

# **CITY OF ASTORIA, OREGON**

**Proposed Budget Document**

**Year Beginning July 1, 2021**

**Prepared by:**

**Brett Estes City Manager  
Budget Officer**

**April 22, 2021**



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# CITY OF ASTORIA, OREGON

Proposed Budget  
Year Beginning July 1, 2021

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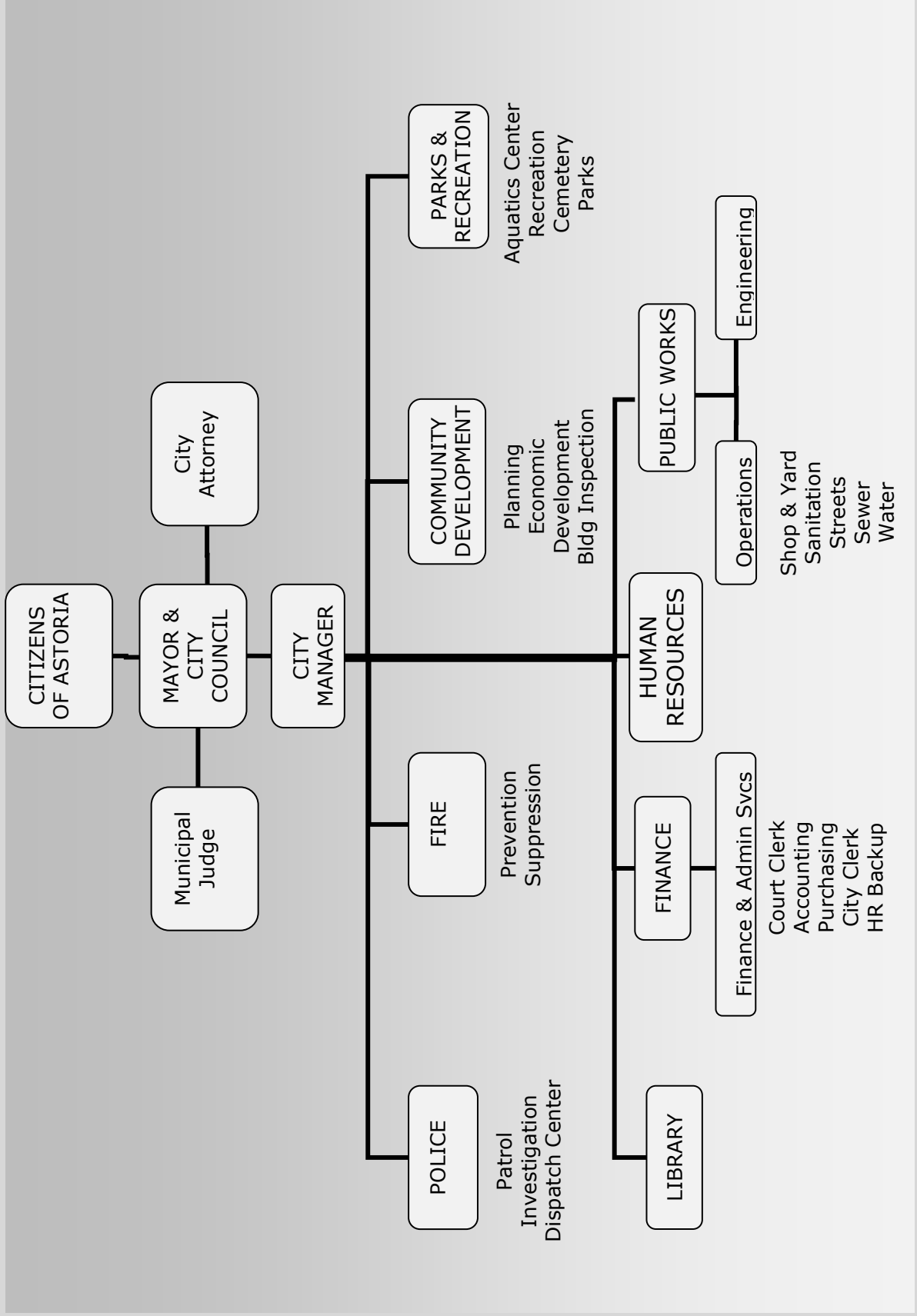
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# City of Astoria Organization Chart





**CITY OF ASTORIA, OREGON**

**BUDGET**

**Year Beginning July 1, 2021**

**Honorable Bruce Jones, Mayor**

**BUDGET COMMITTEE**

	<b>Term Expiration</b>		<b>Term Expiration</b>
<b>Bruce Jones, Mayor</b>	<b>12/31/2022</b>	<b>Andrew Davis</b>	<b>12/31/2023</b>
<b>Roger Rocka, Councilor</b>	<b>12/31/2022</b>	<b>Richard Hurley</b>	<b>12/31/2021</b>
<b>Thomas Brownson, Councilor</b>	<b>12/31/2024</b>	<b>Loran Mathews</b>	<b>12/31/2023</b>
<b>Joan Herman, Councilor</b>	<b>12/31/2022</b>	<b>Chris Breitmeyer</b>	<b>12/31/2023</b>
<b>Thomas Hilton, Councilor</b>	<b>12/31/2024</b>	<b>Andrea Mazzarella</b>	<b>12/31/2023</b>

**CITY MANAGER**

**Brett Estes, City Manager**

**ADMINISTRATIVE STAFF**

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



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## CITY OF ASTORIA

Founded 1811 • Incorporated 1856

April 22, 2021

Honorable Mayor Bruce Jones,  
Councilor Joan Herman, Councilor Tom Brownson,  
Councilor Thomas Hilton, Councilor Roger Rocka,  
Budget Committee and Citizens:

COVID 19 continues to affect our community, State and Nation. While we continue to work through a variety of unknown factors and future impacts on the financial future for Astoria, we move forward to present a budget for Fiscal Year 2021-22 which incorporates information and projections currently available and with a keen awareness we will continue to experience impacts of COVID-19 over the upcoming year. Keeping Council direction and goals in mind, the proposed budget anticipates operating conditions returning closer to prior levels throughout the year. It is important to note the proposed budget takes into consideration revisions and deferral of projects due to COVID-19 impacts in the current year and the need for recruitment and retention in those areas most impacted by hiring freezes and/or facility closures during the height of the pandemic restrictions. We are re-opening recreational activities cautiously and in conjunction with national, state and local guidance while being mindful of the additional costs associated costs of operations under pandemic guidelines and requirements. City Council goals for defining and implementing operational efficiencies, improving revenue sources and increasing sustainability and resiliency have been considered in the compilation of this budget document. As a City, we have developed budgeting to provide resources for daily activities while paying close attention to Council goals and providing flexibility for the current pandemic status while planning for future impacts and unforeseen events.

As a guiding principal, a budget is a financial plan for a specified period and provides the framework for operations, to which regular evaluation of actual results are conducted. City staff have remained committed and diligent in review and revision of plans throughout the past year and are eager to regain ability to proactively meet goals and objectives. Property tax collections were unaffected in the current fiscal year and transient lodging taxes, while below prior years, are on track to meet the budgeted expectations and could exceed them if the remainder of the year opens up as vaccines roll out. City of Astoria has been able to take advantage of the CARES Act funding made available through the State and offset some of the additional costs incurred during the pandemic. The enactment of the American Rescue Plan Act in 2021 will provide an estimated \$ 2.041 million in additional resources to the City over a two year period for infrastructure needs. Careful management of City reserves, restrictions on expenditures and prompt oversight of changing conditions were initiated and effective for the City as operations continued and the public was provided services in all areas even if scaled down to comply with official guidelines and requirements.

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. Our parks and recreation system which includes over 60 facilities, an aquatic center, and a perpetual care cemetery were challenged with closures over the last year but with Council direction and support daycare for non-school aged children has been continually provided either in partnership with the school district or independently through our Lil Sprouts program. The aquatic center has cautiously and thoughtfully reopened under pandemic guidelines to limited services as has the public library. While Astoria is resource constrained while trying to manage and maintain the broad level of services it remains fiscally stable. The

budget has been prepared to ensure core services remain intact for the health and safety of our citizens understanding continuing review of the economic landscape and potential spending adjustments may be required to ensure we remain within our means.

As an organization, the City enters this fiscal year with a full time workforce of approximately 100 employees, part-time labor which normally ranges between 100 to 120 individuals is around 60 at the drafting of this budget. The total budget for consideration is \$ 49,594,058.

The projected requirements are based on resources becoming available as the economy restarts and every effort has been made to provide reasonable forecasts based on economic projects, local restrictions and flexibility to respond to changing environment. The beginning reserves in the General fund provided necessary resources and enabled the City to provide critical ongoing services over the past year. Constriction of spending in the current year, in addition to anticipated increase in property taxes directed to the General fund from Astor West Urban Renewal, provides a healthy reserve which will assist the City stay on top of existing demands. The currently estimated contingency provides the capacity to cover approximately 5.5 months of budgeted requirements and maintains the critical reserves to weather unforeseen events which may negatively affect cash flow.

The General Fund requirements were prepared anticipating a transfer to Parks Operation Fund of \$ 971,110 and transferring the anticipated 2% transient room tax collections which were implemented January 1, 2018 and are subject to a 70% distribution to tourism for a total of \$ 1,089,110. Current transient room tax collections are approximately 80% of the prior year collections through March. The appropriations for the General Fund have increased by \$ 536,412 with \$ 385,070 attributable to personnel services, an increase of \$ 151,342 in overall materials and services and an increase in transfers for dispatch services of \$ 5,566. The Public Works and Parks and General labor agreements were completed for the period July 1, 2020 through June 30, 2023. Negotiations with International Association of Firefighters (IAFF) is in process for contract period beginning July 1, 2021. All service levels have been budgeted with a mindset toward long-term stability and sustainability which is a constant and continual consideration for the overall budget. Additional personnel services include addition of a full time associate planner in Community Development, a full time emergency management / fire marshall position in Fire Department and a part-time community service officer in the Police 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. The City strives to be active in attraction and retention of top talent. Training, competitive benefits and celebration of hard work and achievements achieved on behalf of the City are resources to meet this commitment. Residents should feel confident of the service and care provided at a fair and reasonable rate. The cost of materials and services vary annually as needs arise. Some budgets may reflect project deferrals from FY 20-21 due to COVID-19 limitations or restrictions. A single audit is anticipated for FY 21-22 based on funding opportunities through the American Rescue Plan Act and available grant awards beginning after July 1. The single audit expense is included in the proposed budget. As City infrastructure and assets age and require updates it is important to note the City is not current with replacement schedules for all capital items and replacements have been prioritized with deferment of some items as available resources dictate. Staff maintains a sharp eye on budgets, programs, projects and funding sources while balancing the requirements and resources on a routine basis. Staff have proposed retention of a portion of the carbon credit resources for future watershed projects while making previously reserved amounts for library renovation available in the current budget.

Interest rates began to fall sharply after March, 2020 and investment opportunities are limited and complicated by required oversight. Low interest rates will continue to impact all funds and have been estimated at a low level in the proposed budget. The areas of fiscal, emotional and social challenges call for strong leadership, flexibility to effectively leverage limited resources and the tenacity to manage the daily operations of a full service City while anticipating and preparing for current and upcoming challenges associated with the post pandemic environment.

With the aforementioned in mind, the following presents some of the highlights for the 2021-2022 fiscal year budget, for the City of Astoria:

## **GENERAL FUND**

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

The beginning fund balance at July 1, 2021 is projected to be \$ 5,506,600 or 50 % of total budgeted requirements. The proposed budget for FY 21-22 anticipates an ending fund balance of \$ 5,097,658. The City was in a good position pre-pandemic with reserves available to maintain core services necessary to maintain vital systems, protect and serve the citizens and maintain the continuity of City operations. This was accomplished through prior direction and work of the Budget Committee and City Council. The projected ending fund balance covers approximately five months of straight-line General Fund expenses. The available ending fund balance continues to meet the critical cash requirements during months leading up to November property tax collections.

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

The proposed budget is based on projected total resources of \$ 16,118,508. The prior year resources were \$ 15,221,340. This is an increase of \$ 897,168. The increase is attributable to a moderate increases in property tax and additional tax distribution available from cessation of Astor West Urban Renewal District tax increment distributions.

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 \$ 7,356,430. The prior year personnel expenses were budgeted at \$ 6,971,360. This represents an increase of \$ 385,070 or 5.5 %. The increase relates to contractual and projected wage adjustments including step increases, stability pay, and additional retirement contributions based on Public Employee Retirement System (PERS) increases effective July 1. PERS increases were less than previously experienced increases due to enactment of HB 1049 provision in January, 2020. "Materials and Services" are projected to be \$ 2,022,410. The prior year Materials & Services were \$ 1,854,634. This represents an increase of \$ 167,776 or approximately 9.0 %.

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:

- \$ 1,089,110 to the Parks and Recreation Fund (158).
- \$ 505,500 to the Emergency Communication (911) Fund (132).
- \$ 30,000 to the Public Works Fund to offset landfill monitoring expenses (301).
- \$ 10,000 to the Public Works Fund for the Utility Assistance Program (301)
- \$ 6,000 to the Unemployment Fund for unemployment payments (104).
- \$ 1,400 to the Special Police Projects Fund (136)

The total General Fund transfers are \$ 1,642,010. This is a decrease of \$ 16,434 from the FY 20-21 budget and is a combination of reduction of anticipated funds to distribute to Parks and Recreation operations and increase in Emergency Communication transfer.

### **CAPITAL IMPROVEMENT FUND**

The intent of the Capital Improvement Fund is to dedicate state-shared revenue and one-time proceeds, such as the sale of timber and other property related transactions, for purchase of long-lived capital items. The beginning fund balance is projected to be \$ 2,333,000. The healthy beginning fund balance is due in part to the reserve of \$ 750,000 for the Astor Library remodel. Expected revenues are primarily expected from State shared revenues and timber sales. The final payment for the Fire Department pumper truck was made in January, 2021. Alcohol, State Shared revenue and cigarette taxes are projected to be up a modest \$ 2,430 from the prior year budget.

There are proposed capital expenditures of \$ 1,539,065 and debt service payments for capital leases and loans amounting to \$ 87,850 for the year. The combined amount is \$ 920,008 more than the prior year budget. The previously reserved amount of \$ 750,000 for library renovations has been budgeted, \$ 35,000 of deferred City Hall projects are identified along with \$ 85,000 necessary for Phase I work on the City Hall service elevator. This budget provides a contingency of \$ 200,000, retains \$ 750,000 for future projects. The capital expenditure items in the FY 21-22 budget are as follows:

- \$ 124,000 City Hall mechanical & equipment upgrades and improvements
- \$ 17,500 Building and improvements other than buildings
- \$ 62,300 Finance upgrade of financial system to current cloud based version
- \$ 186,730 Parks & Recreation capital expenditures.
- \$ 830,500 Library capital and renovation expenditures
- \$ 199,120 Public Safety capital expenditures.
- \$ 115,915 Technology capital expenditures.
- \$ 3,000 Community Development capital expenditure
- \$ 87,850 Lease payments for public safety vehicles

Expenditures are closely monitored and approved as identified needs require procurements.

### **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. Combined Sewer Overflow (CSO) Project Funds budget resources for the CSO program. This budget does not anticipate an active CSO construction phase. The projects are organized in phases and have been paid for through grants and loans from the Department of Environmental Quality (DEQ) and the Oregon Infrastructure Financing Authority (IFA). Surcharges provide sewer debt service, monitoring/repair expenses for completed phases and work associated with future program phases.

## **Water and Sewer Rates**

In an effort to provide stability to the community. The fiscal year 2020-21 Public Works budget did not provide an increase to sewer/water rates or surcharge rate due to the pandemic. The FY 21-22 budget includes a 2.5% water and 2.5% sewer rate increase with no change to the sewer surcharge. This rate increase is necessary to capture basic increases incurred since the 2019-20 budget.

## **Public Works Budget**

The Public Works budget for FY 21-22 projects estimated resources of \$ 8,147,680 with expenditures of \$ 7,924,395 and a contingency of \$ 223,285.

## **Public Works Improvement Fund**

The Public Works Improvement Fund budget for FY 21-22 proposes estimated resources of \$ 1,997,435 with expenditures of \$ 1,962,250, leaving a contingency and ending fund balance of \$ 35,185.

Proposed expenditures for FY 21-22 are as follows:

- \$ 475,250 Debt Service payments (other than Combined Sewer Overflow debt)
- \$ 250,000 Water main rehabilitation/replacement projects
- \$ 200,000 Sewer main rehabilitation/ replacement projects
- \$ 200,000 Stormwater rehabilitation/replacement projects
- \$ 200,000 Transfer to Capital Reserve Fund for future capital projects
- \$ 55,000 CSO Modeling expense
- \$ 135,000 System Development Charge Study, PMF Headworks Dam, Emergency Response Plan and Waste Water Treatment Plant Headworks Design
- \$ 50,000 Repair and Maintenance
- \$ 397,000 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:

- Highway 202 sidewalk project
- Planning for next CSO project
- Planning for wastewater treatment plant upgrades project
- Industrial Pre-treatment program development and implementation

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

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

been planned in seven phases running through the year 2028 and is projected at a cost range of \$ 49,500,000 to \$ 50,000,000. The two remaining areas where major projects are targeted are around Portway Street and 33<sup>rd</sup> Street. The next few years continue to be focused on collecting data, refining the hydraulic model and investigating disallowed discharges, development of the project scope required for the next construction projects and continuing research for grant and funding opportunities.

### **CSO Debt Service Fund**

The total borrowing to date is approximately \$ 31,403,594. Outstanding debt as of June 30, 2020 was \$ 19,884,800. The CSO Debt Service Fund accounts for the sewer surcharge tracks the City's payments of principal and interest on the loans and provide some resources for ongoing monitoring expenses of completed CSO projects and provides for expenses associated with upcoming project development. The surcharge is the minimum amount required 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 incrementally and currently stands at 97 %. City Public Works staff has worked with DEQ to extend the schedule for project completions from 2022 to 2028 and is continuing to review the future requirements and possible extensions as data is gathered and reviewed on completed sections. As a result of the initial extension, older loans will be paid off before additional loans are required which assists with smoothing both the debt payments and the related CSO surcharge required to meet debt obligations. Initial projections of 110% surcharge in year 2021 and 151% in 2025 are not anticipated based on current obligations and timelines. As previously indicated, no rate adjustment is proposed for the surcharge in FY 21-22. City staff recognized the need to request approval to drop below DEQ's required reserve threshold in FY 20-21 and DEQ's recognition of COVID-19 impacts allowed the City to utilize a portion of the required reserve to meet obligations and defer a rate increase last year. This budget is proposed to transfer less funding for monitoring and project work to maintain the current surcharge rate and meet obligations through revenue coming in to this fund through a base sewer rate increase.

The requirements of the surcharge include debt service of \$ 1,767,925 for FY 21-22, \$ 35,600 is budgeted for DEQ administrative services related to monitoring and \$ 75,000 is a transfer to Public Works to cover monitoring and project development costs.

### **PARKS OPERATION FUND**

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

For FY 21-22 the resources for these three functions are budgeted at \$ 3,111,910. The current world health crisis has had detrimental impacts on this special operating fund with 46.2% of the resources subject to transfers from the General Fund (31.2 %), Transient Lodging Taxes (12.8%) and 17<sup>th</sup> Street Dock Fund (2.2 %) in addition to the ability to be open and fully functional to provide services. This budget presents requirements for a modified reopening of Parks Operations understanding the ability to open facilities and offer services is completely dependent upon how restrictions are lifted and the prioritized implementation of programs. The priority is to provide daycare services in order to assist workers in rejoining the workforce and enable businesses to rehire for re-openings and eventual return to full capacity offerings. Challenges with the daycare in the area have shown heavy reliance on the City provided daycare alternatives. The current health and safety requirements for daycare activities add additional costs in oversight and materials. Budgets reflect the July 1, 2021 minimum wage increase of 0.75 per hour. The current beginning fund balance is the result of continued collection of General Fund transfers and



tax collections in the current fiscal year while all but daycare operations were active for the majority of fiscal year 2020-2021.

The current Parks Operation budget anticipates a beginning fund balance of \$ 900,100, which reflects closed facilities and restricted offering primarily consisting of daycare. The anticipated resources from the 2% transient lodging tax increase is comprised of \$ 280,000 from Promote Astoria and \$ 118,000 from the General Fund for a total transfer of \$ 398,000 and a transfer from General Fund of \$ 971,110 is proposed.

### **BUILDING INSPECTION FUND**

The Building Inspection Fund was established in March, 2000. The resources of the Building Inspection program for Fiscal Year 21-22 are budgeted at \$ 736,200, which includes a beginning fund balance of \$ 533,500. The ending fund balance and contingency total \$ 362,610. Proposed expenditures for FY 21-22 include a full-time building inspector, a permit technician and professional services to provide flexibility and coverage while recognizing the difficulties associated with filling the building inspector vacancy. A transfer of \$ 20,800 to the General Fund is budgeted to defray the costs of General Fund services provided to the Building Inspection Program.

### **PROMOTE ASTORIA FUND**

As specified by State law, a total of 46.1% of the City's transient room tax collections are deposited into the Promote Astoria Fund for 9% of transient room tax collection. 70% of an additional 2% imposed effective January 1, 2018 are meant to cover costs associated with Parks facility costs. The beginning fund balance is projected to be \$ 1,329,000 with an ending contingency and fund balance and contingency of \$ 258,874.

Major expenditures for FY 20-21 are as follow:

- \$ 174,570 Astoria/Warrenton Chamber of Commerce
- \$ 252,440 Lower Columbia Tourist Committee
- \$ 269,970 Care & Maintenance of City Owned Tourism Facilities
- \$ 280,000 Transfer to Parks Operations for Tourism Related Facilities
- \$ 250,000 Riverwalk Track and Trestles
- \$ 387,366 Wayfinding, Downtown Loo
- \$ 941,540 Lighting East from Columbia River Maritime Museum
- \$ 330,000 14<sup>th</sup> Street Pier Design and Construction
- \$ 43,200 Astoria Historic Downtown Development Assoc.
- \$ 23,760 Downtown District Parking Enforcement
- \$ 94,200 Arts and Cultural Fund to Promote Tourism
- \$ 25,000 Tourism Promotion
- \$ 10,000 Credit Card Fees

### **EMERGENCY COMMUNICATIONS FUND**

The City's contribution to the Emergency Communication Fund is budgeted at \$ 510,500. This represents an increase of .9 % over the prior year. Dispatch service charges are based on prior year usage. For the 21-22 budget year, \$ 25,000 is transferred to General Fund services to defray administrative costs.

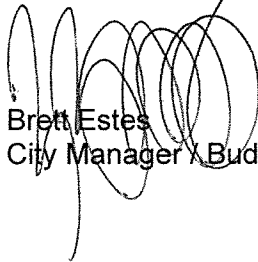
## CONCLUSION

The proposed budget for FY 21-22 is adjusted to provide sustainability and cash reserves. It was designed to balance, prioritize and provide the framework for continued service levels understanding careful management of reserves and practical reintroduction of activities and associated costs will be required in specific areas and recruitment and retention of staff in some areas has been challenging for a variety of reasons.

The Finance Department staff has assisted with the preparation of this budget. In addition to the Finance Department, I want to thank all City departments with their assistance over the current fiscal year in keeping a keen eye on their respective budgets. This has contributed in our ability as a City to successfully work through this uncertain year and continue to remain in a positive budgetary standpoint for the future.

Respectfully submitted,

THE CITY OF ASTORIA

A handwritten signature in black ink, appearing to read "Brett Estes", is written over the typed name and title.

Brett Estes  
City Manager / Budget Officer

# BUDGET SECTION

City of Astoria, Oregon

Summary of Requirements

Year Beginning July 1, 2021

Fund	Personal Services	Materials and Services	Capital Outlay	Transfers to Other Funds	Debt Service	Special Payments	Contingency	Total Expenditures	Ending Fund Balance	Total Requirements
<b>General Fund (by department):</b>										
City Council	4,410	10,830						15,240		15,240
City Manager	450,000	17,300						467,300		467,300
Municipal Court	79,210	77,250						156,460		156,460
Finance	664,540	103,565						768,105		768,105
City Attorney		89,000						89,000		89,000
Community Development	502,060	127,450						629,510		629,510
City Hall	8,500	52,860						61,360		61,360
Non-Departmental - Unallocated	1,120	805,920		1,642,010				2,449,050		2,449,050
Fire	2,142,940	302,475						2,445,415		2,445,415
Police	3,049,310	259,875						3,309,185		3,309,185
Library	454,340	175,885						630,225		630,225
Other							5,097,658	5,097,658		5,097,658
<b>Total General Fund</b>	<b>7,356,430</b>	<b>2,022,410</b>		<b>1,642,010</b>			<b>5,097,658</b>	<b>16,118,508</b>		<b>16,118,508</b>
Capital Improvement		275,490	1,539,065		87,850		200,000	2,102,405	799,525	2,901,930
Unemployment		49,500						49,500		49,500
Revolving Loan		210,600					43,830	254,430		254,430
Community Development Block Grant										
Building Inspection	237,080	115,710		20,800			75,000	448,590	287,610	736,200
American Rescue Plan (ARP)			2,000,000				48,650	2,048,650		2,048,650
Emergency Communications	1,519,900	154,190	323,100	25,000			200,000	2,222,190	344,810	2,567,000
Special Police Projects		18,300					1,500	19,800		19,800
Parks Project		35,000	65,000				6,430	106,430		106,430
Maritime Memorial		11,000			10,000		9,750	30,750		30,750
<b>Parks Operation (by department):</b>										
Aquatics	558,270	314,985						873,255		873,255
Recreation/Administration	1,101,090	227,735	11,750					1,340,575		1,340,575
Maintenance	390,110	199,500						589,610		589,610
Other							100,000	100,000	208,470	308,470
<b>Total Parks Operation</b>	<b>2,049,470</b>	<b>742,220</b>	<b>11,750</b>				<b>100,000</b>	<b>2,903,440</b>	<b>208,470</b>	<b>3,111,910</b>
Astoria Road District		75,000	500,000	939,000			150,000	725,000	19,500	744,500
State Tax Street							175,000	1,114,000	9,610	1,123,610
Trails Reserve			35,000				5,875	40,875	500	41,375
Public Works Improvement		890,000	397,000	200,000	475,250		35,185	1,997,435		1,997,435
Public Works Capital Reserve		50,000	648,200				110,000	808,200		808,200
CSO Projects										
Waterfront Bridge Replacement Project				180						180
Local Improvement Debt Service				22,000			70,700	92,700		92,700

Fund	Personal Services	Materials and Services	Capital Outlay	Transfers to Other Funds	Debt Service	Special Payments	Contingency	Total Expenditures	Ending Fund Balance	Total Requirements
E. Astoria Waterline Debt Service										
7th Street Dock LID				75,000	1,767,925			1,878,525	538,655	2,417,180
CSO Debt Service		35,600								
<b>Public Works (by department):</b>										
Engineering	1,193,830	144,855	6,000					1,344,685		1,344,685
Shop and Yard	474,870	153,840	21,600					650,310		650,310
Streets	328,170	342,900	4,200					675,270		675,270
Sanitation	52,580	29,570	-					82,150		82,150
Sewer	658,140	645,900	33,200	834,240				2,171,480		2,171,480
Stormwater	114,190	189,450	20,800					324,440		324,440
Water	1,087,900	635,600	35,400	917,160			223,285	2,676,060		2,676,060
Other								223,285		223,285
<b>Total Public Works</b>	<b>3,909,680</b>	<b>2,142,115</b>	<b>121,200</b>	<b>1,751,400</b>			<b>223,285</b>	<b>8,147,680</b>		<b>8,147,680</b>
Cemetery	65,020	19,150	33,000				18,200	135,370	6,610	141,980
17th Street Dock	36,770	102,520	350,000	70,000	135,700		13,930	708,920		708,920
Aquatic Facility Trust		500						500		6,430
Astoria Public Library Endowment		25,780	2,500					28,280		140,200
Cemetery Irreducible				4,600				4,600		939,300
Promote Astoria		893,140	1,908,906	280,000			200,000	3,282,046	58,874	3,340,920
Logan Memorial Library			940,300					940,300		940,300
Library Renovation			8,040					8,040		8,040
Custodial		50,000						50,000		50,000
<b>TOTAL ALL FUNDS</b>	<b>15,174,350</b>	<b>7,918,225</b>	<b>8,883,061</b>	<b>5,029,990</b>	<b>2,476,725</b>		<b>6,784,993</b>	<b>46,267,344</b>	<b>3,326,714</b>	<b>49,594,058</b>



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# GENERAL FUND

**FUND:           GENERAL**

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

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

For FYE June 30, 2021, the General Fund expects to receive 45.5 % of resources from property taxes. Other resources include: non ad valorem taxes, license and permit fees, intergovernmental revenue, charges for services, fines and forfeits, interest earnings, transfers from other funds, and miscellaneous revenues.

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

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

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



City of Astoria, Oregon  
Budget Document

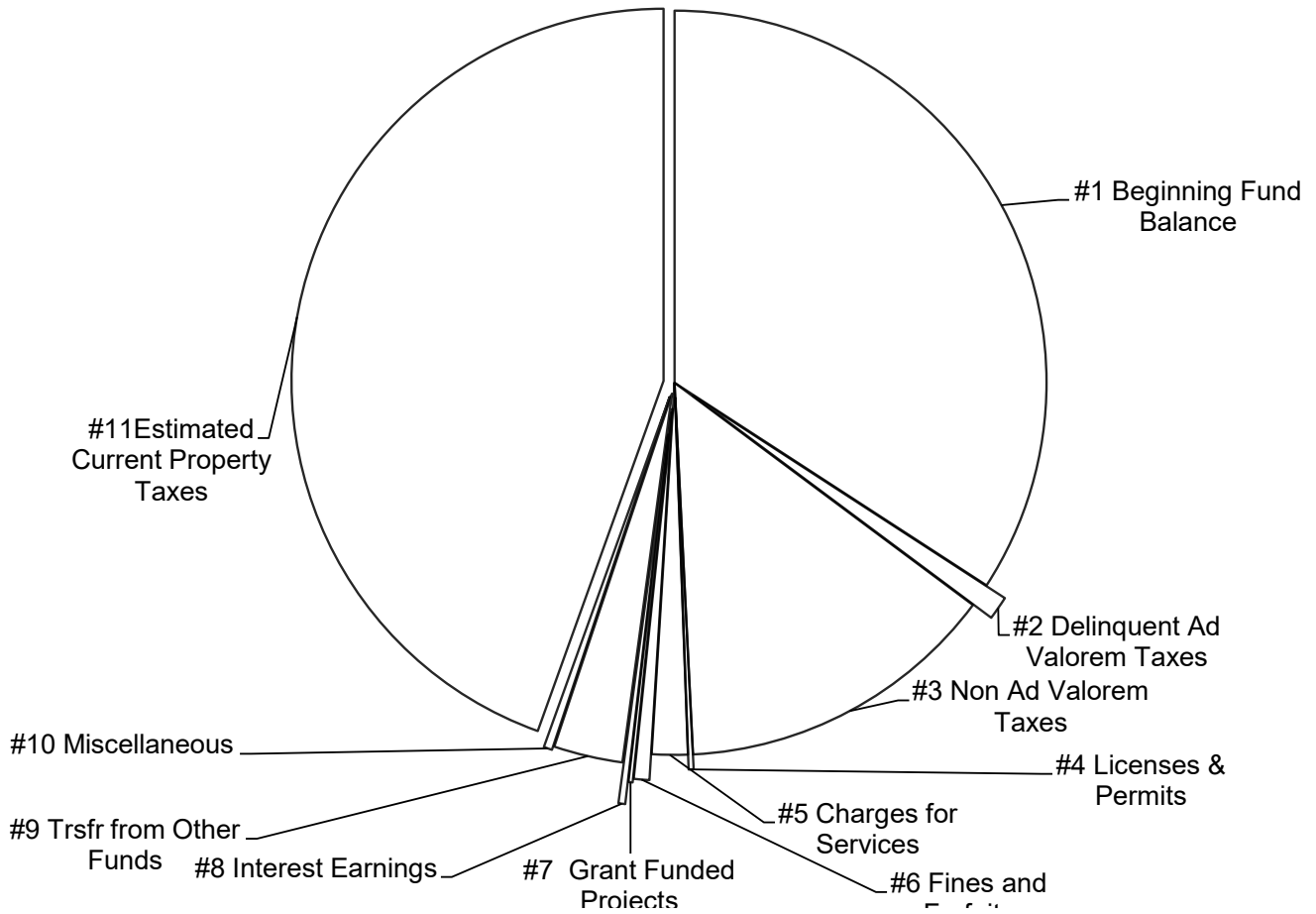
**GENERAL FUND**

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

<u>Historical 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 6/30/19	FYE 6/30/20	FYE 6/30/21				
<b>Resources</b>						
4,168,569	5,422,643	5,479,700	Beginning Fund Balance	5,506,600		
126,498	155,237	145,700	Delinquent Ad Valorem Taxes	165,000		
2,683,632	2,343,204	2,192,680	Non Ad Valorem Taxes	2,260,240		
25,524	36,809	28,750	Licenses and Permits	34,750		
316,216	255,656	259,410	Charges for Services	251,010		
160,258	135,926	143,000	Fines and Forfeits	109,000		
12,166	68,118	22,700	Grant Funded Projects	28,828		
125,300	120,729	47,500	Interest Earnings	47,500		
			Transfers from Other Funds:			
414,600	414,600	414,600	Public Works Fund	414,600		
25,000	25,000	25,000	Emergency Communication Fund	25,000		
20,800	20,800	20,800	Building Inspection Fund	20,800		
50,000	22,000	22,000	Local Improvement Debt Service Fund	22,000		
15,211	-	-	Close Out Funds	180		
112,549	86,933	31,500	Miscellaneous	59,000	-	-
8,256,323	9,107,655	8,833,340	Sub-Total Resources	8,944,508	-	-
6,131,791	6,254,065	6,388,000	Current Ad Valorem Taxes	7,174,000	-	-
14,388,114	15,361,720	15,221,340	<b>Total Resources</b>	<b>16,118,508</b>	<b>-</b>	<b>-</b>
<b>Requirements (by department)</b>						
14,234	14,366	15,230	City Council	15,240		
302,013	322,146	462,740	City Manager	467,300		
142,489	122,108	152,000	Municipal Court	156,460		
664,916	739,308	749,935	Finance	768,105		
88,259	87,066	96,000	City Attorney	89,000		
353,031	380,949	447,910	Community Development	629,510		
55,012	46,065	61,015	City Hall	61,360		
658,319	715,786	744,425	Non-Departmental - Unallocated	807,040		
1,881,736	1,948,081	2,240,325	Fire	2,445,415		
2,615,626	2,832,527	3,258,420	Police	3,309,185		
508,981	527,784	604,994	Library	630,225	-	-
7,284,616	7,736,186	8,832,994		9,378,840	-	-
<b>Transfer to Other Funds</b>						
6,000	6,000	6,000	Unemployment Fund	6,000		
32,655	30,975	40,000	Public Works	40,000		
414,479	443,912	499,934	Emergency Communications Fund	505,500		
1,111,110	1,089,608	1,111,110	Parks Operation Fund	1,089,110		
15,211	-	-	Public Works Improvement Fund	-		
1,400	1,400	1,400	Special Police Projects Fund	1,400		
100,000	-	-	Capital Improvement Fund	-	-	-
1,680,855	1,571,895	1,658,444	<b>Total Transfer to Other Funds</b>	<b>1,642,010</b>	<b>-</b>	<b>-</b>
-	-	4,729,902	Contingency	5,097,658	-	-
8,965,471	9,308,081	15,221,340	Total Expenditures	16,118,508	-	-
5,422,643	6,053,639	-	Ending Fund Balance	-	-	-
14,388,114	15,361,720	15,221,340	Total Requirements	16,118,508	-	-

City of Astoria, Oregon  
 General Fund Resources  
 Year Beginning July 1, 2021

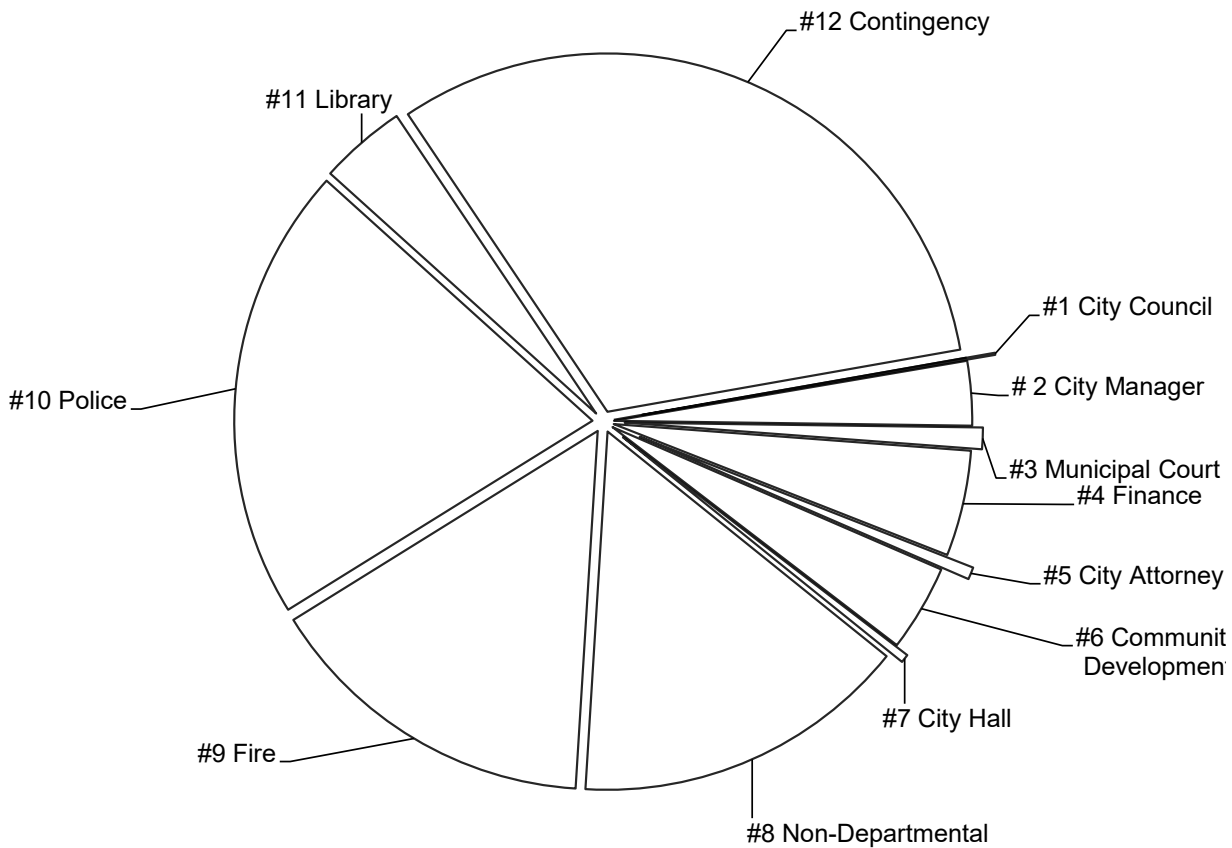
Segment #	Resources	Amount	Percentage
1	Beginning Fund Balance	\$ 5,506,600	34.16%
2	Delinquent Property Taxes	165,000	1.02%
3	Non Ad Valorem Taxes	2,260,240	14.02%
4	Licenses and Permits	34,750	0.22%
5	Charges for Services	251,010	1.56%
6	Fines and Forfeits	109,000	0.68%
7	Grant Funded Projects	28,828	0.18%
8	Interest Earnings	47,500	0.29%
9	Transfers from Other Funds	482,580	2.99%
10	Miscellaneous	59,000	0.37%
11	Estimated Current Property Taxes	<u>7,174,000</u>	<u>44.51%</u>
	<b>Total Resources</b>	<b><u>\$ 16,118,508</u></b>	<b><u>100.00%</u></b>



City of Astoria, Oregon  
General Fund Requirements  
Year Beginning July 1, 2021

Segment #	Requirements	Amount	Percentage
1	City Council	\$ 15,240	0.09%
2	City Manager	467,300	2.90%
3	Municipal Court	156,460	0.97%
4	Finance	768,105	4.77%
5	City Attorney	89,000	0.55%
6	Community Development	629,510	3.91%
7	City Hall	61,360	0.38%
8	Non-Departmental - Unallocated	2,449,050	15.19%
9	Fire	2,445,415	15.17%
10	Police	3,309,185	20.53%
11	Library	630,225	3.91%
12	Contingency	<u>5,097,658</u>	<u>31.63%</u>

Total Requirements                                  \$ 16,118,508                                  100.00%



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

Budget for Fiscal Year 7/1/21 - 6/30/22

<u>Historical Data</u>		<u>Adopted Budget</u>	<u>Resources and Requirements</u>	<u>Proposed by Budget Officer</u>	<u>Approved by Budget Committee</u>	<u>Adopted by Governing Body</u>
<u>FYE 6/30/19</u>	<u>FYE 6/30/20</u>	<u>FYE 6/30/21</u>				
			<u>Personnel Services:</u>			
			City Council	4,410	-	-
288,746	312,142	445,490	City Manager	450,000	-	-
74,131	58,757	74,750	Municipal Court	79,210	-	-
579,586	658,563	649,570	Finance	664,540	-	-
139,126	194,906	381,640	Community Development	502,060	-	-
9,345	6,631	8,260	City Hall	8,500	-	-
557	235	1,100	Non-Departmental - Unallocated	1,120	-	-
1,568,756	1,729,040	1,940,550	Fire	2,142,940	-	-
2,464,878	2,667,214	3,022,990	Police	3,049,310	-	-
369,609	394,569	442,600	Library	454,340	-	-
5,499,165	6,026,486	6,971,360	Total Personnel Services	7,356,430	-	-
			<u>Materials &amp; Services:</u>			
9,803	9,937	10,820	City Council	10,830	-	-
13,267	10,004	17,250	City Manager	17,300	-	-
68,358	63,351	77,250	Municipal Court	77,250	-	-
85,330	80,745	100,365	Finance	103,565	-	-
88,259	87,066	96,000	City Attorney	89,000	-	-
213,905	186,043	66,270	Community Development	127,450	-	-
45,667	39,434	52,755	City Hall	52,860	-	-
657,762	715,551	743,325	Non-Departmental - Unallocated	805,920	-	-
312,980	219,041	299,775	Fire	302,475	-	-
150,748	165,313	235,430	Police	259,875	-	-
139,372	133,215	162,394	Library	175,885	-	-
1,785,451	1,709,700	1,861,634	Total Materials & Services	2,022,410	-	-

Continued on Next Page

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

Budget for Fiscal Year 7/1/21 - 6/30/22

<u>Historical Data</u>		<u>Adopted Budget</u>	<u>Resources and Requirements</u>	<u>Proposed by Budget Officer</u>	<u>Approved by Budget Committee</u>	<u>Adopted by Governing Body</u>
<u>Actual Data</u>	<u>FYE 6/30/20</u>	<u>FYE 6/30/21</u>				
-	-	-	City Manager - All Divisions	-	-	-
-	-	-	Municipal Court	-	-	-
-	-	-	Finance	-	-	-
-	-	-	Community Development	-	-	-
-	-	-	Fire	-	-	-
-	-	-	Police	-	-	-
-	-	-	Library	-	-	-
-	-	-	Total Capital Outlay	-	-	-
6,000	6,000	6,000	<u>Capital Outlay:</u>			
414,479	443,912	499,934	City Manager - All Divisions	6,000	-	-
1,111,110	1,089,608	1,111,110	Municipal Court	505,500	-	-
15,211	-	-	Finance	1,089,110	-	-
2,655	975	10,000	Community Development	-	-	-
30,000	30,000	30,000	Fire	10,000	-	-
100,000	-	-	Police	30,000	-	-
1,400	1,400	1,400	Library	-	-	-
1,680,855	1,571,895	1,658,444	Total Capital Outlay	1,400	-	-
-	-	-	Transfer to Other Funds:			
-	-	-	Unemployment Fund	-	-	-
-	-	-	Emergency Communications Fund	-	-	-
-	-	-	Parks Operation Fund	-	-	-
-	-	-	Public Works Improvement Fund Landfill	-	-	-
-	-	-	Utility Assistance Program Public Works	-	-	-
-	-	-	Public Works Fund Landfill Monitoring	-	-	-
-	-	-	CSO Debt Service	-	-	-
-	-	-	Capital Improvement Fund	-	-	-
-	-	-	Special Police Projects Fund	1,400	-	-
1,680,855	1,571,895	1,658,444	Total Transfer to Other Funds	1,642,010	-	-
-	-	4,729,902	Contingency	5,097,658	-	-
8,965,471	9,308,081	15,221,340	Total Expenditures	16,118,508	-	-

**FUND: GENERAL**

Department: City Council #1000

Basic Objectives

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

Staffing

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

<u>Name</u>	<u>Position</u>	<u>Term Expires</u>
Bruce Jones	Mayor	12/31/2022
Roger Rocka	Councilor - Ward 1	12/31/2022
Tom Brownson	Councilor - Ward 2	12/31/2024
Joan Herman	Councilor - Ward 3	12/31/2022
Thomas Hilton	Councilor - Ward 4	12/31/2024

City of Astoria, Oregon  
Budget Document  
General

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

Budget for Fiscal Year 7/1/21 - 6/30/22

<u>Historical Data</u>			Resources and Requirements	<u>Budget for Fiscal Year 7/1/21 - 6/30/22</u>		
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21		Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
4,080	4,080	4,080	Regular Salaries	4,080		
312	312	320	FICA Taxes	320		
39	37	10	Workers' Compensation	10	-	-
<u>4,431</u>	<u>4,429</u>	<u>4,410</u>	<b>Total Personnel Services</b>	<u>4,410</u>	<u>-</u>	<u>-</u>
			<b>Materials and Services:</b>			
199	-	500	Office Supplies	500		
6,579	9,157	8,500	Conferences, Meetings & Travel	8,500		
300	310	320	Memberships & Dues	330		
2,725	470	1,500	Miscellaneous	1,500	-	-
<u>9,803</u>	<u>9,937</u>	<u>10,820</u>	<b>Total Materials and Services</b>	<u>10,830</u>	<u>-</u>	<u>-</u>
<u>14,234</u>	<u>14,366</u>	<u>15,230</u>	<b>Total Expenditures</b>	<u>15,240</u>	<u>-</u>	<u>-</u>

<b>GENERAL FUND (001)</b>				
<b>CITY COUNCIL (1000)</b>				
<b>Personnel Services (410 - 415)</b>				
410	2020	Straight Time - Regular	4,080	
415	2220	FICA	320	
415	2240	Workers' Compensation	10	
<b>TOTAL PERSONNEL SERVICES</b>				<b>4,410</b>
			<b>TOTAL FTEs</b>	<b>0</b>
<b>Materials and Services (510 - 675)</b>				
510	3045	General Office Supplies	500	
Sub-total of Office Supplies				<b>500</b>
615	4265	Travel, Conferences and Meetings	8,500	
Sub-total Conferences, Meetings & Travel				<b>8,500</b>
630	4720	Sister Cities International Program	330	
Sub-total Memberships & Dues				<b>330</b>
675	6035	Miscellaneous - General	1,500	
Sub-total of Miscellaneous				<b>1,500</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>10,830</b>
<b>TOTAL CITY COUNCIL</b>				<b>15,240</b>





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**FUND:                   GENERAL**

Department:           City Manager #1101

Basic Objectives

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

The City Manager is responsible to the City Council.

Staffing

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

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

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

Budget for Fiscal Year 7/1/21 - 6/30/2022

<u>Historical Data</u>			Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Actual Data</u> FYE 6/30/19	FYE 6/30/20	<u>Adopted Budget</u> FYE 6/30/21				
			<b>Personnel Services:</b>			
186,769	203,012	282,000	Regular Salaries	288,500		
-	-	2,310	Extra Help	15,920		
12,995	14,181	21,750	FICA Taxes	23,290		
45,589	40,664	60,530	Insurance	36,630		
42,593	54,202	78,520	Retirement Contributions	85,230		
800	83	380	Workers' Compensation	430	-	-
288,746	312,142	445,490	<b>Total Personnel Services</b>	450,000	-	-
2.0	2.0	3.1	<b>FTEs</b>	3.6		
			<b>Materials and Services:</b>			
999	299	1,600	Office Supplies	1,600		
-	-	250	Operating Supplies	250		
3,418	2,456	4,100	Memberships & Dues	4,150		
6,192	4,309	7,200	Conferences, Meetings & Travel	7,200		
2,658	2,688	3,600	Miscellaneous	3,600		
-	252	500	Technology Services	500	-	-
13,267	10,004	17,250	<b>Total Materials and Services</b>	17,300	-	-
			<b>Capital Outlay:</b>			
-	-	-	Machinery and Equipment	-	-	-
<u>302,013</u>	<u>322,146</u>	<u>462,740</u>	<b>Total Expenditures</b>	<u>467,300</u>	-	-

**GENERAL FUND (001)**

**CITY MANAGER (1101)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	288,500
410	2085	Extra Help	15,920
415	2220	FICA	23,290
415	2230	Insurance	36,630
415	2235	Retirement Contributions	85,230
415	2240	Workers' Compensation	430

**TOTAL PERSONNEL SERVICES**

TOTAL FTEs

**3.6**

**450,000**

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

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

Sub-total of Office Supplies

**1,600**

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

**250**

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

Sub-total of Conferences, Meetings & Travel

**7,200**

630	4730	ICMA	1,200
630	4735	OCCMA	350
630	4736	Society for Human Resource Management	300
630	4737	Local Government Personnel Services	1,500
630	4738	International Public Management	0
630	4765	APA - AICP Certification	800

Sub-total of Memberships & Dues

**4,150**

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**

<b>GENERAL FUND (001)</b>	
<b>CITY MANAGER (1101)</b>	
<b>TOTAL MATERIALS AND SERVICES</b>	<b>17,300</b>
<b>TOTAL CITY MANAGER</b>	<b>467,300</b>
<b>CAPITAL IMPROVEMENT - CITY MANAGER</b>	
<b>Machinery &amp; Equipment</b>	
<b>Total Capital Improvement - City Manager</b>	<b>-</b>
<b>TOTAL CITY MANAGER ADMIN. - ALL FUNDS</b>	<b>467,300</b>

**FUND:       GENERAL**

Department: Municipal Court #1400

Basic Objectives

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

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

Staffing

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

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

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

Budget for Fiscal Year 7/1/21 - 6/30/22

<u>Historical Data</u>			Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Actual Data</u>		<u>Adopted Budget</u>				
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21				
			<b>Personnel Services:</b>			
46,519	39,123	43,650	Regular Salaries	46,530		
3,382	2,891	3,340	FICA Taxes	3,560		
16,674	12,169	18,730	Insurance	18,570		
7,530	4,554	8,970	Retirement Contributions	10,480		
<u>26</u>	<u>20</u>	<u>60</u>	Workers' Compensation	<u>70</u>	<u>-</u>	<u>-</u>
74,131	58,757	74,750	<b>Total Personnel Services</b>	79,210	-	-
1.0	1.0	1.0	<b>FTEs</b>	1.0		
			<b>Materials and Services:</b>			
1,026	888	500	Office Supplies	500		
-	266	500	Conferences, Meetings & Travel	500		
36,350	35,330	42,800	Professional Services	42,800		
200	-	250	Memberships & Dues	250		
2,604	3,065	3,600	Technology Services	3,600		
<u>28,178</u>	<u>23,802</u>	<u>29,600</u>	Miscellaneous	<u>29,600</u>	<u>-</u>	<u>-</u>
68,358	63,351	77,250	<b>Total Materials and Services</b>	77,250	-	-
			<b>Capital Outlay</b>			
-	-	-	Machinery & Equipment	-	-	-
<u>142,489</u>	<u>122,108</u>	<u>152,000</u>	<b>Total Expenditures</b>	<u>156,460</u>	<u>-</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	18,570
415	2235	Retirement Contributions	10,480
415	2240	Workers' Compensation	70

**TOTAL PERSONNEL SERVICES****79,210****TOTAL FTEs****1.0****Materials and Services (510 - 685)**

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

**TOTAL MATERIALS & SERVICES****77,250****TOTAL MUNICIPAL COURT****156,460**



**GENERAL FUND (001)**

**MUNICIPAL COURT (1400)**

**CAPITAL IMPROVEMENT FUND - MUNICIPAL COURT**

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

**TOTAL MUNICIPAL COURT - ALL FUNDS 156,460**

**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 provides backup for Human Resource activities.

Staffing

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

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</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 6/30/19	FYE 6/30/20	FYE 6/30/21				
			<b>Personnel Services:</b>			
380,639	431,400	424,110	Regular Salaries	429,810		
4,391	11,131	4,500	Extra Help	4,500		
28,322	32,773	32,790	FICA Taxes	33,230		
101,895	85,349	93,520	Insurance	94,610		
64,097	97,739	94,070	Retirement Contributions	101,810		
242	171	580	Workers' Compensation	580	-	-
579,586	658,563	649,570	<b>Total Personnel Services</b>	664,540	-	-
6.9	7.0	6.5	<b>FTEs</b>	6.1		
			<b>Materials and Services:</b>			
5,048	4,435	6,500	Office Supplies	6,500		
2,909	379	500	Repair & Maintenance Supplies	500		
279	-	1,000	Training	1,000		
2,280	2,370	4,000	Conferences, Meetings & Travel	4,000		
37,786	40,121	49,300	Professional Services	52,500		
769	919	945	Memberships & Dues	945		
7	-	120	Communications	120		
1,852	1,798	2,100	Advertising	2,100		
3,131	499	3,250	Printing & Binding	3,250		
545	615	750	Repair & Maintenance Services	750		
500	-	250	Miscellaneous	250		
30,224	29,609	31,650	Technology Services	31,650	-	-
85,330	80,745	100,365	<b>Total Materials and Services</b>	103,565	-	-
			<b>Capital Outlay:</b>			
-	-	-	Machinery & Equipment	-	-	-
<u>664,916</u>	<u>739,308</u>	<u>749,935</u>	<b>Total Expenditures</b>	<u>768,105</u>	<u>-</u>	<u>-</u>

**GENERAL FUND (001)**

**FINANCE (1600)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	429,810
410	2085	Extra Help	4,500
415	2220	FICA	33,230
415	2230	Insurance	94,610
415	2235	Retirement Contributions	101,810
415	2240	Workers' Compensation	580

<b>TOTAL PERSONNEL SERVICES</b>			<b>664,540</b>
<b>TOTAL FTEs</b>			<b>6.1</b>

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

510	3045	General Office Supplies	6,500	
		Sub-total of Office Supplies		<b>6,500</b>
525	3640	Other Repair & Maintenance Supplies	500	
		Sub-total of Repair & Maintenance Supplies		<b>500</b>
610	4055	Computer Training	1,000	
		Sub-total of Training		<b>1,000</b>
615	4265	Travel - Conferences and Meetings	4,000	
		Sub-total Conferences, Meetings & Travel		<b>4,000</b>
620	4345	Audit Fee	39,100	
620	4346	OPEB Preparation Fee	4,000	
620	4350	State Filing Fee	400	
620	4540	Professional Services - General	9,000	
		Sub-total of Professional Services		<b>52,500</b>
630	4740	Other Dues and Fees	160	
630	4745	OGFOA	210	
630	4746	OSCPA	325	
630	4736	HR Management Association (SHRMA)	250	
		Sub-total Memberships & Dues		<b>945</b>
635	4975	Postage	120	
		Sub-total of Communications		<b>120</b>

**GENERAL FUND (001)****FINANCE (1600)**

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

**TOTAL MATERIALS & SERVICES 103,565****TOTAL FINANCE 768,105****CAPITAL IMPROVEMENT FUND - FINANCE****Machinery & Equipment**Upgrade Springbrook Software to cloud Version 7.18 **62,300****Total Capital Improvement - Finance & Admin Svcs 62,300****TOTAL FINANCE DEPARTMENT - ALL FUNDS 830,405**

**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 7/1/21 - 6/30/22</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21		Budget Officer	Budget Committee	Governing Body
323	-	1,000	<b>Materials and Services:</b>			
87,936	87,000	94,000	Conferences Meetings & Travel	1,000		
-	66	1,000	Professional Services	87,000		
			Miscellaneous	1,000	-	-
<u>88,259</u>	<u>87,066</u>	<u>96,000</u>	<b>Total Expenditures</b>	<u>89,000</u>	<u>-</u>	<u>-</u>

**Detail Information 2021-22**

**GENERAL FUND (001)**

**CITY ATTORNEY (1800)**

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

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

**FUND: GENERAL**

Department: Community Development # 2001

Basic Objectives

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

Planning Commission/ Historic Landmarks Commission/Design Review Committee

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

Astoria Development Commission

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

Waterfront Revitalization

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

Building Inspection Services

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

Staffing

Staff consists of six full-time positions: the director, planner, associate 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 7/1/21 - 6/30/22</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21		Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
95,950	120,874	233,420	Regular Salaries	308,990		
2,678	2,043	3,750	Extra Help	3,750		
7,377	9,102	18,150	FICA Taxes	23,930		
20,087	35,083	61,010	Insurance	85,430		
12,396	27,272	63,330	Retirement Contributions	77,750		
638	532	1,980	Workers' Compensation	2,210	-	-
139,126	194,906	381,640	<b>Total Personnel Services</b>	502,060	-	-
1.8	2.5	3.0	<b>FTEs</b>	4.0		
			<b>Materials and Services:</b>			
2,775	3,754	2,500	Office Supplies	2,700		
235	20	500	Operating Supplies	500		
4,339	5,898	5,000	Conferences, Meetings & Travel	5,000		
185,974	145,584	40,000	Professional Services	85,000		
6,078	5,445	7,250	Memberships & Dues	7,750		
11,744	12,442	8,000	Advertising	13,000		
274	449	500	Postage	500		
1,947	906	800	Printing & Binding	800		
286	1,591	1,000	Repair & Maintenance Services	1,000		
-	9,198	-	Projects Funded by Grants	10,000		
253	756	720	Technology Services	1,200	-	-
213,905	186,043	66,270	<b>Total Materials and Services</b>	127,450	-	-
			<b>Capital Outlay:</b>			
-	-	-	Machinery & Equipment	-	-	-
353,031	380,949	447,910	<b>Total Expenditures</b>	629,510	-	-

**GENERAL FUND (001)**

**COMMUNITY DEVELOPMENT (2001)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	308,990
410	2085	Extra Help	3,750
415	2220	FICA	23,930
415	2230	Insurance	85,430
415	2235	Retirement Contributions	77,750
415	2240	Workers' Compensation	2,210

**TOTAL PERSONNEL SERVICES**

**502,060**

**TOTAL FTEs**

**4.0**

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

510	3045	General Office Supplies	2,700	
		Sub-total of Office Supplies		<b>2,700</b>
515	3180	Fuel, Oil and Lubricants	500	
		Sub-total of Operating Supplies		<b>500</b>
615	4260	Conference / Meeting Expense	3,000	
615	4265	Travel: Conferences and Meetings	1,000	
615	4266	Boards & Commission Training	1,000	
		Sub-total Conferences, Meetings & Travel		<b>5,000</b>
620	4360	Planning and Economic Development	10,000	
620	4540	Professional Services General	75,000	
		Sub-total of Professional Services		<b>85,000</b>
630	4750	Dues - Miscellaneous	700	
630	4760	CREST	5,000	
630	4765	OCPDA-APA	1,300	
630	4775	Historic Preservation	500	
630	4780	Columbia-Pacific Economic Development Distric	250	
		Sub-total Memberships & Dues		<b>7,750</b>
635	4975	Postage	500	
		Sub-total Postage		<b>500</b>
640	5030	Advertising - Public Notices	13,000	
		Sub-total of Advertising		<b>13,000</b>

**GENERAL FUND (001)**

**COMMUNITY DEVELOPMENT (2001)**

650	5145	Printing & Binding - General	800	
		Sub-total of Printing & Binding		<b>800</b>
660	5620	Office Machines	1,000	
		Sub-total of Repair & Maintenance Services		<b>1,000</b>
680	6125	Certified Local Gov/SHPO	10,000	
680	6140	General - Projects Funded by Grants	-	
		Sub-total of Projects Funded by Grants		<b>10,000</b>
685	6205	Computer Software	1,200	
		Sub-total of Technology Services		<b>1,200</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>127,450</b>
<b>TOTAL COMMUNITY DEVELOPMENT</b>				<b>629,510</b>
<b>CAPITAL IMPROVEMENT FUND - COMMUNITY DEVELOPMENT</b>				
<b>Total Capital Improvement Fund - Community Development</b>				<b>-</b>
740	6650	Machinery & Equipment		
		Total Machinery & Equipment	3,000	3,000
<b>TOTAL COMMUNITY DEVELOPMENT DEPARTMENT - ALL FUNDS</b>				<b>632,510</b>

**FUND:       GENERAL**

Department: City Hall #2200

Basic Objectives

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

Staffing

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

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21- 6/30/22</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21		Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
124	395	500	Extra Help	500		
5,289	3,178	3,650	Interfund Wages	3,830		
404	268	320	FICA Taxes	340		
2,814	2,072	2,510	Insurance	2,500		
612	640	1,060	Retirement Contributions	1,090		
102	78	220	Workers' Compensation	240	-	-
9,345	6,631	8,260	<b>Total Personnel Services</b>	8,500	-	-
0.1	0.1	0.1	<b>FTEs</b>	0.1		
			<b>Materials and Services:</b>			
1,247	-	1,000	Operating Supplies	1,000		
6,356	3,911	4,750	Repair & Maintenance Supplies	4,750		
23,048	22,084	31,490	Professional Services	31,490		
14,585	13,439	15,515	Public Utility Services	15,620		
431	-	-	Miscellaneous	-	-	-
45,667	39,434	52,755	<b>Total Materials and Services</b>	52,860	-	-
55,012	46,065	61,015	<b>Total Expenditures</b>	61,360	-	-

<b>GENERAL FUND (001)</b>				
<b>CITY HALL (2200)</b>				
<b>Personnel Services (410 - 415)</b>				
410	2085	Extra Help	500	
412	2095	Interfund Wages	3,830	
415	2220	FICA	340	
415	2230	Insurance	2,500	
415	2235	Retirement Contributions	1,090	
415	2240	Workers' Compensation	240	
<b>TOTAL PERSONNEL SERVICES</b>				<b>8,500</b>
			<b>TOTAL FTEs</b>	<b>0.1</b>
<b>Materials and Services (515 - 675)</b>				
515	3265	Custodial Supplies	1,000	
Sub-total of Operating Supplies				<b>1,000</b>
525	3520	Building Materials / Supplies	750	
525	3640	Other Repair & Maintenance Supplies	4,000	
Sub-total of Repair & Maintenance Supplies				<b>4,750</b>
620	4365	Janitorial Services	12,390	
620	4370	Pest Control	100	
620	4375	Elevator Maintenance	14,000	
620	4376	Fire Alarm System Services	2,500	
620	4540	Professional Services - General	2,500	
Sub-total of Professional Services				<b>31,490</b>
655	5205	Electricity - City Hall	10,815	
656	5475	Natural Gas- City Hall	2,205	
657	5505	Sanitation - City Hall	2,600	
Sub-total of Public Utility Services				<b>15,620</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>52,860</b>
<b>Capital Outlay (720 - 740)</b>				
740	6650	Machinery & Equipment		-
<b>TOTAL CAPITAL OUTLAY</b>				<b>-</b>
<b>TOTAL CITY HALL</b>				<b>61,360</b>

**GENERAL FUND (001)**

**CITY HALL (2200)**

**CAPITAL IMPROVEMENT FUND - CITY HALL**

Machinery & Equipment	
Boiler Upgrades	15,000
LED Lighting	20,000
Elevator - Brake proposal	85,000
Code Web Hosting setup	4,000
Sub-total of Machinery & Equipment	<b>124,000</b>

**TOTAL CAPITAL OUTLAY 124,000**

**TOTAL CITY HALL - ALL FUNDS 185,360**

**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 20-21 was \$ 69,300 and \$ 76,110 for FY 21-22.

Staffing

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



City of Astoria, Oregon  
Budget Document  
GENERAL FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</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 6/30/19	FYE 6/30/20	FYE 6/30/21				
			<b>Personnel Services:</b>			
184	-	540	Interfund Wages	550		
14	-	50	FICA Taxes	50		
107	-	320	Insurance	320		
225	218	160	Retirement Contributions	160		
<u>27</u>	<u>17</u>	<u>30</u>	Worker Compensation	<u>40</u>	-	-
557	235	1,100	<b>Total Personnel Services</b>	1,120	-	-
0.1	0.1	0.1	<b>FTEs</b>	0.1		
			<b>Materials and Services:</b>			
3,442	2,001	3,750	Office Supplies	3,750		
3,149	409	4,000	Operating Supplies	4,000		
1,380	654	5,000	Repair & Maintenance Supplies	5,000		
233,565	287,811	240,550	Professional Services	231,960		
10,561	10,608	11,250	Memberships & Dues	11,500		
49,016	44,485	52,400	Communications	52,400		
35	-	250	Advertising	250		
279,577	294,133	316,325	Insurance	380,250		
213	-	-	Public Utility Services	-		
5,768	1,803	2,500	Rentals	2,500		
69,361	70,944	90,600	Miscellaneous	97,610		
<u>1,695</u>	<u>2,703</u>	<u>16,700</u>	Non-Contract IT Services	<u>16,700</u>	-	-
657,762	715,551	743,325	<b>Total Materials and Services</b>	805,920	-	-
			<b>Transfer to Other Funds:</b>			
6,000	6,000	6,000	Unemployment Trust	6,000		
414,479	443,912	499,934	Emergency Communications Fund	505,500		
1,111,110	1,089,608	1,111,110	Parks Operation Fund	1,089,110		
2,655	975	10,000	UAP Transfer to Public Works Fund	10,000		
15,211	-	-	Public Works Improvement Fund	-		
1,400	1,400	1,400	Special Police Projects Fund	1,400		
-	-	-	CSO Debt Service Fund	-		
100,000	-	-	Capital Improvement Fund	-		
<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	Public Works - Landfill Monitoring	<u>30,000</u>	-	-
<u>1,680,855</u>	<u>1,571,895</u>	<u>1,658,444</u>	<b>Total Transfer to Other Funds</b>	<u>1,642,010</u>	-	-
<u>2,339,174</u>	<u>2,287,681</u>	<u>2,402,869</u>	<b>Total Expenditures</b>	<u>2,449,050</u>	-	-

**GENERAL FUND (001)**

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

**Personnel Services (412)**

410	2095	Interfund Wages	550	
415	2220	FICA	50	
415	2230	Insurance	320	
415	2235	Retirement Contributions	160	
415	2240	Worker Compensation	40	

**TOTAL PERSONNEL SERVICES**

**TOTAL FTEs**

**0.1**

**1,120**

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

510	3030	Paper	3,750	
		Sub-total of Office Supplies		<b>3,750</b>
515	3310	General Operating Supplies	4,000	
		Sub-total of Operating Supplies		<b>4,000</b>
525	3640	Other Repair & Maintenance Supplies	5,000	
		Sub-total of Repair & Maintenance Supplies		<b>5,000</b>
620	4390	Network Maintenance	66,300	
620	4395	Email Hosting	1,200	
620	4400	Internet Connectivity	20,000	
620	4402	Website Hosting	10,800	
620	4405	Website Consulting	1,000	
620	4410	Personnel Legal Services	45,000	
620	4415	General Professional Services	35,250	
620	4440	Post Retirement Agreement	12,000	
620	4537	ABC Transcription Service	30,000	
620	4539	VOIP Cisco / Obsidian Support	10,410	
		Sub-total of Professional Services		<b>231,960</b>
630	4785	League of Oregon Cities	7,500	
630	4796	CEDR	4,000	
		Sub-total of Memberships & Dues		<b>11,500</b>
635	4920	Cell Phones	17,800	
635	4930	Telephone - Century Link	9,500	
635	4975	Postage	24,500	
635	4980	Postage Meter Fees	600	
		Sub-total of Communications		<b>52,400</b>
640	5020	Advertising - Legal Ads / Notices	250	
		Sub-total of Advertising		<b>250</b>

<b>GENERAL FUND (001)</b>				
<b>NON-DEPARTMENTAL - UNALLOCATED (2400)</b>				
645	5060	Insurance - Liability	380,250	
		Sub-total of Insurance		<b>380,250</b>
665	5860	Office Machines	2,500	
		Sub-total of Repair and Maintenance Service		<b>2,500</b>
675	5925	Credit Card Fees	14,800	
675	5940	Taxes and Assessments	6,700	
675	5980	<b>Community Organization (Social Services) Grants</b>	<b>76,110</b>	
		Sub-total of Miscellaneous		<b>97,610</b>
685	6205	HR Info System Software	13,200	
685	6207	Non-Contract IT Services	1,500	
685	6209	Human Resource ApplicantPool	2,000	
		Sub-total of Technology		<b>16,700</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>805,920</b>
<b>Transfers to Other Funds (850)</b>				
850	7520	Unemployment Fund	6,000	
850	7522	UAP Transfer to PW	10,000	
850	7525	Emergency Communications Fund	505,500	
850	7532	Parks / Aquatic Fund	1,089,110	
850	7534	Special Police Projects	1,400	
850	7550	Public Works Fund Landfill Monitoring	30,000	
		Sub-total Transfers to Other Funds		<b>1,642,010</b>
<b>TOTAL TRANSFERS TO OTHER FUNDS</b>				<b>1,642,010</b>
<b>TOTAL NON-DEPARTMENTAL - UNALLOCATED</b>				<b>2,449,050</b>
<b>CAPITAL IMPROVEMENT FUND - NON-DEPARTMENTAL - UNALLOCATED</b>				
<b>21-22</b>				
		Software Support Renewals	34,970	
		Computer Replacements	19,167	
		Hardware, Server Replacements & Backup	65,745	
<b>Total Capital Improvement Fund - Non-Departmental - Unallocated</b>				<b>119,882</b>
<b>TOTAL NON-DEPARTMENTAL - UNALLOCATED ALL FUNDS</b>				<b>2,568,932</b>

GENERAL FUND (001)

NON-DEPARTMENTAL - UNALLOCATED (2400)

FY 21-22 COMMUNITY ORGANIZATION (SOCIAL SERVICES - BASIC NEEDS)

<u>Organization</u>	<u>Requested</u>	<u>Recommended Distribution</u>
Astoria Friends of the Armory	6,500	-
Astoria Warming Center	10,000	9,910
Clatsop CASA Program	10,000	7,200
Clatsop Comm Action - Food Program	20,000	14,700
The Harbor /Clatsop County Women's Resource Center	15,000	13,100
Helping Hands	25,500	19,200
North Coast Food Web	5,000	-
Restoration House, Inc.	6,475	500
Seaside Hall	2,400	-
Senior Citizens Services of Astoria	12,000	11,500
<b>Total Community Organizations (Basic Need Grants)</b>	<b><u>112,875</u></b>	<b><u>76,110</u></b>



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**FUND: GENERAL**

Department: Fire # 2600

Basic Objectives

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

Staffing

Fire Department staff currently includes a fire chief position, a deputy chief/training officer, three lieutenants, three driver/engineers, three firefighters, a half-time administrative assistant, three student/intern firefighters and several volunteer firefighters. Addition of Fire Marshall is included in the current budget. 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**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
851,393	1,021,357	1,082,230	Regular Salaries	1,198,030		
121,345	14,904	67,450	Overtime	67,820		
16,200	7,984	18,900	Department Funded Intern Stipends	18,900		
13,475	10,500	20,640	Volunteer Wages	20,640		
18,272	22,805	18,440	Interfund Wages	20,130		
76,758	80,578	92,390	FICA Taxes	101,400		
213,292	250,376	272,210	Insurance	305,230		
215,865	275,337	323,460	Retirement Contributions	361,550		
42,156	45,199	44,830	Workers' Compensation	49,240	-	-
1,568,756	1,729,040	1,940,550	<b>Total Personnel Services</b>	2,142,940	-	-
11.0	12.4	12.4	<b>FTEs</b>	13.4		
			<b>Materials and Services:</b>			
925	1,150	2,000	Office Supplies	2,000		
61,266	64,114	80,350	Operating Supplies	82,000		
15,470	11,439	15,000	Repair & Maintenance Supplies	15,000		
436	439	6,000	Small Tools & Minor Equipment	6,000		
25,767	29,420	23,000	City Shop Expenses	23,000		
8,910	17,712	25,500	Training	25,000		
6,018	2,384	5,000	Conferences, Meetings & Travel	5,000		
100,989	11,527	14,000	Professional Services	14,000		
4,298	4,141	6,600	Volunteer Services	6,600		
16,717	13,390	27,000	Fire Intern Expense	27,000		
598	883	1,200	Memberships & Dues	1,200		
238	265	325	Insurance	325		
169	201	750	Advertising	750		
39,587	26,328	32,100	Public Utility Services	33,000		
25,377	26,859	48,550	Repair & Maintenance Services	48,600		
-	-	3,000	Rentals/Leasing	3,000		
6,215	8,789	9,400	Technology Services	10,000	-	-
312,980	219,041	299,775	<b>Total Materials and Services</b>	302,475	-	-
			<b>Capital Outlay:</b>			
-	-	-	Machinery & Equipment	-	-	-
-	-	-	<b>Total Capital Outlay</b>	-	-	-
1,881,736	1,948,081	2,240,325	<b>Total Expenditures</b>	2,445,415	-	-

**GENERAL FUND (001)**

**FIRE DEPARTMENT (2600)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	1,198,030
410	2045	Overtime	67,820
410	2055	Department Funded Intern Stipends	18,900
410	2059	Volunteer Wages	20,640
412	2095	Interfund Wages	20,130
415	2220	FICA	101,400
415	2230	Insurance	305,230
415	2235	Retirement Contributions	361,550
415	2240	Workers' Compensation	49,240

<b>TOTAL PERSONNEL SERVICES</b>			<b>2,142,940</b>
		<b>TOTAL FTEs</b>	<b>13.4</b>

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

510	3045	General Office Supplies	2,000
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<b>Sub-total of Office Supplies</b>			<b>2,000</b>
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515	3180	Fuel, Oil & Lubricants	15,000
515	3185	Emergency Medical Supplies	5,500
515	3190	Firefighting Equipment	5,500
515	3195	Fire Prevention/Public Relations Supplies	3,400
515	3200	HazMat Supplies	1,200
515	3205	Clothing / Uniforms	10,200
515	3210	Annual Turnout Purchase	13,500
515	3215	Annual Radio / Pager Purchase	3,000
515	3220	Annual Hose Purchase	4,500
515	3225	Annual Nozzle Applications	4,000
515	3230	SCBA Maintenance Supplies	2,500
515	3240	Wildland / Interface	5,000
515	3242	Structural Personal Protective Equipment	2,700
515	3310	General Operating Supplies	6,000

<b>Sub-total of Operating Supplies</b>			<b>82,000</b>
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525	3510	Building Materials / Supplies Station 2	3,900
525	3520	Building Materials / Supplies Headquarters	7,400
525	3530	General - Repair & Maintenance Supplies	2,200
525	3535	Radio / Pagers	1,500

<b>Sub-total of Repair &amp; Maintenance Supplies</b>			<b>15,000</b>
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530	3720	Small Tools	6,000
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<b>Sub-total of Small Tools</b>			<b>6,000</b>
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545	3825	Tires - City Shops	2,000
545	3820	Vehicle Parts - City Shops	21,000

<b>Sub-total of City Shop Expenses</b>			<b>23,000</b>
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**GENERAL FUND (001)**

**FIRE DEPARTMENT (2600)**

610	4075	Outside Training & Schools	18,000	
610	4080	Resource Materials	3,500	
610	4090	Career Development/Career Tuition Reimbursement	3,500	
		<b>Sub-total of Training</b>		<b>25,000</b>
615	4265	Conferences / Meetings / Travel Expenses	5,000	
		<b>Sub-total of Conferences, Meetings &amp; Travel</b>		<b>5,000</b>
620	4420	Physician Adviser Services	3,000	
620	4540	General - Professional Services	3,500	
620	4515	Annual Medical Exams	6,500	
620	4520	Finger Printing/ Screening	1,000	
		<b>Sub-total of Professional Services</b>		<b>14,000</b>
625	4650	Volunteer Firefighter Insurance	3,000	
625	4660	Volunteer Awards & Program	3,600	
		<b>Sub-total of Volunteer Services</b>		<b>6,600</b>
625	4635	Department Funded Intern Tuition & Fees	27,000	
		<b>Sub-total of Fire Intern Expense</b>		<b>27,000</b>
630	4750	Various Dues	1,200	
		<b>Sub-total of Memberships &amp; Dues</b>		<b>1,200</b>
640	5020	Advertising - Legal Ads / Notices	750	
		<b>Sub-total of Advertising</b>		<b>750</b>
645	5060	EAP Insurance for volunteers	325	
		<b>Sub-total Insurance Services</b>		<b>325</b>
655	5211	Electricity - Public Safety Building	16,250	
655	5212	Electricity - Fire Station 2	3,000	
656	5450	Natural Gas - Fire Station 2	3,100	
656	5455	Natural Gas - Public Safety Building	7,250	
657	5508	Sanitation - Public Safety Building	2,700	
657	5509	Sanitation - Fire Station 2	700	
		<b>Sub-total of Public Utility Services</b>		<b>33,000</b>

**GENERAL FUND (001)**

**FIRE DEPARTMENT (2600)**

660	5620	Office Machine (Copier Machine)		
660	5710	Radio / Pagers	2,200	
660	5715	Annual SCBA & Breathing Air Compressor Maint	6,500	
660	5716	Quarterly Breathing Air Quality Testing	500	
660	5717	Porta-Count Annual Calibration	1,200	
660	5720	Defibrillator Maintenance	2,200	
660	5721	Personal Protective Equipment Maintenance	2,700	
660	5725	Eq other than Vehicles/Include Fire Extinguishers	1,000	
660	5726	Public Safety Bay Door Maintenance	3,700	
660	5727	Annual Hose Testing	3,800	
660	5728	Annual Ground Ladder Testing	1,000	
660	5729	Annual Aerial Device/Ladder Testing	4,000	
660	5750	Buildings-Public Safety	6,500	
660	5751	Buildings-Station 2	6,800	
660	5752	Annual Pump Testing - 4 Apparatus	1,500	
660	5785	Motor Vehicles / Auto Body Shop	1,000	
660	5825	General - Repair & Maintenance Services	4,000	
		<b>Sub-total of Repair &amp; Maintenance Services</b>		<b>48,600</b>
665	5860	Photocopy Machines	3,000	
		<b>Sub-total of Rentals/Leasing</b>		<b>3,000</b>
685	6245	Firefighter Response System (FFRS)	1,400	
685	6250	Firehouse Software Maintenance	8,600	
		<b>Sub-total of Technology Services</b>		<b>10,000</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>302,475</b>
<b>TOTAL FIRE DEPARTMENT</b>				<b>2,445,415</b>

**GENERAL FUND (001)**

**FIRE DEPARTMENT (2600)**

<b>CAPITAL IMPROVEMENT FUND - FIRE DEPT</b>	<b>21-22</b>
<b>Machinery and Equipment:</b>	
Type 6 Vehicle	70,000
Computer (New position)	2,600
Desk (New position)	1,900
2022 Ford Explorer (Staff vehicle)	53,000
Repair Valves on E2523	12,000
AFG match - Communications equipment	11,000
AFG match - EMS equipment	5,000
Flir K55 Thermal Imaging Camera	6,000
IPAD & Phone updates	2,500
Station 2 roof repairs	5,000
Seal Coating Asphalt	3,000
Rogue Concept 2 Rower	1,000
<b>Subtotal of Machinery and Equipment</b>	<b>173,000</b>
<b>TOTAL CAPITAL IMPROVEMENT FUND - FIRE DEPT</b>	<b>173,000</b>
<b>TOTAL FIRE DEPARTMENT - ALL FUNDS</b>	<b>2,618,415</b>

**FUND: GENERAL**

Department: Police # 2800

### **Basic Objectives**

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

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

### **Community Policing**

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

### **Technology**

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

### **Staffing**

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

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**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
1,532,305	1,569,993	1,739,110	Regular Salaries	1,762,630		
88,662	112,943	106,280	Overtime	92,880		
13,080	1,517	1,080	Extra Help	1,080		
22,801	24,194	22,740	Interfund Wages	23,970		
123,268	126,622	143,000	FICA Taxes	143,870		
348,340	372,827	442,390	Insurance	459,230		
292,275	419,941	513,820	Retirement Contributions	510,660		
44,147	39,177	54,570	Workers' Compensation	54,990	-	-
<u>2,464,878</u>	<u>2,667,214</u>	<u>3,022,990</u>	<b>Total Personnel Services</b>	<u>3,049,310</u>	-	-
20.5	20.5	21.3	<b>FTEs</b>	21.7		
			<b>Materials and Services:</b>			
6,912	7,771	8,850	Office Supplies	8,850		
41,347	39,067	60,550	Operating Supplies	63,350		
10,992	7,541	10,200	Repair & Maintenance Supplies	13,200		
2,396	1,668	2,500	Small Tools & Minor Equipment	7,175		
11,186	11,886	14,500	City Shop Expenses	17,250		
15,614	15,129	26,900	Training	28,200		
4,189	1,603	3,000	Conferences, Meetings & Travel	3,000		
4,329	5,111	8,800	Professional Services	8,800		
1,020	1,010	1,580	Memberships & Dues	1,580		
786	737	1,400	Communications	2,000		
479	127	1,000	Advertising	1,000		
1,353	2,577	4,100	Printing & Binding	4,100		
222	16,049	18,990	Public Utility Services	18,990		
23,245	24,701	26,300	Repair & Maintenance Services	26,900		
3,490	3,761	7,650	Miscellaneous	7,650		
23,188	26,575	39,110	Technology Services	47,830	-	-
<u>150,748</u>	<u>165,313</u>	<u>235,430</u>	<b>Total Materials and Services</b>	<u>259,875</u>	-	-
			<b>Capital Outlay:</b>			
-	-	-	Machinery & Equipment	-	-	-
<u>-</u>	<u>-</u>	<u>-</u>	<b>Total Capital Outlay</b>	<u>-</u>	<u>-</u>	<u>-</u>
<u>2,615,626</u>	<u>2,832,527</u>	<u>3,258,420</u>	<b>Total Expenditures</b>	<u>3,309,185</u>	<u>-</u>	<u>-</u>

**GENERAL FUND (001)**

**POLICE DEPARTMENT (2800)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	1,762,630
410	2045	Overtime	92,880
410	2085	Extra Help	1,080
412	2095	Interfund Wages	23,970
415	2220	FICA	143,870
415	2230	Insurance	459,230
415	2235	Retirement Contributions	510,660
415	2240	Workers' Compensation	54,990

**TOTAL PERSONNEL SERVICES**

**FTEs**

**21.7**

**3,049,310**

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

510	3045	General Office Supplies	8,850
Sub-total of Office Supplies			<b>8,850</b>
515	3120	Books / Periodicals	800
515	3125	Clothing / Uniforms / Boots / Gloves	17,300
515	3130	Photography Supplies	750
515	3135	Food and Local Meetings	2,400
515	3180	Fuel, Oil & Lubricants	40,000
515	3310	General Operating Supplies	2,100

Sub-total of Operating Supplies

**63,350**

525	3520	Building Materials / Supplies	7,600
525	3640	Other Repair & Maintenance Supplies	5,600

Sub-total of Repair & Maintenance Supplies

**13,200**

530	3720	Small Tools	3,400
530	3730	Tactical Duty Gear & Equipment	3,100
530	3740	Minor Operating Equipment	675

Sub-total of Small Tools

**7,175**

545	3820	Vehicle Parts - City Shops	9,250
545	3825	Tires - City Shops	5,000
545	3830	General Repair Supplies - City Shops	3,000

Sub-total of City Shop Expenses

**17,250**

610	4055	Computer Training	500
610	4060	Career Development	18,900
610	4085	Travel Expenses - Training	2,500
610	4086	Ammo Training	5,000
610	4087	Training Equipment	1,300

Sub-total of Training

**28,200**

**GENERAL FUND (001)****POLICE DEPARTMENT (2800)**

615	4260	Conference / Meeting Expense	1,500	
615	4265	Travel - Conferences and Meetings	1,500	
		Sub-Total Conferences, Meetings & Travel		<b>3,000</b>
620	4425	Medical / Psychological Exams	3,000	
620	4430	OSHA Mandated Hearing Tests	800	
620	4467	RV Disposals	5,000	
		Sub-total of Professional Services		<b>8,800</b>
630	4750	Various Dues	1,580	
		Sub-total Memberships & Dues		<b>1,580</b>
635	4935	Satellite Phones	1,200	
635	4965	Cable	600	
635	4975	Postage	200	
		Sub-total of Communications		<b>2,000</b>
640	5020	Advertising - Legal Ads / Notices	600	
640	5022	Advertising - Recruitment	400	
		Sub-total of Advertising		<b>1,000</b>
650	5135	Commercial Printing	800	
650	5145	General - Printing & Binding	3,300	
		Sub-total of Printing and Binding		<b>4,100</b>
655	5217	Electricity - Shooting Range	300	
655	5211	Electricity - Public Safety Building	11,760	
656	5450	Natural Gas - Public Safety Building	5,250	
657	5508	Sanitation - Public Safety Building	1,680	
		Sub-total of Public Utility Services		<b>18,990</b>
660	5620	Office Machines	3,100	
660	5710	Radio / Pagers	2,600	
660	5725	Eqpt Other than Veh/Includes Fire extinguishers	2,100	
660	5745	Janitorial Services Agreement	11,400	
660	5785	Motor Vehicles / Auto Body Shop	5,600	
660	5825	General - Repair & Maintenance Services	2,100	
		Sub-total of Repair & Maintenance Services		<b>26,900</b>
675	5985	Drug Enforcement Program	2,250	
675	5995	Special Investigation	2,500	
675	6000	Towing	1,000	
675	6035	General - Miscellaneous	900	
675	6035	General -Veterinary Costs	1,000	
		Sub-total of Miscellaneous		<b>7,650</b>

**GENERAL FUND (001)**

**POLICE DEPARTMENT (2800)**

685	6245	Computer Hardware	5,720	
685	6250	Software Maintenance		
		Lexipol / Lexipol DTB	6,560	
		Justice Connect/RMS	15,140	
		Jetty	5,000	
		Leeds Online	2,130	
		File On Q Evidence	3,000	
		Recorder Maintenance	1,900	
		WatchGuard; Cellebrite	4,700	
		Other	3,680	
		Sub-total of Technology Services		<b>47,830</b>

**TOTAL MATERIALS & SERVICES** **259,875**

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

**TOTAL POLICE DEPARTMENT** **3,309,185**

**CAPITAL IMPROVEMENT FUND - POLICE DEPARTMENT**

21-22

**Machinery and Equipment - Police Department**

Watchguard replacement server	20,120	
Motorola APX4000 radios	6,000	

**Capital identified but not budgeted:**

Men's Women's Locker Room Remodel (\$35,000)

**26,120**

**Debt Services**

Principal Payments - Police Vehicle Leases

New Lease	45,250	
2nd Pmt Lease # 2918 - 2 vehicles	40,300	

**85,550**

Interest Payments - Police Vehicle Leases

New Lease	-	
2nd Pmt Lease # 2918 - 2 vehicles	2,300	

**2,300**

**113,970**

**TOTAL POLICE DEPARTMENT - ALL FUNDS**

**3,423,155**





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**FUND: GENERAL**

Department: Library # 3200

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

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

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

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

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

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

Staffing

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

City of Astoria, Oregon  
Budget Document  
GENERAL FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21- 6/30/22</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 6/30/19	FYE 6/30/20	FYE 6/30/21				
			<b>Personnel Services:</b>			
184,452	191,907	199,400	Regular Salaries	202,400		
-	-	370	Overtime	380		
79,112	76,152	104,140	Extra Help	108,410		
3,930	6,354	5,210	Interfund Wages	4,630		
20,190	20,714	23,650	FICA Taxes	24,160		
35,347	37,561	39,110	Insurance	38,250		
46,437	61,766	70,270	Retirement Contributions	75,680		
<u>141</u>	<u>115</u>	<u>450</u>	Workers' Compensation	<u>430</u>	-	-
369,609	394,569	442,600	<b>Total Personnel Services</b>	454,340	-	-
6.1	6.0	6.3	<b>FTEs</b>	6.3		
			<b>Materials and Services:</b>			
3,326	3,145	3,550	Office Supplies	3,550		
8,039	7,857	7,820	Operating Supplies	7,820		
58,653	51,022	54,274	Library Materials	54,760		
4,155	2,931	6,250	Repair & Maintenance Supplies	6,250		
2,206	3,818	2,500	Conferences, Meetings & Travel	4,000		
2,672	13,393	19,300	Professional Services	17,520		
1,065	908	955	Memberships & Dues	955		
4	74	500	Communications	500		
2,368	730	1,700	Advertising	1,700		
198	502	600	Printing & Binding	600		
13,930	12,770	16,300	Public Utility Services	16,300		
14,539	18,669	21,400	Repair & Maintenance Services	21,900		
202	115	1,000	Miscellaneous	1,000		
219	450	10,400	Projects Funded by Grants	18,600		
<u>27,796</u>	<u>16,831</u>	<u>15,845</u>	Technology	<u>20,430</u>	-	-
139,372	133,215	162,394	<b>Total Materials and Services</b>	175,885	-	-
			<b>Capital Outlay:</b>			
-	-	-	Machinery & Equipment	-	-	-
<u>508,981</u>	<u>527,784</u>	<u>604,994</u>	<b>Total Expenditures</b>	<u>630,225</u>	<u>-</u>	<u>-</u>

**General Fund (001)**

**LIBRARY (3200)**

**Personnel Services (410 - 415)**

410	2020	Straight Time - Regular	202,400
410	2045	Overtime	380
410	2085	Extra Help	108,410
412	2095	Interfund Wages	4,630
415	2220	FICA	24,160
415	2230	Insurance	38,250
415	2235	Retirement Contributions	75,680
415	2240	Workers' Compensation	430

**TOTAL PERSONNEL SERVICES**

**454,340**

**TOTAL FTEs**

**6.3**

**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**

515	3165	Volunteer Program - General	1,000
515	3308	Barcodes/Book Jackets/Processing Supply	3,500
515	3310	General Operating Supplies	3,320

Sub-total of Operating Supplies

**7,820**

520	3420	Book Collections, non-fiction	3,600
520	3421	Book Collections, fiction	5,600
520	3422	Book Collections, large print	5,000
520	3423	Audio Books on CD	3,000
520	3424	Adult/Family/Teen Programs	3,620
520	3430	DVD Collection	5,000
520	3435	Magazines	3,000
520	3440	Newspapers / Review Sources	1,000
520	3441	Children's collections-birth to age 5	4,600
520	3442	Children's collections-K-3rd grade	4,250
520	3443	Children's collections- 4th to 6th	3,500
520	3444	Children's collections- 7th to 12th	3,000
520	3445	Children's Programs	3,500
520	3450	ODLC-Library2Go Consortium	4,725
520	3453	Sanborn Maps	865
520	3457	Fundraising Research Materials	500

Sub-total of Library Materials

**54,760**

525	3520	Building Materials / Supplies	900
525	3555	Flooring and Lighting	750
525	3640	Other Repair & Maintenance Supplies	4,600

Sub-total of Repair & Maintenance Supplies

**6,250**

**General Fund (001)**

**LIBRARY (3200)**

615	4265	Travel - Conferences and Meetings	4,000	
		Sub-total of Conferences, Meetings & Travel		<b>4,000</b>
620	4432	Background Checks	300	
620	4445	Staff Development	500	
620	4540	Professional Services - General	16,720	
		Sub-total of Professional Services		<b>17,520</b>
630	5805	Various Dues	175	
630	4810	American Library Association	450	
630	4815	Public Library Association	80	
630	4820	Oregon Library Association	250	
		Sub-total of Memberships & Dues		<b>955</b>
635	4975	Postage	500	
		Sub-total of Communications		<b>500</b>
640	5030	Advertising	1,700	
		Sub-total of Advertising		<b>1,700</b>
650	5145	Printing & Binding - General	600	
		Sub-total of Printing & Binding		<b>600</b>
655	5283	Electricity	10,500	
656	5470	Natural Gas	5,100	
657	5514	Sanitation	700	
		Sub-total of Public Utility Services		<b>16,300</b>
660	5745	Janitorial Services Agreement	14,900	
660	5760	Heating Systems	3,000	
660	5770	Lighting	1,000	
660	5780	Landscaping	3,000	
		Sub-total of Repair & Maintenance Services		<b>21,900</b>
675	6035	General - Miscellaneous	1,000	
		Sub-total of Miscellaneous		<b>1,000</b>
680	6130	Oregon State Library	1,200	
680	6140	IMLS Grant	17,400	
		Sub-total of Projects Funded by Grants		<b>18,600</b>

<b>General Fund (001)</b>			
<b>LIBRARY (3200)</b>			
685	6205	Computer Software / Mobile Hot Spot	5,755
685	6210	Annual Technical Repair / Replacement	5,000
685	6260	Library TLC Software Maintenance	8,235
685	6205	Envisionware	1,440
		Sub-total of Technology	<b>20,430</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>175,885</b>
<b>TOTAL LIBRARY</b>			<b>630,225</b>
<b>CAPITAL IMPROVEMENT FUND - LIBRARY</b>		21-22	
		Workstations - Public Access	6,000
		Renovation Projects	824,500
<b>Total Capital Improvement Fund - Library</b>			<b>830,500</b>
<b>TOTAL LIBRARY - ALL FUNDS</b>			<b>1,460,725</b>

# 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.

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

As of June 30, 2020, nine (9) outstanding housing rehabilitation loans from City portion of Community Development Block Grants (CDBGs) total \$ 77,103.

Staffing

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



City of Astoria, Oregon  
Budget Document

**CAPITAL IMPROVEMENT FUND # 102**

Historical Data			Budget for Fiscal Year 7/1/21 - 6/30/22			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21		Budget Officer	Budget Committee	Governing Body
			<b>Resources</b>			
1,751,092	1,721,541	1,580,000	Beginning Fund Balance	2,333,000		
279,463	296,347	295,270	Intergovernmental	297,700		
42,703	36,463	15,000	Interest Earnings	7,500		
247,891	271,785	-	Timber/Land Sale	225,000		
-	7,938	-	Gifts, Bequests & Grants	-		
8,811	20,803	1,300,000	Miscellaneous	38,730		
			Transfer from Other Funds			
100,000	-	-	General Fund	-		
76,500	76,500	76,500	17th Street Dock Fund	-	-	-
<b>2,506,460</b>	<b>2,431,377</b>	<b>3,266,770</b>	<b>Total Resources</b>	<b>2,901,930</b>	-	-
			<b>Requirements</b>			
			<b>Materials &amp; Services:</b>			
			Professional Services			
145,222	114,615	511,300	Public Works	90,290		
12,200	8,715	14,000	Parks	14,000		
42,049	13,213	50,000	Professional Services-Unallocated	100,000		
		700	Advertising-Unallocated	700		
44,760	75,725	70,500	Repair and Maintenance Services			
			Public Works	70,500		
			Projects Funded by Grants			
			Community Development	-		
			Unallocated	-	-	-
<b>244,231</b>	<b>212,268</b>	<b>646,500</b>	<b>Total Materials &amp; Services</b>	<b>275,490</b>	-	-
			<b>Capital Outlay:</b>			
-	-	10,000	Buildings-Unallocated	10,000		
			Improvements Other Than Bldgs			
-	-	7,500	Unallocated	7,500		
42,206	73,956	130,092	Machinery and Equipment			
			Network Appropriation-Unallocated	115,915		
175,726	54,169	190,000	Community Development	3,000		
39,577	-	80,500	Parks	186,730		
55,598	183,095	64,265	Library	830,500		
14,200	49,938	47,500	Police	26,120		
13,223	12,274	40,200	Fire	173,000		
		4,000	City Hall	124,000		
			Finance	62,300	-	-
<b>340,530</b>	<b>373,432</b>	<b>574,057</b>	<b>Total Capital Outlay</b>	<b>1,539,065</b>	-	-
			<b>Debt Service</b>			
42,156	69,702	51,050	Principal-Police	85,550		
70,166	72,173	74,350	Principal-Fire	-		
77,430	-	-	Principal-Unallocated	-		
2,967	2,596	5,300	Interest-Police	2,300		
6,194	4,187	2,150	Interest-Fire	-		
1,245	-	-	Interest-Unallocated	-	-	-
<b>200,158</b>	<b>148,658</b>	<b>132,850</b>	<b>Total Debt Service</b>	<b>87,850</b>	-	-
<b>-</b>	<b>-</b>	<b>200,000</b>	<b>Contingency</b>	<b>200,000</b>	-	-
<b>784,919</b>	<b>734,358</b>	<b>1,553,407</b>	<b>Total Expenditures</b>	<b>2,102,405</b>	-	-
971,541	947,019	963,363	Fund Balance	49,525		
750,000	750,000	750,000	Reserved for Future Expenditures	750,000	-	-
<b>1,721,541</b>	<b>1,697,019</b>	<b>1,713,363</b>	Ending Fund Balance	<b>799,525</b>	-	-
<b>2,506,460</b>	<b>2,431,377</b>	<b>3,266,770</b>	<b>Total Requirements</b>	<b>2,901,930</b>	-	-

**CAPITAL IMPROVEMENT FUND (102 0000)**

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

620	4450	Property Appraisals	3,500	
620	4455	Forest Management Plan Activities	28,990	
620	4460	Hazardous Tree Removal - Public Works City Propertie	35,000	
620	4460	Hazardous Tree Removal - Parks	14,000	
620	4465	Forest Fire Protection	12,800	
620	4467	City Property Sanitary/Refuse Removal	10,000	
620	4540	Professional Services - General	100,000	
		Sub-total of Professional Services		204,290
640	5030	Advertising - Public Notices	700	
		Sub-total of Advertising		700
660	5800	Watershed Road Repairs	45,500	
660	5825	Slide Repair and Maintenance	25,000	
		Sub-total of Repair and Maintenance Services		70,500

**TOTAL MATERIALS & SERVICES 275,490**

**Capital Outlay (720 - 740)**

**GENERAL FUND:**

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

740	6650	<u>Machinery &amp; Equipment</u>		
		iFocus Recommended Expenditures	115,915	
		Community Development	3,000	
		Parks and Recreation	186,730	
		Library	830,500	
		Police Department	26,120	
		Fire Department	173,000	
		Finance Department	62,300	
		City Hall Department	124,000	
		Sub-total Machinery & Equipment		<b>1,521,565</b>
<b>TOTAL CAPITAL OUTLAY</b>				<b>1,539,065</b>
<b><u>Debt Service (810)</u></b>				
810	6026	Principal - Police Vehicle Leases	85,550	
810	6027	Interest - Police Vehicle Leases	2,300	
		Sub-total of Debt Service		<b>87,850</b>
<b><u>Contingent Expenditures (910)</u></b>				
910	8020	Contingency	200,000	
		Sub-total of Contingency		<b>200,000</b>
<b><u>Ending Fund Balance (950)</u></b>				
950	8520	Unappropriated Ending Fund Balance	49,525	
950	8520	Reserve for Future Projects and Planning	750,000	
950	8520	Reserve for Library Project	-	
		Sub-total Ending Fund Balance		<b>799,525</b>
<b>TOTAL CAPITAL IMPROVEMENT FUND</b>				<b>2,901,930</b>

**FUND:        UNEMPLOYMENT # 104**

Basic Objectives

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

Staffing

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

City of Astoria, Oregon  
Budget Document

**UNEMPLOYMENT FUND # 104**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
33,556	40,443	45,100	Beginning Fund Balance	43,500		
887	885	450	Interest Earnings	-		
6,000	6,000	6,000	Transfers from Other Fund: General Fund	6,000	-	-
<u>40,443</u>	<u>47,328</u>	<u>51,550</u>	<b>Total Resources</b>	<u>49,500</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
-	-	50,000	<b>Material and Services:</b> Unemployment claims	49,500	-	-
-	-	1,550	<b>Contingency</b>	-	-	-
40,443	47,328	-	Ending Fund Balance	-	-	-
<u>40,443</u>	<u>47,328</u>	<u>51,550</u>	<b>Total Requirements</b>	<u>49,500</u>	<u>-</u>	<u>-</u>

**2021 / 22 Budget Detail Information**

**UNEMPLOYMENT FUND (104 0000)**

<b>Materials and Services (675)</b>				
675	6055	Services-Miscellaneous Unemployment Claims		49,500
		Contingency		-
		Ending Fund Balance		-
<b>TOTAL UNEMPLOYMENT FUND</b>				<b>49,500</b>

**FUND:        REVOLVING LOAN # 122**

Basic Objectives

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

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

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

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

City Council approved a commercial loan guarantee using Revolving Loan Funds for the renovation of the Astoria Armory on May 16, 2016 and covers a five (5) year period beginning October 26, 2018 and ending \$ October 25, 2023. The guarantee is for the lesser of the outstanding indebtedness of the Friends of the Astoria Armory Loan or a five year decreasing guarantee amount. The guarantee amount was \$ 90,000 as of June 30, 2020 and will be \$ 70,000 as of June 30, 2021. The loan guarantee is not a grant to the Armory. Craft3 provided additional support for the Armory project with a \$ 45,000 capacity building grant.

Staffing

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

City of Astoria, Oregon  
Budget Document

**REVOLVING LOAN FUND # 122**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
352,440	358,180	249,100	Beginning Fund Balance	252,500		
5,740	4,993	2,490	Interest on Investments	630		
-	-	11,940	Miscellaneous Income	1,300	-	-
<u>358,180</u>	<u>363,173</u>	<u>263,530</u>	<b>Total Resources</b>	<u>254,430</u>	<u>128,220</u>	<u>128,220</u>
<b><u>Requirements</u></b>						
<b>Materials &amp; Services</b>						
-	79	210,600	Miscellaneous	210,600		
-	-	52,930	Contingency	43,830		
<u>358,180</u>	<u>363,094</u>	<u>-</u>	<b>Ending Fund Balance</b>	<u>-</u>	<u>-</u>	<u>-</u>
<u>358,180</u>	<u>363,173</u>	<u>263,530</u>	<b>Total Requirements</b>	<u>254,430</u>	<u>128,220</u>	<u>128,220</u>

**2021 / 22 Budget Detail Information**

**REVOLVING LOAN FUND (122 0000)**

<b>Materials and Services (675)</b>			
		Miscellaneous	
675	6025	Economic Development Projects	130,600
675	6035	Derelict Building Program Support	<u>80,000</u>
		Total Materials & Services	210,600
910	8020	Contingency	43,830
950	8520	Ending Fund Balance	<u>-</u>
<b>TOTAL REVOLVING LOAN FUND</b>			<b><u>254,430</u></b>

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

Basic Objectives

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

Staffing

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



City of Astoria, Oregon  
Budget Document

**COMMUNITY DEVELOPMENT BLOCK GRANT FUND # 125**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
-	-	-	Beginning Fund Balance			
	43,434	309,999	CDBG	-		
			Loan Repayments			
	2		Interest			
-	-	-	Miscellaneous Revenue	-	-	-
-	43,436	309,999	<b>Total Resources</b>	-	-	-
<b><u>Requirements</u></b>						
<b>Materials &amp; Services</b>						
	21,327	261,999	Loan Disbursements	-		
-	22,109	48,000	Program Management Fees	-	-	-
-	43,436	309,999	<b>Total Materials &amp; Services</b>	-	-	-
-	-	-	<b>Contingent Expenditures</b>	-	-	-
-	-	-	Ending Fund Balance	-	-	-
-	43,436	309,999	<b>Total Requirements</b>	-	-	-

**2021 / 22 Budget Detail Information**

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

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

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

**FUND: BUILDING INSPECTION # 128**

Basic Objectives

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

Staffing

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

City of Astoria, Oregon  
Budget Document

**BUILDING INSPECTION FUND # 128**

Budget for Fiscal Year 7/1/21 - 6/30/22

<u>Historical Data</u>			Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Actual Data</u> FYE 6/30/19	FYE 6/30/20	<u>Adopted Budget</u> FYE 6/30/20				
<b><u>Resources</u></b>						
260,828	233,451	456,600	Beginning Fund Balance	533,500		
202,137	801,582	200,000	Charges for Services	200,000		
	2,268		Gifts, Bequests and Grants			
-	257		Miscellaneous Income			
5,964	5,556	4,600	Interest on Investments	2,700	-	-
<u>468,929</u>	<u>1,043,114</u>	<u>661,200</u>	<b>Total Resources</b>	<u>736,200</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Personnel Services:</b>						
103,013	57,186	133,010	Regular Salaries	139,570		
1,050	2,106	-	Extra Help			
7,755	4,396	10,180	FICA Taxes	10,680		
25,244	17,357	45,520	Insurance	44,970		
24,143	16,532	38,460	Retirement Contributions	39,650		
798	669	2,100	Workers' Compensation	2,210	-	-
162,003	98,246	229,270	<b>Total Personnel Services</b>	237,080	-	-
2.0	2.0	2.2	<b>FTEs</b>	2.0		
<b>Materials and Services:</b>						
1,322	1,739	2,000	Office Supplies	2,000		
495	142	650	Operating Supplies	650		
19	27	2,500	Conferences, Meetings & Travel	2,500		
45,235	306,292	236,050	Professional Services	101,750		
475	40	350	Memberships & Dues	350		
529	812	750	Communications	750		
198	250	250	Printing & Binding	250		
138	1,176	1,500	Repair & Maintenance Services	1,900		
4,264	5,154	5,560	Miscellaneous	5,560	-	-
52,675	315,632	249,610	<b>Total Materials and Services</b>	115,710	-	-
20,800	20,800	20,800	<b>Transfers to Other Funds</b>			
			<b>General Fund</b>	20,800	-	-
20,800	20,800	20,800	<b>Total of Transfer to Other Funds</b>	20,800	-	-
-	-	55,000	<b>Contingency</b>	75,000	-	-
235,478	434,678	554,680	<b>Total Expenditures</b>	448,590	-	-
233,451	608,436	106,520	Ending Fund Balance	287,610	-	-
<u>468,929</u>	<u>1,043,114</u>	<u>661,200</u>	<b>Total Requirements</b>	<u>736,200</u>	<u>-</u>	<u>-</u>

**BUILDING INSPECTION FUND (128 3300)****Personnel Services (410 - 415)****21-22**

410	2020	Straight Time - Regular	139,570
410		Overtime	
415	2085	Extra Help	
415	2220	FICA Taxes	10,680
415	2230	Insurance	44,970
415	2235	Retirement Contributions	39,650
415	2240	Workers' Compensation	2,210

**TOTAL PERSONNEL SERVICES****237,080****FTEs****2.0****Materials and Services (510 - 675)**

510	3045	General Office Supplies	1,000
		Code Books and Periodicals	1,000
		Sub-total of Office Supplies	<b>2,000</b>
515	3180	Fuel, Oil and Lubricants	400
515	3310	General Operating Supplies	250
		Sub-total Operating Supplies	<b>650</b>
615	4260	Conference / Meeting Expense	2,000
615	4265	Travel - Conferences / Meetings	500
		Sub-total Conferences, Meetings & Travel	<b>2,500</b>
620	4485	Contract Building Inspection Services	100,000
620	4490	Microfilming	1,000
620	4539	VOIP Cisco	750
		Sub-total of Professional Services	<b>101,750</b>
630	4750	Various Dues	350
		Sub-total Memberships & Dues	<b>350</b>
635	4930	Communications	750
		Sub-total Communications	<b>750</b>
645	5060	EAP Insurance	60
		Sub-total Insurance	<b>60</b>

<b>BUILDING INSPECTION FUND (128 3300)</b>				
650	5145	General - Printing and Binding	250	
		Sub-total of Printing and Binding		<b>250</b>
660	5620	Office Machines	500	
660	5785	Vehicle Repair & Maintenance	400	
660	5825	General - Repair & Maintenance Services	300	
		Sub-total of Repair & Maintenance Services		<b>1,200</b>
675	5925	VISA Fees	5,000	
675	6035	General - Miscellaneous Services	500	
		Sub-Total of Miscellaneous-Services		<b>5,500</b>
685	6207	Photocopy Machine	700	
		Sub-Total Technology Services		<b>700</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>115,710</b>
<b><u>Capital Outlay (740)</u></b>				
740	6650	Machinery & Equipment		-
<b>TOTAL CAPITAL OUTLAY</b>				<b>-</b>
<b><u>Transfer to Other Funds (850)</u></b>				
850	7555	General Fund	20,800	
		Sub-total Transfer to Other Funds		<b>20,800</b>
<b><u>Contingent Expenditures (910)</u></b>				
910	8020	Contingency	75,000	
		Sub-total Contingency		<b>75,000</b>
<b><u>Fund Balance (950)</u></b>				
950	8520	Unappropriated Ending Fund Balance	287,610	
		Sub-total Ending Fund Balance		<b>287,610</b>
<b>TOTAL BUILDING INSPECTION FUND</b>				<b>736,200</b>

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

Basic Objectives

HR 1319- American Rescue Plan (ARP) Act of 2021 was signed by President Biden on March 11, 2021. The Rescue Plan (ARP) Act of 2021 Fund was established by the adoption of City Council Resolution 21-07, on April 19, 2021. This fund was created to account for the resources and requirements related to the ARP Act of 2021. Half of the identified resources required for distribution to City are anticipated to be received through the State of Oregon by June 30, 2021 with the remaining half distributed prior to June 30, 2022. Appropriate project requirements utilizing the fund resources will be developed in FY 21-22.

Staffing

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

City of Astoria, Oregon  
Budget Document

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21- 6/30/22</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
-	-	-	Beginning Fund Balance	1,020,500	-	-
-	-	-	Intergovernmental	1,020,500	-	-
-	-	-	Interest	7,650	-	-
-	-	-	<b>Total Resources</b>	<b>2,048,650</b>	<b>-</b>	<b>-</b>
<b><u>Requirements</u></b>						
<b>Capital Outlay</b>						
-	-	-	Improvements other than Buildings	2,000,000	-	-
-	-	-	<b>Contingent Expenditures</b>	<b>48,650</b>	<b>-</b>	<b>-</b>
-	-	-	Ending Fund Balance	-	-	-
-	-	-	<b>Total Requirements</b>	<b>2,048,650</b>	<b>-</b>	<b>-</b>

**Detail Budget Information 2021 / 22**

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

<b>Capital Outlay ( 730 )</b>			
730	6500	Improvements Other than Buildings	2,000,000
			Total Capital Outlay
			2,000,000
910	8020	Contingency	48,650
950	8520	Ending Fund Balance	-
<b>TOTAL REVOLVING LOAN FUND</b>			<b>2,048,650</b>

**FUND:           EMERGENCY COMMUNICATIONS # 132**

Basic Objectives

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

Staffing

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



**EMERGENCY COMMUNICATIONS FUND #132**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</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 6/30/19	FYE 6/30/20	FYE 6/30/21				
<b>Resources</b>						
1,027,448	1,107,023	826,000	Beginning Fund Balance	963,100		
			Prior Period Adjustment			
293,452	317,393	301,380	Intergovernmental	400,000		
653,948	688,394	688,934	Charges for Services	689,900		
22,572	19,944	13,204	Interest on Investments	3,500		
	2,532		Gifts, Bequests and Grants			
2,612	1,611		Miscellaneous			
			Transfer From Other Funds			
420,645	450,112	499,934	General Fund	505,500		
-	-	6,200	Public Works	5,000	-	-
<u>2,420,677</u>	<u>2,587,009</u>	<u>2,335,652</u>	<b>Total Resources</b>	<u>2,567,000</u>	<u>-</u>	<u>-</u>
<b>Requirements</b>						
<b>Personnel Services:</b>						
572,304	593,464	662,200	Regular Salaries	717,400		
128,649	158,471	160,000	Overtime	211,000		
339	6,901	-	Extra Help	5,000		
52,362	56,659	69,400	FICA Taxes	71,400		
171,026	133,367	193,400	Insurance	281,500		
125,361	161,767	169,600	Retirement Contributions	232,200		
969	950	1,300	Workers' Compensation	1,400	-	-
1,051,010	1,111,579	1,255,900	<b>Total Personnel Services</b>	1,519,900	-	-
9.0	10.0	12.0	<b>FTEs</b>	12.0		
<b>Materials and Services:</b>						
4,214	1,431	4,500	Office Supplies	4,500		
1,042	405	6,000	Operating Supplies	6,000		
1,874	1,461	3,500	Small Tools & Minor Equipment	3,000		
711	582	3,500	General Repairs / City Shops	3,000		
1,910	1,193	3,200	Training	3,100		
3,725	4,935	12,000	Conferences, Meetings & Travel	9,500		
10,407	67,377	222,800	Professional Services	55,300		
502	511	2,500	Memberships & Dues	2,000		
6,662	6,771	7,000	Communications	7,000		
242	-	500	Advertising	1,000		
3,430	2,379	5,240	Public Utility Services	4,340		
24,084	24,084	26,250	Repair & Maintenance Services	26,250		
68,139	49,386	58,000	Technology	26,700		
1,539	415	2,500	Miscellaneous	2,500	-	-
128,481	160,930	357,490	<b>Total Materials and Services</b>	154,190	-	-
<b>Capital Outlay:</b>						
8,600	18,095	20,000	Buildings	20,000		
100,563	190,190	296,250	Machinery & Equipment	303,100	-	-
109,163	208,285	316,250	<b>Total Capital Outlay</b>	323,100	-	-
<b>Transfer to Other Fund</b>						
25,000	25,000	25,000	General Fund	25,000	-	-
-	-	150,000	<b>Contingency</b>	200,000	-	-
1,313,654	1,505,794	2,104,640	<b>Total Expenditures</b>	2,222,190	-	-
1,107,023	1,081,215	231,012	Ending Fund Balance	344,810		
-	-	-	Reserved for Future Capital Expenditure	-	-	-
<u>1,107,023</u>	<u>1,081,215</u>	<u>231,012</u>	<b>Total Ending Fund Balance</b>	<u>344,810</u>	<u>-</u>	<u>-</u>
<u>2,420,677</u>	<u>2,587,009</u>	<u>2,335,652</u>	<b>Total Requirements</b>	<u>2,567,000</u>	<u>-</u>	<u>-</u>

**EMERGENCY COMMUNICATIONS (132 3400)****Personnel Services (410 - 415)****21-22**

410	2020	Straight Time - Regular	717,400
410	2045	Overtime	211,000
415	2220	FICA - Social Security	71,400
415	2230	Insurance	281,500
415	2235	Retirement Contributions	232,200
415	2240	Workers' Compensation	1,400
415	2085	Extra Help	5,000

**TOTAL PERSONNEL SERVICES****FTEs****12.0****1,519,900****Materials and Services (510 - 685)**

510	3025	Stationery Envelopes	
510	3030	Paper	
510	3040	Printer Cartridges and Supplies	500
510	3045	General Office Supplies	4,000
		Sub-total of Office Supplies	<b>4,500</b>
515	3180	Fuel and Lubricants	6,000
		Sub-total of Operating Supplies	<b>6,000</b>
530	3720	Small Tools & Minor Equipment	3,000
		Sub-total of Small Tools & Minor Equipment	<b>3,000</b>
545	3830	General Repairs / Vehicle Supplies City Shops	3,000
		Sub-total of City Shops Supplies	<b>3,000</b>
610	4095	Certification	100
610	4100	EMD	
610	4110	Dispatch Training	3,000
		Sub-total of Training	<b>3,100</b>
615	4260	Conferences / Meeting Expenses / Recognition	7,500
615	4265	Travel-Conferences and Meetings	2,000
		Sub-total of Conferences, Meetings & Travel	<b>9,500</b>
620	4495	APCO Frequency Coordination	3,500
620	4539	VOIP Cisco/Obsidian Support	1,800

**EMERGENCY COMMUNICATIONS (132 3400)**

620	4540	Professional Services-General	50,000	
		Sub-total of Professional Services		<b>55,300</b>
630	4750	Various Dues	2,000	
		Sub-Total of Memberships & Dues		<b>2,000</b>
635	4940	911 Lines/Non Emergency	6,000	
635	4955	Language Line Services	1,000	
		Sub-total of Communications		<b>7,000</b>
640	5030	Advertising - Public Notices	1,000	
		Sub-total of Advertising		<b>1,000</b>
655	5215	<b>Electricity - 3550 Reservoir Ridge Rd</b>	2,640	
655	5218	Electricity - L&C MW	500	
655	5219	Electricity - L&C BLDNG	1,200	
655	5216	Electricity - 2195 Coxcomb Drive		
		Sub-total of Public Utility Services		<b>4,340</b>
660	5705	Server - Ifocus	26,250	
		Sub-total of Repair & Maintenance Services		<b>26,250</b>
675	6035	General - Miscellaneous	2,500	
		Sub-total of Miscellaneous		<b>2,500</b>
685	6205	911 Web Site Maintenance	1,500	
685	6225	Eventide	3,000	
685	6230	Web based Communication Software	5,000	
685	6235	Computer Hardware Maintenance	8,700	
685	6240	Justice License		
685	6245	Crime Reports	1,500	
685	6265	Subscriber reimbursed expenses		
685	6275	Tailored Solutions	1,000	
685	6275	Airwatch	6,000	
		Sub-total of Technology Services		<b>26,700</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>154,190</b>

<b>EMERGENCY COMMUNICATIONS (132 3400)</b>			
<b><u>Capital Outlay (740)</u></b>			
720	6400	Communication System Network Maintenance Radio Site Maintenance	20,000
		Sub-total of Buildings	<b>20,000</b>
740	6650	Machinery & Equipment	
		PC's	3,100
		UPS Batteries	2,500
		Radio Site Cameras	7,000
		Voting Receivers/MLCsTiming Packages	21,500
		Maintenance Contract Simulcast System	40,000
		10 gig Microwave x 3	105,000
		Pub Safe SAN rplcmnt/extend server warranty	20,000
		Pub Safe Srvr Replacement FY 21/22	20,000
		GTR 8000s x 2	24,000
		Dispatch Radio Console FY 22/23	60,000
		Sub-total of Machinery & Equipment	<b>303,100</b>
<b>TOTAL CAPITAL OUTLAY</b>			<b>323,100</b>
<b><u>Transfer to Other Funds (850)</u></b>			
850	7555	General Fund	25,000
		Sub-total Transfers to Other Funds	<b>25,000</b>
<b><u>Contingent Expenditures (910)</u></b>			
910	8020	Contingent Expenditures	200,000
		Sub-total of Contingent Expenditures	<b>200,000</b>
<b><u>Ending Fund Balance (950)</u></b>			
950	8520	Unappropriated Ending Fund Balance	344,810
950	8520	Reserved for Future Capital Expenditures	-
		Sub-total of Ending Fund Balance	<b>344,810</b>
<b>TOTAL EMERGENCY COMMUNICATIONS FUND</b>			<b>2,567,000</b>



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**FUND: SPECIAL POLICE PROJECTS # 136**

Basic Objectives

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

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

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

Staffing

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

City of Astoria, Oregon  
Budget Document

**SPECIAL POLICE PROJECTS #136**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</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 6/30/19	FYE 6/30/20	FYE 6/30/21				
<b><u>Resources</u></b>						
16,587	16,564	16,613	Beginning Fund Balance	18,300		
371	348	170	Intergovernmental Revenue			
2,002	-	-	Interest Earnings	100		
617	163		Gifts & Bequests			
1,400	1,400	1,400	Fines and Forfeitures			
			Transfers from Other Funds	1,400	-	-
<u>20,977</u>	<u>18,475</u>	<u>18,183</u>	<b>Total Resources</b>	<u>19,800</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Materials and Services:</b>						
4,413	1,195	16,683	Operating Supplies	18,300		
-	-	-	Projects Funded by Grants	-	-	-
4,413	1,195	16,683	<b>Total Materials and Services</b>	18,300	-	-
-	-	1,500	<b>Contingency</b>	1,500	-	-
4,413	1,195	18,183	<b>Total Expenditures</b>	19,800	-	-
16,564	17,280	-	Ending Fund Balance	-	-	-
<u>20,977</u>	<u>18,475</u>	<u>18,183</u>	<b>Total Requirements</b>	<u>19,800</u>	<u>-</u>	<u>-</u>

**2021 / 22 Budget Detail Information**

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

<b><u>Materials and Services</u></b>			
515	3310	Operating Supplies	<u>18,300</u>
Total Materials and Services			<b>18,300</b>
Contingency			<u>1,500</u>
Ending Fund Balance			<u>-</u>
<b>TOTAL SPECIAL POLICE PROJECTS FUND</b>			<b>19,800</b>

**FUND:            PARKS PROJECT FUND # 146**

Basic Objectives

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

Staffing

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



City of Astoria, Oregon  
Budget Document

**PARKS PROJECT FUND #146**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</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 6/30/19	FYE 6/30/20	FYE 6/30/21				
			<b>Resources</b>			
268,783	261,587	68,620	Beginning Fund Balance	105,900		
	864	45,030	Grants			
29,464	3,050	-	Gifts & Bequests			
	(158,431)		Investment Income (Loss)			
1,368	1,534	690	Interest Earnings	530	-	-
<u>299,615</u>	<u>108,604</u>	<u>114,340</u>	<b>Total Resources</b>	<u>106,430</u>	<u>-</u>	<u>-</u>
			<b>Requirements</b>			
			<b>Materials &amp; Services:</b>			
<u>12,286</u>	<u>1,418</u>	<u>35,000</u>	Professional Services	<u>35,000</u>	<u>-</u>	<u>-</u>
12,286	1,418	35,000	<b>Total Materials &amp; Services</b>	35,000	-	-
			<b>Capital Outlay:</b>			
25,742	242	75,030	Improvements Other Than Bldgs	65,000		
<u>-</u>	<u>-</u>	<u>4,310</u>	<b>Contingent Expenditures</b>	<u>6,430</u>	<u>-</u>	<u>-</u>
38,028	1,660	114,340	<b>Total Expenditures</b>	106,430	-	-
<u>261,587</u>	<u>106,944</u>	<u>-</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>299,615</u>	<u>108,604</u>	<u>114,340</u>	<b>Total Requirements</b>	<u>106,430</u>	<u>-</u>	<u>-</u>

Historical ending fund balance for 6/30/19 reflects \$ 195,000 asset valuation of Mill Pond Lots which were recorded in conformance with Governmental Accounting Standards Board (GASB) 72 requirements in Fiscal Year 2016. Mill Pond Lots were sold in FYE 6/30/2020 at a loss of \$ 158,431.

**2021 / 22 Budget Detail Information**

**PARKSPROJECT FUND (146 0000)**

			<b>Materials &amp; Services</b>		
620	4540		Professional Services	35,000	
			<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>35,000</b>
			<b>Capital Outlay</b>		
730	6500		Improvements Other Than Buildings	65,000	
			<b>TOTAL CAPITAL OUTLAY</b>		<b>65,000</b>
910	8020		Contingency		<b>6,430</b>
950	8,520		Ending Fund Balance		-
			<b>TOTAL PARKS PROJECT FUND</b>		<b>106,430</b>

**FUND: MARITIME MEMORIAL # 148**

Basic Objectives

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

General

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

Staffing

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

City of Astoria, Oregon  
Budget Document

**MARITIME MEMORIAL FUND # 148**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</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 6/30/19	FYE 6/30/20	FYE 6/30/21				
<b><u>Resources</u></b>						
114,522	47,679	11,600	Beginning Fund Balance	10,700		
2,478	20,700	20,000	Gifts and Bequests	20,000		
50,000		-	Loan Proceeds			
<u>18,900</u>	<u>709</u>	<u>120</u>	Interest Earnings	<u>50</u>	<u>-</u>	<u>-</u>
<u>185,900</u>	<u>69,088</u>	<u>31,720</u>	<b>Total Resources</b>	<u>30,750</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Materials &amp; Services:</b>						
-	-	-	Office Supplies			
11,850	24,250	10,500	Professional Services	11,000		
<u>-</u>	<u>-</u>	<u>-</u>	Repair & Maintenance Services	<u>-</u>	<u>-</u>	<u>-</u>
11,850	24,250	10,500	<b>Total Materials &amp; Services</b>	11,000	-	-
<b>Capital Outlay:</b>						
126,371	22,129	-	Improvements Other Than Bldgs	-	-	-
-		5,000	<b>Contingent Expenditures</b>	9,750	-	-
<u>-</u>	<u>10,000</u>	<u>10,000</u>	<b>Debt Service:- Principal Only Loan</b>	<u>10,000</u>	<u>-</u>	<u>-</u>
138,221	56,379	25,500	<b>Total Expenditures</b>	30,750	-	-
<u>47,679</u>	<u>12,709</u>	<u>6,220</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>185,900</u>	<u>69,088</u>	<u>31,720</u>	<b>Total Requirements</b>	<u>30,750</u>	<u>-</u>	<u>-</u>

**2021 / 22 Budget Detail Information**

**MARITIME MEMORIAL FUND (148 0000)**

<b><u>Materials and Services</u></b>						
620	4540		Professional Services - General	<u>11,000</u>		
				<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>11,000</b>
<b><u>Capital Outlay</u></b>						
730	6500		Improvements Other Than Buildings	<u>-</u>		
				<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>
				<b>Contingency</b>		<b>9,750</b>
<b><u>Debt Service</u></b>						
810	6990		Principal Only Loan from Astor West URD	<u>10,000</u>		
				<b>Ending Fund Balance</b>		<b>-</b>
				<b>TOTAL MARITIME MEMORIAL FUND</b>		<b>30,750</b>

**FUND:                    PARKS OPERATION # 158**

Basic Objectives

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

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

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

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

Staffing

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

City of Astoria, Oregon  
Budget Document

**PARKS OPERATION FUND #158**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21- 6/30/22</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
397,213	763,052	370,300	Beginning Fund Balance	900,100		
			Charges for Services			
504,717	355,520	510,000	Aquatic Fees	292,700		
694,087	708,637	741,500	Recreation Fees	477,500		
84,673	85,246	-	Maintenance Fees	-		
			Interest			
923	5,793	4,000	Parks Operations	2,500		
21,116	39,207	-	Cemetery Irreducible Fund	-		
			Transfers from Other Funds:			
1,111,110	1,089,608	1,111,110	General Fund	1,089,110		
360,350	276,492	280,000	Promote Astoria	280,000		
-	-	9,000	Cemetery Irreducible	-		
70,000	70,000	70,000	17th Street Dock	70,000	-	-
<u>3,244,189</u>	<u>3,393,555</u>	<u>3,095,910</u>	<b>Total Resources</b>	<u>3,111,910</u>	<u>-</u>	<u>-</u>
<b><u>Requirements (by department)</u></b>						
831,960	730,327	968,070	Aquatic	873,255		
1,136,810	1,233,441	1,363,060	Parks-Recreation / Administration	1,340,575		
512,367	509,563	593,320	Maintenance	589,610		
-	-	100,000	Contingency	100,000	-	-
2,481,137	2,473,331	3,024,450	<b>Total Expenditures</b>	2,903,440	-	-
763,052	920,224	62,460	Ending Fund Balance	208,470	-	-
<u>3,244,189</u>	<u>3,393,555</u>	<u>3,086,910</u>	<b>Total Requirements</b>	<u>3,111,910</u>	<u>-</u>	<u>-</u>

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

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</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 6/30/19	FYE 6/30/20	FYE 6/30/21				
			Personnel Services:			
587,332	516,060	662,320	Aquatic Facility	558,270	-	-
900,299	1,052,227	1,142,010	Recreation / Administration	1,101,090	-	-
<u>351,258</u>	<u>373,988</u>	<u>400,520</u>	Maintenance	<u>390,110</u>	-	-
1,838,889	1,942,275	2,204,850	Total Personal Services	2,049,470	-	-
			Materials & Services:			
244,628	214,267	305,750	Aquatic Facility	314,985	-	-
236,511	181,214	221,050	Recreation / Administration	227,735	-	-
<u>161,109</u>	<u>135,575</u>	<u>192,800</u>	Maintenance	<u>199,500</u>	-	-
642,248	531,056	719,600	Total Materials & Services	742,220	-	-
			Capital Outlay:			
-	-	-	Aquatic Facility	-	-	-
-	-	-	Recreation / Administration	11,750	-	-
<u>-</u>	<u>-</u>	<u>-</u>	Maintenance	<u>-</u>	-	-
-	-	-	Total Capital Outlay	11,750	-	-
-	-	100,000	Contingency	100,000	-	-
<u>763,052</u>	<u>920,224</u>	<u>62,460</u>	<b>Ending Fund Balance</b>	<u>208,470</u>	-	-
<u>3,244,189</u>	<u>3,393,555</u>	<u>3,086,910</u>	Total Expenditures	<u>3,111,910</u>	-	-

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



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**FUND:                    PARKS OPERATION**

Department:            Aquatics # 4100

Basic Objectives

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

Staffing

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



City of Astoria, Oregon  
Budget Document  
PARKS OPERATION FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</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 6/30/19	FYE 6/30/20	FYE 6/30/21				
<b>Personnel Services:</b>						
110,991	122,190	125,450	Regular Salaries	122,480		
-	-	-	Overtime	-		
334,547	249,246	372,990	Extra Help	289,600		
33,677	27,914	38,130	FICA Taxes	31,530		
45,898	46,968	45,750	Insurance	45,990		
53,993	61,994	64,370	Retirement Contributions	55,740		
8,226	7,748	15,630	Workers' Compensation	12,930	-	-
587,332	516,060	662,320	<b>Total Personal Services</b>	558,270	-	-
12.8	11.5	14.0	<b>FTEs</b>	11.2		
<b>Materials and Services:</b>						
2,078	975	1,300	Office Supplies	1,300		
886	742	1,000	Concession Supplies	1,000		
6,674	5,071	7,000	Retail Supplies	7,000		
50,562	41,002	57,500	Operating Supplies	60,500		
4,849	5,743	9,600	Repair & Maintenance Supplies	12,500		
12,468	7,523	9,800	Training	11,800		
2,435	1,112	2,000	Conferences, Meetings & Travel	2,000		
18,785	22,254	35,200	Professional Services	31,535		
2,981	3,248	2,800	Communications	2,800		
387	5	500	Advertising	500		
100	299	500	Printing & Binding	500		
117,954	98,217	138,000	Public Utility Services	138,000		
15,085	18,681	23,850	Repair & Maintenance Services	28,850		
-	-	1,500	Rentals	1,500		
5,644	5,547	7,600	Miscellaneous	7,600		
3,740	3,848	7,600	Technology Services	7,600	-	-
244,628	214,267	305,750	<b>Total Materials and Services</b>	314,985	-	-
<b>Capital Outlay:</b>						
-	-	-	Machinery & Equipment	-	-	-
-	-	-	<b>Total Capital Outlay</b>	-	-	-
<u>831,960</u>	<u>730,327</u>	<u>968,070</u>	<b>Total Expenditures</b>	<u>873,255</u>	<u>-</u>	<u>-</u>

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

**21-22**

410	2020	Straight Time - Regular	122,480
410	2045	Overtime	
410	2085	Extra Help	289,600
412	2095	Interfund Wages	
415	2220	FICA - Social Security	31,530
415	2225	Insurance	45,990
415	2235	Retirement Contributions	55,740
415	2240	Workers' Compensation	12,930

**TOTAL PERSONNEL SERVICES**

**558,270**

**FTEs**

**11.2**

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

510	3045	General Office Supplies	1,300	
		Sub-total of Office Supplies		1,300
515	3140	First Aid Supplies	1,000	
515	3160	Program Supplies	3,000	
515	3170	Concession Stand Supplies	1,000	
515	3175	Retail Item Supplies	7,000	
515	3180	Fuel Oil Lubricants	500	
515	3265	Custodial Supplies	12,000	
515	3270	Chemicals	35,000	
515	3310	General Operating Supplies	9,000	
		Sub-total of Operating Supplies		68,500
525	3520	Building Materials / Supplies	2,500	
525	3540	Paint and Paint Supplies	500	
525	3545	Plumbing Supplies	3,200	
525	3550	Electrical Supplies	800	
525	3640	Other Repair and Maintenance Supplies	5,000	
		Sub-total Repair and Maintenance Supplies		12,000
530	3720	Small Tools	500	
				500

**PARKS OPERATION FUND (158)**

**PARKS OPERATION-AQUATICS (4100)**

610	4085	Travel Expense - Training	1,500	
610	4105	Life Guard Services	9,500	
610	4115	Workshops	800	
		Sub-total of Training		11,800
615	4260	Conferences / Meeting Expense	1,000	
615	4265	Travel - Conferences and Meeting	1,000	
		Sub-total of Conferences, Meetings & Travel		2,000
620	4390	Network Maintenance	6,335	
620	4432	Background Checks	1,200	
620	4540	Professional Services - General	24,000	
		Sub-total of Professional Services		31,535
635	4920	Cell Phones	1,400	
635	4965	Charter Cable	1,400	
		Sub-total of Communications		2,800
640	5030	Advertising - Public Notices	500	
		Sub-total of Advertising		500
645	5060	Insurance - EAP	1,000	
		Sub-total of Insurance		1,000
650	5145	General - Printing & Binding	500	
		Sub-total of Printing & Binding		500
655	5289	Electricity	80,000	
656	5479	Natural Gas	52,000	
657	5517	Sanitation	6,000	
		Sub-total of Public Utility Services		138,000
660	5750	Buildings	250	
660	5755	Electrical	5,000	
660	5760	Heating Systems	12,600	
660	5765	Plumbing	4,500	
660	5825	General Repair & Maintenance Services	6,500	

<b>PARKS OPERATION FUND (158)</b>			
<b>PARKS OPERATION-AQUATICS (4100)</b>			
		Sub-total of Repair & Maintenance Services	28,850
665	5865	Rental Equipment	1,500
		Sub-total of Rentals	1,500
675	5925	Credit Card Fees	5,000
675	6005	Licenses and Permits	800
675	6035	General - Miscellaneous	800
		Sub-total of Miscellaneous	6,600
685	6255	Software Maintenance Agreement	7,600
		Sub-total of Technology Services	7,600
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>314,985</b>
<b><u>Capital Outlay (720 - 740)</u></b>			
<b>TOTAL CAPITAL OUTLAY</b>			<b>-</b>
<b>TOTAL PARKS OPERATION-AQUATICS</b>			<b>873,255</b>
<b><u>CAPITAL IMPROVEMENT FUND - AQUATICS</u></b>			
		Aquatic Center Facility Equipment	18,730
		AAC Fitness Equpt & Facility Improvements	20,000
		Lap Pool Filter Vessel Replacement	65,000
		Repaving Parking Lot	15,000
<b>Total Capital Improvement Fund - Aquatics</b>			<b>118,730</b>
<b>TOTAL AQUATICS - ALL FUNDS</b>			<b>991,985</b>



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**FUND:                    PARKS OPERATION**

Department:            Recreation / Administration # 4200

Basic Objectives

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

Staffing

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

City of Astoria, Oregon  
Budget Document  
PARKS OPERATION FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</u>			
<u>Actual Data</u> FYE 6/30/19	<u>Actual Data</u> FYE 6/30/20	<u>Adopted Budget</u> FYE 6/30/21	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			<b>Personnel Services:</b>			
264,835	276,247	338,000	Regular Salaries	338,940		
-	211	-	Overtime	3,840		
438,451	508,895	516,440	Extra Help	449,620		
53,428	59,936	65,370	FICA Taxes	60,620		
60,607	67,324	99,930	Insurance	100,210		
69,968	126,691	108,550	Retirement Contributions	135,070		
<u>13,010</u>	<u>12,923</u>	<u>13,720</u>	Workers' Compensation	<u>12,790</u>	-	-
900,299	1,052,227	1,142,010	<b>Total Personal Services</b>	1,101,090	-	-
22.1	20.5	20.9	<b>FTEs</b>	18.0		
			<b>Materials and Services:</b>			
1,532	9,466	12,000	Office Supplies	12,400		
106,339	72,429	72,000	Operating Supplies	113,700		
1,501	3,622	2,700	Repair & Maintenance Supplies	3,500		
-	-	-	Small Tools & Minor Equipment	-		
3,869	961	1,000	Training	2,550		
7,794	2,880	5,000	Conferences, Meetings & Travel	4,000		
39,922	36,857	60,200	Professional Services	38,735		
1,450	395	400	Memberships & Dues	400		
4,617	4,130	3,700	Communications	4,200		
9,898	9,406	8,900	Advertising	4,000		
2,248	3,883	6,400	Printing & Binding	500		
5,896	5,997	8,100	Repair & Maintenance Services	8,500		
148	-	1,200	Rentals	1,200		
18,859	17,832	25,000	Fee & Charge Programs	20,000		
8,465	7,081	7,400	Miscellaneous / VISA Fees	7,000		
<u>23,973</u>	<u>6,275</u>	<u>7,050</u>	Technology Services	<u>7,050</u>	-	-
236,511	181,214	221,050	<b>Total Materials and Services</b>	227,735	-	-
			<b>Capital Outlay:</b>			
-	-	-	Machinery & Equipment	-	-	-
-	-	-	<b>Total Capital Outlay</b>	11,750	-	-
			<b>Transfers Out:</b>			
-	-	-	General Fund	-	-	-
-	-	62,460	<b>Ending Fund Balance</b>	-	-	-
<u>1,136,810</u>	<u>1,233,441</u>	<u>1,425,520</u>	<b>Total Expenditures</b>	<u>1,340,575</u>	-	-

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

**PARKS OPERATION FUND (158)**

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

**Personnel Services (410 - 415)**

**21-22**

410	2020	Straight Time - Regular	338,940
410	2045	Overtime	3,840
415	2085	Extra Help	449,620
415	2220	FICA -Social Security	60,620
415	2230	Insurance	100,210
415	2235	Retirement Contributions	135,070
415	2240	Workers' Compensation	12,790

**TOTAL PERSONNEL SERVICES**

**1,101,090**

**FTEs**

**18.0**

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

510	3030	Paper	500
510	3035	Special Paper	500
510	3040	Printer Cartridges and Supplies	1,400
510	3045	General Office Supplies	10,000

Sub-total of Office Supplies

**12,400**

515	3125	Clothing / Uniforms / Boots / Gloves	5,000
515	3135	Food and Local Meetings	2,500
515	3140	First Aid Supplies	800
515	3150	Awards	1,000
515	3155	Sports Equipment	3,700
515	3160	Program Supplies	100,000
515	3180	Fuel Oil Lubricants	700

Sub-total of Operating Supplies

**113,700**

525	3520	Building Materials / Supplies	2,000
525	3640	Other Repair & Maintenance Supplies	1,500

Sub-total Repair & Maintenance Supplies

**3,500**

610	4085	Travel Expenses - Training	500
610	4115	Workshops	2,050

Sub-total of Training

**2,550**



**PARKS OPERATION FUND (158)**

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

615	4260	Conference / Meeting Expense	2,000	
615	4265	Travel - Conferences and Meetings	2,000	
		Sub-total of Conferences, Meetings & Travel		<b>4,000</b>
620	4390	Network Maintenance	6,335	
620	4432	Background Checks	3,500	
620	4435	Sports Officials	2,500	
620	4540	General Professional Services	25,000	
		Sub-total of Professional Services		<b>37,335</b>
630	4800	National Recreation and Parks Association	-	
630	4805	Oregon Recreation and Parks Association	400	
		Sub-total of Memberships and Dues		<b>400</b>
635	4920	Cell Phones	3,950	
635	4975	Postage	250	
		Sub-total of Communications		<b>4,200</b>
640	5030	Advertising - Public Notices	500	
640	5035	Advertising - Recreation Promotion	3,500	
		Sub-total of Advertising		<b>4,000</b>
645	5060	Insurance - EAP	1,400	
		Sub-total of Insurance		<b>1,400</b>
650	5135	Commercial Printing	250	
650	5145	General - Printing & Binding	250	
		Sub-total of Printing & Binding		<b>500</b>
660	5620	Office Machines	6,500	
660	5725	Equipment other than Vehicles	0	
660	5730	Sports Equipment	2,000	
		Sub-total of Repair & Maintenance Services		<b>8,500</b>
665	5865	Rental Equipment	1,200	
		Sub-total of Rentals		<b>1,200</b>

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

670	5890	Parks & Recreation Fee & Charge Programs	20,000	
		Sub-total of Fee & Charge Programs		<b>20,000</b>
675	5925	Visa Fees	7,000	
		Sub-total of Miscellaneous		<b>7,000</b>
685	6205	Computer Software	5,200	
685	6245	Computer Hardware	350	
685	6207	Non Contract IT Services	1,500	
		Sub-total of Technology Services		<b>7,050</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>227,735</b>
<b>Capital Outlay (740)</b>				
740	6650	Machinery & Equipment	11,750	
		Sub-total of Machinery & Equipment		<b>11,750</b>
<b>TOTAL CAPITAL OUTLAY</b>				<b>11,750</b>
<b>Contingent Expenditures (910)</b>				
910	8020	Contingency	-	
		<b>Sub-Total Contingency</b>		<b>-</b>
<b>Ending Fund Balance (950)</b>				
950	8520	Unappropriated Ending Fund Balance	-	<b>-</b>
<b>TOTAL PARKS OPERATION - RECREATION / ADMINISTRATION</b>				<b>1,340,575</b>
<b>CAPITAL IMPROVEMENT FUND - PARKS AND RECREATION - ADMINISTRATION</b>				
		Energy Efficiency Upgrades and Expansion of Childcare	40,000	
		Continued addition (phase 2) of ARC playground build	10,000	
		Youth Programs and Sports Improvements	10,000	
		Historic Site Improvements/Preservation Program	8,000	
<b>Total Capital Improvement Fund - Recreation / Administration</b>				<b>68,000</b>
<b>TOTAL RECREATION / ADMINISTRATION - ALL FUNDS</b>				<b>1,408,575</b>



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**FUND:                    PARKS OPERATION**

Department:            Maintenance # 4300

Basic Objectives

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

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 7/1/21 - 6/30/22</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21		Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
166,392	175,157	177,370	Regular Salaries	177,200		
-	-	-	Overtime	-		
68,224	62,187	82,580	Extra Help	66,090		
3,611	4,655	4,080	Interfund Wages	6,380		
17,616	18,132	20,200	FICA Taxes	19,100		
50,184	55,236	59,560	Insurance	60,530		
35,728	48,732	46,610	Retirement Contributions	51,130		
9,503	9,889	10,120	Workers' Compensation	9,680	-	-
<u>351,258</u>	<u>373,988</u>	<u>400,520</u>	<b>Total Personnel Services</b>	<u>390,110</u>	-	-
4.2	4.7	5.2	<b>FTEs</b>	4.5		
			<b>Materials and Services:</b>			
306	1,034	1,200	Office Supplies	1,200		
32,619	24,093	30,650	Operating Supplies	30,650		
36,012	36,188	48,500	Repair & Maintenance Supplies	48,500		
3,460	4,240	3,600	Small Tools & Minor Equipment	3,600		
330	976	4,800	City Shop Expenses	4,800		
2,173	1,614	4,500	Training	4,500		
33,986	24,500	39,900	Professional Services	46,235		
520	-	-	Membership & Dues	-		
2,445	2,209	3,000	Communications	3,000		
-	49	100	Printing & Binding	100		
30	960	800	Advertising	800		
24,166	20,270	22,600	Public Utility Services	22,965		
19,818	14,275	25,400	Repair & Maintenance Services	25,400		
2,120	3,419	4,000	Rentals	4,000		
3,124	1,748	3,750	Miscellaneous	3,750		
-	-	-	Technology Services	-	-	-
<u>161,109</u>	<u>135,575</u>	<u>192,800</u>	<b>Total Materials and Services</b>	<u>199,500</u>	-	-
			<b>Capital Outlay:</b>			
-	-	-	Buildings	-	-	-
-	-	-	Improvements Other Than Buildings	-	-	-
-	-	-	Machinery & Equipment	-	-	-
<u>-</u>	<u>-</u>	<u>-</u>	<b>Total Capital Outlay</b>	<u>-</u>	-	-
<u>512,367</u>	<u>509,563</u>	<u>593,320</u>	<b>Total Expenditures</b>	<u>589,610</u>	-	-

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

**PARKS OPERATION FUND (158)**

**PARKS OPERATION-MAINTENANCE (4300)**

**Personnel Services (410 - 415)**

**21-22**

410	2020	Straight Time - Regular	177,200
410	2045	Overtime	
415	2085	Extra Help	66,090
415	2095	Interfund Wages	6,380
415	2220	FICA -Social Security	19,100
415	2230	Insurance	60,530
415	2235	Retirement Contributions	51,130
415	2240	Workers' Compensation	9,680

**TOTAL PERSONNEL SERVICES**

**390,110**

FTEs      4.5

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

510	3030	Paper	300
510	3045	General Office Supplies	900

Sub-total of Office Supplies

**1,200**

515	3118	Cemetery Liners	
515	3125	Clothing / Uniforms / Boots / Gloves	2,200
515	3140	First Aid Supplies	300
515	3155	Sports Equipment	800
515	3180	Fuel, Oil & Lubricants	5,500
515	3235	Seed / Top Dressing Fields	1,000
515	3240	Trees / Shrubs / Flowers	1,000
515	3245	Fertilizers / Pesticides	500
515	3250	Bark Mulch / Top Soil / Sawdust	1,500
515	3255	Gypsum and Field Line Paint	800
515	3260	Playground Chips	5,500
515	3265	Custodial Supplies	1,750
515	3290	Heating Oil - Cemetery	0
515	3295	Heating Oil - Shively Hall	1,300
515	3310	General Operating Supplies	8,500

Sub-total of Operating Supplies

**30,650**

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

**PARKS OPERATION FUND (158)**

**PARKS OPERATION-MAINTENANCE (4300)**

525	3550	Electrical Supplies	2,000	
525	3560	Trails Maintenance	3,000	
525	3565	Vandalism Repair	800	
525	3580	Signs	800	
525	3620	Heating System Maintenance	500	
525	3625	Plumbing & Irrigation Supplies	500	
525	3630	Water and Sewer Repair	900	
525	3640	Other Repair & Maintenance Supplies	4,500	
		Sub-total Repair & Maintenance Supplies		<b>48,500</b>
530	3720	Small Tools	3,300	
530	3725	Irrigation Equipment	300	
		Sub-total of Small Tools & Minor Equipment		<b>3,600</b>
545	3820	Vehicle Parts - City Shops	2,000	
545	3825	Tires - City Shops	800	
545	3830	General Repair Supplies - City Shops	2,000	
		Sub-total of City Shop Expenses		<b>4,800</b>
610	4085	Travel Expenses - Training	3,000	
610	4090	Registration	1,500	
		Sub-total of Training		<b>4,500</b>
620	4390	Network Maintenance	6,335	
620	4432	Background Checks	400	
620	4540	General Professional Services	39,500	
		Sub-total of Professional Services		<b>46,235</b>
635	4920	Cell Phones	3,000	
635	5145	General Printing and Binding	100	
		Sub-total of Communications		<b>3,100</b>
640	5030	Advertising - Public Notices	800	
		Sub-total of Advertising		<b>800</b>
655	5223	Electricity - Tennis Courts	510	
655	5226	Electricity - Columbia Field	405	
655	5229	Electricity - 1300 Klaskanine (Evergreen Park)	3,570	

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

655	5235	Electricity - 32nd & Lief Erikson	405
655	5244	Electricity - Alderbrook Hall	610
655	5256	Electricity - Parks Shop	2,040
655	5259	Electricity - Parks Shop	4,590
655	5262	Electricity - Shively Hall	1,020
655	5265	Electricity - Tapiola Ball Field Lights	820
655	5271	Electricity - Tapiola Restroom	610
655	5274	Electricity - Tapiola Baseball Lights	820
655	5277	Electricity - Doughboy Monument	310
655	5280	Electricity - Tapiola Park Lights / Skatepark	310
655	5316	Electricity - 15th Street Triangle	310
655	5332	Electricity - Parks Maint General	205
656	5461	Natural Gas - Alderbrook Hall	530
657	5535	Sanitation - Transfer Station Fees	2,400
657	5541	Sanitation - Other Locations	3,500
658	5555	Cem water and sewer	
		Sub-total of Public Utility Services	<b>22,965</b>
660	5725	Equipment other than Vehicles	4,750
660	5735	Infield Maintenance	1,000
660	5740	Field Light Maintenance	1,500
660	5755	Electrical	3,750
660	5760	Heating Systems	2,500
660	5785	Motor Vehicles / Auto Body Shop	500
660	5824	RPR SVCS Contract Services	5,000
660	5825	General - Repair & Maintenance Services	6,400
		Sub-total of Repair & Maintenance Services	<b>25,400</b>
665	5865	Rental Equipment	1,000
665	5870	Rental Chemical Toilets	3,000
		Sub-total of Rentals	<b>4,000</b>
675	5925	Credit Card Processing Fees	1,200
675	6005	Licenses & Permits	1,950
675	6060	Random Drug Screens	600
		Sub-total of Miscellaneous	<b>3,750</b>
		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>199,500</b>



<b>PARKS OPERATION FUND (158)</b>	
<b>PARKS OPERATION-MAINTENANCE (4300)</b>	
<b>Capital Outlay (720 - 740)</b>	
<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>
<b>TOTAL PARKS OPERATION-MAINTENANCE</b>	<b>589,610</b>
<b>CAPITAL IMPROVEMENT FUND - PARKS MAINTENANCE</b>	
<b>Total Capital Improvement Fund - Parks Maintenance</b>	<b>-</b>
<b>TOTAL MAINTENANCE - ALL FUNDS</b>	<b>589,610</b>

**FUND: ASTORIA ROAD DISTRICT # 170**

Basic Objectives

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

Significant Budget Information

In past years, the road maintenance and improvements were paid by a tax levy. The most recent tax levy was approved on November 5, 2002. Ordinance No 07-02 was adopted on August 20, 2007 by the City Council approving a fuel tax of \$.03 per gallon. Tax collections are administered by the Oregon Department of Transportation. Ordinance No 16-06, re-adopted provisions of Ordinance 07-02 on October 3, 2016 extending the gas tax indefinitely unless amended or repealed. Projected resources for FY 2021-2022 are estimated at \$ 407,000. Street projects were appropriated at \$ 450,000 in FY 2020-21. Paving projects occur every other year with repairs and maintenance projects accomplished during the alternate year.

Staffing

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

City of Astoria, Oregon  
Budget Document

**ASTORIA ROAD DISTRICT FUND #170**

Historical Data			Budget for Fiscal Year 7/1/21 - 6/30/22			
Actual Data		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21				
<b>Resources</b>						
940,769	466,793	582,800	Beginning Fund Balance	337,500		
1	65	10	Delinquent Ad Valorem Taxes			
213,642	223,667	205,000	Local Gas Tax	205,000		
13,940	10,855	5,000	Interest on Investments	2,000		
-	32,156	-	Miscellaneous			
-	-	-	Transfer from State Tax Street Fund	200,000	-	-
1,168,352	733,536	792,810	Sub-Total Resources	744,500	-	-
<u>1,168,352</u>	<u>733,536</u>	<u>792,810</u>	<b>Total Resources</b>	<u>744,500</u>	<u>-</u>	<u>-</u>
<b>Requirements</b>						
<b>Materials &amp; Services</b>						
3,425	5,879	95,000	Repair & Maintenance Supplies	75,000		
<b>Capital Outlay</b>						
698,134	41,538	450,000	Improvements Other Than Buildings	500,000	-	-
-	-	200,000	<b>Contingent Expenditures</b>	150,000		
701,559	47,417	745,000	<b>Total Expenditures</b>	725,000	-	-
466,793	686,119	47,810	Ending Fund Balance	19,500	-	-
<u>1,168,352</u>	<u>733,536</u>	<u>792,810</u>	<b>Total Requirements</b>	<u>744,500</u>	<u>-</u>	<u>-</u>

**2021 / 22 Budget Detail Information**

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

<b>Materials and Services (515 - 660)</b>			
660	5825	Repair & Maintenance Supplies	75,000
730	6500	Improvements Other Than Buildings	500,000
910	8020	Contingency	150,000
950	8520	Ending Fund Balance	19,500
<b>TOTAL ASTORIA ROAD DISTRICT FUND</b>			<u>744,500</u>

**FUND: STATE TAX STREET # 172**

Basic Objectives

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

Staffing

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

City of Astoria, Oregon  
Budget Document

**STATE TAX STREET FUND #172**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
132,150	226,402	237,600	Beginning Fund Balance	417,700		
705,549	655,624	517,500	Intergovernmental-Gas Tax	501,000		
-	-	202,500	Intergovernmental-Transportation Package	204,410		
3,703	5,228	1,800	Interest on Investments	500	-	-
<u>841,402</u>	<u>887,254</u>	<u>959,400</u>	<b>Total Resources</b>	<u>1,123,610</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Materials and Services</b>						
-	-	-	Repair and Maintenance Services	-	-	-
<b>Transfer To Other Funds:</b>						
615,000	500,250	720,000	Public Works Fund	739,000	-	-
-	-	-	Astoria Road District Fund	200,000	-	-
615,000	500,250	720,000	<b>Total Transfer to Other Funds</b>	939,000	-	-
-	-	100,000	<b>Contingent Expenditures</b>	175,000	-	-
615,000	500,250	820,000	<b>Total Expenditures</b>	1,114,000	-	-
<u>226,402</u>	<u>387,004</u>	<u>139,400</u>	Ending Fund Balance	9,610	-	-
<u>841,402</u>	<u>887,254</u>	<u>959,400</u>	<b>Total Requirements</b>	<u>1,123,610</u>	<u>-</u>	<u>-</u>

**2021 / 22 Budget Detail Information**

**STATE TAX STREET FUND (172 0000)**

<u>Transfers to Other Funds (850)</u>						
850	7550		Public Works Fund	739,000		
850	7560		Astoria Road District Fund	200,000		
			Sub-total of Transfers to Other Funds		939,000	
910	8020		Contingent Expenditures		175,000	
950	8520		Ending Fund Balance		<u>9,610</u>	
<b>TOTAL STATE TAX STREET FUND</b>					<b>1,123,610</b>	

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

Basic Objectives

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

Staffing

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

City of Astoria, Oregon  
Budget Document

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
42,250	50,439	25,900	Beginning Fund Balance	33,700		
7,076	6,865	7,200	Intergovernmental-Gas Tax	7,500		
1,113	605	250	Interest on Investments	175	-	-
<u>50,439</u>	<u>57,909</u>	<u>33,350</u>	<b>Total Resources</b>	<u>41,375</u>	-	-
<b><u>Requirements</u></b>						
<b>Capital Outlay:</b>						
-	30,810	33,350	Improvements Other Than Bldgs	35,000	-	-
-	-	-	<b>Contingent Expenditures</b>	5,875	-	-
-	30,810	33,350	<b>Total Expenditures</b>	40,875	-	-
50,439	27,099	-	Ending Fund Balance	500	-	-
<u>50,439</u>	<u>57,909</u>	<u>33,350</u>	<b>Total Requirements</b>	<u>41,375</u>	-	-

**2021 / 22 Budget Detail Information**

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

730	6500	<b><u>Capital Outlay (730)</u></b>	
		Improvements Other Than Buildings	35,000
910	8020	Contingency	5,875
950	8250	Ending Fund Balance	500
<b>TOTAL TRAILS RESERVE FUND</b>			<u>41,375</u>

**FUND: PUBLIC WORKS IMPROVEMENT #176**

Basic Objectives

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

Long-Term Debt

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

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

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

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

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

IFA Loan # B17002 is for the Waterfront Bridges Project, is a 25 year loan with a 2.486% interest rate. Annual payments begin December 1, 2021 with the final payment due December 1, 2045. Resources from the City's Surface Transportation Block Grant (STBG) program will be utilized for the repayment of this debt.

Staffing

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



City of Astoria, Oregon  
Budget Document

**PUBLIC WORKS IMPROVEMENT FUND # 176**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</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 6/30/19	FYE 6/30/20	FYE 6/30/21				
<b>Resources</b>						
1,418,180	1,486,816	838,000	Beginning Fund Balance	607,000		
47,132	42,750	20,000	Grant/Loan Proceeds	55,600		
<b>Transfer from Other Fund</b>						
15,211	-		General Fund			
1,258,620	1,258,620	1,108,620	Public Works Fund	1,331,800		
75,000	75,000	75,000	Combined Sewer Overflow Debt Service Fund	-	-	-
1,348,831	1,333,620	1,183,620	<b>Total Transfers</b>	1,331,800	-	-
2	5,176		Miscellaneous			
22,931	21,665	7,500	Interest on Investments	3,035	-	-
2,837,076	2,890,027	2,049,120	<b>Total Resources</b>	1,997,435	-	-
<b>Requirements</b>						
<b>Materials and Services:</b>						
70,840	92,856	260,500	Professional Services	190,000		
353,280	393,599	600,000	Repair & Maintenance Services	700,000	-	-
424,120	486,455	860,500	<b>Total Materials and Services</b>	890,000	-	-
<b>Capital Outlay:</b>						
		-	Improvements Other Than Bldgs	-	-	-
264,018	245,131	410,000	Machinery & Equipment	397,000	-	-
264,018	245,131	410,000	<b>Total Capital Outlay</b>	397,000	-	-
<b>Debt Service:</b>						
275,717	334,058	338,800	Principal	365,550		
86,405	85,232	80,850	Interest	109,700	-	-
362,122	419,290	419,650	<b>Total Debt Service</b>	475,250	-	-
<b>Transfer to Other Funds</b>						
300,000	300,000	200,000	Public Works Capital Reserve Fund	200,000		
-	-	-	E Astoria Waterline Debt Service Fund	-	-	-
-	-	-	7th Street Dock Debt Service Fund	-	-	-
300,000	300,000	200,000	<b>Total Transfers to Other Funds</b>	200,000	-	-
-	-	158,970	<b>Contingency</b>	35,185	-	-
1,350,260	1,450,876	2,049,120	<b>Total Expenditures</b>	1,997,435	-	-
1,486,816	1,439,151	-	Ending Fund Balance	-	-	-
2,837,076	2,890,027	2,049,120	<b>Total Requirements</b>	1,997,435	-	-

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

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

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

**21-22**

**Professional Services**

620	4540	CSO Modeling	55,000	
620	4540	System Development Charges Study	25,000	
620	4540	Probable Maximum Flood (PMF) Headworks Dam	40,000	
620	4540	Emergency Response Plan	20,000	
620	4540	WWTP Headworks Design	50,000	
		Sub-total Professional Services		<b>190,000</b>

**Repair & Maintenance Services (660)**

**Sewer:**

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

**Stormwater:**

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

**Water:**

660	5795	Water Main Rehabilitation / Replacement	200,000	
		Astoria Middle School Water Line	50,000	
		Sub-total Water Projects		<b>250,000</b>

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

**TOTAL MATERIALS & SERVICES**

**890,000**

**Capital Outlay (720 - 740)**

740	6650	Machinery and Equipment		
		Ford F-550 replacing #508 Dodge Flatbed (1990)	56,000	
		Ford F-350 replacing # 490 Chevrolet Truck (1996)	71,000	
		- includes locking electrician boxes		
		Ford Ranger 4x4 Supercab replacing # 586 Jeep (1996)	30,000	
		Excavator	100,000	
		Shop Roof	140,000	

***Informational requirements currently not budgeted:***

		Sub Total Machinery and Equipment		<b>397,000</b>
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**TOTAL CAPITAL OUTLAY**

**397,000**

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

**Debt Service (810)**

		IFA L04001 Skyline Water Tank Loan - Pmt 15 of 20	
810	6910	Principal	72,500
810	6915	Interest	22,600
		IFA S08003 Reservoir Covers - Pmt 12 of 20	
810	6920	Principal	163,400
810	6925	Interest	15,300
		IFA Y10002 Bear Cr Dam - Waterline - Pmt 10 of 20	
810	6930	Principal	32,400
810	6935	Interest	17,700
		IFA Y12006 WWTP Construction - Pmt 8 of 25	
810	6947	Principal - Y12006 WWTP Construction	26,750
810	6949	Interest - Y12006 WWTP Construction	11,800
		Lease # 3355815 Street Sweeper - Pmt 3 of 5	
810	6953	Principal	52,000
810	6954	Interest	5,200
		IFA # B17002	
810	6955	Principal	18,500
810	5956	Interest	37,100
		Sub Total Debt Service - Principal	<b>365,550</b>
		Sub Total Debt Service - Interest	<b>109,700</b>

**TOTAL DEBT SERVICE 475,250**

**Transfer to Other Funds (850)**

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

**Contingent Expenditures (910)**

910	8020	Contingency	35,185
		Sub-total Contingency	<b>35,185</b>

**Ending Fund Balance (950)**

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

**TOTAL PUBLIC WORKS IMPROVEMENT FUND 1,997,435**

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

Basic Objectives

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

An amount of \$ 200,000 is transferred to this fund from the Public Works Improvement Fund for Capital Project reserves with the most recent project being the Slow Sand Filter Project which began in FY 17-18 and will be completed by June 30, 2021.

Staffing

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

City of Astoria, Oregon  
Budget Document

**PUBLIC WORKS CAPITAL RESERVE FUND # 178**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21- 6/30/22</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
717,121	677,850	685,200	Beginning Fund Balance	605,200		
17,795	14,759	6,000	Interest Earnings	3,000		
4,605	286		Miscellaneous			
			Transfer from Other Fund			
<u>300,000</u>	<u>300,000</u>	<u>200,000</u>	Public Works Improvement Fund	<u>200,000</u>	-	-
<u>1,039,521</u>	<u>992,895</u>	<u>891,200</u>	<b>Total Resources</b>	<u>808,200</u>	-	-
<b><u>Requirements</u></b>						
<b><u>Materials and Services</u></b>						
-	-	50,000	Professional Services	50,000	-	-
-	-	50,000	<b>Total Materials and Services</b>	50,000	-	-
<b><u>Capital Outlay</u></b>						
361,671	317,260	400,000	PW Capital Projects	648,200	-	-
361,671	317,260	400,000	<b>Total Capital Outlay</b>	648,200	-	-
-	-	100,000	<b>Contingency</b>	110,000	-	-
361,671	317,260	550,000	<b>Total Expenditures</b>	808,200	-	-
677,850	675,635	341,200	<b>Ending Fund Balance</b>	-	-	-
<u>1,039,521</u>	<u>992,895</u>	<u>891,200</u>	<b>Total Requirements</b>	<u>808,200</u>	-	-

**2021 / 22 Budget Detail Information**

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

<u>Materials and Services</u>			
620	4540	Professional Services	50,000
<u>Capital Outlay</u>			
730	6500	PW Capital Projects	648,200
910	8020	<u>Contingency</u>	110,000
950	8520	<u>Ending Fund Balance</u>	-
<b>TOTAL PUBLIC WORKS CAPITAL RESERVE FUND</b>			<b>808,200</b>

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

Basic Objectives

This fund was established by the adoption of City Council Resolution No. 18-04 on February 26, 2018. Where the City numbered streets between 6th and 11th Streets meet the Columbia River, a short bridge connects the solid-ground road to the over-water pier structure. These waterfront bridge structures are of utmost importance to the City as they provide access to critical portions of our waterfront. In September 2014, the City entered into an Intergovernmental Agreement with the Oregon Department of Transportation (ODOT) for the design phase of the Waterfront Bridges Replacement Project to replace these six structures. In February 2017, Council authorized City staff to apply for loan funding from Business Oregon Infrastructure Finance Authority (IFA) for the City match and expenses not covered by the project during construction. The projected loan amount of \$1,655,561 will be paid back using the City's future Surface Transportation Program (STP) funds. Construction of the odd numbered street structures (7th St, 9th St and 11th St) began in October, 2018 and the even numbered street structures (6th St, 8th St and 10th St) begin October, 2019. The project was completed in October, 2020. The temporary construction loan was refinanced through bond offering in February, 2021 and the annual payments will be captured in the Public Works Improvement Fund debt service.

Staffing

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

City of Astoria, Oregon  
Budget Document

**WATERFRONT BRIDGES FUND # 190**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
1,921	(6,523)	21,500	Beginning Fund Balance	180		
-	21,595	17,900	Intergovernmental Revenue			
164,151	2,370	423,382	Loan Proceeds			
8	164	-	Interest on Investments			
-	8,275	-	Interfund Loan Proceeds	-	-	-
<u>166,080</u>	<u>25,881</u>	<u>462,782</u>	<b>Total Resources</b>	<u>180</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Capital Outlay:</b>						
165,513	5,197	423,382	Improvements Other Than Bldgs	-	-	-
<b>Debt Service:</b>						
7,090	14,505	17,900	Principal			
7,090	14,505	17,900	Interest	-	-	-
-	-	21,500	Total Debt Service	-	-	-
-	-	-	<b>Contingency</b>	-	-	-
-	-	-	Transfer to Other Funds - General	180	-	-
172,603	19,702	462,782	<b>Total Expenditures</b>	180	-	-
<u>(6,523)</u>	<u>6,179</u>	<u>-</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>166,080</u>	<u>25,881</u>	<u>462,782</u>	<b>Total Requirements</b>	<u>180</u>	<u>-</u>	<u>-</u>

**2021 / 22 Detail Budget Information**

**WATERFRONT BRIDGES FUND # 190**

730	6500	<b><u>Transfer to Other Funds</u></b>		
		General Fund - Close Fund	180	
		Contingency	-	
		Ending Fund Balance	-	
<b>TOTAL WATERFRONT BRIDGES REPLACEMENT PROJECT FUNC</b>			<b>180</b>	

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

Basic Objectives

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

Due to Other Fund liability in the amount of \$ 122,351 is maintained to help offset PERS increase.

Staffing

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



City of Astoria, Oregon  
Budget Document

**LOCAL IMPROVEMENT DEBT SERVICE FUND # 250**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</u>			
<u>Actual Data</u> FYE 6/30/19	<u>Actual Data</u> FYE 6/30/20	<u>Adopted Budget</u> FYE 6/30/21	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<b><u>Resources</u></b>						
169,467	128,883	112,800	Beginning Fund Balance	91,800		
-	-	-	Resources due to other funds	-		
<u>9,416</u>	<u>6,251</u>	<u>2,100</u>	Interest Earnings	<u>900</u>	-	-
<u>178,883</u>	<u>135,134</u>	<u>114,900</u>	<b>Total Resources</b>	<u>92,700</u>	-	-
<b><u>Requirements</u></b>						
<b>Transfer to Other Funds</b>						
50,000	22,000	22,000	General Fund	22,000		
-	-	-	Public Works Fund	-	-	-
<u>50,000</u>	<u>22,000</u>	<u>22,000</u>	<b>Total Transfers</b>	<u>22,000</u>	-	-
<u>-</u>	<u>-</u>	<u>70,900</u>	<b>Contingency</b>	<u>70,700</u>	-	-
50,000	22,000	92,900	<b>Total Expenditures</b>	92,700	-	-
<u>128,883</u>	<u>113,134</u>	<u>22,000</u>	Ending Fund Balance	-	-	-
<u>178,883</u>	<u>135,134</u>	<u>114,900</u>	<b>Total Requirements</b>	<u>92,700</u>	-	-

**2021 / 22 Budget Detail Information**

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

<b>Transfers to Other Funds</b>			
850	7567	General Fund	22,000
850	7550	Public Works Fund	-
			<b>22,000</b>
<b>TOTAL TRANSFERS TO OTHER FUNDS</b>			
910	8020	Contingency	<b>70,700</b>
950	8520	Ending Fund Balance	-
			<b>92,700</b>
<b>TOTAL LOCAL IMPROVEMENT DEBT SERVICE FUND</b>			

**FUND: EAST ASTORIA WATERLINE DEBT SERVICE # 265**

Basic Objectives

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

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

Staffing

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

City of Astoria, Oregon  
Budget Document

**EAST ASTORIA WATERLINE DEBT SERVICE FUND # 265**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</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 6/30/19	FYE 6/30/20	FYE 6/30/21				
<b><u>Resources</u></b>						
14,816	-	-	Beginning Fund Balance	-	-	-
-	-	-	Interest Earnings	-	-	-
-	-	-	Transfer from Other Funds	-	-	-
-	-	-	Public Works Improvement Fund	-	-	-
-	-	-	Miscellaneous	-	-	-
<u>14,816</u>	<u>-</u>	<u>-</u>	<b>Total Resources</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Debt Service</b>						
-	-	-	Principal	-	-	-
-	-	-	Interest	-	-	-
<u>-</u>	<u>-</u>	<u>-</u>	<b>Total Debt Service</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Transfer to Other Funds</b>						
<u>14,816</u>	<u>-</u>	<u>-</u>	Transfer to General Fund	<u>-</u>	<u>-</u>	<u>-</u>
14,816	-	-	<b>Total Transfer to Other Funds</b>	-	-	-
14,816	-	-	<b>Total Expenditures</b>	-	-	-
-	-	-	Ending Fund Balance	-	-	-
<u>14,816</u>	<u>-</u>	<u>-</u>	<b>Total Requirements</b>	<u>-</u>	<u>-</u>	<u>-</u>

2021 / 22 Detail Budget Information

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

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

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

Basic Objectives

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

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

Staffing

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

City of Astoria, Oregon  
Budget Document

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</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 6/30/19	FYE 6/30/20	FYE 6/30/21				
<b><u>Resources</u></b>						
395	-	-	Beginning Fund Balance	-	-	-
			Interest Earnings	-	-	-
			Transfer from Other Funds			
-	-	-	Public Works Improvement Fund	-	-	-
<u>395</u>	<u>-</u>	<u>-</u>	<b>Total Resources</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Debt Service</b>						
-	-	-	Principal	-	-	-
-	-	-	Interest	-	-	-
<u>-</u>	<u>-</u>	<u>-</u>	<b>Total Debt Service</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Transfer to Other Funds</b>						
395	-	-	Transfer to General Fund	-	-	-
<u>395</u>	<u>-</u>	<u>-</u>	<b>Total Transfer to Other Funds</b>	<u>-</u>	<u>-</u>	<u>-</u>
<u>395</u>	<u>-</u>	<u>-</u>	<b>Total Expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>
-	-	-	Ending Fund Balance	-	-	-
<u>395</u>	<u>-</u>	<u>-</u>	<b>Total Requirements</b>	<u>-</u>	<u>-</u>	<u>-</u>

2021 / 22 Detail Budget Information

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

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

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

Basic Objectives

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

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

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

Staffing

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

City of Astoria, Oregon  
Budget Document

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</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 6/30/19	FYE 6/30/20	FYE 6/30/21				
<b><u>Resources</u></b>						
1,117,006	998,972	300,600	Beginning Fund Balance	548,500		
1,830,610	1,796,449	2,111,300	Charges for Service	1,867,180		
17,653	13,626	3,000	Interest Earnings	1,500		
			Transfer from Other Fund			
-	-	-	To Close CSO Project Fund #184	-	-	-
<u>2,965,269</u>	<u>2,809,047</u>	<u>2,414,900</u>	<b>Total Resources</b>	<u>2,417,180</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Materials &amp; Services:</b>						
48,421	44,236	39,950	Professional Services	35,600		
<b>Debt Service</b>						
1,264,124	1,294,861	1,326,480	Principal	1,358,900		
503,752	473,017	441,470	Interest	409,025	-	-
<u>1,767,876</u>	<u>1,767,878</u>	<u>1,767,950</u>	<b>Total Debt Service</b>	<u>1,767,925</u>	<u>-</u>	<u>-</u>
<b>Transfer to Other Funds</b>						
75,000	75,000	75,000	Public Works Improvement Fund	-		
<u>75,000</u>	<u>75,000</u>	<u>75,000</u>	Public Works Fund	<u>75,000</u>	<u>-</u>	<u>-</u>
<u>150,000</u>	<u>150,000</u>	<u>150,000</u>	<b>Total Transfer to Other Funds</b>	<u>75,000</u>	<u>-</u>	<u>-</u>
-	-	-	<b>Contingency</b>	-		
1,966,297	1,962,114	1,957,900	<b>Total Expenditures</b>	1,878,525		-
<u>998,972</u>	<u>846,933</u>	<u>457,000</u>	<b>Ending Fund Balance</b>	<u>538,655</u>	<u>-</u>	<u>-</u>
<u>2,965,269</u>	<u>2,809,047</u>	<u>2,414,900</u>	<b>Total Requirements</b>	<u>2,417,180</u>	<u>-</u>	<u>-</u>

**COMBINED SEWER OVERFLOW (CSO) DEBT SERVICE FUND (270 0000)****Materials and Services (620)**

620	4560	Professional Services	<b>21-22</b>	
		DEQ Administrative Fees	35,600	
		Sub-total of Materials & Services		35,600

**TOTAL MATERIALS & SERVICES 35,600****Debt Service (810)**

810	6940	Principal-CSO Loan #11790	216,510	
810	6945	Interest-CSO Loan #11790	34,530	
810	6950	Principal-CSO Loan #11791	153,300	
810	6955	Interest-CSO Loan #11791	32,040	
810	6960	Principal-CSO Loan #11792	251,630	
810	6965	Interest-CSO Loan #11792	57,300	
810	6936	Principal-CSO Loan #11793	178,260	
810	6938	Interest-CSO Loan #11793	58,900	
810	6934	Principal-CSO Loan #R06117 ARRA	100,000	
810	6984	Principal-CSO Loan IFA #Y12004	245,410	
810	6985	Interest-CSO Loan IFA #Y12004	103,050	
810	6986	Principal-CSO Loan IFA #Y14006	213,815	
810	6987	Interest-CSO Loan IFA #Y14006	123,205	

**TOTAL DEBT SERVICE 1,767,950****Transfer to Other Funds (850)**

850	7557	Public Works Improvement Fund	75,000	
850	7550	Public Works Fund	-	
		Sub-total of Transfer to Other Funds		<b>75,000</b>

**Contingent Expenditures (910)**

910	8020	Contingency	-	
		Sub-total of Contingent Expenditures		-



**COMBINED SEWER OVERFLOW (CSO) DEBT SERVICE FUND (270 0000)**

**Ending Fund Balance (950)**

950	8520	Ending Unencumbered Fund Balance	538,655
		Sub-total of Ending Fund Balance	<b>538,655</b>

**TOTAL CSO DEBT SERVICE FUND 2,417,205**



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# ENTERPRISE FUNDS

**FUND: PUBLIC WORKS**

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

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

Engineering  
Shop and Yard  
Streets  
Sanitation  
Stormwater  
Sewer  
Water

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

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

Staffing

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

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

City of Astoria, Oregon  
Budget Document

**PUBLIC WORKS FUND # 301**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>	Resources & Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21				
<b>Resources</b>						
44,684,524	43,448,687	985,000	Beginning Fund Balance	1,067,500		
36,078	57,607	-	<b>Charges for Services:</b>			
3,683,443	3,765,055	3,837,900	Engineering	-		
2,095,746	2,010,233	2,021,700	Water	4,093,330		
15,457	17,634	-	Sewer	2,051,850		
			Streets	-	-	-
5,830,724	5,850,529	5,859,600	<b>Total Charges for Services</b>	6,145,180	-	-
<b>Transfers from Other Funds:</b>						
615,000	500,250	720,000	State Tax Street Fund	739,000		
32,655	30,975	40,000	General Fund	40,000		
-	-	-	Local Improvement Debt Service Fund	-		
75,000	75,000	75,000	CSO Debt Service Fund	75,000		
28,904	26,884	12,000	Interest	6,000		
-	9,292	-	Grants	-		
12,502	33,015	75,000	Miscellaneous	75,000	-	-
51,279,309	49,965,340	7,766,600	<b>Total Resources</b>	8,147,680	-	-
<b>Requirements</b>						
<b>Expenditures by Department:</b>						
1,063,420	1,105,322	1,229,560	Engineering	1,344,685	-	-
487,373	544,027	629,830	Shop and Yard	650,310	-	-
542,699	441,708	685,360	Streets	675,270	-	-
12,285	9,859	81,610	Sanitation	82,150	-	-
1,033,938	1,103,440	1,327,135	Sewer	1,337,240	-	-
160,042	179,721	306,545	Stormwater	324,440	-	-
1,412,383	1,533,233	1,732,575	Water	1,758,900	-	-
-	-	244,565	Contingency	223,285	-	-
4,712,140	4,917,310	6,237,180	<b>Total Expenditures by Department</b>	6,396,280	-	-
<b>Transfers to Other Departments</b>						
6,166	6,200	6,200	Emergency Communications	5,000	-	-
1,258,620	1,258,620	1,108,620	Public Works Improvement Fund	1,331,800	-	-
414,600	414,600	414,600	General Fund	414,600	-	-
1,679,386	1,679,420	1,529,420	<b>Total Transfers to Other Departments</b>	1,751,400	-	-
6,391,526	6,596,730	7,766,600	<b>Total Expenditures</b>	8,147,680	-	-
<b>Accrual Adjustments for:</b>						
1,294,542	1,033,560	-	Depreciation	-	-	-
-	(9,291)	-	Loss on Sale/Disposal	-	-	-
171,786	237,117	-	Capitalized Expenditures-GASB 68	-	-	-
(27,232)	(25,368)	-	Net OPEB Obligations	-	-	-
43,448,687	42,132,592	-	Ending Fund Balance	-	-	-
51,279,309	49,965,340	7,766,600	<b>Total Requirements</b>	8,147,680	-	-

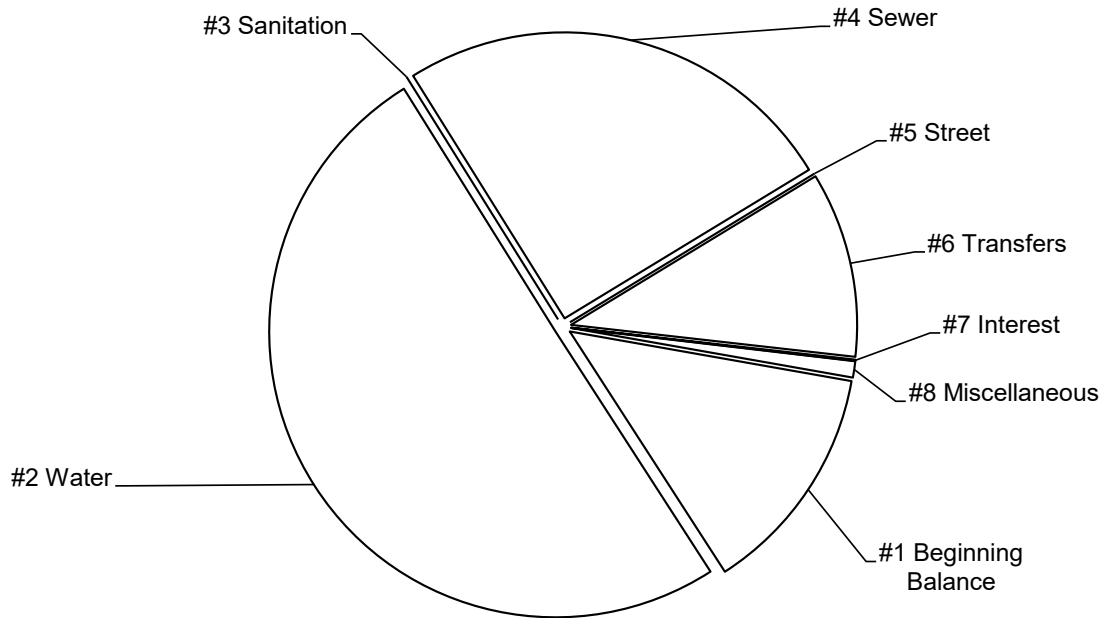
**NOTE:** Generally Accepted Accounting Principles (GAAP) require a business-type fund to maintain its budgetary fund balance on a full accrual basis. The fund balances for the June 30, 2019 and 2020 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the Public Works Fund at June 30, 2019 was \$ 1,488,545 and at June 30, 2020 was \$ 1,478,909.

City of Astoria, Oregon  
Public Works Fund Resources  
Year Beginning July 1, 2021

Segment #	Resources	Amount	Percentage
1	Beginning Fund Balance	\$ 1,067,500	13.10%
2	Charges for Water Services	4,093,330	50.24%
3	Charges for Sanitation Services	-	0.00%
4	Charges for Sewer Services	2,051,850	25.18%
5	Charges for Street Services	-	0.00%
6	Transfers from Other Funds	854,000	10.48%
7	Interest Earnings	6,000	0.07%
8	Miscellaneous	<u>75,000</u>	<u>0.92%</u>
	Total Resources	<u>\$ 8,147,680</u>	<u>99.98%</u>

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

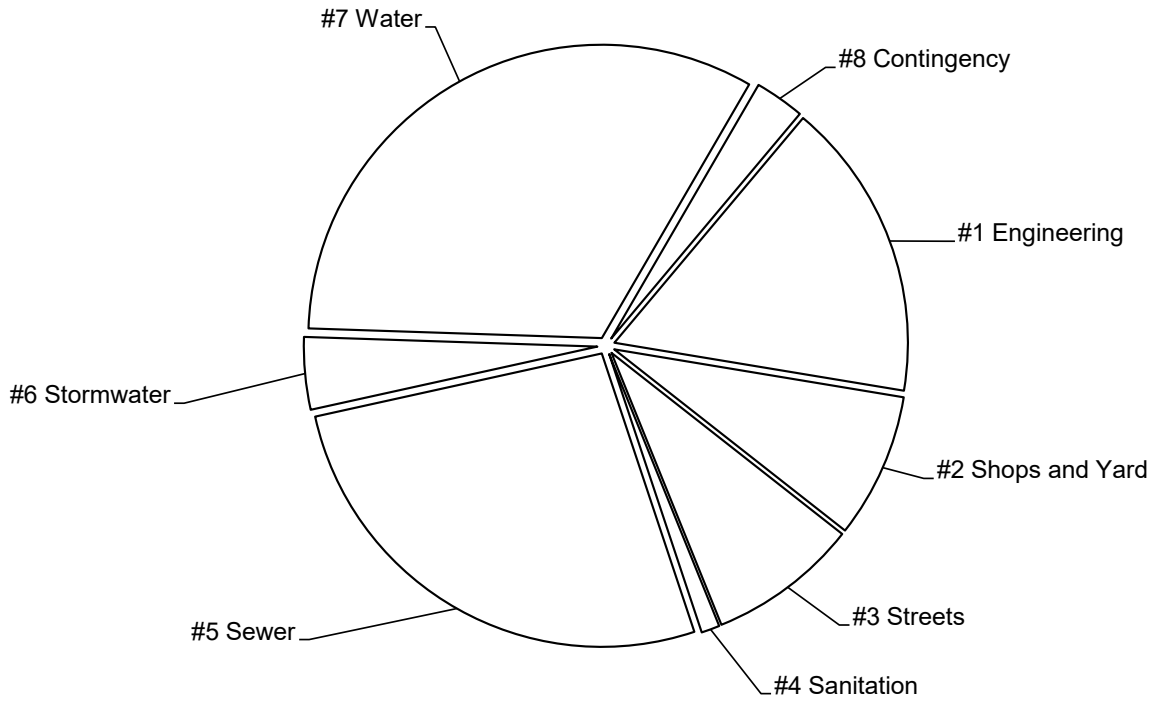
\$ 475,000 is transferred in from the State Tax Street Fund, which receives State of Oregon gas tax revenues. This transfer subsidizes the cost of maintaining City streets.



City of Astoria, Oregon  
Public Works Fund Requirements  
Year Beginning July 1, 2021

Segment #	Requirements	Amount	Percentage
1	Engineering	\$ 1,344,685	16.50%
2	Shops and Yard	650,310	7.98%
3	Streets	675,270	8.29%
4	Sanitation	82,150	1.01%
5	Sewer	2,171,480	26.65%
6	Stormwater	324,440	3.98%
7	Water	2,676,060	32.84%
8	Contingency	<u>223,285</u>	<u>4.68%</u>
	Total Requirements	<u>\$ 8,147,680</u>	<u>100.00%</u>

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



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

Summary of Expenditures

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21		Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
985,931	991,069	1,121,270	Engineering	1,193,830	-	-
371,468	416,264	470,350	Shop & Yard	474,870	-	-
247,340	206,568	325,160	Streets	328,170	-	-
3,594	3,672	52,090	Sanitation	52,580	-	-
587,775	655,947	650,580	Sewer	658,140	-	-
93,255	87,292	115,290	Stormwater	114,190	-	-
<u>945,269</u>	<u>1,076,923</u>	<u>1,080,860</u>	Water	<u>1,087,900</u>	-	-
3,234,632	3,437,735	3,815,600	<b>Total Personnel Services</b>	3,909,680	-	-
33.1	32.4	35.8	FTEs	35.8	-	-
			<b>Materials &amp; Services:</b>			
72,720	109,575	103,290	Engineering	144,855	-	-
108,407	115,612	144,350	Shop & Yard	153,840	-	-
294,320	233,187	359,200	Streets	342,900	-	-
8,691	6,187	29,520	Sanitation	29,570	-	-
431,387	435,158	639,525	Sewer	645,900	-	-
66,787	70,029	159,925	Stormwater	189,450	-	-
<u>435,160</u>	<u>419,160</u>	<u>621,185</u>	Water	<u>635,600</u>	-	-
1,417,472	1,388,908	2,056,995	<b>Total Materials &amp; Services</b>	2,142,115	-	-
			<b>Capital Outlay:</b>			
4,769	4,678	5,000	Engineering	6,000	-	-
7,498	12,151	15,130	Shop & Yard	21,600	-	-
1,039	1,953	1,000	Streets	4,200	-	-
-	-	-	Sanitation	-	-	-
14,776	12,335	37,030	Sewer	33,200	-	-
-	22,400	31,330	Stormwater	20,800	-	-
<u>31,954</u>	<u>37,150</u>	<u>30,530</u>	Water	<u>35,400</u>	-	-
60,036	90,667	120,020	<b>Total Capital Outlay</b>	121,200	-	-
			<b>Transfers to Other Funds:</b>			
6,166	6,200	6,200	Emergency Communications	5,000	-	-
1,258,620	1,258,620	1,108,620	Public Works Improvement Fund	1,331,800	-	-
<u>414,600</u>	<u>414,600</u>	<u>414,600</u>	General Fund	<u>414,600</u>	-	-
1,679,386	1,679,420	1,529,420	<b>Total Transfers to Other Funds</b>	1,751,400	-	-
-	-	<u>244,565</u>	<b>Contingency</b>	<u>223,285</u>	-	-
<u>6,391,526</u>	<u>6,596,730</u>	<u>7,766,600</u>	<b>Total Expenditures</b>	<u>8,147,680</u>	-	-





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**FUND: PUBLIC WORKS**

Department: Engineering #3700

Basic Objectives

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

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21	Requirements	Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
640,565	639,452	702,550	Regular Salaries	743,840		
499	-	2,130	Overtime	1,180		
2,198	5,400	15,000	Extra Help	15,000		
47,810	47,550	55,060	FICA Taxes	58,150		
176,985	155,582	180,830	Insurance	183,000		
107,579	132,964	154,340	Retirement Contributions	180,060		
10,295	10,121	11,360	Workers' Compensation	12,600		
985,931	991,069	1,121,270	<b>Total Personnel Services</b>	1,193,830	-	-
9.0	8.7	9.5		<b>FTEs</b>		
				9.5		
			<b>Materials and Services:</b>			
7,758	11,373	7,000	Office Supplies	7,500		
4,505	2,965	6,500	Operating Supplies	6,250		
1,176	2,260	2,500	Repair & Maintenance Supplies	2,500		
591	320	1,500	Small Tools & Minor Equipment	1,600		
1,950	798	1,500	Training	1,500		
404	825	6,000	Conferences, Meetings & Travel	6,000		
930	955	930	Memberships & Dues	935		
-	1,295	1,000	Advertising	1,000		
30,279	54,162	43,400	Professional Services	81,950		
2,579	2,894	4,100	Communications	4,100		
4,616	3,816	5,500	Repair & Maintenance Services	5,200		
190	900	380	Licenses and Permits	2,370		
91	867	630	Miscellaneous	1,030		
17,651	26,145	22,350	Technology Services	22,920	-	-
72,720	109,575	103,290	<b>Total Materials and Services</b>	144,855	-	-
			<b>Capital Outlay:</b>			
4,769	4,678	5,000	Machinery & Equipment	6,000	-	-
4,769	4,678	5,000	<b>Total Capital Outlay</b>	6,000	-	-
1,063,420	1,105,322	1,229,560	<b>Total Expenditures</b>	1,344,685	-	-

**PUBLIC WORKS FUND (301)**

**ENGINEERING (3700)**

**Personnel Services (410 - 415)**

**21-22**

410	2020	Straight Time - Regular	743,840
410	2045	Overtime	1,180
410	2085	Extra Help	15,000
410	2090	Extra Help - Overtime	
415	2220	FICA	47,124
415	2225	FICA -Medicare	11,026
415	2230	Insurance	183,000
415	2235	Retirement Contributions	180,060
415	2240	Workers' Compensation	12,600

**TOTAL PERSONNEL SERVICES**

**FTEs**

**9.5**

**1,193,830**

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

510	3045	General Office Supplies	7,500	
		Sub-total of Office Supplies		<b>7,500</b>
515	3120	Books / Periodicals	250	
515	3180	Fuel, Oil, Lubricants	3,000	
515	3310	General Operating Supplies	3,000	
		Sub-total of Operating Supplies		<b>6,250</b>
525	3525	Motor Vehicle Repair Parts	2,500	
		Sub-total of Repair & Maintenance Supplies		<b>2,500</b>
530	3720	Small Tools	1,000	
530	3730	Steel Toe Boots	600	
		Sub-total of Small Tools & Minor Equipment		<b>1,600</b>
610	4115	Workshops	1,500	
		Sub-total of Training		<b>1,500</b>
615	4260	Travel, Conference and Meeting Expense	6,000	
		Sub-total of Travel, Conferences & Meetings		<b>6,000</b>
620	4390	Network Maintenance	10,150	
620	4395	Email Hosting	400	
620	4540	Professional Services	53,400	
620	4500	Development Services	15,000	
620	4541	VOIP Cisco / Obsidian Support	3,000	
		Sub-total of Personnel Services		<b>81,950</b>
630	4830	American Public Works Association	660	
630	4835	American Society of Civil Engineers	275	
		Sub-total of Memberships & Dues		<b>935</b>

**PUBLIC WORKS FUND (301)**

<b>ENGINEERING (3700)</b>			
635	4920	Cell Phones	3,600
635	4922	Conference Calls	500
		Sub-total of Communications	<b>4,100</b>
640	5020	Advertising - Legal Ads / Notice	500
640	5022	Advertising - Recruitment	500
		Sub-total of Advertising	<b>1,000</b>
645	5060	Insurance - EAP	130
		Sub-total of Insurance	<b>130</b>
660	5660	Engineering Plan Plotter / Scanner (Leases)	2,700
660	5785	Motor Vehicles / Auto Body Shop	1,500
660	5805	Survey & Other Equipment	1,000
		Sub-total of Repair & Maintenance Services	<b>5,200</b>
665	5860	Copier Lease (3/5 year lease - Engineering Portion)	900
		Sub-total Rentals/Leasing	<b>900</b>
675	5925	Credit Card Processing Fees	1,800
675	6010	Professional License Renewal	570
		Sub-total of Miscellaneous	<b>2,370</b>
685	6205	Computer Software	1,000
685	6212	GIS Consulting	15,000
685	6245	Computer Hardware	500
685	6255	Software Maintenance Agreement	4,920
685	6235	Radar Reader Sign Annual Fee	1,500
		Sub-total Technology	<b>22,920</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>144,855</b>
<b>Capital Outlay (740)</b>			
740	6650	Machinery & Equipment	
		Computers (2)	6,000
		Sub-total Machinery & Equipment	<b>6,000</b>
<b>TOTAL CAPITAL OUTLAY</b>			<b>6,000</b>
<b>TOTAL ENGINEERING</b>			<b>1,344,685</b>

**FUND: PUBLIC WORKS**

Department: Shop and Yard # 3800

Basic Objectives

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

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21	Requirements	Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
212,126	235,625	269,820	Regular Salaries	273,170		
610	254	2,000	Overtime	2,000		
1,594	934	4,000	Extra Help	4,000		
15,340	16,586	22,220	FICA Taxes	22,430		
92,015	101,088	96,580	Insurance	94,170		
42,095	53,419	65,740	Retirement Contributions	68,980		
7,688	8,358	9,990	Workers' Compensation	10,120	-	-
<u>371,468</u>	<u>416,264</u>	<u>470,350</u>	<b>Total Personnel Services</b>	<u>474,870</u>	-	-
4.2	4.3	4.7	<b>FTEs</b>	4.7		
			<b>Materials and Services:</b>			
2,068	1,657	2,500	Office Supplies	1,500		
4,349	2,949	5,800	Small Tools & Minor Equipment	5,900		
11,561	11,567	14,800	Operating Supplies	16,400		
15,793	24,312	26,000	Repair & Maintenance Supplies	28,500		
4,289	1,349	7,000	Training	7,000		
		250	Printing & Binding	150		
20,062	20,842	27,650	Professional Services	27,140		
8,351	8,264	8,300	Communications	9,300		
20,111	19,154	21,300	Public Utility Services	22,400		
14,049	17,493	19,000	Repair & Maintenance Services	20,400		
12	-	1,000	Rentals	1,000		
319	282	750	Miscellaneous	650		
7,443	7,743	10,000	Technology Services	13,500	-	-
<u>108,407</u>	<u>115,612</u>	<u>144,350</u>	<b>Total Materials and Services</b>	<u>153,840</u>	-	-
			<b>Capital Outlay:</b>			
7,498	12,151	15,130	Machinery & Equipment	21,600	-	-
<u>7,498</u>	<u>12,151</u>	<u>15,130</u>	<b>Total Capital Outlay</b>	<u>21,600</u>	-	-
<u>487,373</u>	<u>544,027</u>	<u>629,830</u>	<b>Total Expenditures</b>	<u>650,310</u>	-	-

**PUBLIC WORKS FUND (301)**

**SHOP AND YARD (3800)**

**Personnel Services (410 - 415)**

**21-22**

410	2020	Straight Time - Regular	273,170
410	2045	Overtime	2,000
410	2085	Extra Help	4,000
415	2220	FICA	22,430
415	2230	Insurance	94,170
415	2235	Retirement Contributions	68,980
415	2240	Workers' Compensation	10,120

**TOTAL PERSONNEL SERVICES**

**474,870**

**FTEs**

**4.7**

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

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

Sub-total of Office Supplies

**1,500**

515	3120	Books & periodicals	300
515	3125	Clothing, Uniforms, Boots, Gloves	2,700
515	3140	First Aid Supplies	800
515	3180	Fuel, Oil, Lubricants	10,000
515	3265	Custodial Supplies	1,800
515	3310	General Operating Supplies	800

Sub-total of Operating Supplies

**16,400**

525	3520	Building Materials / Supplies	6,000
525	3525	Motor Vehicle Repair Parts	3,500
525	3530	Tires	2,500
525	3540	Paint & Paint Supplies	1,000
525	3550	Electrical Supplies	6,000
525	3585	Safety Supplies	1,500
525	3640	Other Repair & Maintenance Supplies	8,000

Sub-total of Repair & Maintenance Supplies

**28,500**

530	3720	Small Tools	3,500
530	3722	Mechanics Contractual Tool Allowance	2,400

Sub-total of Small Tools

**5,900**

610	4085	Travel Expense - Training	3,000
610	4115	Workshops	4,000

Sub-total of Training

**7,000**

620	4390	Network Maintenance	17,690
620	4395	Email Hosting	500
620	4400	Internet connectivity	100
620	4432	Background Checks	250



**PUBLIC WORKS FUND (301)**

**SHOP AND YARD (3800)**

620	4510	Drug / Alcohol Testing	500	
620	4515	CDL Physicals	600	
620	4539	VOIP Cisco/Obsidian Support	3,000	
620	4540	General - Professional Services	4,500	
		Sub-total of Professional Services		<b>27,140</b>
635	4920	Cell Phones	5,000	
635	4930	Telephone-Century Link	4,200	
635	4975	Postage	100	
		Sub-total of Communications		<b>9,300</b>
650	5145	General Printing and Binding	150	
		Sub-total of Printing and Binding		<b>150</b>
655	5304	Electricity - 535 31st - Old Shop	1,900	
655	5307	Electricity - 550 30th - Main PW	10,000	
656	5473	Natural Gas - PW Shops	3,900	
657	5520	Sanitation - PW Shops	6,600	
		Sub-total of Public Utility Services		<b>22,400</b>
660	5725	Equipment Other Than Vehicles	2,400	
660	5745	Janitorial Services Agreement	11,000	
660	5785	Motor Vehicles / Auto Body Shop	1,000	
660	5825	General Repair and Maintenance Services	6,000	
		Sub-total of Repair and Maintenance Services		<b>20,400</b>
665	5865	Rentals - Equipment	1,000	
		Sub-total of Rentals		<b>1,000</b>
675	6010	License Renewal - Certifications and CDL	200	
675	6020	Permits (Tank Assessments)	50	
675	6035	General - Miscellaneous	400	
		Sub-total of Miscellaneous		<b>650</b>
685	6205	Computer Software	500	
685	6235	Computer Hardware Maintenance	500	
685	6245	Computer Hardware	4,000	
685	6255	Software Maintenance Agreement	8,500	
		Sub-total of Technology Services		<b>13,500</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>153,840</b>

**PUBLIC WORKS FUND (301)**

**SHOP AND YARD (3800)**

**Capital Outlay (730 - 740)**

740	6650	Machinery & Equipment	
		Copier for Mechanic Shop	2,200
		Shops Yard Security Light	2,500
		Operation / Shop Insulation	8,600
		Bathroom Remodel	8,300
		<i>Capital Items identified but not budgeted:</i>	
		<i>Truck Barn Doors ( 7,500)</i>	
		Sub-total of Machinery & Equipment	<b>21,600</b>
<b>TOTAL CAPITAL OUTLAY</b>			<b>21,600</b>
<b>TOTAL SHOP &amp; YARD</b>			<b>650,310</b>



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**FUND: PUBLIC WORKS**

Department: Streets # 3900

Basic Objectives

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

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21				
			<b>Personnel Services:</b>			
142,381	115,151	179,880	Regular Salaries	182,110		
1,728	1,103	2,600	Overtime	2,600		
6,865	4,863	13,000	Extra Help	13,000		
11,248	9,112	14,810	FICA Taxes	14,950		
52,880	43,084	64,390	Insurance	62,780		
27,091	27,664	43,820	Retirement Contributions	45,980		
5,147	5,591	6,660	Workers' Compensation	6,750	-	-
247,340	206,568	325,160	<b>Total Personnel Services</b>	328,170	-	-
2.5	2.1	3.2		<b>FTEs</b>	3.2	
			<b>Materials and Services:</b>			
593	787	1,000	Small Tools & Minor Equipment	1,000		
11,306	8,015	11,800	Operating Supplies	14,000		
70,212	48,806	96,000	Repair & Maintenance Supplies	78,000		
150	20	300	Training	300		
11,116	5,120	10,250	Professional Services	8,750		
157,278	141,519	152,150	Public Utility Services	148,150		
43,504	26,731	83,000	Repair & Maintenance Services	88,000		
-	1,540	4,000	Rentals	4,000		
161	649	700	Miscellaneous	700	-	-
294,320	233,187	359,200	<b>Total Materials and Services</b>	342,900	-	-
			<b>Capital Outlay:</b>			
1,039	1,953	1,000	Machinery & Equipment	4,200	-	-
-	-	-	<b>Total Capital Outlay</b>	-	-	-
542,699	441,708	685,360	<b>Total Expenditures</b>	675,270	-	-

**PUBLIC WORKS FUND (301)**

**STREETS (3900)**

**Personnel Services (410 - 415)**

**21-22**

410	2020	Straight Time - Regular	182,110
410	2045	Overtime	2,600
410	2085	Extra Help	13,000
415	2220	FICA	14,950
415	2230	Insurance	62,780
415	2235	Retirement Contributions	45,980
415	2240	Workers' Compensation	6,750

**TOTAL PERSONNEL SERVICES**

**328,170**

**FTEs**

**3.2**

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

515	3120	Books and Periodicals	100
515	3125	Clothing, Uniforms, Boots, Gloves	700
515	3180	Fuel, Oil, Lubricants	13,000
515	3310	General Operating Supplies	200
		Sub-total of Operating Supplies	<b>14,000</b>
525	3525	Motor Vehicle Repair Parts	16,000
525	3530	Tires	5,000
525	3540	Paint and Paint Supplies	12,000
525	3550	Electrical Supplies	3,000
525	3578	Road Maintenance Materials	10,000
525	3580	Signs	13,000
525	3585	Safety Supplies	3,000
525	3590	Cold Patch	3,000
525	3593	De-Icer	3,000
525	3595	Rock	3,000
525	3640	Other Repair and Maintenance Supplies	7,000
		Sub-total of Repair and Maintenance Supplies	<b>78,000</b>
530	3720	Small Tools	1,000
		Sub-total of Small Tools	<b>1,000</b>
610	4085	Travel Expense - Training	150
610	4115	Workshops	150
		Sub-total of Training	<b>300</b>
620	4460	Hazardous Tree Removal	3,500
620	4510	Drug / Alcohol Testing	150
620	4515	CDL Physicals	100
620	4540	General - Professional Services	5,000
		Sub-total of Professional Services	<b>8,750</b>
655	5310	Electricity - Street Lights	148,000
657	5541	Sanitation	150
		Sub-total of Public Utility Services	<b>148,150</b>

**PUBLIC WORKS FUND (301)**

**STREETS (3900)**

660	5725	Equipment Other Than Vehicles	1,500	
660	5785	Motor Vehicles / Auto Body Shop	8,000	
660	5815	Equipment with Operator	2,500	
660	5820	Paving, Street Repair, Concrete	18,000	
660	5825	General Repair and Maintenance Services	10,000	
660	5826	Street Sweeping Disposal	8,000	
660	5827	Striping, Pavement Marking	40,000	
		Sub-total of Repair & Maintenance Services		<b>88,000</b>
665	5865	Rentals - Equipment	1,500	
665	5875	General - Rentals	2,500	
		Sub-total of Rentals		<b>4,000</b>
675	6005	Licenses and Permits	100	
675	6010	License Renewal	100	
675	6035	General - Miscellaneous	500	
		Sub-total of Miscellaneous		<b>700</b>

**TOTAL MATERIALS & SERVICES 342,900**

**Capital Outlay (740)**

740	6650	Machinery & Equipment		
		Lower Yard Oil Spearator	3,000	
		Honda Generator	1,200	
		Sub-total of Machinery & Equipment		<b>4,200</b>

**TOTAL CAPITAL OUTLAY 4,200**

**TOTAL STREETS 675,270**

**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 7/1/21 - 6/30/22</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21				
			<b>Personnel Services:</b>			
1,594	1,467	29,980	Regular Salaries	30,350		
192	131	500	Extra Help	500		
135	120	2,470	FICA Taxes	2,490		
574	647	10,730	Insurance	10,460		
275	375	7,300	Retirement Contributions	7,660		
824	932	1,110	Worker Compensation	1,120	-	-
<u>3,594</u>	<u>3,672</u>	<u>52,090</u>	<b>Total Personnel Services</b>	52,580	-	-
0.1	0.1	0.5	<b>FTEs</b>	0.5		
			<b>Materials and Services:</b>			
123	-	450	Operating Supplies	450		
25	94	1,500	Repair & Maintenance Supplies	1,500		
-	295	320	Memberships & Dues	320		
-	-	50	Advertising	50		
8,179	5,336	24,000	Professional Services	24,000		
214	223	250	Public Utility Services	250		
-	89	1,800	Repair & Maintenance Services	1,850		
-	-	500	Rentals	500		
<u>150</u>	<u>150</u>	<u>650</u>	Miscellaneous	650	-	-
8,691	6,187	29,520	<b>Total Materials and Services</b>	29,570	-	-
			<b>Capital Outlay</b>			
-	-	-	Machinery and Equipment	-	-	-
-	-	-	<b>Total Capital Outlay</b>	-	-	-
<u>12,285</u>	<u>9,859</u>	<u>81,610</u>	<b>Total Expenditures</b>	<u>82,150</u>	<u>-</u>	<u>-</u>

**PUBLIC WORKS FUND (301)**

**SANITATION (5400)**

**Personnel Services (410 - 415)**

**21-22**

410	2020	Straight Time - Regular	30,350
410	2085	Extra Help	500
415	2220	FICA	2,490
415	2230	Insurance	10,460
415	2235	Retirement Contributions	7,660
415	2240	Workers' Compensation	1,120

**TOTAL PERSONNEL SERVICES**

**FTEs**

**0.5**

**52,580**

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

515	3275	Laboratory Supplies	150
515	3310	General Operating Supplies	300

Sub-total of Operating Supplies

**450**

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

Sub-total of Repair and Maintenance Supplies

**1,500**

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

Sub-total of Professional Services

**24,000**

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

**320**

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

**50**

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

**250**

660	5725	Equipment Other Than Vehicles	100
660	5785	Motor Vehicles / Auto Body Shop	250
660	5815	Equipment with Operator	1,500

Sub-total of Repair & Maintenance Services

**1,850**

665	5865	Rentals - Equipment	500
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Sub-total of Rentals

**500**

**PUBLIC WORKS FUND (301)**

<b><u>SANITATION (5400)</u></b>				
675	6020	Permits		150
675	6035	General - Miscellaneous		500
		Sub-total of Miscellaneous		<b>650</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>29,570</b>
<u>Capital Outlay (730 - 740)</u>				
740	6650	Machinery & Equipment		
		Sub-total Machinery & Equipment		-
<b>TOTAL SANITATION</b>				<b>82,150</b>

**FUND: PUBLIC WORKS**

Department: Sewer # 5600

Basic Objectives

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

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</u>			
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>		Proposed by	Approved by	Adopted by
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21	Requirements	Budget Officer	Budget Committee	Governing Body
			<b>Personnel Services:</b>			
360,848	381,088	359,760	Regular Salaries	364,220		
2,844	1,650	4,000	Overtime	4,000		
19,886	18,649	21,450	On Call	24,000		
2,555	2,627	6,000	Extra Help	5,000		
28,896	30,448	29,630	FICA Taxes	29,900		
96,438	110,377	128,770	Insurance	125,560		
65,515	96,038	87,650	Retirement Contributions	91,970		
10,793	15,070	13,320	Workers' Compensation	13,490	-	-
			<b>Total Personnel Services</b>	658,140	-	-
587,775	655,947	650,580				
6.0	6.0	6.3	<b>FTEs</b>	6.3		
			<b>Materials and Services:</b>			
817	962	1,150	Office Supplies	1,150		
59,132	60,646	82,550	Operating Supplies	82,550		
102,988	91,710	139,000	Repair & Maintenance Supplies	136,000		
2,988	3,910	4,000	Small Tools & Minor Equipment	4,000		
5,953	4,992	11,000	Training	8,500		
21,329	23,598	55,050	Professional Services	77,800		
860	890	1,275	Memberships & Dues	1,500		
1,624	1,642	3,500	Communications	3,700		
265	20	900	Advertising	900		
6,864	6,206	7,800	Printing & Binding	7,800		
160,811	136,235	169,400	Public Utility Services	157,300		
48,907	54,782	106,000	Repair & Maintenance Services	97,000		
149	1,689	5,400	Rentals	7,000		
10,135	9,826	9,400	Licenses and Permits	9,400		
-	20,874	20,000	Credit Card Fees	22,800		
140	-	2,500	Miscellaneous	2,500		
8,425	17,176	20,600	Technology Services	26,000	-	-
			<b>Total Materials and Services</b>	645,900	-	-
431,387	435,158	639,525				
			<b>Capital Outlay:</b>			
14,776	12,335	37,030	Machinery & Equipment	33,200	-	-
			<b>Total Capital Outlay</b>	33,200	-	-
14,776	12,335	37,030				
			<b>Transfers to Other Funds:</b>			
3,083	3,100	3,100	Emergency Communications	2,500		
629,310	629,310	554,310	Public Works Improvement Fund	665,900		
165,840	165,840	165,840	General Fund	165,840	-	-
			<b>Total Transfer to Other Funds</b>	834,240	-	-
798,233	798,250	723,250				
<u>1,832,171</u>	<u>1,901,690</u>	<u>2,050,385</u>	<b>Total Expenditures</b>	<u>2,171,480</u>	<u>-</u>	<u>-</u>

**PUBLIC WORKS FUND (301)**

**SEWER (5600)**

**Personnel Services (410 - 415)**

**21-22**

410	2020	Straight Time - Regular	364,220
410	2045	Overtime	4,000
410	2047	On Call	24,000
410	2085	Extra Help	5,000
415	2220	FICA	29,900
415	2230	Insurance	125,560
415	2235	Retirement Contributions	91,970
415	2240	Workers' Compensation	13,490

**TOTAL PERSONNEL SERVICES**

**FTEs**

**6.3**

**658,140**

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

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

Sub-total of Office Supplies

**1,150**

515	3120	Books & periodicals	200
515	3125	Clothing, Uniforms, Boots, Gloves	5,000
515	3180	Fuel, Oil, Lubricants	17,000
515	3265	Custodial Supplies	250
515	3275	Laboratory Supplies	6,000
515	3280	Chlorine	14,000
515	3281	Dechlorinating Chemical	22,000
515	3282	pH Adjustment	1,000
515	3283	Pro Biotic Scrubber	15,000
515	3310	General Operating Supplies	2,100

Sub-total of Operating Supplies

**82,550**

525	3520	Building Materials / Supplies	4,000
525	3525	Motor Vehicle Repair Parts	13,000
525	3530	Tires	5,000
525	3540	Paint & Paint Supplies	1,500
525	3550	Electrical Supplies	9,000
525	3585	Safety Supplies	4,500
525	3590	Cold Patch	2,500
525	3595	Rock	5,500
525	3600	Sewer Supplies	30,000
525	3615	Pump Station Repair Parts	37,000
525	3640	Other Repair and Maintenance Supplies	24,000

Sub-total of Repair and Maintenance Supplies

**136,000**

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

**4,000**

610	4085	Travel Expense - Training	2,500
610	4115	Workshops	6,000

Sub-total of Training

**8,500**

**PUBLIC WORKS FUND (301)**

**SEWER (5600)**

620	4400	Internet Connectivity	3,500	
620	4510	Drug / Alcohol Testing	600	
620	4515	CDL Physicals	1,200	
620	4520	Lab Testing	15,000	
620	4525	Locate Requests	2,500	
620	4540	General - Professional Services	55,000	
		Sub-total Professional Services		<b>77,800</b>
630	4855	Association of Clean Water Agencies	1,100	
630	4860	OAWU-OR Assc of Water Utilities	400	
		Sub-total of Memberships & Dues		<b>1,500</b>
635	4920	Cell Phones	1,700	
635	4975	Postage	2,000	
		Sub-total of Communications		<b>3,700</b>
640	5022	Advertising - Recruitment	400	
640	5030	Advertising - Public Notices	500	
		Sub-total of Advertising		<b>900</b>
650	5140	Utility Bills, CCR, Meter Slips	7,500	
650	5145	General Printing and Binding	300	
		Sub-total of Printing and Binding		<b>7,800</b>
655	5370	Electricity - 4665 Birch #1	44,000	
655	5373	Electricity - 2165 Duane #3	13,000	
655	5376	Electricity - 175 W. Marine Dr.	5,500	
655	5379	Electricity - 580 W. Marine Dr.	6,500	
655	5382	Electricity - 1090 Olney #2	3,000	
655	5385	Electricity - 5555 Lagoon Rd/WW	80,000	
655	5388	Electricity - 5250 Ash #2	700	
655	5391	Electricity - 5340 Alder #3	500	
655	5394	Electricity - 5324 52nd Alderbrook	300	
655	5397	Electricity - 2700 Marine Drive	800	
657	5529	Sanitation - Sewer/Dry Bed	3,000	
		Sub-total of Public Utility Services		<b>157,300</b>
660	5725	Equipment Other Than Vehicles	30,000	
660	5785	Motor Vehicles / Auto Body Shop	8,000	
660	5815	Equipment with Operator	12,000	
660	5820	Paving, Street Repair, Concrete	12,000	
660	5825	General Repair and Maintenance Services	35,000	
		Sub-total of Repair and Maintenance Services		<b>97,000</b>
665	5865	Rentals - Equipment	7,000	
		Sub-total of Rentals		<b>7,000</b>

**PUBLIC WORKS FUND (301)**

**SEWER (5600)**

675	5925	Credit Card Fees	22,800	
675	6005	Licenses and Permits	9,400	
675	6010	License Renewal	500	
675	6035	General - Miscellaneous	2,000	
		Sub-total of Miscellaneous		<b>34,700</b>
685	6205	Computer Software	5,000	
685	6207	Non-Contract IT Services	2,000	
685	6245	Computer Hardware	7,000	
685	6255	Software Maintenance Agreement	12,000	
		Sub-total of Technology Services		<b>26,000</b>

**TOTAL MATERIALS & SERVICES 645,900**

**Capital Outlay (730 - 740)**

740	6650	Machinery & Equipment		
		6th & Lexington Generator	4,400	
		Safety / Confined Space / Traffic Control / Gas Monitors	7,500	
		Lower Yard Oil Separator	5,000	
		Reciprocating Saw / Grinder	500	
		iPad	1,800	
		Remote Terminal Unit PS#3 / PS # 4	8,000	
		Variable Frequency Drive PS #3	6,000	
		<i>Capital Items identified but not budgeted:</i>		
		<i>Transient Voltage Surge Suppressor (3,000)</i>		
		<i>PS # 6 Generator Transfer Switch Building ( 38,000)</i>		
		Sub-total of Machinery & Equipment		<b>33,200</b>

**TOTAL CAPITAL OUTLAY 33,200**

**Transfer to Other Funds (850)**

850	7555	General Fund	165,840	
850	7525	Emergency Communications Fund	2,500	
850	7557	Public Works Improvement Fund	665,900	
		Sub-total Transfers to Other Funds		<b>834,240</b>

**TOTAL SEWER 2,171,480**





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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 7/1/21 - 6/30/22</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21				
			<b>Personnel Services:</b>			
52,789	47,001	59,960	Regular Salaries	60,700		
562	-	2,100	Overtime	2,000		
3,531	4,573	10,000	Extra Help	8,000		
4,294	3,838	4,940	FICA Taxes	4,980		
20,300	18,020	21,460	Insurance	20,930		
10,063	11,997	14,610	Retirement Contributions	15,330		
<u>1,716</u>	<u>1,863</u>	<u>2,220</u>	Workers' Compensation	<u>2,250</u>	-	-
93,255	87,292	115,290	<b>Total Personnel Services</b>	114,190	-	-
1.0	0.9	1.1	<b>FTEs</b>	1.1		
			<b>Materials and Services:</b>			
107	1,032	1,500	Small Tools & Minor Equipment	1,500		
4,038	3,678	7,550	Operating Supplies	8,050		
37,871	36,415	89,500	Repair & Maintenance Supplies	117,000		
49	-	3,400	Training	3,400		
4,075	1,501	5,300	Professional Services	4,300		
-	-	375	Membership and Dues	400		
7,812	8,205	8,600	Communications	8,600		
3,436	2,881	4,000	Public Utility Services	3,500		
9,399	15,817	35,000	Repair & Maintenance Services	36,000		
-	-	4,000	Rentals	6,000		
-	-	200	Licenses and Permits	200		
<u>-</u>	<u>500</u>	<u>500</u>	Miscellaneous	<u>500</u>	-	-
66,787	70,029	159,925	<b>Total Materials and Services</b>	189,450	-	-
<u>-</u>	<u>22,400</u>	<u>31,330</u>	<b>Capital Outlay:</b>	<u>20,800</u>	-	-
-	22,400	31,330	<b>Total Capital Outlay</b>	20,800	-	-
<u>160,042</u>	<u>179,721</u>	<u>306,545</u>	<b>Total Expenditures</b>	<u>324,440</u>	<u>-</u>	<u>-</u>

**PUBLIC WORKS FUND (301)**

**STORMWATER (7400)**

**Personnel Services (410 - 415)**

**21-22**

410	2020	Straight Time - Regular	60,700
410	2045	Overtime	2,000
410	2085	Extra Help	8,000
415	2220	FICA	4,980
415	2230	Insurance	20,930
415	2235	Retirement Contributions	15,330
415	2240	Workers' Compensation	2,250

**TOTAL PERSONNEL SERVICES**

**FTEs**

**1.1**

**114,190**

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

515	3120	Books & Periodicals	50
515	3125	Clothing, Uniforms, Boots, Gloves	1,000
515	3180	Fuel, Oil, Lubricants	6,500
515	3310	General Operating Supplies	500

Sub-total of Operating Supplies

**8,050**

525	3515	CSO Maintenance & Repairs	55,000
525	3520	Building Materials/Supplies	2,000
525	3525	Motor Vehicle Repair Parts	10,000
525	3530	Tires	1,000
525	3550	Electrical Supplies	2,500
525	3585	Safety Supplies	2,500
525	3590	Cold Patch	1,000
525	3595	Rock	3,000
525	3605	Stormwater Maintenance Supplies	20,000
525	3640	Other Repair and Maintenance Supplies	20,000

Sub-total of Repair and Maintenance Supplies

**117,000**

530	3720	Small Tools	1,500
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Sub-total of Small Tools

**1,500**

610	4085	Travel Expense	1,000
610	4115	Workshops	2,400

Sub-total of Training

**3,400**

620	4510	Drug / Alcohol Testing	150
620	4515	CDL Physicals	150
620	4540	General Professional Services	4,000

Sub-total Professional Services

**4,300**

630	4860	OAWU-OR Assc of Water Utilities	400
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**400**

**PUBLIC WORKS FUND (301)**

**STORMWATER (7400)**

635	4982	Combined Sewer Overflow monitoring	8,600	
		Sub-total of Communications		<b>8,600</b>
655	5397	Electricity - Denver Storage	3,500	
		Sub-total of Public Utility Services		<b>3,500</b>
660	5725	Equipment Other Than Vehicles	4,500	
660	5785	Motor Vehicles / Auto Body Shop	5,000	
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	8,500	
		Sub-total of Repair and Maintenance Services		<b>36,000</b>
665	5865	Rentals - Equipment	6,000	
		Sub-total of Rentals		<b>6,000</b>
675	6010	License Renewal	200	
675	6035	General - Miscellaneous	500	
		Sub-total of Miscellaneous		<b>700</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>189,450</b>
<b><u>Capital Outlay (730 - 740)</u></b>				
740	6650	Machinery & Equipment		
		Ammonia Nitrate Meter Probe	5,000	
		Safety / Confined Space / Traffic Control / Gas Monitors	7,500	
		Lower Yard Oil Spearator	5,500	
		Reciprocating Saw / Grinder (2)	1,000	
		iPad	1,800	
		<i>Capitla Items identified but not budgeted:</i>		
		<i>Transient Voltage Surge Suppressor (3000)</i>		
		Sub-total of Machinery & Equipment		<b>20,800</b>
<b>TOTAL CAPITAL OUTLAY</b>				<b>20,800</b>
<b>TOTAL STORMWATER</b>				<b>324,440</b>

**FUND: PUBLIC WORKS**

Department: Water # 8100

Basic Objectives

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

City of Astoria, Oregon  
Budget Document  
PUBLIC WORKS FUND

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21				
			<b>Personnel Services:</b>			
542,173	608,604	599,590	Regular Salaries	607,030		
12,122	13,412	13,000	Overtime	14,000		
9,932	9,187	11,000	On Call	12,000		
23,297	17,404	25,000	Extra Help	20,000		
43,490	48,520	49,380	FICA Taxes	49,840		
194,183	213,772	214,610	Insurance	209,260		
102,949	145,287	146,080	Retirement Contributions	153,280		
17,123	20,737	22,200	Workers' Compensation	22,490	-	-
945,269	1,076,923	1,080,860	<b>Total Personnel Services</b>	1,087,900	-	-
10.3	10.3	10.5	<b>FTEs</b>	10.5		
			<b>Materials and Services:</b>			
551	847	1,350	Office Supplies	1,350		
4,263	5,999	6,500	Small Tools & Minor Equipment	6,500		
53,165	58,309	68,150	Operating Supplies	67,450		
219,991	167,275	275,000	Repair & Maintenance Supplies	277,000		
5,636	5,053	12,000	Training	8,500		
2,565	2,576	2,985	Memberships & Dues	3,100		
125	378	500	Advertising	500		
10,537	10,025	11,700	Printing & Binding	11,000		
1,429	10,129	13,000	Rentals	12,000		
40,962	43,589	56,500	Professional Services	56,500		
2,087	3,850	5,200	Communications	5,700		
23,799	24,521	26,800	Public Utility Services	26,200		
57,382	55,069	97,000	Repair & Maintenance Services	111,000		
3,680	140	4,000	Licenses and Permits	4,000		
-	20,874	20,000	Credit Card Fees	22,800		
1,824	1,026	6,000	Miscellaneous	4,000		
7,164	9,500	14,500	Technology Services	18,000	-	-
435,160	419,160	621,185	<b>Total Materials and Services</b>	635,600	-	-
			<b>Capital Outlay:</b>			
31,954	37,150	30,530	Machinery & Equipment	35,400	-	-
31,954	37,150	30,530	<b>Total Capital Outlay</b>	35,400	-	-
			<b>Transfer to Other Funds:</b>			
3,083	3,100	3,100	Emergency Communications	2,500		
629,310	629,310	554,310	Public Works Improvement Fund	665,900		
248,760	248,760	248,760	General Fund	248,760	-	-
881,153	881,170	806,170	<b>Total Transfer to Other Funds</b>	917,160	-	-
2,293,536	2,414,403	2,538,745	<b>Total Expenditures</b>	2,676,060	-	-

**PUBLIC WORKS FUND (301)**

**WATER (8100)**

**Personnel Services (410 - 415)**

**21-22**

410	2020	Straight Time - Regular	607,030
410	2045	Overtime	14,000
410	2047	On Call	12,000
410	2085	Extra Help	20,000
415	2220	FICA	49,840
415	2230	Insurance	209,260
415	2235	Retirement Contributions	153,280
415	2240	Workers' Compensation	22,490

**TOTAL PERSONNEL SERVICES**

**FTEs**

**10.5**

**1,087,900**

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

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

Sub-total of Office Supplies

**1,350**

515	3120	Books & Periodicals	300
515	3125	Clothing, Uniforms, Boots, Gloves	5,000
515	3180	Fuel, Oil, Lubricants	30,000
515	3265	Custodial Supplies	350
515	3270	Chemicals	0
515	3275	Laboratory Supplies	12,000
515	3280	Chlorine	8,000
515	3285	Fluoride	10,000
515	3310	General Operating Supplies	1,800

Sub-total of Operating Supplies

**67,450**

525	3520	Building Materials / Supplies	20,000
525	3525	Motor Vehicle Repair Parts	20,000
525	3530	Tires	7,000
525	3540	Paint & Paint Supplies	2,000
525	3550	Electrical Supplies	15,000
525	3585	Safety Supplies	5,000
525	3590	Cold Patch	3,000
525	3595	Rock	20,000
525	3605	Water Maintenance Supplies	150,000
525	3640	Other Repair and Maintenance Supplies	35,000

Sub-total of Repair & Maintenance Supplies

**277,000**

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

**6,500**



**PUBLIC WORKS FUND (301)**

**WATER (8100)**

610	4085	Travel Expense - Training	2,500	
610	4115	Workshops	6,000	
		Sub-total of Training		<b>8,500</b>
620	4510	Drug / Alcohol Testing	450	
620	4515	CDL Physicals	800	
620	4520	Lab Testing	8,000	
620	4525	Locate Requests	250	
620	4535	Water Meter Reading / Green Card	31,000	
620	4540	General - Professional Services	16,000	
		Sub-Total of Professional Services		<b>56,500</b>
630	4860	OAWU-OR Assc of Water Utilities	400	
630	4865	Association of State Dam Safety Officials	2,100	
630	4870	American Waterworks Association	400	
630	4875	OCCIRS - Cross Connections	200	
		Sub-Total of Memberships & Dues		<b>3,100</b>
635	4920	Cell Phones	2,000	
635	4930	Telephone - Qwest	700	
635	4975	Postage	3,000	
		Sub-total of Communications		<b>5,700</b>
640	5030	Advertising - Public Notices	500	
		Sub-total of Advertising		<b>500</b>
650	5140	Utility Bills, CCR, Meter Slips	11,000	
650	5145	General Printing and Binding	-	
		Sub-total of Printing & Binding		<b>11,000</b>
655	5400	Electricity - 6th and Lexington	800	
655	5403	Electricity - RR2 Box 812	1,300	
655	5406	Electricity - Watershed Equipment	2,300	
655	5409	Electricity - Pipeline Res #3	3,800	
655	5412	Electricity - Niagara Pump Station	1,100	
655	5415	Electricity - 1499 Madison	3,900	
655	5424	Electricity - 1597 James St.	3,000	
655	5427	Electricity - Skyline Pump House	2,200	
655	5430	Electricity - Bear Creek Reservoir	7,000	
655	5433	Electricity - Headworks Rd	800	
		Sub-total of Public Utility Services		<b>26,200</b>
660	5725	Equipment Other Than Vehicles	8,000	
660	5785	Motor Vehicles / Auto Body Shop	11,000	
660	5815	Equipment with Operator	12,000	
660	5820	Paving, Street Repair, Concrete	35,000	
660	5825	General Repair and Maintenance Services	45,000	
		Sub-total of Repair and Maintenance Services		<b>111,000</b>

**PUBLIC WORKS FUND (301)**

**WATER (8100)**

665	5865	Equipment	6,000	
665	5875	General Rentals	6,000	
		Sub-total of Rentals		<b>12,000</b>
675	5925	Credit Card Fees	22,800	
675	6005	Licenses and Permits	3,500	
675	6010	License Renewal	500	
675	6035	General - Miscellaneous	4,000	
		Sub-total of Miscellaneous		<b>30,800</b>
685	6205	Computer Software	1,000	
685	6207	Non-Contract IT Services	1,500	
685	6245	Computer Hardware	5,000	
685	6255	Software Maintenance Agreement	10,500	
		Sub-total of Technology Services		<b>18,000</b>

**TOTAL MATERIALS & SERVICES 635,600**

**Capital Outlay**

740	6650	Machinery & Equipment		
		CLA-Val Controllers - Headworks	11,600	
		Safety / Confined Space / Traffic Control/Gas Monitors	5,000	
		Headworks Security	2,000	
		HACH DR 6000 Spectrometer	10,000	
		Chlorine analyzer	5,000	
		iPad	1,800	

*Capital Items identified but not budgeted:*  
*Midway Remote Pressure Monitor ( 7,400)*  
*Transient Voltage Surge Suppressor (1,500)*  
*Headworks Pump ( 16,000)*  
*Niagara PS ( 2,500)*  
*Madison PS ( 3,000)*  
*Column PS ( 5,000)*

**TOTAL CAPITAL OUTLAY 35,400**

**Transfer to Other Funds (850)**

850	7555	General Fund	248,760	
850	7525	Emergency Communications Fund (911 Subscription)	2,500	
850	7557	Public Works Improvement Fund	665,900	
		Sub-total Transfers to Other Funds		<b>917,160</b>

**TOTAL WATER 2,676,060**



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**FUND: CEMETERY # 325**

Basic Objectives

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

Staffing

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

City of Astoria, Oregon  
Budget Document

**CEMETERY FUND # 325**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</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 6/30/19	FYE 6/30/20	FYE 6/30/21				
<b><u>Resources</u></b>						
457,836	454,415	38,900	Beginning Fund Balance	61,500		
		17,000	Sale of Graves	17,000		
		58,880	Charges for Services	58,880		
	85	-	Interest Earnings	-		
-	-	9,000	Transfers In -Cemetery Irreducible Fund	4,600	-	-
<u>457,836</u>	<u>454,500</u>	<u>123,780</u>	<b>Total Resources</b>	<u>141,980</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Personnel Services</b>						
		15,710	Regular Salaries	13,580		
		18,250	Extra Help	18,750		
		9,900	Interfund Wages	9,860		
		3,360	FICA Taxes	3,230		
		8,010	Insurance	8,350		
		9,020	Retirement Contributions	9,500		
-	-	1,840	Workers' Compensation	1,750	-	-
-	-	66,090		65,020	-	-
		0.9	<b>Total Personnel Services (FTEs)</b>	0.9		
<b>Materials and Services</b>						
		100	Office Supplies	100		
		5,250	Operating Supplies	5,250		
		4,000	Repair & Maintenance Supplies	4,000		
		700	Small Tools & Minor Equipment	700		
		600	Professional Services	600		
		1,150	Memberships & Dues	1,150		
		200	Advertising	200		
		3,300	Utilities	3,300		
		600	Repair & Maintenance Services	600		
		1,630	Rental Equipment	2,200		
-	-	1,050	Miscellaneous	1,050	-	-
-	-	18,580	<b>Total Materials and Services</b>	19,150	-	-
<b>Capital Outlay</b>						
-	-	-	Improvements Other than Buildings	33,000	-	-
-	-	-	<b>Total Capital Outlay</b>	33,000	-	-
-	-	-	<b>Contingency</b>	18,200	-	-
<b>Accrual Adjustments for:</b>						
3,421	3,421	-	Depreciation	-	-	-
3,421	3,421	84,670	<b>Total Expenditures</b>	135,370	-	-
454,415	451,079	39,110	Ending Fund Balance	6,610	-	-
<u>457,836</u>	<u>454,500</u>	<u>123,780</u>	<b>Total Requirements</b>	<u>141,980</u>	<u>-</u>	<u>-</u>

**NOTE:** Generally Accepted Accounting Principles (GAAP) require a business-type fund to maintain its budgetary fund balance on a full accrual basis. The fund balance for the June 30, 2019 and 2020 actual data includes cash, inventory, accounts receivable and fixed assets. Cash for the Cemetery Fund at June 30, 2019 and 2020 was \$ 38,826 and \$ 39,059.

**OCEANVIEW CEMETERY FUND 325**

**CEMETERY OPERATION-MAINTENANCE (8500)**

**Personnel Services (410 - 415)**

**21-22**

410	2020	Straight Time - Regular	13,580
415	2085	Extra Help	18,750
415	2095	Interfund Wages	9,860
415	2220	FICA -Social Security	3,230
415	2230	Insurance	8,350
415	2235	Retirement Contributions	9,500
415	2240	Workers' Compensation	1,750

**TOTAL PERSONNEL SERVICES**

**65,020**

**FTEs 0.9**

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

510	3045	General Office Supplies	100
		Sub-total of Office Supplies	<b>100</b>
515	3118	Cemetery Liners	1,200
515	3180	Fuel Oil Lubricants	1,500
515	3245	Fertilizers / Pesticides	500
515	3250	Bark Mulch / Top Soil / Sawdust	500
515	3265	Custodial Supplies	250
515	3290	Heating Oil - Cemetery	800
515	3310	General Operating Supplies	500

Sub-total of Operating Supplies

**5,250**

525	3520	Building Materials / Supplies	1,000
525	3525	Motor Vehicle Repair Parts	250
525	3530	Tires	200
525	3540	Paint & Paint Supplies	50
525	3565	Vandalism Repair	200
525	3580	Signs	200
525	3620	Heating System Maintenance	200
525	3625	Plumbing & Irrigation Supplies	500
525	3630	Water and Sewer Repair	900
525	3640	Other Repair & Maintenance Supplies	500

Sub-total Repair & Maintenance Supplies

**4,000**

530	3720	Small Tools	200
530	3725	Irrigation Equipment	500

Sub-total of Small Tools & Minor Equipment

**700**

**OCEANVIEW CEMETERY FUND 325**

**CEMETERY OPERATION-MAINTENANCE (8500)**

620	4432	Background Checks	100	
620	4540	General Professional Services	500	
		Sub-total of Professional Services		<b>600</b>
630	4880	Oregon Cemetery Association	250	
630	4885	State Cemetery Board	900	
		Sub-total of Memberships & Dues		<b>1,150</b>
640	5030	Advertising - Public Notices	200	
		Sub-total of Advertising		<b>200</b>
655	5292	Electricity - Cemetery	1,000	
657	5535	Sanitation	100	
658	5555	Cemetery Water and Sewer	2,200	
		Sub-total of Public Utility Services		<b>3,300</b>
660	5725	Equipment other than Vehicles	250	
660	5755	Electrical	250	
660	5825	General - Repair & Maintenance Services	100	
		Sub-total of Repair & Maintenance Services		<b>600</b>
665	5865	Rental Equipment	1,000	
665	5870	Chemical Toilet	1,200	
		Sub-total of Rentals		<b>2,200</b>
675	5925	Credit Card Processing Fees	1,000	
675	6005	Licenses & Permits	50	
		Sub-total of Miscellaneous		<b>1,050</b>
685	6205	Computer Software		
		Sub-total of Technology Services		
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>19,150</b>
<b>Capital Outlay (720 - 740)</b>				
730	6500	Improvements Other than Buildings		
		OVC Master Plan Recommendations	20,000	
		Purchase New Gator for OVC Operations	13,000	
		Sub-total of Improvements Other than Buildings		<b>33,000</b>
<b>TOTAL CAPITAL OUTLAY</b>				<b>33,000</b>

OCEANVIEW CEMETERY FUND 325

**CEMETERY OPERATION-MAINTENANCE (8500)**

**Contingent Expenditures (910)**

910	8020	Contingency	18,200	
		Subtotal of Contingency		<b>18,200</b>

**Ending Fund Balance (950)**

950	8520	Unappropriated Ending Fund Balance	6,610	
		Sub-total of Ending Fund Balance		<b>6,610</b>

**TOTAL OCEANVIEW CEMETERY FUND 141,980**





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

Basic Objectives

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

Long Term Debt

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

Staffing

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

City of Astoria, Oregon  
Budget Document

**17TH STREET DOCK FUND # 330**

			<u>Budget for Fiscal Year 7/1/20 - 6/30/21</u>			
<u>Historical Data</u>			Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Actual Data</u>	<u>Actual Data</u>	<u>Adopted Budget</u>				
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21				
<b><u>Resources</u></b>						
3,388,875	3,255,654	442,400	Beginning Fund Balance	390,900		
		-	Prior Period Adjustment	-		
230,336	228,971	230,350	Intergovernmental	233,600		
44,560	118,935	80,000	Charge for Services	82,420		
11,853	9,428	4,400	Interest on Investments	2,000		
-	-	-	Miscellaneous	-	-	-
<u>3,675,624</u>	<u>3,612,988</u>	<u>757,150</u>	<b>Total Resources</b>	<u>708,920</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Personnel Services:</b>						
6,778	13,594	35,875	Interfund Wages	36,770		
0.10	0.18	<b>0.30</b>	<b>FTEs</b>	<b>0.30</b>		
<b>Materials and Services:</b>						
2,199	7,125	10,000	Repair & Maintenance Supplies	10,000		
13,687	10,827	18,660	Public Utility Services	19,520		
8,212	21,717	75,000	Professional Services	50,000		
<u>20,719</u>	<u>6,603</u>	<u>20,000</u>	Repair & Maintenance Services	<u>23,000</u>	<u>-</u>	<u>-</u>
44,817	46,272	123,660	<b>Total Materials and Services</b>	102,520	-	-
<b>Capital Outlay:</b>						
-	-	265,515	Improvements Other Than Bldgs	350,000		
-	-	265,515	<b>Total Capital Outlay</b>	350,000	-	-
<b>Debt Service</b>						
43,256	39,566	97,550	Principal	101,500		
		38,050	Interest	34,200	-	-
43,256	39,566	135,600	<b>Total Debt Service</b>	135,700	-	-
<b>Transfer to Other Funds</b>						
76,500	76,500	76,500	Transfer to Capital Improvement Fund	-		
<u>70,000</u>	<u>70,000</u>	<u>70,000</u>	Transfer to Parks Operation Fund	<u>70,000</u>	<u>-</u>	<u>-</u>
146,500	146,500	146,500	<b>Total Transfer to Other Funds</b>	70,000	-	-
-	-	50,000	<b>Contingency</b>	13,930		
178,619	179,537	-	Accrual Adjustment for: Depreciation	-	-	-
419,970	425,469	757,150	<b>Total Expenditures</b>	708,920	-	-
3,255,654	3,187,519	-	Unappropriated Ending Fund Balance	-	-	-
-	-	-	Reserved for Future Capital Requirements	-	-	-
<u>3,255,654</u>	<u>3,187,519</u>	<u>-</u>	<b>Total Fund Balance</b>	<u>-</u>	<u>-</u>	<u>-</u>
<u>3,675,624</u>	<u>3,612,988</u>	<u>757,150</u>	<b>Total Requirements</b>	<u>708,920</u>	<u>-</u>	<u>-</u>

**NOTE:** Generally Accepted Accounting Principles (GAAP) require a business-type fund to maintain its budgetary fund balance on a full accrual basis. The fund balances for the June 30, 2019 and 2020 actual data include cash, inventory, accounts receivable and fixed assets. Cash for the 17th Street Dock Fund at June 30, 2019 was \$ 462,469 and at June 30, 2020 was \$ 475,747

<b>17<sup>TH</sup> STREET DOCK FUND (330 0000)</b>			
<b><u>Personal Services (412 - 415)</u></b>			
412	2095	Interfund Wages	36,770
<b>TOTAL PERSONAL SERVICES</b>			<b>36,770</b>
		FTE	0.3
<b><u>Materials &amp; Services (525 - 660)</u></b>			
525	3640	Other Repair & Maintenance Supplies	10,000
		Sub-total of Repair & Maintenance Supplies	<b>10,000</b>
620	4540	Professional Services	50,000
		Sub-total of Professional Services	<b>50,000</b>
655	5297	Electricity - 17th StreetDock	3,790
657	5544	Sanitation - 17th Street Dock	15,730
		Sub-total of Public Utilities	<b>19,520</b>
660	5825	General - Repair & Maintenance Services	20,000
		Sub-total of Repair & Maintenance Services	<b>20,000</b>
665	5875	Dock Lease/Rental	3,000
		Sub-total of Lease/Rental	<b>3,000</b>
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>102,520</b>
<b><u>Capital Outlay (730)</u></b>			
730	6500	Improvements Other than Buildings Floating Dock	350,000
		Sub-total Improvements Other than Buildings	<b>350,000</b>
<b>TOTAL CAPITAL OUTLAY</b>			<b>350,000</b>
<b><u>Debt Service (810)</u></b>			
Oregon Economic Development Department 17th Street Dock / Scheduled payoff 12/1/2034			
810	6977	Principal IFA Loan	101,500
810	6979	Interest IFA Loan	34,200
		Sub-total Debt Service	<b>135,700</b>

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

**Transfer to Other Fund (850)**

Transfer to Parks Operation Fund 70,000

Sub-total Transfer to Other Fund **70,000**

**Contingent Expenditures (910)**

910 8020 Contingency 13,930

Sub-total of Contingency **13,930**

**Ending Fund Balance (950)**

950 8520 Unappropriated Ending Fund Balance Reserved for Future Capital Requirements -

Sub-total Ending Fund Balance -

**TOTAL 17TH STREET DOCK FUND 708,920**



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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 additional donations have been accumulated in memory of Freda Englund. Existing funds are insufficient to purchase a pool cover, however, City will be able to acquire the pool cover through other means and will utilize donations for the maintenance and upkeep of the pool cover.

Staffing

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



**AQUATIC FACILITY TRUST FUND # 401**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</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 6/30/19	FYE 6/30/20	FYE 6/30/21				
<b><u>Resources</u></b>						
7,160	7,332	6,400	Beginning Fund Balance	6,400		
-	-	-	Gifts and Bequests	-		
172	135	60	Interest Earnings	30	-	-
<u>7,332</u>	<u>7,467</u>	<u>6,460</u>	<b>Total Resources</b>	<u>6,430</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
-	1,060	-	Materials & Services: Repairs and Maintenance	500	-	-
-	1,060	-	<b>Total Expenditures</b>	500	-	-
<u>7,332</u>	<u>6,407</u>	<u>6,460</u>	Ending Fund Balance	<u>5,930</u>	<u>-</u>	<u>-</u>
<u>7,332</u>	<u>7,467</u>	<u>6,460</u>	<b>Total Requirements</b>	<u>6,430</u>	<u>-</u>	<u>-</u>

**2021/ 22 Budget Detail Information**

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

670	5895	Materials & Services: Repairs and Maintenance	500	
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>500</b>
950	8520	Ending Fund Balance		<b>5,930</b>
<b>TOTAL AQUATIC FACILITY TRUST FUND</b>				<b>6,430</b>

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

Basic Objectives

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

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

Staffing

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

City of Astoria, Oregon  
Budget Document

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21		Budget	Budget	Governing
			Officer	Committee	Body	
<b><u>Resources</u></b>						
148,643	145,954	141,868	Beginning Fund Balance	139,500		
296	50		Gifts and Bequests			
3,503	2,910	1,400	Interest Earnings	700		
			Miscellaneous			
-	-	-	Transfers From Other Funds	-	-	-
<u>152,442</u>	<u>148,914</u>	<u>143,268</u>	<b>Total Resources</b>	<u>140,200</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Materials &amp; Services:</b>						
1,403	2,368	2,000	Dorothy Whitney Trust Fund	2,500		
<u>5,085</u>	<u>725</u>	<u>24,000</u>	Books Purchased from Endowment	<u>23,280</u>	-	-
6,488	3,093	26,000	<b>Total Materials &amp; Services</b>	25,780	-	-
-	3,175	5,000	<b>Capital Outlay</b>	2,500	-	-
6,488	6,268	31,000	<b>Total Expenditures</b>	28,280	-	-
<u>145,954</u>	<u>142,646</u>	<u>112,268</u>	Ending Fund Balance	<u>111,920</u>	-	-
<u>152,442</u>	<u>148,914</u>	<u>143,268</u>	<b>Total Requirements</b>	<u>140,200</u>	<u>-</u>	<u>-</u>

**2021 / 22 Budget Detail Information**

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

<b><u>Materials and Services (520)</u></b>			
520	3460	Dorothy Whitney Trust Fund	2,500
520	3465	Books Purchased with Endowment	<u>23,280</u>
<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>25,780</b>
740	6650	<b>CAPITAL OUTLAY</b>	<b>2,500</b>
950	8500	<b>ENDING FUND BALANCE</b>	<u><b>111,920</b></u>
<b>TOTAL ASTORIA PUBLIC LIBRARY ENDOWMENT FUND</b>			<u><b>140,200</b></u>

**FUND: CEMETERY IRREDUCIBLE # 408**

Basic Objectives

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

Staffing

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

City of Astoria, Oregon  
Budget Document

**CEMETERY IRREDUCIBLE FUND # 408**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</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 6/30/19	FYE 6/30/20	FYE 6/30/21				
<b><u>Resources</u></b>						
883,772	891,145	903,100	Beginning Fund Balance	924,200		
7,373	10,618	10,000	Sale of Graves	10,500		
-	1,971	9,000	Interest Earnings	4,600	-	-
-						
<u>891,145</u>	<u>903,734</u>	<u>922,100</u>	<b>Total Resources</b>	<u>939,300</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
-	-	9,000	<b>Transfers to Other Funds</b>	4,600	-	-
<u>891,145</u>	<u>903,734</u>	<u>913,100</u>	<b>Ending Fund Balance</b>	<u>934,700</u>	<u>-</u>	<u>-</u>
<u>891,145</u>	<u>903,734</u>	<u>922,100</u>	<b>Total Requirements</b>	<u>939,300</u>	<u>-</u>	<u>-</u>

2021 / 22 Budget Detail Information

**CEMETERY IRREDUCIBLE FUND (408 0000)**

<b><u>Transfers to Other Funds</u></b>			
850	7570	Transfer to Cemetery Fund	4,600
<b><u>Ending Fund Balance (950)</u></b>			
950	8520	Ending Fund Balance	
		Reserved for Perpetual Care	<u>934,700</u>
<b>TOTAL CEMETERY IRREDUCIBLE FUND</b>			<b><u>939,300</u></b>

**FUND: PROMOTE ASTORIA # 410**

Basic Objectives

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

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

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

Staffing

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

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

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</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 6/30/19	FYE 6/30/20	FYE 6/30/21				
<b><u>Resources</u></b>						
1,148,012	1,355,741	1,430,000	Beginning Fund Balance	1,329,000		
8,525	30,452	52,260	Gifts Bequests and Grants	891,420		
299,469	1,238,853	1,111,400	Motel Tax	1,111,400		
-	-	-	Intergovernmental Revenues	-		
30,929	30,833	14,300	Interest Earnings	6,600		
1,116,000	14,890	2,550	Miscellaneous	2,500	-	-
<u>2,602,935</u>	<u>2,670,769</u>	<u>2,610,510</u>	<b>Total Resources</b>	<u>3,340,920</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
<b>Materials &amp; Services</b>						
7,328	6,811	10,000	Credit Card Fees	10,000		
17,716	19,801	25,000	Tourism Promotion	25,000		
40,000	40,000	40,000	Astoria Downtown Historic District Association	43,200		
16,237	29,400	22,000	Downtown District Parking Enforcement	23,760		
50,000	63,550	62,200	Arts and Cultural Promotion	94,200		
137,370	161,928	161,930	Astoria/Warrenton Chamber of Commerce Visitor Services	174,570		
198,640	234,160	234,160	Astoria/Warrenton Chamber LCTC	252,440		
172,065	145,333	240,180	Tourism Related Facilities	269,970	-	-
639,356	700,983	795,470	<b>Total Materials &amp; Services</b>	893,140	-	-
<b>Capital Outlay</b>						
13,000	13,000	13,000	Riverwalk - OR Community Paths Program Lighting	941,540		
-	-	60,000	14th St Pier	330,000		
-	-	337,000	OPRD - Wayfinding, Loo Grant Match	387,366		
234,487	45,026	325,000	Riverwalk - Track and Trestles	250,000	-	-
247,487	58,026	735,000	<b>Total Capital Outlay</b>	1,908,906		
<b>Transfers Out</b>						
360,350	276,492	280,000	Parks Operations - Tourist Facilities	280,000	-	-
360,350	276,492	280,000	<b>Total Transfers Out</b>	280,000	-	-
-	-	350,000	<b>Contingent Expenditures</b>	200,000	-	-
1,247,194	1,035,501	2,160,470	<b>Total Expenditures</b>	3,282,046	-	-
1,355,741	1,635,268	450,040	Ending Fund Balance	58,874	-	-
<u>2,602,935</u>	<u>2,670,769</u>	<u>2,610,510</u>	<b>Total Requirements</b>	<u>3,340,920</u>	<u>-</u>	<u>-</u>

**PROMOTE ASTORIA FUND (410 0000)**

<b><u>Materials &amp; Services</u></b>			<b>21-22</b>	
675	5925	Credit Card Fees	10,000	10,000
678	6085	Tourism Promotion		
		Tourism Advertising	5,000	
		Tourism Promotion Miscellaneous	20,000	
		Sub-total Tourism Promotion		25,000
678	6086	Downtown District Parking Enforcement		23,760
678	6087	Arts and Cultural Community Grants		94,200
678	6089	Astoria Downtown Historic District Assoc		43,200
678	6090	Astoria/Warrenton Chamber of Commerce Visitor Services		174,570
678	6095	Astoria/Warrenton Chamber of Commerce Lower Columbia Tourism Committee		252,440
678	6091	Tourism Related Facilities Mowing, Care & Maint		
		Mowing, Care & Maint - Riverwalk	31,260	
		Mowing, Care & Maint - Smith Point	23,150	
		Mowing, Care & Maint - Portal Parks	12,740	
		Mowing, Care & Maint - People Park	9,260	
		Mowing, Care & Maint - Fort Astoria Park	9,260	
		Mowing, Care & Maint - 9th & Astor Park	8,110	
		Mowing, Care & Maint - 15th St Triangle	6,950	
		Doughboy & 39th - Alderbrook on Riverwalk	27,120	
		Mowing, Care & Maint - 8th, 17th, 6th St Pier and West Bond Triangle	-	
			13,890	
		Electricity for Tourism Related Facilities		
678	6092	Electricity - 16th Street	3,900	
678	6093	Electricity - Coxcomb Hill Column	4,725	
678	6094	Electricity - 1153 Duane / Heritage Square	3,600	
678	6098	Electricity - Other	9,345	
		Rest Room Maintenance Services		
678	6096	Downtown and Doughboy Restrooms	88,660	
678	6097	Tapiola and Evergreen Restrooms	9,000	
678	6097	9th & Astor, 15th & Marine Temp Restrooms	9,000	
		Sub-total for Tourism Related Facilities		269,970
<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>893,140</b>
<b><u>Capital Outlay</u></b>				
Improvements Other than Buildings				
730	6500	Riverwalk, Track & Trestles	250,000	
730	6500	14th St Pier	330,000	
730	6500	East Riverwalk Lights	941,540	
730	6500	OPRD Riverwalk Improvements (54%)	387,366	
<b>TOTAL CAPITAL OUTLAY</b>				<b>1,908,906</b>



		<b><u>Transfers to Other Funds</u></b>		
850	7542	To Parks Operations - Tourist Facilities	280,000	
		Sub-total Transfers to other Funds		<b>280,000</b>
		<b><u>Contingent Expenditures</u></b>		
910	8020	Contingent Expenditures	200,000	
		Sub-total of Contingent Expenditures		<b>200,000</b>
		<b><u>Ending Fund Balance</u></b>		
950	8520	Ending Fund Balance	58,874	
		Sub-total of Ending Fund Balance		<b>58,874</b>
<b>TOTAL PROMOTE ASTORIA FUND</b>				<b>3,340,920</b>

**Arts and Cultural Community Grants:**

Requests	Organization	Subcommittee Recommendations	Returned Funds Prior Yr Awards	Total To Be Distributed
5,000	Astoria Arts and Movement	5,000	8,000	13,000
-	Astoria Regatta Association	-	12,316	-
8,000	Astoria Scandinavian Heritage Association	8,000	8,000	16,000
5,000	Astor Street Opry	5,000	5,000	10,000
-	Astoria Tenor Guitar Foundation	-	5,000	-
3,500	Astoria Visual Arts	3,500	8,500	12,000
10,000	Liberty Restoration Inc	10,000	-	10,000
5,000	Little Ballet Theatre	5,000	4,200	9,200
6,500	Lower Columbia Q Center	6,500	11,500	18,000
-	North Coast Chorale	-	2,000	-
-	Parters for Performing Arts Center	-	6,500	-
6,000	Tillicum Foundation	6,000	-	6,000
-	Fisher Poets Gathering	-	3,000	-
<u>49,000</u>		<u>49,000</u>	<u>74,016</u>	<u>94,200</u>

**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>			<b><u>Budget for Fiscal Year 7/1/21- 6/30/22</u></b>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21				
<b><u>Resources</u></b>						
889,508	910,872	928,400	Beginning Fund Balance	935,600		
<u>21,364</u>	<u>18,589</u>	<u>9,300</u>	Gifts and Bequests			
			Interest Earnings	<u>4,700</u>	-	-
<u>910,872</u>	<u>929,461</u>	<u>937,700</u>	<b>Total Resources</b>	<u>940,300</u>	-	-
<b><u>Requirements</u></b>						
-		937,700	<b>Capital Outlay</b>	940,300	-	-
<u>-</u>	<u>-</u>	<u>-</u>	<b>Contingency</b>	-	-	-
-		937,700	<b>Total Expenditures</b>	940,300	-	-
<u>910,872</u>	<u>929,461</u>	<u>-</u>	<b>Ending Fund Balance</b>	-	-	-
<u>910,872</u>	<u>929,461</u>	<u>937,700</u>	<b>Total Requirements</b>	<u>940,300</u>	-	-

2021 / 22 Budget Detail Information

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

<b><u>Materials and Services</u></b>			
730	6500	<b>CAPITAL OUTLAY</b>	<b>940,300</b>
910	8020	<b>CONTINGENCY</b>	-
950	8520	<b>ENDING FUND BALANCE</b>	<u>-</u>
<b>TOTAL LOGAN MEMORIAL TRUST FUND</b>			<b>940,300</b>

**FUND: LIBRARY RENOVATION FUND # 414**

Basic Objectives

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

Staffing

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

City of Astoria, Oregon  
Budget Document

**LIBRARY RENOVATION FUND # 414**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</u>			
<u>Actual Data</u> FYE 6/30/19	<u>Actual Data</u> FYE 6/30/20	<u>Adopted Budget</u> FYE 6/30/21	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<b><u>Resources</u></b>						
7,604	7,786	7,900	Beginning Fund Balance	8,000		
<u>182</u>	<u>159</u>	<u>100</u>	Gifts and Bequests			
			Interest Earnings	<u>40</u>	-	-
<u>7,786</u>	<u>7,945</u>	<u>8,000</u>	<b>Total Resources</b>	<u>8,040</u>	<u>-</u>	<u>-</u>
<b><u>Requirements</u></b>						
		8,000	Capital Outlay	8,040	-	-
-	-	-	Contingency	-	-	-
-	-	8,000	<b>Total Expenditures</b>	8,040	-	-
<u>7,786</u>	<u>7,945</u>	-	<b>Ending Fund Balance</b>	-	-	-
<u>7,786</u>	<u>7,945</u>	<u>8,000</u>	<b>Total Requirements</b>	<u>8,040</u>	<u>-</u>	<u>-</u>

**2021 / 22 Budget Detail Information**

**LIBRARY RENOVATION FUND (414 0000)**

**Materials and Services**

730	6500	CAPITAL OUTLAY	<b>8,040</b>
910	8020	CONTINGENCY	-
950	8520	ENDING FUND BALANCE	<u>-</u>

**TOTAL LIBRARY RENOVATION FUND                      8,040**

**FUND: CUSTODIAL FUND # 415**

Basic Objectives

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

Staffing

The Finance Department provides accounting services to this fund.

City of Astoria, Oregon  
Budget Document

**CUSTODIAL FUND # 415**

<u>Historical Data</u>			<u>Budget for Fiscal Year 7/1/21 - 6/30/22</u>			
<u>Actual Data</u>		<u>Adopted Budget</u>	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21		Budget Officer	Budget Committee	Governing Body
<b><u>Resources</u></b>						
		1,300,000	Beginning Fund Balance	-		
			Grants	50,000		
			Gifts and Bequests			
-	-	-	Interest Earnings	-	-	-
-	-	1,300,000	<b>Total Resources</b>	<b>50,000</b>	<b>-</b>	<b>-</b>
<b><u>Requirements</u></b>						
<b>Materials &amp; Services:</b>						
		1,280,000	Grant Disbursements	45,000		
		20,000	Program Management Fees	5,000	-	-
-	-	1,300,000	<b>Total Materials &amp; Services</b>	<b>50,000</b>	<b>-</b>	<b>-</b>
<b>Capital Outlay</b>						
-	-	-	<b>Contingency</b>	<b>-</b>	<b>-</b>	<b>-</b>
-	-	1,300,000	<b>Total Expenditures</b>	<b>50,000</b>	<b>-</b>	<b>-</b>
-	-	-	<b>Ending Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>
-	-	1,300,000	<b>Total Requirements</b>	<b>50,000</b>	<b>-</b>	<b>-</b>

**2021 / 22 Budget Detail Information**

**CUSTODIAL FUND # 415**

**Materials and Services**

<b>Grant Disbursements</b>			
680	6143	Clatsop County Public Services PPE Pass Through Grant	<b>45,000</b>
<b>Program Management Fees</b>			
620	4470	Grant Administration Fees	<b>5,000</b>
950	8520	<b>ENDING FUND BALANCE</b>	<b>-</b>
<b>TOTAL LIBRARY RENOVATION FUND</b>			<b>50,000</b>

## DETAIL & STATISTICAL SECTION



**City of Astoria, Oregon**  
**Summary of Interfund Transfers**  
**Year Beginning July 1, 2021**

<u>Transfers From:</u>			<u>Transfers To:</u>		
<b>General Fund</b>			<b>General Fund</b>		
Non & Interdepartmental			From Building Inspection Fund	20,800	001-0000
Unemployment Fund	6,000	001-2400	From Emergency Communication Fund	25,000	001-0000
UAP Transfer to PW	10,000	001-2400	From Local Improvement Debt Service Fund	22,000	001-0000
Emergency Communications Fund	505,500	001-2400	From Public Works Fund	414,600	001-0000
Parks/Aquatic Fund	1,089,110	001-2400	From Closed Out Fund(s)	180	001-0000
Special Police Projects Fund	1,400	001-2400			
Public Works Fund	30,000	001-2400			
<b>Subtotal General Fund</b>	<b>1,642,010</b>		<b>Subtotal General Fund</b>	<b>482,580</b>	
Building Inspection Fund	20,800	128-3300	Unemployment Fund	6,000	104-0000
Emergency Communication Fund	25,000	132-3400	Capital Improvement Fund		
Local Improvement Debt Service Fund			From 17th Street Dock Fund	-	102-0000
General Fund	22,000	250-0000			
Public Works	-	250-0000	Emergency Communications Fund		
<b>Subtotal Local Improvement Debt Svc</b>	<b>22,000</b>		From General Fund	505,500	132-3400
State Tax Street Fund			From Public Works Fund	5,000	132-3400
Public Works Fund - Streets	739,000	172-0000	<b>Subtotal Emergency Communications Fund</b>	<b>510,500</b>	
Astoria Road District Fund	200,000	172-0000	Special Police Project Fund	1,400	136-0000
<b>Subtotal State Tax Street Fund</b>	<b>939,000</b>		Parks Operation Fund		
Public Works Improvement Fund			From General Fund	1,089,110	158-0000
Public Works Capital Reserve Fund	200,000	176-0000	From 17th Street Dock	70,000	158-0000
<b>Subtotal Public Works Improvement Fund</b>	<b>200,000</b>		From Promote Astoria	280,000	158-0000
Waterfront Bridges Fund			<b>Subtotal Parks Operations Fund</b>	<b>1,439,110</b>	
General Fund - Close Out	180	001-0000	Astoria Road District Fund	200,000	170-0000
Combined Sewer Overflow (CSO) Debt Service Fund			Public Works Improvement Fund		
Public Works Improvement Fund	-	270-0000	From CSO Debt Service Fund	-	176-0000
Public Works Fund Sanitation	75,000	270-0000	From PW Sewer	665,900	176-0000
<b>Subtotal CSO Debt Service Fund</b>	<b>75,000</b>		From PW Water	665,900	176-0000
Public Works Fund			<b>Subtotal Public Works Improvement Fund</b>	<b>1,331,800</b>	
Sewer	834,240	301-5600	Public Works Capital Reserve Fund	200,000	178-0000
Water	917,160	301-8100			
<b>Subtotal Public Works Fund</b>	<b>1,751,400</b>		Public Works Fund		
17th Street Dock			Public Works Sewer Surcharge Trsfr	75,000	301-0000
Parks Operation Fund	70,000	330-0000	Public Works Fund Sanitation	30,000	301-0000
Capital Improvement Fund	0	330-0000	Public Works Fund Utility Assistance Program (I	10,000	301-0000
<b>Subtotal 17th Street Dock</b>	<b>70,000</b>		Public Works Fund Streets	739,000	301-0000
Promote Astoria			From Local Improvement Debt Svc Fund	-	301-0000
Parks Operation Fund	280,000	410-0000	<b>Subtotal Public Works</b>	<b>854,000</b>	
<b>Subtotal Promote Astoria</b>	<b>280,000</b>		Cemetery Fund		
Cemetery Irreducible			Cemetery Irreducible Fund	4,600	
Cemetery Fund	4,600	408-0000			
<b>TOTAL TRANSFERS FROM:</b>	<b><u>5,029,990</u></b>		<b>TOTAL TRANSFERS TO:</b>	<b><u>5,029,990</u></b>	

City of Astoria, Oregon

Schedule of Tax Levies Imposed

<u>Levy Description</u>	Actual 2019-20	Actual 2020-21	Estimated 2021-22
General Fund	\$ 6,635,245	\$ 6,985,483	\$ 7,660,480
Total	<u>\$ 6,635,245</u>	<u>\$ 6,985,483</u>	<u>\$ 7,660,480</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 2021-22, a projected assessed value of \$ 944,058,822 was used which includes \$ 5,024,012 of Astor West Urban Renewal Excess. The assessed value for 2020-21 was \$ 861,185,375. The 2021-22 value represents a 5.22 % increase to the posted County valuation for FY 20-21.

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
6/30/11	6,055,905	5,573,151	92.03%	309,818	5,882,969	97.14%	253,737	4.19%
6/30/12	6,206,944	5,724,294	92.22%	234,786	5,959,080	96.01%	334,157	5.38%
6/30/13	6,241,010	5,770,406	92.46%	246,299	6,016,705	96.41%	352,030	5.64%
6/30/14	6,218,028	5,790,305	93.12%	339,363	6,129,668	98.58%	302,144	4.86%
6/30/15	6,490,166	6,072,483	93.56%	291,161	6,363,644	98.05%	256,195	3.95%
6/30/16	6,774,006	6,362,786	93.93%	261,398	6,624,184	97.79%	231,912	3.42%
6/30/17	7,094,036	6,673,006	94.07%	223,670	6,896,676	97.22%	237,536	3.35%
6/30/18	7,402,292	6,973,552	94.21%	226,326	7,199,878	97.27%	222,137	3.00%
6/30/19	7,655,083	7,205,974	94.13%	219,225	7,425,199	97.00%	185,228	2.42%
6/30/20	7,835,223	7,370,868	94.07%	237,673	7,608,541	97.11%	184,895	2.36%

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.

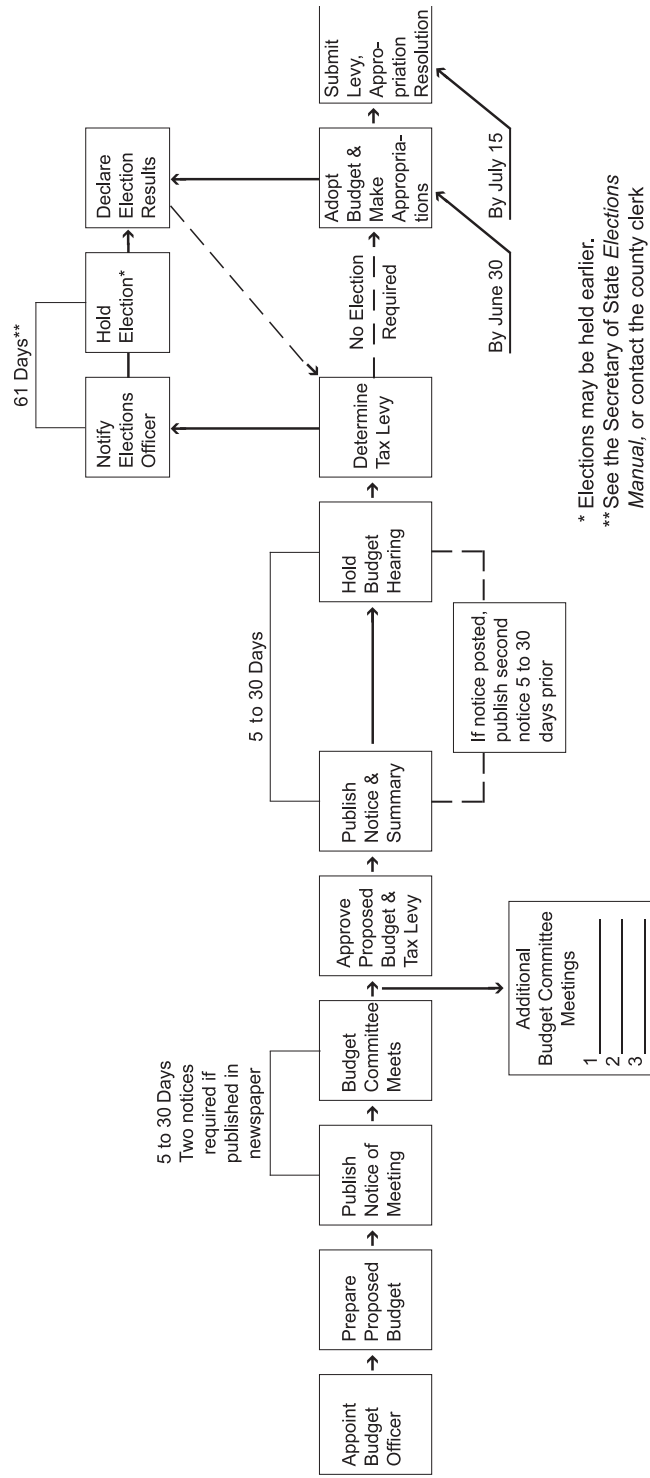
The first formal meeting of the Budget Committee includes a public hearing. Anyone wishing to present ideas or programs for which City funding is sought may make a presentation to the Budget Committee. The Committee sets several work sessions to review and/or revise the figures as presented in the Proposed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



# Index of Budget Terms

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

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

### **PERSONAL SERVICES:**

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

#### Extra Help

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

#### FICA Taxes

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

#### FLSA Overtime

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

#### Holiday Pay

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

#### Holiday Pay Overtime

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

#### Insurance

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

#### Interfund Wages

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



#### Overtime

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

#### Regular Salaries

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

#### Retirement Contributions

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

#### Workers' Compensation

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

### **MATERIALS & SERVICES**

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

#### Advertising

Expenses for the cost of advertising in newspapers, etc.

#### Conferences, Meetings & Travel

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

#### Communication

Telephone and postage expenses.

#### Fee & Charge Programs

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

## Insurance

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

## Memberships & Dues

Membership fees and dues for professional and associate groups.

## Miscellaneous

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

## Office Supplies

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

## Operating Supplies

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

## Printing & Binding

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

## Professional Services

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

## Projects Funded by Grants

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

## Public Utility Services

Natural gas, electric and refuse service.

## Rentals

Rental of land, buildings, or machinery and equipment.

#### Repair & Maintenance Services

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

#### Repair & Maintenance Supplies

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

#### Small Tools & Minor Equipment

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

#### Training

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

### **CAPITAL OUTLAY:**

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

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

### **OTHER CLASSIFICATIONS:**

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

#### Beginning Fund Balance – Prior Year Actual Basis

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

#### Beginning Fund Balance – Budgetary Basis

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

## Contingent Expenditures

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

## Debt Service

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

## Ending Fund Balance

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

## Loan Disbursements

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

## Special Payments

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

## Transfers to Other Funds

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