

CITY OF ASTORIA, OREGON

Approved Budget Document

Year Beginning July 1, 2018

Prepared by:

**Brett Estes City Manager
Budget Officer**

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CITY OF ASTORIA, OREGON

Approved Budget
Year Beginning July 1, 2018

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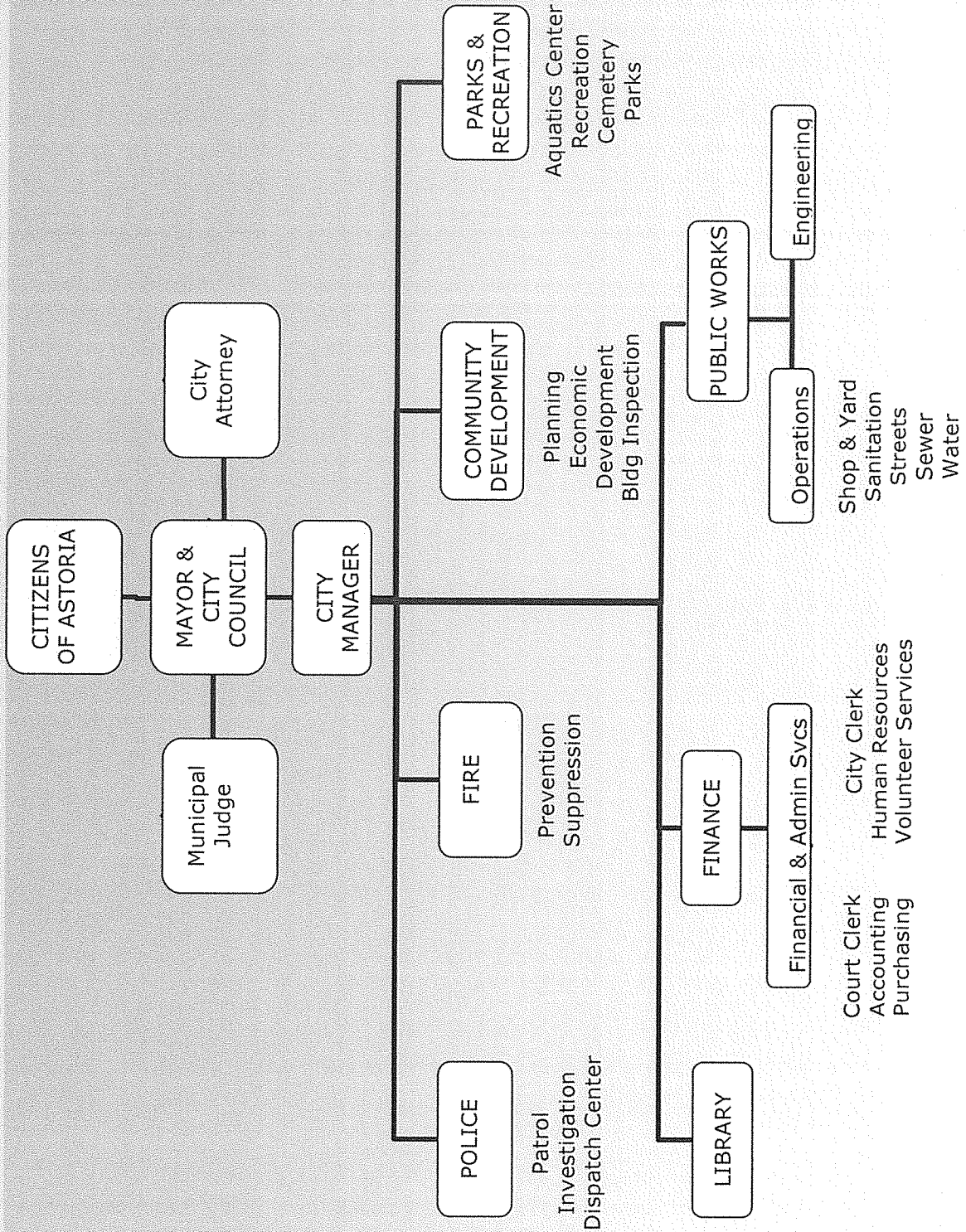
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City of Astoria Organization Chart



CITY OF ASTORIA, OREGON

BUDGET

Year Beginning July 1, 2018

Honorable Arline LaMear, Mayor

BUDGET COMMITTEE

	Term Expiration		Term Expiration
Arline LaMear, Mayor	12/31/2018	Andrew Davis	12/31/2020
Zetty Nemlowill, Councilor	12/31/2018	Richard Hurley	12/31/2018
Thomas Brownson, Councilor	12/31/2020	Loran Mathews	12/31/2020
Cindy Price, Councilor	12/31/2018	Chris Breitmeyer	12/31/2020
Bruce Jones, Councilor	12/31/2020	Andrea Mazzarella	12/31/2020

CITY MANAGER

Brett Estes, City Manager

ADMINISTRATIVE STAFF

Blair Henningsgaard	City Attorney
Kristopher A. Kaino	Municipal Judge
Susan Brooks, CPA	Director of Finance & Administrative Services
Brett Estes	Interim Community Development Director
Ted Ames	Fire Chief
Geoff Spalding	Police Chief
Angela Cosby	Parks and Community Services Director
Jimmy Pearson	Library Director
Jeff Harrington	Public Works Director

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CITY OF ASTORIA

Founded 1811 • Incorporated 1856

April 18, 2018

Honorable Mayor Arline LaMear,
Councilor Zetty Nemlowill, Councilor Cindy Price,
Councilor Tom Brownson, Councilor Bruce Jones,
Budget Committee and Citizens:

The City of Astoria provides a broad range of services for its residents. Among the core services are public safety inclusive of fire, police, road infrastructure, safe and quality water distribution, wastewater and stormwater management, permitting, planning and other business and economic development services, a parks and recreation system which includes over 60 facilities, an aquatic center and a perpetual care cemetery and a public library. The locations for these services range from the cemetery located in Warrenton to a 3700 acre watershed and reservoirs located east of Astoria. The budget has been prepared to address department requirements as well as accomplishing Council goals in providing much needed capacity in several areas.

As an organization, the City enters this fiscal year with a full time workforce of 104 employees, part-time labor ranging between 100 to 120 individuals, a variety of volunteers and a total budget of \$ 40,230,088.

Revenue will cover the FY 18-19 expenditures in the general fund allowing for a contingency balance of \$ 2,559,601. The General Fund requirements anticipate an increase in the transfer to the Parks Operation Fund of \$ 133,010, over the initially adopted budget for FY 17-18 which represents the amount of transient room tax anticipated from the General Fund portion of the 2% of transient room tax increase implemented January 1, 2018. The appropriations for the General Fund have increased by \$ 155,504 with \$ 416,030 attributable to personnel services, \$ 51,535 overall material and services and reduction in transfers in the amount of \$ 312,061. Contract negotiations for outstanding years were completed in FY 17-18. The current International Association of Fire Fighters (IAFF) agreement ends June 30, 2018 and negotiations will begin for the next cycle. Evaluation of all service levels have been budgeted with a mindset toward long-term sustainability which is a constant and continual consideration for the overall budget. Increase in personnel services includes one full time police officer, a combination of two part time positions in the Police Department to create one full time position of Records Specialist II and a part time administrative support for Human Resources in the Finance Department.

Personnel services represent a significant investment and is the largest expense a City can make to ensure assets, infrastructure and talent are maintained while constantly preparing for future trends, opportunities and challenges. To that end the City strives to never lose sight of attracting and retaining top talent. This is achieved by offering training, providing competitive benefits and celebrating the hard work and achievements achieved on behalf of the City every day. Residents should feel confident of the service and care provided at a fair and reasonable rate. We look forward to negotiations and renewal of the International Association of Fire Fighters (IAFF) contract for period beginning July 1, 2018. The cost of materials and services vary every year as needs arise but are proposed at levels similar to FY 17-18. Limited resources are available for the City Capital requirements. As City infrastructure and assets age and require updates it is

important to note the City is not current with replacement schedules for all capital items and replacement has been deferred as available resources have been prioritized. With this history and a glimpse of things to come, it is imperative for the City to maintain a sharp eye on budgets, programs, projects and funding.

The fiscal indicators for the City and the State show a continued period of slow recovery. Resources through state and federal grants are waning, regulatory limitations continue to be placed on avenues previously available to generate revenues, interest rates continue to slowly rise and investment oversight is complicated and limiting. These areas of fiscal concern call for strong leadership, flexibility to effectively leverage limited resources and tenacity to manage the day to day operations of the City while anticipating and preparing for challenges and opportunities in the future. Following the passage of Measure 91, City Council forwarded a ballot measure to Astoria residents to consider passage of a three percent tax on recreational marijuana sales which was approved in November, 2017 and implemented in January, 2018. The resource picture has been rather unclear through the first year of distributions. The State distributed prior and current year shared resources for marijuana collections and collections for 3% voter approved local taxes which began January 1, 2018. The amounts have been combined in the current year to avoid violation of state statute. Senate Bill 1544 provides additional language to assist with municipality reporting for local marijuana tax collections and is effective July 1, 2018. An estimate of \$ 108,900 is provided for State marijuana shared revenue and local marijuana tax receipts for FY 18-19, in total.

With the aforementioned in mind, the following presents some of the highlights for the 2018-2019 fiscal year budget for the City of Astoria:

GENERAL FUND

Beginning Fund Balance / Contingency

The beginning fund balance at July 1, 2018 is projected to be in the range of \$ 2,557,400 or 21 % of total budgeted requirements. The proposed budget for FY 2018-19 anticipates a slight increase in the ending fund balance of the year of \$ 2,201. The ending fund balance covers three months of straight-line General Fund expenses. The available ending fund balance is critical to meeting cash requirements until property tax collections begin in November.

General Fund Resources / Expenditures

The proposed budget is based on projected total resources of \$ 12,084,375. The prior year resources were \$ 11,636,850. This is an increase of \$ 447,525. This difference is attributable to the increases in property tax, addition of marijuana tax revenues, as well as 30% of Transient Room Tax increase and regular Transient Room Tax collections increases which started January 1, 2018.

The primary expenditures of General Fund departmental budgets are "Personnel Services", "Materials and Services" and "Transfers to Other Funds". Personnel Services, comprised of salary and benefit expenses, are projected to be \$ 6,151,670. The prior year personnel expenses were budgeted at \$ 5,735,640. This represents an increase of \$ 416,030 or 7.25 %. The increase relates to increases in health insurance premiums, contractual and projected wage adjustments, including step increases and stability pay in addition to one new police officer, combining two part time positions to create a Records Specialist in the Police Department and adding additional administrative support for human resource activities in the Finance Department.

“Materials and Services” are projected to be \$ 1,700,115. The prior year Materials & Services were \$ 1,648,580. This represents an increase of \$ 51,535 or approximately 3.1 %.

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

- \$ 1,111,110 to the proposed Parks and Recreation Fund (158).
- \$ 414,479 to the Emergency Communication (911) Fund (132).
- \$ 30,000 to the Public Works Fund to offset landfill monitoring expenses (301).
- \$ 10,000 to the Public Works Fund for the Utility Assistance Program (301)
- \$ 6,000 to the Unemployment Fund for unemployment payments (104).
- \$ 1,400 to the Special Police Projects Fund (136)
- \$ 100,000 to the Capital Improvement Fund (102)

The total General Fund transfers are \$ 1,672,989. This is a reduction of \$ 312,061 from the supplemental budget for FY 17-18 adopted in March. The supplemental budget transferred \$ 265,000 to Public Works Improvements fund to retire the Landfill Closure debt and \$ 216,000 to Parks Operations to stabilize operations until increased transient room tax collections could be recognized.

It should be noted the landfill closure loan was retired early by transferring funds from the General Fund to Public Works Improvement Fund in March, 2018. This makes \$ 81,000 available for other uses in the General Fund for FY 18-19 which would have otherwise been transferred for debt service.

CAPITAL IMPROVEMENT FUND

The intent of the Capital Improvement Fund is to dedicate state-shared revenue and one-time proceeds, such as the sale of timber and other property related transactions, for purchase of long-lived capital items. The beginning fund balance is projected to be \$ 1,390,000. The healthy beginning fund balance is due in part to the reserve of \$ 750,000 for the Astor Library remodel. Expected revenues from timber sales and state shared revenues combine to provide for additional resources of \$ 500,000. A transfer of \$76,500 is budgeted to be received from the 17th Street Dock Fund, a transfer of \$ 100,000 is budgeted to be received from the General Fund and interest estimates have increased to \$ 15,000 in earnings for FY 18-19.

There are planned capital expenditures of \$ 508,970 and debt service payments for capital leases and loans amounting to \$ 204,630 for the year. This will provide a contingency of \$ 150,000 retaining \$ 750,000 for future support of the Library Project and providing an ending fund balance of \$ 108,200. The capital expenditure items in the 18-19 budget are as follows:

- \$ 14,000 City Hall capital expenditures
- \$ 179,870 Parks & Recreation capital expenditures.
- \$ 108,000 Library capital expenditures
- \$ 91,600 Public Safety capital expenditures.
- \$ 98,000 Technology capital expenditures.
- \$ 204,630 Lease payments for public safety vehicles, adding one new vehicle, recognizing prior lease commitments and paying off \$ 77,500 plus accrued interest for former Safeway property loan

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

The Public Works Fund supports the day-to-day operations and maintenance of the City's Public Works infrastructure. The Public Works Improvement Fund is reserved for major capital repair and replacement of that infrastructure, including debt service on long term improvements. These two Funds receive their resources primarily from water and sewer rates. The CSO Project Funds budget resources for the combined sewer overflow (CSO) program. The projects are organized in phases and have been paid for through grants and loans from the Department of Environmental Quality (DEQ) and the Oregon Infrastructure Financing Authority (IFA).

Water and Sewer Rates

The fiscal year 2018-19 Public Works budget contains a 3 % increase in sewer and water rates, respectively with no increase to the CSO surcharge of 97 %. The proposed rate increase would increase the average monthly residential bill approximately \$ 4.20 each month, based on utilization of 7,500 gallons of water.

Public Works Budget

The Public Works budget for fiscal year 18-19 projects estimated resources of \$ 7,231,990 with expenditures of \$ 7,090,760 and a contingency of \$ 141,230. This amount will look larger compared to prior year as an adjustment has been made to recognize all charges in Public Works and reflecting a transfer to Public Works Improvement Fund which are designated for Public Works Improvement projects. The transfer has historically been shown as a division of charges between the two funds. The proposed budget for Public Works replaces a part time engineering manager with a full time design engineer technician.

Public Works Improvement Fund

The Public Works Improvement Fund budget for FY18-19 proposes estimated resources of \$ 2,225,820 with expenditures of \$1,969,150, leaving a contingency and ending fund balance of \$ 256,670. The following debt service was paid off in FY 17-18:

- Loan # G97001 Slow Sand Filter Loan
- Loan # G97005 East Astoria Waterline
- Loan # L98005 7th Street Dock
- Vactor Lease 3345430

Proposed expenditures for FY 18-19 are as follows:

- \$ 362,150 Debt Service payments (other than Combined Sewer Overflow debt)
- \$ 300,000 Water main rehabilitation/replacement projects
- \$ 300,000 Sewer main rehabilitation/ replacement projects
- \$ 200,000 Stormwater rehabilitation/replacement projects
- \$ 300,000 Transfer to Capital Reserve Fund for future capital projects
- \$ 55,000 CSO Modeling expense
- \$ 35,000 Public Works design for future projects
- \$ 43,000 General repair and maintenance
- \$ 374,000 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:

- Design engineering for downtown street end “bridges” and waterfront bridges
- Highway 202 sidewalk project
- Design engineering for next CSO project

Combined Sewer Overflow (CSO) Funds

In accordance with requirements of State and Federal law the City has taken action to carry out an approved CSO Facility Plan. The City Council took specific action during fiscal year 2002-2003 to approve an agreement with the Department of Environmental Quality (DEQ) to facilitate ability of the City obtaining compliance in accordance with specified timelines under the Stipulation and Final Order governing CSO control. CSO improvements are financed with loans provided through DEQ and the Oregon Infrastructure Financing Authority (IFA). The loans are programmed to be paid back through a CSO surcharge on sewer billings. The CSO projects have been planned in seven phases running through the year 2028 is projected at a cost range of \$ 49,500,000 to \$ 50,000,000. The two remaining areas where major projects are targeted are around Portway Street and also around 33rd Street. The next few years will be focused on collecting data, refining the hydraulic model and investigating disallowed discharges as well as scoping the next construction projects and researching funding options.

CSO Debt Service Fund

The total borrowing to date is approximately \$ 31,313,594. Outstanding debt as of June 30, 2017 was \$ 23,481,170. The CSO Debt Service Fund accounts for the sewer surcharge and also tracks the City’s payments of principal and interest on the loans. The surcharge is the minimum needed to cover the required loan payments, fund reserves and ongoing CSO costs. The sewer surcharge was initiated in 2002 at 3.5%. It has increased in annual increments and currently stands at 97 %. City engineering staff worked with DEQ to extend the schedule for project completions from 2022 to 2028. As a result of the extension, loans will be paid off before others come due and assist with smoothing both the debt and the related CSO surcharge required to meet the debt obligations from a projected high of 151% in 2025 to 110% for one year in 2021. For FY 18-19 no change is proposed to the surcharge rate as sufficient funding is available to cover debt service and provide required fund reserves.

The requirements of the surcharge include debt service of \$ 1,768,010 for FY 18-19 and \$ 48,430 is budgeted for DEQ administrative services related to monitoring.

PARKS OPERATION FUND

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

For FY 18-19 the resources for these three functions are budgeted at \$2,776,560 following a supplemental budget adopted in March, 2018. Over past years, there have been tremendous efforts made to analyze revenues and expenditures and to develop budgets which include resources needed to provide robust and financially viable parks services. This budget puts forth

the closest realization of expenditures and resources which can be managed to during this transition. Parks staff will work closely within the budget to maintain expectations. To ensure a realistic working budget additional funds have been provided from the Promote Astoria Fund in the amount of \$ 50,000 for tourism facility expenses. This amount was added to the estimated resources from the 2% increase in Transient Room Taxes of \$ 310,350 for a total transfer of \$ 360,350. While great strides have been made within FY 17-18, stabilization for Parks and Recreation budgets isn't immediate and staff has been and continues to work on processes, evaluation of programs and priorities. During the stabilizing period the ability to take on additional projects will be extremely limited.

BUILDING INSPECTION FUND

The Building Inspection Fund was established in March 2000. The resources of the Building Inspection program for Fiscal Year 18-19 are budgeted at \$ 499,500 which includes a beginning fund balance of \$ 290,000. The ending fund balance and contingency total \$ 246,450. Proposed expenditures for FY 18-19 include a full-time building inspector and administrative assistant. 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 and are estimated to be \$ 310,350 for FY 18-19 which will be transferred to the Parks Operation Fund. An additional \$ 50,000 will be transferred to Parks Operation for facility expenses. The beginning fund balance is projected to be \$ 804,000 with an ending contingency and fund balance of \$ 674,190.

Major expenditures for FY 18-19 are as follow:

- \$ 198,640 Astoria/Warrenton Chamber of Commerce LCTC.
- \$ 174,650 Care & Maintenance of City Owned Tourism Facilities
- \$ 360,350 Transfer to Parks Operations for Tourism Related Facilities
- \$ 137,370 Astoria/Warrenton Chamber of Commerce Visitor Services.
- \$ 350,000 Riverwalk Trestles and Street Ends
- \$ 40,000 Astoria Historic Downtown Development Assoc.
- \$ 50,000 Arts and Cultural Fund to Promote Tourism
- \$ 25,000 Tourism Promotion
- \$ 22,000 related to Downtown District Parking Enforcement

EMERGENCY COMMUNICATIONS FUND

The City's contribution to the Emergency Communication Fund is budgeted at \$ 420,645. This represents an increase of 5.5% over the prior year. For the 18-19 budget year, the budget to defray the cost of General Fund services is \$25,000.

CONCLUSION

The proposed budget for FY 18-19 is adjusted to provide sustainability and cash reserves. It was designed to balance, prioritize and provide realistic service levels for our citizens while incorporating the goals adopted by the City Council for the coming year.

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

The proposed budget for FY 18-19 for the City of Astoria is ready for review by the Budget Committee.

Respectfully submitted,

THE CITY OF ASTORIA



Brett Estes
City Manager / Budget Officer

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BUDGET SECTION

City of Astoria, Oregon

Summary of Requirements

Year Beginning July 1, 2018

Fund	Personal Services	Materials and Services	Capital Outlay	Transfers to Other Funds	Debt Service	Special Payments	Contingency	Expenditures	Ending Fund Balance	Total Requirements
General Fund (by department):										
City Council	4,460	9,300						13,760		13,760
City Manager	299,040	16,670						315,710		315,710
Municipal Court	76,200	80,700						156,900		156,900
Finance	661,220	89,335						750,555		750,555
City Attorney		89,000						89,000		89,000
Community Development	328,280	75,230						403,510		403,510
City Hall	12,930	41,450						54,380		54,380
Non-Departmental - Unallocated	3,840	702,540		1,672,989				2,379,369		2,379,369
Fire	1,724,080	269,335						1,993,415		1,993,415
Police	2,645,620	191,280						2,836,900		2,836,900
Library	396,000	135,275						531,275		531,275
Other	-	-					2,559,601	2,559,601		2,559,601
Total General Fund	6,151,670	1,700,115	508,970	1,672,989	204,630	-	2,559,601	12,084,375	-	12,084,375
Capital Improvement		359,700					150,000	1,223,300	858,200	2,081,500
Unemployment		10,600					1,000	11,600	32,000	43,600
Revolving Loan		130,000					19,500	149,500	34,200	183,700
Community Development Block Grant		400,000					0	400,000	0	400,000
Building Inspection	215,250	17,000		20,800			75,000	328,050	171,450	499,500
Emergency Communications	1,196,300	129,690	281,000	25,000			150,000	1,781,990	169,391	1,951,381
Special Police Projects		15,730					2,910	18,640		18,640
Parks Project		25,000	53,910					78,910		78,910
Maritime Memorial		15,000	111,100					126,100		126,100
Parks Operation (by department):										
Aquatics	588,350	332,060						920,410		920,410
Recreation/Administration	989,130	223,490						1,212,620		1,212,620
Maintenance	381,780	261,750						643,530		643,530
Total Parks Operation	1,959,260	817,300	-	-	-	-	-	2,776,560	-	2,776,560
Astoria Road District		95,000	600,000				100,000	795,000	318,620	1,113,620
State Tax Street				615,000			100,000	715,000	40,260	755,260
Trails Reserve		47,470						47,470		47,470
Public Works Improvement		933,000		300,000			256,670	2,225,820		2,225,820
Public Works Capital Reserve			374,000		362,150		100,000	560,000	28,060	588,060
CSO Maintenance Projects			460,000							
CSO Projects										
Waterfront Bridge Replacement Project			255,561		1,000			256,561		256,561

Fund	Personal Services	Materials and Services	Capital Outlay	Transfers to Other Funds	Debt Service	Special Payments	Contingency	Total Expenditures	Ending Fund Balance	
									Fund Balance	Total Requirements
Local Improvement Debt Service				50,000			20,000	70,000	137,650	207,650
E. Astoria Waterline Debt Service				14,750				14,750		14,750
7th Street Dock LID				395				395		395
CSO Debt Service		48,430		150,000	1,768,010		50,000	2,016,440	682,560	2,699,000
Public Works (by department):										
Engineering	1,009,900	89,460	7,500					1,106,860		1,106,860
Shop and Yard	433,540	127,110	7,500					568,150		568,150
Streets	300,170	315,250	1,500					616,920		616,920
Sanitation	48,020	39,060	0					87,080		87,080
Sewer	600,770	587,600	16,000	798,250				2,002,620		2,002,620
Stormwater	102,060	118,950	0					221,010		221,010
Water	996,190	574,060	36,700	881,170				2,488,120		2,488,120
Other							141,230	141,230		141,230
Total Public Works	3,490,650	1,851,490	69,200	1,679,420			141,230	7,231,990		7,231,990
Landfill Reserve										
Cemetery			38,826					38,826		38,826
17th Street Dock	35,000	80,000	230,000	146,500	135,500		30,950	657,950	133,700	791,650
Aquatic Facility Trust		1,330						1,330	6,390	7,720
Astoria Public Library Endowment		37,180						37,180	111,920	149,100
Cemetery Irreducible									895,770	895,770
Promote Astoria		653,160	363,000	360,350			200,000	1,576,510	474,190	2,050,700
Logan Memorial Library			903,750					903,750		903,750
Library Renovation			7,730					7,730		7,730
TOTAL ALL FUNDS	13,048,130	7,367,195	4,257,047	5,035,204	2,470,290		3,957,861	36,135,727	4,094,361	40,230,088

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GENERAL FUND

FUND: GENERAL

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

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

For FYE June 30, 2019, the General Fund expects to receive 50.8 % of resources are derived from property taxes. Other resources include: non ad valorem taxes, license and permit fees, intergovernmental revenue, charges for services, fines and forfeits, interest earnings, transfers from other funds, and miscellaneous revenues.

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

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

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

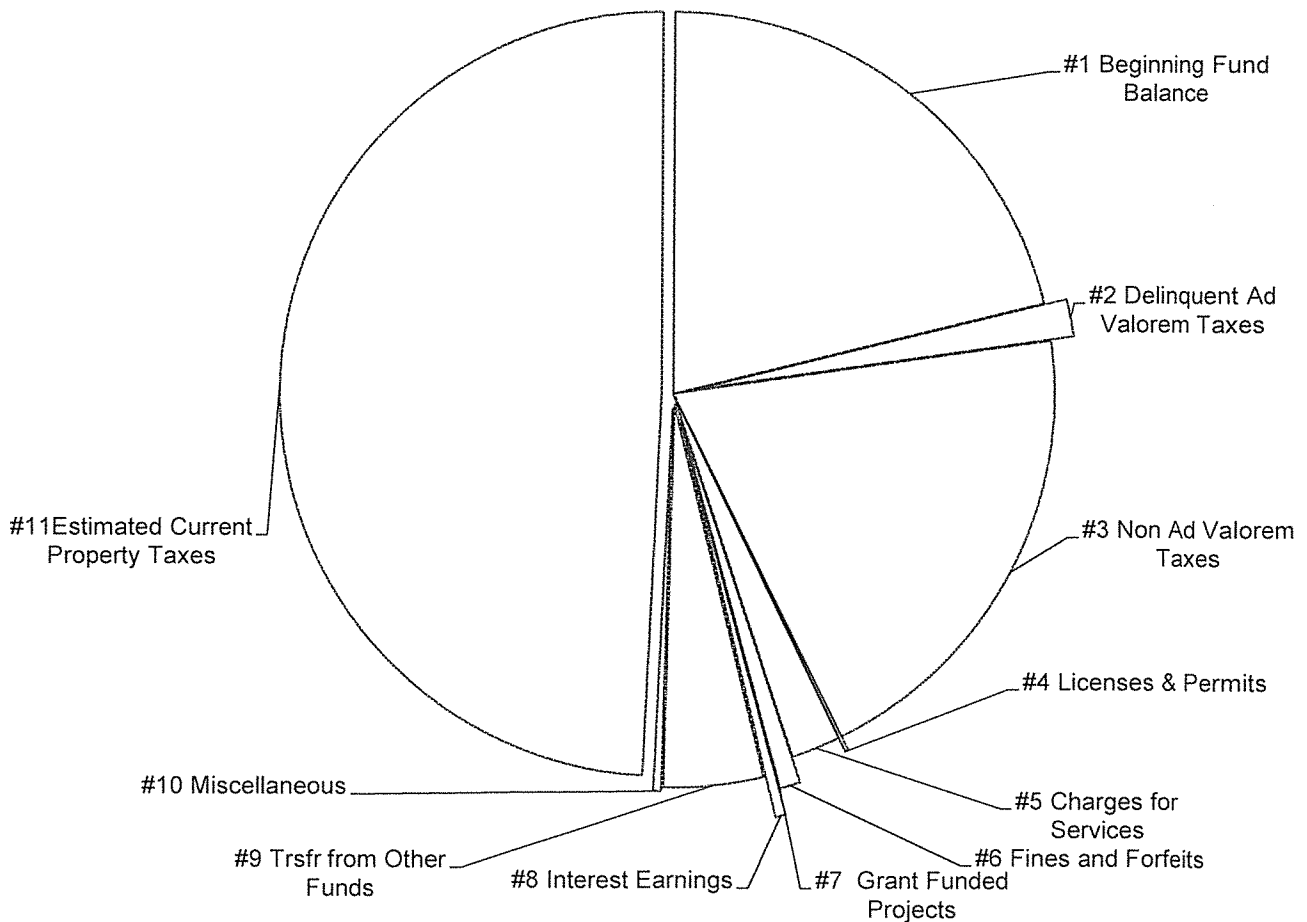
City of Astoria, Oregon
Budget Document

GENERAL FUND

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/18 - 6/30/19</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18		Budget Officer	Budget Committee	Governing Body
Resources						
3,221,154	3,104,550	2,708,600	Beginning Fund Balance	2,557,400	2,557,400	
297,864	-	-	Prior Period Adjustment	-	-	
198,290	173,257	190,000	Delinquent Ad Valorem Taxes	190,000	190,000	
2,040,341	2,132,614	2,068,240	Non Ad Valorem Taxes	2,407,915	2,407,915	
20,490	25,612	17,100	Licenses and Permits	17,100	17,100	
203,050	191,047	248,010	Charges for Services	253,010	253,010	
169,029	142,651	138,400	Fines and Forfeits	104,500	104,500	
28,896	30,699	-	Grant Funded Projects	-	-	
16,503	32,807	18,000	Interest Earnings	52,200	52,200	
Transfers from Other Funds:						
379,000	379,000	414,600	Public Works Fund	414,600	414,600	
21,000	21,000	25,000	Emergency Communication Fund	25,000	25,000	
15,210	15,210	20,800	Building Inspection Fund	20,800	20,800	
22,000	22,000	22,000	Local Improvement Debt Service Fund	50,000	50,000	
-	18,108	-	CSO Phase 3	-	-	
569	-	-	Aquatic Facility Debt Service Fund	-	-	
54,993	60,309	56,800	Miscellaneous	41,300	41,300	
6,688,389	6,348,864	5,927,550	Sub-Total Resources	6,133,825	6,133,825	
5,417,357	5,622,082	5,709,300	Current Ad Valorem Taxes	5,950,550	5,950,550	
12,105,746	11,970,946	11,636,850	Total Resources	12,084,375	12,084,375	
Requirements (by department)						
13,046	12,924	13,260	City Council	13,760	13,760	
265,424	288,501	279,880	City Manager	315,710	315,710	
149,099	142,605	170,220	Municipal Court	156,900	156,900	
578,920	642,282	683,845	Finance	750,555	750,555	
84,527	86,977	88,050	City Attorney	89,000	89,000	
412,779	357,077	368,735	Community Development	403,510	403,510	
47,856	53,638	63,570	City Hall	54,380	54,380	
699,747	674,888	698,740	Non-Departmental - Unallocated	706,380	706,380	
1,635,665	1,739,481	1,919,755	Fire	1,993,415	1,993,415	
2,225,259	2,424,871	2,602,640	Police	2,836,900	2,836,900	
464,274	446,816	495,525	Library	531,275	531,275	
6,576,596	6,870,060	7,384,220		7,851,785	7,851,785	
Transfer to Other Funds						
10,000	5,000	5,000	Unemployment Fund	6,000	6,000	
31,790	30,475	40,000	Public Works	40,000	40,000	
332,710	379,900	398,550	Emergency Communications Fund	414,479	414,479	
1,004,100	878,100	1,194,100	Parks Operation Fund	1,111,110	1,111,110	
81,000	81,000	346,000	Public Works Improvement Fund	-	-	
-	-	1,400	Special Police Projects Fund	1,400	1,400	
-	18,108	-	CSO Phase 3	-	-	
965,000	250,000	-	Capital Improvement Fund	100,000	100,000	
2,424,600	1,642,583	1,985,050	Total Transfer to Other Funds	1,672,989	1,672,989	
-	-	2,267,580	Contingency	2,559,601	2,559,601	
9,001,196	8,512,643	11,636,850	Total Expenditures	12,084,375	12,084,375	
3,104,550	3,458,303	-	Ending Fund Balance	-	-	
12,105,746	11,970,946	11,636,850	Total Requirements	12,084,375	12,084,375	

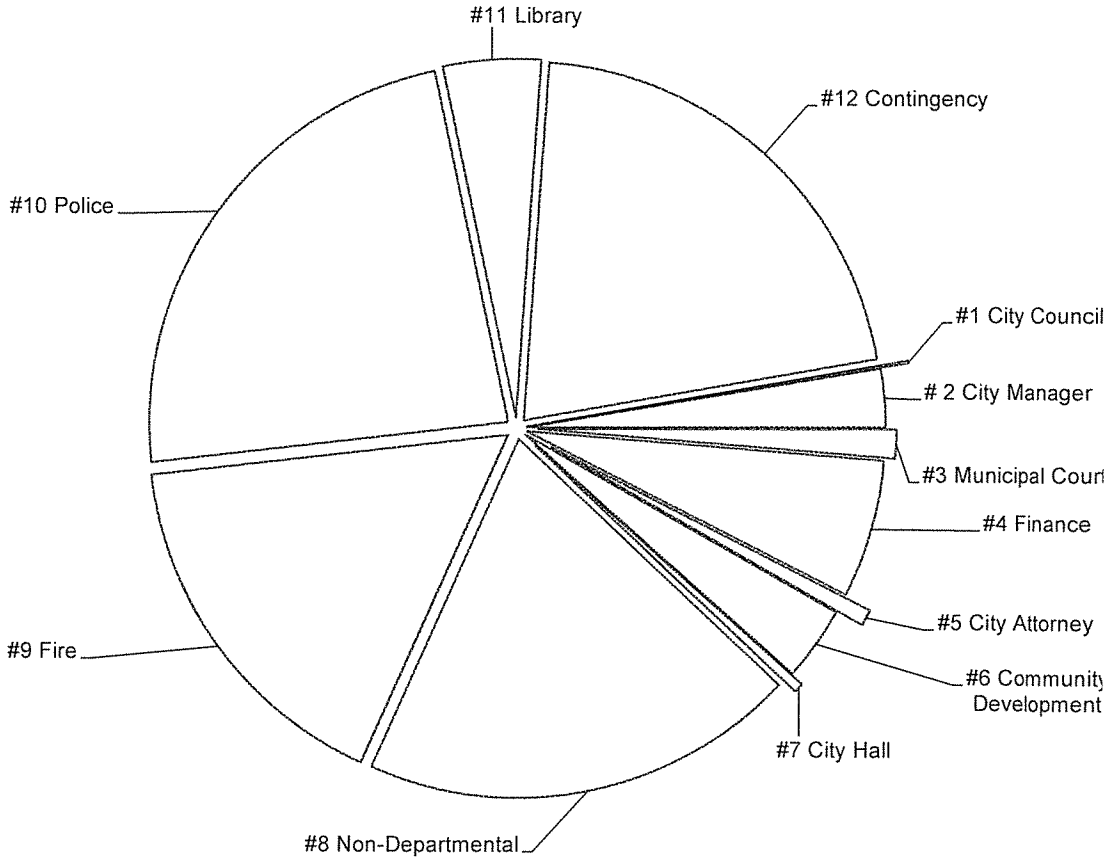
City of Astoria, Oregon
General Fund Resources
Year Beginning July 1, 2018

Segment #	Resources	Amount	Percentage
1	Beginning Fund Balance	2,557,400	21.16%
2	Delinquent Property Taxes	190,000	1.57%
3	Non Ad Valorem Taxes	2,407,915	19.93%
4	Licenses and Permits	17,100	0.14%
5	Charges for Services	253,010	2.09%
6	Fines and Forfeits	104,500	0.86%
7	Grant Funded Projects	-	0.00%
8	Interest Earnings	52,200	0.43%
9	Transfers from Other Funds	510,400	4.22%
10	Miscellaneous	41,300	0.34%
11	Estimated Current Property Taxes	<u>5,950,550</u>	<u>49.24%</u>
	Total Resources	<u>12,084,375</u>	<u>100.00%</u>



City of Astoria, Oregon
General Fund Requirements
Year Beginning July 1, 2018

Segment #	Requirements	Amount	Percentage
1	City Council	\$ 13,760	0.11%
2	City Manager	315,710	2.61%
3	Municipal Court	156,900	1.30%
4	Finance	750,555	6.21%
5	City Attorney	89,000	0.74%
6	Community Development	403,510	3.34%
7	City Hall	54,380	0.45%
8	Non-Departmental - Unallocated	2,379,369	19.69%
9	Fire	1,993,415	16.50%
10	Police	2,836,900	23.48%
11	Library	531,275	4.40%
12	Contingency	<u>2,559,601</u>	<u>21.18%</u>
	Total Requirements	<u>\$ 12,084,375</u>	<u>100.00%</u>



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

Budget for Fiscal Year 7/1/18 - 6/30/19

Historical Data		Adopted Budget		Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Actual Data	FYE 6/30/17	FYE 6/30/18	FYE 6/30/19				
<u>Personnel Services:</u>							
	4,425	4,240	4,460		4,460	4,460	
	247,995	273,154	261,480	City Council	299,040	299,040	
	64,851	67,312	73,400	City Manager	76,200	76,200	
	520,995	567,956	597,020	Municipal Court	661,220	661,220	
	382,966	295,136	325,300	Finance	328,280	328,280	
	8,463	9,015	21,970	Community Development	12,930	12,930	
	352	520	6,970	City Hall	3,840	3,840	
	1,431,791	1,550,891	1,664,880	Non-Departmental - Unallocated	1,724,080	1,724,080	
	2,076,135	2,286,495	2,419,640	Fire	2,645,620	2,645,620	
	346,654	307,143	360,520	Police	396,000	396,000	
				Library			
	5,084,627	5,361,862	5,735,640	Total Personnel Services	6,151,670	6,151,670	
<u>Materials & Services:</u>							
	8,621	8,684	8,800	City Council	9,300	9,300	
	17,429	15,347	18,400	City Manager - All Divisions	16,670	16,670	
	84,248	75,293	96,820	Municipal Court	80,700	80,700	
	57,925	74,326	86,825	Finance	89,335	89,335	
	84,527	86,977	88,050	City Attorney	89,000	89,000	
	29,813	61,941	43,435	Community Development	75,230	75,230	
	39,393	44,623	41,600	City Hall	41,450	41,450	
	699,395	674,368	691,770	Non-Departmental - Unallocated	702,540	702,540	
	203,874	188,590	254,875	Fire	269,335	269,335	
	149,124	138,376	183,000	Police	191,280	191,280	
	117,620	139,673	135,005	Library	135,275	135,275	
	1,491,969	1,508,198	1,648,580	Total Materials & Services	1,700,115	1,700,115	

Continued on Next Page

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

Budget for Fiscal Year 7/1/18 - 6/30/19

Historical Data		Adopted Budget		Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Actual Data	FYE 6/30/16	FYE 6/30/17	FYE 6/30/18				
-	-	-	-	Capital Outlay:	-	-	-
-	-	-	-	City Manager - All Divisions	-	-	-
-	-	-	-	Municipal Court	-	-	-
-	-	-	-	Finance	-	-	-
-	-	-	-	Community Development	-	-	-
-	-	-	-	Fire	-	-	-
-	-	-	-	Police	-	-	-
-	-	-	-	Library	-	-	-
-	-	-	-	Total Capital Outlay	-	-	-
10,000	5,000	5,000	5,000	Transfer to Other Funds:	6,000	6,000	6,000
332,710	379,900	379,900	398,550	Unemployment Fund	414,479	414,479	414,479
1,004,100	878,100	878,100	1,194,100	Emergency Communications Fund	1,111,110	1,111,110	1,111,110
81,000	81,000	81,000	346,000	Parks Operation Fund	-	-	-
-	-	-	10,000	Public Works Improvement Fund Landfill	10,000	10,000	10,000
31,790	30,475	30,475	30,000	Utility Assistance Program Public Works	30,000	30,000	30,000
-	18,108	18,108	-	Public Works Fund Landfill Monitoring	-	-	-
965,000	250,000	250,000	-	CSO Debt Service	100,000	100,000	100,000
-	-	-	1,400	Capital Improvement Fund	1,400	1,400	1,400
-	-	-	-	Special Police Projects Fund	-	-	-
2,424,600	1,642,583	1,642,583	1,985,050	Total Transfer to Other Funds	1,672,989	1,672,989	1,672,989
-	-	-	2,267,580	Contingency	2,559,601	2,559,601	2,559,601
9,001,196	8,512,643	8,512,643	11,636,850	Total Expenditures	12,084,375	12,084,375	12,084,375

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>
Arline LaMear	Mayor	12/31/2018
Zetty Nemlowill	Councilor - Ward 1	12/31/2018
Tom Brownson	Councilor - Ward 2	12/31/2020
Cindy Price	Councilor - Ward 3	12/31/2018
Bruce Jones	Councilor - Ward 4	12/31/2020

City of Astoria, Oregon
Budget Document
General

Expenditures (by department)
CITY COUNCIL # 1000

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/18 - 6/30/19</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 6/30/16	FYE 6/30/17	FYE 6/30/18				
			Personnel Services:			
4,080	3,900	4,080	Regular Salaries	4,080	4,080	
312	298	350	FICA Taxes	320	320	
33	42	30	Workers' Compensation	60	60	-
<u>4,425</u>	<u>4,240</u>	<u>4,460</u>	Total Personnel Services	<u>4,460</u>	<u>4,460</u>	-
			Materials and Services:			
	1,473	500	Office Supplies	500	500	
	-		Operating Supplies			
6,597	6,620	6,500	Conferences, Meetings & Travel	7,000	7,000	
290	290	300	Memberships & Dues	300	300	
<u>1,734</u>	<u>301</u>	<u>1,500</u>	Miscellaneous	<u>1,500</u>	<u>1,500</u>	-
<u>8,621</u>	<u>8,684</u>	<u>8,800</u>	Total Materials and Services	<u>9,300</u>	<u>9,300</u>	-
<u>13,046</u>	<u>12,924</u>	<u>13,260</u>	Total Expenditures	<u>13,760</u>	<u>13,760</u>	-

GENERAL FUND (001)				
CITY COUNCIL (1000)				
Personnel Services (410 - 415)				
410	2020	Straight Time - Regular	4,080	
415	2220	FICA	320	
415	2240	Workers' Compensation	60	
TOTAL PERSONNEL SERVICES				4,460
			TOTAL FTEs	0
Materials and Services (510 - 675)				
510	3045	General Office Supplies	500	
Sub-total of Office Supplies				500
615	4265	Travel, Conferences and Meetings	7,000	
Sub-total Conferences, Meetings & Travel				7,000
630	4720	Sister Cities International Program	300	
Sub-total Memberships & Dues				300
675	6035	Miscellaneous - General	1,500	
Sub-total of Miscellaneous				1,500
TOTAL MATERIALS & SERVICES				9,300
TOTAL CITY COUNCIL				13,760

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FUND: **GENERAL**

Department: City Manager #1101

Basic Objectives

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

The City Manager is responsible to the City Council.

Staffing

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

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
CITY MANAGER # 1101

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/18 - 6/30/19</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 6/30/16	FYE 6/30/17	FYE 6/30/18				
			Personnel Services:			
176,666	193,210	178,350	Regular Salaries	184,140	184,140	
-	1,214	2,310	Extra Help	2,300	2,300	
13,310	14,157	13,970	FICA Taxes	14,270	14,270	
27,735	32,956	30,440	Insurance	47,140	47,140	
29,783	31,075	35,570	Retirement Contributions	48,550	48,550	
501	542	840	Workers' Compensation	2,640	2,640	-
247,995	273,154	261,480	Total Personnel Services	299,040	299,040	-
2.0	2.0	2.1	FTEs	2.1	2.1	
			Materials and Services:			
1,752	1,223	2,050	Office Supplies	1,600	1,600	
784	-	300	Operating Supplies	250	250	
57	16	-	Repair & Maintenance Supplies	-	-	
3,166	3,233	3,800	Memberships & Dues	3,770	3,770	
-	-	1,200	Employee Assistance Program	-	-	
8,169	7,045	6,950	Conferences, Meetings & Travel	6,950	6,950	
3,102	3,830	3,600	Miscellaneous	3,600	3,600	
399	-	500	Technology Services	500	500	-
17,429	15,347	18,400	Total Materials and Services	16,670	16,670	-
			Capital Outlay:			
-	-	-	Machinery and Equipment	-	-	-
265,424	288,501	279,880	Total Expenditures	315,710	315,710	-

GENERAL FUND (001)			
CITY MANAGER - Administration (1101)			
Personnel Services (410 - 415)			
410	2020	Straight Time - Regular	184,140
410	2085	Extra Help	2,300
415	2220	FICA	14,270
415	2230	Insurance	47,140
415	2235	Retirement Contributions	48,550
415	2240	Workers' Compensation	2,640
TOTAL PERSONNEL SERVICES			299,040
TOTAL FTEs			2.1
Materials and Services (510 - 685)			
510	3040	Printer Cartridges and Supplies	1,200
510	3045	General Office Supplies	400
Sub-total of Office Supplies			1,600
515	3310	General Operating Supplies	250
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	2,750
Sub-total of Conferences, Meetings & Travel			6,950
620	4320	Employee Assistance Program	-
Sub-total of Employee Assistance Program			-
630	4730	ICMA	1,100
630	4735	OCCMA	300
630	4737	Local Government Personnel Institute	1,570
630	4738	International Public Management	0
630	4765	APA - AICP Certification	800
Sub-total of Memberships & Dues			3,770

GENERAL FUND (001)			
CITY MANAGER - Administration (1101)			
675	5920	Employee Recognition	3,000
675	6035	General - Miscellaneous	600
		Sub-total of Miscellaneous	3,600
685	6207	Non-Contract IT Services	500
		Sub-total of Technology Services	500
TOTAL MATERIALS & SERVICES			16,670
TOTAL CITY MANAGER - Administration			315,710
CAPITAL IMPROVEMENT - CITY MANAGER ADMINISTRATION			
740	6650	Machinery & Equipment	-
Total Capital Improvement - City Mgr - Administration			-
TOTAL CITY MANAGER ADMIN. - ALL FUNDS			315,710

FUND: GENERAL

Department: Municipal Court #1400

Basic Objectives

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

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

Staffing

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

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
MUNICIPAL COURT # 1400

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/18 - 6/30/19</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 6/30/16	FYE 6/30/17	FYE 6/30/18				
			Personnel Services:			
42,351	43,627	45,390	Regular Salaries	46,530	46,530	
3,086	3,177	3,590	FICA Taxes	3,560	3,560	
13,764	14,571	17,030	Insurance	18,680	18,680	
5,521	5,802	7,170	Retirement Contributions	7,350	7,350	
<u>129</u>	<u>135</u>	<u>220</u>	Workers' Compensation	<u>80</u>	<u>80</u>	<u>-</u>
64,851	67,312	73,400	Total Personnel Services	76,200	76,200	-
1.0	1.0	1.0	FTEs	1.0	1.0	
			Materials and Services:			
597	503	600	Office Supplies	500	500	
505	-	500	Conferences, Meetings & Travel	500	500	
54,310	43,734	52,800	Professional Services	46,800	46,800	
250	175	150	Memberships & Dues	200	200	
-	-	-	Printing & Binding	-	-	
-	-	-	Repair & Maintenance Services	-	-	
2,387	4,699	2,640	Technology Services	2,700	2,700	
<u>26,199</u>	<u>26,182</u>	<u>40,130</u>	Miscellaneous	<u>30,000</u>	<u>30,000</u>	<u>-</u>
84,248	75,293	96,820	Total Materials and Services	80,700	80,700	-
			Capital Outlay			
-	-	-	Machinery & Equipment	-	-	-
<u>149,099</u>	<u>142,605</u>	<u>170,220</u>	Total Expenditures	<u>156,900</u>	<u>156,900</u>	<u>-</u>

GENERAL FUND (001)				
MUNICIPAL COURT (1400)				
Personnel Services (410 - 415)				
410	2020	Straight Time - Regular	46,530	
415	2220	FICA	3,560	
415	2230	Insurance	18,680	
415	2235	Retirement Contributions	7,350	
415	2240	Workers' Compensation	80	
TOTAL PERSONNEL SERVICES				76,200
			TOTAL FTEs	1.0
Materials and Services (510 - 685)				
510	3045	General Office Supplies	500	
Sub-total of Office Supplies				500
615	4265	Travel - Conferences and Meetings	500	
Sub-total Conferences, Meetings & Travel				500
620	4325	Municipal Court Judge	37,700	
620	4330	Indigent Defense Contract	6,000	
620	4335	Pro Tem Judge	2,000	
620	4340	Payments for Jury Trials	100	
620	4540	Interpreter Fees	1,000	
Sub-total of Professional Services				46,800
630	4750	Memberships & Dues	200	
Sub-total Memberships & Dues				200
675	5925	Credit Card Fees	2,800	
675	6040	State Assessments on Fines (CHECKED TB KEI	22,000	
675	6045	Jury & Witness Fees	200	
675	6050	Jail Assessments	5,000	
Sub-total of Miscellaneous				30,000
685	6280	Municipal Court Software Maintenance	2,700	
Sub-total of Technology Services				2,700
TOTAL MATERIALS & SERVICES				80,700
TOTAL MUNICIPAL COURT				156,900
CAPITAL IMPROVEMENT FUND - MUNICIPAL COURT				
Total Capital Improvement Fund - Municipal Court				-
TOTAL MUNICIPAL COURT - ALL FUNDS				156,900

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FUND: GENERAL

Department: Finance #1600

Basic Objectives

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

Services to other departments include financial control through the budget process, risk management, coordination of computer systems (except Public Safety Systems) with IT vendors and issuance of keys to most City owned buildings and facilities. Finance also provides accounting and other miscellaneous financial services for other departments, as needed. In 2016 the Finance Department resumed administrative support for Oceanview Cemetery. The Director of Finance and Administrative Services has been responsible for a variety of Human Resource activities since 2012. In 2017 a part-time Human Resource Assistant was hired to assist with Human Resource activities.

Staffing

There are 6.5 full-time equivalent employees in the Finance Department, including 2 accounting clerks, an operations supervisor, a financial reporting manager, a financial analyst, a part-time Human Resource assistant and the Director of Finance and Administrative Services. The Finance Department is under the supervision of the Director of Finance and Administrative Services, who is responsible to the City Manager.

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
FINANCE # 1600

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/18 - 6/30/19</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 6/30/16</u>	<u>FYE 6/30/17</u>	<u>FYE 6/30/18</u>				
			Personnel Services:			
357,509	394,776	396,650	Regular Salaries	427,900	427,900	
69	8	-	Overtime	-	-	
-	-	4,500	Extra Help	4,500	4,500	
26,136	28,979	31,080	FICA Taxes	33,080	33,080	
90,088	90,577	97,270	Insurance	121,180	121,180	
46,213	52,531	65,670	Retirement Contributions	73,810	73,810	
980	1,085	1,850	Workers' Compensation	750	750	-
520,995	567,956	597,020	Total Personnel Services	661,220	661,220	-
6.0	6.0	6.6	FTEs	7.4	7.4	
			Materials and Services:			
3,605	3,549	6,500	Office Supplies	6,500	6,500	
449	-	-	Operating Supplies	-	-	
395	-	500	Repair & Maintenance Supplies	500	500	
-	324	1,500	Training	1,500	1,500	
1,930	2,237	2,500	Conferences, Meetings & Travel	2,500	2,500	
20,922	38,874	41,000	Professional Services	41,500	41,500	
890	494	905	Memberships & Dues	915	915	
61	7	120	Communications	120	120	
1,917	1,098	2,350	Advertising	2,350	2,350	
3,550	1,181	3,000	Printing & Binding	3,000	3,000	
-	791	500	Repair & Maintenance Services	1,000	1,000	
24	323	200	Miscellaneous	200	200	
24,182	25,448	27,750	Technology Services	29,250	29,250	-
57,925	74,326	86,825	Total Materials and Services	89,335	89,335	-
			Capital Outlay:			
-	-	-	Machinery & Equipment	-	-	-
578,920	642,282	683,845	Total Expenditures	750,555	750,555	-

GENERAL FUND (001)

FINANCE (1600)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	427,900
410	2085	Extra Help	4,500
415	2220	FICA	33,080
415	2230	Insurance	121,180
415	2235	Retirement Contributions	73,810
415	2240	Workers' Compensation	750

TOTAL PERSONNEL SERVICES

TOTAL FTEs 7.4 661,220

Materials and Services (510 - 685)

510	3045	General Office Supplies	6,500	
		Sub-total of Office Supplies		6,500
525	3640	Other Repair & Maintenance Supplies	500	
		Sub-total of Repair & Maintenance Supplies		500
610	4055	Computer Training	1,500	
		Sub-total of Training		1,500
615	4265	Travel - Conferences and Meetings	2,500	
		Sub-total Conferences, Meetings & Travel		2,500
620	4345	Audit Fee	31,500	
620	4346	OPEB Preparation Fee	900	
620	4350	State Filing Fee	400	
620	4540	Professional Services - General	8,700	
		Sub-total of Professional Services		41,500
630	4740	Other Dues and Fees	160	
630	4745	OGFOA	200	
630	4746	OSCPA	305	
630	4736	HR Management Association (SHRMA)	250	
		Sub-total Memberships & Dues		915
635	4975	Postage	120	
		Sub-total of Communications		120
640	5020	Advertising - Liquor Licenses	600	
640	5025	Advertising - Budget Notices	1,750	
		Sub-total of Advertising		2,350

GENERAL FUND (001)			
FINANCE (1600)			
650	5145	Printing & Binding - General	3,000
		Sub-total of Printing & Binding	3,000
660	5825	General Repair & Maintenance	1,000
		Sub-total of Repair & Maintenance Services	1,000
675	6035	General-Miscellaneous	200
		Sub-total of Miscellaneous	200
685	6205	Computer Software	500
685	6207	Non-Contract IT Services	750
685	6247	Financial Software Maintenance	28,000
		Sub-total of Technology Services	29,250
TOTAL MATERIALS & SERVICES			89,335
TOTAL FINANCE			750,555
CAPITAL IMPROVEMENT - FINANCE			
740	6650	Machinery & Equipment	-
Total Capital Improvement - City Mgr - Admin.			-
TOTAL FINANCE DEPARTMENT - ALL FUNDS			750,555

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 7/1/18 - 6/30/19</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 6/30/16	FYE 6/30/17	FYE 6/30/18				
527	227	550	Materials and Services:			
84,000	86,750	87,000	Conferences Meetings & Travel	1,000	1,000	
-	-	500	Professional Services	87,000	87,000	
			Miscellaneous	1,000	1,000	-
<u>84,527</u>	<u>86,977</u>	<u>88,050</u>	Total Expenditures	<u>89,000</u>	<u>89,000</u>	<u>-</u>

Detail Information 2016-17

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	
TOTAL MATERIALS & SERVICES				<u>89,000</u>
TOTAL CITY ATTORNEY				<u>89,000</u>

FUND: GENERAL

Department: Community Development # 2001

Basic Objectives

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

Planning Commission/ Historic Landmarks Commission/Design Review Committee

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

Astoria Development Commission

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

Waterfront Revitalization

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

Building Inspection Services

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

Staffing

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

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
COMMUNITY DEVELOPMENT # 2001

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/18 - 6/30/19</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 6/30/16</u>	<u>FYE 6/30/17</u>	<u>FYE 6/30/18</u>				
			Personnel Services:			
172,274	201,974	209,070	Regular Salaries	209,830	209,830	
111,576	3,605	5,500	Extra Help	1,130	1,130	
21,331	15,358	16,620	FICA Taxes	16,140	16,140	
40,980	38,567	46,830	Insurance	56,760	56,760	
36,290	35,123	46,200	Retirement Contributions	42,320	42,320	
515	509	1,080	Workers' Compensation	2,100	2,100	-
382,966	295,136	325,300	Total Personnel Services	328,280	328,280	-
3.5	3.5	3.0	FTEs	3.0	3.0	
			Materials and Services:			
1,726	1,423	1,000	Office Supplies	1,500	1,500	
383	68	-	Operating Supplies	400	400	
3,784	4,846	5,000	Conferences, Meetings & Travel	5,000	5,000	
4,830	1,317	11,500	Professional Services	41,500	41,500	
5,767	5,718	7,100	Memberships & Dues	7,100	7,100	
6,135	4,789	5,000	Advertising	6,000	6,000	
1,259	428	500	Printing & Binding	750	750	
4	2,260	975	Repair & Maintenance Services	980	980	
5,775	41,092	12,000	Projects Funded by Grants	12,000	12,000	
150	-	360	Technology Services	-	-	-
29,813	61,941	43,435	Total Materials and Services	75,230	75,230	-
			Capital Outlay:			
-	-	-	Machinery & Equipment	-	-	-
412,779	357,077	368,735	Total Expenditures	403,510	403,510	-

GENERAL FUND (001)

COMMUNITY DEVELOPMENT (2001)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	209,830
410	2085	Extra Help	1,130
415	2220	FICA	16,140
415	2230	Insurance	56,760
415	2235	Retirement Contributions	42,320
415	2240	Workers' Compensation	2,100

TOTAL PERSONNEL SERVICES

328,280

TOTAL FTEs

3.0

Materials and Services (510 - 685)

510	3045	General Office Supplies	1,500	
		Sub-total of Office Supplies		1,500
515	3120	Books / Periodicals	-	
515	3180	Fuel, Oil and Lubricants	400	
		Sub-total of Operating Supplies		400
615	4260	Conference / Meeting Expense	4,000	
		Boards & Commission Training	1,000	
		Sub-total Conferences, Meetings & Travel		5,000
620	4360	Planning and Economic Development	9,000	
620	4540	Public Involvement	2,500	
620	4540	General Professional Services	30,000	
		Sub-total of Professional Services		41,500
630	4750	Dues - Miscellaneous	350	
630	4760	CREST	5,000	
630	4765	OCPDA-APA	1,200	
630	4770	ODDA / IDA	0	
630	4775	Historic Preservation	300	
630	4780	Columbia-Pacific Economic Development Distric	250	
		Sub-total Memberships & Dues		7,100
640	5030	Advertising - Public Notices	6,000	
		Sub-total of Advertising		6,000
650	5145	Printing & Binding - General	750	
		Sub-total of Printing & Binding		750
660	5620	Office Machines	500	
660	5785	Vehicle Repair & Maintenance	380	
660	5825	General Repair & Maintenance	100	
		Sub-total of Repair & Maintenance Services		980

GENERAL FUND (001)

COMMUNITY DEVELOPMENT (2001)

680	6125	Certified Local Gov/SHPO	12,000	
680	6140	General - Projects Funded by Grants		
		Sub-total of Projects Funded by Grants		12,000
685	6205	Computer Software	-	
		Sub-total of Technology Services		-
TOTAL MATERIALS & SERVICES				75,230
TOTAL COMMUNITY DEVELOPMENT				403,510

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 7/1/18 - 6/30/19</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 6/30/16	FYE 6/30/17	FYE 6/30/18				
Personnel Services:						
533	240	770	Extra Help	790	790	
4,642	4,946	15,380	Interfund Wages	6,890	6,890	
384	386	1,360	FICA Taxes	590	590	
1,578	1,917	2,000	Insurance	2,670	2,670	
646	814	2,430	Retirement Contributions	1,700	1,700	
680	712	30	Workers' Compensation	290	290	-
8,463	9,015	21,970	Total Personnel Services	12,930	12,930	-
0.1	0.1	0.3	FTEs	0.1	0.1	
Materials and Services:						
1,065	1,437	1,500	Operating Supplies	1,000	1,000	
6,593	4,341	3,900	Repair & Maintenance Supplies	4,750	4,750	
-	-	-	City Shops Expense	-	-	
17,858	22,603	20,800	Professional Services	20,800	20,800	
13,877	15,279	15,400	Public Utility Services	14,900	14,900	
-	963	-	Miscellaneous	-	-	-
39,393	44,623	41,600	Total Materials and Services	41,450	41,450	-
47,856	53,638	63,570	Total Expenditures	54,380	54,380	-

GENERAL FUND (001)			
CITY HALL (2200)			
Personnel Services (410 - 415)			
410	2085	Extra Help	790
412	2095	Interfund Wages	6,890
415	2220	FICA	590
415	2230	Insurance	2,670
415	2235	Retirement Contributions	1,700
415	2240	Workers' Compensation	290
TOTAL PERSONNEL SERVICES			12,930
			TOTAL FTEs 0.1
Materials and Services (515 - 675)			
515	3265	Custodial Supplies	1,000
Sub-total of Operating Supplies			1,000
525	3520	Building Materials / Supplies	750
525	3640	Other Repair & Maintenance Supplies	4,000
Sub-total of Repair & Maintenance Supplies			4,750
620	4365	Janitorial Services	11,800
620	4370	Pest Control	100
620	4375	Elevator Maintenance	8,500
620	4376	Fire Alarm System Services	400
Sub-total of Professional Services			20,800
655	5205	Electricity - City Hall	10,500
656	5475	Natural Gas- City Hall	2,000
657	5505	Sanitation - City Hall	2,400
Sub-total of Public Utility Services			14,900
TOTAL MATERIALS & SERVICES			41,450
TOTAL CITY HALL DEPARTMENT			54,380
CAPITAL IMPROVEMENT FUND - CITY HAL			
Machinery & Equipment			
Camera Upgrades			4,000
Website Upgrades			10,000
Sub-total of Machinery & Equipment			14,000
TOTAL CAPITAL OUTLAY			14,000
TOTAL CITY HALL			68,380

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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 18-19 is \$ 55,780

Staffing

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

City of Astoria, Oregon
Budget Document
GENERAL FUND

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

Historical Data			Budget for Fiscal Year 7/1/18 - 6/30/19			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18				
-	57	5,000	Personnel Services:			
-	4	450	Interfund Wages	2,220	2,220	
-	81	-	FICA Taxes	170	170	
147	163	1,240	Insurance	810	810	
205	215	280	Retirement Contributions	550	550	
			Worker Compensation	90	90	-
352	520	6,970	Total Personnel Services	3,840	3,840	-
		0.1		FTEs 0.1	0.1	
2,707	2,836	3,750	Materials and Services:			
5,481	4,075	5,000	Office Supplies	3,750	3,750	
5,742	3,645	7,500	Operating Supplies	5,000	5,000	
303,552	271,780	243,690	Repair & Maintenance Supplies	7,000	7,000	
9,862	10,008	10,800	Professional Services	252,010	252,010	
51,243	49,481	60,100	Memberships & Dues	11,000	11,000	
-	-	250	Communications	55,100	55,100	
239,892	259,798	275,000	Advertising	250	250	
426	306	540	Insurance	280,350	280,350	
6,523	5,830	8,000	Public Utility Services	-	-	
72,472	65,114	73,640	Rentals	9,000	9,000	
1,495	1,495	3,500	Miscellaneous	75,580	75,580	
			Non-Contract IT Services	3,500	3,500	-
699,395	674,368	691,770	Total Materials and Services	702,540	702,540	-
10,000	5,000	5,000	Transfer to Other Funds:			
332,710	379,900	398,550	Unemployment Trust	6,000	6,000	
1,004,100	878,100	1,194,100	Emergency Communications Fund	414,479	414,479	
-	-	10,000	Parks Operation Fund	1,111,110	1,111,110	
81,000	81,000	346,000	UAP Transfer to Public Works Fund	10,000	10,000	
-	-	1,400	Public Works Improvement Fund	-	-	
-	18,108	-	Special Police Projects Fund	1,400	1,400	
965,000	250,000	-	CSO Debt Service Fund	-	-	
31,790	30,475	30,000	Capital Improvement Fund	100,000	100,000	
			Public Works - Landfill Monitoring	30,000	30,000	-
2,424,600	1,642,583	1,985,050	Total Transfer to Other Funds	1,672,989	1,672,989	-
3,124,347	2,317,471	2,683,790	Total Expenditures	2,379,369	2,379,369	-

GENERAL FUND (001)

NON-DEPARTMENTAL - UNALLOCATED (2400)

Personnel Services (412)

410	2095	Interfund Wages	2,220
415	2220	FICA	170
415	2230	Insurance	810
415	2235	Retirement Contributions	550
415	2240	Worker Compensation	90

TOTAL PERSONNEL SERVICES			3,840
	TOTAL FTEs		0.1

Materials and Services (510 - 675)

510	3030	Paper	3,750	
		Sub-total of Office Supplies		3,750
515	3310	General Operating Supplies	5,000	
		Sub-total of Operating Supplies		5,000
525	3640	Other Repair & Maintenance Supplies	7,000	
		Sub-total of Repair & Maintenance Supplies		7,000
620	4390	Network Maintenance	69,470	
620	4395	Email Hosting	1,160	
620	4402	Website Hosting	19,300	
620	4400	Internet Connectivity	10,800	
620	4405	Website Consulting	1,000	
620	4410	Personnel Legal Services	60,000	
620	4415	General Professional Services	22,780	
620	4537	ABC Transcription Service	25,000	
620	4539	VOIP Cisco / Obsidian Support	9,000	
620	4542	Human Resource Contract	33,500	
		Sub-total of Professional Services		252,010
630	4785	League of Oregon Cities	7,250	
630	4796	CEDR	3,750	
		Sub-total of Memberships & Dues		11,000
635	4920	Cell Phones	15,000	
635	4930	Telephone - Century Link	15,000	
635	4975	Postage	24,500	
635	4980	Postage Meter Fees	600	
		Sub-total of Communications		55,100
640	5020	Advertising - Legal Ads / Notices	250	
		Sub-total of Advertising		250

GENERAL FUND (001)

NON-DEPARTMENTAL - UNALLOCATED (2400)

645	5060	Insurance - Liability	280,350	
		Sub-total of Insurance		280,350
655	5208	Miscellaneous Utilities	-	
		Sub-total of Public Utility Services		-
665	5860	Photocopy Machines	9,000	
		Sub-total of Rentals		9,000
675	5925	Credit Card Fees	14,800	
675	5940	Taxes and Assessments	5,000	
675	5980	Community Organization (Social Services) Grants	55,780	
		Sub-total of Miscellaneous		75,580
685	6207	Non-Contract IT Services	1,500	
685	6209	Human Resource iApplicants	2,000	
		Sub-total of Technology		3,500
TOTAL MATERIALS & SERVICES				702,540

Transfers to Other Funds (850)

850	7520	Unemployment Fund	6,000	
850	7522	UAP Transfer to PW	10,000	
850	7525	Emergency Communications Fund	414,479	
850	7532	Parks / Aquatic Fund	1,111,110	
850	7533	PWIF Loan Payment Landfill Closure	-	
850	7534	Special Police Projects	1,400	
850	7535	Capital Improvement Fund	100,000	
850	7550	Public Works Fund Landfill Monitoring	30,000	
		Sub-total Transfers to Other Funds		1,672,989

TOTAL TRANSFERS TO OTHER FUNDS 1,672,989

TOTAL NON-DEPARTMENTAL - UNALLOCATED 2,379,369

CAPITAL IMPROVEMENT FUND - NON-DEPARTMENTAL - UNALLOCATED

Software Support Renewals	20,000
Computer Replacements	20,000
Hardware, Server Replacements & Backup	58,000

Total Capital Improvement Fund - Non-Departmental - Unallocated 98,000

TOTAL NON-DEPARTMENTAL - UNALLOCATED 2,477,369

GENERAL FUND (001)

NON-DEPARTMENTAL - UNALLOCATED (2400)

FY 18-19 COMMUNITY ORGANIZATION (SOCIAL SERVICES - BASIC NEEDS)

<u>Organization</u>	<u>Requested</u>	<u>Recommended Distribution</u>
Astoria Warming Center	6,000	3,000
Clatsop CASA Program	5,000	5,000
Clatsop Community Action - Food Program	18,000	13,000
The Harbor /Clatsop County Women's Resource Center	23,450	9,000
Helping Hands	25,000	13,780
Lower Columbia Hispanic Center	10,000	5,000
Senior Citizens Services of Astoria	6,000	6,000
North Coast Food Web	3,000	1,000
Total Community Organizations (Basic Need Grants)	<u>96,450</u>	<u>55,780</u>

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FUND: GENERAL

Department: Fire # 2600

Basic Objectives

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

Staffing

Fire Department staff currently includes a fire chief position, a deputy chief/training officer, three lieutenants, three driver/engineers, three firefighters, a half-time administrative assistant, three student/intern firefighters and 15 volunteer firefighters. There is a minimum of two career firefighters on duty at all times. When fully staffed, including intern firefighters, there can be as many as four persons on duty with varying levels of training, expertise and experience.

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

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
FIRE # 2600

Historical Data			Budget for Fiscal Year 7/1/18 - 6/30/19			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
880,718	968,417	983,430	Regular Salaries	976,010	976,010	
44,335	53,146	48,600	Overtime	50,000	50,000	
-	15,660	18,900	Department Funded Intern Stipends	18,900	18,900	
16,640	-	-	Grant Funded Intern Stipends	-	-	
15,328	12,325	17,870	Volunteer Wages	20,640	20,640	
13,015	14,267	20,000	Interfund Wages	28,060	28,060	
73,018	80,171	84,250	FICA Taxes	83,660	83,660	
176,068	171,088	197,110	Insurance	242,820	242,820	
177,329	196,882	244,760	Retirement Contributions	245,530	245,530	
35,340	38,936	49,960	Workers' Compensation	58,460	58,460	-
1,431,791	1,550,891	1,664,880	Total Personnel Services	1,724,080	1,724,080	-
12.0	12.0	12.4	FTEs	12.4	12.4	
			Materials and Services:			
909	819	1,400	Office Supplies	1,400	1,400	
50,289	55,377	71,350	Operating Supplies	73,550	73,550	
6,523	4,309	7,500	Repair & Maintenance Supplies	9,300	9,300	
4,636	3,054	5,500	Small Tools & Minor Equipment	6,000	6,000	
5,662	7,289	8,000	City Shop Expenses	12,000	12,000	
7,879	6,466	16,400	Training	16,000	16,000	
4,997	5,832	4,500	Conferences, Meetings & Travel	5,000	5,000	
8,515	9,552	11,500	Professional Services	11,600	11,600	
25,146	23,207	6,600	Volunteer Services	6,600	6,600	
-	-	25,500	Fire Intern Expense	26,960	26,960	
936	920	1,200	Memberships & Dues	1,200	1,200	
6	-	-	Communications	-	-	
494	826	750	Advertising	750	750	
40,348	44,186	48,800	Public Utility Services	50,800	50,800	
45,933	25,156	44,125	Repair & Maintenance Services	45,925	45,925	
1,601	1,597	1,750	Technology Services	2,250	2,250	-
203,874	188,590	254,875	Total Materials and Services	269,335	269,335	-
			Capital Outlay:			
-	-	-	Buildings			
-	-	-	Improvements Other Than Bldgs			
-	-	-	Machinery & Equipment	-	-	-
-	-	-	Total Capital Outlay	-	-	-
1,635,665	1,739,481	1,919,755	Total Expenditures	1,993,415	1,993,415	-

GENERAL FUND (001)

FIRE DEPARTMENT (2600)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	976,010
410	2045	Overtime	50,000
410	2055	Department Funded Intern Stipends	18,900
410	2059	Volunteer Wages	20,640
412	2095	Interfund Wages	28,060
415	2220	FICA	83,660
415	2230	Insurance	242,820
415	2235	Retirement Contributions	245,530
415	2240	Workers' Compensation	58,460

TOTAL PERSONNEL SERVICES

TOTAL FTEs

12.4

1,724,080

Materials and Services (510 - 685)

510	3045	General Office Supplies	1,400
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Sub-total of Office Supplies

1,400

515	3180	Fuel, Oil & Lubricants	15,000
515	3185	Emergency Medical Supplies	4,500
515	3190	Firefighting Equipment	5,500
515	3195	Fire Prevention/Public Relations Supplies	2,200
515	3200	HazMat Supplies	1,750
515	3205	Clothing / Uniforms	6,300
515	3210	Annual Turnout Purchase	13,500
515	3215	Annual Radio / Pager Purchase	3,000
515	3220	Annual Hose Purchase	4,600
515	3225	Annual Nozzle Applications	4,000
515	3230	SCBA Maintenance Supplies	2,750
515	3240	Wildland / Interface	2,000
515	3242	Structural Personal Protective Equipment	2,700
515	3310	General Operating Supplies	5,750

Sub-total of Operating Supplies

73,550

525	3510	Building Materials / Supplies Station 2	1,500
525	3520	Building Materials / Supplies Headquarters	2,500
525	3530	General - Repair & Maintenance Supplies	3,800
525	3535	Radio / Pagers	1,500

Sub-total of Repair & Maintenance Supplies

9,300

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

6,000

545	3820	Vehicle Parts - City Shops	12,000
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Sub-total of City Shop Expenses

12,000

610	4075	Outside Training & Schools	10,000
610	4080	Resource Materials	2,500
610	4090	Career Development/Career Tuition Reimbursement	3,500

Sub-total of Training

16,000

615	4265	Conferences / Meetings / Travel Expenses	5,000
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Sub-total of Conferences, Meetings & Travel

5,000

GENERAL FUND (001)

FIRE DEPARTMENT (2600)

620	4420	Physician Adviser Services	3,300	
620	4540	General - Professional Services	1,500	
620	4515	Annual Medical Exams	6,500	
620	4520	Finger Printing/ Screening	300	
Sub-total of Professional Services				11,600
625	4650	Volunteer Firefighter Insurance	3,000	
625	4660	Volunteer Awards & Program	3,600	
Sub-total of Volunteer Services				6,600
625	4635	Department Funded Intern Tuition & Fees	26,960	
Sub-total of Fire Intern Expense				26,960
630	4750	Various Dues	1,200	
Sub-total of Memberships & Dues				1,200
640	5020	Advertising - Legal Ads / Notices	750	
Sub-total of Advertising				750
655	5211	Electricity - Public Safety Building	28,000	
655	5212	Electricity - Fire Station 2	2,700	
656	5450	Natural Gas - Fire Station 2	3,000	
656	5455	Natural Gas - Public Safety Building	12,500	
657	5508	Sanitation - Public Safety Building	4,000	
657	5509	Sanitation - Fire Station 2	600	
Sub-total of Public Utility Services				50,800
660	5710	Radio / Pagers	2,500	
660	5715	Annual SCBA & Breathing Air Compressor Maint	6,500	
660	5716	Quarterly Breathing Air Quality Testing	650	
660	5717	Porta-Count Annual Calibration	1,200	
660	5720	Defibrillator Maintenance	1,800	
660	5721	Personal Protective Equipment Maintenance	1,650	
660	5725	Equipment other than Vehicles/Include Fire Extinguishers	2,200	
660	5726	Public Safety Bay Door Maintenance	3,700	
660	5727	Annual Hose Testing	3,600	
660	5728	Annual Ground Ladder Testing	825	
660	5729	Annual Aerial Device/Ladder Testing	2,000	
660	5750	Buildings-Public Safety	5,000	
660	5751	Buildings-Station 2	6,500	
660	5752	Annual Pump Testing - 4 Apparatus	1,300	
660	5785	Motor Vehicles / Auto Body Shop	2,500	
660	5825	General - Repair & Maintenance Services	4,000	
Sub-total of Repair & Maintenance Services				45,925
685	6245	Firefighter Response System (FFRS)	1,400	
685	6250	Firehouse Software Maintenance	850	
Sub-total of Technology Services				2,250
TOTAL MATERIALS & SERVICES				269,335
TOTAL FIRE DEPARTMENT				1,993,415

GENERAL FUND (001)

FIRE DEPARTMENT (2600)

CAPITAL IMPROVEMENT FUND - FIRE DEPT

Machinery and Equipment:

Weight & Cardio Training Equipment - Commercial Treadmill	2,000
Portable Firefighter Training Prop System w/hardware	3,300
2 ea. CPR Training Torsos w/Skill Reporting Feedback Tool	4,000
Zoll AED Pro Defibrillator to replace 15 yr old equipment	3,200
(2) Scott Sight SCBA masks w/integrated thermal cameras	3,200
Replace 2 Unsupported Thermal Imaging Cameras	3,000

Subtotal of Machinery and Equipment 18,700

Pumper Truck Lease Payment 5 of 7

Principal Payment	70,250
Interest Payment	6,250

Subtotal Debt Service 76,500

TOTAL CAPITAL IMPROVEMENT FUND - FIRE DEPT 95,200

TOTAL FIRE DEPARTMENT - ALL FUNDS 2,088,615

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FUND: GENERAL

Department: Police # 2800

Basic Objectives

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

Dedicated to Duty – Committed to Community

Community Policing

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

Technology

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

Staffing

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

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

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
POLICE # 2800

Historical Data			Budget for Fiscal Year 7/1/18 - 6/30/19			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
1,244,180	1,398,570	1,385,740	Regular Salaries	1,593,720	1,593,720	
78,849	96,900	97,470	Overtime	88,510	88,510	
7,528	10,660	23,680	Extra Help	10,040	10,040	
21,511	22,274	22,000	Interfund Wages	30,950	30,950	
101,638	114,491	118,500	FICA Taxes	131,830	131,830	
331,604	315,525	361,950	Insurance	379,870	379,870	
247,136	279,916	333,270	Retirement Contributions	348,600	348,600	
43,689	48,159	77,030	Workers' Compensation	62,100	62,100	-
2,076,135	2,286,495	2,419,640	Total Personnel Services	2,645,620	2,645,620	-
19.2	19.2	19.6	FTEs	21.6	21.6	
			Materials and Services:			
5,238	6,723	8,000	Office Supplies	8,000	8,000	
40,102	35,345	58,050	Operating Supplies	58,150	58,150	
6,933	9,093	8,600	Repair & Maintenance Supplies	8,600	8,600	
2,138	1,983	2,500	Small Tools & Minor Equipment	2,500	2,500	
13,590	11,449	14,500	City Shop Expenses	14,500	14,500	
21,535	22,643	26,900	Training	26,900	26,900	
3,632	4,271	3,000	Conferences, Meetings & Travel	3,000	3,000	
2,911	2,823	2,800	Professional Services	2,800	2,800	
-	625	-	CERT	-	-	
1,471	1,649	1,580	Memberships & Dues	1,580	1,580	
732	636	1,400	Communications	1,400	1,400	
302	85	1,000	Advertising	1,000	1,000	
1,013	2,229	1,700	Printing & Binding	1,700	1,700	
206	224	300	Public Utility Services	300	300	
18,036	16,644	21,000	Repair & Maintenance Services	21,000	21,000	
8,426	4,724	6,950	Miscellaneous	7,650	7,650	
22,859	17,230	24,720	Technology Services	32,200	32,200	-
149,124	138,376	183,000	Total Materials and Services	191,280	191,280	-
			Capital Outlay:			
-	-	-	Machinery & Equipment	-	-	-
-	-	-	Total Capital Outlay	-	-	-
2,225,259	2,424,871	2,602,640	Total Expenditures	2,836,900	2,836,900	-

GENERAL FUND (001)

POLICE DEPARTMENT (2800)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	1,593,720
410	2045	Overtime	88,510
410	2085	Extra Help	10,040
412	2095	Interfund Wages	30,950
415	2220	FICA	131,830
415	2230	Insurance	379,870
415	2235	Retirement Contributions	348,600
415	2240	Workers' Compensation	62,100

TOTAL PERSONNEL SERVICES

FTEs 21.6 2,645,620

Materials and Services (510 - 685)

510	3045	General Office Supplies	8,000	
		Sub-total of Office Supplies		8,000
515	3120	Books / Periodicals	800	
515	3125	Clothing / Uniforms / Boots / Gloves	13,500	
515	3130	Photography Supplies	750	
515	3135	Food and Local Meetings	1,900	
515	3180	Fuel, Oil & Lubricants	40,000	
515	3310	General Operating Supplies	1,200	
		Sub-total of Operating Supplies		58,150
525	3520	Building Materials / Supplies	3,000	
525	3640	Other Repair & Maintenance Supplies	5,600	
		Sub-total of Repair & Maintenance Supplies		8,600
530	3720	Small Tools	2,500	
		Sub-total of Small Tools		2,500
545	3820	Vehicle Parts - City Shops	6,500	
545	3825	Tires - City Shops	5,000	
545	3830	General Repair Supplies - City Shops	3,000	
		Sub-total of City Shop Expenses		14,500
610	4055	Computer Training	500	
610	4060	Career Development	18,900	
610	4085	Travel Expenses - Training	2,500	
610	4086	Ammo Training	5,000	
		Sub-total of Training		26,900

GENERAL FUND (001)

POLICE DEPARTMENT (2800)

615	4260	Conference / Meeting Expense	1,500	
615	4265	Travel - Conferences and Meetings	1,500	
		Sub-Total Conferences, Meetings & Travel		3,000
620	4425	Medical / Psychological Exams	2,000	
620	4430	OSHA Mandated Hearing Tests	800	
		Sub-total of Professional Services		2,800
630	4750	Various Dues	1,580	
		Sub-total Memberships & Dues		1,580
635	4935	Satellite Phones	1,200	
635	4975	Postage	200	
		Sub-total of Communications		1,400
640	5020	Advertising - Legal Ads / Notices	600	
640	5022	Advertising - Recruitment	400	
		Sub-total of Advertising		1,000
650	5135	Commercial Printing	800	
650	5145	General - Printing & Binding	900	
		Sub-total of Printing and Binding		1,700
655	5217	Electricity - Shooting Range	300	
		Sub-total of Public Utility Services		300
660	5710	Radio / Pagers	2,000	
660	5745	Janitorial Services Agreement	11,400	
660	5785	Motor Vehicles / Auto Body Shop	5,600	
660	5825	General - Repair & Maintenance Services	2,000	
		Sub-total of Repair & Maintenance Services		21,000
675	5985	County Drug Enforcement Program	2,250	
675	5995	Special Investigation	2,500	
675	6000	Towing	1,000	
675	6035	General - Miscellaneous	900	
675	6035	General -Veterinary Costs	1,000	
		Sub-total of Miscellaneous		7,650

GENERAL FUND (001)			
POLICE DEPARTMENT (2800)			
685	6245	Computer Hardware	3,500
		Software Maintenance	
685	6250	Lexipol / Lexipol DTB	6,250
685	6250	Saltus	1,900
685	6250	File On Q Evidence	2,970
685	6250	Recorder Maintenance	1,500
685	6250	WatchGuard; Cellebrite	4,735
685	6250	Other	11,345
		Sub-total of Technology Services	32,200
TOTAL MATERIALS & SERVICES			191,280
TOTAL POLICE DEPARTMENT			2,836,900
CAPITAL IMPROVEMENT FUND - POLICE DEPARTMENT			
Machinery and Equipment - Police Department			
		4 Body Armor replacements \$800 ea	3,200
		1 CMI to iFocus conversion and upgrade	17,000
		5 Brother E-Citation conversion/printers \$3800 ea	19,000
		3 Patrol radios \$1500 ea	4,500
		3 Taser Replacements \$1500 ea	4,500
		5 Less Lethal outfits, strap and light \$200 ea	1,000
		1 Left Handed Patrol Rifle	1,200
		1 PT Dueling tree steel target for range	500
		2 Watchguard patrol camera replacement \$5000 ea	10,000
		1 Pole Cam	12,000
			<u>72,900</u>
Debt Services			
		Principal Payments - Police Vehicle Leases	
		Lease # 2780	15,350
		Pmt #2 of 17-18 Lease	14,170
		Advance Pmt 18-19 Lease + document fee	15,500
		Interest Payments - Police Vehicle Leases	
		Lease # 2780	2,130
		Pmt #2 of 17-18 Lease	1,880
		Advance Pmt 18-19 Lease	0
			<u>49,030</u>
			121,930
TOTAL POLICE DEPARTMENT - ALL FUNDS			2,958,830

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FUND: GENERAL

Department: Library # 3200

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

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

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

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

Staffing

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

City of Astoria, Oregon
Budget Document
GENERAL FUND

Expenditures (by department)
LIBRARY # 3200

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/18 - 6/30/19</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18		Budget Officer	Budget Committee	Governing Body
Personnel Services:						
169,476	139,157	174,810	Regular Salaries	186,290	186,290	
	-	330	Overtime	350	350	
71,451	86,227	79,830	Extra Help	92,600	92,600	
3,624	7,792	1,290	Interfund Wages	3,890	3,890	
18,245	17,609	20,760	FICA Taxes	21,660	21,660	
40,567	27,587	34,550	Insurance	38,670	38,670	
42,766	28,186	47,850	Retirement Contributions	52,100	52,100	
525	585	1,100	Workers' Compensation	440	440	-
346,654	307,143	360,520	Total Personnel Services	396,000	396,000	-
5.6	5.6	6.3	FTEs	6.3	6.3	
Materials and Services:						
2,980	3,702	3,550	Office Supplies	3,550	3,550	
3,329	6,236	7,020	Operating Supplies	7,320	7,320	
54,033	53,560	48,970	Library Materials	50,940	50,940	
1,217	2,106	2,400	Repair & Maintenance Supplies	2,400	2,400	
3,557	1,021	2,500	Conferences, Meetings & Travel	2,500	2,500	
984	6,024	5,300	Professional Services	3,300	3,300	
-	454	755	Memberships & Dues	755	755	
121	31	500	Communications	500	500	
1,674	314	1,700	Advertising	1,700	1,700	
48	-	100	Printing & Binding	100	100	
11,319	13,437	16,300	Public Utility Services	16,300	16,300	
17,774	23,284	20,100	Repair & Maintenance Services	20,100	20,100	
503	3,484	1,000	Miscellaneous	1,000	1,000	
	1,087	1,200	Projects Funded by Grants	1,200	1,200	
20,081	24,933	23,610	Technology	23,610	23,610	-
117,620	139,673	135,005	Total Materials and Services	135,275	135,275	-
Capital Outlay:						
-	-	-	Machinery & Equipment	-	-	-
464,274	446,816	495,525	Total Expenditures	531,275	531,275	-

General Fund (001)

LIBRARY (3200)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	186,290
410	2045	Overtime	350
410	2085	Extra Help	92,600
412	2095	Interfund Wages	3,890
415	2220	FICA	21,660
415	2230	Insurance	38,670
415	2235	Retirement Contributions	52,100
415	2240	Workers' Compensation	440

TOTAL PERSONNEL SERVICES

TOTAL FTEs	6.3	396,000
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Materials and Services (510 - 685)

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

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

Sub-total of Operating Supplies	7,320
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520	3420	Book Collections, non-fiction	3,600
520	3421	Book Collections, fiction	5,600
520	3422	Book Collections, large print	5,000
520	3423	Audio Books on CD	3,000
520	3424	Adult/Family/Teen Programs	2,620
520	3430	DVD Collection	5,000
520	3435	Magazines	3,000
520	3440	Newspapers / Review Sources	1,000
520	3441	Children's collections-birth to age 5	3,100
520	3442	Children's collections-K-3rd grade	3,750
520	3443	Children's collections- 4th to 6th	3,500
520	3444	Children's collections- 7th to 12th	3,000
520	3445	Children's Programs	3,500
520	3450	ODLC-Library2Go Consortium	4,040
520	3453	Sanborn Maps	730
520	3457	Fundraising Research Materials	500

Sub-total of Library Materials	50,940
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525	3520	Building Materials / Supplies	300
525	3555	Flooring and Lighting	600
525	3640	Other Repair & Maintenance Supplies	1,500

Sub-total of Repair & Maintenance Supplies	2,400
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General Fund (001)

LIBRARY (3200)

615	4265	Travel - Conferences and Meetings	2,500	
		Sub-total of Conferences, Meetings & Travel		2,500
620	4432	Background Checks	300	
620	4445	Staff Development	500	
620	4540	Professional Services - General	2,500	
		Sub-total of Professional Services		3,300
630	5805	Various Dues	175	
630	4810	American Library Association	350	
630	4815	Public Library Association	80	
630	4820	Oregon Library Association	150	
		Sub-total of Memberships & Dues		755
635	4975	Postage	500	
		Sub-total of Communications		500
640	5030	Advertising	1,700	
		Sub-total of Advertising		1,700
650	5145	Printing & Binding - General	100	
		Sub-total of Printing & Binding		100
655	5283	Electricity	10,500	
656	5470	Natural Gas	5,100	
657	5514	Sanitation	700	
		Sub-total of Public Utility Services		16,300
660	5635	Microfilm Reader/Printer Maintenance	1,200	
660	5745	Janitorial Services Agreement	14,900	
660	5760	Heating Systems	500	
660	5770	Lighting	3,500	
		Sub-total of Repair & Maintenance Services		20,100

General Fund (001)				
LIBRARY (3200)				
675	6035	General - Miscellaneous	1,000	
		Sub-total of Miscellaneous		1,000
680	6130	Oregon State Library Grant	1,200	
		Sub-total of Projects Funded by Grants		1,200
685	6205	Computer Software / Mobile Hot Spot	5,755	
685	6210	Annual Technical Repair / Replacement	5,000	
685	6260	Library TLC Software Maintenance	12,600	
			255	
		Sub-total of Technology		23,610
TOTAL MATERIALS & SERVICES				135,275
TOTAL LIBRARY				531,275
CAPITAL IMPROVEMENT FUND - LIBRARY				
		Workstations - Public Access	6,000	
		Clean Furniture and Carpets	2,000	
		Renovation Projects	100,000	
Total Capital Improvement Fund - Library				108,000
TOTAL LIBRARY - ALL FUNDS				639,275

SPECIAL REVENUE FUNDS

FUND: CAPITAL IMPROVEMENT # 102

Basic Objectives

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

For several years, because of the constraints of the property tax limitation measure, all of the General Fund Capital Outlay was budgeted in this fund.

Oregon Housing Authority – Community Incentive Fund Loan # 2028 is a 15 year loan with 3% interest. Payments began December 31, 2005 and are made annually. The final payment is due December 1, 2020.

Outstanding housing rehabilitation receivables include thirteen (13) housing rehabilitation loans in the amount of \$ 123,889, as of June 30, 2017.

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 7/1/18 - 6/30/19			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18				
			Resources			
808,159	1,402,540	1,630,000	Beginning Fund Balance	1,390,000	1,390,000	
(133,373)			Prior Period Adjustment			
240,011	294,781	263,000	Intergovernmental	280,000	280,000	
3,464	15,108	4,800	Interest Earnings	15,000	15,000	
271,792	287,855	200,000	Timber Sale	220,000	220,000	
2,600,513	1,082,785	75,000	Gifts, Bequests & Grants	-	-	
315,061	5,598	-	Miscellaneous	-	-	
64,221	-	-	Loan Proceeds			
			Transfer from Other Funds			
963,500	250,000	-	General Fund	100,000	100,000	
76,500	76,500	76,500	17th Street Dock Fund	76,500	76,500	-
5,209,848	3,415,167	2,249,300	Total Resources	2,081,500	2,081,500	-
			Requirements			
			Materials & Services:			
	105,798	134,000	Professional Services			
	7,690	14,000	Public Works	162,000	162,000	
226,849	11,115	47,500	Parks	14,000	14,000	
80		700	Professional Services-Unallocated	13,000	13,000	
			Advertising-Unallocated	700	700	
21,294	29,580	35,500	Repair and Maintenance Services			
			Public Works	80,500	80,500	
		89,500	Projects Funded by Grants			
1,793,685	-	7,000	Community Development	89,500	89,500	
			Unallocated	-	-	-
2,041,908	154,183	328,200	Total Materials & Services	359,700	359,700	-
			Capital Outlay:			
2,130	-	10,000	Buildings-Unallocated	10,000	10,000	
			Improvements Other Than Bldgs			
16,405	-	7,500	Unallocated	7,500	7,500	
			Machinery and Equipment			
111,015	99,584	89,700	Network Appropriation-Unallocated	98,000	98,000	
357,046	226,867	250,000	Parks	179,870	179,870	
-	13,396	158,000	Library	108,000	108,000	
70,843	36,239	57,300	Police	72,900	72,900	
1,010,409	62,629	23,650	Fire	18,700	18,700	
-	804,915	-	Public Works	-	-	
-	-	1,000	City Hall	14,000	14,000	
-	-	25,500	Finance	-	-	-
1,567,848	1,243,630	622,650	Total Capital Outlay	508,970	508,970	-
			Debt Service			
75,832	48,318	47,600	Principal-Police	45,020	45,020	
64,475	66,319	68,300	Principal-Fire	70,250	70,250	
34,906	35,953	37,100	Principal-Unallocated	77,500	77,500	
4,893	3,931	5,900	Interest-Police	4,010	4,010	
11,886	10,042	8,200	Interest-Fire	6,250	6,250	
5,560	4,512	3,500	Interest-Unallocated	1,600	1,600	-
197,552	169,075	170,600	Total Debt Service	204,630	204,630	-
-	-	110,000	Contingency	150,000	150,000	-
3,807,308	1,566,888	1,231,450	Total Expenditures	1,223,300	1,223,300	-
1,402,540	1,848,279	267,850	Fund Balance	108,200	108,200	
-	-	750,000	Reserved for Future Expenditures	750,000	750,000	-
1,402,540	1,848,279	1,017,850	Ending Fund Balance	858,200	858,200	-
5,209,848	3,415,167	2,249,300	Total Requirements	2,081,500	2,081,500	-

CAPITAL IMPROVEMENT FUND (102 0000)			
<u>Materials & Services (620 - 680)</u>			
620	4450	Property Appraisals	3,500
620	4455	Forest Management Plan Activities	70,000
620	4460	Hazardous Tree Removal - Public Works City Propertie	35,000
620	4460	Hazardous Tree Removal - Parks	14,000
620	4465	Forest Fire Protection	13,500
620	4466	Millpond Taxes and HOA Dues	13,000
620	4467	City Property Sanitary/Refuse Removal	5,000
620	4540	Professional Services - General	35,000
		Sub-total of Professional Services	189,000
640	5030	Advertising - Public Notices	700
		Sub-total of Advertising	700
660	5800	Watershed Road Repairs	45,500
660	5825	Slide Repair and Maintenance	35,000
		Sub-total of Repair and Maintenance Services	80,500
680	6140	General-Projects Funded by Grants Grants	89,500
		Sub-total of Projects Funded by Grants	89,500
TOTAL MATERIALS & SERVICES			359,700
<u>Capital Outlay (720 - 740)</u>			
GENERAL FUND:			
720	6400	<u>Buildings</u>	10,000
		Sub-total Buildings	10,000
730	6500	<u>Improvements Other Than Buildings</u>	7,500
		Sub-total Improvements Other Than Buildings	7,500
740	6650	<u>Machinery & Equipment</u>	
		iFocus Recommended Expenditures	98,000
		Parks and Recreation	179,870
		Library	108,000
		Police Department	72,900
		Fire Department	18,700
		City Hall Department	14,000
		Sub-total Machinery & Equipment	491,470
TOTAL CAPITAL OUTLAY			508,970

<u>Debt Service (810)</u>			
810	6820	Principal - Safeway Block	77,500
810	6825	Interest - Safeway Block	1,600
810	6026	Principal - Police Vehicle Leases	45,020
810	6027	Interest - Police Vehicle Leases	4,010
810	6028	Principal - Fire Pumper Truck Lease	
810	6029	Interest - Fire Pumper Truck Lease	70,250
			6,250
		Sub-total of Debt Service	204,630
<u>Contingent Expenditures (910)</u>			
910	8020	Contingency	150,000
		Sub-total of Contingency	150,000
<u>Ending Fund Balance (950)</u>			
950	8520	Unappropriated Ending Fund Balance	108,200
950	8520	Reserve for Library Project	750,000
		Sub-total Ending Fund Balance	858,200
TOTAL CAPITAL IMPROVEMENT FUND			2,081,500

FUND: UNEMPLOYMENT # 104

Basic Objectives

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

Staffing

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

City of Astoria, Oregon
Budget Document

UNEMPLOYMENT FUND # 104

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/18 - 6/30/19</u>			
<u>Actual Data</u> FYE 6/30/16	<u>Actual Data</u> FYE 6/30/17	<u>Adopted Budget</u> FYE 6/30/18	<u>Resources and Requirements</u>	<u>Proposed by</u> <u>Budget</u> <u>Officer</u>	<u>Approved by</u> <u>Budget</u> <u>Committee</u>	<u>Adopted by</u> <u>Governing</u> <u>Body</u>
<u>Resources</u>						
35,547	38,583	38,620	Beginning Fund Balance	38,000	38,000	
237	382	230	Interest Earnings	600	600	
<u>10,000</u>	<u>5,000</u>	<u>5,000</u>	Transfers from Other Fund: General Fund	<u>5,000</u>	<u>5,000</u>	-
<u>45,784</u>	<u>43,965</u>	<u>43,850</u>	Total Resources	<u>43,600</u>	<u>43,600</u>	-
<u>Requirements</u>						
7,201	5,269	11,000	Material and Services: Unemployment claims	10,600	10,600	
-	-	1,650	Contingency	1,000	1,000	-
<u>38,583</u>	<u>38,696</u>	<u>31,200</u>	Ending Fund Balance	<u>32,000</u>	<u>32,000</u>	-
<u>45,784</u>	<u>43,965</u>	<u>43,850</u>	Total Requirements	<u>43,600</u>	<u>43,600</u>	-

2018 / 19 Budget Detail Information

UNEMPLOYMENT FUND (104 0000)

<u>Materials and Services (675)</u>			
675	6055	Services-Miscellaneous Unemployment Claims	10,600
		Contingency	1,000
		Ending Fund Balance	<u>32,000</u>
TOTAL UNEMPLOYMENT FUND			<u>43,600</u>

FUND: REVOLVING LOAN # 122

Basic Objectives

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

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

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

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

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

Staffing

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

City of Astoria, Oregon
Budget Document

REVOLVING LOAN FUND # 122

Historical Data			Budget for Fiscal Year 7/1/18- 6/30/19			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18		Budget Officer	Budget Committee	Governing Body
Resources						
273,234	273,602	181,000	Beginning Fund Balance	181,700	181,700	
886	1,732	1,410	Interest on Investments	2,000	2,000	
-	20,000	-	Miscellaneous Income	-	-	-
<u>274,120</u>	<u>295,334</u>	<u>182,410</u>	Total Resources	<u>183,700</u>	<u>183,700</u>	<u>-</u>
Requirements						
Materials & Services						
518	580	130,000	Miscellaneous	130,000	130,000	
-	-	42,410	Contingency	19,500	19,500	
<u>273,602</u>	<u>294,754</u>	<u>10,000</u>	Ending Fund Balance	<u>34,200</u>	<u>34,200</u>	<u>-</u>
<u>274,120</u>	<u>295,334</u>	<u>182,410</u>	Total Requirements	<u>183,700</u>	<u>183,700</u>	<u>-</u>

2018 / 19 Budget Detail Information

REVOLVING LOAN FUND (122 0000)

Materials and Services (675)			
Miscellaneous			
675	6025	Economic Development Projects	50,000
675	6035	Derelict Building Program Support	<u>80,000</u>
Total Materials & Services			130,000
910	8020	Contingency	19,500
950	8520	Ending Fund Balance	<u>34,200</u>
TOTAL REVOLVING LOAN FUND			<u>183,700</u>

FUND: COMMUNITY DEVELOPMENT BLOCK GRANT FUND # 125

Basic Objectives

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

Staffing

The budget provides for no staff positions.

City of Astoria, Oregon
Budget Document

COMMUNITY DEVELOPMENT BLOCK GRANT FUND # 125

Historical Data			Budget for Fiscal Year 7/1/18- 6/30/19			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18		Budget Officer	Budget Committee	Governing Body
Resources						
-	-	-	Beginning Fund Balance	-	-	-
-	-	-	CDBG	400,000	400,000	-
-	-	-	Loan Repayments	-	-	-
-	-	-	Interest	-	-	-
-	-	-	Miscellaneous Revenue	-	-	-
-	-	-	Total Resources	400,000	400,000	-
Requirements						
Materials & Services						
-	-	-	Loan Disbursements	320,000	320,000	-
-	-	-	Program Management Fees	80,000	80,000	-
-	-	-	Total Materials & Services	400,000	400,000	-
-	-	-	Contingent Expenditures	-	-	-
-	-	-	Ending Fund Balance	-	-	-
-	-	-	Total Requirements	400,000	400,000	-

Detail Budget Information 2018 / 19

COMMUNITY DEVELOPMENT BLOCK GRANT FUND (125 0000)

Materials and Services (515 - 660)

675-6025	Loan Disbursements	320,000	
620-4470	Program Management Fees	80,000	
			400,000
TOTAL HOUSING REHABILITATION LOAN FUND			400,000

FUND: BUILDING INSPECTION # 128

Basic Objectives

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

Staffing

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

City of Astoria, Oregon
Budget Document

BUILDING INSPECTION FUND # 128

Historical Data			Budget for Fiscal Year 7/1/18 - 6/30/19			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18		Budget Officer	Budget Committee	Governing Body
Resources						
186,197	350,583	408,160	Beginning Fund Balance	290,000	290,000	
329,546	180,630	250,000	Charges for Services	205,000	205,000	
-	-	-	Miscellaneous Income			
1,861	3,339	3,000	Interest on Investments	4,500	4,500	-
<u>517,604</u>	<u>534,552</u>	<u>661,160</u>	Total Resources	<u>499,500</u>	<u>499,500</u>	-
Requirements						
Personnel Services:						
43,833	91,640	128,180	Regular Salaries	119,450	119,450	
	11,350	12,000	Extra Help	20,400	20,400	
3,241	7,550	9,970	FICA Taxes	10,700	10,700	
13,732	30,437	39,940	Insurance	39,000	39,000	
8,958	12,450	22,430	Retirement Contributions	23,110	23,110	
1,270	1,659	1,450	Workers' Compensation	2,590	2,590	-
71,034	155,086	213,970	Total Personnel Services	215,250	215,250	-
1.0	1.0	2.0	FTEs	2.0	2.0	
Materials and Services:						
1,501	799	2,000	Office Supplies	2,000	2,000	
6,194	689	250	Operating Supplies	650	650	
1,750	1,475	2,500	Conferences, Meetings & Travel	2,500	2,500	
69,585	27,526	2,950	Professional Services	3,450	3,450	
690	375	350	Memberships & Dues	350	350	
211	198	500	Communications	500	500	
183	143	250	Printing & Binding	250	250	
115	1,898	375	Repair & Maintenance Services	300	300	
548	4,625	5,500	Miscellaneous	7,000	7,000	-
80,777	37,728	14,675	Total Materials and Services	17,000	17,000	-
15,210	15,210	20,800	Transfers to Other Funds			
			General Fund	20,800	20,800	-
15,210	15,210	20,800	Total of Transfer to Other Funds	20,800	20,800	-
-	-	75,000	Contingency	75,000	75,000	
167,021	208,024	324,445	Total Expenditures	328,050	328,050	-
350,583	326,528	336,715	Ending Fund Balance	171,450	171,450	-
<u>517,604</u>	<u>534,552</u>	<u>661,160</u>	Total Requirements	<u>499,500</u>	<u>499,500</u>	-

BUILDING INSPECTION FUND (128 3300)			
<u>Personnel Services (410 - 415)</u>			
410	2020	Straight Time - Regular	119,450
415	2085	Extra Help	20,400
415	2220	FICA Taxes	10,700
415	2230	Insurance	39,000
415	2235	Retirement Contributions	23,110
415	2240	Workers' Compensation	2,590
TOTAL PERSONNEL SERVICES			215,250
			FTEs 2.0
<u>Materials and Services (510 - 675)</u>			
510	3045	General Office Supplies	1,000
		Code Books and Periodicals	1,000
Sub-total of Office Supplies			2,000
515	3180	Fuel, Oil and Lubricants	400
515	3310	General Operating Supplies	250
Sub-total Operating Supplies			650
615	4260	Conference / Meeting Expense	2,000
615	4265	Travel - Conferences / Meetings	500
Sub-total Conferences, Meetings & Travel			2,500
620	4485	Contract Building Inspection Services	2,000
620	4490	Microfilming	1,000
620	4539	VOIP Cisco	450
Sub-total of Professional Services			3,450
630	4750	Various Dues	350
Sub-total Memberships & Dues			350
635	4930	Communications	500
Sub-total Communications			500
650	5145	General - Printing and Binding	250
Sub-total of Printing and Binding			250
660	5825	General - Repair & Maintenance Services	300
Sub-total of Repair & Maintenance Services			300

BUILDING INSPECTION FUND (128 3300)			
675	5925	Credit Card Fees	6,500
675	6035	General - Miscellaneous Services	500
		Sub-Total of Miscellaneous-Services	7,000
TOTAL MATERIALS & SERVICES			17,000
<u>Capital Outlay (740)</u>			
740	6650	Machinery & Equipment	-
		Sub-total of Machinery & Equipment	-
TOTAL CAPITAL OUTLAY			-
<u>Transfer to Other Funds (850)</u>			
850	7555	General Fund	20,800
		Sub-total Transfer to Other Funds	20,800
<u>Contingent Expenditures (910)</u>			
910	8020	Contingency	75,000
		Sub-total Contingency	75,000
<u>Fund Balance (950)</u>			
950	8520	Unappropriated Ending Fund Balance	171,450
		Sub-total Ending Fund Balance	171,450
TOTAL BUILDING INSPECTION FUND			499,500
CAPITAL IMPROVEMENT FUND - BUILDING INSPECTION			
Total Capital Improvement Fund - Building Inspection			0
TOTAL BUILDING INSPECTION - ALL FUNDS			499,500

FUND: EMERGENCY COMMUNICATIONS # 132

Basic Objectives

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

Staffing

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

City of Astoria, Oregon
Budget Document

EMERGENCY COMMUNICATIONS FUND #132

Historical Data			Budget for Fiscal Year 7/1/18 - 6/30/19			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18		Budget Officer	Budget Committee	Governing Body
Resources						
440,456	709,117	550,000	Beginning Fund Balance	650,000	650,000	
128,855			Prior Period Adjustment			
267,922	277,081	255,000	Intergovernmental	275,000	275,000	
517,525	586,480	594,100	Charges for Services	596,736	596,736	
2,627	6,987	2,500	Interest on Investments	9,000	9,000	
			Transfer From Other Funds			
332,710	379,900	398,550	General Fund	414,479	414,479	
-	-	-	Public Works	6,166	6,166	
<u>1,690,095</u>	<u>1,959,565</u>	<u>1,800,150</u>	Total Resources	<u>1,951,381</u>	<u>1,951,381</u>	-
Requirements						
Personnel Services:						
469,595	518,755	653,500	Regular Salaries	695,500	695,500	
67,693	115,200	86,100	Overtime	89,600	89,600	
-	22,945	-	Extra Help	-	-	
40,653	49,523	57,400	FICA Taxes	60,100	60,100	
120,981	139,481	207,200	Insurance	203,900	203,900	
85,675	89,699	136,500	Retirement Contributions	145,800	145,800	
1,526	1,756	2,900	Workers' Compensation	1,400	1,400	
786,123	937,359	1,143,600	Total Personnel Services	1,196,300	1,196,300	-
9.7	11.0	11		FTEs 12.0	12.0	
Materials and Services:						
1,302	1,305	4,500	Office Supplies	4,500	4,500	
1,454	2,906	6,000	Operating Supplies	6,000	6,000	
1,085	4,482	3,500	Small Tools & Minor Equipment	3,500	3,500	
1,607	3,042	3,500	General Repairs / City Shops	3,500	3,500	
720	1,914	2,200	Training	2,200	2,200	
8,914	6,420	12,000	Conferences, Meetings & Travel	12,000	12,000	
8,120	9,217	12,800	Professional Services	12,800	12,800	
820	782	1,200	Memberships & Dues	2,500	2,500	
6,723	6,827	5,000	Communications	7,000	7,000	
-	-	500	Advertising	500	500	
3,268	3,588	5,580	Public Utility Services	5,240	5,240	
17,726	23,112	25,000	Repair & Maintenance Services	26,250	26,250	
19,144	24,269	40,900	Technology	41,200	41,200	
-	75	2,500	Miscellaneous	2,500	2,500	
70,883	87,939	125,180	Total Materials and Services	129,690	129,690	-
Capital Outlay:						
18,775	22,967	30,000	Buildings	20,000	20,000	
84,197	31,522	159,000	Machinery & Equipment	261,000	261,000	
102,972	54,489	189,000	Total Capital Outlay	281,000	281,000	-
Transfer to Other Fund						
21,000	21,000	25,000	General Fund	25,000	25,000	-
-	-	150,000	Contingency	150,000	150,000	-
980,978	1,100,787	1,632,780	Total Expenditures	1,781,990	1,781,990	-
709,117	858,778	107,370	Ending Fund Balance	96,391	96,391	-
-	-	60,000	Reserved for Future Capital Expenditure	73,000	73,000	-
<u>709,117</u>	<u>858,778</u>	<u>167,370</u>	Total Ending Fund Balance	<u>169,391</u>	<u>169,391</u>	-
<u>1,690,095</u>	<u>1,959,565</u>	<u>1,800,150</u>	Total Requirements	<u>1,951,381</u>	<u>1,951,381</u>	-

EMERGENCY COMMUNICATIONS (132 3400)			
Personnel Services (410 - 415)			
410	2020	Straight Time - Regular	695,500
410	2045	Overtime	89,600
415	2220	FICA - Social Security	60,100
415	2230	Insurance	203,900
415	2235	Retirement Contributions	145,800
415	2240	Workers' Compensation	1,400
TOTAL PERSONNEL SERVICES			1,196,300
			FTEs
Materials and Services (510 - 685)			
510	3025	Stationery Envelopes	500
510	3030	Paper	500
510	3040	Printer Cartridges and Supplies	500
510	3045	General Office Supplies	3,000
Sub-total of Office Supplies			4,500
515	3180	Fuel and Lubricants	6,000
Sub-total of Operating Supplies			6,000
530	3720	Small Tools & Minor Equipment	3,500
Sub-total of Small Tools & Minor Equipment			3,500
545	3830	General Repairs / Vehicle Supplies City Shops	3,500
Sub-total of City Shops Supplies			3,500
610	4095	Certification	100
610	4100	EMD	100
610	4110	Dispatch Training	2,000
Sub-total of Training			2,200
615	4260	Conferences / Meeting Expenses / Recognition	10,000
615	4265	Travel-Conferences and Meetings	2,000
Sub-total of Conferences, Meetings & Travel			12,000
620	4495	APCO Frequency Coordination	3,500
620	4539	VOIP Cisco/Obsidian Support	1,800
620	4540	Professional Services-General	7,500
Sub-total of Professional Services			12,800
630	4750	Various Dues	2,500
Sub-Total of Memberships & Dues			2,500

EMERGENCY COMMUNICATIONS (132 3400)			
635	4940	911 Lines/Non Emergency	6,000
635	4955	Language Line Services	1,000
		Sub-total of Communications	7,000
640	5030	Advertising - Public Notices	500
		Sub-total of Advertising	500
655	5215	Electricity - 2210 Coxcomb Drive	2,640
655	5218	Electricity - L&C MW	500
655	5219	Electricity - L&C BLDNG	1,200
655	5216	Electricity - 2195 Coxcomb Drive	900
		Sub-total of Public Utility Services	5,240
660	5705	Server - Ifocus	26,250
		Sub-total of Repair & Maintenance Services	26,250
675	6035	General - Miscellaneous	2,500
		Sub-total of Miscellaneous	2,500
685	6205	911 Web Site Maintenance	1,500
685	6225	Eventide	3,000
685	6230	Web based Communication Software	5,000
685	6235	Computer Hardware Maintenance	8,700
685	6240	Justice App Maintenance	6,000
685	6245	Crime Reports	1,500
685	6265	CMI Software	14,500
685	6275	Tailored Solutions	1,000
		Sub-total of Technology Services	41,200
TOTAL MATERIALS & SERVICES			129,690
<u>Capital Outlay (740)</u>			
720	6400	Communication System Network Maintenance Radio Site Maintenance	20,000
		Sub-total of Buildings	20,000
740	6650	Machinery & Equipment	
		PC's	6,000
		UPS Batteries	1,000
		Radio Site Cameras	7,000
		Voting Receivers	2,500
		Maintenance Contract Simulcast System	40,000
		GTR Repeater (3)	30,000
		Dispatch Chair	1,500
		Fire Simulcast	38,000
		- Network Upgrades	55,000
		- Simulcast	60,000
		Fiber Run for Cell Tower	20,000
		Sub-total of Machinery & Equipment	261,000
TOTAL CAPITAL OUTLAY			281,000

EMERGENCY COMMUNICATIONS (132 3400)			
		<u>Transfer to Other Funds (850)</u>	
850	7555	General Fund	25,000
		Sub-total Transfers to Other Funds	25,000
		<u>Contingent Expenditures (910)</u>	
910	8020	Contingent Expenditures	150,000
		Sub-total of Contingent Expenditures	150,000
		<u>Ending Fund Balance (950)</u>	
950	8520	Unappropriated Ending Fund Balance	96,391
950	8520	Reserved for Future Capital Expenditures - Dispatch Consoles	73,000
		Sub-total of Ending Fund Balance	169,391
		TOTAL EMERGENCY COMMUNICATIONS FUND	1,951,381

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FUND: SPECIAL POLICE PROJECTS # 136

Basic Objectives

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

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

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

Staffing

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

City of Astoria, Oregon
Budget Document

SPECIAL POLICE PROJECTS #136

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/18 - 6/30/19</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 6/30/16</u>	<u>FYE 6/30/17</u>	<u>FYE 6/30/18</u>				
<u>Resources</u>						
12,415	10,394	20,630	Beginning Fund Balance	16,940	16,940	
			Intergovernmental Revenue			
62	213	50	Interest Earnings	300	300	
	12,257	50	Gifts & Bequests	1,400	1,400	
-	-	1,400	Transfers from Other Funds	-	-	-
<u>12,477</u>	<u>22,864</u>	<u>22,130</u>	Total Resources	<u>18,640</u>	<u>18,640</u>	<u>-</u>
<u>Requirements</u>						
Materials and Services:						
2,083	1,060	15,730	Operating Supplies	15,730	15,730	
-	-	-	Projects Funded by Grants	-	-	-
2,083	1,060	15,730	Total Materials and Services	15,730	15,730	-
-	-	6,400	Contingency	2,910	2,910	-
2,083	1,060	22,130	Total Expenditures	18,640	18,640	-
10,394	21,804	-	Ending Fund Balance	-	-	-
<u>12,477</u>	<u>22,864</u>	<u>22,130</u>	Total Requirements	<u>18,640</u>	<u>18,640</u>	<u>-</u>

2018 / 19 Budget Detail Information

SPECIAL POLICE PROJECTS FUND (136 0000)

<u>Materials and Services</u>			
515	3310	Operating Supplies	<u>15,730</u>
Total Materials and Services			15,730
Contingency			<u>2,910</u>
Ending Fund Balance			-
TOTAL SPECIAL POLICE PROJECTS FUND			<u>18,640</u>

FUND: PARKS PROJECT FUND # 146

Basic Objectives

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

Staffing

The Finance Department provides accounting services to this fund.

City of Astoria, Oregon
Budget Document

PARKS PROJECT FUND #146

Historical Data			Budget for Fiscal Year 7/1/18 - 6/30/19			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18		Budget Officer	Budget Committee	Governing Body
80,574	273,913	73,200	Resources			
195,000	-		Beginning Fund Balance	77,160	77,160	
100,156	727	500	Prior Period Adjustment			
556	1,175	680	Gifts & Bequests	750	750	
			Interest Earnings	1,000	1,000	-
<u>376,286</u>	<u>275,815</u>	<u>74,380</u>	Total Resources	<u>78,910</u>	<u>78,910</u>	<u>-</u>
			Requirements			
<u>2,373</u>	<u>4,200</u>	<u>20,000</u>	Materials & Services:			
			Professional Services	25,000	25,000	-
2,373	4,200	20,000	Total Materials & Services	25,000	25,000	-
			Capital Outlay:			
-	4,069	54,380	Improvements Other Than Bldgs	53,910	53,910	-
			Transfer to Other Fund:			
100,000	-		Local Improvement Debt Service Fund			
<u>-</u>	<u>-</u>	<u>-</u>	Contingent Expenditures	<u>-</u>	<u>-</u>	<u>-</u>
102,373	8,269	74,380	Total Expenditures	78,910	78,910	-
<u>273,913</u>	<u>267,546</u>	<u>-</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>376,286</u>	<u>275,815</u>	<u>74,380</u>	Total Requirements	<u>78,910</u>	<u>78,910</u>	<u>-</u>

2018 / 19 Budget Detail Information

PARKSPROJECT FUND (146 0000)

		Materials & Services	
620	4540	Professional Services	25,000
		TOTAL MATERIALS & SERVICES	25,000
		Capital Outlay	
730	6500	Improvements Other Than Buildings	53,910
		TOTAL CAPITAL OUTLAY	53,910
910	8020	Contingency	-
950	8,520	Ending Fund Balance	-
		TOTAL PARKSPROJECT FUND	78,910

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.

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 7/1/18 - 6/30/19</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	<u>Resources and Requirements</u>	<u>Proposed by Budget Officer</u>	<u>Approved by Budget Committee</u>	<u>Adopted by Governing Body</u>
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18				
<u>Resources</u>						
90,858	89,213	96,250	Beginning Fund Balance	109,900	109,900	
18,615	20,175	15,000	Gifts and Bequests	15,000	15,000	
538	944	900	Interest Earnings	1,200	1,200	-
<u>110,011</u>	<u>110,332</u>	<u>112,150</u>	Total Resources	<u>126,100</u>	<u>126,100</u>	-
<u>Requirements</u>						
Materials & Services:						
-	-	500	Office Supplies	500	500	
14,838	10,048	5,000	Professional Services	7,000	7,000	
-	-	5,000	Repair & Maintenance Services	7,500	7,500	-
<u>14,838</u>	<u>10,048</u>	<u>10,500</u>	Total Materials & Services	<u>15,000</u>	<u>15,000</u>	-
Capital Outlay:						
5,960	-	101,650	Improvements Other Than Bldgs	111,100	111,100	
-	-	-	Contingent Expenditures	-	-	-
<u>20,798</u>	<u>10,048</u>	<u>112,150</u>	Total Expenditures	<u>126,100</u>	<u>126,100</u>	-
<u>89,213</u>	<u>100,284</u>	-	Ending Fund Balance	-	-	-
<u>110,011</u>	<u>110,332</u>	<u>112,150</u>	Total Requirements	<u>126,100</u>	<u>126,100</u>	-

2018 / 19 Budget Detail Information

MARITIME MEMORIAL FUND (148 0000)

<u>Materials and Services</u>			
510	3045	General - Office Supplies	500
620	4540	Professional Services - General	7,000
660	5825	General - Repair & Maintenance Services	<u>7,500</u>
TOTAL MATERIALS & SERVICES			15,000
<u>Capital Outlay</u>			
730	6500	Improvements Other Than Buildings	111,100
TOTAL CAPITAL OUTLAY			<u>111,100</u>
Contingency			-
Ending Fund Balance			-
TOTAL MARITIME MEMORIAL FUND			<u>126,100</u>

FUND: PARKS OPERATION # 158

Basic Objectives

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

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

Aquatics	# 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 operation of Oceanview Cemetery.

Staffing

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

City of Astoria, Oregon
Budget Document

PARKS OPERATION FUND #158

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/18- 6/30/19</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 6/30/16</u>	<u>FYE 6/30/17</u>	<u>FYE 6/30/18</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
<u>Resources</u>						
5,474	6,197	-	Beginning Fund Balance	-	-	-
			Charges for Services			
330,057	394,696	422,047	Aquatic Fees	520,000	520,000	
522,047	664,604	623,608	Recreation Fees	625,100	625,100	
93,634	84,300	111,229	Maintenance Fees	90,000	90,000	
			Transfers from Other Funds:			
1,004,100	878,100	1,194,100	General Fund	1,111,110	1,111,110	
-	-	116,700	Promote Astoria	360,350	360,350	
-	70,000	70,000	17th Street Dock	70,000	70,000	
<u>1,955,312</u>	<u>2,097,897</u>	<u>2,537,684</u>	Total Resources	<u>2,776,560</u>	<u>2,776,560</u>	<u>-</u>
<u>Requirements (by department)</u>						
597,090	706,475	851,513	Aquatic	920,410	920,410	
931,563	902,957	1,183,816	Parks-Recreation / Administration	1,212,620	1,212,620	
420,462	386,015	502,355	Maintenance	643,530	643,530	
-	-	-	Contingency	-	-	
<u>1,949,115</u>	<u>1,995,447</u>	<u>2,537,684</u>	Total Expenditures	<u>2,776,560</u>	<u>2,776,560</u>	<u>-</u>
<u>6,197</u>	<u>102,450</u>	<u>-</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>1,955,312</u>	<u>2,097,897</u>	<u>2,537,684</u>	Total Requirements	<u>2,776,560</u>	<u>2,776,560</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 and Cemetery operations are combined as Department 4300.

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

Historical Data			Budget for Fiscal Year 7/1/18 - 6/30/19			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
321,536	439,596	598,991	Aquatic Facility	588,350	588,350	
756,150	752,589	956,311	Recreation / Administration	989,130	989,130	
<u>312,312</u>	<u>238,395</u>	<u>292,492</u>	Maintenance	<u>381,780</u>	<u>381,780</u>	-
1,389,998	1,430,580	1,847,794	Total Personal Services	1,959,260	1,959,260	-
			Materials & Services:			
275,554	266,879	252,522	Aquatic Facility	332,060	332,060	
175,413	150,368	217,149	Recreation / Administration	223,490	223,490	
<u>108,150</u>	<u>147,620</u>	<u>209,863</u>	Maintenance	<u>261,750</u>	<u>261,750</u>	-
559,117	564,867	679,534	Total Materials & Services	817,300	817,300	-
			Capital Outlay:			
-	-	-	Aquatic Facility	-	-	-
-	-	-	Recreation / Administration	-	-	-
<u>-</u>	<u>-</u>	<u>-</u>	Maintenance	<u>-</u>	<u>-</u>	<u>-</u>
-	-	-	Total Capital Outlay	-	-	-
<u>-</u>	<u>-</u>	<u>-</u>	Contingency	<u>-</u>	<u>-</u>	<u>-</u>
<u>1,949,115</u>	<u>1,995,447</u>	<u>2,527,328</u>	Total Expenditures	<u>2,776,560</u>	<u>2,776,560</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 and Cemetery operations are combined as Department 4300. Prior year history, budget and actual, is retained in the respective budget presentations for these departments.

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FUND: **PARKS OPERATION**

Department: Aquatics # 4100

Basic Objectives

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

Staffing

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

City of Astoria, Oregon
Budget Document
PARKS OPERATION FUND

Expenditures (by department)
PARKS OPERATION-AQUATICS # 4100

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/18 - 6/30/19</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18		Budget Officer	Budget Committee	
Personnel Services:						
56,673	58,896	101,398	Regular Salaries	116,970	116,970	
208,272	296,723	357,206	Extra Help	321,780	321,780	
20,007	26,958	34,513	FICA Taxes	33,570	33,570	
14,067	20,684	42,344	Insurance	43,310	43,310	
18,407	30,869	55,155	Retirement Contributions	53,600	53,600	
4,110	5,466	8,375	Workers' Compensation	19,120	19,120	-
321,536	439,596	598,991	Total Personal Services	588,350	588,350	-
9.9	9.9	9.9	FTEs	14.0	14.0	
Materials and Services:						
2,711	1,660	1,000	Office Supplies	1,700	1,700	
5,339	1,533	567	Concession Supplies	1,000	1,000	
1,531	5,533	4,000	Retail Supplies	6,500	6,500	
56,733	64,874	50,239	Operating Supplies	66,400	66,400	
23,009	9,090	7,749	Repair & Maintenance Supplies	7,900	7,900	
14,419	10,160	11,047	Training	15,300	15,300	
894	1,982	1,802	Conferences, Meetings & Travel	1,500	1,500	
2,703	13,534	21,587	Professional Services	32,540	32,540	
-	-	350	Memberships & Dues	350	350	
1,171	1,289	1,125	Communications	3,120	3,120	
2,404	624	260	Advertising	2,000	2,000	
730	-	-	Printing & Binding	500	500	
129,061	126,495	116,092	Public Utility Services	154,550	154,550	
28,985	19,578	22,867	Repair & Maintenance Services	19,800	19,800	
260	2,737	2,087	Rentals	2,500	2,500	
5,604	7,790	8,387	Miscellaneous	8,800	8,800	
-	-	3,363	Technology Services	7,600	7,600	-
275,554	266,879	252,522	Total Materials and Services	332,060	332,060	-
Capital Outlay:						
-	-	-	Machinery & Equipment	-	-	-
-	-	-	Total Capital Outlay	-	-	-
597,090	706,475	851,513	Total Expenditures	920,410	920,410	-

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

PARKS OPERATION FUND (158)

PARKS OPERATION-AQUATICS (4100)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	116,970
410	2045	Overtime ADDED	
410	2085	Extra Help	321,780
412	2095	Interfund Wages	
415	2220	FICA - Social Security	33,570
415	2225	Insurance	43,310
415	2235	Retirement Contributions	53,600
415	2240	Workers' Compensation	19,120

TOTAL PERSONNEL SERVICES			588,350
	FTEs		14.0

Materials and Services (510 - 685)

510	3045	General Office Supplies	1,700
		Sub-total of Office Supplies	1,700
515	3140	First Aid Supplies	1,000
515	3160	Program Supplies	6,000
515	3170	Concession Stand Supplies	1,000
515	3175	Retail Item Supplies	6,500
515	3265	Custodial Supplies	8,000
515	3270	Chemicals	44,400
515	3310	General Operating Supplies	7,000
		Sub-total of Operating Supplies	73,900
525	3520	Building Materials / Supplies	1,230
525	3540	Paint and Paint Supplies	900
525	3545	Plumbing Supplies	2,500
525	3550	Electrical Supplies	270
525	3640	Other Repair and Maintenance Supplies	3,000
		Sub-total Repair and Maintenance Supplies	7,900
610	4085	Travel Expense - Training	6,000
610	4105	Life Guard Services	8,800
610	4115	Workshops	500
		Sub-total of Training	15,300
615	4260	Conferences / Meeting Expense	500
615	4265	Travel - Conferences and Meeting	1,000
		Sub-total of Conferences, Meetings & Travel	1,500
620	4432	Background Checks	1,600
620	4540	Professional Services - General	30,940
		Sub-total of Professional Services	32,540
630	4800	National Recreation & Parks Assn	350
		Sub-total of Memberships & Dues	350

PARKS OPERATION FUND (158)			
PARKS OPERATION-AQUATICS (4100)			
635	4920	Cell Phones	1,920
635	4965	Charter Cable	1,200
		Sub-total of Communications	3,120
640	5030	Advertising - Public Notices	2,000
		Sub-total of Advertising	2,000
650	5145	General - Printing & Binding	500
		Sub-total of Printing & Binding	500
655	5289	Electricity	85,600
656	5479	Natural Gas	58,850
657	5517	Sanitation	10,100
		Sub-total of Public Utility Services	154,550
660	5750	Buildings	500
660	5755	Electrical	300
660	5760	Heating Systems	8,000
660	5765	Plumbing	7,000
660	5825	General Repair & Maintenance Services	4,000
		Sub-total of Repair & Maintenance Services	19,800
665	5865	Rental Equipment	2,500
		Sub-total of Rentals	2,500
675	5925	Credit Card Fees	6,300
675	6005	Licenses and Permits	1,500
675	6035	General - Miscellaneous	1,000
		Sub-total of Miscellaneous	8,800
685	6255	Software Maintenance Agreement	7,600
		Sub-total of Technology Services	7,600
TOTAL MATERIALS & SERVICES			332,060
<u>Capital Outlay (720 - 740)</u>			
TOTAL CAPITAL OUTLAY			0
TOTAL PARKS OPERATION-AQUATICS			920,410
<u>CAPITAL IMPROVEMENT FUND - AQUATICS</u>			
		Aquatic Center Capital Repairs	16,000
Total Capital Improvement Fund - Aquatics			16,000
TOTAL AQUATICS - ALL FUNDS			936,410

FUND: PARKS OPERATION

Department: Recreation / Administration # 4200

Basic Objectives

This department oversees parks and recreation activities for the City. The department coordinates recreational sporting activities throughout the year, including softball, track meets, volleyball, basketball, football, and tennis. The department also coordinates a full program of classes and a variety of special events. Daycare services are provided through this department as well.

Staffing

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

City of Astoria, Oregon
Budget Document
PARKS OPERATION FUND

Expenditures (by department)
RECREATION / ADMINISTRATION # 4200

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/18 - 6/30/19</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18		Budget Officer	Budget Committee	
			Personnel Services:			
198,994	229,348	277,716	Regular Salaries	320,170	320,170	
622	2,578	-	Overtime	730	730	
407,706	354,347	467,531	Extra Help	417,150	417,150	
47,502	44,383	56,493	FICA Taxes	56,460	56,460	
34,948	46,565	57,015	Insurance	64,250	64,250	
60,864	68,057	81,497	Retirement Contributions	113,130	113,130	
5,514	7,311	16,059	Workers' Compensation	17,240	17,240	-
<u>756,150</u>	<u>752,589</u>	<u>956,311</u>	Total Personal Services	<u>989,130</u>	<u>989,130</u>	-
19.9	19.9	19.7	FTEs	20.9	20.9	
			Materials and Services:			
7,921	4,048	8,249	Office Supplies	10,140	10,140	
65,849	62,261	70,260	Operating Supplies	79,280	79,280	
9,889	1,728	10,640	Repair & Maintenance Supplies	4,290	4,290	
69	15	-	Small Tools & Minor Equipment	-	-	
3,139	1,707	2,720	Training	13,800	13,800	
2,240	3,996	7,813	Conferences, Meetings & Travel	12,330	12,330	
26,288	24,617	46,821	Professional Services	27,990	27,990	
-	800	-	Memberships & Dues	-	-	
39	2,811	3,710	Communications	4,930	4,930	
4,270	6,922	9,530	Advertising	7,000	7,000	
1,151	1,374	-	Printing & Binding	10,130	10,130	
1,549	6,543	7,719	Repair & Maintenance Services	6,580	6,580	
3,302	2,469	-	Rentals	2,380	2,380	
38,421	23,004	39,147	Fee & Charge Programs	28,270	28,270	
9,208	6,048	6,490	Miscellaneous / VISA Fees	6,490	6,490	
2,078	2,025	4,050	Technology Services	9,880	9,880	-
<u>175,413</u>	<u>150,368</u>	<u>217,149</u>	Total Materials and Services	<u>223,490</u>	<u>223,490</u>	-
			Capital Outlay:			
-	-	10,100	Machinery & Equipment	-	-	-
-	-	10,100	Total Capital Outlay	-	-	-
-	-	256	Contingency	-	-	-
<u>931,563</u>	<u>902,957</u>	<u>1,183,816</u>	Total Expenditures	<u>1,212,620</u>	<u>1,212,620</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 and Cemetery operations are combined as Department 4300. Prior year history, budget and actual, is retained in the respective budget presentations for these departments.

PARKS OPERATION FUND (158)

PARKS OPERATION-RECREATION / ADMINISTRATION (4200)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	320,170
410	2045	Overtime	730
415	2085	Extra Help	417,150
415	2220	FICA -Social Security	56,460
415	2230	Insurance	64,250
415	2235	Retirement Contributions	113,130
415	2240	Workers' Compensation	17,240

TOTAL PERSONNEL SERVICES **989,130**

FTEs 20.9

Materials and Services (510 - 685)

510	3030	Paper	550
510	3035	Special Paper	70
510	3040	Printer Cartridges and Supplies	2,000
510	3045	General Office Supplies	7,520
		Sub-total of Office Supplies	10,140
515	3125	Clothing / Uniforms / Boots / Gloves	5,500
515	3135	Food and Local Meetings	2,750
515	3140	First Aid Supplies	1,300
515	3150	Awards	4,470
515	3155	Sports Equipment	13,170
515	3160	Program Supplies	45,800
515	3165	Volunteer Program - General	6,290
		Sub-total of Operating Supplies	79,280
525	3520	Building Materials / Supplies	3,590
525	3640	Other Repair & Maintenance Supplies	700
		Sub-total Repair & Maintenance Supplies	4,290
610	4085	Travel Expenses - Training	5,720
610	4115	Workshops	8,080
		Sub-total of Training	13,800
615	4260	Conference / Meeting Expense	5,880
615	4265	Travel - Conferences and Meetings	6,450
		Sub-total of Conferences, Meetings & Travel	12,330
620	4390	Network Maintenance	3,000
620	4432	Background Checks	4,870
620	4435	Sports Officials	810
620	4540	General Professional Services	19,310
		Sub-total of Professional Services	27,990
635	4920	Cell Phones	2,030
635	4975	Postage	2,900
		Sub-total of Communications	4,930

PARKS OPERATION FUND (158)			
PARKS OPERATION-RECREATION / ADMINISTRATION (4200)			
640	5030	Advertising - Public Notices	
640	5035	Advertising - Recreation Promotion	7,000
		Sub-total of Advertising	7,000
650	5135	Commercial Printing	8,370
650	5145	General - Printing & Binding	1,760
		Sub-total of Printing & Binding	10,130
660	5620	Office Machines	3,780
660	5725	Equipment other than Vehicles	270
660	5730	Sports Equipment	2,530
		Sub-total of Repair & Maintenance Services	6,580
665	5865	Rental Equipment	2,380
		Sub-total of Rentals	2,380
670	5890	Parks & Recreation Fee & Charge Programs	28,270
		Sub-total of Fee & Charge Programs	28,270
675	5925	Visa Fees	6,490
		Sub-total of Miscellaneous	6,490
685	6205	Computer Software	9,240
685	6245	Computer Hardware	310
685	6207	Non Contract IT Services	330
		Sub-total of Technology Services	9,880
TOTAL MATERIALS & SERVICES			223,490
Capital Outlay (740)			-
TOTAL CAPITAL OUTLAY			-
Contingent Expenditures (910)			
910	8020	Contingency	-
Ending Fund Balance (950)			
950	8520	Unappropriated Ending Fund Balance	-
TOTAL PARKS OPERATION - RECREATION / ADMINISTRATION			1,212,620
CAPITAL IMPROVEMENT FUND - PARKS AND RECREATION - ADMINISTRATION			
		Parks Capital Projects	163,870
Total Capital Improvement Fund - Recreation / Administration			163,870
TOTAL RECREATION / ADMINISTRATION - ALL FUNDS			1,376,490

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, community halls and Oceanview Cemetery. In addition, the department also provides maintenance for the aquatic facility, three tennis courts, eight playgrounds, ten ball fields, four basketball courts and one boat launch ramp/fishing dock. Employees of this department prepare graves as required and provide cemetery maintenance.

Staffing

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

Budget Document
PARKS OPERATION FUND

Expenditures (by department)
MAINTENANCE # 4300

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/18 - 6/30/19</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18		Budget Officer	Budget Committee	
Personnel Services:						
137,647	121,571	141,681	Regular Salaries	179,340	179,340	
58	1,023	79	Overtime	260	260	
63,559	22,740	55,639	Extra Help	61,200	61,200	
11,331	10,607	2,657	Interfund Wages	11,180	11,180	
15,553	11,610	10,367	FICA Taxes	19,280	19,280	
50,535	43,165	55,449	Insurance	63,880	63,880	
24,670	17,962	20,549	Retirement Contributions	33,140	33,140	
8,959	9,717	6,071	Workers' Compensation	13,500	13,500	-
312,312	238,395	292,492	Total Personnel Services	381,780	381,780	-
4.1	4.1	6.4	FTEs	5.1	5.1	
Materials and Services:						
425	1,083	1,540	Office Supplies	1,590	1,590	
24,369	30,230	44,962	Operating Supplies	56,040	56,040	
35,359	31,407	52,447	Repair & Maintenance Supplies	70,210	70,210	
4,243	4,905	8,806	Small Tools & Minor Equipment	8,390	8,390	
6,806	3,584	7,936	City Shop Expenses	6,120	6,120	
2,965	6,530	4,350	Training	8,360	8,360	
2,913	25,629	37,748	Professional Services	40,740	40,740	
-	756	-	Membership & Dues	1,150	1,150	
129	57	1,572	Communications	4,510	4,510	
		80	Printing & Binding			
	614	-	Advertising	1,000	1,000	
25,505	27,190	25,702	Public Utility Services	30,420	30,420	
2,977	8,230	16,369	Repair & Maintenance Services	23,540	23,540	
1,778	3,220	2,583	Rentals	5,430	5,430	
681	4,185	2,022	Miscellaneous	4,250	4,250	
-	-	3,746	Technology Services	-	-	-
108,150	147,620	209,863	Total Materials and Services	261,750	261,750	-
Capital Outlay:						
-	-	-	Buildings	-	-	-
-	-	-	Improvements Other Than Buildings	-	-	-
-	-	-	Machinery & Equipment	-	-	-
-	-	-	Total Capital Outlay	-	-	-
<u>420,462</u>	<u>386,015</u>	<u>502,355</u>	Total Expenditures	<u>643,530</u>	<u>643,530</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 and Cemetery operations are combined as Department 4300. Prior year history, budget and actual, is retained in the respective budget presentations for these departments.

PARKS OPERATION FUND (158)

PARKS OPERATION-MAINTENANCE (4300)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	179,340
410	2045	Overtime	260
415	2085	Extra Help	61,200
415	2095	Interfund Wages	11,180
415	2220	FICA -Social Security	19,280
415	2230	Insurance	63,880
415	2235	Retirement Contributions	33,140
415	2240	Workers' Compensation	13,500

TOTAL PERSONNEL SERVICES

FTEs 5.1

381,780

Materials and Services (510 - 685)

510	3030	Paper	990
510	3045	General Office Supplies	600

Sub-total of Office Supplies

1,590

515	3118	Cemetery Liners	2,800
515	3125	Clothing / Uniforms / Boots / Gloves	3,380
515	3140	First Aid Supplies	950
515	3155	Sports Equipment	1,370
515	3180	Fuel, Oil & Lubricants	12,450
515	3235	Seed / Top Dressing Fields	2,000
515	3240	Trees / Shrubs / Flowers	4,000
515	3245	Fertilizers / Pesticides	3,000
515	3250	Bark Mulch / Top Soil / Sawdust	4,420
515	3255	Gypsum and Field Line Paint	500
515	3260	Playground Chips	4,000
515	3265	Custodial Supplies	3,380
515	3290	Heating Oil - Cemetery	510
515	3295	Heating Oil - Shively Hall	300
515	3310	General Operating Supplies	12,980

Sub-total of Operating Supplies

56,040

525	3520	Building Materials / Supplies	24,380
525	3525	Motor Vehicle Repair Parts	11,080
525	3530	Tires	2,500
525	3540	Paint & Paint Supplies	2,250
525	3545	Plumbing Supplies	4,100
525	3550	Electrical Supplies	2,070
525	3560	Trails Maintenance	8,300
525	3565	Vandalism Repair	450
525	3580	Signs	2,010
525	3620	Heating System Maintenance	1,000
525	3625	Plumbing & Irrigation Supplies	1,530
525	3630	Water and Sewer Repair	2,640
525	3640	Other Repair & Maintenance Supplies	7,900

Sub-total Repair & Maintenance Supplies

70,210

PARKS OPERATION FUND (158)

PARKS OPERATION-MAINTENANCE (4300)

530	3720	Small Tools	8,200	
530	3725	Irrigation Equipment	190	
		Sub-total of Small Tools & Minor Equipment		8,390
545	3820	Vehicle Parts - City Shops	2,440	
545	3825	Tires - City Shops	850	
545	3830	General Repair Supplies - City Shops	2,830	
		Sub-total of City Shop Expenses		6,120
610	4085	Travel Expenses - Training	5,360	
610	4090	Registration	3,000	
		Sub-total of Training		8,360
620	4432	Background Checks	1,320	
620	4540	General Professional Services	39,420	
		Sub-total of Professional Services		40,740
630	4880	Oregon Cemetery Association	250	
630	4885	State Cemetery Board	900	
		Sub-total of Memberships & Dues		1,150
635	4920	Cell Phones	4,430	
635	5145	General Printing and Binding	80	
		Sub-total of Communications		4,510
640	5030	Advertising - Public Notices	1,000	
		Sub-total of Advertising		1,000
655	5223	Electricity - Tennis Courts	490	
655	5226	Electricity - Columbia Field	330	
655	5229	Electricity - 1300 Klaskanine (Evergreen Park)	5,210	
655	5235	Electricity - 32nd & Lief Erikson	2,720	
655	5238	Electricity - Custom House	300	
655	5241	Electricity - Fort Astoria	300	
655	5244	Electricity - Alderbrook Hall	170	
655	5256	Electricity - Parks Shop	270	
655	5259	Electricity - Parks Shop	600	
655	5262	Electricity - Shively Hall	800	
655	5265	Electricity - Tapiola Ball Field Lights	1,300	
655	5271	Electricity - Tapiola Restroom	1,200	
655	5274	Electricity - Tapiola Baseball Lights	1,040	
655	5277	Electricity - Doughboy Monument	500	
655	5280	Electricity - Tapiola Park Lights / Skatepark	350	
655	5292	Electricity - Cemetery	1,260	
655	5316	Electricity - 15th Street Triangle	300	
655	5332	Electricity - Parks Maint General	160	
656	5461	Natural Gas - Alderbrook Hall	500	
656	5468	Natural Gas - Parks Maint General	530	
657	5535	Sanitation - Transfer Station Fees	4,270	

PARKS OPERATION FUND (158)

PARKS OPERATION-MAINTENANCE (4300)

657	5541	Sanitation - Other Locations	5,460	
658	5555	Cem water and sewer	2,360	
		Sub-total of Public Utility Services		30,420
660	5725	Equipment other than Vehicles	3,000	
660	5735	Infield Maintenance	1,500	
660	5740	Field Light Maintenance	2,000	
660	5755	Electrical	3,350	
660	5760	Heating Systems	1,660	
660	5785	Motor Vehicles / Auto Body Shop	530	
660	5824	RPR SVCS Contract Services	5,000	
660	5825	General - Repair & Maintenance Services	6,500	
		Sub-total of Repair & Maintenance Services		23,540
665	5865	Rental Equipment	2,030	
665	5870	Rental Chemical Toilets	3,400	
		Sub-total of Rentals		5,430
675	6005	Licenses & Permits	4,000	
675	6060	Random Drug Screens	250	
		Sub-total of Miscellaneous		4,250
TOTAL MATERIALS & SERVICES				261,750
Capital Outlay (720 - 740)				
TOTAL CAPITAL OUTLAY				0
TOTAL PARKS OPERATION-MAINTENANCE				643,530
CAPITAL IMPROVEMENT FUND - PARKS MAINTENANCE				
Total Capital Improvement Fund - Parks Maintenance				0
TOTAL MAINTENANCE - ALL FUNDS				643,530

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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. The collections for this tax are administered by the Oregon Department of Transportation. Ordinance No 16-06, re-adopted provisions of Ordinance 07-02 on October 3, 2016 extending the gas tax indefinitely unless amended or repealed. Projected revenues for FY 2018-2019 are estimated at \$ 205,000. Street projects were appropriated at \$ 600,000 in FY 2017-18. 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 7/1/18 - 6/30/19</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 6/30/16</u>	<u>FYE 6/30/17</u>	<u>FYE 6/30/18</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
Resources						
307,138	460,972	496,760	Beginning Fund Balance	899,600	899,600	
17,271			Prior Period Adjustment			
38	57	20	Delinquent Ad Valorem Taxes	20	20	
190,513	224,472	195,000	Local Gas Tax	205,000	205,000	
-	200,000	300,000	Transfer from State Tax Street Fund	-	-	
-		-	Miscellaneous	-	-	
2,047	3,753	3,110	Interest on Investments	9,000	9,000	-
517,007	889,254	994,890	Sub-Total Resources	1,113,620	1,113,620	-
517,007	889,254	994,890	Total Resources	1,113,620	1,113,620	-
Requirements						
Materials & Services						
-	-	45,000	Repair & Maintenance Supplies	95,000	95,000	
Capital Outlay						
56,035	435,568	600,000	Improvements Other Than Buildings	600,000	600,000	-
Contingent Expenditures						
		100,000		100,000	100,000	
56,035	435,568	745,000	Total Expenditures	795,000	795,000	-
460,972	453,686	249,890	Ending Fund Balance	318,620	318,620	-
517,007	889,254	994,890	Total Requirements	1,113,620	1,113,620	-

2018 / 19 Budget Detail Information

ASTORIA ROAD DISTRICT FUND (170 0000)

Materials and Services (515 - 660)

660	5825	Repair & Maintenance Supplies	95,000
730	6500	Improvements Other Than Buildings	600,000
910	8020	Contingency	100,000
950	8520	Ending Fund Balance	318,620
TOTAL ASTORIA ROAD DISTRICT FUND			1,113,620

FUND: STATE TAX STREET # 172

Basic Objectives

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

Staffing

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

City of Astoria, Oregon
Budget Document

STATE TAX STREET FUND #172

Historical Data			Budget for Fiscal Year 7/1/18 - 6/30/19			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18		Budget Officer	Budget Committee	Governing Body
Resources						
151,191	306,132	291,950	Beginning Fund Balance	55,100	55,100	
51,538			Prior Period Adjustment			
560,779	573,761	546,380	Intergovernmental-Gas Tax	559,080	559,080	
			Intergovernmental-Transportation Package	140,000	140,000	
1,124	2,169	600	Interest on Investments	1,080	1,080	-
<u>764,632</u>	<u>882,062</u>	<u>838,930</u>	Total Resources	<u>755,260</u>	<u>755,260</u>	-
Requirements						
Materials and Services						
-	-	-	Repair and Maintenance Services	-	-	-
Transfer To Other Funds:						
458,500	449,500	475,000	Public Works Fund	615,000	615,000	
-	200,000	300,000	Astoria Road District Fund	-	-	-
458,500	649,500	775,000	Total Transfer to Other Funds	615,000	615,000	-
-	-	63,930	Contingent Expenditures	100,000	100,000	
458,500	649,500	838,930	Total Expenditures	715,000	715,000	-
306,132	232,562	-	Ending Fund Balance	40,260	40,260	-
<u>764,632</u>	<u>882,062</u>	<u>838,930</u>	Total Requirements	<u>755,260</u>	<u>755,260</u>	-

2018 / 19 Budget Detail Information

STATE TAX STREET FUND (172 0000)

Transfers to Other Funds (850)			
850	7550	Public Works Fund	615,000
850	7560	Astoria Road District Fund	-
Sub-total of Transfers to Other Funds			615,000
910	8020	Contingent Expenditures	100,000
950	8520	Ending Fund Balance	40,260
TOTAL STATE TAX STREET FUND			755,260

FUND: TRAILS RESERVE # 174

Basic Objectives

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

Staffing

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

City of Astoria, Oregon
Budget Document

TRAILS RESERVE FUND #174

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/18 - 6/30/19</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18		Budget Officer	Budget Committee	Governing Body
Resources						
23,512	29,342	35,000	Beginning Fund Balance	41,460	41,460	
5,683	5,795	5,520	Intergovernmental-Gas Tax	5,650	5,650	
147	321	300	Interest on Investments	360	360	-
<u>29,342</u>	<u>35,458</u>	<u>40,820</u>	Total Resources	<u>47,470</u>	<u>47,470</u>	-
Requirements						
Materials and Services:						
-	-	5,000	Repair & Maintenance Supplies	47,470	47,470	-
-	-	5,000	Total Materials and Services	47,470	47,470	-
Capital Outlay:						
-	-	35,820	Improvements Other Than Bldgs	-	-	-
-	-	40,820	Total Expenditures	<u>47,470</u>	<u>47,470</u>	-
<u>29,342</u>	<u>35,458</u>	-	Ending Fund Balance	-	-	-
<u>29,342</u>	<u>35,458</u>	<u>40,820</u>	Total Requirements	<u>47,470</u>	<u>47,470</u>	-

2018 / 19 Budget Detail Information

TRAILS RESERVE FUND (174 0000)

Materials and Services (620)			
660	5820	Repair & Maintenance Supplies	47,470
Capital Outlay (730)			
730	6500	Improvements Other Than Buildings	
910	8020	Contingency	-
950	8250	Ending Fund Balance	-
TOTAL TRAILS RESERVE FUND			<u>47,470</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 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.

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

Historical Data			Budget for Fiscal Year 7/1/18 - 6/30/19			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18				
Resources						
659,768	1,167,761	665,800	Beginning Fund Balance	880,200	880,200	
267,756	-		Prior Period Adjustment			
49,256			Grant/Loan Proceeds			
Charges for Services						
752,610	752,610	752,610	Water			
963,510	763,510	763,510	Sewer			
-	-	-	Sewer Surcharge	-	-	-
1,716,120	1,516,120	1,516,120	Total Charges for Services	-	-	-
Transfer from Other Fund						
81,000	81,000	346,000	General Fund			
91,526	-	-	Landfill Reserve Fund			
28,068	-	-	CSO Maintenance Fund			
-	-	-	Public Works Fund	1,258,620	1,258,620	
-	-	75,000	Combined Sewer Overflow Debt Service Fund	75,000	75,000	
-	-	-	Housing Rehabilitation Fund	-	-	-
200,594	81,000	421,000	Total Transfers	1,333,620	1,333,620	-
58,972	95,643	2,000	Miscellaneous			
2,777	7,573	-	Interest on Investments	12,000	12,000	-
2,955,243	2,868,097	2,604,920	Total Resources	2,225,820	2,225,820	-
Requirements						
Materials and Services:						
9,609	65,642	310,000	Professional Services	133,000	133,000	
558,643	340,994	690,000	Repair & Maintenance Services	800,000	800,000	-
568,252	406,636	1,000,000	Total Materials and Services	933,000	933,000	-
Capital Outlay:						
121,689	24,640	284,400	Improvements Other Than Bldgs	-	-	-
			Machinery & Equipment	374,000	374,000	-
121,689	24,640	284,400	Total Capital Outlay	374,000	374,000	-
Debt Service:						
736,133	560,700	846,480	Principal	275,740	275,740	
147,048	129,054	116,300	Interest	86,410	86,410	-
883,181	689,754	962,780	Total Debt Service	362,150	362,150	-
Transfer to Other Funds						
200,000	200,000	200,000	Public Works Capital Reserve Fund	300,000	300,000	
14,360	3,970	4,000	E Astoria Waterline Debt Service Fund	-	-	-
-	4,860	31,990	7th Street Dock Debt Service Fund	-	-	-
214,360	208,830	235,990	Total Transfers to Other Funds	300,000	300,000	-
-	-	121,750	Contingency	256,670	256,670	-
1,787,482	1,329,860	2,604,920	Total Expenditures	2,225,820	2,225,820	-
1,167,761	1,538,237	-	Ending Fund Balance	-	-	-
2,955,243	2,868,097	2,604,920	Total Requirements	2,225,820	2,225,820	-

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

PUBLIC WORKS IMPROVEMENT FUND (176 0000)			
<u>Materials and Services (620 - 660)</u>			
620	4540	Professional Services	
		CSO Modeling	55,000
		WWTP Headworks Concept Design	10,000
		Water Rights	5,000
		Clear Well Pre-Design	10,000
		Cedar Creek Bridge Concept Plan	10,000
		Sub-total Professional Services	90,000
<u>Repair & Maintenance Services (660)</u>			
Sewer:			
660	5790	Sewer Main Rehabilitation	300,000
		Sub-total Sewer Projects	300,000
Stormwater:			
660	5793	Stormwater Main Rehabilitation / Replacement	200,000
		Sub-total Stormwater Projects	200,000
Water:			
660	5795	Water Main Rehabilitation / Replacement	300,000
		Sub-total Water Projects	300,000
660	5825	General Repair & Maintenance Services	
		Headworks Dam Maintenance	30,000
		Street Ends (Other Half in Promote Astoria)	13,000
		Sub-total General Repair & Maint. Services	43,000
TOTAL MATERIALS & SERVICES			933,000
<u>Capital Outlay (720 - 740)</u>			
740	6650	Machinery and Equipment	
		Case 580 SN Backhoe (Replace 1989 Backhoe)	120,000
		Contact Chamber Slide Gate (Replace 1975 Eqpt)	26,000
		Public Works Shops Roof	75,000
		Diagnostic Scanner (Replace older scanner)	14,000
		6 Yard Dump Truck (Replace 1999 Unit - Safety Concern)	110,000
		4 x 4 Ford Pickup (Replace 1988 Truck)	29,000
		Sub Total Machinery and Equipment	374,000
TOTAL CAPITAL OUTLAY			374,000

PUBLIC WORKS IMPROVEMENT FUND (176 0000)			
<u>Debt Service (810)</u>			
		IFA L04001 Skyline Water Tank Loan	
810	6910	Principal	63,320
810	6915	Interest	31,750
		IFA S08003 Reservoir Covers	
810	6920	Principal	158,560
810	6925	Interest	20,060
		IFA Y10002 Bear Cr Dam - Waterline Replacement	
810	6930	Principal	28,710
810	6935	Interest	21,280
		IFA Y12006 WW Treatment Plant Construction	
810	6947	Principal - Y12006 WWTP Construction	25,150
810	6949	Interest - Y12006 WWTP Construction	13,320
		Sub Total Debt Service - Principal	275,740
		Sub Total Debt Service - Interest	86,410
TOTAL DEBT SERVICE			362,150
<hr/>			
<u>Transfer to Other Funds (850)</u>			
850	7546	Public Works Capital Reserve Fund Future Capital Projects	300,000
Sub-total of Transfer to Other Funds			300,000
<u>Contingent Expenditures (910)</u>			
910	8020	Contingency	256,670
Sub-total Contingency			256,670
<u>Ending Fund Balance (950)</u>			0
950	8520	Unappropriated Ending Fund Balance	-
TOTAL PUBLIC WORKS IMPROVEMENT FUND			2,225,820

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 Slow Sand Filter Project which began in FY 17-18 along with an additional \$ 100,000 for future projects.

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 7/1/18 - 6/30/19</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	<u>Resources and Requirements</u>	<u>Proposed by Budget Officer</u>	<u>Approved by Budget Committee</u>	<u>Adopted by Governing Body</u>
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18				
<u>Resources</u>						
600,000	801,613	1,006,000	Beginning Fund Balance	286,100	286,100	-
1,613	9,027	-	Interest Earnings	1,960	1,960	-
	4,664		Transfer from Other Fund			
<u>200,000</u>	<u>200,000</u>	<u>200,000</u>	Public Works Improvement Fund	<u>300,000</u>	<u>300,000</u>	<u>-</u>
<u>801,613</u>	<u>1,015,304</u>	<u>1,206,000</u>	Total Resources	<u>588,060</u>	<u>588,060</u>	<u>-</u>
<u>Requirements</u>						
<u>Capital Outlay</u>						
-	-	1,206,000	PW Capital Projects	<u>460,000</u>	<u>460,000</u>	-
-	-	1,206,000	Total Capital Outlay	460,000	460,000	-
-	-	-	Contingency	<u>100,000</u>	<u>100,000</u>	-
-	-	1,206,000	Total Expenditures	560,000	560,000	-
<u>801,613</u>	<u>1,015,304</u>	<u>-</u>	Ending Fund Balance	<u>28,060</u>	<u>28,060</u>	<u>-</u>
<u>801,613</u>	<u>1,015,304</u>	<u>1,206,000</u>	Total Requirements	<u>588,060</u>	<u>588,060</u>	<u>-</u>

2018 / 19 Budget Detail Information

<u>PUBLIC WORKS CAPITAL RESERVE FUND (178 0000)</u>			
		<u>Capital Outlay</u>	
730	6500	PW Capital Projects	460,000
910	8020	<u>Contingency</u>	100,000
950	8520	<u>Ending Fund Balance</u>	<u>28,060</u>
TOTAL PUBLIC WORKS CAPITAL RESERVE FUND			588,060

FUND: COMBINED SEWER OVERFLOW (CSO) FUND #s 180, 183 and 184

Basic Objectives

Fund # 180 was established to account for appropriation related to the ongoing maintenance of the combined sewer overflow projects completed for Denver Street storage and the 11th Street separation projects. Maintenance included monitoring combined sewer overflow outfalls and disconnecting roof drains and parking lot catch basins. As of FYE June 30, 2015, the activities of this CSO maintenance fund became part of Stormwater and Sewer departments of the Public Works Fund. Prior year transactions will be shown for historical purposes.

Fund # 183 resources and appropriations were established for the purpose of completing the 11th Street CSO separation project. This project started in April 2013 and was completed during the summer of 2014. This fund was closed in FY 2014-2015 and the budget is presented for historical reference.

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

Staffing

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

City of Astoria, Oregon
Budget Document

COMBINED SEWER OVERFLOW (CSO) MAINTENANCE FUND # 180

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/18 - 6/30/19</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18				
<u>Resources</u>						
94,822			Beginning Fund Balance			
(66,754)		-	Prior Period Adjustment	-	-	-
-	-	-	Intergovernmental Revenue			
-	-	-	Interest on Investments			
-	-	-	Charges for Services	-	-	-
<u>28,068</u>	<u>-</u>	<u>-</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
<u>Requirements</u>						
Personnel Services:						
			Regular Salaries			
			FICA Taxes			
			Insurance			
			Retirement Contributions			
-	-	-	Workers' Compensation	-	-	-
-	-	-	Total Personnel Services	-	-	-
Materials and Services:						
			Repair & Maintenance Supplies			
			Professional Services			
			Communications			
			Public Utility Services			
-	-	-	Repair & Maintenance Services	-	-	-
-	-	-	Total Materials and Services	-	-	-
Capital Outlay:						
			Machinery & Equipment			
-	-	-		-	-	-
<u>28,068</u>	<u>-</u>	<u>-</u>	Transfer to Other fund			
			Public Works Improvement Fund	-	-	-
<u>28,068</u>	<u>-</u>	<u>-</u>	Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>
-	-	-	Ending Fund Balance	-	-	-
<u>28,068</u>	<u>-</u>	<u>-</u>	Total Requirements	<u>-</u>	<u>-</u>	<u>-</u>

2018 / 19 Detail Budget Information

COMBINED SEWER OVERFLOW (CSO)

850	7557	<u>Transfer to Other Fund</u>	
		Public Works Improvement Fund	-
TOTAL CSO 11th STREET SEPARATION FUND			-

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

Budget for Fiscal Year 7/1/18- 6/30/19

<u>Historical Data</u>			Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Actual Data</u> FYE 6/30/16	<u>Actual Data</u> FYE 6/30/17	<u>Adopted Budget</u> FYE 6/30/18				
<u>Resources</u>						
13,090		-	Beginning Fund Balance			
22,965		-	Intergovernmental			
-	-	-	Loan Proceeds			
179	-	-	Interest in Investments	-	-	-
<u>36,234</u>	<u>-</u>	<u>-</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
<u>Requirements</u>						
Materials and Services:						
-	-	-	Professional Services	-	-	-
-	-	-	Total Materials and Services	-	-	-
Capital Outlay:						
-	-	-	Improvements Other Than Bldgs	-	-	-
36,234	-	-	Transfer Out: Public Works Improvement Fund	-	-	-
36,234	-	-	Total Expenditures	-	-	-
-	-	-	Ending Fund Balance	-	-	-
<u>36,234</u>	<u>-</u>	<u>-</u>	Total Requirements	<u>-</u>	<u>-</u>	<u>-</u>

2018 / 19 Detail Budget Information

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

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

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/18- 6/30/19</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18				
<u>Resources</u>						
865,687	(357,780)	-	Beginning Fund Balance	-	-	-
2,775,933	1,352,476	-	Loan Proceeds	-	-	-
227,425	297,576	-	Intergovernmental Revenue	-	-	-
34	28	-	Interest on Investments	-	-	-
51,757	-	-	Miscellaneous Revenue	-	-	-
<u>3,920,836</u>	<u>1,292,300</u>	<u>-</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
<u>Requirements</u>						
Materials and Services:						
46,745	80,499	-	Professional Services	-	-	-
46,745	80,499	-	Total Materials and Services	-	-	-
Capital Outlay:						
4,231,871	1,193,693	-	Improvements Other Than Bldgs	-	-	-
-	-	-	Contingency	-	-	-
-	18,108	-	Transfer to Other Funds - CSO Debt Service	-	-	-
4,278,616	1,292,300	-	Total Expenditures	-	-	-
(357,780)	-	-	Ending Fund Balance	-	-	-
<u>3,920,836</u>	<u>1,292,300</u>	<u>-</u>	Total Requirements	<u>-</u>	<u>-</u>	<u>-</u>

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

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

FUND: WATERFRONT BRIDGES REPLACEMENT PROJECT FUND # 190

Basic Objectives

This fund was established by the adoption of City Council Resolution No. 18-04 on February 26, 2018. Where the City numbered streets between 6th and 11th Streets meet the Columbia River, a short bridge connects the solid-ground road to the over-water pier structure. These waterfront bridge structures are of utmost importance to the City as they provide access to critical portions of our waterfront. In September 2014, the City entered into an Intergovernmental Agreement with the Oregon Department of Transportation (ODOT) for the design phase of the Waterfront Bridges Replacement Project to replace these six structures. In February 2017, Council authorized City staff to apply for loan funding from Business Oregon Infrastructure Finance Authority (IFA) for the City match and expenses not covered by the project during construction. The remaining match amount of \$1,455,561 is proposed to be paid by the IFA loan that will be paid back by the City's future STP funds. Current project schedule anticipates construction of the odd numbered street structures (7th St, 9th St and 11th St) to begin by October 1, 2018 and the even numbered street structures (6th St, 8th St and 10th St) to begin after September 3, 2019.

Staffing

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

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WATERFRONT BRIDGES REPLACEMENT PROJECT FUND # 190

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/18 - 6/30/19</u>			
<u>Actual Data</u> FYE 6/30/16	<u>Actual Data</u> FYE 6/30/17	<u>Adopted Budget</u> FYE 6/30/18	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Resources</u>						
-	-	-	Beginning Fund Balance	-	-	
-	-	-	Intergovernmental Revenue	-	-	
-	-	1,200,000	Loan Proceeds	255,561	255,561	
-	-	-	Miscellaneous	-	-	
-	-	-	Interest on Investments	1,000	1,000	-
-	-	1,200,000	Total Resources	256,561	256,561	-
<u>Requirements</u>						
Capital Outlay:						
-	-	1,200,000	Improvements Other Than Bldgs	255,561	255,561	-
-	-	-	Contingency	1,000	1,000	-
-	-	1,200,000	Total Expenditures	256,561	256,561	-
-	-	-	Ending Fund Balance	-	-	-
-	-	1,200,000	Total Requirements	256,561	256,561	-

2018 / 19 Detail Budget Information

WATERFRONT BRIDGES REPLACEMENT PROJECT FUND # 190

730	6500	Capital Outlay (730)	
		Improvements Other Than Buildings	255,561
		Contingency	1,000
		Ending Fund Balance	-
TOTAL CSO 16th STREET SEPARATION FUND			256,561

FUND: LOCAL IMPROVEMENT DEBT SERVICE # 250

Basic Objectives

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

Funds are reserved as a Due to Other Fund liability in the amount of \$ 250,800 to help defer anticipated PERS increases.

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 7/1/18 - 6/30/19</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 6/30/16	FYE 6/30/17	FYE 6/30/18				
Resources						
122,662	202,785	184,160	Beginning Fund Balance	200,150	200,150	
2,123	4,142	3,000	Interest Earnings	7,500	7,500	
100,000	-	-	Transfers from Other Funds	-	-	-
<u>224,785</u>	<u>206,927</u>	<u>187,160</u>	Total Resources	<u>207,650</u>	<u>207,650</u>	<u>-</u>
Requirements						
Materials and Services						
-	-	-	Professional Services	-	-	-
Transfer to Other Funds						
22,000	22,000	22,000	General Fund	50,000	50,000	-
22,000	22,000	22,000	Total Transfers	50,000	50,000	-
-	-	-	Loss on Sale of Asset	-	-	-
-	-	-	Contingency	20,000	20,000	-
22,000	22,000	22,000	Total Expenditures	70,000	70,000	-
<u>202,785</u>	<u>184,927</u>	<u>165,160</u>	Ending Fund Balance	<u>137,650</u>	<u>137,650</u>	-
<u>224,785</u>	<u>206,927</u>	<u>187,160</u>	Total Requirements	<u>207,650</u>	<u>207,650</u>	<u>-</u>

2018 / 19 Budget Detail Information

LOCAL IMPROVEMENT DEBT SERVICE FUND (250 0000)

850	7567	Transfers to Other Funds		
		General Fund	50,000	50,000
TOTAL TRANSFERS TO OTHER FUNDS				
910	8020	Contingency		20,000
950	8520	Ending Fund Balance		<u>137,650</u>
TOTAL LOCAL IMPROVEMENT DEBT SERVICE FUND				<u>207,650</u>

FUND: EAST ASTORIA WATERLINE DEBT SERVICE # 265

Basic Objectives

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

The final payment on IFA Loan # G97005 was made December 1, 2017. A residual balance is budgeted for transfer to the General Fund as designated in the original resolution.

Staffing

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

City of Astoria, Oregon
Budget Document

EAST ASTORIA WATERLINE DEBT SERVICE FUND # 265

Historical Data			Budget for Fiscal Year 7/1/18 - 6/30/19			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18				
Resources						
69,866	49,503	26,060	Beginning Fund Balance	14,750	14,750	
247	4,166	60	Interest Earnings			
			Transfer from Other Funds			
9,490	3,970	4,000	Public Works Improvement Fund			
39,356	35,446	39,360	Miscellaneous	-	-	-
<u>118,959</u>	<u>93,085</u>	<u>69,480</u>	Total Resources	<u>14,750</u>	<u>14,750</u>	<u>-</u>
Requirements						
Debt Service						
60,003	60,503	66,040	Principal	-	-	-
9,453	6,453	3,370	Interest	-	-	-
<u>69,456</u>	<u>66,956</u>	<u>69,410</u>	Total Debt Service	<u>-</u>	<u>-</u>	<u>-</u>
Transfer to Other Funds						
-	-	-	Transfer to General Fund	14,750	14,750	-
-	-	-	Total Transfer to Other Funds	<u>14,750</u>	<u>14,750</u>	<u>-</u>
-	-	-	Contingency	-	-	-
69,456	66,956	69,410	Total Expenditures	<u>14,750</u>	<u>14,750</u>	<u>-</u>
49,503	26,129	70	Ending Fund Balance	-	-	-
<u>118,959</u>	<u>93,085</u>	<u>69,480</u>	Total Requirements	<u>14,750</u>	<u>14,750</u>	<u>-</u>

2018 / 19 Detail Budget Information

EAST ASTORIA WATERLINE DEBT SERVICE FUND (265 0000)

Transfer to Other Funds			
850	7555	Transfer to General Fund	<u>14,750</u>
TOTAL TRANSFER TO OTHER FUNDS			<u>14,750</u>
Contingency			-
Ending Fund Balance			-
TOTAL EAST ASTORIA WATERLINE DEBT SERVICE FUND			<u>14,750</u>

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

Basic Objectives

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

IFA Loan # L98005 was retired December 1, 2017, six years ahead of schedule due to early payoff by benefited property owners of assessments. The residual balance is budgeted for transfer to the General Fund as designated in the original fund resolution.

Staffing

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

City of Astoria, Oregon
Budget Document

7th STREET DOCK LOCAL IMPROVEMENT DEBT SERVICE FUND # 267

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/18 - 6/30/19</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 6/30/16</u>	<u>FYE 6/30/17</u>	<u>FYE 6/30/18</u>				
<u>Resources</u>						
21,303	60,175	51,400	Beginning Fund Balance	395	395	
150	516	60	Interest Earnings	-	-	
			Transfer from Other Funds			
4,870	4,860	30,390	Public Works Improvement Fund	-	-	
47,933	-	-	Miscellaneous	-	-	-
<u>74,256</u>	<u>65,551</u>	<u>81,850</u>	Total Resources	<u>395</u>	<u>395</u>	<u>-</u>
<u>Requirements</u>						
Debt Service						
8,334	8,834	78,610	Principal	-	-	-
5,747	5,246	3,150	Interest	-	-	-
<u>14,081</u>	<u>14,080</u>	<u>81,760</u>	Total Debt Service	<u>-</u>	<u>-</u>	<u>-</u>
Transfer to Other Funds						
-	-	-	Transfer to General Fund	395	395	-
-	-	-	Total Transfer to Other Funds	<u>395</u>	<u>395</u>	<u>-</u>
-	-	-	Contingency	-	-	-
14,081	14,080	81,760	Total Expenditures	<u>395</u>	<u>395</u>	<u>-</u>
60,175	51,471	90	Ending Fund Balance	-	-	-
<u>74,256</u>	<u>65,551</u>	<u>81,850</u>	Total Requirements	<u>395</u>	<u>395</u>	<u>-</u>

2018 / 19 Detail Budget Information

7th STREET DOCK DEBT SERVICE FUND (267 0000)

<u>Transfer to Other Funds</u>			
850	7555	Transfer to General Fund	<u>395</u>
TOTAL TRANSFER TO OTHER FUNDS			<u>395</u>
Contingency			-
Ending Fund Balance			<u>-</u>
TOTAL 7th STREET DOCK DEBT SERVICE FUND			<u>395</u>

FUND: COMBINED SEWER OVERFLOW DEBT SERVICE FUND # 270

Basic Objectives

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

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

Staffing

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

City of Astoria, Oregon
Budget Document

COMBINED SEWER OVERFLOW (CSO) DEBT SERVICE FUND # 270

Historical Data			Budget for Fiscal Year 7/1/18 - 6/30/19			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18				
<u>Resources</u>						
1,218,167	1,028,050	963,340	Beginning Fund Balance	750,000	750,000	
1,296,048	1,627,650	1,871,540	Charges for Service	1,939,400	1,939,400	
5,048	8,572	6,900	Interest Earnings	9,600	9,600	
			Transfer from Other Fund			
-	18,108	-	To Close CSO Project Fund #184	-	-	-
<u>2,519,263</u>	<u>2,682,380</u>	<u>2,841,780</u>	Total Resources	<u>2,699,000</u>	<u>2,699,000</u>	<u>-</u>
<u>Requirements</u>						
Materials & Services:						
60,339	56,471	52,500	Professional Services	48,430	48,430	
Debt Service						
986,497	1,012,292	1,037,410	Principal	1,264,190	1,264,190	
444,377	418,583	676,220	Interest	503,820	503,820	-
<u>1,430,874</u>	<u>1,430,875</u>	<u>1,713,630</u>	Total Debt Service	<u>1,768,010</u>	<u>1,768,010</u>	<u>-</u>
Transfer to Other Funds						
-	-	75,000	Public Works Improvement Fund	75,000	75,000	
-	-	75,000	Public Works Fund	75,000	75,000	-
-	-	150,000	Total Transfer to Other Funds	<u>150,000</u>	<u>150,000</u>	<u>-</u>
-	-	50,000	Contingency	50,000	50,000	
1,491,213	1,487,346	1,966,130	Total Expenditures	2,016,440	2,016,440	
<u>1,028,050</u>	<u>1,195,034</u>	<u>875,650</u>	Ending Fund Balance	<u>682,560</u>	<u>682,560</u>	<u>-</u>
<u>2,519,263</u>	<u>2,682,380</u>	<u>2,841,780</u>	Total Requirements	<u>2,699,000</u>	<u>2,699,000</u>	<u>-</u>

COMBINED SEWER OVERFLOW (CSO) DEBT SERVICE FUND (270 0000)			
<u>Materials and Services (620)</u>			
620	4560	Professional Services DEQ Administrative Fees	48,430
		Sub-total of Materials & Services	48,430
TOTAL MATERIALS & SERVICES			48,430
<u>Debt Service (810)</u>			
810	6940	Principal-CSO Loan #11790	197,200
810	6945	Interest-CSO Loan #11790	53,860
810	6950	Principal-CSO Loan #11791	139,960
810	6955	Interest-CSO Loan #11791	45,400
810	6960	Principal-CSO Loan #11792	231,160
810	6965	Interest-CSO Loan #11792	77,790
810	6936	Principal-CSO Loan #11793	163,270
810	6938	Interest-CSO Loan #11793	73,900
810	6934	Principal-CSO Loan #R06117 ARRA	100,000
810	6984	Principal-CSO Loan IFA #Y12004	231,660
810	6985	Interest-CSO Loan IFA #Y12004	116,800
810	6986	Principal-CSO Loan IFA #Y14006	200,940
810	6987	Interest-CSO Loan IFA #Y14006	136,070
		Sub Total Debt Service - Principal	1,264,190
		Sub Total Debt Service - Interest	503,820
TOTAL DEBT SERVICE			1,768,010
<u>Transfer to Other Funds (850)</u>			
850	7557	Public Works Improvement Fund	75,000
850	7550	Public Works Fund	75,000
		Sub-total of Transfer to Other Funds	150,000
<u>Contingent Expenditures (910)</u>			
910	8020	Contingency	50,000
		Sub-total of Contingent Expenditures	50,000
<u>Ending Fund Balance (950)</u>			
950	8520	Ending Unencumbered Fund Balance	682,560
		Sub-total of Ending Fund Balance	682,560
TOTAL CSO DEBT SERVICE FUND			2,699,000

ENTERPRISE FUNDS

FUND: PUBLIC WORKS

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

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

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

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

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

Staffing

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

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

City of Astoria, Oregon
Budget Document

PUBLIC WORKS FUND # 301

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/18 - 6/30/19</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	<u>Resources & Requirements</u>	<u>Proposed by</u>	<u>Approved by</u>	<u>Adopted by</u>
<u>FYE 6/30/16</u>	<u>FYE 6/30/17</u>	<u>FYE 6/30/18</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	
<u>Resources</u>						
44,741,796	46,282,294	1,000,000	Beginning Fund Balance	855,000	855,000	
(595,338)	-		Prior Period Adjustments			
Charges for Services:						
23,038	8,801	-	Engineering	-	-	
2,707,114	2,825,606	2,886,500	Water	3,539,520	3,539,520	
1,334,777	1,317,498	1,185,000	Sewer	2,020,470	2,020,470	
-	-	-	Streets	-	-	
4,064,929	4,151,905	4,071,500	Total Charges for Services	5,559,990	5,559,990	-
Transfers from Other Funds:						
458,500	449,500	475,000	State Tax Street Fund	615,000	615,000	
31,790	30,475	40,000	General Fund	40,000	40,000	
36,234	-	-	Landfill Reserve Fund	-	-	
		75,000	CSO Debt Service Fund	75,000	75,000	
4,246	8,409	2,500	Interest	12,000	12,000	
70,676	33,485	75,000	Miscellaneous	75,000	75,000	
<u>48,812,833</u>	<u>50,956,068</u>	<u>5,739,000</u>	Total Resources	7,231,990	7,231,990	-
<u>Requirements</u>						
Expenditures by Department:						
976,734	995,904	1,082,620	Engineering	1,106,860	1,106,860	
421,713	430,492	541,000	Shop and Yard	568,150	568,150	
465,634	470,739	600,615	Streets	616,920	616,920	
39,243	26,358	84,180	Sanitation	87,080	87,080	
936,754	920,891	1,116,900	Sewer	1,204,370	1,204,370	
131,959	152,263	212,210	Stormwater	221,010	221,010	
1,222,712	1,331,208	1,505,105	Water	1,606,950	1,606,950	
-	-	181,770	Contingency	141,230	141,230	
4,194,749	4,327,855	5,324,400	Total Expenditures by Department	5,552,570	5,552,570	-
Transfers to Other Departments						
-	-	-	Emergency Communications	6,200	6,200	
-	-	-	Public Works Improvement Fund	1,258,620	1,258,620	
379,000	379,000	414,600	General Fund	414,600	414,600	
379,000	379,000	414,600	Total Transfers to Other Departments	1,679,420	1,679,420	-
4,573,749	4,706,855	5,739,000	Total Expenditures	7,231,990	7,231,990	-
Accrual Adjustments for:						
(2,972,893)	(255,706)	-	Depreciation	-	-	
933,667	224,141	-	Capitalized Expenditures-GASB 68	-	-	
(3,984)	(15,053)	-	Net OPEB Obligations	-	-	
<u>46,282,294</u>	<u>46,295,831</u>	<u>-</u>	Ending Fund Balance	-	-	
<u>48,812,833</u>	<u>50,956,068</u>	<u>5,739,000</u>	Total Requirements	7,231,990	7,231,990	-

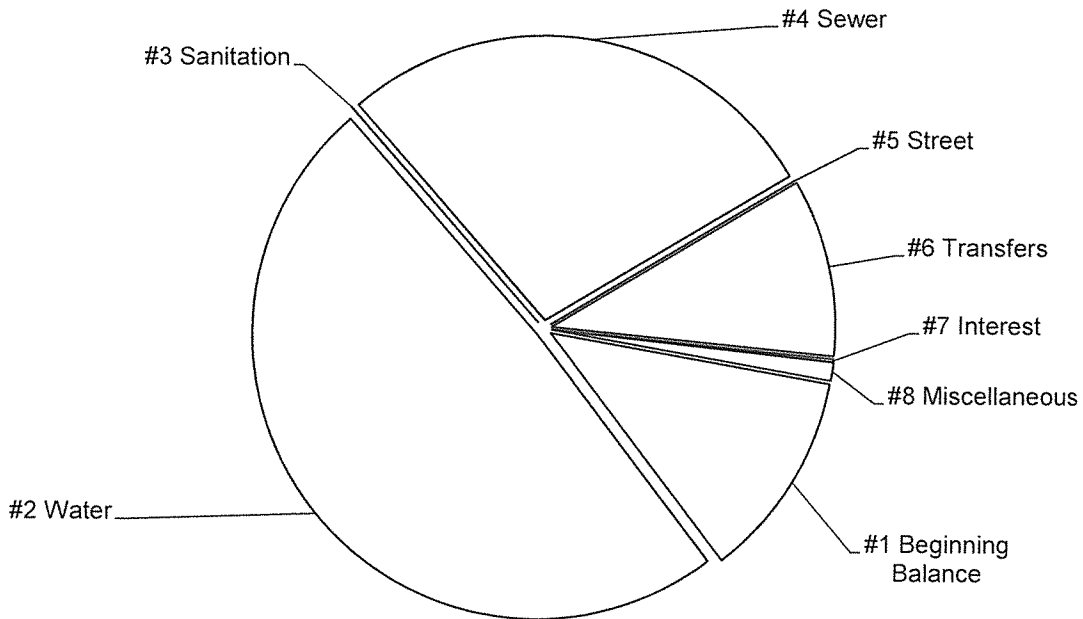
NOTE: Generally Accepted Accounting Principles (GAAP) require a business-type fund to maintain its budgetary fund balance on a full accrual basis. The fund balances for the June 30, 2016 and 2017 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the Public Works Fund at June 30, 2016 was \$ 931,227 and at June 30, 2017 was \$ 941,274.

City of Astoria, Oregon
Public Works Fund Resources
Year Beginning July 1, 2018

Segment #	Resources	Amount	Percentage
1	Beginning Fund Balance	855,000	11.82%
2	Charges for Water Services	3,539,520	48.94%
3	Charges for Sanitation Services	0	0.00%
4	Charges for Sewer Services	2,020,470	27.94%
5	Charges for Street Services	0	0.00%
6	Transfers from Other Funds	730,000	10.09%
7	Interest Earnings	12,000	0.17%
8	Miscellaneous	<u>75,000</u>	<u>1.04%</u>
	Total Resources	<u>7,231,990</u>	<u>100.00%</u>

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

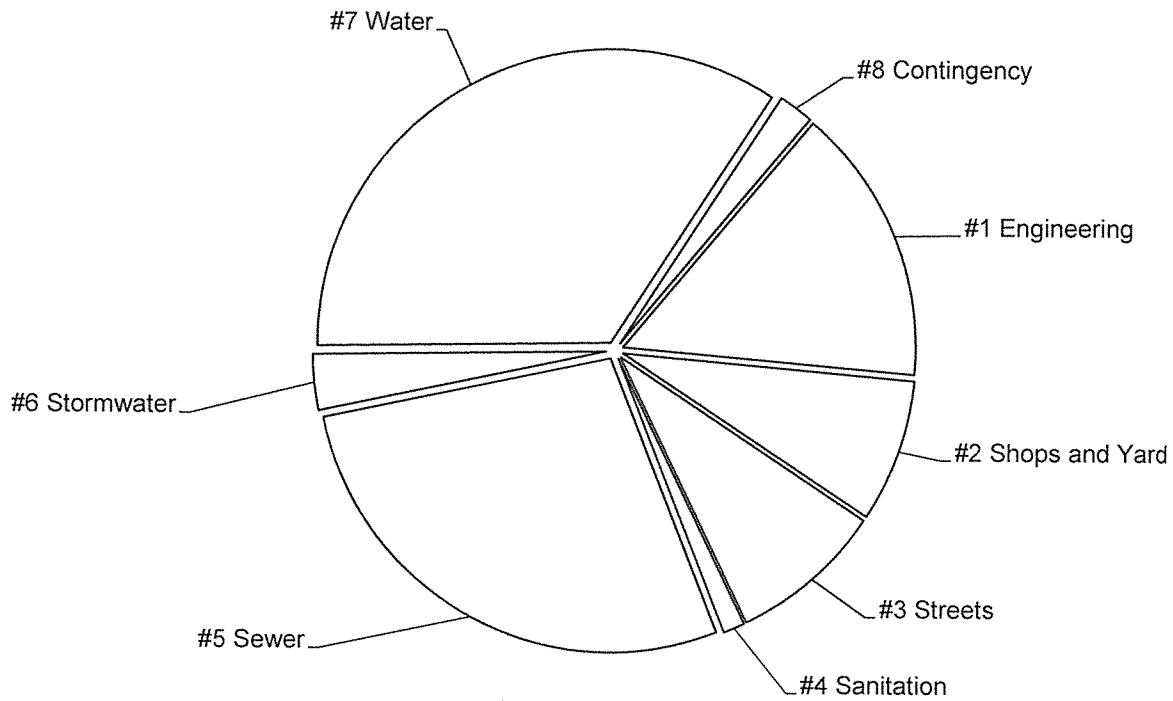
\$ 475,000 is transferred in from the State Tax Street Fund, which receives State of Oregon gas tax revenues. This transfer subsidizes the cost of maintaining City streets.



City of Astoria, Oregon
Public Works Fund Requirements
Year Beginning July 1, 2018

Segment #	Requirements	Amount	Percentage
1	Engineering	1,106,860	15.31%
2	Shops and Yard	568,150	7.86%
3	Streets	616,920	8.53%
4	Sanitation	87,080	1.20%
5	Sewer	2,002,620	27.69%
6	Stormwater	221,010	3.06%
7	Water	2,488,120	34.40%
8	Contingency	<u>141,230</u>	<u>4.68%</u>
	Total Requirements	<u>7,231,990</u>	<u>100.00%</u>

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



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

Summary of Expenditures

Historical Data			Budget for Fiscal Year 7/1/18 - 6/30/19				
Actual Data		Adopted Budget	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18					
			Personnel Services:				
902,431	900,474	977,200	Engineering	1,009,900	1,009,900		
316,534	316,787	412,800	Shop & Yard	433,540	433,540		
223,269	215,791	285,780	Streets	300,170	300,170		
16,542	6,815	45,630	Sanitation	48,020	48,020		
557,794	520,379	565,200	Sewer	600,770	600,770		
78,467	76,121	98,760	Stormwater	102,060	102,060		
807,864	880,953	945,640	Water	996,190	996,190	-	
2,902,901	2,917,320	3,331,010	Total Personnel Services	3,490,650	3,490,650	-	
30.2	29.9	34.7		FTEs 35.5	35.5		
			Materials & Services:				
64,158	82,293	94,420	Engineering	89,460	89,460		
105,179	110,064	125,800	Shop & Yard	127,110	127,110		
242,365	254,948	314,835	Streets	315,250	315,250		
22,701	19,543	37,750	Sanitation	39,060	39,060		
378,960	388,339	547,200	Sewer	587,600	587,600		
53,492	74,634	113,450	Stormwater	118,950	118,950		
402,890	420,813	547,865	Water	574,060	574,060	-	
1,269,745	1,350,634	1,781,320	Total Materials & Services	1,851,490	1,851,490	-	
			Capital Outlay:				
10,145	13,137	11,000	Engineering	7,500	7,500		
-	3,641	2,400	Shop & Yard	7,500	7,500		
-	-	-	Streets	1,500	1,500		
-	-	800	Sanitation	-	-		
-	12,173	4,500	Sewer	16,000	16,000		
-	1,508	-	Stormwater	-	-		
11,958	29,442	11,600	Water	36,700	36,700	-	
22,103	59,901	30,300	Total Capital Outlay	69,200	69,200	-	
			Transfers to Other Funds:				
			Emergency Communications	6,200	6,200		
			Public Works Improvement Fund	1,258,620	1,258,620		
379,000	379,000	414,600	General Fund	414,600	414,600	-	
379,000	379,000	414,600	Total Transfers to Other Funds	1,679,420	1,679,420	-	
-	-	181,770	Contingency	141,230	141,230	-	
4,573,749	4,706,855	5,739,000	Total Expenditures	7,231,990	7,231,990	-	

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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

Historical Data			Budget for Fiscal Year 7/1/18 - 6/30/19			
Actual Data		Adopted Budget	Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18		Budget Officer	Budget Committee	Governing Body
Personnel Services:						
590,042	602,169	646,510	Regular Salaries	641,340	641,340	
-	85	2,000	Overtime	2,050	2,050	
31,332	8,040	4,200	Extra Help	4,580	4,580	
46,086	45,526	50,260	FICA Taxes	49,570	49,570	
116,715	121,411	137,890	Insurance	187,900	187,900	
94,960	95,331	120,720	Retirement Contributions	112,480	112,480	
23,296	27,912	15,620	Workers' Compensation	11,980	11,980	-
902,431	900,474	977,200	Total Personnel Services	1,009,900	1,009,900	-
8.2	8.0	8.9	FTEs	9.2	9.2	
Materials and Services:						
7,153	5,396	11,000	Office Supplies	11,000	11,000	
3,483	4,116	4,500	Operating Supplies	4,500	4,500	
3,324	1,476	2,500	Repair & Maintenance Supplies	2,500	2,500	
158	85	1,460	Small Tools & Minor Equipment	1,460	1,460	
639	3,458	1,000	Training	1,000	1,000	
1,575	383	5,000	Conferences, Meetings & Travel	5,000	5,000	
850	885	900	Memberships & Dues	920	920	
266	62	500	Advertising	500	500	
23,339	44,136	39,100	Professional Services	34,100	34,100	
4,023	2,850	4,100	Communications	4,100	4,100	
3,073	5,012	6,500	Repair & Maintenance Services	7,000	7,000	
255	300	360	Licenses and Permits	380	380	
-	-	-	Miscellaneous	-	-	
16,020	14,134	17,500	Technology Services	17,000	17,000	-
64,158	82,293	94,420	Total Materials and Services	89,460	89,460	-
Capital Outlay:						
10,145	13,137	11,000	Machinery & Equipment	7,500	7,500	-
10,145	13,137	11,000	Total Capital Outlay	7,500	7,500	-
976,734	995,904	1,082,620	Total Expenditures	1,106,860	1,106,860	-

PUBLIC WORKS FUND (301)

ENGINEERING (3700)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	641,340
410	2045	Overtime	2,050
410	2085	Extra Help	4,580
415	2220	FICA	49,570
415	2230	Insurance	187,900
415	2235	Retirement Contributions	112,480
415	2240	Workers' Compensation	11,980

TOTAL PERSONNEL SERVICES

FTEs

9.2

1,009,900

Materials and Services (510 - 685)

510	3045	General Office Supplies	11,000	
		Sub-total of Office Supplies		11,000
515	3120	Books / Periodicals	500	
515	3180	Fuel, Oil, Lubricants	3,000	
515	3310	General Operating Supplies	1,000	
		Sub-total of Operating Supplies		4,500
525	3525	Motor Vehicle Repair Parts	2,500	
		Sub-total of Repair & Maintenance Supplies		2,500
530	3720	Small Tools	1,000	
530	3730	Steel Toe Boots	460	
		Sub-total of Small Tools & Minor Equipment		1,460
610	4115	Workshops	1,000	
		Sub-total of Training		1,000
615	4260	Travel, Conference and Meeting Expense	5,000	
		Sub-total of Travel, Conferences & Meetings		5,000
620	4390	Network Maintenance	15,750	
620	4395	Email Hosting	350	
620	4400	Internet Connectivity	0	
620	4498	Water System	5,000	
620	4499	Structural	5,000	
620	4500	Surveying	5,000	
620	4541	VOIP Cisco / Obsidian Support	3,000	
		Sub-total of Professional Services		34,100

PUBLIC WORKS FUND (301)

ENGINEERING (3700)

630	4830	American Public Works Association	640	
630	4835	American Society of Civil Engineers	280	
		Sub-total of Memberships & Dues		920
635	4920	Cell Phones	3,600	
635	4922	Conference Calls	500	
		Sub-total of Communications		4,100
640	5020	Advertising - Legal Ads / Notice	500	
		Sub-total of Advertising		500
660	5660	Engineering Plan Plotter / Scanner (Leases)	4,500	
660	5785	Motor Vehicles / Auto Body Shop	1,500	
660	5805	Survey & Other Equipment	1,000	
		Sub-total of Repair & Maintenance Services		7,000
675	6010	Professional License Renewal	380	
		Sub-total of Miscellaneous		380
685	6205	Computer Software	1,000	
685	6212	GIS Consulting	10,000	
685	6245	Computer Hardware	500	
685	6255	Software Maintenance Agreement	5,500	
		Sub-total of Technology Services		17,000

TOTAL MATERIALS & SERVICES	89,460
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Capital Outlay (740)

740	6650	Machinery & Equipment		
		Computers 2	5,000	
		Field Tablet	2,500	
		Sub-total Machinery & Equipment		7,500

TOTAL CAPITAL OUTLAY	7,500
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TOTAL ENGINEERING	1,106,860
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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 7/1/18 - 6/30/19</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18	Requirements	Budget Officer	Budget Committee	Governing Body
Personnel Services:						
195,012	198,381	240,490	Regular Salaries	251,010	251,010	
650	51	1,800	Overtime	1,800	1,800	
2,745	1,885	5,000	Extra Help	4,000	4,000	
14,316	14,509	19,960	FICA Taxes	20,500	20,500	
65,414	61,900	85,430	Insurance	94,810	94,810	
29,343	27,847	44,120	Retirement Contributions	49,600	49,600	
9,054	12,214	16,000	Workers' Compensation	11,820	11,820	-
<u>316,534</u>	<u>316,787</u>	<u>412,800</u>	Total Personnel Services	433,540	433,540	-
3.1	3.0	4.7	FTEs	4.7	4.7	
Materials and Services:						
1,023	1,450	1,900	Office Supplies	2,100	2,100	
2,561	3,647	3,800	Small Tools & Minor Equipment	4,900	4,900	
9,518	12,509	14,600	Operating Supplies	15,300	15,300	
18,690	19,119	24,000	Repair & Maintenance Supplies	22,300	22,300	
4,408	2,758	3,000	Training	4,100	4,100	
-	350	500	Printing & Binding	500	500	
21,342	19,538	24,200	Professional Services	24,130	24,130	
4,367	4,124	4,600	Communications	6,000	6,000	
15,864	19,490	20,200	Public Utility Services	21,000	21,000	
14,316	12,865	15,400	Repair & Maintenance Services	15,400	15,400	
113	-	1,000	Rentals	1,000	1,000	
5,560	4,135	1,000	Miscellaneous	1,000	1,000	
7,417	10,079	11,600	Technology Services	9,380	9,380	-
<u>105,179</u>	<u>110,064</u>	<u>125,800</u>	Total Materials and Services	127,110	127,110	-
Capital Outlay:						
-	3,641	2,400	Machinery & Equipment	7,500	7,500	-
-	3,641	2,400	Total Capital Outlay	7,500	7,500	-
<u>421,713</u>	<u>430,492</u>	<u>541,000</u>	Total Expenditures	568,150	568,150	-

PUBLIC WORKS FUND (301)

SHOP AND YARD (3800)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	251,010
410	2045	Overtime	1,800
410	2085	Extra Help	4,000
415	2220	FICA	20,500
415	2230	Insurance	94,810
415	2235	Retirement Contributions	49,600
415	2240	Workers' Compensation	11,820

TOTAL PERSONNEL SERVICES

FTEs

4.7

433,540

Materials and Services (510 - 685)

510	3030	Paper	500
510	3040	Printer, Cartridges and Supplies	1,100
510	3045	General Office Supplies	500

Sub-total of Office Supplies

2,100

515	3120	Books & periodicals	300
515	3125	Clothing, Uniforms, Boots, Gloves	2,100
515	3140	First Aid Supplies	800
515	3180	Fuel, Oil, Lubricants	8,500
515	3265	Custodial Supplies	1,800
515	3310	General Operating Supplies	1,800

Sub-total of Operating Supplies

15,300

525	3520	Building Materials / Supplies	2,000
525	3525	Motor Vehicle Repair Parts	3,500
525	3530	Tires	2,000
525	3540	Paint & Paint Supplies	1,000
525	3550	Electrical Supplies	6,000
525	3585	Safety Supplies	1,000
525	3640	Other Repair & Maintenance Supplies	6,800

Sub-total of Repair & Maintenance Supplies

22,300

530	3720	Small Tools	2,500
530	3722	Mechanics Contractual Tool Allowance	2,400

Sub-total of Small Tools

4,900

610	4085	Travel Expense - Training	2,000
610	4115	Workshops	2,100

Sub-total of Training

4,100

PUBLIC WORKS FUND (301)

SHOP AND YARD (3800)

620	4390	Network Maintenance	16,350	
620	4395	Email Hosting	350	
620	4432	Background Checks	250	
620	4510	Drug / Alcohol Testing	500	
620	4515	CDL Physicals	380	
620	4539	VOIP Cisco/Obsidian Support	2,500	
620	4540	General - Professional Services	3,800	
		Sub-total of Professional Services		24,130
635	4920	Cell Phones	2,500	
635	4930	Telephone-Century Link	3,400	
635	4975	Postage	100	
		Sub-total of Communications		6,000
650	5145	General Printing and Binding	500	
		Sub-total of Printing and Binding		500
655	5304	Electricity - 535 31st - Old Shop	1,700	
655	5307	Electricity - 550 30th - Main PW	12,000	
656	5473	Natural Gas - PW Shops	3,500	
657	5520	Sanitation - PW Shops	3,800	
		Sub-total of Public Utility Services		21,000
660	5725	Equipment Other Than Vehicles	1,000	
660	5745	Janitorial Services Agreement	9,900	
660	5785	Motor Vehicles / Auto Body Shop	500	
660	5825	General Repair and Maintenance Services	4,000	
		Sub-total of Repair and Maintenance Services		15,400
665	5865	Rentals - Equipment	1,000	
		Sub-total of Rentals		1,000
675	6010	License Renewal - Certifications and CDL	200	
675	6015	Fuel Tank Insurance 2014-2015	100	
675	6020	Permits (Tank Assessments)	150	
675	6035	General - Miscellaneous	550	
		Sub-total of Miscellaneous		1,000

PUBLIC WORKS FUND (301)			
SHOP AND YARD (3800)			
685	6205	Computer Software	0
685	6245	Computer Hardware	5,380
685	6255	Software Maintenance Agreement	4,000
		Sub-total of Technology Services	9,380
TOTAL MATERIALS & SERVICES			127,110
Capital Outlay (730 - 740)			
740	6650	500 Gallon Double Wall Oil Containment (outside)	3,600
		500 Gallon Double Wall Oil Containment (inside)	1,600
		Mobile Air Compressor	2,300
		Sub-total of Machinery & Equipment	7,500
TOTAL CAPITAL OUTLAY			7,500
TOTAL SHOP & YARD			568,150
CAPITAL IMPROVEMENT FUND - PUBLIC WORKS - SHOP & YARD			
			0
Total Capital Improvement Fund - Public Works - Shop & Yard			0
TOTAL PUBLIC WORKS SHOP & YARD - ALL FUNDS			568,150

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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

Historical Data			Budget for Fiscal Year 7/1/18 - 6/30/19			
Actual Data		Adopted Budget	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18				
			Personnel Services:			
123,441	119,772	160,330	Regular Salaries	167,340	167,340	
730	2,364	2,000	Overtime	2,000	2,000	
9,194	5,316	13,000	Extra Help	13,000	13,000	
10,083	9,714	13,310	FICA Taxes	13,670	13,670	
52,723	50,257	56,950	Insurance	63,210	63,210	
19,720	20,283	29,520	Retirement Contributions	33,070	33,070	
<u>7,378</u>	<u>8,085</u>	<u>10,670</u>	Workers' Compensation	<u>7,880</u>	<u>7,880</u>	-
223,269	215,791	285,780	Total Personnel Services	300,170	300,170	-
2.5	2.3	3.2	FTEs	3.2	3.2	
			Materials and Services:			
509	276	1,000	Small Tools & Minor Equipment	1,000	1,000	
9,366	9,105	11,550	Operating Supplies	11,800	11,800	
66,134	63,278	83,000	Repair & Maintenance Supplies	81,000	81,000	
-	10	300	Training	300	300	
6,794	5,067	10,335	Professional Services	8,300	8,300	
-	-	-	Communications	-	-	
131,858	148,250	150,150	Public Utility Services	152,150	152,150	
26,629	28,962	53,300	Repair & Maintenance Services	55,500	55,500	
-	-	4,000	Rentals	4,000	4,000	
<u>1,075</u>	<u>-</u>	<u>1,200</u>	Miscellaneous	<u>1,200</u>	<u>1,200</u>	-
242,365	254,948	314,835	Total Materials and Services	315,250	315,250	-
			Capital Outlay:			
-	-	-	Machinery & Equipment	1,500	1,500	-
-	-	-	Total Capital Outlay	-	-	-
<u>465,634</u>	<u>470,739</u>	<u>600,615</u>	Total Expenditures	<u>616,920</u>	<u>616,920</u>	-

PUBLIC WORKS FUND (301)

STREETS (3900)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	167,340
410	2045	Overtime	2,000
410	2085	Extra Help	13,000
415	2220	FICA	13,670
415	2230	Insurance	63,210
415	2235	Retirement Contributions	33,070
415	2240	Workers' Compensation	7,880

TOTAL PERSONNEL SERVICES

FTEs

3.2

300,170

Materials and Services (515 - 675)

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

Sub-total of Operating Supplies

11,800

525	3525	Motor Vehicle Repair Parts	16,500
525	3530	Tires	4,000
525	3540	Paint and Paint Supplies	27,000
525	3550	Electrical Supplies	2,500
525	3578	Road Maintenance Materials	4,000
525	3580	Signs	11,000
525	3585	Safety Supplies	2,000
525	3590	Cold Patch	3,000
525	3593	De-Icer	3,500
525	3595	Rock	2,500
525	3640	Other Repair and Maintenance Supplies	5,000

Sub-total of Repair and Maintenance Supplies

81,000

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

1,000

610	4085	Travel Expense - Training	150
610	4115	Workshops	150

Sub-total of Training

300

PUBLIC WORKS FUND (301)

STREETS (3900)

620	4460	Hazardous Tree Removal	3,000	
620	4510	Drug / Alcohol Testing	150	
620	4515	CDL Physicals	150	
620	4540	General - Professional Services	5,000	
		Sub-total of Professional Services		8,300
655	5310	Electricity - Street Lights	152,000	
657	5541	Sanitation	150	
		Sub-total of Public Utility Services		152,150
660	5725	Equipment Other Than Vehicles	1,000	
660	5785	Motor Vehicles / Auto Body Shop	5,000	
660	5815	Equipment with Operator	2,500	
660	5820	Paving, Street Repair, Concrete	18,000	
660	5825	General Repair and Maintenance Services	20,000	
660	5826	Street Sweeping Disposal	9,000	
		Sub-total of Repair & Maintenance Services		55,500
665	5865	Rentals - Equipment	1,500	
665	5875	General - Rentals	2,500	
		Sub-total of Rentals		4,000
675	6005	Licenses and Permits	100	
675	6010	License Renewal	100	
675	6035	General - Miscellaneous	1,000	
		Sub-total of Miscellaneous		1,200
TOTAL MATERIALS & SERVICES				315,250
Capital Outlay (740)				
740	6650	Machinery & Equipment Pavement Breaker	1,500	
		Sub-total of Machinery & Equipment		1,500
TOTAL CAPITAL OUTLAY				1,500
TOTAL STREETS				616,920

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 7/1/18 - 6/30/19</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
9,198	3,488	26,720	Regular Salaries	27,890	27,890	
682	134	500	Extra Help	500	500	
750	273	2,220	FICA Taxes	2,280	2,280	
3,228	1,085	9,490	Insurance	10,530	10,530	
1,457	490	4,920	Retirement Contributions	5,510	5,510	
1,227	1,345	1,780	Worker Compensation	1,310	1,310	-
16,542	6,815	45,630	Total Personnel Services	48,020	48,020	-
0.2	0.1	0.5	FTEs	0.5	0.5	
			Materials and Services:			
59	-	450	Operating Supplies	450	450	
454	370	4,500	Repair & Maintenance Supplies	4,500	4,500	
158	210	200	Memberships & Dues	210	210	
-	-	50	Advertising	50	50	
19,191	17,597	27,000	Professional Services	28,300	28,300	
269	214	350	Public Utility Services	350	350	
-	-	3,050	Repair & Maintenance Services	3,050	3,050	
-	-	1,000	Rentals	1,000	1,000	
2,570	1,152	1,150	Miscellaneous	1,150	1,150	-
22,701	19,543	37,750	Total Materials and Services	39,060	39,060	-
			Capital Outlay			
-	-	800	Machinery and Equipment	-	-	-
-	-	800	Total Capital Outlay	-	-	-
39,243	26,358	84,180	Total Expenditures	87,080	87,080	-

PUBLIC WORKS FUND (301)

SANITATION (5400)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	27,890
410	2085	Extra Help	500
415	2220	FICA	2,280
415	2230	Insurance	10,530
415	2235	Retirement Contributions	5,510
415	2240	Workers' Compensation	1,310

TOTAL PERSONNEL SERVICES

FTEs 0.5 48,020

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	1,500
525	3610	Drainage Ditch Supplies	1,000
525	3640	Other Repair and Maintenance Supplies	2,000

Sub-total of Repair and Maintenance Supplies 4,500

620	4520	Lab Testing	8,300
620	4540	Professional Services-General	20,000

Sub-total of Professional Services 28,300

630	4850	Association of Oregon Recyclers	210
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Sub-total of Membership's and Dues 210

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

655	5367	Electricity - Transfer Station	250
657	5538	Sanitation - Downtown Litter Baskets	100

Sub-total of Public Utility Services 350

PUBLIC WORKS FUND (301)

SANITATION (5400)

660	5725	Equipment Other Than Vehicles	50	
660	5785	Motor Vehicles / Auto Body Shop	500	
660	5815	Equipment with Operator	2,500	
		Sub-total of Repair & Maintenance Services		3,050
665	5865	Rentals - Equipment	1,000	
		Sub-total of Rentals		1,000
675	6020	Permits	150	
675	6035	General - Miscellaneous	1,000	
		Sub-total of Miscellaneous		1,150
TOTAL MATERIALS & SERVICES				39,060
		<u>Capital Outlay (730 - 740)</u>		
740	6650	Machinery & Equipment		
		Sub-total Machinery & Equipment		0
TOTAL SANITATION				87,080

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

Historical Data			Budget for Fiscal Year 7/1/18 - 6/30/19			
Actual Data		Adopted Budget	Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18		Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
342,877	320,049	320,660	Regular Salaries	334,680	334,680	
2,752	6,622	5,000	Overtime	4,000	4,000	
11,775	11,700	13,650	On Call	21,450	21,450	
3,138	1,511	5,000	Extra Help	5,000	5,000	
27,215	25,821	26,620	FICA Taxes	27,330	27,330	
104,091	90,758	113,900	Insurance	126,420	126,420	
49,392	47,842	59,040	Retirement Contributions	66,140	66,140	
16,554	16,076	21,330	Workers' Compensation	15,750	15,750	-
557,794	520,379	565,200	Total Personnel Services	600,770	600,770	-
5.7	5.5	6.3	FTEs	6.3	6.3	
			Materials and Services:			
811	979	1,100	Office Supplies	1,150	1,150	
59,119	56,330	77,300	Operating Supplies	77,150	77,150	
83,198	91,597	119,000	Repair & Maintenance Supplies	125,000	125,000	
992	1,325	2,000	Small Tools & Minor Equipment	3,000	3,000	
4,752	2,947	11,500	Training	12,100	12,100	
29,454	25,122	40,650	Professional Services	53,150	53,150	
644	677	700	Memberships & Dues	700	700	
2,630	2,915	3,100	Communications	5,000	5,000	
2,195	211	2,500	Advertising	1,500	1,500	
6,846	6,492	7,300	Printing & Binding	7,800	7,800	
128,897	133,334	152,650	Public Utility Services	162,450	162,450	
33,967	48,182	102,000	Repair & Maintenance Services	105,000	105,000	
2,085	1,860	2,000	Rentals	2,000	2,000	
8,431	8,069	8,700	Licenses and Permits	8,500	8,500	
9,155	1,457	4,000	Miscellaneous	4,500	4,500	
5,784	6,842	12,700	Technology Services	18,600	18,600	-
378,960	388,339	547,200	Total Materials and Services	587,600	587,600	-
			Capital Outlay:			
-	12,173	4,500	Machinery & Equipment	16,000	16,000	-
-	12,173	4,500	Total Capital Outlay	16,000	16,000	-
			Transfers to Other Funds:			
-	-	-	Emergency Communications	3,100	3,100	
-	-	-	Public Works Improvement Fund	629,310	629,310	
151,600	151,600	165,840	General Fund	165,840	165,840	-
151,600	151,600	165,840	Total Transfer to Other Funds	798,250	798,250	-
1,088,354	1,072,491	1,282,740	Total Expenditures	2,002,620	2,002,620	-

PUBLIC WORKS FUND (301)

SEWER (5600)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	334,680
410	2045	Overtime	4,000
410	2047	On Call	21,450
410	2085	Extra Help	5,000
415	2220	FICA	27,330
415	2230	Insurance	126,420
415	2235	Retirement Contributions	66,140
415	2240	Workers' Compensation	15,750

TOTAL PERSONNEL SERVICES			600,770
	FTEs		6.3

Materials and Services (510 - 685)

510	3030	Paper	250
510	3040	Printer, Cartridges and Supplies	400
510	3045	General Office Supplies	500
		Sub-total of Office Supplies	1,150
515	3120	Books & periodicals	200
515	3125	Clothing, Uniforms, Boots, Gloves	3,000
515	3180	Fuel, Oil, Lubricants	13,000
515	3265	Custodial Supplies	250
515	3275	Laboratory Supplies	5,600
515	3280	Chlorine	14,000
515	3281	Dechlorinating Chemical	24,000
515	3282	pH Adjustment	3,000
515	3283	Pro Biotic Scrubber	12,000
515	3310	General Operating Supplies	2,100
		Sub-total of Operating Supplies	77,150
525	3520	Building Materials / Supplies	5,000
525	3525	Motor Vehicle Repair Parts	10,000
525	3530	Tires	5,000
525	3540	Paint & Paint Supplies	1,500
525	3550	Electrical Supplies	6,000
525	3585	Safety Supplies	3,500
525	3590	Cold Patch	2,500
525	3595	Rock	4,000
525	3600	Sewer Supplies	35,000
525	3615	Pump Station Repair Parts	30,000
525	3640	Other Repair and Maintenance Supplies	22,500
		Sub-total of Repair and Maintenance Supplies	125,000
530	3720	Small Tools	3,000
		Sub-total of Small Tools	3,000

PUBLIC WORKS FUND (301)

SEWER (5600)

610	4085	Travel Expense - Training	6,500	
610	4115	Workshops	5,600	
		Sub-total of Training		12,100
620	4400	Internet Connectivity	3,400	
620	4510	Drug / Alcohol Testing	500	
620	4515	CDL Physicals	500	
620	4520	Lab Testing	8,500	
620	4525	Locate Requests	250	
620	4540	General - Professional Services	40,000	
		Sub-total Professional Services		53,150
630	4855	Association of Clean Water Agencies	700	
		Sub-total of Memberships & Dues		700
635	4920	Cell Phones	2,500	
635	4975	Postage	2,500	
		Sub-total of Communications		5,000
640	5022	Advertising - Recruitment	500	
640	5030	Advertising - Public Notices	1,000	
		Sub-total of Advertising		1,500
650	5140	Utility Bills, CCR, Meter Slips	7,500	
650	5145	General Printing and Binding	300	
		Sub-total of Printing and Binding		7,800
655	5370	Electricity - 4665 Birch #1	50,000	
655	5373	Electricity - 2165 Duane #3	16,000	
655	5376	Electricity - 175 W. Marine Dr.	6,000	
655	5379	Electricity - 580 W. Marine Dr.	7,000	
655	5382	Electricity - 1090 Olney #2	3,000	
655	5385	Electricity - 5555 Lagoon Rd/WW	75,000	
655	5388	Electricity - 5250 Ash #2	1,100	
655	5391	Electricity - 5340 Alder #3	450	
655	5394	Electricity - 5324 52nd Alderbrook	350	
655	5397	Electricity - 2700 Marine Drive	550	
657	5529	Sanitation - Sewer	3,000	
		Sub-total of Public Utility Services		162,450

PUBLIC WORKS FUND (301)

SEWER (5600)

660	5725	Equipment Other Than Vehicles	30,000	
660	5785	Motor Vehicles / Auto Body Shop	4,000	
660	5815	Equipment with Operator	12,000	
660	5820	Paving, Street Repair, Concrete	16,000	
660	5825	General Repair and Maintenance Services	43,000	
		Sub-total of Repair and Maintenance Services		105,000
665	5865	Rentals - Equipment	2,000	
		Sub-total of Rentals		2,000
675	6005	Licenses and Permits	8,500	
675	6010	License Renewal	500	
675	6035	General - Miscellaneous	4,000	
		Sub-total of Miscellaneous		13,000
685	6205	Computer Software	4,000	
685	6207	Non-Contract IT Services	2,000	
685	6245	Computer Hardware	6,600	
685	6255	Software Maintenance Agreement	6,000	
		Sub-total of Technology Services		18,600
TOTAL MATERIALS & SERVICES				587,600
Capital Outlay (730 - 740)				
740	6650	Machinery & Equipment		
		Generator Covers	8,500	
		Entry Gate Control	3,000	
		Remote Telemetry Unit PS #5	4,500	
		Sub-total of Machinery & Equipment		16,000
TOTAL CAPITAL OUTLAY				16,000
Transfer to Other Funds (850)				
850	7555	General Fund	165,840	
850	7525	Emergency Communications Fund	3,100	
850	7557	Public Works Improvement Fund	629,310	
		Sub-total Transfers to Other Funds		798,250
TOTAL SEWER				2,002,620

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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 7/1/18 - 6/30/19</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		<u>Proposed by</u>	<u>Approved by</u>	<u>Adopted by</u>
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18	Requirements	Budget Officer	Budget Committee	Governing Body
			Personnel Services:			
43,829	42,845	53,440	Regular Salaries	55,780	55,780	
248	520	2,000	Overtime	2,000	2,000	
3,256	1,813	6,500	Extra Help	5,000	5,000	
3,592	3,420	4,440	FICA Taxes	4,560	4,560	
17,574	17,648	18,980	Insurance	21,070	21,070	
7,530	7,181	9,840	Retirement Contributions	11,020	11,020	
2,438	2,694	3,560	Workers' Compensation	2,630	2,630	-
78,467	76,121	98,760	Total Personnel Services	102,060	102,060	-
1.0	1.0	1.1	FTEs	1.1	1.1	
			Materials and Services:			
853	179	1,000	Small Tools & Minor Equipment	1,000	1,000	
3,025	1,562	7,550	Operating Supplies	7,550	7,550	
28,689	41,811	55,000	Repair & Maintenance Supplies	57,500	57,500	
339	-	400	Training	400	400	
-	-	5,300	Professional Services	5,300	5,300	
-	6,642	7,500	Communications	7,500	7,500	
6,487	3,537	4,000	Public Utility Services	4,000	4,000	
14,099	19,768	31,000	Repair & Maintenance Services	34,000	34,000	
-	1,000	1,000	Rentals	1,000	1,000	
-	-	200	Licenses and Permits	200	200	
-	135	500	Miscellaneous	500	500	-
53,492	74,634	113,450	Total Materials and Services	118,950	118,950	-
-	1,508	-	Capital Outlay:	-	-	-
-	1,508	-	Total Capital Outlay	-	-	-
131,959	152,263	212,210	Total Expenditures	221,010	221,010	-

PUBLIC WORKS FUND (301)

STORMWATER (7400)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	55,780
410	2045	Overtime	2,000
410	2085	Extra Help	5,000
415	2220	FICA	4,560
415	2230	Insurance	21,070
415	2235	Retirement Contributions	11,020
415	2240	Workers' Compensation	2,630

TOTAL PERSONNEL SERVICES

FTEs

1.1

102,060

Materials and Services (510 - 685)

515	3120	Books & Periodicals	50
515	3125	Clothing, Uniforms, Boots, Gloves	500
515	3180	Fuel, Oil, Lubricants	6,500
515	3310	General Operating Supplies	500

Sub-total of Operating Supplies

7,550

525	3520	Building Materials/Supplies	500
525	3525	Motor Vehicle Repair Parts	12,000
525	3530	Tires	1,000
525	3585	Safety Supplies	2,500
525	3590	Cold Patch	1,000
525	3595	Rock	2,500
525	3605	Stormwater Maintenance Supplies	18,000
525	3640	Other Repair and Maintenance Supplies	20,000

Sub-total of Repair and Maintenance Supplies

57,500

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

1,000

610	4115	Workshops	400
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Sub-total of Training

400

620	4510	Drug / Alcohol Testing	150
620	4515	CDL Physicals	150
620	4540	General Professional Services	5,000

Sub-total Professional Services

5,300

635	4982	CSO AT&T Mobility	7,500
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Sub-total of Communications

7,500

655	5397	Electricity - Denver Storage	4,000
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Sub-total of Public Utility Services

4,000

PUBLIC WORKS FUND (301)

STORMWATER (7400)

660	5725	Equipment Other Than Vehicles	4,500	
660	5785	Motor Vehicles / Auto Body Shop	1,500	
660	5815	Equipment with Operator	3,000	
660	5820	Paving, Street Repair, Concrete	5,000	
660	5825	General Repair & Maintenance	10,000	
660	5826	Street Sweeping Disposal	10,000	
		Sub-total of Repair and Maintenance Services		34,000
665	5865	Rentals - Equipment	1,000	
		Sub-total of Rentals		1,000
675	6010	License Renewal	200	
675	6035	General - Miscellaneous	500	
		Sub-total of Miscellaneous		700

TOTAL MATERIALS & SERVICES	118,950
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Capital Outlay (730 - 740)

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

TOTAL CAPITAL OUTLAY	0
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TOTAL STORMWATER	221,010
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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 7/1/18 - 6/30/19</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18				
			Personnel Services:			
483,754	532,074	534,430	Regular Salaries	557,800	557,800	
9,402	7,092	13,500	Overtime	13,500	13,500	
3,975	3,600	4,550	On Call	7,150	7,150	
20,016	15,785	25,000	Extra Help	25,000	25,000	
38,837	41,903	44,360	FICA Taxes	45,550	45,550	
152,216	169,808	189,850	Insurance	210,690	210,690	
75,135	84,024	98,400	Retirement Contributions	110,240	110,240	
24,529	26,667	35,550	Workers' Compensation	26,260	26,260	-
807,864	880,953	945,640	Total Personnel Services	996,190	996,190	-
9.5	10.0	10.0		FTEs 10.5	10.5	
			Materials and Services:			
980	857	1,350	Office Supplies	1,350	1,350	
3,709	3,598	3,700	Small Tools & Minor Equipment	6,500	6,500	
43,021	58,852	67,150	Operating Supplies	69,450	69,450	
210,128	213,340	261,500	Repair & Maintenance Supplies	268,500	268,500	
6,331	2,468	9,500	Training	13,600	13,600	
2,280	2,270	2,275	Memberships & Dues	2,600	2,600	
199	630	1,000	Advertising	1,000	1,000	
10,141	10,178	11,200	Printing & Binding	13,000	13,000	
1,954	3,478	10,000	Rentals	10,000	10,000	
35,864	38,942	44,900	Professional Services	53,030	53,030	
4,376	5,450	6,400	Communications	7,200	7,200	
17,229	21,550	22,700	Public Utility Services	23,900	23,900	
60,455	51,742	80,000	Repair & Maintenance Services	84,000	84,000	
230	2,455	540	Licenses and Permits	4,200	4,200	
106	962	8,200	Miscellaneous	3,000	3,000	
5,887	4,041	17,450	Technology Services	12,730	12,730	-
402,890	420,813	547,865	Total Materials and Services	574,060	574,060	-
			Capital Outlay:			
11,958	29,442	11,600	Machinery & Equipment	36,700	36,700	-
11,958	29,442	11,600	Total Capital Outlay	36,700	36,700	-
			Transfer to Other Funds:			
-	-	-	Emergency Communications	3,100	3,100	
-	-	-	Public Works Improvement Fund	629,310	629,310	
227,400	227,400	248,760	General Fund	248,760	248,760	-
227,400	227,400	248,760	Total Transfer to Other Funds	881,170	881,170	-
1,450,112	1,558,608	1,753,865	Total Expenditures	2,488,120	2,488,120	-

PUBLIC WORKS FUND (301)

WATER (8100)

Personnel Services (410 - 415)

410	2020	Straight Time - Regular	557,800
410	2045	Overtime	13,500
410	2047	On Call	7,150
410	2085	Extra Help	25,000
415	2220	FICA	45,550
415	2230	Insurance	210,690
415	2235	Retirement Contributions	110,240
415	2240	Workers' Compensation	26,260

TOTAL PERSONNEL SERVICES			996,190
	FTEs		10.5

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
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515	3120	Books & Periodicals	300
515	3125	Clothing, Uniforms, Boots, Gloves	3,500
515	3180	Fuel, Oil, Lubricants	34,000
515	3265	Custodial Supplies	250
515	3270	Chemicals	6,000
515	3275	Laboratory Supplies	7,400
515	3280	Chlorine	10,000
515	3285	Fluoride	7,000
515	3310	General Operating Supplies	1,000

Sub-total of Operating Supplies			69,450
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525	3520	Building Materials / Supplies	23,000
525	3525	Motor Vehicle Repair Parts	20,000
525	3530	Tires	5,000
525	3540	Paint & Paint Supplies	1,500
525	3550	Electrical Supplies	15,000
525	3585	Safety Supplies	3,500
525	3590	Cold Patch	2,500
525	3595	Rock	18,000
525	3605	Water Maintenance Supplies	150,000
525	3640	Other Repair and Maintenance Supplies	30,000

Sub-total of Repair & Maintenance Supplies			268,500
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PUBLIC WORKS FUND (301)

WATER (8100)

530	3720	Small Tools	6,500	
		Sub-total Small Tools		6,500
610	4085	Travel Expense - Training	6,000	
610	4115	Workshops	7,600	
		Sub-total of Training		13,600
620	4510	Drug / Alcohol Testing	400	
620	4515	CDL Physicals	380	
620	4520	Lab Testing	6,000	
620	4525	Locate Requests	250	
620	4535	Water Meter Reading / Green Card	30,000	
620	4540	General - Professional Services	16,000	
		Sub-Total of Professional Services		53,030
630	4865	Association of State Dam Safety Officials	2,050	
630	4870	American Waterworks Association	350	
630	4875	OCCIRS - Cross Connections	200	
		Sub-Total of Memberships & Dues		2,600
635	4920	Cell Phones	3,000	
635	4930	Telephone - Qwest	700	
635	4975	Postage	3,500	
		Sub-total of Communications		7,200
640	5030	Advertising - Public Notices	1,000	
		Sub-total of Advertising		1,000
650	5140	Utility Bills, CCR, Meter Slips	12,000	
650	5145	General Printing and Binding	1,000	
		Sub-total of Printing & Binding		13,000

PUBLIC WORKS FUND (301)

WATER (8100)

655	5400	Electricity - 6th and Lexington	800	
655	5403	Electricity - RR2 Box 812	500	
655	5406	Electricity - Watershed Equipment	2,400	
655	5409	Electricity - Pipeline Res #3	4,000	
655	5412	Electricity - Niagara Pump Station	1,000	
655	5415	Electricity - 1499 Madison	4,000	
655	5424	Electricity - 1597 James St.	3,100	
655	5427	Electricity - Skyline Pump House	2,200	
655	5430	Electricity - Bear Creek Reservoir	5,000	
655	5433	Electricity - Headworks Rd	900	
		Sub-total of Public Utility Services		23,900
660	5725	Equipment Other Than Vehicles	7,000	
660	5785	Motor Vehicles / Auto Body Shop	6,000	
660	5815	Equipment with Operator	12,000	
660	5820	Paving, Street Repair, Concrete	35,000	
660	5825	General Repair and Maintenance Services	24,000	
		Sub-total of Repair and Maintenance Services		84,000
665	5865	Equipment	5,000	
665	5875	General Rentals	5,000	
		Sub-total of Rentals		10,000
675	6005	Licenses and Permits	3,000	
675	6010	License Renewal	1,200	
675	6035	General - Miscellaneous	3,000	
		Sub-total of Miscellaneous		7,200
685	6205	Computer Software	500	
685	6207	Non-Contract IT Services	2,000	
685	6245	Computer Hardware	4,230	
685	6255	Software Maintenance Agreement	6,000	
		Sub-total of Technology Services		12,730
TOTAL MATERIALS & SERVICES				574,060

PUBLIC WORKS FUND (301)

WATER (8100)

Capital Outlay

740	6650	Machinery & Equipment	
		NTU Meter - Bench Top \$ 3,600/On Line \$ 4,500	8,100
		Res # 3 House Roof	8,000
		Headworks Metal Roof - Equip Shop	9,500
		Headworks Outboard 4 stroke Motor Replace - 6 HP	2,000
		RTU CT Structure	4,500
		Digital Readout Meters - Sandfilter	2,600
		Headworks Dock Safety	2,000
			36,700

TOTAL CAPITAL OUTLAY	36,700
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Transfer to Other Funds (850)

850	7555	General Fund	248,760
850	7525	Emergency Communications Fund (911 Subscription)	3,100
850	7557	Public Works Improvement Fund	629,310
Sub-total Transfers to Other Funds			881,170

TOTAL WATER	2,488,120
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FUND: LANDFILL RESERVE FUND # 305

Basic Objectives

This fund was closed during FYE June 30, 2016. The activities will be performed by the Sanitation Department of the Public Works Fund. Prior year transactions will be shown for historical purposes.

Staffing

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

City of Astoria, Oregon
Budget Document

LANDFILL RESERVE FUND # 305

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/18 - 6/30/19</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
<u>Resources</u>						
91,526	-	-	Beginning Fund Balance			
-	-	-	Rents			
-	-	-	Interest Earnings			
-	-	-	Transfer from Other Fund			
-	-	-	General Fund	-	-	-
<u>91,526</u>	<u>-</u>	<u>-</u>	Total Resources	<u>-</u>	<u>-</u>	<u>-</u>
<u>Materials and Services</u>						
-	-	-	Professional Services			
-	-	-	Total Materials and Services	-	-	-
<u>Capital Outlay</u>						
-	-	-	Improvements Other than Buildings	-	-	-
-	-	-	Total Capital Outlay	-	-	-
<u>Transfer to Other Funds</u>						
-	-	-	Public Works / Sanitation			
91,526	-	-	Public Works Improvement Fund	-	-	-
91,526	-	-	Total Transfers to Other Funds	-	-	-
<u>Contingency</u>						
-	-	-	Ending Fund Balance	-	-	-
<u>91,526</u>	<u>-</u>	<u>-</u>	Total Landfill Reserve Fund	<u>-</u>	<u>-</u>	<u>-</u>

2018 / 19 Budget Detail Information

LANDFILL RESERVE FUND (305 0000)

		<u>Transfer to Other Funds</u>	
850	7557	Public Works Improvement Fund	-
TOTAL LANDFILL RESERVE FUND			-

FUND: CEMETERY # 325

Basic Objectives

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

The remaining balance of the Cemetery Fund represents the corpus balance from the sale of the caretaker house, less capital improvement expenditures. The remainder is appropriated to provide for capital improvements at the cemetery.

Staffing

This budget provides for no staff positions. The Parks and Recreation Director provides oversight for the capital improvements funded by this budget. The Finance Department provides expenditure and fund balance oversight.

City of Astoria, Oregon
Budget Document

CEMETERY FUND # 325

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/18 - 6/30/19</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 6/30/16</u>	<u>FYE 6/30/17</u>	<u>FYE 6/30/18</u>		<u>Budget Officer</u>	<u>Budget Committee</u>	<u>Governing Body</u>
Resources						
483,318	477,308	38,820	Beginning Fund Balance	38,826	38,826	
-	-	-	Sale of Graves			
-	-	-	Charges for Services			
-	-	-	Interest Earnings			
-	-	-	Transfer Other Fund - General			
-	-	-	Miscellaneous	-	-	-
<u>483,318</u>	<u>477,308</u>	<u>38,820</u>	Total Resources	<u>38,826</u>	<u>38,826</u>	<u>-</u>
Requirements						
-	-	-	Personnel Services	-	-	
-	-	-	Materials and Services	-	-	
Capital Outlay						
-	-	-	Buildings	-	-	
-	-	38,820	Improvements Other than Buildings	38,826	38,826	-
-	-	38,820	Total Capital Outlay			
-	-	-	Transfers to Other Funds	-	-	
-	-	-	Contingency	-	-	-
6,010	6,011	-	Accrual Adjustments for: Depreciation	-	-	-
6,010	6,011	38,820	Total Expenditures	38,826	38,826	-
<u>477,308</u>	<u>471,297</u>	<u>-</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>483,318</u>	<u>477,308</u>	<u>38,820</u>	Total Requirements	<u>38,826</u>	<u>38,826</u>	<u>-</u>

NOTE: Generally Accepted Accounting Principles (GAAP) require a business-type fund to maintain its budgetary fund balance on a full accrual basis. The fund balance for the June 30, 2017 actual data includes cash, inventory, accounts receivable and fixed assets. Cash for the Cemetery Fund at June 30, 2016 and 2017 was \$ 38,826.

2018 / 19 Budget Detail Information

CEMETERY FUND (325 8500)

<u>Capital Outlay (730)</u>			
730	6500	Improvements Other Than Buildings	<u>38,826</u>
Total Capital Outlay			38,826
910	8020	Contingent Expenditures	-
950	8520	Ending Fund Balance	<u>-</u>
TOTAL CEMETERY FUND			38,826

FUND: 17TH STREET DOCK # 330

Basic Objectives

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

Long Term Debt

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

Staffing

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

City of Astoria, Oregon
Budget Document

17TH STREET DOCK FUND # 330

			<u>Budget for Fiscal Year 7/1/18 - 6/30/19</u>			
<u>Historical Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Actual Data</u>	<u>Actual Data</u>	<u>FYE 6/30/18</u>				
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18				
<u>Resources</u>						
3,825,907	3,738,751	541,170	Beginning Fund Balance	495,300	495,300	
(3,477)			Prior Period Adjustment			
225,763	238,657	219,900	Intergovernmental	222,950	222,950	
52,979	66,492	73,000	Charge for Services	65,000	65,000	
3,193	5,712	3,600	Interest on Investments	8,400	8,400	
-	-	1,500	Miscellaneous	-	-	-
<u>4,104,365</u>	<u>4,049,612</u>	<u>839,170</u>	Total Resources	<u>791,650</u>	<u>791,650</u>	<u>-</u>
<u>Requirements</u>						
Personnel Services:						
21,522	17,245	17,500	Interfund Wages	35,000	35,000	
				FTEs 0.33	0.33	
Materials and Services:						
3,682	5,917	10,000	Repair & Maintenance Supplies	10,000	10,000	
11,122	13,154	16,000	Public Utility Services	17,250	17,250	
		30,000	Professional Services	32,750	32,750	
<u>9,336</u>	<u>1,897</u>	<u>20,000</u>	Repair & Maintenance Services	<u>20,000</u>	<u>20,000</u>	<u>-</u>
24,140	20,968	76,000	Total Materials and Services	80,000	80,000	-
Capital Outlay:						
-	-	250,000	Improvements Other Than Bldgs	230,000	230,000	
-	-	-	Machinery and Equipment	-	-	-
-	-	250,000	Total Capital Outlay	230,000	230,000	-
Debt Service						
		84,710	Principal	87,550	87,550	
<u>52,697</u>	<u>50,210</u>	<u>50,830</u>	Interest	<u>47,950</u>	<u>47,950</u>	<u>-</u>
52,697	50,210	135,540	Total Debt Service	135,500	135,500	-
Transfer to Other Funds						
75,000	76,500	76,500	Transfer to Capital Improvement Fund	76,500	76,500	
-	70,000	70,000	Transfer to Parks Operation Fund	70,000	70,000	-
75,000	146,500	146,500	Total Transfer to Other Funds	146,500	146,500	-
-	-	60,000	Contingency	30,950	30,950	
Accrual Adjustment for:						
192,255	193,228	-	Depreciation	-	-	-
-	-	-	Principal Payments	-	-	-
-	-	-	Capitalized Expenditures	-	-	-
365,614	428,151	685,540	Total Expenditures	657,950	657,950	-
3,738,751	3,621,461	17,880	Unappropriated Ending Fund Balance	-	-	
-	-	135,750	Reserved for Future Capital Requirements	133,700	133,700	-
<u>3,738,751</u>	<u>3,621,461</u>	<u>153,630</u>	Total Fund Balance	<u>133,700</u>	<u>133,700</u>	<u>-</u>
<u>4,104,365</u>	<u>4,049,612</u>	<u>839,170</u>	Total Requirements	<u>791,650</u>	<u>791,650</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, 2016 and 2015 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the 17th Street Dock Fund at June 30, 2016 was \$620,140 and at June 30, 2017 was \$ 569,747

17TH STREET DOCK FUND (330 0000)

Personal Services (412 - 415)				
412	2095	Interfund Wages	23,500	
415	2220	Payroll Tax	1,750	
415	2230	Insurance	5,100	
415	2235	Retirement Contributions	4,650	
TOTAL PERSONAL SERVICES				35,000
			FTEs	0.33
Materials & Services (525 - 665)				
525	3640	Other Repair & Maintenance Supplies	10,000	
Sub-total of Repair & Maintenance Supplies				10,000
620	4540	Professional Services	30,000	
Sub-total Professional Services				30,000
655	5297	Electricity - 17th Street Dock	3,500	
657	5544	Sanitation - 17th Street Dock	13,750	
Sub-total of Public Utilities				17,250
660	5825	General - Repair & Maintenance Services	20,000	
Sub-total of Repair & Maintenance Services				20,000
665	5875	Dock Lease/Rental	2,750	
Sub-total of Dock Lease/Rental				2,750
TOTAL MATERIALS & SERVICES				80,000
Capital Outlay (730)				
730	6500	Improvements Other than Buildings	230,000	
Sub-total Improvements Other than Buildings				230,000
740	6650	Machinery and Equipment	-	
Sub-total Machinery and Equipment				-
TOTAL CAPITAL OUTLAY				230,000
Debt Service (810)				
Oregon Economic Development Department 17th Street Dock Loan # IFA B11002 / Pmt 3 of 25 / Payoff 12/1/2039				
810	6977	Principal IFA Loan	87,550	
810	6979	Interest IFA Loan	47,950	
Sub-total Debt Service				135,500

17TH STREET DOCK FUND (330 0000)

Transfer to Other Fund (850)			
850	7535	Transfer to Capital Improvement Fund	76,500
850	7532	Transfer to Parks Operation Fund	70,000
		Sub-total Transfer to Other Fund	146,500
Contingent Expenditures (910)			
910	8020	Contingency	30,950
		Sub-total of Contingency	30,950
Ending Fund Balance (950)			
950	8520	Unappropriated Ending Fund Balance	-
		Reserved for Future Capital Requirements	133,700
		Sub-total Ending Fund Balance	133,700
TOTAL 17TH STREET DOCK FUND			791,650

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FIDUCIARY FUNDS

FUND: AQUATIC FACILITY TRUST # 401

Basic Objectives

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

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

Staffing

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

City of Astoria, Oregon
Budget Document

AQUATIC FACILITY TRUST FUND # 401

Historical Data			Budget for Fiscal Year 7/1/18 - 6/30/19			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18		Budget Officer	Budget Committee	Governing Body
Resources						
6,944	6,982	7,040	Beginning Fund Balance	7,140	7,140	
		500	Gifts and Bequests	500	500	
38	69	60	Interest Earnings	80	80	-
<u>6,982</u>	<u>7,051</u>	<u>7,600</u>	Total Resources	<u>7,720</u>	<u>7,720</u>	-
Requirements						
-	-	1,210	Materials & Services: Fee & Charge Programs	1,330	1,330	-
-	-	1,210	Total Expenditures	1,330	1,330	
<u>6,982</u>	<u>7,051</u>	<u>6,390</u>	Ending Fund Balance	<u>6,390</u>	<u>6,390</u>	-
<u>6,982</u>	<u>7,051</u>	<u>7,600</u>	Total Requirements	<u>7,720</u>	<u>7,720</u>	-

2018/ 19 Budget Detail Information

AQUATIC FACILITY TRUST FUND (401 0000)

Materials & Services:			
670	5895	Aquatic Facility Fee & Charge	<u>1,330</u>
TOTAL MATERIALS & SERVICES			1,330
950	8520	Ending Fund Balance	<u>6,390</u>
TOTAL AQUATIC FACILITY TRUST FUND			7,720

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 7/1/18 - 6/30/19</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 6/30/16	FYE 6/30/17	FYE 6/30/18				
<u>Resources</u>						
138,808	147,072	148,340	Beginning Fund Balance	146,600	146,600	
10,522	1,446	500	Gifts and Bequests	500	500	
779	705	1,080	Interest Earnings	2,000	2,000	
			Miscellaneous			
-	-	-	Transfers From Other Funds	-	-	-
<u>150,109</u>	<u>149,223</u>	<u>149,920</u>	Total Resources	<u>149,100</u>	<u>149,100</u>	<u>-</u>
<u>Requirements</u>						
Materials & Services:						
-	-	3,000	Dorothy Whitney Trust Fund	3,000	3,000	
-	-	<u>30,000</u>	Books Purchased from Endowment	<u>34,180</u>	<u>34,180</u>	-
-	-	33,000	Total Materials & Services	37,180	37,180	-
<u>3,037</u>	-	<u>4,500</u>	Capital Outlay	-	-	-
3,037	-	37,500	Total Expenditures	37,180	37,180	-
<u>147,072</u>	<u>149,223</u>	<u>112,420</u>	Ending Fund Balance	<u>111,920</u>	<u>111,920</u>	-
<u>150,109</u>	<u>149,223</u>	<u>149,920</u>	Total Requirements	<u>149,100</u>	<u>149,100</u>	<u>-</u>

2018 / 19 Budget Detail Information

ASTORIA PUBLIC LIBRARY ENDOWMENT FUND (403 0000)

<u>Materials and Services (520)</u>			
520	3460	Dorothy Whitney Trust Fund	3,000
520	3465	Books Purchased with Endowment	<u>34,180</u>
		TOTAL MATERIALS & SERVICES	37,180
740	6650	CAPITAL OUTLAY	-
950	8500	ENDING FUND BALANCE	<u>111,920</u>
TOTAL ASTORIA PUBLIC LIBRARY ENDOWMENT FUND			149,100

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 Maintenance Department of the Parks Operation Fund (#158).

Staffing

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

City of Astoria, Oregon
Budget Document

CEMETERY IRREDUCIBLE FUND # 408

Historical Data			Budget for Fiscal Year 7/1/18 - 6/30/19			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/16	FYE 6/30/17	FYE 6/30/18				
Resources						
849,598	864,354	872,910	Beginning Fund Balance	885,770	885,770	
14,674	4,479	14,000	Sale of Graves	10,000	10,000	
82	21	-	Interest Earnings	-	-	-
<u>864,354</u>	<u>868,854</u>	<u>886,910</u>	Total Resources	<u>895,770</u>	<u>895,770</u>	<u>-</u>
Requirements						
<u>864,354</u>	<u>868,854</u>	<u>886,910</u>	Ending Fund Balance	<u>895,770</u>	<u>895,770</u>	<u>-</u>
<u>864,354</u>	<u>868,854</u>	<u>886,910</u>	Total Requirements	<u>895,770</u>	<u>895,770</u>	<u>-</u>

2018 - 19 Budget Detail Information

CEMETERY IRREDUCIBLE FUND (408 0000)

<u>Ending Fund Balance (950)</u>		
950	8520	Ending Fund Balance Reserved for Perpetual Care
		<u>895,770</u>
TOTAL CEMETERY IRREDUCIBLE FUND		<u>895,770</u>

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 7/1/18 - 6/30/19</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 6/30/16</u>	<u>FYE 6/30/17</u>	<u>FYE 6/30/18</u>		<u>Budget Officer</u>	<u>Budget Committd</u>	
<u>Resources</u>						
626,767	873,786	499,000	Beginning Fund Balance	804,000	804,000	
91,484		-	Prior Period Adjustment	-	-	
817,244	898,146	967,180	Motel Tax	1,230,100	1,230,100	
-	19,636	9,400	Intergovernmental Revenues	-	-	
4,655	8,010	6,380	Interest Earnings	12,600	12,600	
35	-	60,000	Miscellaneous	4,000	4,000	
<u>1,540,185</u>	<u>1,799,578</u>	<u>1,541,960</u>	Total Resources	<u>2,050,700</u>	<u>2,050,700</u>	-
<u>Requirements</u>						
Materials & Services						
-	-	-	Credit Card Fees	5,500	5,500	
151,192	78,047	25,000	Tourism Promotion	25,000	25,000	
35,000	-	35,000	Astoria Downtown Historic District Association	40,000	40,000	
-	12,261	22,000	Downtown District Parking Enforcement	22,000	22,000	
30,000	47,200	50,000	Arts and Cultural Promotion	50,000	50,000	
-	5,732	-	Citizens Helping in Parks (CHIPS)	-	-	
125,000	125,000	125,000	Astoria/Warrenton Chamber of Commerce Visitor Services	137,370	137,370	
180,750	180,750	180,750	Astoria/Warrenton Chamber LCTC	198,640	198,640	
-	138,020	165,550	Tourism Related Facilities	174,650	174,650	
521,942	587,010	603,300	Total Materials & Services	653,160	653,160	-
Capital Outlay						
-	-	13,000	Riverwalk - Street Ends	13,000	13,000	
65,800	156,518	350,000	Riverwalk - Track and Trestles	350,000	350,000	
65,800	156,518	363,000	Total Capital Outlay	363,000	363,000	
Debt Service						
69,965	146,248	-	Heritage Square Principal Payment	-	-	
8,692	1,468	-	Heritage Square Interest Payment	-	-	
78,657	147,716	-	Total Debt Service	-	-	-
Transfers Out						
-	-	116,700	Parks Operations - Tourist Facilities	360,350	360,350	
-	-	116,700	Total Transfers Out	360,350	360,350	-
-	-	150,000	Contingent Expenditures	200,000	200,000	-
666,399	891,244	1,233,000	Total Expenditures	1,576,510	1,576,510	-
873,786	908,334	308,960	Ending Fund Balance	474,190	474,190	-
<u>1,540,185</u>	<u>1,799,578</u>	<u>1,541,960</u>	Total Requirements	<u>2,050,700</u>	<u>2,050,700</u>	-

PROMOTE ASTORIA FUND (410 0000)

<u>Materials & Services</u>			
675	5925	Credit Card Fees	5,500
			5,500
678	6085	Tourism Promotion	
		Tourism Advertising	5,000
		Tourism Promotion Miscellaneous	20,000
		Sub-total Tourism Promotion	25,000
678	6086	Downtown District Parking Enforcement	22,000
678	6087	Arts and Cultural Community Grants	50,000
678	6089	Astoria Downtown Historic District Assoc	40,000
678	6090	Astoria/Warrenton Chamber of Commerce Visitor Services	137,370
678	6095	Astoria/Warrenton Chamber of Commerce Lower Columbia Tourism Committee	198,640
678	6091	Tourism Related Facilities Mowing, Care & Maint	
		Mowing, Care & Maint - Riverwalk	28,350
		Mowing, Care & Maint - Smith Point	21,000
		Mowing, Care & Maint - Portal Parks	11,550
		Mowing, Care & Maint - People Park	8,400
		Mowing, Care & Maint - Fort Astoria Park	8,400
		Mowing, Care & Maint - 9th & Astor Park	7,350
		Mowing, Care & Maint - 15th St Triangle	6,300
		Mowing, Care & Maint -Custom House, 11th St, Doughboy & 39th - Alderbrook on Riverwalk	24,600
		Mowing, Care & Maint - 8th, 17th, 6th St Pier and West Bond Triangle	12,600
		Electricity for Tourism Related Facilities	
678	6092	Electricity - 16th Street	3,700
678	6093	Electricity - Coxcomb Hill Column	3,700
678	6094	Electricity - 1153 Duane / Heritage Square	3,200
678	6098	Electricity - Other	7,100
		Rest Room Maintenance Services	
678	6096	Downtown and Doughboy Restrooms	14,400
678	6097	Tapiola and Evergreen Restrooms	6,700
678	6097	9th & Astor, 15th & Marine Temp Restrooms	7,300
		Sub-total for Tourism Related Facilities	174,650
		Sub-total Materials and Services	653,160

		<u>Capital Outlay</u>		
		Improvements Other than Buildings		
730	6500	Riverwalk, Track & Trestles	350,000	
730	6500	Riverwalk Street Ends	13,000	
		Capital		
		Sub-total Capital Outlay		363,000
		<u>Transfers Out</u>		
850	7542	To Parks Operations - Tourist Facilities	360,350	
				360,350
		<u>Contingent Expenditures</u>		
910	8020	Contingent Expenditures	200,000	
		Sub-total of Contingent Expenditures		200,000
		<u>Ending Fund Balance</u>		
950	8520	Ending Fund Balance	474,190	
		Sub-total of Ending Fund Balance		474,190
		TOTAL PROMOTE ASTORIA FUND		2,050,700

Arts and Cultural Community Grants:

Organization	Requests	Subcommittee Recommendations
Astoria Arts and Movement	2,700	2,700
Astoria Music Festival	10,000	10,000
Astoria Regatta Association	14,150	11,725
Astoria Scandinavian Heritage Association	5,000	5,000
Astoria Tenor Guitar Foundation	5,000	3,200
Astoria Visual Arts	3,500	3,250
Liberty Restoration, Inc.	45,000	-
Little Ballet Theatre	4,000	3,100
Lower Columbia Q Center	5,000	4,375
Tillicum Foundation/KMUN	3,850	3,650
Fisher Poets Gathering	3,000	3,000
	101,200	50,000

FUND: LOGAN MEMORIAL LIBRARY TRUST # 412

Basic Objectives

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

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

Staffing

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

City of Astoria, Oregon
Budget Document

LOGAN MEMORIAL LIBRARY TRUST FUND # 412

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/18 - 6/30/19</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>	<u>Resources and Requirements</u>	<u>Proposed by</u> <u>Budget</u> <u>Officer</u>	<u>Approved by</u> <u>Budget</u> <u>Committee</u>	<u>Adopted by</u> <u>Governing</u> <u>Body</u>
<u>FYE 6/30/16</u>	<u>FYE 6/30/17</u>	<u>FYE 6/30/18</u>				
<u>Resources</u>						
862,664	867,452	874,720	Beginning Fund Balance	887,770	887,770	
4,788	8,514	7,200	Gifts and Bequests			
			Interest Earnings	15,980	15,980	-
<u>867,452</u>	<u>875,966</u>	<u>881,920</u>	Total Resources	<u>903,750</u>	<u>903,750</u>	<u>-</u>
<u>Requirements</u>						
Materials & Services:						
-	-	-	Professional Services	-	-	-
-	-	-	Total Materials & Services	-	-	-
		881,920	Capital Outlay	903,750	903,750	
-	-	-	Contingency	-	-	-
-	-	881,920	Total Expenditures	<u>903,750</u>	<u>903,750</u>	<u>-</u>
<u>867,452</u>	<u>875,966</u>	<u>-</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>867,452</u>	<u>875,966</u>	<u>881,920</u>	Total Requirements	<u>903,750</u>	<u>903,750</u>	<u>-</u>

2018 / 19 Budget Detail Information

LOGAN MEMORIAL LIBRARY TRUST FUND (412 0000)

<u>Materials and Services</u>			
730	6500	CAPITAL OUTLAY	903,750
910	8020	CONTINGENCY	-
950	8520	ENDING FUND BALANCE	-
TOTAL LOGAN MEMORIAL TRUST FUND			<u>903,750</u>

FUND: LIBRARY RENOVATION FUND # 414

Basic Objectives

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

Staffing

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

City of Astoria, Oregon
Budget Document

LIBRARY RENOVATION FUND # 414

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/18 - 6/30/19</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 6/30/16	FYE 6/30/17	FYE 6/30/18				
<u>Resources</u>						
-	7,415	7,480	Beginning Fund Balance	7,590	7,590	
-	73	90	Gifts and Bequests			
-			Interest Earnings	140	140	-
-	7,488	7,570	Total Resources	7,730	7,730	-
<u>Requirements</u>						
Materials & Services:						
-	-	-	Professional Services	-	-	-
-	-	-	Total Materials & Services	-	-	-
		7,570	Capital Outlay	7,730	7,730	
-	-	-	Contingency	-	-	-
-	-	7,570	Total Expenditures	7,730	7,730	-
-	7,488	-	Ending Fund Balance	-	-	-
-	7,488	7,570	Total Requirements	7,730	7,730	-

2018 / 19 Budget Detail Information

LIBRARY RENOVATION FUND (414 0000)

<u>Materials and Services</u>			
730	6500	CAPITAL OUTLAY	7,730
910	8020	CONTINGENCY	-
950	8520	ENDING FUND BALANCE	-
TOTAL LIBRARY RENOVATION FUND			7,730

DETAIL & STATISTICAL SECTION

City of Astoria, Oregon
Summary of Interfund Transfers
Year Beginning July 1, 2018

Transfers From:			Transfers To:		
General Fund			General Fund		
Non & Interdepartmental			From Building Inspection Fund	20,800	
Unemployment Fund	6,000		From Emergency Communication Fund	25,000	
UAP Transfer to PW	10,000		From Local Improvement Debt Service Fund	50,000	
Emergency Communications Fund	414,479		From Public Works Fund	414,600	
Parks/Aquatic Fund	1,111,110		From 7th Street Dock Debt Service Fund	395	
PWIF Loan Payment Landfill Closure	-		From E. Astoria Waterline Debt Service Fund	14,750	
Special Police Projects Fund	1,400				
Public Works Fund	30,000				
Capital Improvement Fund	100,000				
Subtotal General Fund	1,672,989		Subtotal General Fund		525,545
Building Inspection Fund	20,800		Unemployment Fund		6,000
Emergency Communication Fund	25,000		Capital Improvement Fund		
Local Improvement Debt Service Fund			From 17th Street Dock Fund	76,500	
General Fund	50,000		From General Fund	100,000	
Subtotal Local Improvement Debt Svc	50,000				176,500
State Tax Street Fund			Emergency Communications Fund		
Public Works Fund - Streets	615,000		From General Fund	414,479	
Astoria Road District Fund	0		From Public Works Fund	6,200	
Subtotal State Tax Street Fund	615,000		Subtotal Emergency Communications Fund		420,679
Public Works Improvement Fund			Special Police Project Fund		1,400
Public Works Capital Reserve Fund	300,000		Parks Operation Fund		
E Astoria Waterline Debt Service Fund	-		From General Fund	1,111,110	
7th Street Dock Debt Service Fund	-		From 17th Street Dock	70,000	
Subtotal Public Works Improvement Fund	300,000		From Promote Astoria	360,350	
Combined Sewer Overflow (CSO) Debt Service Fund			Subtotal Parks Operations Fund		1,541,460
Public Works Improvement Fund	75,000		Astoria Road District Fund		-
Public Works Fund Sanitation	75,000		Public Works Improvement Fund		
Subtotal CSO Debt Service Fund	150,000		From CSO Debt Service Fund	75,000	
Public Works Fund			From PW Sewer	629,310	
Sewer	798,250		From PW Water	629,310	
Water	<u>881,170</u>		From General Fund - landfill closure loan	-	
Subtotal Public Works Fund	1,679,420		Subtotal Public Works Improvement Fund		1,333,620
17th Street Dock			Public Works Capital Reserve Fund		300,000
Parks Operation Fund	70,000		East Astoria Waterline Debt Service Fund		-
Capital Improvement Fund	76,500		7th Street Dock Debt Service Fund		-
Subtotal 17th Street Dock	146,500		Public Works Fund		
Promote Astoria			Public Works Sewer Surcharge Trsfr	75,000	
Parks Operation Fund	360,350		Public Works Fund Sanitation	30,000	
Subtotal Promote Astoria	360,350		Public Works Fund Utility Assistance Program	10,000	
East Astoria Waterline Debt Service Fund (Close Out)	14,750	265-0000	Public Works Fund Streets	615,000	
7th Street Dock LID (Close Out)	395	267-0000	Subtotal Public Works		730,000
TOTAL TRANSFERS FROM:	<u>5,035,204</u>		TOTAL TRANSFERS TO:		<u>5,035,204</u>

City of Astoria, Oregon

Schedule of Tax Levies Imposed

<u>Levy Description</u>	<u>Actual 2016-17</u>	<u>Actual 2017-18</u>	<u>Estimated 2018-19</u>
General Fund	\$ 5,958,615	\$ 6,193,985	\$ 6,367,627
Total	<u>\$ 5,958,615</u>	<u>\$ 6,193,985</u>	<u>\$ 6,367,627</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 2018-19, a projected assessed value of \$786,104,584 was used. The assessed value for 2017-18 was \$763,208,334. This represents a projected increase in assessed value of 3%.

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

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

Year Ended	Total Tax Levy	Current Tax Collections	Percentage of Tax Levy Collected	Delinquent Tax Collections	Total Tax Collections	Percentage of Total Tax Collections to Tax Levy	Outstanding Delinquent Taxes	Percentage of Delinquent Taxes to Tax Levy
6/30/08	6,044,423	5,592,670	92.53%	146,813	5,739,483	94.96%	160,240	2.65%
6/30/09	5,914,715	5,463,408	92.37%	218,104	5,681,512	96.06%	167,106	2.83%
6/30/10	6,154,012	5,643,969	91.71%	255,330	5,899,299	95.86%	226,515	3.68%
6/30/11	6,055,905	5,573,151	92.03%	309,818	5,882,969	97.14%	253,737	4.19%
6/30/12	6,206,944	5,724,294	92.22%	234,786	5,959,080	96.01%	334,157	5.38%
6/30/13	6,241,010	5,770,406	92.46%	246,299	6,016,705	96.41%	352,030	5.64%
6/30/14	6,218,028	5,790,305	93.12%	339,363	6,129,668	98.58%	302,144	4.86%
6/30/15	6,490,166	6,072,483	93.56%	291,161	6,363,644	98.05%	256,195	3.95%
6/30/16	6,774,006	6,362,786	93.93%	261,398	6,624,184	97.79%	231,912	3.42%
6/30/17	7,094,036	6,673,006	94.07%	223,670	6,896,676	97.22%	237,536	3.35%

Source: Clatsop County Tax Assessor

APPENDIX

THE BUDGET PROCESS

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

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

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

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

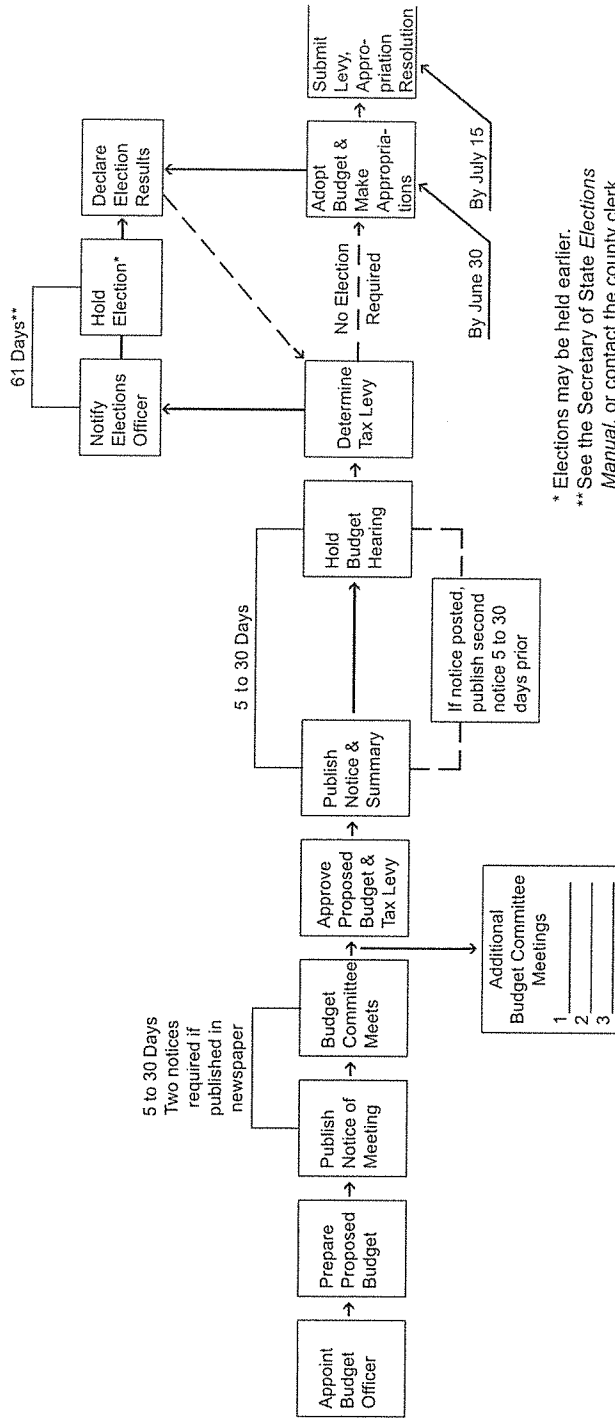
The first formal meeting of the Budget Committee includes a public hearing. Anyone wishing to present ideas or programs for which City funding is sought may make a presentation to the Budget Committee. The Committee sets several work sessions to review and/or revise the figures as presented in the Proposed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

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

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

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

The Budget Process



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

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Glossary of the Division of Accounts

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

PERSONAL SERVICES:

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

Extra Help

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

FICA Taxes

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

FLSA Overtime

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

Holiday Pay

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

Holiday Pay Overtime

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

Insurance

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

Interfund Wages

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

Overtime

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

Regular Salaries

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

Retirement Contributions

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

Workers' Compensation

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

MATERIALS & SERVICES

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

Advertising

Expenses for the cost of advertising in newspapers, etc.

Conferences, Meetings & Travel

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

Communication

Telephone and postage expenses.

Fee & Charge Programs

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

Insurance

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

Memberships & Dues

Membership fees and dues for professional and associate groups.

Miscellaneous

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

Office Supplies

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

Operating Supplies

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

Printing & Binding

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

Professional Services

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

Projects Funded by Grants

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

Public Utility Services

Natural gas, electric and refuse service.

Rentals

Rental of land, buildings, or machinery and equipment.

Repair & Maintenance Services

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

Repair & Maintenance Supplies

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

Small Tools & Minor Equipment

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

Training

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

CAPITAL OUTLAY:

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

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

OTHER CLASSIFICATIONS:

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

Beginning Fund Balance – Prior Year Actual Basis

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

Beginning Fund Balance – Budgetary Basis

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

Contingent Expenditures

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

Debt Service

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

Ending Fund Balance

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

Loan Disbursements

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

Special Payments

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

Transfers to Other Funds

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