

**POLICE DEPARTMENT (2800)**

685	6245	Computer Hardware	5,720	
685	6250	Software Maintenance		
		Lexipol / Lexipol DTB	8,035	
		TIG	1,920	
		Magnet Forensics	6,200	
		Cellebrite	6,100	
		Adobe	2,595	
		WhenTo Work	220	
		CMi (Justice RMS,CAD, 5 device pk Workstation		
		License, eCitation, JusticeConnect Platform	22,820	
		Jetty	5,000	
		Leeds Online	2,280	
		Tracker SAFE	11,700	
		Recorder Maintenance	3,920	
		Other	6,340	
		Sub-total of Technology Services		<b>82,850</b>

**TOTAL MATERIALS & SERVICES 326,410**

**TOTAL CAPITAL OUTLAY -**

**TOTAL POLICE DEPARTMENT 3,822,770**

**CAPITAL IMPROVEMENT FUND - POLICE DEPARTMENT**

**23-24**

**Machinery and Equipment - Police Department**

Watchguard replacement server	15,000	
Generator	50,000	
Dodge Durango	61,030	
Range - Roof, Siding, Painting	21,400	
Fitness Test Machine	8,000	

**Capital identified but not budgeted:**

*Men's/Women's Locker Room Remodel (\$58,350)*

**155,430**

**Debt Services**

Principal Payments - Police Vehicle Leases

Lease # 2968 Pmt 3 of 3 42,230

**42,230**

Interest Payments - Police Vehicle Leases

Lease # 2968 Pmt 3 or 3 2,000

**2,000**

**199,660**

**TOTAL POLICE DEPARTMENT - ALL FUNDS 4,022,430**



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**FUND: GENERAL**

Department: Library # 3200

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

The Astoria Library is an active and responsive part of the community. Its service priorities are:

- create young readers through early childhood literacy
- create comfortable virtual and physical space for its citizens
- provide resources to enable residents of all ages and backgrounds to explore topics of personal interest
- provide access to technology and tools assisting residents with location, evaluation and use of information resources
- stimulate imagination through reading, viewing and listening for pleasure
- work with supporters to maintain adequate financial resources.

Goals and objectives of the Astoria Public Library strategic plan guide library activities.

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

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

Staffing

Library staff consists of a director, three full time senior library assistants and a pool of temporary part-time library assistants. Core services are enhanced by volunteers in a variety of ways.

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23		Budget Officer	Budget Committee	Governing Body
<b>Personnel Services:</b>						
195,823	256,150	256,760	Regular Salaries	264,270	264,270	
-	-	380	Overtime	430	430	
27,907	35,553	53,150	Extra Help	57,830	57,830	
6,642	4,614	7,200	Interfund Wages	8,550	8,550	
17,330	22,217	24,290	FICA Taxes	26,660	26,660	
37,228	53,535	57,440	Insurance	81,450	81,450	
52,442	66,678	78,020	Retirement Contributions	83,470	83,470	
<u>269</u>	<u>276</u>	<u>750</u>	Workers' Compensation	<u>730</u>	<u>730</u>	-
337,641	439,023	477,990	<b>Total Personnel Services</b>	523,390	523,390	-
5.3	5.7	5.8	<b>FTEs</b>	5.8	5.8	
<b>Materials and Services:</b>						
2,053	738	3,550	Office Supplies	5,050	5,050	
2,862	10,453	11,500	Operating Supplies	10,500	10,500	
28,487	74,160	72,490	Library Materials	67,750	67,750	
2,362	3,207	6,250	Repair & Maintenance Supplies	6,250	6,250	
49	3,832	4,000	Conferences, Meetings & Travel	4,000	4,000	
18,067	17,763	10,805	Professional Services	8,000	8,000	
444	1,160	955	Memberships & Dues	955	955	
23	49	500	Communications	100	100	
754	2,864	1,700	Advertising	2,500	2,500	
314	-	600	Printing & Binding	600	600	
10,924	12,660	16,300	Public Utility Services	16,300	16,300	
17,607	18,161	23,000	Repair & Maintenance Services	21,200	21,200	
4,518	-	1,000	Miscellaneous	1,000	1,000	
4,450	-	1,430	Projects Funded by Grants	1,520	1,520	
<u>11,802</u>	<u>26,771</u>	<u>26,100</u>	Technology	<u>25,190</u>	<u>25,190</u>	-
104,716	171,818	180,180	<b>Total Materials and Services</b>	170,915	170,915	-
<b>Capital Outlay:</b>						
-	-	-	Machinery & Equipment	-	-	-
<u>442,357</u>	<u>610,841</u>	<u>658,170</u>	<b>Total Expenditures</b>	<u>694,305</u>	<u>694,305</u>	-

**General Fund (001)**

**LIBRARY (3200)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	264,270
410	2045	Overtime	430
410	2085	Extra Help	57,830
412	2095	Interfund Wages	8,550
415	2220	Payroll Taxes	26,660
415	2230	Insurance	81,450
415	2235	Retirement Contributions	83,470
415	2240	Workers' Compensation	730

**TOTAL PERSONNEL SERVICES**

**523,390**

**TOTAL FTEs**

**5.8**

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

510	3025	Stationery Envelopes	150
510	3030	Paper	150
510	3040	Printer Cartridges and Supplies	750
510	3045	General Office Supplies	4,000

Sub-total of Office Supplies

**5,050**

515	3165	Volunteer Program - General	500
515	3308	Barcodes/Book Jackets/Processing Supply	5,000
515	3310	General Operating Supplies	5,000

Sub-total of Operating Supplies

**10,500**

520	3420	Book Collections, non-fiction	5,200
520	3421	Book Collections, fiction	5,800
520	3422	Book Collections, large print	4,000
520	3423	Audio Books on CD	5,000
520	3424	Adult/Family/Teen Programs	4,000
520	3430	DVD Collection	4,000
520	3435	Magazines	500
520	3440	Newspapers / Review Sources	450
520	3441	Children's collections-birth to age 5	6,000
520	3442	Children's collections-K-3rd grade	5,000
520	3443	Children's collections- 4th to 6th	4,500
520	3444	Children's collections- 7th to 12th	4,000
520	3445	Children's Programs	5,000
520	3450	ODLC-Library2Go Consortium	5,400
520	3453	Sanborn Maps	8,750
520	3457	Archive Materials	150

Sub-total of Library Materials

**67,750**

**General Fund (001)**

**LIBRARY (3200)**

525	3520	Building Materials / Supplies	900	
525	3555	Flooring and Lighting	750	
525	3640	Other Repair & Maintenance Supplies	4,600	
		Sub-total of Repair & Maintenance Supplies		<b>6,250</b>
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	7,200	
		Reclura Catalog Services		
		Courier Services		
		Transcription		
		Sub-total of Professional Services		<b>8,000</b>
630	5805	Various Dues	175	
630	4810	American Library Association	450	
630	4815	Public Library Association	80	
630	4820	Oregon Library Association	250	
		Sub-total of Memberships & Dues		<b>955</b>
635	4975	Postage	100	
		Sub-total of Communications		<b>100</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	8,800	
656	5470	Natural Gas	6,400	
657	5514	Sanitation	1,100	
		Sub-total of Public Utility Services		<b>16,300</b>
660	5745	Janitorial Services Agreement	15,400	
660	5760	Heating Systems	3,000	
660	5770	Lighting	1,000	
660	5780	Landscaping	1,800	
		Sub-total of Repair & Maintenance Services		<b>21,200</b>
675	6035	General - Miscellaneous	1,000	
		Sub-total of Miscellaneous		<b>1,000</b>

<b>General Fund (001)</b>			
<b>LIBRARY (3200)</b>			
680	6130	Oregon State Library	1,520
		Sub-total of Projects Funded by Grants	<b>1,520</b>
685	6205	Computer Software / Mobile Hot Spot	5,490
685	6210	Annual Technical Repair / Replacement	5,000
685	6260	Integrated Library Software	13,000
685	6205	Envisionware	1,700
		Sub-total of Technology	<b>25,190</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>170,915</b>
<b>TOTAL LIBRARY</b>			<b>694,305</b>
<b>CAPITAL IMPROVEMENT FUND - LIBRARY</b>		<b>23-24</b>	
		Workstations	6,000
		Transition Projects	44,500
<b>Total Capital Improvement Fund - Library</b>			<b>50,500</b>
<b>TOTAL LIBRARY - ALL FUNDS</b>			<b>744,805</b>



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# SPECIAL REVENUE FUNDS



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**FUND: CAPITAL IMPROVEMENT # 102**

Basic Objectives

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

Due to constraints of property tax limitation measure all General Fund Capital Outlay is budgeted in this fund.

As of June 30, 2021, nine (9) outstanding housing rehabilitation loans from City portion of Community Development Block Grants (CDBGs) total \$ 77,103.

Staffing

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

City of Astoria, Oregon  
Budget Document

**CAPITAL IMPROVEMENT FUND # 102**

Historical Data			Budget for Fiscal Year 7/1/23 - 6/30/24			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
1,697,019	2,413,339	2,770,000	Beginning Fund Balance	2,961,000	2,961,000	
326,380	321,170	309,400	Intergovernmental	331,900	331,900	
15,741	13,713	7,500	Interest Earnings	75,000	75,000	
1,055,484	411,008	170,000	Timber/Land Sale	200,000	200,000	
179,097	442,727	-	Gifts, Bequests & Grants	-	-	
84,512	40,287	8,000	Miscellaneous	48,000	48,000	
-	-	1,000,000	Transfer from Other Funds	-	-	
76,500	-	-	General Fund	-	-	
			17th Street Dock Fund	-	-	
<b>3,434,733</b>	<b>3,642,244</b>	<b>4,264,900</b>	<b>Total Resources</b>	<b>3,615,900</b>	<b>3,615,900</b>	<b>-</b>
<b><u>Requirements</u></b>						
<b>Materials &amp; Services:</b>						
			Professional Services			
244,448	94,761	125,290	Public Works	152,090	152,090	
9,330	3,358	14,000	Parks	14,000	14,000	
-	-	100,000	Professional Services-Unallocated	100,000	100,000	
		700	Advertising-Unallocated	700	700	
113,056	157,939	70,500	Repair and Maintenance Services			
			Public Works	70,000	70,000	-
<b>366,834</b>	<b>256,058</b>	<b>310,490</b>	<b>Total Materials &amp; Services</b>	<b>336,790</b>	<b>336,790</b>	<b>-</b>
<b>Capital Outlay:</b>						
-	-	-	Buildings-Unallocated	-	-	
-	-	17,500	Improvements Other Than Bldgs			
			Public Works	17,500	17,500	
107,951	84,730	128,805	Machinery and Equipment			
		100,000	Network Appropriation-Unallocated	151,155	151,155	
137,149	141,300	90,000	Public Works	300,000	300,000	
11,920	10,520	1,250,500	Parks	-	-	
62,261	11,090	38,200	Library	50,500	50,500	
187,407	154,977	921,800	Police	155,430	155,430	
15,224	89,900	112,170	Fire	184,000	184,000	
-	61,072	-	City Hall	30,000	30,000	
			Community Development	6,000	6,000	-
<b>521,912</b>	<b>553,589</b>	<b>2,658,975</b>	<b>Total Capital Outlay</b>	<b>894,585</b>	<b>894,585</b>	<b>-</b>
<b>Debt Service</b>						
51,020	83,782	65,400	Principal-Police	42,250	42,250	
74,239	-	-	Principal-Fire	-	-	
5,266	2,909	3,900	Interest-Police	2,000	2,000	
2,123	-	-	Interest-Fire	-	-	-
<b>132,648</b>	<b>86,691</b>	<b>69,300</b>	<b>Total Debt Service</b>	<b>44,250</b>	<b>44,250</b>	<b>-</b>
-	-	-	Transfers to Other Funds	1,200,000	1,200,000	
-	-	150,000	Contingency	150,000	150,000	-
<b>1,021,394</b>	<b>896,338</b>	<b>3,188,765</b>	<b>Total Expenditures</b>	<b>2,625,625</b>	<b>2,625,625</b>	<b>-</b>
1,663,339	1,995,906	226,135	Fund Balance	225,875	225,875	
750,000	750,000	850,000	Reserved for Future Expenditures	764,400	764,400	-
<b>2,413,339</b>	<b>2,745,906</b>	<b>1,076,135</b>	Ending Fund Balance	<b>990,275</b>	<b>990,275</b>	<b>-</b>
<b>3,434,733</b>	<b>3,642,244</b>	<b>4,264,900</b>	<b>Total Requirements</b>	<b>3,615,900</b>	<b>3,615,900</b>	<b>-</b>

**CAPITAL IMPROVEMENT FUND (102 0000)**

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

620	4450	Property Appraisals	3,500	
620	4455	Forest Management Plan Activities	73,590	
620	4460	Hazardous Tree Removal - Public Works City Propertie	35,000	
620	4460	Hazardous Tree Removal - Parks	14,000	
620	4465	Forest Fire Protection	20,000	
620	4467	City Property Sanitary/Refuse Removal	20,000	
620	4540	Professional Services - General		
		Development Review Procedural Updates	100,000	
		Ordinance Development w/recommendations		
		Sub-total of Professional Services		266,090
640	5030	Advertising - Public Notices	700	
		Sub-total of Advertising		700
660	5800	Watershed Road Repairs	60,000	
660	5825	Slide Repair and Maintenance	10,000	
		Sub-total of Repair and Maintenance Services		70,000

**TOTAL MATERIALS & SERVICES 336,790**

**Capital Outlay (720 - 740)**

730	6500	Improvements Other Than Buildings	17,500	
		Sub-total Improvements Other Than Buildings		17,500
740	6650	<u>Machinery &amp; Equipment</u>		
		Network Recommendations	151,155	
		Public Works	300,000	
		Library	50,500	
		Police Department	155,430	
		Fire Department	184,000	
		Community Development Department	6,000	
		City Hall Department	30,000	
		Sub-total Machinery & Equipment		877,085

**TOTAL CAPITAL OUTLAY 894,585**

**CAPITAL IMPROVEMENT FUND (102 0000)**

**Debt Service (810)**

810	6026	Principal - Police Vehicle Lease Pmt 3 of 3	42,250
810	6027	Interest - Police Vehicle Lease Pmt 3 of 3	2,000

Sub-total of Debt Service **44,250**

**Transfer to Other Funds (850)**

850	7571	Transfer to Library Bond Construction Fund	1,200,000
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Sub-total of Transfer to Other Funds **1,200,000**

**Contingent Expenditures (910)**

910	8020	Contingency	150,000
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Sub-total of Contingency **150,000**

**Ending Fund Balance (950)**

950	8520	Unappropriated Ending Fund Balance	225,875
950	8520	Reserve for Future PW Projects and Planning	450,000
950	8520	Reserve for Future Fire Apparatus	314,400

Sub-total Ending Fund Balance **990,275**

**TOTAL CAPITAL IMPROVEMENT FUND 3,615,900**

**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 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
47,328	52,834	62,100	Beginning Fund Balance	63,800	63,800	
358	286	200	Interest Earnings	1,900	1,900	
63,501	-	-	Gifts, Bequests and Grants	-	-	
<u>6,000</u>	<u>6,000</u>	<u>6,000</u>	Transfers from Other Fund: General Fund	<u>-</u>	<u>-</u>	<u>-</u>
<u><u>117,187</u></u>	<u><u>59,120</u></u>	<u><u>68,300</u></u>	<b>Total Resources</b>	<u><u>65,700</u></u>	<u><u>65,700</u></u>	<u><u>-</u></u>
<b><u>Requirements</u></b>						
64,353	2,147	65,000	<b>Material and Services:</b> Unemployment claims	35,000	35,000	
-	-	-	<b>Contingency</b>	30,000	30,000	
<u>52,834</u>	<u>56,973</u>	<u>3,300</u>	Ending Fund Balance	<u>700</u>	<u>700</u>	<u>-</u>
<u><u>117,187</u></u>	<u><u>59,120</u></u>	<u><u>68,300</u></u>	<b>Total Requirements</b>	<u><u>65,700</u></u>	<u><u>65,700</u></u>	<u><u>-</u></u>

**2023 / 24 Budget Detail Information**

**UNEMPLOYMENT FUND (104 0000)**

<b><u>Materials and Services (675)</u></b>			
675	6055	Services-Miscellaneous Unemployment Claims	35,000
		Contingency	30,000
		Ending Fund Balance	<u>700</u>
<b>TOTAL UNEMPLOYMENT FUND</b>			<b><u>65,700</u></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 7/1/23 - 6/30/24</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 6/30/21	FYE 6/30/22	FYE 6/30/23				
<b><u>Resources</u></b>						
363,094	366,180	253,900	Beginning Fund Balance	261,200	261,200	
1,836	1,292	1,270	Interest on Investments	7,840	7,840	
1,350	175	1,300	Miscellaneous Income	1,300	1,300	-
<u>366,280</u>	<u>367,647</u>	<u>256,470</u>	<b>Total Resources</b>	<u>270,340</u>	<u>270,340</u>	-
<b><u>Requirements</u></b>						
<b>Materials &amp; Services</b>						
100	-	210,600	Miscellaneous	210,600	210,600	
-	-	45,870	Contingency	50,000	50,000	
<u>366,180</u>	<u>367,647</u>	-	<b>Ending Fund Balance</b>	<u>9,740</u>	<u>9,740</u>	-
<u>366,280</u>	<u>367,647</u>	<u>256,470</u>	<b>Total Requirements</b>	<u>270,340</u>	<u>270,340</u>	-

**2023 / 24 Budget Detail Information**

**REVOLVING LOAN FUND (122 0000)**

<b><u>Materials and Services (675)</u></b>			
		Miscellaneous	
675	6025	Economic Development Projects	130,600
675	6035	Derelict Building Program Support	<u>80,000</u>
		Total Materials & Services	210,600
910	8020	Contingency	50,000
950	8520	Ending Fund Balance	<u>9,740.00</u>
<b>TOTAL REVOLVING LOAN FUND</b>			<b><u>270,340</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 7/1/23 - 6/30/24</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 6/30/21	FYE 6/30/22	FYE 6/30/23				
<b><u>Resources</u></b>						
-	(4)		Beginning Fund Balance			
268,445	75,475		CDBG			
-	24	-	Interest	-	-	-
<u>268,445</u>	<u>75,495</u>	<u>-</u>	<b>Total Resources</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Materials &amp; Services</b>						
210,620	57,832		Loan Disbursements			
57,829	17,643	-	Program Management Fees	-	-	-
268,449	75,475	-	<b>Total Materials &amp; Services</b>	-	-	-
-	-	-	<b>Contingent Expenditures</b>	-	-	-
(4)	20	-	Ending Fund Balance	-	-	-
<u>268,445</u>	<u>75,495</u>	<u>-</u>	<b>Total Requirements</b>	<u>-</u>	<u>-</u>	<u>-</u>

2023 / 24 Budget Detail Information

**COMMUNITY DEVELOPMENT BLOCK GRANT FUND (125 0000)**

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

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

**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 7/1/23 - 6/30/24

<u>Historical Data</u>			Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Actual Data</u> FYE 6/30/21	<u>Actual Data</u> FYE 6/30/22	<u>Adopted Budget</u> FYE 6/30/23				
<b><u>Resources</u></b>						
608,436	586,228	358,400	Beginning Fund Balance	361,000	361,000	
267,708	189,050	180,000	Charges for Services	180,000	180,000	
-	-		Gifts, Bequests and Grants			
2,443	999		Miscellaneous Income			
4,624	2,547	1,800	Interest on Investments	10,800	10,800	-
<u>883,211</u>	<u>778,824</u>	<u>540,200</u>	<b>Total Resources</b>	<u>551,800</u>	<u>551,800</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Personnel Services:</b>						
50,238	109,313	150,610	Regular Salaries	167,650	167,650	
14,500	63,350		Extra Help	60,000	60,000	
4,818	12,909	11,530	FICA Taxes	18,330	18,330	
16,518	29,868	44,870	Insurance	37,430	37,430	
17,659	39,608	33,920	Retirement Contributions	54,390	54,390	
870	906	2,200	Workers' Compensation	3,520	3,520	-
104,603	255,954	243,130	<b>Total Personnel Services</b>	341,320	341,320	-
1.0	2.3	2.0	<b>FTEs</b>	2.3	2.3	
<b>Materials and Services:</b>						
2,042	4,813	2,000	Office Supplies	2,000	2,000	
-	905	4,050	Operating Supplies	4,050	4,050	
78	2,441	2,750	Conferences, Meetings & Travel	2,750	2,750	
153,070	59,860	77,160	Professional Services	17,160	17,160	
523	225	350	Memberships & Dues	350	350	
866	841	825	Communications	825	825	
250	174	200	Printing & Binding	200	200	
1,612	2,078	2,300	Repair & Maintenance Services	3,800	3,800	
-	795	2,500	Technology Services	2,500	2,500	
13,139	4,116	4,500	Miscellaneous	4,500	4,500	-
171,580	76,248	96,635	<b>Total Materials and Services</b>	38,135	38,135	-
<b>Transfers to Other Funds</b>						
20,800	20,800	20,800	<b>General Fund</b>	20,800	20,800	-
20,800	20,800	20,800	<b>Total of Transfer to Other Funds</b>	20,800	20,800	-
-	-	75,000	<b>Contingency</b>	75,000	75,000	-
296,983	353,002	435,565	<b>Total Expenditures</b>	475,255	475,255	-
586,228	425,822	104,635	Ending Fund Balance	76,545	76,545	-
<u>883,211</u>	<u>778,824</u>	<u>540,200</u>	<b>Total Requirements</b>	<u>551,800</u>	<u>551,800</u>	<u>-</u>

**BUILDING INSPECTION FUND (128 3300)****Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	167,650
415	2085	Extra Help	60,000
415	2220	FICA Taxes	18,330
415	2230	Insurance	37,430
415	2235	Retirement Contributions	54,390
415	2240	Workers' Compensation	3,520

**TOTAL PERSONNEL SERVICES****341,320****FTEs****2.3****Materials and Services (510 - 675)**

510	3045	General Office Supplies Code Books and Periodicals	2,000
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Sub-total of Office Supplies

**2,000**

515	3120	Code Books and Periodicals	1,000
515	3125	Clothing/Uniforms/Boots/Gloves	500
515	3180	Fuel, Oil and Lubricants	1,800
515	3310	General Operating Supplies	250

Sub-total Operating Supplies

**3,550**

530	3720	Small Tools	500
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Sub-total Small Tools

**500**

610	4090	Training Registrations	1,000
610	4095	Certification	500

Sub-total Training/Registrations

**1,500**

615	4260	Conference / Meeting Expense	750
615	4265	Travel - Conferences / Meetings	500

Sub-total Conferences, Meetings &amp; Travel

**1,250**

620	4485	Contract Building Inspection Services	15,000
620	4490	Microfilming	1,000
620	4539	VOIP Cisco	1,160

Sub-total of Professional Services

**17,160**

<b>BUILDING INSPECTION FUND (128 3300)</b>				
630	4750	Various Dues	350	
		Sub-total Memberships & Dues		<b>350</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	3,000	
660	5825	General - Repair & Maintenance Services	100	
		Sub-total of Repair & Maintenance Services		<b>3,800</b>
675	5925	VISA Fees	4,000	
675	6035	General - Miscellaneous Services	500	
		Sub-Total of Miscellaneous-Services		<b>4,500</b>
685	6205	Computer Software	500	
685	6245	Computer Hardware	2,000	
		Sub-Total Technology Services		<b>2,500</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>38,135</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	75,000	
		Sub-total Contingency		<b>75,000</b>
<b><u>Fund Balance (950)</u></b>				
950	8520	Unappropriated Ending Fund Balance	76,545	
		Sub-total Ending Fund Balance		<b>76,545</b>
<b>TOTAL BUILDING INSPECTION FUND</b>				<b>551,800</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**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
-	-	1,007,800	Beginning Fund Balance	492,600	492,600	
-	115,799	1,112,240	Intergovernmental *	-	-	
-	5,006	2,000	Interest	12,000	12,000	-
-	120,805	2,122,040	<b>Total Resources</b>	504,600	504,600	-
<b><u>Requirements</u></b>						
<b>Capital Outlay</b>						
-	115,799	2,000,000	Improvements other than Buildings	504,600	504,600	
<b>Contingent Expenditures</b>						
-	-	122,040		-	-	
-	5,006	-	Ending Fund Balance	-	-	-
-	120,805	2,122,040	<b>Total Requirements</b>	504,600	504,600	-

**2023 / 24 Budget Detail Information**

**AMERICAN RESCUE PLAN (ARP) FUND (130 0000)**

<b>Capital Outlay ( 730 )</b>						
730	6500	Improvements Other than Buildings	504,600			
		Total Capital Outlay		504,600		
910	8020	Contingency		-		
950	8520	Ending Fund Balance		-		
<b>TOTAL REVOLVING LOAN FUND</b>				<b>504,600</b>		

\*Resources recognized represent the amount of Federal Funds expended and interest earned. Unearned revenue is \$ 996,441.



**FUND:           EMERGENCY COMMUNICATIONS # 132**

Basic Objectives

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

Staffing

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

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**EMERGENCY COMMUNICATIONS FUND #132**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23		Budget Officer	Budget Committee	Governing Body
<b>Resources</b>						
1,081,215	1,200,080	1,136,400	Beginning Fund Balance	1,116,500	1,116,500	
			Prior Period Adjustment			
426,816	533,048	532,000	Intergovernmental	536,000	536,000	
687,227	686,400	643,820	Charges for Services	640,275	640,275	
7,097	6,318	4,750	Interest on Investments	28,500	28,500	
155	-		Gifts, Bequests and Grants			
12,824	1,259		Miscellaneous	18,910	18,910	
			Transfer From Other Funds			
499,934	505,500	451,930	General Fund	459,460	459,460	
6,166	5,000	6,360	Public Works	6,650	6,650	-
<u>2,721,434</u>	<u>2,937,605</u>	<u>2,775,260</u>	<b>Total Resources</b>	<u>2,806,295</u>	<u>2,806,295</u>	-
<b>Requirements</b>						
<b>Personnel Services:</b>						
480,949	562,156	725,900	Regular Salaries	822,300	822,300	
217,712	173,601	162,600	Overtime	184,800	184,800	
4,684	-	5,000	Extra Help	60,380	60,380	
51,308	51,587	68,400	FICA Taxes	86,000	86,000	
114,750	149,733	261,900	Insurance	231,800	231,800	
143,516	162,781	219,500	Retirement Contributions	277,100	277,100	
-	332	480	Interfund Wages	740	740	
578	-	1,200	Workers' Compensation	1,500	1,500	-
1,013,497	1,100,190	1,444,980	<b>Total Personnel Services</b>	1,664,620	1,664,620	-
9.0	9.0	12.0	<b>FTEs</b>	13.4	13.4	
<b>Materials and Services:</b>						
1,086	4,070	4,500	Office Supplies	4,500	4,500	
112	1,064	6,000	Operating Supplies	6,000	6,000	
3,755	1,171	3,000	Small Tools & Minor Equipment	3,000	3,000	
128	1,884	3,000	General Repairs / City Shops	3,000	3,000	
1,166	1,196	3,100	Training	3,100	3,100	
3,307	7,028	9,500	Conferences, Meetings & Travel	9,500	9,500	
157,604	75,786	55,300	Professional Services	170,000	170,000	
500	500	2,000	Memberships & Dues	2,000	2,000	
6,772	6,332	7,000	Communications	7,000	7,000	
-	114	1,000	Advertising	1,000	1,000	
2,096	2,209	3,200	Public Utility Services	3,200	3,200	
24,084	27,078	28,875	Repair & Maintenance Services	40,500	40,500	
47,510	24,700	51,300	Technology	37,190	37,190	
1,410	1,778	2,500	Miscellaneous	2,500	2,500	-
249,530	154,910	180,275	<b>Total Materials and Services</b>	292,490	292,490	-
<b>Capital Outlay:</b>						
17,480	2,715	100,000	Buildings	20,000	20,000	
215,847	54,436	467,220	Machinery & Equipment	191,000	191,000	-
233,327	57,151	567,220	<b>Total Capital Outlay</b>	211,000	211,000	-
<b>Transfer to Other Fund</b>						
25,000	25,000	30,000	General Fund	30,000	30,000	-
-	-	150,000	<b>Contingency</b>	150,000	150,000	-
1,521,354	1,337,251	2,372,475	<b>Total Expenditures</b>	2,348,110	2,348,110	-
1,200,080	1,600,354	222,785	Ending Fund Balance	38,185	38,185	
-	-	180,000	Reserved for Future Capital Expenditure	420,000	420,000	-
<u>1,200,080</u>	<u>1,600,354</u>	<u>402,785</u>	<b>Total Ending Fund Balance</b>	<u>458,185</u>	<u>458,185</u>	-
<u>2,721,434</u>	<u>2,937,605</u>	<u>2,775,260</u>	<b>Total Requirements</b>	<u>2,806,295</u>	<u>2,806,295</u>	-

**EMERGENCY COMMUNICATIONS (132 3400)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	822,300
410	2045	Overtime	184,800
415	2220	FICA - Social Security	86,000
415	2230	Insurance	231,800
415	2235	Retirement Contributions	277,100
415	2240	Workers' Compensation	1,500
415	2085	Extra Help	60,380
415	2095	Interfund Wages	740

**TOTAL PERSONNEL SERVICES** **1,664,620**

**FTEs 13.4**

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

510	3040	Printer Cartridges and Supplies	500
510	3045	General Office Supplies	4,000
		Sub-total of Office Supplies	<b>4,500</b>
515	3180	Fuel and Lubricants	6,000
		Sub-total of Operating Supplies	<b>6,000</b>
530	3720	Small Tools & Minor Equipment	3,000
		Sub-total of Small Tools & Minor Equipment	<b>3,000</b>
545	3830	General Repairs / Vehicle Supplies City Shops	3,000
		Sub-total of City Shops Supplies	<b>3,000</b>
610	4095	Certification	100
610	4110	Dispatch Training	3,000
		Sub-total of Training	<b>3,100</b>
615	4260	Conferences / Meeting Expenses / Recognition	7,500
615	4265	Travel-Conferences and Meetings	2,000
		Sub-total of Conferences, Meetings & Travel	<b>9,500</b>
620	4540	Professional Services-General	170,000
		Background checks/testing	
		System Maintenance	
		Background Investigations	
		Communications System Maintenance	
		City of Seaside Schedule Coverage	
		Sub-total of Professional Services	<b>170,000</b>

**EMERGENCY COMMUNICATIONS (132 3400)**

630	4750	Various Dues	2,000	
		Sub-Total of Memberships & Dues		<b>2,000</b>
635	4940	911 Lines/Non Emergency	6,000	
635	4955	Language Line Services	1,000	
		Sub-total of Communications		<b>7,000</b>
640	5030	Advertising - Public Notices	1,000	
		Sub-total of Advertising		<b>1,000</b>
655	5215	Electricity - 3550 Reservoir Ridge Rd	2,000	
655	5219	Electricity - Lewis & Clark	1,200	
		Sub-total of Public Utility Services		<b>3,200</b>
660	5705	Server - Ifocus	34,500	
660	5825	General Repair & Maintenance	6,000	
		Sub-total of Repair & Maintenance Services		<b>40,500</b>
675	6035	General - Miscellaneous	2,500	
		Sub-total of Miscellaneous		<b>2,500</b>
685	6205	Computer Software	2,900	
685	6225	Eventide	6,500	
685	6230	Web Based Communication Software	5,000	
685	6235	Computer Hardware Maintenance	3,750	
685	6240	CMi (Justice RMS,CAD, 5 device pk Workstation License, eCitation, JusticeConnect Platform	14,440	
685	6275	Tailored Solutions	1,100	
685	6275	Airwatch	3,500	
		Sub-total of Technology Services		<b>37,190</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>292,490</b>

<b>EMERGENCY COMMUNICATIONS (132 3400)</b>			
<b><u>Capital Outlay (740)</u></b>			
720	6400	Communication System Network Maintenance Radio Site Maintenance	20,000
		Sub-total of Buildings	<b>20,000</b>
740	6650	Machinery & Equipment PC's - 2 Radio Site Cameras 10.8 gig Microwave x 2 Pub Safe Building Generator replacement	4,000 7,000 80,000 100,000
		Sub-total of Machinery & Equipment	<b>191,000</b>
<b>TOTAL CAPITAL OUTLAY</b>			<b>211,000</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	150,000
		Sub-total of Contingent Expenditures	<b>150,000</b>
<b><u>Ending Fund Balance (950)</u></b>			
950	8520	Unappropriated Ending Fund Balance	38,185
950	8520	Reserved for Future Capital Expenditures	420,000
		Sub-total of Ending Fund Balance	<b>458,185</b>
<b>TOTAL EMERGENCY COMMUNICATIONS FUND</b>			<b>2,806,295</b>



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**FUND: SPECIAL POLICE PROJECTS # 136**

Basic Objectives

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

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

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

Staffing

This fund operates within the organizational structure of the Police Department. Two part time cadets have been added for FY 23-24 and will be paid from this fund.

City of Astoria, Oregon  
Budget Document

**SPECIAL POLICE PROJECTS #136**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
17,280	20,430	19,800	Beginning Fund Balance	22,700	22,700	
139	124	100	Interest Earnings	680	680	
-	1		Miscellaneous			
2,157	2,029		Fines and Forfeitures			
			Transfers from Other Funds			
1,400	1,400	1,400	General Fund	1,400	1,400	
-	-	-	Promote Astoria	59,500	59,500	-
<u>20,976</u>	<u>23,984</u>	<u>21,300</u>	<b>Total Resources</b>	<u>84,280</u>	<u>84,280</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Personnel Services:</b>						
-	-	-	Regular Salaries			
-	-	-	Extra Help	43,860	43,860	
-	-	-	FICA Taxes	3,540	3,540	
-	-	-	Insurance	30	30	
-	-	-	Retirement Contributions	10,480	10,480	
-	-	-	Workers' Compensation	1,500	1,500	-
-	-	-	<b>Total Personnel Services</b>	59,410	59,410	-
-	-	-		<b>FTEs</b>	1.0	1.0
<b>Materials and Services:</b>						
546	670	19,800	Operating Supplies	22,000	22,000	
-	-	-	Projects Funded by Grants	-	-	-
546	670	19,800	<b>Total Materials and Services</b>	22,000	22,000	-
-	-	1,500	<b>Contingency</b>	2,870	2,870	-
546	670	21,300	<b>Total Expenditures</b>	84,280	84,280	-
20,430	23,314	-	Ending Fund Balance	-	-	-
<u>20,976</u>	<u>23,984</u>	<u>21,300</u>	<b>Total Requirements</b>	<u>84,280</u>	<u>84,280</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	FICA -Social Security	3,540
415	2230	Insurance	30
415	2235	Retirement Contributions	10,480
415	2240	Workers' Compensation	1,500

<b>TOTAL PERSONNEL SERVICES</b>			<b>59,410</b>
	<b>FTEs</b>		1.0

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

515	3310	General Operating Supplies	22,000
		Sub-total of Operating Supplies	<b>22,000</b>

**TOTAL MATERIALS & SERVICES** **22,000**

**Capital Outlay (720 - 740)**

740	6650	Machinery and Equipment	-
		Sub-total of Improvements Other than Buildings	-

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

**Contingent Expenditures (910)**

910	8020	Contingency	2,870
		Subtotal of Contingency	<b>2,870</b>

**Ending Fund Balance (950)**

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

**TOTAL SPECIAL POLICE PROJECTS FUND** **84,280**



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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 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
-	-	-	Beginning Fund Balance	693,700	693,700	
-	-	2,501	Interest	20,810	20,810	
-	-	675,139	Transfer from Other Funds	-	-	-
-	-	677,640	<b>Total Resources</b>	714,510	714,510	-
<b><u>Requirements</u></b>						
<b>Materials &amp; Services</b>						
-	-	250,000	Professional Services	250,000	250,000	-
-	-	250,000	<b>Total Materials &amp; Services</b>	250,000	250,000	-
<b>Capital Outlay</b>						
-	-	250,000	Improvements other than Buildings	250,000	250,000	
<b>Contingent Expenditures</b>						
-	-	100,000		100,000	100,000	
-	-	77,640	Ending Fund Balance	114,510	114,510	-
-	-	677,640	<b>Total Requirements</b>	714,510	714,510	-

**2023 / 24 Budget Detail Information**

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

<b>Capital Outlay ( 730 )</b>			
620	4540	Professional Services	<b>250,000</b>
730	6500	Improvements Other than Buildings	250,000
Total Capital Outlay			<b>250,000</b>
910	8020	Contingency	<b>100,000</b>
950	8520	Ending Fund Balance	<b>114,510</b>
<b>TOTAL ASTOR WEST AREA SPECIAL PROJECTS FUND</b>			<b>714,510</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**

Budget for Fiscal Year 7/1/23 - 6/30/24

<u>Historical Data</u>			Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Actual Data</u> FYE 6/30/21	<u>Actual Data</u> FYE 6/30/22	<u>Adopted Budget</u> FYE 6/30/23				
			<b><u>Resources</u></b>			
106,944	110,968	111,900	Beginning Fund Balance	71,400	71,400	
40,505	47,000	-	Grants	-	-	
1,435	-	-	Gifts & Bequests	-	-	
-	713	-	Charges for Services	-	-	
687	744	600	Interest Earnings	2,140	2,140	-
<u>149,571</u>	<u>159,425</u>	<u>112,500</u>	<b>Total Resources</b>	<u>73,540</u>	<u>73,540</u>	<u>-</u>
			<b><u>Requirements</u></b>			
			<b>Materials &amp; Services:</b>			
3,301	4,071	35,000	Professional Services	20,000	20,000	-
3,301	4,071	35,000	<b>Total Materials &amp; Services</b>	20,000	20,000	-
			<b>Capital Outlay:</b>			
35,302	23,676	70,000	Improvements Other Than Bldgs	50,000	50,000	
-	-	7,500	<b>Contingent Expenditures</b>	3,540	3,540	-
38,603	27,747	112,500	<b>Total Expenditures</b>	73,540	73,540	-
110,968	131,678	-	Ending Fund Balance	-	-	-
<u>149,571</u>	<u>159,425</u>	<u>112,500</u>	<b>Total Requirements</b>	<u>73,540</u>	<u>73,540</u>	<u>-</u>

2023 / 24 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	50,000	
			<b>TOTAL CAPITAL OUTLAY</b>		<b>50,000</b>
910	8020		Contingency		3,540
950	8,520		Ending Fund Balance		-
			<b>TOTAL PARKS PROJECT FUND</b>		<b>73,540</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 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
12,709	5,233	9,600	Beginning Fund Balance	7,000	7,000	
18,800	18,400	20,000	Gifts and Bequests	20,000	20,000	
124	86	50	Interest Earnings	210	210	-
<u>31,633</u>	<u>23,719</u>	<u>29,650</u>	<b>Total Resources</b>	<u>27,210</u>	<u>27,210</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Materials &amp; Services:</b>						
-	-	-	Office Supplies			
8,550	12,000	12,000	Professional Services	13,000	13,000	
-	-	-	Repair & Maintenance Services	-	-	-
8,550	12,000	12,000	<b>Total Materials &amp; Services</b>	13,000	13,000	-
		7,650	<b>Contingent Expenditures</b>	4,210	4,210	
<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<b>Debt Service:- Principal Only Loan</b>	<u>10,000</u>	<u>10,000</u>	<u>-</u>
18,550	22,000	29,650	<b>Total Expenditures</b>	27,210	27,210	-
<u>13,083</u>	<u>1,719</u>	<u>-</u>	Ending Fund Balance	-	-	-
<u>(7,850)</u>	<u>-</u>	<u>-</u>	Prior Period Adjustment	-	-	-
<u>31,633</u>	<u>23,719</u>	<u>29,650</u>	<b>Total Requirements</b>	<u>27,210</u>	<u>27,210</u>	<u>-</u>

**2023 / 24 Budget Detail Information**

**MARITIME MEMORIAL FUND (148 0000)**

<b><u>Materials and Services</u></b>						
620	4540		Professional Services - General	13,000		
						<b>13,000</b>
<b><u>Capital Outlay</u></b>						
730	6500		Improvements Other Than Buildings	-		
						<b>-</b>
						<b>4,210</b>
<b><u>Debt Service</u></b>						
810	6990		Principal Only Loan from Astor West URD Pmt 4 of 5	10,000		<b>10,000</b>
						<b>-</b>
						<b>27,210</b>



**FUND:                    PARKS OPERATION # 158**

Basic Objectives

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

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

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

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

Staffing

All of the employees of this fund are under the supervision of the Parks and Recreation Director. Full time staffing includes: Parks and Recreation Director; one recreations and aquatic center supervisor; three recreation coordinators; one parks maintenance supervisor; three full time maintenance workers; one administrative assistant; and, part-time employees, as needed.

City of Astoria, Oregon  
Budget Document

**PARKS OPERATION FUND #158**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23- 6/30/24</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23		Budget Officer	Budget Committee	Governing Body
<b>Resources</b>						
920,224	1,005,916	797,300	Beginning Fund Balance	907,900	907,900	
			Charges for Services			
72,125	373,140	539,000	Aquatic Fees	540,000	540,000	
372,693	285,608	312,650	Recreation Fees	270,000	270,000	
99	-	-	Maintenance Fees	-	-	
48,634	3,982		Grants	58,500	58,500	
15,403	20,704		Miscellaneous			
6,834	5,165	3,000	Interest	18,000	18,000	
			Transfers from Other Funds:			
1,103,420	1,089,110	1,178,510	General Fund	1,198,760	1,198,760	
280,000	280,000	415,700	Promote Astoria	461,250	461,250	
70,000	70,000	70,000	17th Street Dock	70,000	70,000	-
<u>2,889,432</u>	<u>3,133,625</u>	<u>3,316,160</u>	<b>Total Resources</b>	<u>3,524,410</u>	<u>3,524,410</u>	<u>-</u>
<b>Requirements (by department)</b>						
<b>Materials &amp; Services:</b>						
440,135	817,083	993,605	Aquatic	867,735	867,735	
1,024,917	842,799	900,595	Parks-Recreation / Administration	952,995	952,995	
418,464	514,193	637,075	Maintenance	675,055	675,055	
-	-	100,000	Contingency	100,000	100,000	-
<u>1,883,516</u>	<u>2,174,075</u>	<u>2,631,275</u>	<b>Total Materials &amp; Services</b>	<u>2,595,785</u>	<u>2,595,785</u>	<u>-</u>
<b>Capital Outlay:</b>						
-	-	-	Aquatic	120,000	120,000	
-	-	-	Parks-Recreation / Administration	90,000	90,000	
-	-	-	Maintenance	10,000	10,000	
<u>-</u>	<u>-</u>	<u>-</u>	<b>Total Capital Outlay</b>	<u>220,000</u>	<u>220,000</u>	<u>-</u>
<b>Transfers to Other Funds:</b>						
-	-	15,000	General Fund	15,000	15,000	-
<u>1,005,916</u>	<u>959,550</u>	<u>669,885</u>	Ending Fund Balance	<u>693,625</u>	<u>693,625</u>	<u>-</u>
<u>2,889,432</u>	<u>3,133,625</u>	<u>3,316,160</u>	<b>Total Requirements</b>	<u>3,524,410</u>	<u>3,524,410</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 7/1/23 - 6/30/24</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 6/30/21	FYE 6/30/22	FYE 6/30/23				
			Personnel Services:			
287,419	583,389	689,770	Aquatic Facility	580,535	580,535	-
888,871	722,380	704,810	Recreation / Administration	807,860	807,860	-
<u>292,866</u>	<u>370,414</u>	<u>476,140</u>	Maintenance	<u>513,870</u>	<u>513,870</u>	<u>-</u>
1,469,156	1,676,183	1,870,720	Total Personal Services	1,902,265	1,902,265	-
			Materials & Services:			
152,716	233,694	303,835	Aquatic Facility	287,200	287,200	-
136,046	120,419	184,035	Recreation / Administration	145,135	145,135	-
<u>125,598</u>	<u>143,779</u>	<u>160,935</u>	Maintenance	<u>161,185</u>	<u>161,185</u>	<u>-</u>
414,360	497,892	648,805	Total Materials & Services	593,520	593,520	-
			Capital Outlay:			
-	-	-	Aquatic Facility	120,000	120,000	-
-	-	11,750	Recreation / Administration	90,000	90,000	-
<u>-</u>	<u>-</u>	<u>-</u>	Maintenance	<u>10,000</u>	<u>10,000</u>	<u>-</u>
-	-	11,750	Total Capital Outlay	220,000	220,000	-
			Transfer to Other Funds			
-	-	15,000	General Fund	15,000	15,000	-
<u>-</u>	<u>-</u>	<u>100,000</u>	Contingency	<u>100,000</u>	<u>100,000</u>	<u>-</u>
<u>1,005,916</u>	<u>959,550</u>	<u>669,885</u>	<b>Ending Fund Balance</b>	<u>693,625</u>	<u>693,625</u>	<u>-</u>
<u>2,889,432</u>	<u>3,133,625</u>	<u>3,316,160</u>	Total Expenditures	<u>3,524,410</u>	<u>3,524,410</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. Prior year history, budget and actual, is retained in the respective budget presentations for these departments.



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**FUND:                    PARKS OPERATION**

Department:            Aquatics # 4100

Basic Objectives

The indoor Astoria Aquatic Center became operational on June 13, 1998. It offers a 6-lane lap pool, a warm water recreation pool with therapy swim apparatus, a river current channel, a large slide, a wading pool and a spa. Dry land components include a large fitness room and a public lobby with free Wi-Fi. The center attracts users from a large area around Astoria. Resources of the fund are provided through charges for services and transfers from General Fund, 17<sup>th</sup> Street Dock and Promote Astoria Funds.

Staffing

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

City of Astoria, Oregon  
Budget Document  
PARKS OPERATION FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</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 6/30/21	FYE 6/30/22	FYE 6/30/23				
<b>Personnel Services:</b>						
126,748	168,200	131,510	Regular Salaries	159,850	159,850	
64,506	256,551	383,900	Extra Help	276,675	276,675	
13,968	32,770	39,430	FICA Taxes	35,150	35,150	
41,996	52,943	46,060	Insurance	20,010	20,010	
31,139	66,101	72,880	Retirement Contributions	72,990	72,990	
<u>9,062</u>	<u>6,824</u>	<u>15,990</u>	Workers' Compensation	<u>15,860</u>	<u>15,860</u>	-
287,419	583,389	689,770	<b>Total Personal Services</b>	580,535	580,535	-
6.4	11.0	12.6	<b>FTEs</b>	10.5	10.5	
<b>Materials and Services:</b>						
8,339	9,377	5,000	Office Supplies	5,000	5,000	
-	1,000	1,400	Concession Supplies	800	800	
44	2,704	5,000	Retail Supplies	4,000	4,000	
26,547	45,966	53,500	Operating Supplies	54,300	54,300	
3,505	6,824	16,500	Repair & Maintenance Supplies	11,000	11,000	
3,641	7,854	12,800	Training	14,500	14,500	
1,055	401	2,000	Conferences, Meetings & Travel	5,000	5,000	
12,238	26,461	22,535	Professional Services	15,500	15,500	
1,809	3,353	3,200	Communications	4,000	4,000	
50	-	500	Advertising	-	-	
71	-	500	Printing & Binding	500	500	
83,616	105,970	133,000	Public Utility Services	123,000	123,000	
9,724	17,119	31,000	Repair & Maintenance Services	26,000	26,000	
-	-	1,500	Rentals	1,000	1,000	
1,828	6,102	7,800	Miscellaneous	15,000	15,000	
<u>249</u>	<u>563</u>	<u>7,600</u>	Technology Services	<u>7,600</u>	<u>7,600</u>	-
152,716	233,694	303,835	<b>Total Materials and Services</b>	287,200	287,200	-
<b>Capital Outlay:</b>						
-	-	-	Improvements Othr than Buildings	90,000	90,000	
-	-	-	Machinery & Equipment	30,000	30,000	
-	-	-	<b>Total Capital Outlay</b>	<u>120,000</u>	<u>120,000</u>	-
<u>440,135</u>	<u>817,083</u>	<u>993,605</u>	<b>Total Expenditures</b>	<u>987,735</u>	<u>987,735</u>	-

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

**PARKS OPERATION FUND (158)**

**PARKS OPERATION-AQUATICS (4100)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	159,850
410	2085	Extra Help	276,675
415	2220	FICA - Social Security	35,150
415	2225	Insurance	20,010
415	2235	Retirement Contributions	72,990
415	2240	Workers' Compensation	15,860

**TOTAL PERSONNEL SERVICES**

**580,535**

FTEs            10.5

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

510	3045	General Office Supplies	5,000	
		Sub-total of Office Supplies		5,000
515	3140	First Aid Supplies	2,000	
515	3160	Program Supplies	4,000	
515	3170	Concession Stand Supplies	800	
515	3175	Retail Item Supplies	4,000	
515	3180	Fuel Oil Lubricants	300	
515	3265	Custodial Supplies	7,000	
515	3270	Chemicals	36,000	
515	3310	General Operating Supplies	5,000	
		Sub-total of Operating Supplies		59,100
525	3520	Building Materials / Supplies	3,000	
525	3540	Paint and Paint Supplies	500	
525	3545	Plumbing Supplies	4,000	
525	3550	Electrical Supplies	500	
525	3640	Other Repair and Maintenance Supplies	2,500	
		Sub-total Repair and Maintenance Supplies		10,500
530	3720	Small Tools	500	
				500

**PARKS OPERATION FUND (158)**

**PARKS OPERATION-AQUATICS (4100)**

610	4085	Travel Expense - Training	3,000	
610	4105	Life Guard Services	10,000	
610	4115	Workshops	1,500	
		Sub-total of Training		14,500
615	4260	Conferences / Meeting Expense	2,000	
615	4265	Travel - Conferences and Meeting	3,000	
		Sub-total of Conferences, Meetings & Travel		5,000
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	2,500	
635	4965	Charter Cable	1,500	
		Sub-total of Communications		4,000
645	5060	Insurance - EAP	1,200	
		Sub-total of Insurance		1,200
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	1,500	
660	5755	Electrical	4,500	
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)**

**PARKS OPERATION-AQUATICS (4100)**

665	5865	Rental Equipment	1,000	
		Sub-total of Rentals		1,000
675	5925	Credit Card Fees	12,500	
675	6005	Licenses and Permits	800	
675	6035	General - Miscellaneous	500	
		Sub-total of Miscellaneous		13,800
685	6255	Software Maintenance Agreement	7,600	
		Sub-total of Technology Services		7,600
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>287,200</b>
<b><u>Capital Outlay (720 - 740)</u></b>				
730	6500	Improvements other than Buildings	90,000	
		Sub-total of Improvements other than Buildings		90,000
740	6650	Machinery & Equipment	30,000	
		Sub-total of Machinery & Equipment		30,000
<b>TOTAL CAPITAL OUTLAY</b>				<b>120,000</b>
<b>TOTAL PARKS OPERATION-AQUATICS</b>				<b>987,735</b>



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**FUND:                    PARKS OPERATION**

Department:            Recreation / Administration # 4200

Basic Objectives

This department oversees parks and recreation activities for the City. The department coordinates recreational sporting activities throughout the year and community sports and events. Daycare services previously provided by the Parks Department will transition to another provider as of July 1, 2022.

Staffing

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

City of Astoria, Oregon  
Budget Document  
PARKS OPERATION FUND

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

Historical Data			Budget for Fiscal Year 7/1/23 - 6/30/24			
Actual Data FYE 6/30/21	Actual Data FYE 6/30/22	Adopted Budget FYE 6/30/23	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			<b>Personnel Services:</b>			
275,084	268,155	336,520	Regular Salaries	381,800	381,800	
-	-	3,660	Overtime	4,280	4,280	
376,763	242,063	140,980	Extra Help	162,900	162,900	
49,245	38,681	36,810	FICA Taxes	44,200	44,200	
73,929	67,915	93,010	Insurance	81,480	81,480	
107,322	96,642	86,510	Retirement Contributions	124,210	124,210	
<u>6,528</u>	<u>8,924</u>	<u>7,320</u>	Workers' Compensation	<u>8,990</u>	<u>8,990</u>	-
888,871	722,380	704,810	<b>Total Personal Services</b>	807,860	807,860	-
17.2	11.8	8.7	<b>FTEs</b>	9.4	9.4	
			<b>Materials and Services:</b>			
1,108	1,103	11,400	Office Supplies	8,500	8,500	
74,859	60,975	76,700	Operating Supplies	56,500	56,500	
3,542	2,636	3,500	Repair & Maintenance Supplies	2,000	2,000	
429	807	3,050	Training	5,000	5,000	
21	-	5,000	Conferences, Meetings & Travel	6,000	6,000	
38,876	30,467	28,835	Professional Services	23,635	23,635	
167	250	400	Memberships & Dues	1,000	1,000	
3,209	3,328	4,950	Communications	4,500	4,500	
525	1,496	5,500	Advertising	3,000	3,000	
1,760	178	1,500	Printing & Binding	1,000	1,000	
-	2,651	10,500	Repair & Maintenance Services	7,500	7,500	
1,006	668	2,500	Rentals	2,500	2,500	
7,432	10,554	10,000	Fee & Charge Programs	6,000	6,000	
2,992	4,226	8,000	Miscellaneous / VISA Fees	6,800	6,800	
<u>120</u>	<u>1,080</u>	<u>12,200</u>	Technology Services	<u>11,200</u>	<u>11,200</u>	-
136,046	120,419	184,035	<b>Total Materials and Services</b>	145,135	145,135	-
			<b>Capital Outlay:</b>			
-	-	11,750	Machinery & Equipment	<u>90,000</u>	<u>90,000</u>	-
-	-	<u>11,750</u>	<b>Total Capital Outlay</b>	<u>90,000</u>	<u>90,000</u>	-
			<b>Transfers Out:</b>			
-	-	15,000	General Fund	<u>15,000</u>	<u>15,000</u>	-
-	-	-	<b>Ending Fund Balance</b>	-	-	-
<u>1,024,917</u>	<u>842,799</u>	<u>915,595</u>	<b>Total Expenditures</b>	<u>1,057,995</u>	<u>1,057,995</u>	-

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

**PARKS OPERATION FUND (158)**

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

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	381,800
410	2045	Overtime	4,280
415	2085	Extra Help	162,900
415	2220	FICA -Social Security	44,200
415	2230	Insurance	81,480
415	2235	Retirement Contributions	124,210
415	2240	Workers' Compensation	8,990

**TOTAL PERSONNEL SERVICES**

**FTEs**

**9.4**

**807,860**

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

510	3030	Paper	500
510	3035	Special Paper	-
510	3040	Printer Cartridges and Supplies	500
510	3045	General Office Supplies	7,500

Sub-total of Office Supplies

**8,500**

515	3125	Clothing / Uniforms / Boots / Gloves	2,000
515	3135	Food and Local Meetings	2,000
515	3140	First Aid Supplies	500
515	3150	Awards	1,000
515	3155	Sports Equipment	10,000
515	3160	Program Supplies	40,000
515	3180	Fuel Oil Lubricants	1,000

Sub-total of Operating Supplies

**56,500**

525	3520	Building Materials / Supplies	1,000
525	3640	Other Repair & Maintenance Supplies	1,000

Sub-total Repair & Maintenance Supplies

**2,000**

610	4085	Travel Expenses - Training	3,000
610	4115	Workshops	2,000

Sub-total of Training

**5,000**

**PARKS OPERATION FUND (158)**

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

615	4260	Conference / Meeting Expense	3,000	
615	4265	Travel - Conferences and Meetings	3,000	
		Sub-total of Conferences, Meetings & Travel		<b>6,000</b>
620	4390	Network Maintenance	6,335	
620	4432	Background Checks	1,300	
620	4435	Sports Officials	8,000	
620	4540	General Professional Services	8,000	
		Sub-total of Professional Services		<b>23,635</b>
630	4805	Oregon Recreation and Parks Association	1,000	
		Sub-total of Memberships and Dues		<b>1,000</b>
635	4920	Cell Phones	4,000	
635	4975	Postage	500	
		Sub-total of Communications		<b>4,500</b>
640	5030	Advertising - Public Notices	500	
640	5035	Advertising - Recreation Promotion	2,500	
		Sub-total of Advertising		<b>3,000</b>
645	5060	Insurance - EAP	800	
		Sub-total of Insurance		<b>800</b>
650	5135	Commercial Printing	500	
650	5145	General - Printing & Binding	500	
		Sub-total of Printing & Binding		<b>1,000</b>
660	5620	Office Machines	2,500	
660	5730	Sports Equipment	5,000	
		Sub-total of Repair & Maintenance Services		<b>7,500</b>
665	5865	Rental Equipment	2,500	
		Sub-total of Rentals		<b>2,500</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	6,000	
		Sub-total of Miscellaneous		<b>6,000</b>
685	6205	Computer Software	5,200	
685	6245	Computer Hardware	3,000	
685	6207	Non Contract IT Services	3,000	
		Sub-total of Technology Services		<b>11,200</b>

**TOTAL MATERIALS & SERVICES 145,135**

**Capital Outlay (740)**

740	6650	Machinery & Equipment	90,000	
		Sub-total of Machinery & Equipment		<b>90,000</b>

**TOTAL CAPITAL OUTLAY 90,000**

**Transfers Out**

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

**Contingent Expenditures (910)**

**TOTAL PARKS OPERATION - RECREATION / ADMINISTRATION 1,057,995**



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**FUND:                    PARKS OPERATION**

Department:            Maintenance # 4300

Basic Objectives

The Parks Maintenance Department oversees parks and cemetery maintenance. The City maintains over sixty park sites, trails, and community halls. Oceanview Cemetery operations and maintenance is captured in Fund # 325.

Staffing

The full-time staff for this department consists of a park maintenance supervisor and two park maintainers. The budget provides for a full time parks maintenance position which will focus on tourism related facilities, funding is transferred from Promote Astoria and General funds to offset this portion. The parks maintenance supervisor also manages activities of the Tourist Facilities and Parks Coordinator, a maintenance position funded entirely in the Promote Astoria fund and used to focus on improvements and care at tourist related sites as well as operation of Oceanview Cemetery. Temporary employees are hired at various times throughout the year, to help maintain the parks and recreation facilities.

Budget Document  
PARKS OPERATION FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u> FYE 6/30/21	<u>Actual Data</u> FYE 6/30/22	<u>Adopted Budget</u> FYE 6/30/23	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			<b>Personnel Services:</b>			
146,891	187,290	231,430	Regular Salaries	252,480	252,480	
34,367	45,386	48,600	Extra Help	53,210	53,210	
7,357	5,537	10,080	Interfund Wages	7,280	7,280	
13,990	17,784	22,200	FICA Taxes	25,200	25,200	
49,878	58,322	87,130	Insurance	86,040	86,040	
37,170	53,083	64,610	Retirement Contributions	78,290	78,290	
3,213	3,012	12,090	Workers' Compensation	11,370	11,370	-
292,866	370,414	476,140	<b>Total Personnel Services</b>	513,870	513,870	-
3.7	2.9	5.0	<b>FTEs</b>	4.9	4.9	
			<b>Materials and Services:</b>			
669	867	1,100	Office Supplies	1,000	1,000	
16,907	33,565	31,200	Operating Supplies	39,900	39,900	
34,894	39,342	33,950	Repair & Maintenance Supplies	33,000	33,000	
2,369	3,444	3,600	Small Tools & Minor Equipment	2,300	2,300	
1,750	1,566	3,500	City Shop Expenses	4,000	4,000	
158	385	2,500	Training	4,000	4,000	
14,221	27,431	26,735	Professional Services	16,835	16,835	
2,550	2,500	4,500	Communications	4,000	4,000	
142	-	100	Printing & Binding	100	100	
690	224	1,000	Advertising	500	500	
16,090	15,559	20,200	Public Utility Services	19,950	19,950	
29,363	12,645	24,000	Repair & Maintenance Services	25,500	25,500	
3,137	4,730	6,000	Rentals	6,500	6,500	
2,228	1,521	2,550	Miscellaneous	3,600	3,600	
430	-	-	Technology Services	-	-	-
125,598	143,779	160,935	<b>Total Materials and Services</b>	161,185	161,185	-
			<b>Capital Outlay:</b>			
-	-	-	Improvements Other Than Buildings	10,000	10,000	-
-	-	-	<b>Total Capital Outlay</b>	10,000	10,000	-
<u>418,464</u>	<u>514,193</u>	<u>637,075</u>	<b>Total Expenditures</b>	<u>685,055</u>	<u>685,055</u>	-

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

**PARKS OPERATION FUND (158)**

**PARKS OPERATION-MAINTENANCE (4300)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	252,480
415	2085	Extra Help	53,210
415	2095	Interfund Wages	7,280
415	2220	FICA -Social Security	25,200
415	2230	Insurance	86,040
415	2235	Retirement Contributions	78,290
415	2240	Workers' Compensation	11,370

**TOTAL PERSONNEL SERVICES**

**FTEs**

**4.9**

**513,870**

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

510	3030	Paper	200
510	3045	General Office Supplies	800

Sub-total of Office Supplies

**1,000**

515	3125	Clothing / Uniforms / Boots / Gloves	3,500
515	3140	First Aid Supplies	500
515	3155	Sports Equipment	500
515	3180	Fuel, Oil & Lubricants	14,000
515	3235	Seed / Top Dressing Fields	500
515	3240	Trees / Shrubs / Flowers	500
515	3245	Fertilizers / Pesticides	500
515	3250	Bark Mulch / Top Soil / Sawdust	2,500
515	3255	Gypsum and Field Line Paint	400
515	3260	Playground Chips	3,500
515	3265	Custodial Supplies	3,500
515	3310	General Operating Supplies	10,000

Sub-total of Operating Supplies

**39,900**

525	3520	Building Materials / Supplies	19,000
525	3525	Motor Vehicle Repair Parts	2,000
525	3530	Tires	2,000
525	3540	Paint & Paint Supplies	2,000
525	3545	Plumbing Supplies	2,000
525	3550	Electrical Supplies	2,000
525	3560	Trails Maintenance	1,500
525	3565	Vandalism Repair	500
525	3580	Signs	500
525	3620	Heating System Maintenance	500
525	3625	Plumbing & Irrigation Supplies	500
525	3630	Water and Sewer Repair	500

Sub-total Repair & Maintenance Supplies

**33,000**

**PARKS OPERATION FUND (158)**

**PARKS OPERATION-MAINTENANCE (4300)**

530	3720	Small Tools	2,000	
530	3725	Irrigation Equipment	300	
		Sub-total of Small Tools & Minor Equipment		<b>2,300</b>
545	3820	Vehicle Parts - City Shops	2,000	
545	3830	General Repair Supplies - City Shops	2,000	
		Sub-total of City Shop Expenses		<b>4,000</b>
610	4085	Travel Expenses - Training	2,000	
610	4090	Registration	2,000	
		Sub-total of Training		<b>4,000</b>
620	4390	Network Maintenance	6,335	
620	4432	Background Checks	500	
620	4540	General Professional Services	10,000	
		Sub-total of Professional Services		<b>16,835</b>
635	4920	Cell Phones	4,000	
635	5145	General Printing and Binding	100	
		Sub-total of Communications		<b>4,100</b>
640	5030	Advertising - Public Notices	500	
		Sub-total of Advertising		<b>500</b>
655	5223	Electricity - Tennis Courts	700	
655	5229	Electricity - 1300 Klaskanine (Evergreen Park)	4,500	
655	5235	Electricity - 32nd & Lief Erikson	450	
655	5244	Electricity - Alderbrook Hall	800	
655	5256	Electricity - Parks Shop	2,200	
655	5262	Electricity - Shively Hall	2,200	
655	5265	Electricity - Tapiola Ball Field Lights	1,200	
655	5271	Electricity - Tapiola Restroom	600	
655	5332	Electricity - Parks Maint General	300	
656	5461	Natural Gas - Alderbrook Hall	1,000	
657	5535	Sanitation - Transfer Station Fees	5,000	
657	5541	Sanitation - Other Locations	1,000	
		Sub-total of Public Utility Services		<b>19,950</b>

**PARKS OPERATION FUND (158)**

**PARKS OPERATION-MAINTENANCE (4300)**

660	5725	Equipment other than Vehicles	5,000	
660	5735	Infield Maintenance	500	
660	5740	Field Light Maintenance	500	
660	5755	Electrical	4,000	
660	5760	Heating Systems	3,000	
660	5824	Repair Contract Services	4,000	
660	5825	General - Repair & Maintenance Services	8,500	
		Sub-total of Repair & Maintenance Services		<b>25,500</b>
665	5865	Rental Equipment	1,000	
665	5870	Rental Chemical Toilets	5,500	
		Sub-total of Rentals		<b>6,500</b>
675	6005	Licenses & Permits	3,000	
675	6060	Random Drug Screens	600	
		Sub-total of Miscellaneous		<b>3,600</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>161,185</b>
<b>Capital Outlay (720 - 740)</b>				
730	6500	Improvements other than Buildings	10,000	
		Sub-total of Machinery & Equipment		<b>10,000</b>
<b>TOTAL CAPITAL OUTLAY</b>				<b>10,000</b>
<b>TOTAL PARKS OPERATION-MAINTENANCE</b>				<b>685,055</b>



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**FUND:       ASTORIA ROAD DISTRICT # 170**

Basic Objectives

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

Significant Budget Information

In past years, the road maintenance and improvements were paid by a tax levy. The most recent tax levy was approved on November 5, 2002. Ordinance No 07-02 was adopted on August 20, 2007 by the City Council approving a fuel tax of \$.03 per gallon. 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. Projected resources for FY 2023-2024 are estimated at \$ 1,024,890 and \$ 789,500 for FY 2022-2023. Paving projects occur every other year with repairs and maintenance projects accomplished during the alternate year.

Staffing

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

City of Astoria, Oregon  
Budget Document

**ASTORIA ROAD DISTRICT FUND #170**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	<u>Resources and Requirements</u>	<u>Proposed by Budget Officer</u>	<u>Approved by Budget Committee</u>	<u>Adopted by Governing Body</u>
<u>FYE 6/30/21</u>	<u>FYE 6/30/22</u>	<u>FYE 6/30/23</u>				
<b><u>Resources</u></b>						
686,119	409,204	796,400	Beginning Fund Balance	790,700	790,700	
2	-		Delinquent Ad Valorem Taxes			
	191,091	567,890	Intergovernmental - STBG	469,500	469,500	
201,284	204,121	205,000	Local Gas Tax	205,000	205,000	
3,663	3,133	2,000	Interest on Investments	15,000	15,000	
-	200,000	250,000	Transfer from State Tax Street Fund	100,000	100,000	-
891,068	1,007,549	1,821,290	Sub-Total Resources	1,580,200	1,580,200	-
<u>891,068</u>	<u>1,007,549</u>	<u>1,821,290</u>	<b>Total Resources</b>	<u>1,580,200</u>	<u>1,580,200</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b><u>Materials &amp; Services</u></b>						
15,981	24,730	125,000	Repair & Maintenance Supplies	125,000	125,000	
<b><u>Capital Outlay</u></b>						
449,883	120,569	1,249,890	Improvements Other Than Buildings	1,000,000	1,000,000	-
<b><u>Transfer To Other Funds:</u></b>						
16,000	-	68,000	Public Works Improvement Fund	66,000	66,000	-
16,000	-	68,000	<b>Total Transfer to Other Funds</b>	66,000	66,000	-
-	-	150,000	<b>Contingent Expenditures</b>	200,000	200,000	-
481,864	145,299	1,592,890	<b>Total Expenditures</b>	1,391,000	1,391,000	-
409,204	862,250	228,400	Ending Fund Balance	100,000	100,000	
			Reserve for Future Expenditures	89,200	89,200	-
<u>891,068</u>	<u>1,007,549</u>	<u>1,821,290</u>	<b>Total Requirements</b>	<u>1,580,200</u>	<u>1,580,200</u>	<u>-</u>

**2023 / 24 Budget Detail Information**

**ASTORIA ROAD DISTRICT FUND (170 0000)**

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

660	5825	Repair & Maintenance Supplies	125,000
730	6500	Improvements Other Than Buildings	1,000,000
850	7557	Transfer to Public Works Improvement Fund	66,000
910	8020	Contingency	200,000
950	8520	Ending Fund Balance	100,000
950	8520	Reserve for Future Expenditures	89,200
<b>TOTAL ASTORIA ROAD DISTRICT FUND</b>			<u>1,580,200</u>



**FUND: STATE TAX STREET # 172**

Basic Objectives

This fund accounts for monies received from a 99% portion of the City's state fuel tax allocation. The Oregon Constitution (Article IX, Section 3a) dedicates revenues to construction, improvement, maintenance, operation and use of public highways, roads, streets and roadside rest areas. Resources are transferred to the Street Department of the Public Works Fund for expenditures incurred by the Street Department and to Astoria Road District Fund # 170 for paving projects.

Staffing

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

City of Astoria, Oregon  
Budget Document

STATE TAX STREET FUND #172

Historical Data			Budget for Fiscal Year 7/1/23 - 6/30/24			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23		Budget Officer	Budget Committee	Governing Body
<b>Resources</b>						
387,004	527,307	700,000	Beginning Fund Balance	510,000	510,000	
712,560	987,656	755,000	Intergovernmental-Gas Tax/Trans Pkg	793,000	793,000	
2,743	3,281	2,500	Interest on Investments	24,000	24,000	-
<u>1,102,307</u>	<u>1,518,244</u>	<u>1,457,500</u>	<b>Total Resources</b>	<u>1,327,000</u>	<u>1,327,000</u>	-
<b>Requirements</b>						
<b>Materials and Services</b>						
-	-	-	Repair and Maintenance Services	-	-	-
-	-	-	<b>Total Material and Services</b>	-	-	-
<b>Capital Outlay</b>						
-	-	-	Improvements Other Than Buildings	212,820	212,820	-
-	-	-	<b>Total Capital Outlay</b>	212,820	212,820	-
<b>Transfer To Other Funds:</b>						
575,000	483,750	866,000	Public Works Fund	916,460	916,460	
-	200,000	250,000	Astoria Road District Fund	100,000	100,000	-
575,000	683,750	1,116,000	<b>Total Transfer to Other Funds</b>	1,016,460	1,016,460	-
-	-	200,000	<b>Contingent Expenditures</b>	95,000	95,000	-
575,000	683,750	1,316,000	<b>Total Expenditures</b>	1,324,280	1,324,280	-
<u>527,307</u>	<u>834,494</u>	<u>141,500</u>	Ending Fund Balance	<u>2,720</u>	<u>2,720</u>	-
<u>1,102,307</u>	<u>1,518,244</u>	<u>1,457,500</u>	<b>Total Requirements</b>	<u>1,327,000</u>	<u>1,327,000</u>	-

2023 / 24 Budget Detail Information

STATE TAX STREET FUND (172 0000)

Transfers to Other Funds (850)			
730	6500	Improvements Other Than Buildings	212,820
850	7550	Public Works Fund	916,460
850	7560	Astoria Road District Fund	100,000
Sub-total of Transfers to Other Funds			1,016,460
910	8020	Contingent Expenditures	95,000
950	8520	Ending Fund Balance	2,720
<b>TOTAL STATE TAX STREET FUND</b>			<b>1,327,000</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 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
27,099	34,286	42,100	Beginning Fund Balance	5,800	5,800	
6,966	7,936	7,600	Intergovernmental-Gas Tax/Trans Pkg	8,000	8,000	
<u>221</u>	<u>199</u>	<u>100</u>	Interest on Investments	<u>240</u>	<u>240</u>	-
<u>34,286</u>	<u>42,421</u>	<u>49,800</u>	<b>Total Resources</b>	<u>14,040</u>	<u>14,040</u>	-
<b><u>Requirements</u></b>						
<b>Capital Outlay:</b>						
-	-	49,800	Improvements Other Than Bldgs	10,000	10,000	-
-	-	49,800	<b>Total Capital Outlay</b>	10,000	10,000	-
-	-	-	<b>Contingent Expenditures</b>	-	-	-
<u>-</u>	<u>-</u>	<u>49,800</u>	<b>Total Expenditures</b>	<u>10,000</u>	<u>10,000</u>	-
<u>34,286</u>	<u>42,421</u>	<u>-</u>	Ending Fund Balance	<u>4,040</u>	<u>4,040</u>	-
<u>34,286</u>	<u>42,421</u>	<u>49,800</u>	<b>Total Requirements</b>	<u>14,040</u>	<u>14,040</u>	-

**2023 / 24 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	-
950	8250	Ending Fund Balance	<u>4,040</u>
<b>TOTAL TRAILS RESERVE FUND</b>			<u>14,040</u>

**FUND: PUBLIC WORKS IMPROVEMENT #176**

Basic Objectives

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

Long-Term Debt

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

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

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

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

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.

Staffing

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

City of Astoria, Oregon  
Budget Document

**PUBLIC WORKS IMPROVEMENT FUND # 176**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</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 6/30/21	FYE 6/30/22	FYE 6/30/23				
<b><u>Resources</u></b>						
1,439,151	1,130,936	947,000	Beginning Fund Balance	922,700	922,700	
-	-	-	Grant/Loan Proceeds	-	-	
<u>20,000</u>	<u>-</u>	<u>-</u>	Intergovernmental	<u>-</u>	<u>-</u>	<u>-</u>
20,000	-	-	<b>Total Charges for Services</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Transfer from Other Fund</b>						
1,108,620	1,331,800	1,500,000	Public Works Fund	1,700,000	1,700,000	
-	-	68,000	Astoria Road District Fund	66,000	66,000	
<u>-</u>	<u>-</u>	<u>55,000</u>	Combined Sewer Overflow Debt Service Fund	<u>75,000</u>	<u>75,000</u>	<u>-</u>
1,108,620	1,331,800	1,623,000	<b>Total Transfers</b>	1,841,000	1,841,000	-
30,834	20,980	-	Miscellaneous	-	-	
<u>6,957</u>	<u>5,013</u>	<u>4,740</u>	Interest on Investments	<u>27,680</u>	<u>27,680</u>	<u>-</u>
<u>2,605,562</u>	<u>2,488,729</u>	<u>2,574,740</u>	<b>Total Resources</b>	<u>2,791,380</u>	<u>2,791,380</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Materials and Services:</b>						
335,892	225,982	230,000	Professional Services	200,000	200,000	
<u>246,916</u>	<u>641,144</u>	<u>900,000</u>	Repair & Maintenance Services	<u>950,000</u>	<u>950,000</u>	<u>-</u>
582,808	867,126	1,130,000	<b>Total Materials and Services</b>	1,150,000	1,150,000	-
<b>Capital Outlay:</b>						
<u>272,527</u>	<u>138,098</u>	<u>525,333</u>	Machinery & Equipment	<u>781,000</u>	<u>781,000</u>	<u>-</u>
272,527	138,098	525,333	<b>Total Capital Outlay</b>	781,000	781,000	-
<b>Debt Service:</b>						
338,661	365,376	379,320	Principal	388,200	388,200	-
<u>80,630</u>	<u>107,380</u>	<u>106,445</u>	Interest	<u>96,600</u>	<u>96,600</u>	<u>-</u>
419,291	472,756	485,765	<b>Total Debt Service</b>	484,800	484,800	-
<b>Transfer to Other Funds</b>						
<u>200,000</u>	<u>200,000</u>	<u>200,000</u>	Public Works Capital Reserve Fund	<u>200,000</u>	<u>200,000</u>	<u>-</u>
200,000	200,000	200,000	<b>Total Transfers to Other Funds</b>	200,000	200,000	-
<u>-</u>	<u>-</u>	<u>233,642</u>	<b>Contingency</b>	<u>150,000</u>	<u>150,000</u>	<u>-</u>
1,474,626	1,677,980	2,574,740	<b>Total Expenditures</b>	2,765,800	2,765,800	-
<u>1,130,936</u>	<u>810,749</u>	<u>-</u>	Ending Fund Balance	<u>25,580</u>	<u>25,580</u>	<u>-</u>
<u>2,605,562</u>	<u>2,488,729</u>	<u>2,574,740</u>	<b>Total Requirements</b>	<u>2,791,380</u>	<u>2,791,380</u>	<u>-</u>

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	System Development Charges Study	5,000	
620	4540	11th St Tunnel Assessment	50,000	
620	4540	Dam Leak Repair	80,000	
620	4540	Sanitary Sewer Collections Assessment	10,000	
		Sub-total Professional Services		<b>200,000</b>

**Repair & Maintenance Services (660)**

**Sewer:**

660	5790	Sewer Main Rehabilitation	300,000	
		Sub-total Sewer Projects		<b>300,000</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	400,000	
		Sub-total Water Projects		<b>400,000</b>

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

**TOTAL MATERIALS & SERVICES 1,150,000**

**Capital Outlay (720 - 740)**

740	6650	Machinery and Equipment		
		F-550 Utility Truck (Rebudget from 2022/2023)	91,000	
		F-550 Utility Truck (Rebudget from 2022/2023)	91,000	
		F-150 4X4 for Headworks (Rebudget from 2022/2023)	38,000	
		Truck Barn Roof and Siding	255,000	
		F550 with Crane (replaces 579 - 2002 F350)	130,000	
		Hydro Excavation Trailer with Valve Exercising	64,000	
		Mower Head for Excavator	15,000	
		Large Plate Compactor	12,000	
		F350 with Utility Box (replace 604 - 2000 F350)	85,000	

***Priority Substitution Items:***

*F650 Dump Truck w/ New Sander (replace sander from 1985 and replace 1999 6-Yard Dump) (\$200,000)*  
*Equipment Shed (\$40,000)*  
*4" Pump (to Replace 374 from 1989) (\$24,000)*  
*Ford Ranger Pickup for Manager's Truck (to replace 658 - 2008 F350) (\$35,000)*  
*Heat Pump for Res 3 House (\$12,500)*

		Sub Total Machinery and Equipment		<b>781,000</b>
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**TOTAL CAPITAL OUTLAY 781,000**

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

**Debt Service (810)**

810	6910	IFA L04001 Skyline Water Tank Loan - Pmt 17 of 20		
		Principal	79,350	
810	6915	Interest	15,750	
810	6920	IFA S08003 Reservoir Covers - Pmt 14 of 20		
		Principal	166,700	
810	6925	Interest	12,000	
810	6930	IFA Y10002 Bear Cr Dam - Waterline - Pmt 12 of 20		
		Principal	35,000	
810	6935	Interest	15,100	
810	6947	IFA Y12006 WWTP Construction - Pmt 10 of 25		
		Principal - Y12006 WWTP Construction	27,850	
810	6949	Interest - Y12006 WWTP Construction	10,700	
810	6953	Lease # 3355815 Street Sweeper - Pmt 5 of 5		
		Principal	55,400	
810	6954	Interest	1,800	
810	6955	IFA # B17002 Waterfront Bridges Pmt 3 of 25		
		Principal	23,900	
810	5956	Interest	41,250	
Sub Total Debt Service - Principal				<b>388,200</b>
Sub Total Debt Service - Interest				<b>96,600</b>

**TOTAL DEBT SERVICE 484,800**

**Transfer to Other Funds (850)**

850	7546	Public Works Capital Reserve Fund		
		Future Capital Projects	200,000	
Sub-total of Transfer to Other Funds				<b>200,000</b>

**Contingent Expenditures (910)**

910	8020	Contingency	150,000	
Sub-total Contingency				<b>150,000</b>

**Ending Fund Balance (950)**

950	8520	Unappropriated Ending Fund Balance	25,580	
Sub-total Ending Fund Balance				<b>25,580</b>

**TOTAL PUBLIC WORKS IMPROVEMENT FUND 2,791,380**



**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 7/1/23- 6/30/24</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
675,635	607,582	810,400	Beginning Fund Balance	1,034,600	1,034,600	
4,719	3,700	4,000	Interest Earnings	31,020	31,020	
840	80		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>200,000</u>	-
<u>881,194</u>	<u>811,362</u>	<u>1,014,400</u>	<b>Total Resources</b>	<u>1,265,620</u>	<u>1,265,620</u>	-
<b><u>Requirements</u></b>						
<b><u>Materials and Services</u></b>						
-	-	75,000	Professional Services	<u>75,000</u>	<u>75,000</u>	-
-	-	75,000	<b>Total Materials and Services</b>	75,000	75,000	-
<b><u>Capital Outlay</u></b>						
<u>273,612</u>	-	<u>300,000</u>	PW Capital Projects	<u>300,000</u>	<u>300,000</u>	-
273,612	-	300,000	<b>Total Capital Outlay</b>	300,000	300,000	-
-	-	<u>100,000</u>	<b>Contingency</b>	<u>100,000</u>	<u>100,000</u>	-
273,612	-	475,000	<b>Total Expenditures</b>	475,000	475,000	-
<u>607,582</u>	<u>811,362</u>	<u>539,400</u>	<b>Ending Fund Balance</b>	<u>790,620</u>	<u>790,620</u>	-
<u>881,194</u>	<u>811,362</u>	<u>1,014,400</u>	<b>Total Requirements</b>	<u>1,265,620</u>	<u>1,265,620</u>	-

**2023 / 24 Budget Detail Information**

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

<u>Materials and Services</u>			
620	4540	Professional Services	75,000
<u>Capital Outlay</u>			
730	6500	PW Capital Projects	300,000
910	8020	<u>Contingency</u>	100,000
950	8520	<u>Ending Fund Balance</u>	<u>790,620</u>
<b>TOTAL PUBLIC WORKS CAPITAL RESERVE FUND</b>			<b><u>1,265,620</u></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.

Staffing

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

City of Astoria, Oregon  
Budget Document

WATERFRONT BRIDGES FUND # 190

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</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 6/30/21	FYE 6/30/22	FYE 6/30/23				
<b><u>Resources</u></b>						
6,179	400	-	Beginning Fund Balance			
2,274	-	-	Loan Proceeds			
16,000	-	-	Transfers In from General Fund	-	-	-
<u>24,453</u>	<u>400</u>	<u>-</u>	<b>Total Resources</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Debt Service:</b>						
15,778	-	-	Interest	-	-	-
15,778	-	-	Total Debt Service	-	-	-
-	400	-	Transfer to Other Funds - General	-	-	-
8,275	-	-	Interfund Loan Payment			
24,053	400	-	<b>Total Expenditures</b>	-	-	-
400	-	-	Ending Fund Balance	-	-	-
<u>24,453</u>	<u>400</u>	<u>-</u>	<b>Total Requirements</b>	<u>-</u>	<u>-</u>	<u>-</u>

2023 / 24 Detail Budget Information

WATERFRONT BRIDGES FUND # 190

<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: LIBRARY BOND CONSTRUCTION FUND # 191**

Basic Objectives

The Library Bond Construction Fund was established with Resolution # 23-03, adopted February 6, 2023, to account for the resources and requirements associated with the loan proceeds associated with the \$8,000,000 General Obligation bond net proceeds pursuant to Measure No. 4-220 approved by the City's voters at an election held on November 8, 2022. A Bond purchase agreement which was authorized with Resolution # 23-02 was completed March 30, 2023 with JP Morgan Chase Bank, N.A. The proceeds will be utilized in conjunction with other proceeds from Logan Memorial Fund # 412 and State provided funds and carbon credit funds reserved in Capital Improvement Fund #102 for the construction projects to renovate the Astoria Public Library..

Staffing

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

City of Astoria, Oregon  
Budget Document

**LIBRARY BOND CONSTRUCTION FUND # 191**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
-	-	-	Beginning Fund Balance	-	-	
-	-	-	Loan Proceeds	7,902,300	7,902,300	
-	-	-	Interest on Investments	150,000	150,000	
-	-	-	Transfer from Other Funds			
-	-	-	Logan Memorial Fund # 412	977,600	977,600	
-	-	-	Capital Improvement Fund # 102	1,200,000	1,200,000	-
-	-	-	<b>Total Resources</b>	<b>10,229,900</b>	<b>10,229,900</b>	-
<b><u>Requirements</u></b>						
<b>Capital Outlay:</b>						
-	-	-	Improvements Other Than Bldgs	7,902,300	7,902,300	-
-	-	-	<b>Contingency</b>	200,000	200,000	-
-	-	-	<b>Total Expenditures</b>	<b>8,102,300</b>	<b>8,102,300</b>	-
-	-	-	Ending Fund Balance	2,127,600	2,127,600	-
-	-	-	<b>Total Requirements</b>	<b>10,229,900</b>	<b>10,229,900</b>	-

**2023 / 24 Detail Budget Information**

**LIBRARY BOND CONSTRUCTION FUND # 191**

			<b>Capital Outlay (730)</b>		
730	6500		Improvements Other Than Buildings	<b>7,902,300</b>	
<b>Debt Service (810)</b>					
810	6880		Interest	-	
			Contingency	<b>200,000</b>	
			Ending Fund Balance	<b>2,127,600</b>	
<b>TOTAL LIBRARY BOND CONSTRUCTION FUND</b>				<b>10,229,900</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.

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
-	-	-	Beginning Fund Balance	-	-	
-	-	-	Grants	4,460,000	4,460,000	
-	-	-	Interest on Investments	-	-	-
-	-	-	<b>Total Resources</b>	<b>4,460,000</b>	<b>4,460,000</b>	-
<b><u>Requirements</u></b>						
<b>Capital Outlay:</b>						
-	-	-	Improvements Other Than Bldgs	4,360,000	4,360,000	-
-	-	-	<b>Contingency</b>	<b>100,000</b>	<b>100,000</b>	-
-	-	-	<b>Total Expenditures</b>	<b>4,460,000</b>	<b>4,460,000</b>	-
-	-	-	Ending Fund Balance	-	-	-
-	-	-	<b>Total Requirements</b>	<b>4,460,000</b>	<b>4,460,000</b>	-

**2023 / 24 Detail Budget Information**

<b>WASTEWATER TREATMENT PLANT IMPROVEMENT PROJECT FUND #195</b>			
730	6500	<b>Capital Outlay (730)</b>	
		Improvements Other Than Buildings	<b>4,360,000</b>
		Contingency	<b>100,000</b>
		Ending Fund Balance	-
<b>TOTAL WASTEWATER TREATMENT PLANT IMPROVEMENT PROJECT FUND</b>			<b>4,460,000</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.

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
-	-	-	Beginning Fund Balance	-	-	
-	-	-	Grants	2,590,000	2,590,000	
-	-	-	Interest on Investments	-	-	-
-	-	-	<b>Total Resources</b>	<u>2,590,000</u>	<u>2,590,000</u>	-
<b><u>Requirements</u></b>						
<b>Capital Outlay:</b>						
-	-	-	Improvements Other Than Bldgs	2,540,000	2,540,000	-
-	-	-	<b>Contingency</b>	50,000	50,000	-
-	-	-	<b>Total Expenditures</b>	2,590,000	2,590,000	-
-	-	-	Ending Fund Balance	-	-	-
-	-	-	<b>Total Requirements</b>	<u>2,590,000</u>	<u>2,590,000</u>	-

**2023 / 24 Detail Budget Information**

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

		<b><u>Capital Outlay (730)</u></b>	
730	6500	Improvements Other Than Buildings	<b>2,540,000</b>
		Contingency	<u>50,000</u>
		Ending Fund Balance	-
<b>TOTAL 16TH STREET WATER DISTRIBUTION PROJECT FUND</b>			<b><u>2,590,000</u></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.

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
-	-	-	Beginning Fund Balance	-	-	
-	-	-	Grants	2,930,000	2,930,000	
-	-	-	Interest on Investments	-	-	-
-	-	-	<b>Total Resources</b>	<u>2,930,000</u>	<u>2,930,000</u>	-
<b><u>Requirements</u></b>						
<b>Capital Outlay:</b>						
-	-	-	Improvements Other Than Bldgs	2,880,000	2,880,000	-
-	-	-	<b>Contingency</b>	50,000	50,000	-
-	-	-	<b>Total Expenditures</b>	2,930,000	2,930,000	-
-	-	-	Ending Fund Balance	-	-	-
-	-	-	<b>Total Requirements</b>	<u>2,930,000</u>	<u>2,930,000</u>	-

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

		<b><u>Capital Outlay (730)</u></b>	
730	6500	Improvements Other Than Buildings	<b>2,880,000</b>
		Contingency	<b>50,000</b>
		Ending Fund Balance	-
<b>TOTAL PIPELINE ROAD WATERLINE RESILIENCE PROJECT FUND</b>			<b>2,930,000</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.

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**LOCAL IMPROVEMENT DEBT SERVICE FUND # 250**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u> FYE 6/30/21	<u>Actual Data</u> FYE 6/30/22	<u>Adopted Budget</u> FYE 6/30/23	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<b><u>Resources</u></b>						
113,134	92,784	92,800	Beginning Fund Balance	54,425	54,425	
		-	Resources due to other funds	-	-	
<u>1,650</u>	<u>1,035</u>	<u>900</u>	Interest Earnings	-	-	-
<u>114,784</u>	<u>93,819</u>	<u>93,700</u>	<b>Total Resources</b>	<u>54,425</u>	<u>54,425</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Transfer to Other Funds</b>						
22,000	22,000	22,000	General Fund	54,425	54,425	
-	-	-	Public Works Fund	-	-	-
<u>22,000</u>	<u>22,000</u>	<u>22,000</u>	<b>Total Transfers</b>	<u>54,425</u>	<u>54,425</u>	<u>-</u>
<u>-</u>	<u>-</u>	<u>50,000</u>	<b>Contingency</b>	<u>-</u>	<u>-</u>	<u>-</u>
22,000	22,000	72,000	<b>Total Expenditures</b>	54,425	54,425	-
<u>92,784</u>	<u>71,819</u>	<u>21,700</u>	Ending Fund Balance	-	-	-
<u>114,784</u>	<u>93,819</u>	<u>93,700</u>	<b>Total Requirements</b>	<u>54,425</u>	<u>54,425</u>	<u>-</u>

**2023 / 24 Budget Detail Information**

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

850	7567	<b>Transfers to Other Funds</b>		
		General Fund	54,425	54,425
		<b>TOTAL TRANSFERS TO OTHER FUNDS</b>		
910	8020	Contingency		-
950	8520	Ending Fund Balance		-
		<b>TOTAL LOCAL IMPROVEMENT DEBT SERVICE FUND</b>		<u>54,425</u>

**FUND: LIBRARY BOND DEBT SERVICE FUND # 261**

Basic Objectives

The Library Bond Debt Service fund was established with Resolution # 23-04 to account for debt service requirements of the General Obligation bond sale in the amount of \$ 8,000,000 pursuant to Measure No. 4-220 approved by the City's voters at an election held on November 8, 2022 and Resolution # 23-02 adopted February 6, 2023 as well as the Bond purchase agreement dated March 30, 2023 with JP Morgan Chase Bank, N.A. Library Bond proceeds will be utilized for the renovation of the Astoria Public Library and construction proceeds and requirements will be tracked in the Library Bond Construction Fund # 191.

The General Obligation Bond, Series 2023 sale provides for principal installment payments beginning June 1, 2024 and ending June 1, 2039 with per annum interest at the rate of 3.52%. Interest is payable semiannually on the first of June and December each year commencing December 1, 2023.

Staffing

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

City of Astoria, Oregon  
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**LIBRARY BOND DEBT SERVICE FUND # 261**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
-	-	-	Beginning Fund Balance	-	-	
-	-	-	Property TAX GO Bond Proceeds	559,315	559,315	
-	-	-	Interest Earnings	1,000	1,000	-
-	-	-	<b>Total Resources</b>	<b>560,315</b>	<b>560,315</b>	-
<b><u>Requirements</u></b>						
<b>Debt Service</b>						
-	-	-	Principal	230,000	230,000	
-	-	-	Interest	329,320	329,320	-
-	-	-	<b>Total Debt Service</b>	<b>559,320</b>	<b>559,320</b>	-
-	-	-	<b>Contingency</b>	-	-	-
-	-	-	<b>Total Expenditures</b>	<b>559,320</b>	<b>559,320</b>	-
-	-	-	Ending Fund Balance	995	995	-
-	-	-	<b>Total Requirements</b>	<b>560,315</b>	<b>560,315</b>	-

**2023 / 24 Budget Detail Information**

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

		<b>Debt Service</b>			
850	7567	Principal	230,000		
850	7550	Interest	329,320		
		<b>TOTAL TRANSFERS TO OTHER FUNDS</b>		<b>559,320</b>	
910	8020	Contingency			-
950	8520	Ending Fund Balance		<b>995</b>	
		<b>TOTAL LIBRARY BOND DEBT SERVICE FUND</b>		<b>560,315</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.

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

Staffing

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

City of Astoria, Oregon  
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**COMBINED SEWER OVERFLOW (CSO) DEBT SERVICE FUND # 270**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</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 6/30/21	FYE 6/30/22	FYE 6/30/23				
<b><u>Resources</u></b>						
846,933	918,912	487,400	Beginning Fund Balance	593,130	593,130	
1,875,118	1,903,463	1,974,080	Charges for Service	1,989,970	1,989,970	
<u>4,678</u>	<u>3,147</u>	<u>3,000</u>	Interest Earnings	<u>16,500</u>	<u>16,500</u>	<u>-</u>
<u>2,726,729</u>	<u>2,825,522</u>	<u>2,464,480</u>	<b>Total Resources</b>	<u>2,599,600</u>	<u>2,599,600</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Materials &amp; Services:</b>						
39,940	35,529	31,010	Professional Services	26,360	26,360	
<b>Debt Service</b>						
1,326,436	1,358,874	1,392,240	Principal	1,426,460	1,426,460	
<u>441,441</u>	<u>409,003</u>	<u>375,720</u>	Interest	<u>341,470</u>	<u>341,470</u>	<u>-</u>
<u>1,767,877</u>	<u>1,767,877</u>	<u>1,767,960</u>	<b>Total Debt Service</b>	<u>1,767,930</u>	<u>1,767,930</u>	<u>-</u>
<b>Transfer to Other Funds</b>						
-	-	55,000	Public Works Improvement Fund	75,000	75,000	-
<u>-</u>	<u>75,000</u>	<u>75,000</u>	Public Works Fund	<u>75,000</u>	<u>75,000</u>	<u>-</u>
<u>-</u>	<u>75,000</u>	<u>130,000</u>	<b>Total Transfer to Other Funds</b>	<u>150,000</u>	<u>150,000</u>	<u>-</u>
-	-	-	<b>Contingency</b>	100,000	100,000	
1,807,817	1,878,406	1,928,970	<b>Total Expenditures</b>	2,044,290	2,044,290	-
<u>918,912</u>	<u>947,116</u>	<u>535,510</u>	<b>Ending Fund Balance</b>	<u>555,310</u>	<u>555,310</u>	<u>-</u>
<u>2,726,729</u>	<u>2,825,522</u>	<u>2,464,480</u>	<b>Total Requirements</b>	<u>2,599,600</u>	<u>2,599,600</u>	<u>-</u>

<b>COMBINED SEWER OVERFLOW (CSO) DEBT SERVICE FUND (270 0000)</b>			
<b><u>Materials and Services (620)</u></b>			
620	4560	Professional Services	
		DEQ Administrative Fees	26,360
		Sub-total of Materials & Services	26,360
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>26,360</b>
<b><u>Debt Service (810)</u></b>			
810	6940	Principal-CSO Loan #11790	230,430
810	6945	Interest-CSO Loan #11790	20,610
810	6950	Principal-CSO Loan #11791	162,900
810	6955	Interest-CSO Loan #11791	22,440
810	6960	Principal-CSO Loan #11792	266,280
810	6965	Interest-CSO Loan #11792	42,650
810	6936	Principal-CSO Loan #11793	189,000
810	6938	Interest-CSO Loan #11793	48,150
810	6934	Principal-CSO Loan #R06117 ARRA	100,000
810	6984	Principal-CSO Loan IFA #Y12004	255,020
810	6985	Interest-CSO Loan IFA #Y12004	93,440
810	6986	Principal-CSO Loan IFA #Y14006	222,830
810	6987	Interest-CSO Loan IFA #Y14006	114,180
<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	555,310
		Sub-total of Ending Fund Balance	<b>555,310</b>
<b>TOTAL CSO DEBT SERVICE FUND</b>			<b>2,599,600</b>



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# ENTERPRISE FUNDS



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**FUND: PUBLIC WORKS**

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

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

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

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

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

Staffing

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

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

City of Astoria, Oregon  
Budget Document

**PUBLIC WORKS FUND # 301**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>	Resources & Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23		Budget Officer	Budget Committee	Governing Body
			<b>Resources</b>			
42,132,592	43,230,563	1,071,000	Beginning Fund Balance	1,055,500	1,055,500	
			<b>Charges for Services:</b>			
37,215	23,610	-	Engineering	-	-	
4,103,258	4,236,504	4,437,790	Water	4,648,100	4,648,100	
2,079,271	2,089,414	2,169,320	Sewer	2,340,120	2,340,120	
10,770	9,115	-	Streets	-	-	-
6,230,514	6,358,643	6,607,110	<b>Total Charges for Services</b>	6,988,220	6,988,220	-
			<b>Transfers from Other Funds:</b>			
575,000	483,750	866,000	State Tax Street Fund	916,460	916,460	
30,785	30,740	40,000	General Fund	40,000	40,000	
-	75,000	75,000	CSO Debt Service Fund	75,000	75,000	
10,352	7,072	6,000	Interest	43,500	43,500	
42,660	16,715	-	Grants	-	-	
53,150	32,023	75,000	Miscellaneous	75,000	75,000	-
49,075,053	50,234,506	8,740,110	<b>Total Resources</b>	9,193,680	9,193,680	-
			<b>Requirements</b>			
			<b>Expenditures by Department:</b>			
1,155,003	1,231,350	1,376,542	Engineering	1,482,710	1,482,710	-
542,896	604,036	691,902	Shop and Yard	721,030	721,030	-
467,434	443,539	720,210	Streets	760,160	760,160	-
5,252	22,689	97,700	Sanitation	106,860	106,860	-
1,202,282	1,254,504	1,412,100	Sewer	1,433,620	1,433,620	-
208,578	212,332	329,950	Stormwater	321,670	321,670	-
1,570,579	1,624,232	1,924,475	Water	2,014,250	2,014,250	-
-	-	266,271	Contingency	232,130	232,130	-
5,152,024	5,392,682	6,819,150	<b>Total Expenditures by Department</b>	7,072,430	7,072,430	-
			<b>Transfers to Other Departments</b>			
6,166	5,000	6,360	Emergency Communications	6,650	6,650	-
1,108,620	1,331,800	1,500,000	Public Works Improvement Fund	1,700,000	1,700,000	-
414,600	414,600	414,600	General Fund	414,600	414,600	-
1,529,386	1,751,400	1,920,960	<b>Total Transfers to Other Departments</b>	2,121,250	2,121,250	-
6,681,410	7,144,082	8,740,110	<b>Total Expenditures</b>	9,193,680	9,193,680	-
			Accrual Adjustments for:			
(1,331,560)	1,268,777	-	Depreciation	-	-	-
			Loss on Sale/Disposal	-	-	-
486,607	(284,723)	-	Capitalized Expenditures-GASB 68	-	-	-
8,033	(6,876)	-	Net OPEB Obligations	-	-	-
43,230,563	42,113,246	-	Ending Fund Balance	-	-	-
49,075,053	50,234,506	8,740,110	<b>Total Requirements</b>	9,193,680	9,193,680	-

**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, 2021 and 2022 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the Public Works Fund at June 30, 2021 was \$ 1,524,730 and at June 30, 2022 was \$ 1,440,518



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

Summary of Expenditures

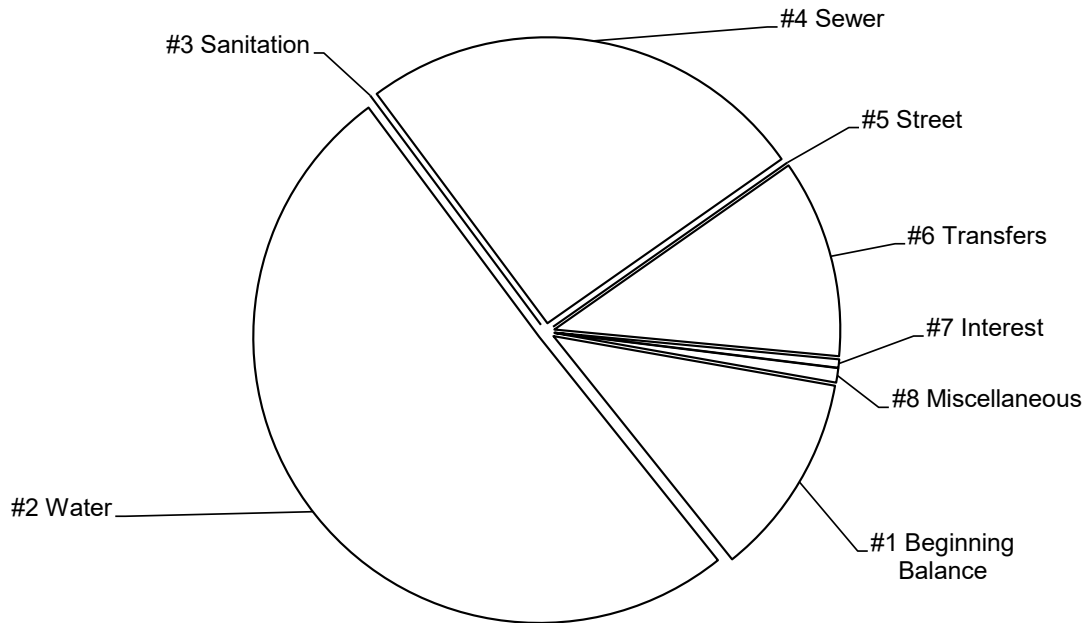
<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23		Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
1,067,969	1,137,816	1,209,140	Engineering	1,312,320	1,312,320	-
407,891	440,734	484,370	Shop & Yard	505,780	505,780	-
212,449	180,577	334,510	Streets	338,460	338,460	-
2,518	1,849	53,650	Sanitation	55,810	55,810	-
744,009	701,564	670,840	Sewer	703,710	703,710	-
83,683	93,438	116,300	Stormwater	117,620	117,620	-
997,481	1,037,450	1,109,030	Water	1,155,140	1,155,140	-
			<b>Total Personnel Services</b>	4,188,840	4,188,840	-
3,516,000	3,593,428	3,977,840				
32.5	32.6	35.0	FTEs	34.9	34.9	-
			<b>Materials &amp; Services:</b>			
82,584	87,549	156,402	Engineering	161,890	161,890	-
116,788	153,691	180,532	Shop & Yard	191,250	191,250	-
254,985	259,948	373,700	Streets	400,100	400,100	-
2,734	20,840	44,050	Sanitation	51,050	51,050	-
426,993	526,583	716,760	Sewer	712,010	712,010	-
106,516	109,010	201,150	Stormwater	191,550	191,550	-
541,987	558,147	759,345	Water	792,510	792,510	-
			<b>Total Materials &amp; Services</b>	2,500,360	2,500,360	-
1,532,587	1,715,768	2,431,939				
			<b>Capital Outlay:</b>			
4,450	5,985	11,000	Engineering	8,500	8,500	-
18,217	9,611	27,000	Shop & Yard	24,000	24,000	-
-	3,014	12,000	Streets	21,600	21,600	-
-	-	-	Sanitation	-	-	-
31,280	26,357	24,500	Sewer	17,900	17,900	-
18,379	9,884	12,500	Stormwater	12,500	12,500	-
31,111	28,635	56,100	Water	66,600	66,600	-
			<b>Total Capital Outlay</b>	151,100	151,100	-
103,437	83,486	143,100				
			<b>Transfers to Other Funds:</b>			
6,166	5,000	6,360	Emergency Communications	6,650	6,650	-
1,108,620	1,331,800	1,500,000	Public Works Improvement Fund	1,700,000	1,700,000	-
414,600	414,600	414,600	General Fund	414,600	414,600	-
			<b>Total Transfers to Other Funds</b>	2,121,250	2,121,250	-
1,529,386	1,751,400	1,920,960				
-	-	266,271	<b>Contingency</b>	232,130	232,130	-
			<b>Total Expenditures</b>	9,193,680	9,193,680	-
6,681,410	7,144,082	8,740,110				

City of Astoria, Oregon  
Public Works Fund Resources  
Year Beginning July 1, 2023

Segment #	Resources	Amount	Percentage
1	Beginning Fund Balance	\$ 1,055,500	11.48%
2	Charges for Water Services	4,648,100	50.56%
3	Charges for Sanitation Services	-	0.00%
4	Charges for Sewer Services	2,340,120	25.45%
5	Charges for Street Services	-	0.00%
6	Transfers from Other Funds	1,031,460	11.22%
7	Interest Earnings	43,500	0.47%
8	Miscellaneous	<u>75,000</u>	<u>0.82%</u>
	Total Resources	<u>\$ 9,193,680</u>	<u>100.00%</u>

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

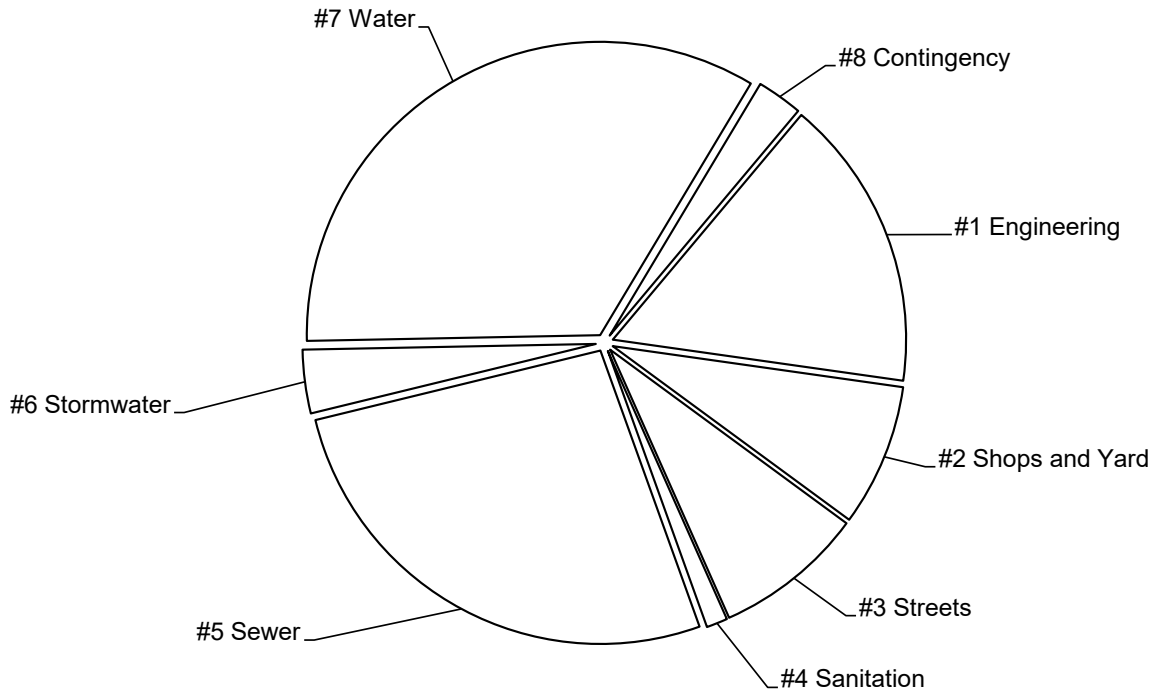
\$ 916,450 is available to transfer in from the State Tax Street Fund, which receives State of Oregon gas tax revenues. This transfer subsidizes the cost of maintaining City streets.



City of Astoria, Oregon  
Public Works Fund Requirements  
Year Beginning July 1, 2023

Segment #	Requirements	Amount	Percentage
1	Engineering	\$ 1,482,710	16.13%
2	Shops and Yard	721,030	7.84%
3	Streets	760,160	8.27%
4	Sanitation	106,860	1.16%
5	Sewer	2,452,785	26.68%
6	Stormwater	321,670	3.50%
7	Water	3,116,335	33.90%
8	Contingency	<u>232,130</u>	<u>4.68%</u>
	Total Requirements	<u>\$ 9,193,680</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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**FUND: PUBLIC WORKS**

Department: Engineering #3700

Basic Objectives

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

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23	Requirements	Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
697,084	733,185	759,700	Regular Salaries	812,080	812,080	
-	-	1,180	Overtime	1,310	1,310	
3,750	3,750	15,250	Extra Help	30,000	30,000	
50,814	55,266	59,380	FICA Taxes	67,900	67,900	
165,910	172,111	182,870	Insurance	180,650	180,650	
143,118	166,864	179,470	Retirement Contributions	207,360	207,360	
7,293	6,640	11,290	Workers' Compensation	13,020	13,020	-
<u>1,067,969</u>	<u>1,137,816</u>	<u>1,209,140</u>	<b>Total Personnel Services</b>	<u>1,312,320</u>	<u>1,312,320</u>	-
9.2	9.2	9.5	<b>FTEs</b>	9.4	9.4	
			<b>Materials and Services:</b>			
6,913	7,467	7,500	Office Supplies	7,500	7,500	
2,032	1,054	7,250	Operating Supplies	8,750	8,750	
1,695	1,445	2,500	Repair & Maintenance Supplies	2,500	2,500	
232	207	1,800	Small Tools & Minor Equipment	1,800	1,800	
350	468	1,500	Training	1,500	1,500	
1,307	3,362	6,000	Conferences, Meetings & Travel	6,000	6,000	
975	995	935	Memberships & Dues	1,070	1,070	
270	-	1,250	Advertising	1,750	1,750	
43,940	45,376	74,547	Professional Services	85,040	85,040	
2,362	2,406	4,100	Communications	4,100	4,100	
4,006	3,447	21,500	Repair & Maintenance Services	6,000	6,000	
190	460	2,370	Licenses and Permits	2,260	2,260	
2,600	1,269	1,030	Miscellaneous	1,030	1,030	
<u>15,712</u>	<u>19,593</u>	<u>24,120</u>	Technology Services	<u>32,590</u>	<u>32,590</u>	-
82,584	87,549	156,402	<b>Total Materials and Services</b>	161,890	161,890	-
			<b>Capital Outlay:</b>			
<u>4,450</u>	<u>5,985</u>	<u>11,000</u>	Machinery & Equipment	<u>8,500</u>	<u>8,500</u>	-
4,450	5,985	11,000	<b>Total Capital Outlay</b>	8,500	8,500	-
<u>1,155,003</u>	<u>1,231,350</u>	<u>1,376,542</u>	<b>Total Expenditures</b>	<u>1,482,710</u>	<u>1,482,710</u>	-

**PUBLIC WORKS FUND (301)**

**ENGINEERING (3700)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	812,080
410	2045	Overtime	1,310
410	2085	Extra Help	30,000
415	2220	FICA	54,320
415	2225	FICA -Medicare	13,580
415	2230	Insurance	180,650
415	2235	Retirement Contributions	207,360
415	2240	Workers' Compensation	13,020

**TOTAL PERSONNEL SERVICES**

**FTEs**

**9.4**

**1,312,320**

**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	1,500	
		Sub-total of Training		<b>1,500</b>
615	4260	Travel, Conference and Meeting Expense	6,000	
		Sub-total of Travel, Conferences & Meetings		<b>6,000</b>
620	4390	Network Maintenance	23,400	
620	4395	Email Hosting	440	
620	4540	Professional Services	40,000	
620	4500	Development Services	20,000	
620	4541	VOIP Cisco / Obsidian Support	1,200	
		Sub-total of Network Maintenance		<b>85,040</b>

**PUBLIC WORKS FUND (301)**

**ENGINEERING (3700)**

630	4830	American Public Works Association	770	
630	4835	American Society of Civil Engineers	300	
		Sub-total of Memberships & Dues		<b>1,070</b>
635	4920	Cell Phones	3,600	
635	4922	Conference Calls	500	
		Sub-total of Communications		<b>4,100</b>
640	5020	Advertising - Legal Ads / Notice	750	
640	5022	Advertising - Recruitment	1,000	
		Sub-total of Advertising		<b>1,750</b>
645	5060	Insurance - EAP	130	
		Sub-total of Insurance		<b>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	1,500	
		Sub-total of Repair & Maintenance Services		<b>6,000</b>
665	5860	Copier Lease (3/5 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	1,990	
685	6212	GIS Consulting	20,000	
685	6235	Communications Hardware Maintenance	1,200	
685	6245	Computer Hardware	500	
685	6255	Software Maintenance Agreement	7,400	
685	6235	Radar Reader Sign Annual Fee	1,500	
		Sub-total Technology		<b>32,590</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>161,890</b>



**PUBLIC WORKS FUND (301)**

**ENGINEERING (3700)**

**Capital Outlay (740)**

740	6650	Machinery & Equipment		
		Computers (2)	6,000	
		iPad/Tablet	2,500	
		Sub-total Machinery & Equipment		<b>8,500</b>

**TOTAL CAPITAL OUTLAY 8,500**

**TOTAL ENGINEERING 1,482,710**



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**FUND: PUBLIC WORKS**

Department: Shop and Yard # 3800

Basic Objectives

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

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

Expenditures (by department)  
**SHOP AND YARD # 3800**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23	Requirements	Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
233,457	270,323	277,920	Regular Salaries	289,850	289,850	
552	100	2,000	Overtime	2,000	2,000	
737	5,434	4,000	Extra Help	6,000	6,000	
17,990	18,336	22,790	FICA Taxes	24,940	24,940	
90,878	4,288	96,590	Insurance	96,160	96,160	
58,226	81,033	70,650	Retirement Contributions	75,760	75,760	
6,051	61,220	10,420	Workers' Compensation	11,070	11,070	-
<u>407,891</u>	<u>440,734</u>	<u>484,370</u>	<b>Total Personnel Services</b>	<u>505,780</u>	<u>505,780</u>	-
4.3	4.5	4.6	<b>FTEs</b>	4.6	4.6	
			<b>Materials and Services:</b>			
1,356	7,233	2,200	Office Supplies	2,200	2,200	
5,065	6,582	7,400	Small Tools & Minor Equipment	8,000	8,000	
12,157	16,202	19,700	Operating Supplies	20,300	20,300	
26,063	36,155	38,500	Repair & Maintenance Supplies	37,000	37,000	
-	1,967	7,000	Training	10,500	10,500	
89	251	200	Printing & Binding	200	200	
22,488	27,254	30,632	Professional Services	34,390	34,390	
8,889	7,914	10,100	Communications	10,100	10,100	
20,761	21,096	24,400	Public Utility Services	23,500	23,500	
14,593	15,985	25,000	Repair & Maintenance Services	25,360	25,360	
-	-	1,000	Rentals	1,000	1,000	
525	595	1,200	Miscellaneous	1,200	1,200	
4,802	12,457	13,200	Technology Services	17,500	17,500	-
<u>116,788</u>	<u>153,691</u>	<u>180,532</u>	<b>Total Materials and Services</b>	<u>191,250</u>	<u>191,250</u>	-
			<b>Capital Outlay:</b>			
18,217	9,611	27,000	Machinery & Equipment	24,000	24,000	-
<u>18,217</u>	<u>9,611</u>	<u>27,000</u>	<b>Total Capital Outlay</b>	<u>24,000</u>	<u>24,000</u>	-
<u>542,896</u>	<u>604,036</u>	<u>691,902</u>	<b>Total Expenditures</b>	<u>721,030</u>	<u>721,030</u>	-

**PUBLIC WORKS FUND (301)**

**SHOP AND YARD (3800)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	289,850
410	2045	Overtime	2,000
410	2085	Extra Help	6,000
415	2220	FICA	24,940
415	2230	Insurance	96,160
415	2235	Retirement Contributions	75,760
415	2240	Workers' Compensation	11,070

**TOTAL PERSONNEL SERVICES**

**505,780**

**FTEs 4.6**

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

510	3030	Paper	600
510	3040	Printer, Cartridges and Supplies	800
510	3045	General Office Supplies	800

Sub-total of Office Supplies

**2,200**

515	3120	Books & periodicals	300
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

**20,300**

525	3520	Building Materials / Supplies	8,000
525	3525	Motor Vehicle Repair Parts	4,500
525	3530	Tires	4,000
525	3540	Paint & Paint Supplies	500
525	3550	Electrical Supplies	5,000
525	3585	Safety Supplies	3,000
525	3640	Other Repair & Maintenance Supplies	12,000

Sub-total of Repair & Maintenance Supplies

**37,000**

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	3,500
610	4085	Confined Space Training	2,000
610	4115	Workshops	5,000

Sub-total of Training

**10,500**

**PUBLIC WORKS FUND (301)**

**SHOP AND YARD (3800)**

620	4390	Network Maintenance	23,400	
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	8,000	
620	4540	Advertising / Recruitment	500	
		Sub-total of Professional Services		<b>34,390</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	10,000	
656	5473	Natural Gas - PW Shops	5,000	
657	5520	Sanitation - PW Shops	7,000	
		Sub-total of Public Utility Services		<b>23,500</b>
660	5725	Equipment Other Than Vehicles	4,000	
660	5745	Janitorial Services Agreement	12,360	
660	5785	Motor Vehicles / Auto Body Shop	1,000	
660	5825	General Repair and Maintenance Services	8,000	
		Sub-total of Repair and Maintenance Services		<b>25,360</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	2,000	
685	6245	Computer Hardware	3,000	
685	6255	Software Maintenance Agreement	12,000	
		Sub-total of Technology Services		<b>17,500</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>191,250</b>

**PUBLIC WORKS FUND (301)**

**SHOP AND YARD (3800)**

**Capital Outlay (730 - 740)**

740	6650	Machinery & Equipment	
		Trolley for 4 Post Lift	5,000
		Shops Gargage Doors	9,000
		Concrete for Paint Barn	10,000
		Sub-total of Machinery & Equipment	<b>24,000</b>

**TOTAL CAPITAL OUTLAY 24,000**

**TOTAL SHOP & YARD 721,030**



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**FUND: PUBLIC WORKS**

Department: Streets # 3900

Basic Objectives

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

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23	Requirements	Budget Officer	Budget Committee	Governing Body
<b>Personnel Services:</b>						
121,158	104,322	185,280	Regular Salaries	193,230	193,230	
1,568	1,545	2,600	Overtime	2,600	2,600	
1,181	2,096	13,000	Extra Help	4,000	4,000	
9,375	8,124	15,190	FICA Taxes	16,630	16,630	
46,508	35,276	64,390	Insurance	64,110	64,110	
28,627	24,990	47,100	Retirement Contributions	50,510	50,510	
4,032	4,224	6,950	Workers' Compensation	7,380	7,380	-
<u>212,449</u>	<u>180,577</u>	<u>334,510</u>	<b>Total Personnel Services</b>	<u>338,460</u>	<u>338,460</u>	<u>-</u>
2.3	1.7	3.1	<b>FTEs</b>	3.1	3.1	
<b>Materials and Services:</b>						
629	15	1,000	Small Tools & Minor Equipment	1,000	1,000	
8,243	12,747	17,300	Operating Supplies	31,300	31,300	
60,793	63,163	104,000	Repair & Maintenance Supplies	100,000	100,000	
-	-	300	Training	1,000	1,000	
5,539	3,315	10,750	Professional Services	10,950	10,950	
124,290	111,045	134,650	Public Utility Services	135,150	135,150	
55,391	69,663	101,000	Repair & Maintenance Services	116,000	116,000	
-	-	4,000	Rentals	4,000	4,000	
100	-	700	Miscellaneous	700	700	-
<u>254,985</u>	<u>259,948</u>	<u>373,700</u>	<b>Total Materials and Services</b>	<u>400,100</u>	<u>400,100</u>	<u>-</u>
<b>Capital Outlay:</b>						
-	3,014	12,000	Machinery & Equipment	21,600	21,600	-
-	-	-	<b>Total Capital Outlay</b>	-	-	-
<u>467,434</u>	<u>443,539</u>	<u>720,210</u>	<b>Total Expenditures</b>	<u>760,160</u>	<u>760,160</u>	<u>-</u>

**PUBLIC WORKS FUND (301)**

**STREETS (3900)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	193,230
410	2045	Overtime	2,600
410	2085	Extra Help	4,000
415	2220	FICA	16,630
415	2230	Insurance	64,110
415	2235	Retirement Contributions	50,510
415	2240	Workers' Compensation	7,380

**TOTAL PERSONNEL SERVICES**

**FTEs**

**3.1**

**338,460**

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

515	3120	Books and Periodicals	100
515	3125	Clothing, Uniforms, Boots, Gloves	700
515	3180	Fuel, Oil, Lubricants	30,000
515	3310	General Operating Supplies	500

Sub-total of Operating Supplies

**31,300**

525	3525	Motor Vehicle Repair Parts	16,000
525	3530	Tires	1,000
525	3540	Paint and Paint Supplies	18,000
525	3550	Electrical Supplies	4,000
525	3578	Road Maintenance Materials	10,000
525	3580	Signs	20,000
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

**100,000**

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	300
620	4540	General - Professional Services	5,000
620	4540	Advertising/Recruitment	500

Sub-total of Professional Services

**10,950**

**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>400,100</b>
<b><u>Capital Outlay (740)</u></b>				
740	6650	Machinery & Equipment		
		General Lights/Millpond	3,000	
		Trash Pump	1,800	
		Chop Saw	1,800	
		Large Plate Compactor	1,000	
		Sub-total of Machinery & Equipment		<b>21,600</b>
<b>TOTAL CAPITAL OUTLAY</b>				<b>21,600</b>
<b>TOTAL STREETS</b>				<b>760,160</b>

**FUND: PUBLIC WORKS**

Department: Sanitation # 5400

Basic Objectives

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

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
<b>Personnel Services:</b>						
1,009	632	30,880	Regular Salaries	32,210	32,210	
118	62	500	Extra Help	500	500	
85	52	2,530	FICA Taxes	2,770	2,770	
383	281	10,730	Insurance	10,680	10,680	
254	134	7,850	Retirement Contributions	8,420	8,420	
669	688	1,160	Worker Compensation	1,230	1,230	-
2,518	1,849	53,650	<b>Total Personnel Services</b>	55,810	55,810	-
0.1	0.1	0.5	<b>FTEs</b>	0.5	0.5	
<b>Materials and Services:</b>						
-	-	450	Operating Supplies	450	450	
185	-	1,500	Repair & Maintenance Supplies	1,500	1,500	
295	295	350	Memberships & Dues	350	350	
-	-	50	Advertising	50	50	
1,441	20,178	38,000	Professional Services	45,000	45,000	
212	208	250	Public Utility Services	250	250	
413	-	2,250	Repair & Maintenance Services	2,250	2,250	
-	-	500	Rentals	500	500	
188	159	700	Miscellaneous	700	700	-
2,734	20,840	44,050	<b>Total Materials and Services</b>	51,050	51,050	-
<b>Capital Outlay</b>						
-	-	-	Machinery and Equipment	-	-	-
-	-	-	<b>Total Capital Outlay</b>	-	-	-
5,252	22,689	97,700	<b>Total Expenditures</b>	106,860	106,860	-

**PUBLIC WORKS FUND (301)**

**SANITATION (5400)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	32,210
410	2085	Extra Help	500
415	2220	FICA	2,770
415	2230	Insurance	10,680
415	2235	Retirement Contributions	8,420
415	2240	Workers' Compensation	1,230

**TOTAL PERSONNEL SERVICES**

**FTEs**

**0.5**

**55,810**

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

515	3275	Laboratory Supplies	150
515	3310	General Operating Supplies	300

Sub-total of Operating Supplies

**450**

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

Sub-total of Repair and Maintenance Supplies

**1,500**

620	4520	Lab Testing	5,000
620	4540	Professional Services-General	40,000

Sub-total of Professional Services

**45,000**

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

**350**

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

**50**

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

**250**

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

Sub-total of Repair & Maintenance Services

**2,250**

665	5865	Rentals - Equipment	500
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Sub-total of Rentals

**500**

675	6020	Permits	200
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**PUBLIC WORKS FUND (301)**

**SANITATION (5400)**

675	6035	General - Miscellaneous	500	
		Sub-total of Miscellaneous		<b>700</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>51,050</b>
<u>Capital Outlay (730 - 740)</u>				
740	6650	Machinery & Equipment		
		Sub-total Machinery & Equipment		-
<b>TOTAL SANITATION</b>				<b>106,860</b>



**FUND: PUBLIC WORKS**

Department: Sewer # 5600

Basic Objectives

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

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23	Requirements	Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
444,307	412,924	370,560	Regular Salaries	386,460	386,460	
1,113	2,919	4,000	Overtime	4,000	4,000	
22,295	23,786	24,000	On Call	25,000	25,000	
4,807	9,921	5,000	Extra Help	11,000	11,000	
34,202	33,616	30,390	FICA Taxes	33,260	33,260	
123,876	114,631	128,790	Insurance	128,210	128,210	
105,324	93,749	94,200	Retirement Contributions	101,020	101,020	
8,085	10,018	13,900	Workers' Compensation	14,760	14,760	-
<u>744,009</u>	<u>701,564</u>	<u>670,840</u>	<b>Total Personnel Services</b>	<u>703,710</u>	<u>703,710</u>	-
6.3	6.5	6.1	<b>FTEs</b>	6.1	6.1	
			<b>Materials and Services:</b>			
385	811	1,150	Office Supplies	1,150	1,150	
72,042	74,337	104,550	Operating Supplies	107,050	107,050	
104,429	103,613	154,000	Repair & Maintenance Supplies	154,000	154,000	
2,091	3,926	4,000	Small Tools & Minor Equipment	4,000	4,000	
1,709	4,550	13,500	Training	12,000	12,000	
21,197	62,895	81,200	Professional Services	67,400	67,400	
1,357		1,600	Memberships & Dues	1,700	1,700	
1,072	1,530	4,500	Communications	4,500	4,500	
-	7,982	1,100	Advertising	1,100	1,100	
7,126	6,637	8,300	Printing & Binding	8,300	8,300	
128,423	138,227	143,750	Public Utility Services	166,000	166,000	
37,643	57,891	115,000	Repair & Maintenance Services	112,000	112,000	
5,312	-	10,000	Rentals	10,000	10,000	
9,903	24,031	12,000	Licenses and Permits	12,000	12,000	
22,764	17,424	22,800	Credit Card Fees	15,000	15,000	
1,856	1,472	2,500	Miscellaneous	2,500	2,500	
9,684	21,257	36,810	Technology Services	33,310	33,310	-
<u>426,993</u>	<u>526,583</u>	<u>716,760</u>	<b>Total Materials and Services</b>	<u>712,010</u>	<u>712,010</u>	-
			<b>Capital Outlay:</b>			
31,280	26,357	24,500	Machinery & Equipment	17,900	17,900	-
<u>31,280</u>	<u>26,357</u>	<u>24,500</u>	<b>Total Capital Outlay</b>	<u>17,900</u>	<u>17,900</u>	-
			<b>Transfers to Other Funds:</b>			
3,083	2,500	3,180	Emergency Communications	3,325	3,325	
554,310	665,900	750,000	Public Works Improvement Fund	850,000	850,000	
165,840	165,840	165,840	General Fund	165,840	165,840	-
<u>723,233</u>	<u>834,240</u>	<u>919,020</u>	<b>Total Transfer to Other Funds</b>	<u>1,019,165</u>	<u>1,019,165</u>	-
<u>1,925,515</u>	<u>2,088,744</u>	<u>2,331,120</u>	<b>Total Expenditures</b>	<u>2,452,785</u>	<u>2,452,785</u>	-



**PUBLIC WORKS FUND (301)**

**SEWER (5600)**

610	4085	Travel Expense - Training	3,000	
610	4085	Confined Space Training	2,000	
610	4115	Workshops	7,000	
		Sub-total of Training		<b>12,000</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	40,000	
		Sub-total Professional Services		<b>67,400</b>
630	4855	Association of Clean Water Agencies	1,100	
630	4860	OAWU-OR Assc of Water Utilities	600	
		Sub-total of Memberships & Dues		<b>1,700</b>
635	4920	Cell Phones	2,500	
635	4975	Postage	2,000	
		Sub-total of Communications		<b>4,500</b>
640	5022	Advertising - Recruitment	600	
640	5030	Advertising - Public Notices	500	
		Sub-total of Advertising		<b>1,100</b>
650	5140	Utility Bills, CCR, Meter Slips	8,000	
650	5145	General Printing and Binding	300	
		Sub-total of Printing and Binding		<b>8,300</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	82,000	
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>166,000</b>

**PUBLIC WORKS FUND (301)**

**SEWER (5600)**

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	4,110	
685	6235	Communications Hardware Maintenance	1,200	
685	6245	Computer Hardware	5,000	
685	6255	Software Maintenance Agreement	10,000	
		Sub-total of Technology Services		<b>33,310</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>712,010</b>
<b><u>Capital Outlay (730 - 740)</u></b>				
740	6650	Machinery & Equipment		
		Ipad X 2	4,000	
		Fit Test Analyzer (our 1/3 of cost)	7,500	
		Remote Terminal Unit Ash Street PS	2,000	
		WiFi Upgrade - move equipment from Megler	4,400	
		<b>Priority Substitution Items:</b>		
		<i>PS # 6 Generator Transfer Switch Building (\$38,000)</i>		
		Sub-total of Machinery & Equipment		<b>17,900</b>
<b>TOTAL CAPITAL OUTLAY</b>				<b>17,900</b>
<b><u>Transfer to Other Funds (850)</u></b>				
850	7555	General Fund	165,840	
850	7525	Emergency Communications Fund	3,325	
850	7557	Public Works Improvement Fund	850,000	
		Sub-total Transfers to Other Funds		<b>1,019,165</b>
<b>TOTAL SEWER</b>				<b>2,452,785</b>



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**FUND: PUBLIC WORKS**

Department: Stormwater # 7400

Basic Objectives

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

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
			<b>Personnel Services:</b>			
45,557	50,740	61,760	Regular Salaries	64,410	64,410	
-	1,051	2,000	Overtime	2,000	2,000	
3,218	4,582	8,000	Extra Help	5,000	5,000	
3,665	4,245	5,060	FICA Taxes	5,540	5,540	
18,411	18,714	21,460	Insurance	21,370	21,370	
11,486	12,686	15,700	Retirement Contributions	16,840	16,840	
<u>1,346</u>	<u>1,420</u>	<u>2,320</u>	Workers' Compensation	<u>2,460</u>	<u>2,460</u>	-
83,683	93,438	116,300	<b>Total Personnel Services</b>	117,620	117,620	-
0.9	0.8	1.0	<b>FTEs</b>	1.0	1.0	
			<b>Materials and Services:</b>			
1,012	579	2,000	Small Tools & Minor Equipment	2,000	2,000	
2,998	5,376	8,550	Operating Supplies	8,550	8,550	
61,322	45,797	115,000	Repair & Maintenance Supplies	110,000	110,000	
-	1,130	3,500	Training	3,500	3,500	
1,790	4,091	10,800	Professional Services	5,800	5,800	
367	350	500	Membership and Dues	500	500	
8,205	7,974	8,600	Communications	8,600	8,600	
2,175	2,353	2,500	Public Utility Services	2,900	2,900	
25,582	41,360	41,000	Repair & Maintenance Services	41,000	41,000	
3,065	-	8,000	Rentals	8,000	8,000	
-	-	200	Licenses and Permits	200	200	
<u>-</u>	<u>-</u>	<u>500</u>	Miscellaneous	<u>500</u>	<u>500</u>	-
106,516	109,010	201,150	<b>Total Materials and Services</b>	191,550	191,550	-
<u>18,379</u>	<u>9,884</u>	<u>12,500</u>	<b>Capital Outlay:</b>	<u>12,500</u>	<u>12,500</u>	-
18,379	9,884	12,500	<b>Total Capital Outlay</b>	12,500	12,500	-
<u>208,578</u>	<u>212,332</u>	<u>329,950</u>	<b>Total Expenditures</b>	<u>321,670</u>	<u>321,670</u>	-



**PUBLIC WORKS FUND (301)**

**STORMWATER (7400)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	64,410
410	2045	Overtime	2,000
410	2085	Extra Help	5,000
415	2220	FICA	5,540
415	2230	Insurance	21,370
415	2235	Retirement Contributions	16,840
415	2240	Workers' Compensation	2,460

**TOTAL PERSONNEL SERVICES**

**FTEs**

**1.0**

**117,620**

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

515	3120	Books & Periodicals	50
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

**8,550**

525	3515	CSO Maintenance & Repairs	40,000
525	3520	Building Materials/Supplies	5,000
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	25,000

Sub-total of Repair and Maintenance Supplies

**110,000**

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	5,000
620	4540	Advertising - Recruitment	500

Sub-total Professional Services

**5,800**

630	4860	OAWU-OR Assc of Water Utilities	500
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**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	2,900	
		Sub-total of Public Utility Services		<b>2,900</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	6010	License Renewal	200	
675	6035	General - Miscellaneous	500	
		Sub-total of Miscellaneous		<b>700</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>191,550</b>
<b><u>Capital Outlay (730 - 740)</u></b>				
740	6650	Machinery & Equipment		
		Chop Saw	1,500	
		Safety / Confined Space / Traffic Control / Gas Monitors	7,500	
		Trash Pump	1,500	
		Computer	2,000	
		Sub-total of Machinery & Equipment		<b>12,500</b>
<b>TOTAL CAPITAL OUTLAY</b>				<b>12,500</b>
<b>TOTAL STORMWATER</b>				<b>321,670</b>

**FUND: PUBLIC WORKS**

Department: Water # 8100

Basic Objectives

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

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23				
			<b>Personnel Services:</b>			
566,869	598,197	617,590	Regular Salaries	644,090	644,090	
8,330	15,504	14,000	Overtime	14,000	14,000	
10,398	9,342	12,000	On Call	11,000	11,000	
16,166	24,024	20,000	Extra Help	24,000	24,000	
45,316	47,851	50,650	FICA Taxes	55,430	55,430	
199,108	183,710	214,630	Insurance	213,680	213,680	
137,365	143,138	157,000	Retirement Contributions	168,350	168,350	
<u>13,929</u>	<u>15,684</u>	<u>23,160</u>	Workers' Compensation	<u>24,590</u>	<u>24,590</u>	-
997,481	1,037,450	1,109,030	<b>Total Personnel Services</b>	1,155,140	1,155,140	-
9.4	9.8	10.2	<b>FTEs</b>	10.2	10.2	
			<b>Materials and Services:</b>			
289	920	1,350	Office Supplies	1,350	1,350	
5,983	4,921	6,500	Small Tools & Minor Equipment	6,500	6,500	
67,413	82,571	89,350	Operating Supplies	98,650	98,650	
241,788	249,833	321,100	Repair & Maintenance Supplies	341,000	341,000	
3,772	6,730	13,500	Training	12,000	12,000	
2,953	3,359	3,735	Memberships & Dues	3,900	3,900	
-	12	500	Advertising	500	500	
10,738	8,100	12,000	Printing & Binding	10,000	10,000	
7,559	1,918	12,000	Rentals	12,000	12,000	
44,573	54,725	68,400	Professional Services	82,500	82,500	
4,266	2,032	16,800	Communications	14,900	14,900	
22,831	23,906	25,700	Public Utility Services	26,600	26,600	
96,976	88,103	131,000	Repair & Maintenance Services	134,000	134,000	
3,075	637	4,600	Licenses and Permits	4,600	4,600	
22,764	17,424	22,800	Credit Card Fees	15,000	15,000	
1,097	4,729	4,200	Miscellaneous	4,700	4,700	
<u>5,910</u>	<u>8,227</u>	<u>25,810</u>	Technology Services	<u>24,310</u>	<u>24,310</u>	-
541,987	558,147	759,345	<b>Total Materials and Services</b>	792,510	792,510	-
			<b>Capital Outlay:</b>			
<u>31,111</u>	<u>28,635</u>	<u>56,100</u>	Machinery & Equipment	<u>66,600</u>	<u>66,600</u>	-
31,111	28,635	56,100	<b>Total Capital Outlay</b>	66,600	66,600	-
			<b>Transfer to Other Funds:</b>			
3,083	2,500	3,180	Emergency Communications	3,325	3,325	
554,310	665,900	750,000	Public Works Improvement Fund	850,000	850,000	
<u>248,760</u>	<u>248,760</u>	<u>248,760</u>	General Fund	<u>248,760</u>	<u>248,760</u>	-
806,153	917,160	1,001,940	<b>Total Transfer to Other Funds</b>	1,102,085	1,102,085	-
<u>2,376,732</u>	<u>2,541,392</u>	<u>2,926,415</u>	<b>Total Expenditures</b>	<u>3,116,335</u>	<u>3,116,335</u>	-

**PUBLIC WORKS FUND (301)**

**WATER (8100)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	644,090
410	2045	Overtime	14,000
410	2047	On Call	11,000
410	2085	Extra Help	24,000
415	2220	FICA	55,430
415	2230	Insurance	213,680
415	2235	Retirement Contributions	168,350
415	2240	Workers' Compensation	24,590

**TOTAL PERSONNEL SERVICES**

**FTEs 10.2 1,155,140**

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

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

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

515	3120	Books & Periodicals	300
515	3125	Clothing, Uniforms, Boots, Gloves	6,000
515	3180	Fuel, Oil, Lubricants	40,000
515	3265	Custodial Supplies	350
515	3275	Laboratory Supplies	15,500
515	3280	Chlorine	18,000
515	3285	Fluoride	16,000
515	3310	General Operating Supplies	2,500

Sub-total of Operating Supplies **98,650**

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	3,000
525	3550	Electrical Supplies	15,000
525	3585	Safety Supplies	6,000
525	3590	Cold Patch	3,000
525	3595	Rock	20,000
525	3605	Water Maintenance Supplies	200,000
525	3640	Other Repair and Maintenance Supplies	40,000

Sub-total of Repair & Maintenance Supplies **341,000**

**PUBLIC WORKS FUND (301)**

**WATER (8100)**

530	3720	Small Tools	6,500	
		Sub-total Small Tools		<b>6,500</b>
610	4085	Travel Expense - Training	3,000	
610	4085	Confined Space Training	2,000	
610	4115	Workshops	7,000	
		Sub-total of Training		<b>12,000</b>
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	40,500	
620	4540	General - Professional Services	30,000	
620	4540	Advertising - Recruitment	500	
		Sub-Total of Professional Services		<b>82,500</b>
630	4860	OAWU-OR Assc of Water Utilities	500	
630	4865	Association of State Dam Safety Officials	2,600	
630	4870	American Waterworks Association	500	
630	4875	OCCIRS - Cross Connections	300	
		Sub-Total of Memberships & Dues		<b>3,900</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	200	
		Sub-total of Insurance		<b>200</b>
650	5140	Utility Bills, CCR, Meter Slips	10,000	
		Sub-total of Printing & Binding		<b>10,000</b>

**PUBLIC WORKS FUND (301)**

**WATER (8100)**

655	5400	Electricity - 6th and Lexington	800	
655	5403	Electricity - 92477 Headwork's Rd	1,500	
655	5406	Electricity - Headworks Shop	1,800	
655	5409	Electricity - 3550 Pipeline Rd	3,800	
655	5412	Electricity - Niagara Pump Station	1,000	
655	5415	Electricity - 15th & Niagara Pump Stn	4,200	
655	5424	Electricity - 1597 James St.	3,100	
655	5427	Electricity - Skyline Pump House	2,100	
655	5430	Electricity - 92926 Headworks Rd	7,500	
655	5433	Electricity - 93583 Headworks Rd	800	
		Sub-total of Public Utility Services		<b>26,600</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>
665	5865	Equipment	6,000	
665	5875	General Rentals	6,000	
		Sub-total of Rentals		<b>12,000</b>
675	5925	Credit Card Fees	15,000	
675	6005	Licenses and Permits	4,000	
675	6010	License Renewal	600	
675	6035	General - Miscellaneous	4,500	
		Sub-total of Miscellaneous		<b>24,100</b>
685	6205	Computer Software	2,000	
685	6207	Contracted IT Services	4,110	
685	6235	Communications Hardware Maintenance	1,200	
685	6245	Computer Hardware	6,000	
685	6255	Software Maintenance Agreement	11,000	
		Sub-total of Technology Services		<b>24,310</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>792,510</b>

**PUBLIC WORKS FUND (301)**

**WATER (8100)**

**Capital Outlay**

740	6650	Machinery & Equipment	
		Telemetry for Creek Flow Meters	4,200
		Bear Creek Meter Vault	3,000
		CL 17 Chlorine analyzers Res 2 and Res 3	10,400
		Midway Valve Remote Pressure Monitor	8,000
		Drill Press Headworks	2,500
		iPad X 2	4,000
		SQL Server Upgrade	3,500
		Headworks floating pump	20,000
		Raw Water NTU Meter at Headworks	11,000

***Priority Substitution Items:***

*Skyline pump replacement (\$18,000)*

Sub-total of Capital Outlay	<b>66,600</b>
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<b>TOTAL CAPITAL OUTLAY</b>	<b>66,600</b>
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**Transfer to Other Funds (850)**

850	7555	General Fund	248,760
850	7525	Emergency Communications Fund (911 Subscription)	3,325
850	7557	Public Works Improvement Fund	850,000

Sub-total Transfers to Other Funds	<b>1,102,085</b>
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<b>TOTAL WATER</b>	<b>3,116,335</b>
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**FUND: CEMETERY # 325**

Basic Objectives

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

Staffing

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

City of Astoria, Oregon  
Budget Document

**CEMETERY FUND # 325**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	<u>Resources and Requirements</u>	<u>Proposed by</u>	<u>Approved by</u>	<u>Adopted by</u>
<u>FYE 6/30/21</u>	<u>FYE 6/30/22</u>	<u>FYE 6/30/23</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	
<b><u>Resources</u></b>						
451,079	514,500	120,100	Beginning Fund Balance	161,400	161,400	
27,348	43,259	25,000	Sale of Graves	15,000	15,000	
102,995	107,111	39,000	Charges for Services	76,000	76,000	
426	688	270	Interest Earnings	4,840	4,840	
340	1,700	4,500	Miscellaneous	4,500	4,500	
<u>6,645</u>	<u>4,600</u>	<u>5,000</u>	Transfers In -Cemetery Irreducible Fund	<u>29,200</u>	<u>29,200</u>	-
<u>588,833</u>	<u>671,858</u>	<u>193,870</u>	<b>Total Resources</b>	<u>290,940</u>	<u>290,940</u>	-
<b><u>Requirements</u></b>						
<b>Personnel Services</b>						
4,308	11,446	17,840	Regular Salaries	19,950	19,950	
18,868	24,001	23,130	Extra Help	28,830	28,830	
13,537	4,391	4,470	Interfund Wages	11,480	11,480	
2,755	3,018	3,480	FICA Taxes	4,860	4,860	
8,544	5,459	7,360	Insurance	11,510	11,510	
8,869	10,364	11,420	Retirement Contributions	16,070	16,070	
<u>1,678</u>	<u>1,921</u>	<u>2,070</u>	Workers' Compensation	<u>2,580</u>	<u>2,580</u>	-
<u>58,559</u>	<u>60,600</u>	<u>69,770</u>	<b>Total Personnel Services (FTEs)</b>	<u>95,280</u>	<u>95,280</u>	-
0.8	0.8	1.0		1.2	1.2	
<b>Materials and Services</b>						
-	-	100	Office Supplies	100	100	
724	815	12,050	Operating Supplies	8,200	8,200	
1,564	1,870	4,000	Repair & Maintenance Supplies	4,800	4,800	
771	13	700	Small Tools & Minor Equipment	1,000	1,000	
2,230	1,033	600	Professional Services	600	600	
544	-	1,150	Memberships & Dues	1,150	1,150	
	-	200	Advertising	200	200	
2,555	2,428	3,300	Utilities	4,600	4,600	
2,315	4,408	1,350	Repair & Maintenance Services	3,800	3,800	
1,627	1,365	3,000	Rental Equipment	3,500	3,500	
<u>23</u>	<u>2,997</u>	<u>1,050</u>	Miscellaneous	<u>3,075</u>	<u>3,075</u>	-
<u>12,353</u>	<u>14,929</u>	<u>27,500</u>	<b>Total Materials and Services</b>	<u>31,025</u>	<u>31,025</u>	-
<b>Capital Outlay</b>						
-	18,952	33,000	Improvements Other than Buildings	50,000	50,000	-
-	18,952	33,000	<b>Total Capital Outlay</b>	50,000	50,000	-
-	-	20,000	<b>Contingency</b>	20,000	20,000	
<b>Accrual Adjustments for:</b>						
<u>3,421</u>	<u>4,690</u>	-	Depreciation	-	-	-
<u>74,333</u>	<u>99,171</u>	<u>150,270</u>	<b>Total Expenditures</b>	<u>196,305</u>	<u>196,305</u>	-
<u>514,500</u>	<u>572,687</u>	<u>43,600</u>	Ending Fund Balance	<u>94,635</u>	<u>94,635</u>	-
<u>588,833</u>	<u>671,858</u>	<u>193,870</u>	<b>Total Requirements</b>	<u>290,940</u>	<u>290,940</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, 2021 and 2022 actual data includes cash, inventory, accounts receivable and fixed assets. Cash for the Cemetery Fund at June 30, 2021 and 2022 was \$ 102,681 and \$ 170,155.

**OCEANVIEW CEMETERY FUND 325**

**CEMETERY OPERATION-MAINTENANCE (8500)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	19,950
415	2085	Extra Help	28,830
415	2095	Interfund Wages	11,480
415	2220	FICA -Social Security	4,860
415	2230	Insurance	11,510
415	2235	Retirement Contributions	16,070
415	2240	Workers' Compensation	2,580

**TOTAL PERSONNEL SERVICES**

**95,280**

**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	4,000
515	3180	Fuel Oil Lubricants	2,000
515	3245	Fertilizers / Pesticides	300
515	3250	Bark Mulch / Top Soil / Sawdust	500
515	3265	Custodial Supplies	400
515	3290	Heating Oil - Cemetery	-
515	3310	General Operating Supplies	1,000

Sub-total of Operating Supplies

**8,200**

525	3520	Building Materials / Supplies	1,500
525	3525	Motor Vehicle Repair Parts	500
525	3530	Tires	500
525	3540	Paint & Paint Supplies	100
525	3565	Vandalism Repair	200
525	3580	Signs	200
525	3620	Heating System Maintenance	0
525	3625	Plumbing & Irrigation Supplies	300
525	3630	Water and Sewer Repair	500
525	3640	Other Repair & Maintenance Supplies	1,000

Sub-total Repair & Maintenance Supplies

**4,800**

530	3720	Small Tools	800
530	3725	Irrigation Equipment	200

Sub-total of Small Tools & Minor Equipment

**1,000**

**OCEANVIEW CEMETERY FUND 325**

**CEMETERY OPERATION-MAINTENANCE (8500)**

620	4432	Background Checks	100	
620	4540	General Professional Services	500	
		Sub-total of Professional Services		<b>600</b>
630	4880	Oregon Cemetery Association	250	
630	4885	State Cemetery Board	900	
		Sub-total of Memberships & Dues		<b>1,150</b>
640	5030	Advertising - Public Notices	200	
		Sub-total of Advertising		<b>200</b>
645	5060	Insurance	25	
		Sub-total Insurance		<b>25</b>
655	5292	Electricity - Cemetery	1,600	
657	5535	Sanitation	500	
658	5555	Cemetery Water and Sewer	2,500	
		Sub-total of Public Utility Services		<b>4,600</b>
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		<b>3,800</b>
665	5865	Rental Equipment	1,000	
665	5870	Chemical Toilet	2,500	
		Sub-total of Rentals		<b>3,500</b>
675	5925	Credit Card Processing Fees	3,000	
675	6005	Licenses & Permits	50	
		Sub-total of Miscellaneous		<b>3,050</b>
685	6205	Computer Software		
		Sub-total of Technology Services		
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>31,025</b>

**OCEANVIEW CEMETERY FUND 325**

**CEMETERY OPERATION-MAINTENANCE (8500)**

**Capital Outlay (720 - 740)**

730	6500	Improvements Other than Buildings	
		Wayfinding Improvements	25,000
		Development of East Cremation Section	10,000
		Development of Blocks 1 & 2	15,000
		Sub-total of Improvements Other than Buildings	<b>50,000</b>

**TOTAL CAPITAL OUTLAY 50,000**

**Contingent Expenditures (910)**

910	8020	Contingency	20,000
		Subtotal of Contingency	<b>20,000</b>

**Ending Fund Balance (950)**

950	8520	Unappropriated Ending Fund Balance	94,635
		Sub-total of Ending Fund Balance	<b>94,635</b>

**TOTAL OCEANVIEW CEMETERY FUND 290,940**



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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 7/1/23 - 6/30/24

<u>Historical Data</u>			Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Actual Data</u> FYE 6/30/21	<u>Actual Data</u> FYE 6/30/22	<u>Adopted Budget</u> FYE 6/30/23				
<b><u>Resources</u></b>						
3,187,519	3,081,740	394,900	Beginning Fund Balance	411,500	411,500	
232,465	235,302	237,000	Intergovernmental	243,090	243,090	
80,653	81,120	82,420	Charge for Services	84,960	84,960	
3,237	2,425	2,000	Interest on Investments	12,300	12,300	
-	1,116	-	Miscellaneous	-	-	-
<u>3,503,874</u>	<u>3,401,703</u>	<u>716,320</u>	<b>Total Resources</b>	<u>751,850</u>	<u>751,850</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Personnel Services:</b>						
10,254	4,737	37,900	Interfund Wages	40,400	40,400	
0.15	0.10	<b>0.30</b>		<b>FTEs 0.30</b>	<b>0.30</b>	
<b>Materials and Services:</b>						
3,560	771	10,000	Repair & Maintenance Supplies	10,000	10,000	
9,192	24,567	17,990	Public Utility Services	17,990	17,990	
2,199	138	50,000	Professional Services	53,150	53,150	
<u>35,165</u>	<u>2,897</u>	<u>22,990</u>	Repair & Maintenance Services	<u>20,000</u>	<u>20,000</u>	<u>-</u>
50,116	28,373	100,980	<b>Total Materials and Services</b>	101,140	101,140	-
<b>Capital Outlay:</b>						
-	-	250,000	Improvements Other Than Bldgs	250,000	250,000	
-	-	250,000	<b>Total Capital Outlay</b>	250,000	250,000	-
<b>Debt Service</b>						
		196,740	Principal	190,620	190,620	
<u>35,728</u>	<u>31,323</u>	<u>13,800</u>	Interest	<u>19,920</u>	<u>19,920</u>	<u>-</u>
35,728	31,323	210,540	<b>Total Debt Service</b>	210,540	210,540	-
<b>Transfer to Other Funds</b>						
76,500	-	-	Transfer to Capital Improvement Fund	-	-	
<u>70,000</u>	<u>70,000</u>	<u>70,000</u>	Transfer to Parks Operation Fund	<u>70,000</u>	<u>70,000</u>	<u>-</u>
146,500	70,000	70,000	<b>Total Transfer to Other Funds</b>	70,000	70,000	-
-	-	46,900	<b>Contingency</b>	54,070	54,070	
Accrual Adjustment for:						
<u>179,536</u>	<u>178,842</u>	<u>-</u>	Depreciation	<u>-</u>	<u>-</u>	<u>-</u>
422,134	313,275	716,320	<b>Total Expenditures</b>	726,150	726,150	-
3,081,740	3,088,428	-	Unappropriated Ending Fund Balance	25,700	25,700	-
<u>3,081,740</u>	<u>3,088,428</u>	<u>-</u>	<b>Total Fund Balance</b>	<u>25,700</u>	<u>25,700</u>	<u>-</u>
<u>3,503,874</u>	<u>3,401,703</u>	<u>716,320</u>	<b>Total Requirements</b>	<u>751,850</u>	<u>751,850</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, 2021 and 2022 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the 17th Street Dock Fund at June 30, 2021 was \$ 434,072 and at June 30, 2022 was \$ 422,993



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

**Personal Services (412 - 415)**

415	2095	Interfund Wages	40,400
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<b>TOTAL PERSONAL SERVICES</b>			<b>40,400</b>
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FTE			0.3
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**Materials & Services (525 - 660)**

525	3640	Other Repair & Maintenance Supplies	10,000
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Sub-total of Repair & Maintenance Supplies			<b>10,000</b>
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620	4540	Professional Services	50,000
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Sub-total of Professional Services			<b>50,000</b>
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655	5297	Electricity - 17th StreetDock	1,000
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657	5544	Sanitation - 17th Street Dock	16,990
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Sub-total of Public Utilities			<b>17,990</b>
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660	5825	General - Repair & Maintenance Services	20,000
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Sub-total of Repair & Maintenance Services			<b>20,000</b>
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665	5875	Dock Lease/Rental	3,150
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Sub-total of Lease/Rental			<b>3,150</b>
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<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>101,140</b>
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**Capital Outlay (730)**

730	6500	Improvements Other than Buildings Floating Dock	250,000
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Sub-total Improvements Other than Buildings			<b>250,000</b>
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<b>TOTAL CAPITAL OUTLAY</b>			<b>250,000</b>
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**Debt Service (810)**

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

810	6977	Principal IFA Loan	190,620
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810	6979	Interest IFA Loan	19,920
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Sub-total Debt Service			<b>210,540</b>
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**17<sup>TH</sup> STREET DOCK FUND (330 0000)**

		<b>Transfer to Other Fund (850)</b>		
		Transfer to Parks Operation Fund	70,000	
		Sub-total Transfer to Other Fund		<b>70,000</b>
		<b><u>Contingent Expenditures (910)</u></b>		
910	8020	Contingency	54,070	
		Sub-total of Contingency		<b>54,070</b>
		<b><u>Ending Fund Balance (950)</u></b>		
950	8520	Unappropriated Ending Fund Balance	25,700	
		Sub-total Ending Fund Balance		<b>25,700</b>
<b>TOTAL 17TH STREET DOCK FUND</b>				<b>751,850</b>

# 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**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
6,407	6,454	6,480	Beginning Fund Balance	6,640	6,640	
<u>47</u>	<u>32</u>	<u>30</u>	Interest Earnings	<u>200</u>	<u>200</u>	-
<u><u>6,454</u></u>	<u><u>6,486</u></u>	<u><u>6,510</u></u>	<b>Total Resources</b>	<u><u>6,840</u></u>	<u><u>6,840</u></u>	<u><u>-</u></u>
<b><u>Requirements</u></b>						
<u>-</u>	<u>-</u>	<u>500</u>	Materials & Services: Repairs and Maintenance	<u>500</u>	<u>500</u>	-
<u>-</u>	<u>-</u>	<u>500</u>	<b>Total Expenditures</b>	<u>500</u>	<u>500</u>	-
<u>6,454</u>	<u>6,486</u>	<u>6,010</u>	Ending Fund Balance	<u>6,340</u>	<u>6,340</u>	-
<u><u>6,454</u></u>	<u><u>6,486</u></u>	<u><u>6,510</u></u>	<b>Total Requirements</b>	<u><u>6,840</u></u>	<u><u>6,840</u></u>	<u><u>-</u></u>

**2023 / 24 Budget Detail Information**

<b>AQUATIC FACILITY TRUST FUND (401 0000)</b>			
670	5895	<u>Materials &amp; Services:</u> Repairs and Maintenance	<u>500</u>
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>500</b>
950	8520	Ending Fund Balance	<u><b>6,340</b></u>
<b>TOTAL AQUATIC FACILITY TRUST FUND</b>			<b><u>6,840</u></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 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23		Budget	Budget	Governing
			Officer	Committee	Body	
<b><u>Resources</u></b>						
142,646	143,825	138,000	Beginning Fund Balance	141,300	141,300	
133	115		Gifts and Bequests			
<u>1,046</u>	<u>726</u>	<u>700</u>	Interest Earnings	<u>4,200</u>	<u>4,200</u>	-
<u>143,825</u>	<u>144,666</u>	<u>138,700</u>	<b>Total Resources</b>	<u>145,500</u>	<u>145,500</u>	-
<b><u>Requirements</u></b>						
<b>Materials &amp; Services:</b>						
-	-	2,280	Dorothy Whitney Trust Fund	2,280	2,280	
<u>-</u>	<u>-</u>	<u>22,000</u>	Books Purchased from Endowment	<u>28,800</u>	<u>28,800</u>	-
-	-	24,280	<b>Total Materials &amp; Services</b>	31,080	31,080	-
<u>-</u>	<u>2,500</u>	<u>2,500</u>	<b>Capital Outlay</b>	<u>2,500</u>	<u>2,500</u>	-
-	2,500	26,780	<b>Total Expenditures</b>	33,580	33,580	-
<u>143,825</u>	<u>142,166</u>	<u>111,920</u>	Ending Fund Balance	<u>111,920</u>	<u>111,920</u>	-
<u>143,825</u>	<u>144,666</u>	<u>138,700</u>	<b>Total Requirements</b>	<u>145,500</u>	<u>145,500</u>	-

**2023 / 24 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>28,800</u>
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>31,080</b>
740	6650	<b>CAPITAL OUTLAY</b>	<b>2,500</b>
950	8500	<b>ENDING FUND BALANCE</b>	<u><b>111,920</b></u>
<b>TOTAL ASTORIA PUBLIC LIBRARY ENDOWMENT FUND</b>			<u><b>145,500</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 7/1/23 - 6/30/24</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 6/30/21	FYE 6/30/22	FYE 6/30/23				
<b><u>Resources</u></b>						
903,734	921,761	1,009,400	Beginning Fund Balance	972,200	972,200	
18,016	25,979	15,000	Sale of Graves	10,000	10,000	
<u>6,656</u>	<u>4,787</u>	<u>5,000</u>	Interest Earnings	<u>29,200</u>	<u>29,200</u>	-
-						
<u>928,406</u>	<u>952,527</u>	<u>1,029,400</u>	<b>Total Resources</b>	<u>1,011,400</u>	<u>1,011,400</u>	-
<b><u>Requirements</u></b>						
6,645	4,600	5,000	<b>Transfers to Other Funds</b>	29,200	29,200	-
<u>921,761</u>	<u>947,927</u>	<u>1,024,400</u>	<b>Ending Fund Balance</b>	<u>982,200</u>	<u>982,200</u>	-
<u>928,406</u>	<u>952,527</u>	<u>1,029,400</u>	<b>Total Requirements</b>	<u>1,011,400</u>	<u>1,011,400</u>	-

**2023 / 24 Budget Detail Information**

**CEMETERY IRREDUCIBLE FUND (408 0000)**

<b><u>Transfers to Other Funds</u></b>			
850	7570	Transfer to Cemetery Fund	29,200
<b><u>Ending Fund Balance (950)</u></b>			
950	8520	Ending Fund Balance	
		Reserved for Perpetual Care	<u>982,200</u>
<b>TOTAL CEMETERY IRREDUCIBLE FUND</b>			<b>1,011,400</b>

**FUND:        PROMOTE ASTORIA # 410**

Basic Objectives

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

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

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

Staffing

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

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
1,635,268	1,750,696	1,473,000	Beginning Fund Balance	1,686,000	1,686,000	
51,258	-	232,340	Gifts Bequests and Grants	4,500	4,500	
1,440,715	1,879,378	1,452,000	Motel Tax	1,827,000	1,827,000	
11,491	9,361	7,400	Interest Earnings	50,600	50,600	
25,611	9,513	3,000	Miscellaneous	2,750	2,750	-
<u>3,164,343</u>	<u>3,648,948</u>	<u>3,167,740</u>	<b>Total Resources</b>	<u>3,570,850</u>	<u>3,570,850</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Personnel Services:</b>						
-	27,833	54,240	Regular Salaries	49,910	49,910	
-	2,015	4,150	FICA Taxes	4,020	4,020	
-	16,550	26,290	Insurance	9,290	9,290	
-	6,342	12,220	Retirement Contributions	11,930	11,930	
-	11	2,870	Workers' Compensation	2,750	2,750	-
-	52,751	99,771	<b>Total Personnel Services</b>	77,900	77,900	-
	0.5	1.0	<b>FTEs</b>	1.0	1.0	
<b>Materials &amp; Services</b>						
6,330	9,707	10,000	Credit Card Fees	14,000	14,000	
45,971	19,277	25,000	Tourism Promotion	25,000	25,000	
40,000	63,200	50,110	Astoria Downtown Historic District Association	65,370	65,370	
13,021	13,914	27,560	Downtown District Parking Enforcement	35,950	35,950	
58,000	64,200	103,256	Arts and Cultural Promotion	108,150	108,150	
161,930	174,570	203,010	Astoria/Warrenton Chamber of Commerce Visitor Service	264,820	264,820	
234,160	252,440	293,570	Astoria/Warrenton Chamber LCTC	382,950	382,950	
178,598	121,445	132,020	Tourism Related Facilities	139,419	139,419	-
738,010	718,753	844,526	<b>Total Materials &amp; Services</b>	1,035,659	1,035,659	-
<b>Capital Outlay</b>						
18,458	383,350	125,000	OPRD Riverwalk Improvements	-	-	
-	-	-	Riverwalk Street Ends	11,000	11,000	
-	-	-	Garden of Surging Waves Security Camera	11,000	11,000	
-	70,825	427,000	14th St Pier	-	-	
-	397,906	97,000	ODOT Riverwalk Lighting Improvements	-	-	
377,179	29,800	250,000	Riverwalk - Track and Trestles	840,000	840,000	-
395,637	881,881	899,000	<b>Total Capital Outlay</b>	862,000	862,000	-
<b>Transfers Out</b>						
280,000	280,000	415,700	Parks Operations - Tourist Facilities	520,750	520,750	-
280,000	280,000	415,700	<b>Total Transfers Out</b>	520,750	520,750	-
-	-	300,000	<b>Contingent Expenditures</b>	300,000	400,000	-
1,413,647	1,933,385	2,558,997	<b>Total Expenditures</b>	2,796,309	2,896,309	-
1,750,696	1,715,563	608,743	Ending Fund Balance	774,541	674,541	-
<u>3,164,343</u>	<u>3,648,948</u>	<u>3,167,740</u>	<b>Total Requirements</b>	<u>3,570,850</u>	<u>3,570,850</u>	<u>-</u>

**PROMOTE ASTORIA FUND (410 0000)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	49,910	
415	2220	FICA - Social Security	4,020	
415	2225	Insurance	9,290	
415	2235	Retirement Contributions	11,930	
415	2240	Workers' Compensation	2,750	

**TOTAL PERSONNEL SERVICES**

**FTEs 1.0 77,900**

**Materials & Services**

675	5925	Credit Card Fees	14,000	14,000
678	6085	Tourism Promotion		
		Tourism Advertising	5,000	
		Tourism Promotion Miscellaneous	20,000	
		Sub-total Tourism Promotion		25,000
678	6086	Downtown District Parking Enforcement		35,950
678	6087	Arts and Cultural Community Grants		<b>108,150</b>
678	6089	Astoria Downtown Historic District Assoc		65,370
678	6090	Astoria/Warrenton Chamber of Commerce Visitor Services		264,820
678	6095	Astoria/Warrenton Chamber of Commerce Lower Columbia Tourism Committee		382,950
678	6091	Tourism Related Facilities Mowing, Care & Maint		
		Mowing, Care & Maint - Riverwalk	34,650	
		Mowing, Care & Maint - Garden of Surging Waves and Maritime Memorial	15,750	
		Mowing, Care & Maint - Portal Parks	5,250	
		Mowing, Care & Maint - People Park	4,730	
		Mowing, Care & Maint - Fort Astoria Park	5,250	
		Mowing, Care & Maint - 9th & Astor Park	5,250	
		Mowing, Care & Maint - 15th St Triangle	3,150	
		Doughboy & AAC Grounds, Shively Park	21,000	
		Mowing, Care & Maint - 8th, 17th, 11th St Steps and West Bond Triangle	9,980	
		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	900	
678	6098	Electricity - Other	8,559	
		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		139,419

**TOTAL MATERIALS & SERVICES**

**1,035,659**

<b><u>Capital Outlay</u></b>			
Improvements Other than Buildings			
730	6500	Riverwalk, Track & Trestles	840,000
730	6500	Riverwalk Street Ends	11,000
730	6500	GSW Security Cameras (partially offset by grant)	11,000
<b>TOTAL CAPITAL OUTLAY</b>			<b>862,000</b>
<b><u>Transfer to Other Funds</u></b>			
850	7534	To Special Police Projects - Cadets	59,500
850	7542	To Parks Operations - Tourist Facilities	409,000
850	7542	To Parks Operations - Tourist Facilities (1/2 FT)	52,250
Sub-total Transfers to other Funds			<b>520,750</b>
<b><u>Contingent Expenditures</u></b>			
910	8020	Contingent Expenditures	400,000
Sub-total of Contingent Expenditures			<b>300,000</b>
<b><u>Ending Fund Balance</u></b>			
950	8520	Ending Fund Balance	474,541
		Reserve for Future Track/Trestle Projects	200,000
Sub-total of Ending Fund Balance			<b>674,541</b>
<b>TOTAL PROMOTE ASTORIA FUND</b>			<b>3,570,850</b>

**Arts and Cultural Community Grants:**

<b>Requests Organization</b>	<b>Subcommittee Recommendations</b>
2,400 Astoria Council of Clatsop Count	1,800
5,000 Astoria Arts and Movement Center	3,550
6,000 Astoria Downtown Historic Development Assn	4,500
15,000 Astoria Regatta Association	11,300
10,000 Astoria Scandinavian Heritage Association	7,000
10,000 Astoria Uppertown Business Association	8,000
9,500 Astoria Visual Arts	7,200
15,000 Cascadia Concert Opera	10,000
20,000 Clatsop Cruise Hosts, Inc.	-
5,000 El Centro NW	4,300
20,000 Liberty Restoration, Inc.	15,000
6,000 Little Ballet Theatre	5,000
6,500 North Coast Pride	5,000
6,000 Partners for the Performing Arts Center (PAC)	5,000
12,000 Ten Fifteen Productions	7,500
12,000 Tenor Guitar Foundation	10,000
3,000 Tillicum Foundation	-
3,000 Fisher Poets Gathering	3,000
<b><u>166,400</u></b>	<b><u>108,150</u></b>

**Grant Funds advertised to a maximum distribution of \$ 108,150**

**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 covert 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".

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 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
929,461	936,275	940,700	Beginning Fund Balance	949,100	949,100	-
6,814	4,788	4,700	Interest Earnings	28,500	28,500	-
<u>936,275</u>	<u>941,063</u>	<u>945,400</u>	<b>Total Resources</b>	<u>977,600</u>	<u>977,600</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Transfer to Other Funds</b>						
-	-	-	Library Bond Construction Fund	977,600	977,600	-
-	-	-	<b>Total Transfer to Other Funds</b>	977,600	977,600	-
-	-	945,400	<b>Capital Outlay</b>	-	-	-
-	-	-	<b>Contingency</b>	-	-	-
-	-	945,400	<b>Total Expenditures</b>	977,600	977,600	-
<u>936,275</u>	<u>941,063</u>	<u>-</u>	<b>Ending Fund Balance</b>	<u>-</u>	<u>-</u>	<u>-</u>
<u>936,275</u>	<u>941,063</u>	<u>945,400</u>	<b>Total Requirements</b>	<u>977,600</u>	<u>977,600</u>	<u>-</u>

2023 / 24 Budget Detail Information

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

<b><u>Materials and Services</u></b>			
850	7571	<b>TRANSFER TO OTHER FUNDS</b>	<b>977,600</b>
730	6500	<b>CAPITAL OUTLAY</b>	-
910	8020	<b>CONTINGENCY</b>	-
950	8520	<b>ENDING FUND BALANCE</b>	<u>-</u>
<b>TOTAL LOGAN MEMORIAL TRUST FUND</b>			<b>977,600</b>



**FUND: LIBRARY RENOVATION FUND # 414**

Basic Objectives

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

Staffing

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

City of Astoria, Oregon  
Budget Document

**LIBRARY RENOVATION FUND # 414**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</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 6/30/21	FYE 6/30/22	FYE 6/30/23				
<b><u>Resources</u></b>						
7,945	8,003	13,100	Beginning Fund Balance	13,400	13,400	-
	5,000		Gifts and Bequests			
58	59	70	Interest Earnings	400	400	-
<u>8,003</u>	<u>13,062</u>	<u>13,170</u>	<b>Total Resources</b>	<u>13,800</u>	<u>13,800</u>	<u>-</u>
<b><u>Requirements</u></b>						
		13,170	Capital Outlay	13,800	13,800	-
-	-	-	Contingency	-	-	-
-	-	13,170	Total Expenditures	13,800	13,800	-
<u>8,003</u>	<u>13,062</u>	<u>-</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>8,003</u>	<u>13,062</u>	<u>13,170</u>	Total Requirements	<u>13,800</u>	<u>13,800</u>	<u>-</u>

2023 / 24 Budget Detail Information

**LIBRARY RENOVATION FUND (414 0000)**

**Materials and Services**

730	6500	<b>CAPITAL OUTLAY</b>	<b>13,800</b>
910	8020	<b>CONTINGENCY</b>	-
950	8520	<b>ENDING FUND BALANCE</b>	<u>-</u>

**TOTAL LIBRARY RENOVATION FUND** **13,800**

**FUND: CUSTODIAL FUND # 415**

Basic Objectives

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

Staffing

The Finance Department provides accounting services to this fund.

City of Astoria, Oregon  
Budget Document

**CUSTODIAL FUND # 415**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/23 - 6/30/24</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/21	FYE 6/30/22	FYE 6/30/23		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
-	100,187	7,300	Beginning Fund Balance	-	-	-
631,263	46,039	-	Grants	-	-	-
187	199	-	Interest Earnings	-	-	-
<u>631,450</u>	<u>146,425</u>	<u>7,300</u>	<b>Total Resources</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Materials &amp; Services:</b>						
528,900	129,404	6,700	Grant Disbursements	-	-	-
2,363	4,481	600	Program Management Fees	-	-	-
531,263	133,885	7,300	<b>Total Materials &amp; Services</b>	-	-	-
-	-	-	<b>Contingency</b>	-	-	-
531,263	133,885	7,300	<b>Total Expenditures</b>	-	-	-
100,187	12,540	-	<b>Ending Fund Balance</b>	-	-	-
<u>631,450</u>	<u>146,425</u>	<u>7,300</u>	<b>Total Requirements</b>	<u>-</u>	<u>-</u>	<u>-</u>

**2023 / 24 Budget Detail Information**

**CUSTODIAL FUND # 415**

**Materials and Services**

680	6143	<b>Grant Disbursements</b>	-
620	4470	<b>Program Management Fees</b>	-
950	8520	<b>ENDING FUND BALANCE</b>	<u>-</u>
<b>TOTAL LIBRARY RENOVATION FUND</b>			<u>-</u>

## DETAIL & STATISTICAL SECTION



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**City of Astoria, Oregon**  
**Summary of Interfund Transfers**  
**Year Beginning July 1, 2023**

Transfers From:

General Fund - Non & Interdepartmental		
To PW -UAP Transfer	10,000	001-2400
To Emergency Communications Fund	459,460	001-2400
To Parks Operations Fund	1,198,760	001-2400
To Special Police Projects Fund	1,400	001-2400
To Public Works Fund	30,000	001-2400
<b>Subtotal General Fund</b>	<b>1,699,620</b>	
Building Inspection Fund	20,800	128-3300
Emergency Communication Fund	30,000	132-3400
Parks Operations Fund		
General Fund	15,000	158-4200
Capital Improvement Fund		
Library Bond Construction Fund	1,200,000	191-0000
<b>Subtotal Local Improvement Debt Svc</b>	<b>1,200,000</b>	
Astoria Road District and State Tax Street Funds		
Public Works Improvement Fund	66,000	170-0000
Public Works Fund - Streets	916,460	172-0000
Astoria Road District Fund	100,000	172-0000
<b>Subtotal State Tax Street Fund</b>	<b>1,082,460</b>	
Public Works Improvement Fund		
Public Works Capital Reserve Fund	200,000	176-0000
<b>Subtotal Public Works Improvement Fund</b>	<b>200,000</b>	
LID Fund		
Residual Transfer to General Fund	54,425	250-0000
Combined Sewer Overflow (CSO) Debt Service Fund		
Public Works Improvement Fund	75,000	270-0000
Public Works Fund Sanitation	75,000	270-0000
<b>Subtotal CSO Debt Service Fund</b>	<b>150,000</b>	
Public Works Fund		
Sewer	1,019,165	301-5600
Water	1,102,085	301-8100
<b>Subtotal Public Works Fund</b>	<b>2,121,250</b>	
17th Street Dock		
Parks Operation Fund	70,000	330-0000
<b>Subtotal 17th Street Dock</b>	<b>70,000</b>	
Promote Astoria		
Parks Operation Fund	461,250	410-0000
Special Police Projects	59,500	
<b>Subtotal Promote Astoria</b>	<b>520,750</b>	
Cemetery Irreducible		
Cemetery Fund	29,200	408-0000
Logan Memorial Library Trust Fund		
Library Bond Construction Fund	977,600	412-0000
<b>TOTAL TRANSFERS FROM:</b>	<b><u>8,171,105</u></b>	

Transfers To:

General Fund		
From Building Inspection Fund	20,800	001-0000
From Emergency Communication Fund	30,000	001-0000
From LID Debt Service Fund -Residual Trsfr	54,425	001-0000
From Public Works Fund	414,600	001-0000
From Parks Operations	15,000	001-0000
<b>Subtotal General Fund</b>	<b>534,825</b>	
Emergency Communications Fund		
From General Fund	459,460	132-3400
From Public Works Fund	6,650	132-3400
<b>Subtotal Emergency Communications Fund</b>	<b>466,110</b>	
Special Police Project Fund		
From General Fund	1,400	136-0000
From Promote Astoria	59,500	136-0000
		60,900
Parks Operation Fund		
From General Fund	1,198,760	158-0000
From 17th Street Dock	70,000	158-0000
From Promote Astoria	461,250	158-0000
<b>Subtotal Parks Operations Fund</b>	<b>1,730,010</b>	
Astoria Road District Fund	100,000	170-0000
Public Works Improvement Fund		
From Astoria Road District Fund	66,000	176-0000
From CSO Debt Service Fund	75,000	176-0000
From PW Sewer	850,000	176-0000
From PW Water	850,000	176-0000
<b>Subtotal Public Works Improvement Fund</b>	<b>1,841,000</b>	
Public Works Capital Reserve Fund	200,000	178-0000
Library Bond Construction Fund		
From Logan Memorial Library Trust Fund	977,600	191-0000
From Capital Improvement Fund	1,200,000	191-0000
		2,177,600
Public Works Fund		
Public Works Sewer Surcharge Trsfr	75,000	301-0000
Public Works Fund Sanitation	30,000	301-0000
Public Works Fund Utility Assistance Program (L	10,000	301-0000
Public Works Fund Streets	916,460	301-0000
From Local Improvement Debt Svc Fund	0	301-0000
<b>Subtotal Public Works</b>	<b>1,031,460</b>	
Cemetery Fund		
Cemetery Irreducible Fund	29,200	325-0000
<b>TOTAL TRANSFERS TO:</b>	<b><u>8,171,105</u></b>	

City of Astoria, Oregon

Schedule of Tax Levies Imposed

<u>Levy Description</u>	Actual 2020-21	Actual 2021-22	Estimated 2022-23
General Fund	\$ <u>6,985,483</u>	\$ <u>7,683,577</u>	\$ <u>7,997,063</u>
Total	\$ <u><u>6,985,483</u></u>	\$ <u><u>7,683,577</u></u>	\$ <u><u>7,997,063</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 2022-23, a projected assessed value of \$ 982,038,039. The assessed value for 2021-22 was \$ 943,791,555. The 2022-23 value represents a 4.05 % increase to the posted County valuation for FY 21-22.

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%

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.





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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.