City of Cannon Beach
2014 - 2015 Adopted Budget
City of Cannon Beach
2014-2015 Budget Committee

Mike Benefield
Phyllis Bernt
Richard Bertellotti
Melissa Cadwallader
Sharon Clyde
Marty Schwab-Harris
Wendy Higgins
Mike Morgan
Donald Royse
George Vetter

Staff
Richard Mays, City Manager
Kris Peterson, Finance Director
Jean Rice, Finance Office Manager
Wanna Ryon, Finance Admin Assistant
City of Cannon Beach  
2014-2015 Organizational Chart

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>PLANNING</th>
<th>EXECUTIVE</th>
<th>PUBLIC WORKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Official</td>
<td>City Planner</td>
<td>City Manager</td>
<td>Public Works Director</td>
</tr>
<tr>
<td>Bob Mitchell</td>
<td>Mark Barnes</td>
<td>Rich Mays</td>
<td>Dan Grassick</td>
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<table>
<thead>
<tr>
<th>Admin Ass't</th>
<th>Admin Ass't</th>
<th>FARMERS MARKET</th>
<th>Public Works Foreman</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alisha Gregory</td>
<td>Colleen Riggs</td>
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<td>Cruz Flores</td>
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<tr>
<td>PUBLIC SAFETY</td>
<td>Philomena Lloyd</td>
<td></td>
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<tr>
<td>Police Chief</td>
<td>HRAP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jason Schermerhorn</td>
<td>HRAP Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin Ass'ts</td>
<td>Samantah Ferber</td>
<td></td>
<td></td>
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<tr>
<td>Laura Yokoyama</td>
<td>HRAP Interpreters</td>
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<tr>
<td>Christopher Wilbur</td>
<td>ADMIN/FINANCE/IT</td>
<td></td>
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<tr>
<td>Police Lieutenant</td>
<td>Finance Director</td>
<td></td>
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<td>Bobbi Rae Myers</td>
<td>Kris Peterson</td>
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<td>Police Officers</td>
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<td>Devon Edwards</td>
<td>Jean White</td>
<td></td>
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<td>Joseph Bowman</td>
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<td></td>
<td></td>
</tr>
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<td>Joshua Gregory</td>
<td>Wanna Ryon</td>
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<tr>
<td>Seth Collins</td>
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</tr>
<tr>
<td>Lew Holbrook</td>
<td>Marsha Fuzia</td>
<td></td>
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<td>Sean Johnson</td>
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<td>Lifeguards</td>
<td>SMB Consulting</td>
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<table>
<thead>
<tr>
<th>Water</th>
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<tbody>
<tr>
<td>Utility Specialist</td>
<td>Utility Specialist</td>
<td>Utility Specialist</td>
</tr>
<tr>
<td>Kirk Anderson</td>
<td>Bryce Majors</td>
<td></td>
</tr>
<tr>
<td>Joanne Grudenic</td>
<td>Utility Technician</td>
<td>Trevor Mount</td>
</tr>
<tr>
<td>Utility Worker</td>
<td>Utility Worker</td>
<td>Utility Worker</td>
</tr>
<tr>
<td>Wes Garvin</td>
<td>Tracy Sund</td>
<td>Andrew Mackey</td>
</tr>
<tr>
<td>Daniel Willyard</td>
<td>Utility Worker</td>
<td>Mike Brown</td>
</tr>
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<table>
<thead>
<tr>
<th>Parks</th>
<th>Roads</th>
<th>Recycling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utility Worker</td>
<td>Utility Specialist</td>
<td>Utility Worker</td>
</tr>
<tr>
<td>Jennifer Barrett</td>
<td>Utility Worker</td>
<td>Andrew Mackey</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Utility Worker</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Darryl Walker</td>
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# City of Cannon Beach
## 2014-2015 Staffing

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>FTE</th>
<th>BRIEF DESCRIPTION</th>
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<tbody>
<tr>
<td>Accounting Admin Assistant</td>
<td>0.750</td>
<td>Performs a wide variety of accounting assignments including preparing accounts payable, taxes and other similar accounting duties.</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>3.980</td>
<td>Performs a full range of routine to complex administrative, secretarial and support services for the city managers. Coordinates the administrative activities of the department or functional area assigned.</td>
</tr>
<tr>
<td>Administrative Specialist</td>
<td>1.000</td>
<td>Performs a variety and wide range of routine clerical and administrative support tasks and activities.</td>
</tr>
<tr>
<td>City Building Official</td>
<td>0.000</td>
<td>Provides overall management and administration for ensuring compliance with the City's building codes and State adopted building codes, as applicable.</td>
</tr>
<tr>
<td>City Manager</td>
<td>1.000</td>
<td>Provides overall management of the City and its operations.</td>
</tr>
<tr>
<td>City Planner</td>
<td>0.800</td>
<td>Manages overall planning, implementation and coordination of community development programs and projects and the application of and compliance with City and State land use policies and regulations.</td>
</tr>
<tr>
<td>Farmers Market Manager</td>
<td>0.480</td>
<td>Manages and coordinates Cannon Beach Farmers Market.</td>
</tr>
<tr>
<td>Finance Director</td>
<td>0.000</td>
<td>Performs and maintains the City's financial records and accounts in compliance with generally accepted governmental accounting principles, manages finance staff.</td>
</tr>
<tr>
<td>Finance Office Manager</td>
<td>1.000</td>
<td>Performs a wide variety of accounting assignments including payroll, fixed assets, and other similar duties and oversight.</td>
</tr>
<tr>
<td>IT Director</td>
<td>0.000</td>
<td>Maintains computer networks and telephone systems</td>
</tr>
<tr>
<td>Police Chief</td>
<td>1.000</td>
<td>Oversees and manages police protection, law enforcement, crime investigation and prevention, community policing, beach safety operations, vehicle parking, maintenance of order within the City.</td>
</tr>
<tr>
<td>Police Lieutenant</td>
<td>1.000</td>
<td>Assists with the daily operational activities of the Police Department, shares on-call supervisory duties with the Chief of Police, and performs as Acting Chief of Police during the Chief's authorized absences.</td>
</tr>
<tr>
<td>Police Officers</td>
<td>6.000</td>
<td>Responsible for community policing and municipal law enforcement, including patrol, assistance, investigating accidents, issuing citations, crime investigation/prevention, arrests, and responding to calls and emergencies.</td>
</tr>
<tr>
<td>Program Coordinator</td>
<td>1.000</td>
<td>Performs a high level of professional and responsible work in planning, organizing, implementing, and evaluating the goals and objectives of a focused or specialized community services program.</td>
</tr>
<tr>
<td>Volunteer Coordinator</td>
<td>0.480</td>
<td>Coordinates community program volunteers and assists program coordinator with school group scheduling.</td>
</tr>
<tr>
<td>Public Works Director</td>
<td>1.000</td>
<td>Manages budget, administrative compliance, supervision and performance of staff, and ensuring the City meets the Federal, State or City standards, ordinances, laws or regulations or policies required or applicable to maintain and operate the City's Public.</td>
</tr>
<tr>
<td>Public Works Foreman</td>
<td>1.000</td>
<td>Responsible for project management, public works construction/repair and management of staff.</td>
</tr>
<tr>
<td>Utility Worker</td>
<td>8.500</td>
<td>Performs a variety of semi-skilled or skilled labor in the construction, maintenance, repair and related operational service activities in water, roads, recycling, wastewater, parks and parking.</td>
</tr>
<tr>
<td>Utility Specialist</td>
<td>3.000</td>
<td>Plans and performs a variety of skilled and specialized technical maintenance management duties in support of the safe and ongoing operation of the assigned utility system.</td>
</tr>
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**Total Regular Staff**

31.990
## FY 2014-15 Compensation Plans

<table>
<thead>
<tr>
<th>Represented Employees</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>5a</th>
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<tbody>
<tr>
<td>Accounting Administrative Assistant</td>
<td>18.8106</td>
<td>19.7511</td>
<td>20.7387</td>
<td>21.7756</td>
<td>22.8644</td>
<td>23.4360</td>
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<tr>
<td>Administrative Specialist</td>
<td>17.7395</td>
<td>18.6264</td>
<td>19.5577</td>
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<td>21.5624</td>
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<td>Police Officer</td>
<td>20.1801</td>
<td>21.1891</td>
<td>22.2485</td>
<td>23.3609</td>
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<td>19.1697</td>
<td>20.1282</td>
<td>20.6314</td>
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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Chief of Police</td>
<td>6,019</td>
<td>7,453</td>
<td>72,227</td>
<td>89,439</td>
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<tr>
<td>City Manager</td>
<td>7,043</td>
<td>8,480</td>
<td>84,518</td>
<td>101,754</td>
<td>1.00</td>
<td>101,741</td>
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<tr>
<td>Finance Office Manager</td>
<td>4,595</td>
<td>5,715</td>
<td>55,142</td>
<td>68,582</td>
<td>1.00</td>
<td>59,738</td>
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<tr>
<td>Planner</td>
<td>5,692</td>
<td>6,829</td>
<td>68,300</td>
<td>81,945</td>
<td>0.70</td>
<td>50,759</td>
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<tr>
<td>Police Lieutenant</td>
<td>5,051</td>
<td>5,991</td>
<td>60,608</td>
<td>71,892</td>
<td>1.00</td>
<td>62,805</td>
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<tr>
<td>Program Coordinator</td>
<td>3,664</td>
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<td>43,968</td>
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<tr>
<td>Public Works Director</td>
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<td>7,536</td>
<td>75,036</td>
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<td>Public Works Foreman</td>
<td>5,051</td>
<td>5,991</td>
<td>60,608</td>
<td>71,892</td>
<td>1.00</td>
<td>70,528</td>
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### Executive

<table>
<thead>
<tr>
<th>Title</th>
<th>FTE</th>
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<th>Bid Maint</th>
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<th>Com Proc</th>
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<th>Bldg</th>
<th>Plng</th>
<th>Police</th>
<th>Lifegd</th>
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<td></td>
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<td></td>
<td>0.000</td>
</tr>
<tr>
<td>Chief of Police - Schermehorn</td>
<td>1.000</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>City Manager - Myers</td>
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<td>100%</td>
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<td></td>
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<td>Finance/IT Director - (WA-Contracted)</td>
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<tr>
<td>Planner - Barnes</td>
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<tr>
<td>Public Works Director - Grassick</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

### Management

| Finance Office Manager - Rice | 0.000 | 95%  |           |         |          |       |      |      |        |        |      |       |         |       |         |       |       |       |    |       | 100%  |
| Accounting Admin Ast - Ronn | 0.750 | 100%  |           |         |          |       |      |      |        |        |      |       |         |       |         |       |       |       |    |       | 100%  |
| Administrative Specialist, Finance - Fusila | 0.000 | 100%  |           |         |          |       |      |      |        |        |      |       |         |       |         |       |       |       |    |       | 100%  |
| Administrative Assistant, PW/Bldg - Barrett | 0.800 | 35%  |           |         |          |       |      |      |        |        |      |       |         |       |         |       |       |       |    |       | 100%  |
| Administrative Assistant, Exec - Peage | 0.800 | 100%  |           |         |          |       |      |      |        |        |      |       |         |       |         |       |       |       |    |       | 100%  |
| Administrative Assistant, Planning - Gregory, A. | 0.800 | 50%  |           |         |          |       |      |      |        |        |      |       |         |       |         |       |       |       |    |       | 100%  |
| Administrative Assistant, Police/Court - Myers | 0.900 | 50%  |           |         |          |       |      |      |        |        |      |       |         |       |         |       |       |       |    |       | 100%  |
| Administrative Assistant, Police/Court - Yokoyama | 0.480 | 5%  |           |         |          |       |      |      |        |        |      |       |         |       |         |       |       |       |    |       | 100%  |
| Program Coordinator - Ferber | 1.000 |       |           |         |          |       |      |      |        |        |      |       |         |       |         |       |       |       |    |       | 100%  |
| Volunteer Coordinator - Lee | 0.480 | 100%  |           |         |          |       |      |      |        |        |      |       |         |       |         |       |       |       |    |       | 100%  |
| Farmers Market Manager - Lloyd | 0.480 | 100%  |           |         |          |       |      |      |        |        |      |       |         |       |         |       |       |       |    |       | 100%  |
| Police Lieutenant - Wilbur | 1.000 |       |           |         |          |       |      |      |        |        |      |       |         |       |         |       |       |       |    |       | 100%  |
| Police Officers | 6.000 | 100%  |           |         |          |       |      |      |        |        |      |       |         |       |         |       |       |       |    |       | 100%  |

### Public Services

| Public Works Foreman - Flores | 0.000 | 100%  |           |         |          |       |      |      |        |        |      |       |         |       |         |       |       |       |    |       | 100%  |
| Utility Specialist, Roads - Sund | 1.000 |       |           |         |          |       |      |      |        |        |      |       |         |       |         |       |       |       |    |       | 100%  |
| Utility Specialist, Water - Wilpsey | 1.000 |       |           |         |          |       |      |      |        |        |      |       |         |       |         |       |       |       |    |       | 100%  |
| Utility Specialist, Wastewater - Majors | 1.000 |       |           |         |          |       |      |      |        |        |      |       |         |       |         |       |       |       |    |       | 100%  |
| Utility Worker I - Grodinic | 0.500 |       |           |         |          |       |      |      |        |        |      |       |         |       |         |       |       |       |    |       | 100%  |
| Utility Worker I - Cole | 1.000 | 1%  |           |         |          |       |      |      |        |        |      |       |         |       |         |       |       |       |    |       | 100%  |
| Utility Worker II - Anderson | 1.000 |       |           |         |          |       |      |      |        |        |      |       |         |       |         |       |       |       |    |       | 100%  |
| Utility Worker II - Brown | 1.000 | 1%  |           |         |          |       |      |      |        |        |      |       |         |       |         |       |       |       |    |       | 100%  |
| Utility Worker II - Garsin | 1.000 |       |           |         |          |       |      |      |        |        |      |       |         |       |         |       |       |       |    |       | 100%  |
| Utility Worker II - Mackey | 0.000 |       |           |         |          |       |      |      |        |        |      |       |         |       |         |       |       |       |    |       | 100%  |
| Utility Worker II - Mount | 0.000 |       |           |         |          |       |      |      |        |        |      |       |         |       |         |       |       |       |    |       | 100%  |
| Utility Worker II - Phillips | 1.000 | 1%  |           |         |          |       |      |      |        |        |      |       |         |       |         |       |       |       |    |       | 100%  |
| Utility Worker II - Walberg | 0.000 | 1%  |           |         |          |       |      |      |        |        |      |       |         |       |         |       |       |       |    |       | 100%  |

**Total FTE**: 31.990

**Utility**: 2.000

**Public Safety**: 0.190

**Public Works**: 2.950

City of G...
## City of Cannon Beach
### 2014-2015 Adopted Appropriations by Function

<table>
<thead>
<tr>
<th>General Fund</th>
<th>Personal Services</th>
<th>Materials &amp; Services</th>
<th>Capital Outlay</th>
<th>Debt Service</th>
<th>Contingencies</th>
<th>Transfers</th>
<th>Total Appropriated</th>
<th>Unappropriated Ending Fund Balance</th>
<th>Total Budget</th>
</tr>
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<tbody>
<tr>
<td>Executive</td>
<td>156,218</td>
<td>349,692</td>
<td>88,477</td>
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<td>0</td>
<td>0</td>
<td>594,387</td>
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<td>594,387</td>
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<tr>
<td>Planning</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>168,430</td>
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<tr>
<td>Public Safety</td>
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<td>169,834</td>
<td>140,800</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Public Works</td>
<td>153,510</td>
<td>197,130</td>
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<td>0</td>
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<tr>
<td>Non-Departmental</td>
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<td>0</td>
<td>175,000</td>
<td>1,059,683</td>
<td>1,638,422</td>
<td>779,954</td>
<td>2,418,376</td>
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<tr>
<td><strong>Total General Fund</strong></td>
<td><strong>1,506,207</strong></td>
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<td><strong>604,800</strong></td>
<td><strong>320,000</strong></td>
<td><strong>1,182,445</strong></td>
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City of Coron Beach
2014-2015 Resources by Category

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<th>%</th>
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<tr>
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<td>Enterprise Revenues</td>
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<td>Interfund Transfers</td>
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<td><strong>100.00%</strong></td>
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### City of Cannon Beach
#### 2014-2015 Resources by Fund

**Sources of Revenue**

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<th>Building Official</th>
<th>RV Park</th>
<th>Recycling</th>
<th>Water</th>
<th>Wastewater</th>
<th>Storm Drain</th>
<th>Debt Service</th>
<th>Road</th>
<th>RV Park R &amp; R</th>
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<td>221,289</td>
<td>867,000</td>
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<td>604,800</td>
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### Sources of Revenue

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<th>Roads R &amp; R</th>
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<th>Water R &amp; R</th>
<th>Bridge R &amp; R</th>
<th>Wastewater R &amp; R</th>
<th>Storm Drain R &amp; R</th>
<th>General R &amp; R</th>
<th>Admin. Services</th>
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City of Cannon Beach
2014-2015 Requirements by Type

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# City of Cannon Beach
## 2014-2015 Requirements by Fund & Dept.

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<th>Debt Service</th>
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<th>Unappropriated Ending Fund Balance</th>
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TRANSMISSION AND DISTRIBUTION

The General Fund accounts for franchise fees, which are received from Qwest, Pacific Power, Charter Communications and Northwest Natural Gas.

Land lease revenues account for payments received from Stephanie Inn, $530 per month, Verizon Wireless, $1,288 and T-Mobile, $847 per month.
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CITY OF CANNON BEACH
PROPOSED BUDGET FY 2014-15
REVENUES AND OTHER RESOURCES
GENERAL FUND

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##### EXEC-BUILDING MAINT

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### CITY OF CANNON BEACH
### PROPOSED BUDGET FY 2014-15
### EXPENDITURE DETAIL
### GENERAL FUND
### EXEC-COMMUNITY PROGRAMS

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**TOTAL MATERIALS AND SERVICES**

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<td>309,720</td>
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**CAPITAL OUTLAY**

| Public Art Project (Whale Pk) | 010-140-63010 | -00 | -00 | 20,000 | 20,000 | 20,000 |

**TOTAL CAPITAL OUTLAY**

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**TOTAL EXEC-COMMUNITY PROGRAMS**

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**TOTAL EXEC-COMMUNITY PROGRAMS**

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### CITY OF JANETBeam

#### PROPOSED BUDGET FY 2014-15

#### EXPENDITURE DETAIL

**GENERAL FUND**

**EXEC-HRAP**

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**MATERIALS AND SERVICES**

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**TOTAL MATERIALS AND SERVICES**

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| TOTAL EXEC-MUNICIPAL COURT | 16,578     | 22,674    | 31,775    | 52,034    | 52,034    | 52,034    |
## CITY OF CANNON BEACH
### PROPOSED BUDGET FY 2014-15
#### EXPENDITURE DETAIL
##### GENERAL FUND
##### PLANNING

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### CITY OF NON BEACH

**PROPOSED BUDGET FY 2014-15**

**EXPENDITURE DETAIL**

**GENERAL FUND**

**PW-PARKS**

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**TOTAL PERSONAL SERVICES**

|                  | 89,467 | 102,698 | 137,875 | 112,176 | 130,612 | 130,612 |

**MATERIALS AND SERVICES**

| Summer Parks Program                        | 010-410-62160 | 10,047   | -00     | -00     | -00     | -00     |
| Flower Baskets                              | 010-410-62165 | 834      | 617     | 1,000   | 1,000   | 1,000   |
| Telephone                                   | 010-410-62210 | 300      | 480     | 480     | 480     | 480     |
| Non-Capital Parks Improvements              | 010-410-62300 | 1,615    | -00     | 1,750   | 1,750   | 1,750   |
| Electricity                                 | 010-410-62310 | 4,123    | -00     | -00     | -00     | -00     |
| Vehicle Fuel                                | 010-410-62410 | 4,840    | 4,075   | 3,500   | 3,500   | 3,500   |
| Vehicle Repair & Maintenance                | 010-410-62420 | 1,254    | 2,677   | 2,000   | 2,750   | 2,750   |
| Equipment Repair & Maint.                   | 010-410-62421 | 5,300    | 1,028   | 5,000   | 5,000   | 3,500   |
| Operating Equipment & Tools                 | 010-410-62425 | 2,618    | 633     | 2,000   | 2,750   | 2,750   |
| Operating Materials & Supplies              | 010-410-62427 | 15,703   | 29,834  | 18,000  | 18,000  | 18,000  |
| Contractual Services                        | 010-410-62560 | 4,759    | 5,875   | 4,000   | 4,000   | 4,000   |
| Contract Electrical Services                | 010-410-62562 | 322      | 1,268   | 500     | 2,500   | 2,500   |
| Contract Excavation Services                | 010-410-62564 | -00      | 8,126   | 7,500   | 7,500   | 7,500   |
| Dues & Subscriptions                        | 010-410-62820 | -00      | 537     | 500     | 500     | 500     |
| Training & Education                       | 010-410-62830 | -00      | 90      | 150     | 150     | 150     |
| Travel & Lodging                            | 010-410-62835 | -00      | -00     | 50      | 50      | 50      |

**TOTAL MATERIALS AND SERVICES**

| 51,714 | 55,241 | 46,430 | 49,930 | 48,430 | 48,430 |
## CITY OF CANNON BEACH

**PROPOSED BUDGET FY 2014-15**

**EXPENDITURE DETAIL**

**GENERAL FUND**

**PW-PARKS**

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## Expenditure Detail

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**Total Personal Services**: 828,621

### Materials and Services

<p>| Office Supplies | 010-510-62110 | 4,549     | 5,911     | 2,100     | 2,500     | 2,500     |
| Postage &amp; Shipping | 010-510-62120 | 883       | 1,295     | 1,250     | 1,800     | 1,800     |
| Copier Expenses  | 010-510-62130 | 42        | 544       | 1,500     | 2,500     | 2,500     |
| Computer Expenses| 010-510-62140 | 5,159     | 3,844     | 3,000     | 2,000     | 2,000     |
| Telephone        | 010-510-62210 | 2,301     | 1,323     | 2,000     | 2,000     | 2,000     |
| Radio            | 010-510-62220 | 7,576     | 1,382     | 2,000     | 2,000     | 2,000     |
| Vehicle Fuel     | 010-510-62410 | 24,032    | 24,339    | 22,000    | 22,000    | 20,000    |
| Vehicle Repair &amp; Maintenance | 010-510-62420 | 13,964   | 20,041    | 19,000    | 12,000    | 12,000    |
| Operating Equipment &amp; Tools | 010-510-62425 | 3,764   | 6,129    | 7,000    | 5,000    | 5,000    |
| Contractual Services | 010-510-62560 | 2,893   | 1,456    | 2,500    | 2,000    | 2,000    |
| Software Maintenance | 010-510-62590 | -00   | -00    | 1,200    | 2,000    | 2,000    |
| Uniforms         | 010-510-62720 | 7,315     | 7,762     | 7,500     | 7,500     | 7,500     |
| Dog Control      | 010-510-62730 | -00       | -00       | 100       | 1,000     | 1,000     |
| Uniform Cleaning Allowance | 010-510-62740 | 1,130   | 1,472    | 1,250    | 2,000    | 2,000    |
| Car Allowances   | 010-510-62745 | -00       | -00       | -00       | 4,500     | 4,500     |
| Other Materials &amp; Supplies | 010-510-62750 | 6,742   | 8,591    | 9,000    | 9,000    | 9,000    |
|------------|-----------------------|------------------|------------------|------------------|-------------------|-------------------|------------------|
| 010-510-62760 | LLEB Grant Expenses | -00              | -00              | 500              | 500               | 500               | 500              |
| 010-510-62820 | Dues &amp; Subscriptions | 591              | 772              | 650              | 650               | 650               | 650              |
| 010-510-62830 | Training &amp; Education | 6,476            | 7,070            | 6,000            | 6,500             | 6,500             | 6,500            |
| 010-510-62835 | Travel &amp; Lodging | 4,980            | 6,416            | 6,000            | 6,000             | 5,000             | 5,000            |
|             | <strong>TOTAL MATERIALS AND SERVICES</strong> | <strong>92,397</strong>      | <strong>98,347</strong>      | <strong>94,550</strong>       | <strong>93,450</strong>        | <strong>90,450</strong>        | <strong>90,450</strong>       |
| 010-510-63500 | PS-01 Vehicles | 24,475           | 40,299           | 41,000           | 29,000            | 29,000            | 29,000           |
| 010-510-63510 | PS-02 Justice System | -00             | 22,675           | 1,000            | 8,800             | 8,800             | 8,800            |
| 010-510-63511 | K9 Start Up Costs | -00             | -00              | -00              | 27,000            | 27,000            | 27,000           |
|             | <strong>TOTAL CAPITAL OUTLAY</strong> | <strong>24,475</strong>      | <strong>62,974</strong>      | <strong>42,000</strong>       | <strong>64,800</strong>        | <strong>64,800</strong>        | <strong>64,800</strong>       |
|             | <strong>TOTAL PS-POLICE</strong> | <strong>945,493</strong>     | <strong>1,069,487</strong>   | <strong>1,047,240</strong>    | <strong>1,048,094</strong>     | <strong>1,036,094</strong>     | <strong>1,036,094</strong>    |</p>
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## CITY OF CANNON BEACH
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CITY OF CANNON BEACH  
PROPOSED BUDGET FY 2014-15  
EXPENDITURE DETAIL  
GENERAL FUND  

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<td>1,101,318</td>
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</table>
TOURISM & ARTS FUND

This fund accounts for receipts generated by the 1% increase in lodging taxes that went into effect July 1, 2010.

TOURISM & ARTS

Revenue generated by the 1% increase in lodging taxes will be accounted for in the General Fund. Actual lodging taxes received as a result of this increase will be used in accordance with Oregon state statutes. Of the monies received, 70% will be transferred to this fund. The Tourism & Arts commission will then distribute the funds via a grant application process.
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<td>TAF Transfer from General</td>
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# CITY OF CANNON BEACH

## PROPOSED BUDGET FY 2014-15

### EXPENDITURE DETAIL

#### TOURISM & ARTS FUND

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BUILDING OFFICIAL FUND

The budget is in keeping with guidelines recommended by the Oregon State Building Codes Division for use with "dedicated funds" from permit revenue as well as use of the revenue source from our local review fees.

BUILDING DEPARTMENT

Department Mission Statement  To provide technical assistance to City staff, the general public, and the construction industry in an effort to protect life and property within the City of Cannon Beach.

Department Profile.  The department provides field inspections and plan reviews as well as overall administration of the building inspection program as delegated by the State of Oregon, Building Codes Division. Other duties include issuing and tracking of permits; record retention; receipt and coordination of inspection requests; and coordination of City efforts with organizations such as the National Flood Insurance Program, Cannon Beach Rural Fire Protection District, State Fire Marshall’s Office, and the surrounding jurisdictions within Clatsop County who provide mutual aid for one another to sustain complete inspection coverage during staff absences. The department is contracted with the City of Seaside and has one part-time Administrative Assistant.
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<p>| <strong>MATERIALS AND SERVICES</strong> |                |                |                |                   |                  |                 |
| Adm Svcs - Exec     | 015-200-62097 | 11,800         | 11,375         | 10,000            | 11,313           | 11,528          |
| Adm Svcs - Finance  | 015-200-62098 | 7,320          | 9,925          | 9,500             | 9,811            | 9,811           |
| Adm Svcs - Central Svcs | 015-200-62099 | 4,456          | 5,539          | 6,000             | 5,918            | 5,918           |
| Office Supplies     | 015-200-62110 | 218            | 196            | 500               | 500              | 500             |
| Postage &amp; Shipping  | 015-200-62120 | 258            | 340            | 100               | 100              | 100             |
| Copier Expenses     | 015-200-62130 | 248            | 144            | 200               | 200              | 200             |
| Code Books &amp; References | 015-200-62130 | 1,314          | 0.00           | 300               | 300              | 300             |
| Telephone           | 015-200-62210 | 1,580          | 1,157          | 1,250             | 1,250            | 1,250           |
| Vehicle Fuel        | 015-200-62410 | 690            | 400            | 500               | -00              | -00             |
| Vehicle Repair &amp; Maintenance | 015-200-62420 | 900            | 245            | 500               | -00              | -00             |
| Operating Materials &amp; Supplies | 015-200-62427 | 329            | 704            | 500               | 300              | 300             |
| Contractual Services | 015-200-62550 | 1,550          | 0.00           | -00               | 1,000            | 1,000           |
| Contract with Seaside | 015-200-62553 | 0.00           | 0.00           | 0.00              | 96,000           | 96,000          |
| Public Outreach     | 015-200-62625 | 295            | 30             | 0.00              | -00              | -00             |
| Training &amp; Education | 015-200-62830 | 1,215          | 488            | 500               | -00              | -00             |</p>
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<td>147,317</td>
<td>132,560</td>
<td>151,796</td>
<td>151,796</td>
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RV PARK ENTERPRISE FUND

The RV Park Enterprise Fund accounts for all transactions related to the operation of the City's RV Park enterprise.
## Revenue and Other Resources

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<td>1,320,546</td>
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## Fund Balance

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## CITY OF CANNON BEACH
### PROPOSED BUDGET FY 2014-15
#### EXPENDITURE DETAIL
##### RV PARK FUND

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### CAPITAL OUTLAY

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### CONTINGENCIES

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### TRANSFERS

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### UNAPPROPRIATED ENDING FUND BALANCE

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The Recycling Enterprise Fund accounts for all transactions related to the operation of the City's recycling enterprise.
CITY OF CANNON BEACH
PROPOSED BUDGET FY 2014-15
REVENUE AND OTHER RESOURCES

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## CITY OF CANNON BEACH
### PROPOSED BUDGET FY 2014-15

#### EXPENDITURE DETAIL

##### RECYCLE FUND

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**TOTAL PERSONAL SERVICES**

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#### MATERIALS AND SERVICES

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**CITY OF CANNON BEACH**
**PROPOSED BUDGET FY 2014-15**
**EXPENDITURE DETAIL**
**RECYCLE FUND**

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**TRANSFERS**

| Transfer To - Recycling R & R | 022-440-69100 | 15,425 | -00 | -00 | -00 | -00 |
| **TOTAL TRANSFERS** | | 15,425 | -00 | -00 | -00 | -00 |

**UNAPPROPRIATED ENDING FUND BALANCE**

| Unappropriated Ending Fund Bal | 022-440-79100 | -00 | -00 | 9,700 | 30,643 | 18,025 | 18,025 |
| **TOTAL UNAPPROPRIATED ENDING FUND BAL** | | -00 | -00 | 9,700 | 30,643 | 18,025 | 18,025 |
| **TOTAL RECYCLING FUND** | | 220,293 | 168,680 | 159,500 | 221,289 | 221,289 | 221,289 |
| **GRAND TOTAL RECYCLE FUND** | | 220,293 | 168,680 | 159,500 | 221,289 | 221,289 | 221,289 |
The Water Enterprise Fund accounts for all transactions related to the operation of the City's water enterprise.
<table>
<thead>
<tr>
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FUND BALANCE

| Unrestricted Fund Balance  | 024-450-40100 | 198,709   | 87,529    | 100,000   | 127,500   | 127,500   | 127,500   |
| TOTAL FUND BALANCE         | 198,709      | 87,529    | 100,000   | 127,500   | 127,500   | 127,500   |

GRAND TOTAL WATER FUND

| 943,206 | 896,300 | 850,000 | 867,000 | 867,000 | 867,000 |
## CITY OF CANNON BEACH
### PROPOSED BUDGET FY 2014-15
#### EXPENDITURE DETAIL
##### WATER FUND

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**TOTAL PERSONAL SERVICES**

| 206,657 | 222,550 | 245,725 | 238,930 | 238,930 | 238,930 |

#### MATERIALS AND SERVICES

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**CITY OF CANNON BEACH**

**PROPOSED BUDGET FY 2014-15**

**EXPENDITURE DETAIL**

**WATER FUND**

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**TOTAL MATERIALS AND SERVICES**

| Total                               | 365,903     | 441,393        | 427,975         | 449,280          | 450,513            | 450,513            |

**CAPITAL OUTLAY**

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WASTEWATER ENTERPRISE FUND

The Wastewater Enterprise Fund accounts for all transactions related to the operation of the City's wastewater enterprise.
## REVENUE AND OTHER RESOURCES

### DETAIL

#### WASTEWATER FUND

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# CITY OF CANNON BEACH
## PROPOSED BUDGET FY 2014-15
### WASTEWATER FUND
#### EXPENDITURE DETAIL
##### PERSONAL SERVICES

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**TOTAL PERSONAL SERVICES**

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##### MATERIALS AND SERVICES

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### CITY OF CANNON BEACH

#### PROPOSED BUDGET FY 2014-15

#### EXPENDITURE DETAIL

#### WASTEWATER FUND

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#### TOTAL MATERIALS AND SERVICES

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#### CAPITAL OUTLAY

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STORM DRAIN ENTERPRISE FUND

The Storm Drain Enterprise Fund accounts for all transactions related to the operation of the City's storm drain enterprise.
## CITY OF CANNON BEACH

### PROPOSED BUDGET FY 2014-15

### REVENUE AND OTHER RESOURCES

#### DETAIL

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#### FUND BALANCE

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| <strong>TOTAL FUND BALANCE</strong>               | (49,313)     | 52,744    | 35,000    | 57,792    | 57,792    | 57,792    |</p>
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DEBT SERVICE FUND

The Debt Service Fund accounts for all transactions related to the debt service of the City’s general obligation bonds and other long-term debt.
### CITY OF CANNON BEACH

**PROPOSED BUDGET FY 2014-15**

**REVENUE AND OTHER RESOURCES**

**DEBT SERVICE FUND**

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**TOTAL REVENUE AND OTHER RESOURCES**

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### FUND BALANCE

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**TOTAL FUND BALANCE**

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**GRAND TOTAL DEBT SERVICE FUND**

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<td><strong>TOTAL DEBT SERVICE FUND</strong></td>
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<td>547,192</td>
<td>549,625</td>
<td>604,800</td>
<td>604,800</td>
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<tr>
<td><strong>GRAND TOTAL DEBT SERVICE FUND</strong></td>
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<td>547,192</td>
<td>549,625</td>
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ROADS FUND

The Roads Fund accounts for all transactions related to the operation of the City's roads department. The Roads Fund has a separate taxing authority, which accounts for 30% of the division's resources. The remainder of the resources necessary to balance this fund's budget are interfund transfers from the General Fund, Local Improvement District assessments, and shared revenues from the state of Oregon.
## CITY OF CANNON BEACH
### PROPOSED BUDGET FY 2014-15
### REVENUE AND OTHER RESOURCES

### DETAIL
### ROADS FUND

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### FUND BALANCE

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**CITY OF CANNON BEACH**

**PROPOSED BUDGET FY 2014-15**

**EXPENDITURE DETAIL**

**ROADS FUND**

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**TOTAL MATERIALS AND SERVICES** | 343,965 | 294,713 | 325,695 | 359,887 | 360,615 | 360,615 |

**CAPITAL OUTLAY**
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**CITY OF CANNON BEACH**

**PROPOSED BUDGET FY 2014-15**

**EXPENDITURE DETAIL**

**ROADS FUND**

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<td>739,203</td>
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**GRAND TOTAL ROADS FUND**

| 551,380    | 464,351   | 668,500   | 739,203   | 761,441   | 761,441   | 761,441   |
RV PARK REPAIR & REPLACEMENT RESERVE FUND

The FY 14-15 budget includes a repair and replacement reserve fund for the RV Park enterprise. This fund finances capital outlay purchases for repairs and replacement of necessary assets at the RV Park.
CITY OF CANNON BEACH
PROPOSED BUDGET FY 2014-15

REVENUE AND OTHER RESOURCES

DETAIL

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CITY OF CANNON BEACH  
PROPOSED BUDGET FY 2014-15  
EXPENDITURE DETAIL  
RV PARK R&R FUND  

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ROADS REPAIR & REPLACEMENT RESERVE FUND

The FY 14-15 budget includes a repair and replacement reserve fund for the Roads fund. This fund finances capital outlay purchases for repairs and replacement of necessary assets.

In early 1998, the City executed an agreement with ODOT to provide a grade separated crossing by reconstructing the City's north entrance. The City Council agreed that the City would participate financially with these improvements by providing 20% of the cost, up to $600,000, of the reconstruction project including some identified short-term improvements. The agreement specifies that the City's share of the expenses will be paid to ODOT, at a rate of 10% per year, over a ten year period beginning at the completion of the reconstruction project. The Budget Committee established a North Entrance reserve during the FY 96-97 budget process to begin accumulating reserves for the City's share of the reconstruction project costs. The City, with ODOT agreement, expended $32,500 in FY 96-97 to provide for the deceleration lane, $30,000 in FY 00-01 to construct 6th Street, and $135,000 in FY 02-03 to mitigate the impact of the construction of the south bound ramp.

The city makes annual interest-free payments of $40,250 to the State of Oregon.
<table>
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<td>REVENUE AND OTHER RESOURCES</td>
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| FUND BALANCE |

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| GRAND TOTAL ROAD R&R RESERVE FUND |

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## CITY OF CANNON BEACH
### PROPOSED BUDGET FY 2014-15
#### EXPENDITURE DETAIL
##### ROADS R&R FUND

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RECYCLING REPAIR & REPLACEMENT RESERVE FUND

The FY 14-15 budget includes the repair and replacement reserve fund for the Recycling enterprise. This fund is used to finance capital outlay purchases for repairs and replacement of necessary assets involved in the Recycling division.
# CITY OF CANNON BEACH
## PROPOSED BUDGET FY 2014-15
### REVENUE AND OTHER RESOURCES
#### DETAIL
##### RECYCLING R&R RSV FUND

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#### FUND BALANCE

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ECOLA FOREST RESERVE FUND

The FY 14-15 budget includes the reserve fund for the Ecola Forest Reserve. This fund is used to fund projects and activities in the Ecola Forest Reserve.
## CITY OF CANNON BEACH
### PROPOSED BUDGET FY 2014-15
#### REVENUE AND OTHER RESOURCES
##### DETAIL

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The FY 14-15 budget includes the repair and replacement reserve fund for the Water enterprise. This fund finances capital outlay purchases for repairs and replacement of water system infrastructure and related assets.
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BRIDGE REPAIR & REPLACEMENT RESERVE FUND

The FY 14-15 budget includes a repair and replacement reserve fund for the Fir Street bridge and the Hwy. 101 bridge.

The Budget Committee established this fund to accumulate reserves for anticipated future capital repair and/or replacement of the Fir Street bridge, and anticipated City share of capital funding for the capital improvement/repair of the Highway 101 bridge.
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WASTEWATER REPAIR & REPLACEMENT RESERVE FUND

The FY 14-15 budget includes the repair and replacement reserve fund for the Wastewater enterprise. The fund finances capital outlay purchases for repairs and replacement of wastewater system infrastructure and related assets.
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STORM DRAIN REPAIR & REPLACEMENT RESERVE FUND

The FY 14-15 budget in the repair and replacement reserve fund for the Storm Drain enterprise. The fund finances capital outlay purchases for repairs and replacement of Storm Drain system infrastructure and related assets.
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The FY 14-15 budget includes the repair and replacement reserve fund for general governmental needs.
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### PERSONAL SERVICES

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**TOTAL TRANSFERS**

|                      |            | 65,000    | -00       | 50,000    | -00       | -00       |

### UNAPPROPRIATED ENDING FUND BALANCE

| Unappropriated Ending Fund Bal | 059-100-79100 | -00 | -00 | 198,925 | 198,925 | 513,820 | 513,820 |

**TOTAL UNAPPROPRIATED ENDING FUND BAL**

|                      |            | -00 | -00 | 198,925 | 198,925 | 513,820 | 513,820 |

**TOTAL GENERAL R&R RESERVE FUND**

|                      |            | 65,000 | -00 | 248,925 | 198,925 | 513,820 | 513,820 |

**GRAND TOTAL GENERAL R&R RESERVE FUND**

|                      |            | 65,000 | -00 | 248,925 | 198,925 | 513,820 | 513,820 |
ADMINISTRATIVE SERVICES FUND

Executive Division

The Executive Division accounts for the expenditures related to the City Manager, the Manager's supporting staff, and all non-departmental specific executive expenses. The formula used to calculate each fund's level of support consists of the percentage of city-wide budgeted operating expenses, including personal services and non-major capital outlays.

Finance Division

The Finance Division accounts for the expenditures related to the Finance Director, the Director's supporting staff, and operating expenses related to the financial software system and audit services. The formula used to calculate each fund's level of support consists of an aggregate percentage of city-wide transaction activity experienced by the Finance staff in Accounts Payable, Payroll, and Cash Receipting.

Central Services Division

The Central Services Division accounts for non-departmental specific expenditures, such as office supplies, telecommunications, IT consultants and expenses, and property/liability insurance. The formula used to calculate each fund's level of support consists of the percentage of city-wide budget for operating expenses, excluding personal services.

PW Administration Division

The Public Works Administration Division accounts for the administrative costs for the Public Works Department. The expenses related to the Public Works Director, Public Works Foreman, and the Public Works Administrative Assistant are all accounted for in this division. The formula used to calculate each fund and/or division's level of support consists of the percentage of the total Public Works budget.
## CITY OF CANNON BEACH
### PROPOSED BUDGET FY 2014-15
#### REVENUE AND OTHER RESOURCES DETAIL
##### ADMINISTRATIVE SERVICES FUND

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**Grand Total: Admin Services Fund**

**Total Revenue and Other Resources**

- From Road Fund
- From Storm Drain Fund
- From Wastewater Fund
- From Water Fund
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**TOTAL PERSONAL SERVICES**

| 248,802 | 241,532 | 298,515 | 273,068 | 279,176 | 279,176 |

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**CITY OF CANNON BEACH**

**PROPOSED BUDGET FY 2014-15**

**EXPENDITURE DETAIL**

**ADMINISTRATIVE SERVICES FUND**

**EXEC: ADMINISTRATION**

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**GRAND TOTAL EXEC ADMINISTRATION**

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**TOTAL PERSONAL SERVICES**

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**TOTAL MATERIALS AND SERVICES**

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**CAPITAL OUTLAY**
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TOTAL PERSONAL SERVICES: 11,143 11,829 6,010 4,561 4,561 4,561

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CITY OF CANNON BEACH
PROPOSED BUDGET FY 2014-15
EXPENDITURE DETAIL

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## CITY OF CANNON BEACH

### PROPOSED BUDGET FY 2014-15

### EXPENDITURE DETAIL

#### ADMINISTRATIVE SERVICES FUND

#### PW-ADMINISTRATION

**PERSONAL SERVICES**

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**TOTAL PERSONAL SERVICES**

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#### MATERIALS AND SERVICES

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**TOTAL MATERIALS AND SERVICES**

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### CAPITAL OUTLAY

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<tr>
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<td>-00</td>
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<tr>
<td><strong>TOTAL PW ADMINISTRATION</strong></td>
<td>341,934</td>
<td>290,751</td>
<td>332,795</td>
<td>327,599</td>
<td>329,882</td>
<td>329,882</td>
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<tr>
<td><strong>GRAND TOTAL PW ADMINISTRATION</strong></td>
<td>341,934</td>
<td>290,751</td>
<td>332,795</td>
<td>327,599</td>
<td>329,882</td>
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