

2009 PRELIMINARY BUDGET

Vision Statement:

Pullman's vision is to continue to be a welcoming, active, visionary community that values its college town atmosphere, high technology research and industries and that fosters quality of life for all age groups, a business friendly environment, and fiscal integrity in its government.

Mission Statement:

The mission of the City of Pullman is to provide for the essential infrastructure, ensure public safety, and support managed growth and improved quality of life within the constraints of fiscally responsible government.

Motto:

HIGH Tech
HIGHER Education
HIGHEST Quality of Life

PRESENTED:

November 5, 2008

2009 Preliminary Budget

City of Pullman

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DIRECTORY OF OFFICIALS

Glenn A. Johnson
Mayor

CITY COUNCIL

Francis Benjamin
Keith Bloom
Ann Heath
Bill Paul

Barney Waldrop
Nathan Weller
Pat Wright

ADMINISTRATION

John Sherman
City Supervisor

Kathleen Ahern
Interim Library Services Director

Kurt Dahmen
Recreation Superintendent

Alan Davis
Parks Superintendent

Pete Dickinson
Planning Director

Laura McAloon
City Attorney

Karen Sires
Human Resources Manager

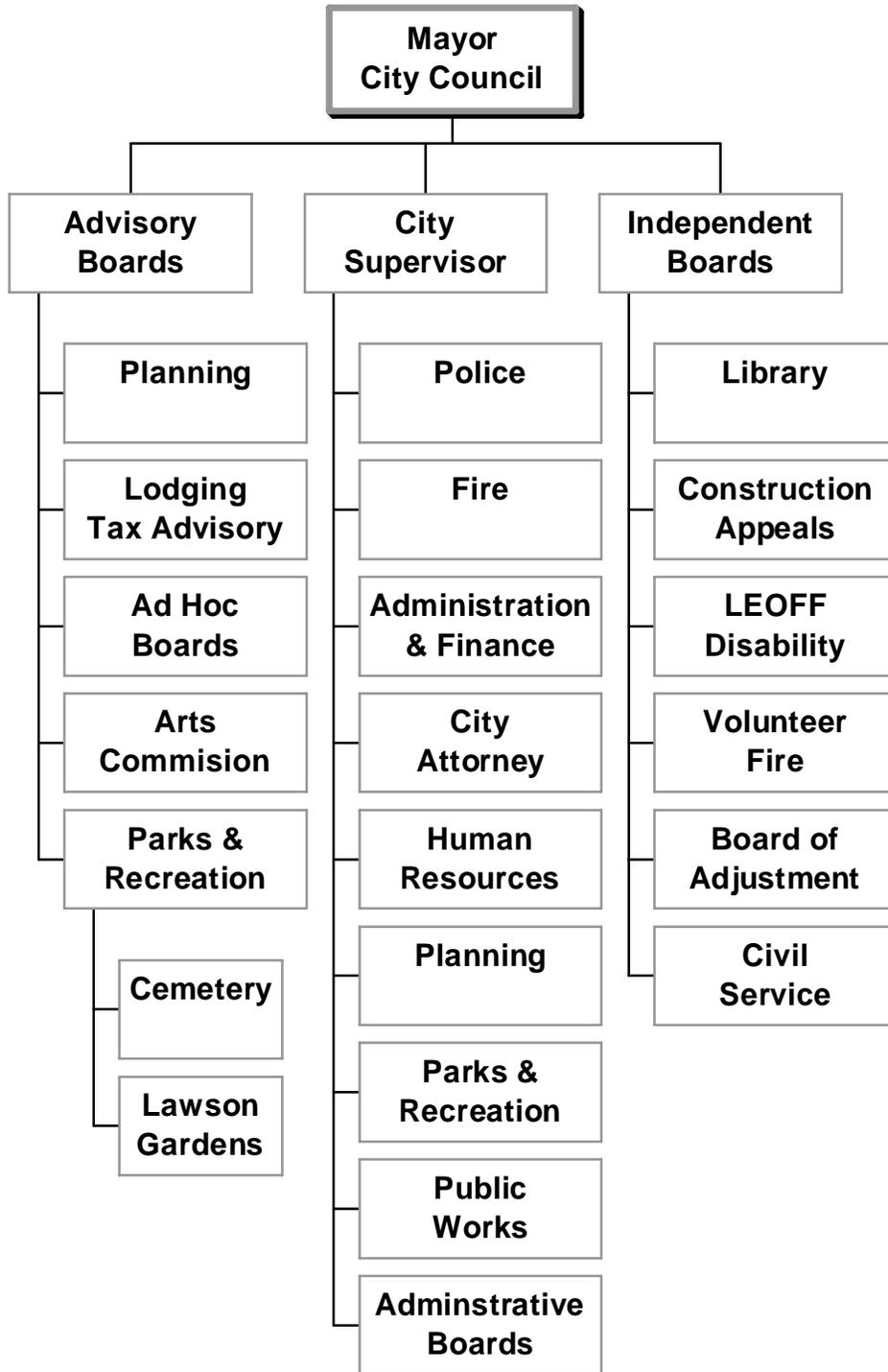
William T. Weatherly, Jr.
Chief of Police

Patrick E. Wilkins
Fire Chief

Troy Woo
Finance Director

Mark Workman
Director of Public Works

City of Pullman





CITY OF PULLMAN

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MEMORANDUM

TO: City Councilmembers and the Citizens of Pullman

FROM: Glenn A. Johnson, Mayor

RE: Mayor's 2009 Budget Message

DATE: November 1, 2008

During these challenging financial times, we recognize that there have been troubling signs of economic problems at the global, national, state, and local levels. We cannot, and indeed have not, ignored the situation. To the contrary we have taken definitive steps to ensure that we are carefully monitoring our current year's budget and proceeding in a very conservative manner in crafting the 2009 budget.

As was discussed and agreed upon at the pre-budget workshop on October 21, we want to approach the 2009 budget with caution but not panic. We do not want to reduce or eliminate any of the highly valued services that we are providing to our citizens. We do not recommend making radical reductions in city expenditures and city services until we are certain such actions are completely warranted.

Should our financial situation continue to deteriorate in 2009, we would recommend that we implement a strategic budget approach like the process we followed in 2002 when it became necessary to reduce services and implement layoffs. Under this strategic approach we examined levels of services and priorities for all city departments. Prudent but painful reductions were then made in those areas which fell outside the City Council's identified priorities of public safety and infrastructure. The current mission statement of the city of Pullman retains these key priorities. Our current city mission statement is:

The mission of the City of Pullman is to provide for the essential infrastructure, ensure public safety, and support managed growth and improved quality of life within the constraints of fiscally responsible government.

Because no labor contracts had been ratified at the time of the preparation of the 2009 preliminary budget, no salary Cost of Living Adjustments (COLAs) increases are reflected in the proposed city budget. Stormwater expenditures continue to be reflected in the Street budget for 2009, although it is anticipated that the 2009 budget will be amended after the creation of a stormwater utility. It is also anticipated that the airport fire flow project will be funded in 2009 through a budget amendment. In summary, it is anticipated that after the adoption of the 2009 budget, amendments will have to be made to reflect salary increases, additional stormwater expenditures, and the airport fire flow project. The City Council also agreed to consider funding priority Government Building projects in 2009, should sufficient revenues become available.

The city of Pullman budget is a complex budget that is comprised of many separate funds. The General Fund typically is the most financially challenged. Revenues for the General Fund are derived from a variety of sources. The four major sources of General Fund revenue are property tax, sales tax, user fees, and utility tax. Included within the General Fund are departmental expenditures for fire, police, parks and recreation, library, planning, engineering, building inspection, finance and administration, as well as capital and operational transfers.

For 2009 the proposed budget for the Operational portion of the General Fund is \$15,211,674. This represents only a 0.5 percent increase over the amended 2008 General Fund Operating Budget. The total General Fund Budget for 2009 is \$15,376,624. This also reflects only a 0.5 percent increase over the 2009 total General Fund budget. As has been the case in past years, even with only a 0.5 percent increase, the General Fund budget will have to be balanced out of reserves.

The total city budget includes not only the General Fund but also a host of other funds. Among these other funds there are also several that exceed a million dollars annually in expenditures. These larger expenditure funds are the Arterial Street Fund, the Street Fund, the Utilities Fund, the Utility

Capital Projects Fund, the Transit Fund, the Equipment Rental Fund, and the Airport Agency Fund.

The total city budget for all funds for 2009 is \$42,402,497. Due largely to the completion of several major capital projects in 2008, this total budget city budget for all funds actually represents a decrease of 8.9 percent from the 2008 amended budget.

We want to express our sincere gratitude to our citizens who have generously supported us in the past in the face of budget slashing statewide initiatives and other financial challenges. Your generosity and support is overwhelming.

We also extend our appreciation to our dedicated and hard working city employees. It is difficult to adjust to equipment, training, and other expenditure deferrals during these challenging financial times. We sincerely appreciate their patience and understanding.

Although there are many reasons for both caution and pessimism with respect to the 2009 budget outlook, there are also reasons for both hope and optimism. There are several potential major construction projects that might go forward in 2009 that were identified within the Pullman Progress presentation. We also have not suffered from the boom-bust cycle of major revenue peaks and valleys that many other communities suffer from because we have a very stable employment base anchored by Washington State University as our major public employer and the ever-growing Schweitzer Engineering Laboratories, Inc. as our major private employer. We have confronted daunting financial challenges in past years and have managed to restore desired services after weathering hard times.

In closing, I would just like to emphasize that we are in a period of financial uncertainty in which the prudent course of action is to be vigilant and conservative. The proposed 2009 budget reflects such an approach. If conditions worsen, we will be quick to respond by recommending appropriate actions for the City Council's consideration.

Once again I would like to express my sincere appreciation to our citizens, the City Council, and city staff for the support you have shown us in addressing difficult financial challenges. The proposed 2009 budget sustains existing city services on a shoestring. Due to fiscal restraint we look forward to when better economic times will allow us to address

important organizational needs. In the meantime we will continue to emphasize the expansion of our economic base.

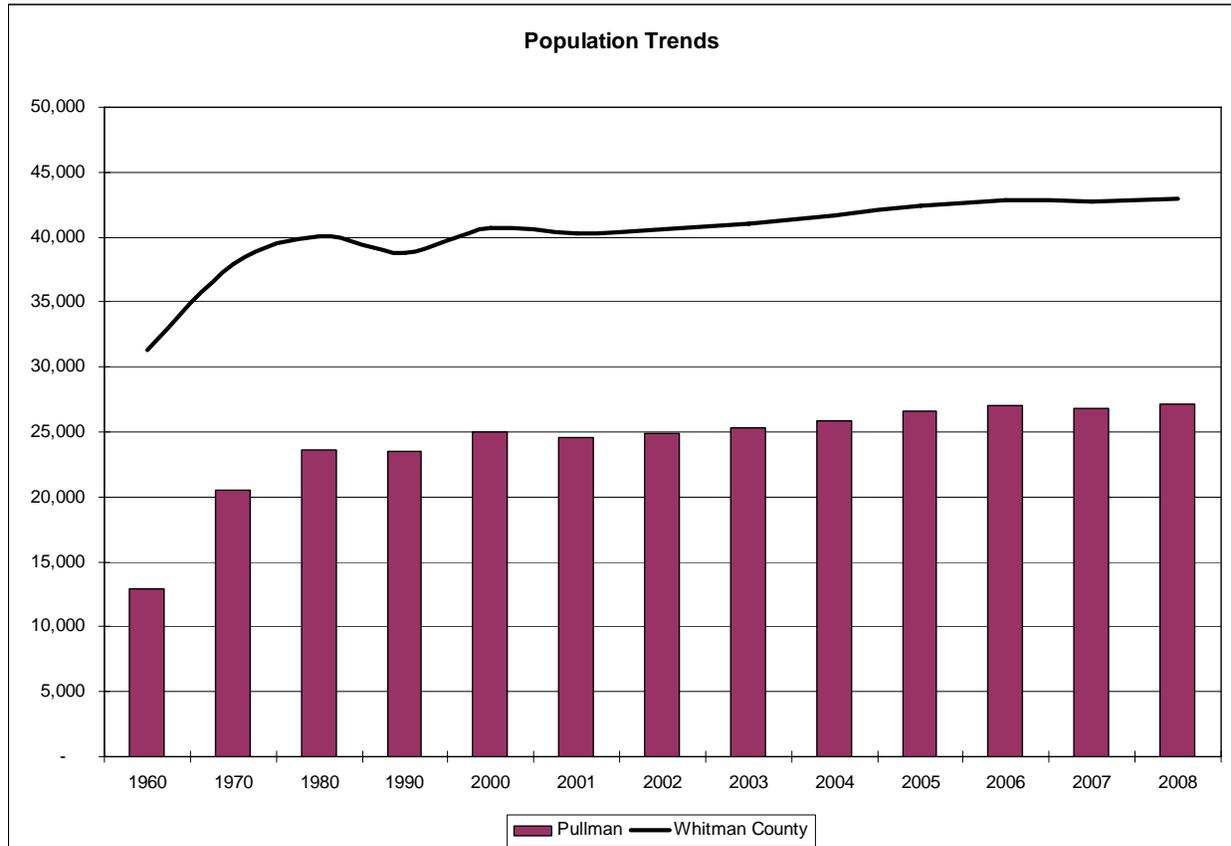
We have a wonderful community. During the year we had the opportunity to hear presentations by many of our key organizations. It is great to hear not only about current successes but also of the visions for the future. In Pullman we have a wonderful history and a great future. We look forward to working cooperatively with others to address our challenges and work to achieve our visions.

City of Pullman

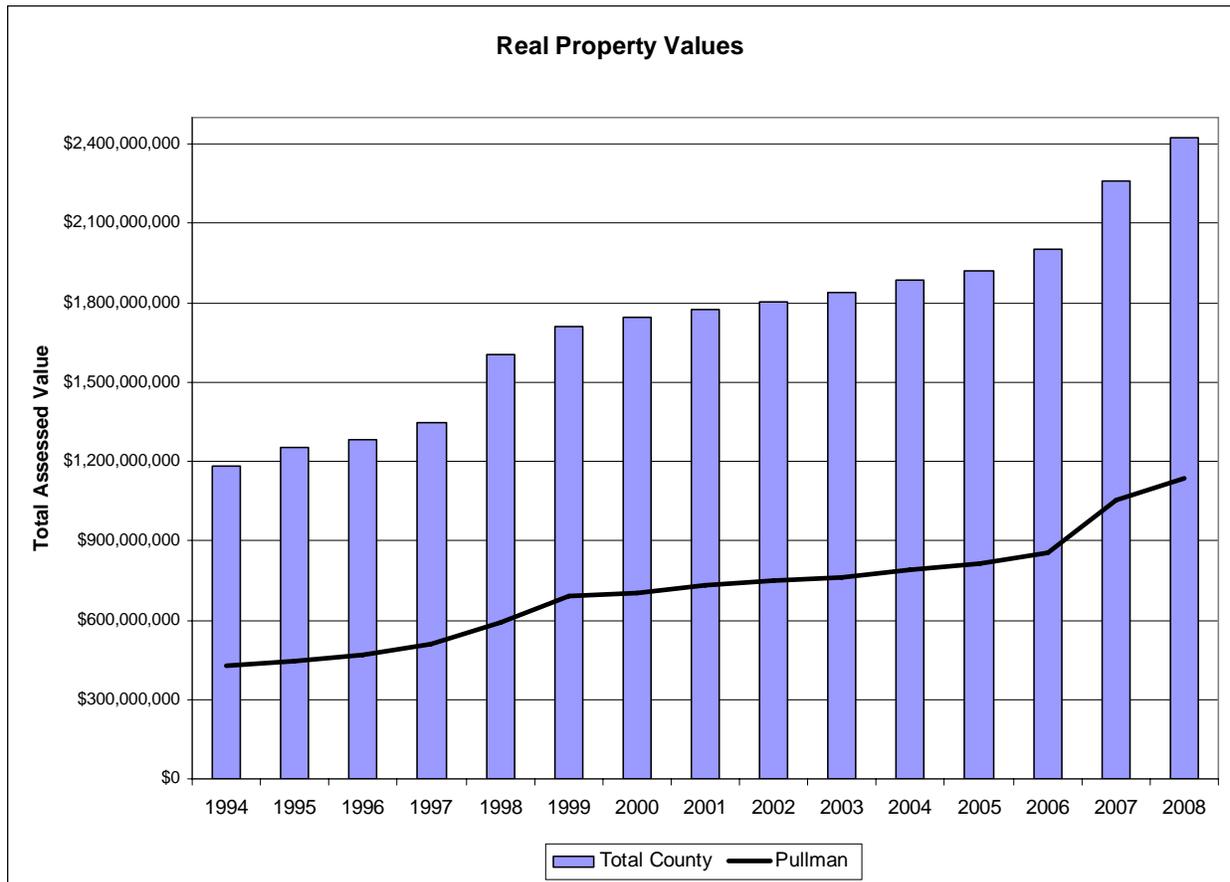
Statistical Data

City of Pullman
Population Trend Compared with Whitman County (All) and State
Last Five Primary Census Reports, 2001 - 2008 OFM Estimate

Year	City of Pullman	Percent Change	Whitman County	Percent Change	State of Washington	Percent Change
2008	27,150	1.1%	43,000	0.7%	6,587,600	1.5%
2007	26,860	-0.6%	42,700	-0.2%	6,488,000	1.8%
2006	27,030	1.7%	42,800	0.9%	6,375,600	1.9%
2005	26,590	2.6%	42,400	1.7%	6,256,400	1.4%
2004	25,905	2.4%	41,700	1.7%	6,167,800	1.1%
2003	25,300	1.6%	41,000	1.0%	6,098,300	0.9%
2002	24,910	1.5%	40,600	0.7%	6,041,700	1.1%
2001	24,540	-1.6%	40,300	-1.1%	5,974,900	1.4%
2000	24,948	6.3%	40,740	5.1%	5,894,121	21.1%
1990	23,478	-4.0%	38,775	-3.3%	4,866,700	17.8%
1980	23,579	15.0%	40,103	5.8%	4,132,000	21.1%
1970	20,509	58.3%	37,900	21.2%	3,413,000	19.6%
1960	12,957	N/A	31,263	N/A	2,853,200	N/A



Year	Total County Taxable Assessed Valuation	Pullman Assessed Valuation	Pullman Percent of County
1994	\$ 1,180,454,412	\$ 427,163,357	36.19%
1995	\$ 1,254,911,492	\$ 447,431,524	35.65%
1996	\$ 1,283,941,808	\$ 470,070,082	36.61%
1997	\$ 1,347,914,969	\$ 509,971,793	37.83%
1998	\$ 1,605,360,220	\$ 594,192,789	37.01%
1999	\$ 1,708,690,237	\$ 692,568,491	40.53%
2000	\$ 1,744,593,764	\$ 704,366,955	40.37%
2001	\$ 1,771,093,551	\$ 731,866,141	41.32%
2002	\$ 1,802,334,972	\$ 747,028,780	41.45%
2003	\$ 1,839,301,040	\$ 759,219,040	41.28%
2004	\$ 1,883,007,645	\$ 787,985,172	41.85%
2005	\$ 1,921,463,388	\$ 815,734,885	42.45%
2006	\$ 2,002,922,470	\$ 852,539,862	42.56%
2007	\$ 2,258,939,073	\$ 1,052,917,091	46.61%
2008	\$ 2,426,416,344	\$ 1,133,131,234	46.70%



City of Pullman Building and Housing Data

	1999	2000	2001	2002	2003	2004	2005	2006	2007
Number of Living Units									
Single Family	2,876	3,220	3,270	3,323	3,386	3,514	3,587	3,687	3,781
Duplex	824	793	797	811	821	833	839	869	887
Multiple Dwellings	4,883	4,855	5,053	5,076	5,243	5,395	5,665	5,993	6,151
Mobile Homes	496	518	522	527	531	543	541	530	581
Annual Housing Unit Increase									
Single Family	75	344	50	53	63	128	73	100	94
Duplex	2	-31	4	14	10	12	6	30	18
Multiple Dwellings	4	-28	198	23	167	152	270	328	158
Mobile Homes	13	22	4	5	4	12	-2	-11	51
Building Permit Valuation (Millions)	\$ 16.43	\$ 19.93	\$ 19.90	\$ 28.74	\$ 53.12	\$ 31.11	\$ 64.31	\$ 61.10	\$ 52.77

Trends in Building Permit Value

Total Value of All Permits Granted



NUMBER OF SINGLE FAMILY PERMITS FROM 1974-2007

<u>YEAR</u>	<u>NO. OF PERMITS</u>		<u>VALUATION</u>
2007	96	\$	16,988,724
2006	79		15,167,756
2005	103		19,666,288
2004	87		13,065,329
2003	81		11,739,729
2002	63		8,085,484
2001	53		6,202,506
2000	50		5,394,589
1999	58		6,754,741
1998	75		8,122,733
1997	38		4,191,113
1996	50		5,342,359
1995	89		7,928,058
1994	41		4,328,036
1993	26		3,011,568
1992	31		3,697,683
1991	33		3,826,943
1990	16		1,853,280
1989	11		1,120,060
1988	17		1,568,923
1987	11		1,106,390
1986	14		1,431,020
1985	21		1,849,408
1984	12		782,216
1983	18		932,136
1982	0		-
1981	15		771,011
1980	11		583,836
1979	31		1,720,359
1978	71		4,175,116
1977	57		2,560,533
1976	60		2,822,841
1975	43		1,896,335
1974	16		746,471

**NUMBER OF SINGLE FAMILY AND MULTI-FAMILY UNITS
RECEIVING BUILDING PERMITS FROM 1983-2007**

YEAR	NUMBER OF SINGLE FAMILY PERMITS	NUMBER OF MULTI-FAMILY UNIT PERMITS COVERED UNDER DUPLEX AND APARTMENT BUILDING PERMITS	TOTAL
2007	96	261	357
2006	79	241	320
2005	103	300	403
2004	87	174	261
2003	81	189	270
2002	63	177	240
2001	53	37	90
2000	50	202	252
1999	58	12	70
1998	75	6	81
1997	38	139	177
1996	50	127	177
1995	89	313	402
1994	41	74	115
1993	26	229	255
1992	31	8	39
1991	33	62	95
1990	16	142	158
1989	11	6	17
1988	17	0	17
1987	11	14	25
1986	14	10	24
1985	21	364	385
1984	12	54	66
1983	18	101	119

City of Pullman Public Works Statistics

Service Area	2001	2002	2003	2004	2005	2006	2007
City Area (Sq Miles)	8.93	8.93	8.88	9.19	9.44	9.44	9.60
Population	24,553	25,300	25,905	25,905	26,590	27,030	26,860
Street Miles(1)	58.9	59.0	59.0	59.0	61.2	61.2	62.9
State Highways (Miles)	9.9	9.9	9.9	9.9	9.9	9.9	9.0
Traffic Signals (No.)	17	17	17	17	17	17	17
Street Lights (No.)	1,273	1,273	1,273	1,273	1,273	1,273	1,292
Number of Water Wells	4	4	5	5	5	5	5
Well Capacity (Gal/Minute)	4,099	5,166	6,960	5,899	6,960	6,960	6,960
Storage reservoirs	9	9	9	9	9	9	9
Storage Capacity (Mill Gal)	6.3	6.3	6.3	6.3	6.3	6.3	6.3
Water Mains (Miles)	86.6	87.0	87.0	89.5	92.6	92.6	96.9
Est. Population served	18,960	19,718	19,870	20,508	20,970	20,970	21,352
Active Services	4,243	4,309	4,374	4,459	4,565	4,557	4,557
Fire Class	5	4	4	4	4	4	4
Year's Pumpage (Mill Gals)	851	860	897	842	871	923	910
Peak Day (Mill Gals)	4.90	5.10	5.70	4.80	5.30	5.50	5.30
Water Hardness (mg/liter)	124	124	124	124	124	124	115
Sanitary Sewer Mains(Miles)	80.10	80.40	80.40	84.70	87.50	87.50	89.90
Flow Treated (Mill Gals)	1,062	1,086	1,106	1,108	996	1,071	1,004
Peak Day Flow Treated (Mill Gals)	6.34	6.72	6.72	8.60	4.41	5.73	5.69
Treatment Plant Capacity (Mill Gals)	8.6	8.6	8.6	8.6	8.6	8.6	8.6
(1) Excluding Washington State University							

CITY OF PULLMAN STATISTICS

2008 General Fund Operating Budget	\$15,306,036
2008 TOTAL General Fund Budget	\$15,140,808
2008 TOTAL City Budget for all funds	\$46,546,343
Assessed Value	\$1,133,131,234
City of Pullman General Levy Rate	\$3.0239/\$1,000
Emergency Medical Services (EMS) Rate	\$0.4202/\$1,000
Go Bond Levy Rate	\$0.2602/\$1,000
Metropolitan Park District	\$0.4202/\$1,000
TOTAL City Property Tax Rate	\$4.1245/\$1,000
Full-Time Employees	183
Regular Part-Time (20 HRS +) Employees	30
Additional Monthly Casual or Seasonal	87
TOTAL Employees for an Average Month	324
City Area	9.60 miles
Population	27,150 (OFM estimate April 2008)
Streets (Excluding WSU)	62.9 miles
State Highway	8.99 miles
Traffic Signals	17
Street Lights	1,292
Bicycle/Pedestrian Paths	8.45 miles
Number of Water Wells	5
Well Capacity	6,960 gallons/minute - designed
Storage Reservoirs	5,899 gallons/minute - throttled
Storage Capacity	9
Water Mains	6.3 million gallons
Population Served	96.9 miles
Active Services	21,352
Pumpage	4,557
Peak Day	910.0 million gallons
Water Hardness	5.3 million gallons
	115 mg/ltr.

Sanitary Sewer Mains	89.9 miles
Flow Treated	1,004 million gallons
Peak Day Flow Treated	5.69 million gallons (Dec. 4)
Treatment Plant Capacity	8.6 million gallons/winter peak
Snow Load	30 psf
Frost Depth	30"
Wind Load	85 mph
Seismic Zone	B
State/NW Energy Code Zone	2
Soil Bearing Value (generally)	1500 psf
Latitude	N. 46°43'40"
Longitude	W. 117°11'
Elevation	2346' at Main St./Grand Ave.
Downtown 100 yr. Flood Elevation	2349'

BUILDING/HOUSING DATA

Single Family Dwellings	3,563 units
Duplexes	908 units
Multiple Dwellings	6,409 units
Mobile Homes	526 units

PARKS

Reaney Park	1.64 acres	Kruegel Park	7.92 acres
Sunnyside Park	25 acres	Lawson Gardens	13 acres
McGee Park	3.04 acres	Military Hill Park	25 acres
Harrison Tot Lot	.233 acres	Woodcraft Park	.84 acres
City Playfield	8.66 acres	City RV Park	24 spaces
Terre View Park	3.25 acres	Spring Street Park	2.75 acres
Itani Park	7.45 acres	Petry Natural Area	1.96 acres

FIRE DEPARTMENT

Fire Protection Rating	4
Fire Alarms	810
Emergency Medical Services (EMS) calls	2,076

POLICE DEPARTMENT

INCIDENT	2006	2007
Aggravated Assault	20	16
Arson	3	5
Burglary	96	131
Forcible Rape	9	10
Homicide	0	0

Larceny/Theft	384	339
Motor Vehicle Theft	15	10
Robbery	3	5

LIBRARY

Circulation	336,168 items	Collection Size:	74,109
Weekly visits			2,997
Registered cardholders			21,899

TRANSIT 2006 RIDERSHIP FIGURES

Fixed-Route	1,236,930
Dial-A-Ride	19,434

PULLMAN-MOSCOW REGIONAL AIRPORT

Departures in 2007 (approximate figure) 24,965

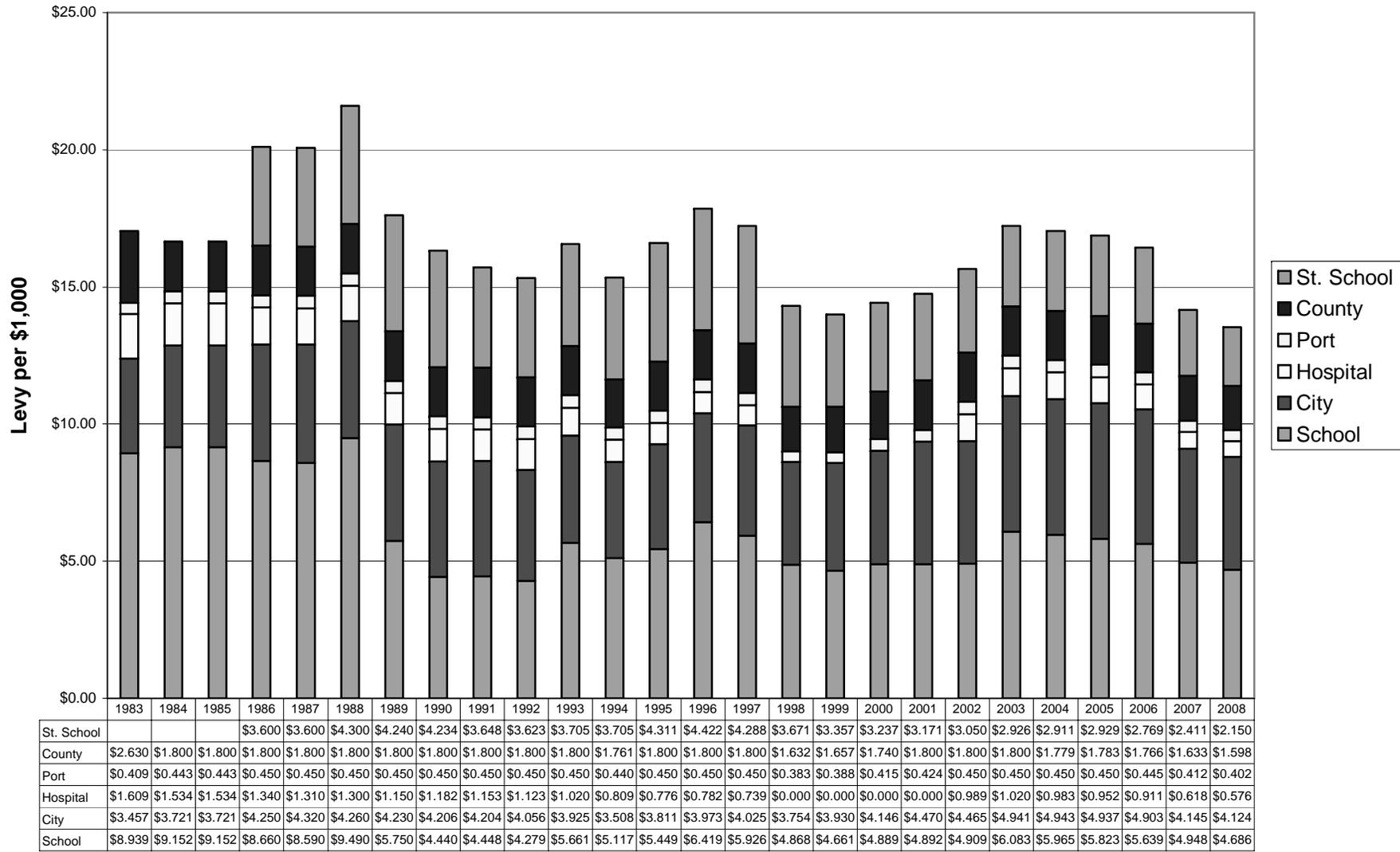
City of Pullman
Property Tax Levies
1999-2003

Year	Entity	Levy /\$1000	Estimated Pullman Revenue	Percent of Total	Dollars Per Capita	Dollars Per \$210,000 Home
1999	School District #267	\$4.6616	\$3,228,477	33.3%	\$94.72	\$978.94
	City	\$3.9300	\$2,721,794	28.1%	\$108.57	\$825.30
	Port	\$0.3888	\$269,271	2.8%	\$10.74	\$81.65
	County	\$1.6573	\$1,147,794	11.8%	\$45.78	\$348.03
	State School	\$3.3575	\$2,325,299	24.0%	\$92.75	\$705.08
TOTAL		\$13.9952	\$9,692,635		\$352.56	\$2,938.99
2000	School District #267	\$4.8890	\$3,443,650	33.9%	\$100.10	\$1,026.69
	City	\$4.1465	\$2,920,658	28.7%	\$113.95	\$870.77
	Port	\$0.4156	\$292,735	2.9%	\$11.42	\$87.28
	County	\$1.7401	\$1,225,669	12.1%	\$47.82	\$365.42
	State School	\$3.2372	\$2,280,177	22.4%	\$88.97	\$679.81
TOTAL		\$14.4284	\$10,162,889		\$362.26	\$3,029.96
2001	School District #267	\$4.8922	\$3,580,436	33.1%	\$142.37	\$1,027.36
	City	\$4.4703	\$3,271,661	30.3%	\$130.09	\$938.76
	Port	\$0.4247	\$310,824	2.9%	\$12.36	\$89.19
	County	\$1.8000	\$1,317,359	12.2%	\$52.38	\$378.00
	State School	\$3.1713	\$2,320,967	21.5%	\$92.28	\$665.97
TOTAL		\$14.7585	\$10,801,247		\$429.48	\$3,099.29
2002	School District #267	\$4.9098	\$3,667,762	31.3%	\$149.46	\$1,031.06
	City	\$4.4655	\$3,335,857	28.5%	\$135.94	\$937.76
	Hosp. Bond	\$0.9899	\$739,484	6.3%	\$30.13	\$207.88
	Port	\$0.4500	\$336,163	2.9%	\$13.70	\$94.50
	County	\$1.8000	\$1,344,652	11.5%	\$54.79	\$378.00
State School	\$3.0502	\$2,278,587	19.5%	\$92.85	\$640.54	
TOTAL		\$15.6654	\$11,702,505		\$476.87	\$3,289.73
2003	School District #267	\$6.0835	\$4,618,709	35.3%	\$185.42	\$1,277.54
	City	\$4.9411	\$3,749,590	28.7%	\$150.53	\$1,037.63
	Hosp. Bond	\$1.0201	\$769,635	5.9%	\$30.90	\$214.22
	Port	\$0.4500	\$341,649	2.6%	\$13.72	\$94.50
	County	\$1.8000	\$1,366,594	10.5%	\$54.86	\$378.00
State School	\$2.9265	\$2,221,855	17.0%	\$89.20	\$614.57	
TOTAL		\$17.2212	\$13,068,032		\$524.63	\$3,616.45

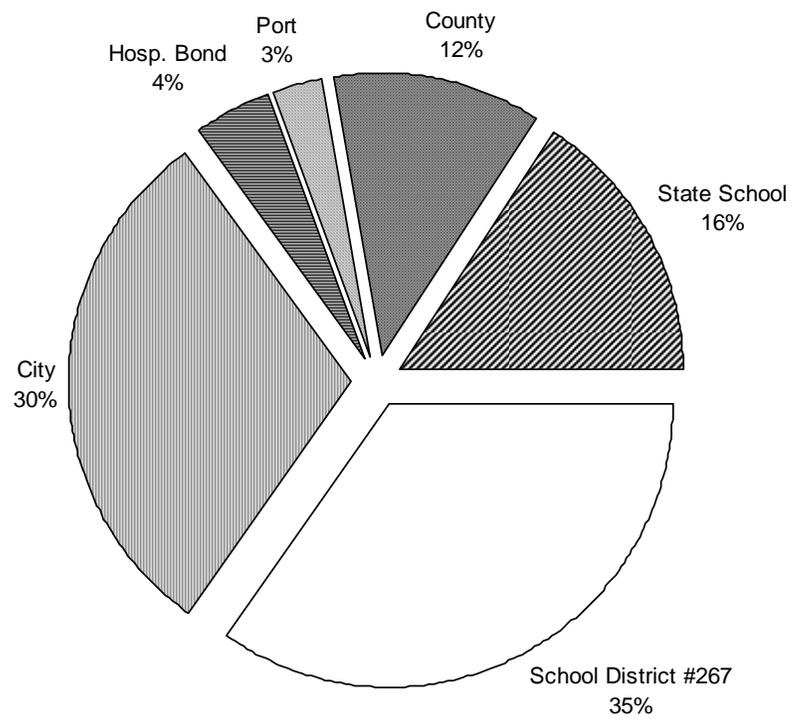
City of Pullman
Property Tax Levies
2004-2008

Year	Entity	Levy /\$1000	Estimated Pullman Revenue	Percent of Total	Dollars Per Capita	Dollars Per \$210,000 Home
2004	School District #267	\$5.9658	\$4,700,962	35.0%	\$185.81	\$1,252.82
	City	\$4.9431	\$3,893,330	29.0%	\$153.89	\$1,038.05
	Hosp. Bond	\$0.9836	\$770,293	5.7%	\$30.45	\$206.56
	Port	\$0.4500	\$354,593	2.6%	\$14.02	\$94.50
	County	\$1.7790	\$1,401,826	10.4%	\$55.41	\$373.59
	State School	\$2.9119	\$2,294,534	17.1%	\$90.69	\$611.50
TOTAL		\$17.0334	\$13,415,538		\$530.27	\$3,577.01
2005	School District #267	\$5.8231	\$4,750,106	34.5%	\$187.75	\$1,222.85
	City	\$4.9370	\$4,025,901	29.3%	\$159.13	\$1,036.77
	Hosp. Bond	\$0.9527	\$773,429	5.6%	\$30.57	\$200.07
	Port	\$0.4500	\$367,081	2.7%	\$14.51	\$94.50
	County	\$1.7837	\$1,455,026	10.6%	\$57.51	\$374.58
	State School	\$2.9297	\$2,389,858	17.4%	\$94.46	\$615.24
TOTAL		\$16.8762	\$13,761,401		\$543.93	\$3,544.00
2006	School District #267	\$5.6392	\$4,807,643	34.3%	\$180.81	\$1,184.23
	City	\$4.9031	\$4,178,791	29.8%	\$157.16	\$1,029.65
	Hosp. Bond	\$0.9119	\$773,949	5.5%	\$29.11	\$191.50
	Port	\$0.4457	\$379,977	2.7%	\$14.29	\$93.60
	County	\$1.7667	\$1,506,182	10.8%	\$56.64	\$371.01
	State School	\$2.7695	\$2,361,109	16.9%	\$88.80	\$581.60
TOTAL		\$16.4361	\$14,007,651		\$526.80	\$3,451.58
2007	School District #267	\$4.9485	\$5,210,360	34.9%	\$192.76	\$1,039.19
	City	\$4.1459	\$4,363,929	29.3%	\$161.45	\$870.64
	Hosp. Bond	\$0.6180	\$647,664	4.3%	\$23.96	\$129.78
	Port	\$0.4122	\$434,012	2.9%	\$16.06	\$86.56
	County	\$1.6339	\$1,720,361	11.5%	\$63.65	\$343.12
	State School	\$2.4119	\$2,539,531	17.0%	\$93.95	\$506.50
TOTAL		\$14.1704	\$14,915,857		\$551.83	\$2,975.78
2008	School District #267	\$4.6860	\$5,309,853	35.6%	\$197.69	\$984.06
	City	\$4.1245	\$4,672,146	31.3%	\$173.94	\$866.15
	Hosp. Bond	\$0.5769	\$650,600	4.4%	\$24.22	\$121.15
	Port	\$0.4028	\$456,425	3.1%	\$16.99	\$84.59
	County	\$1.5980	\$1,810,744	12.1%	\$67.41	\$335.58
	State School	\$2.1505	\$2,436,799	16.3%	\$90.72	\$451.61
TOTAL		\$13.5387	\$15,336,567		\$570.98	\$2,843.13

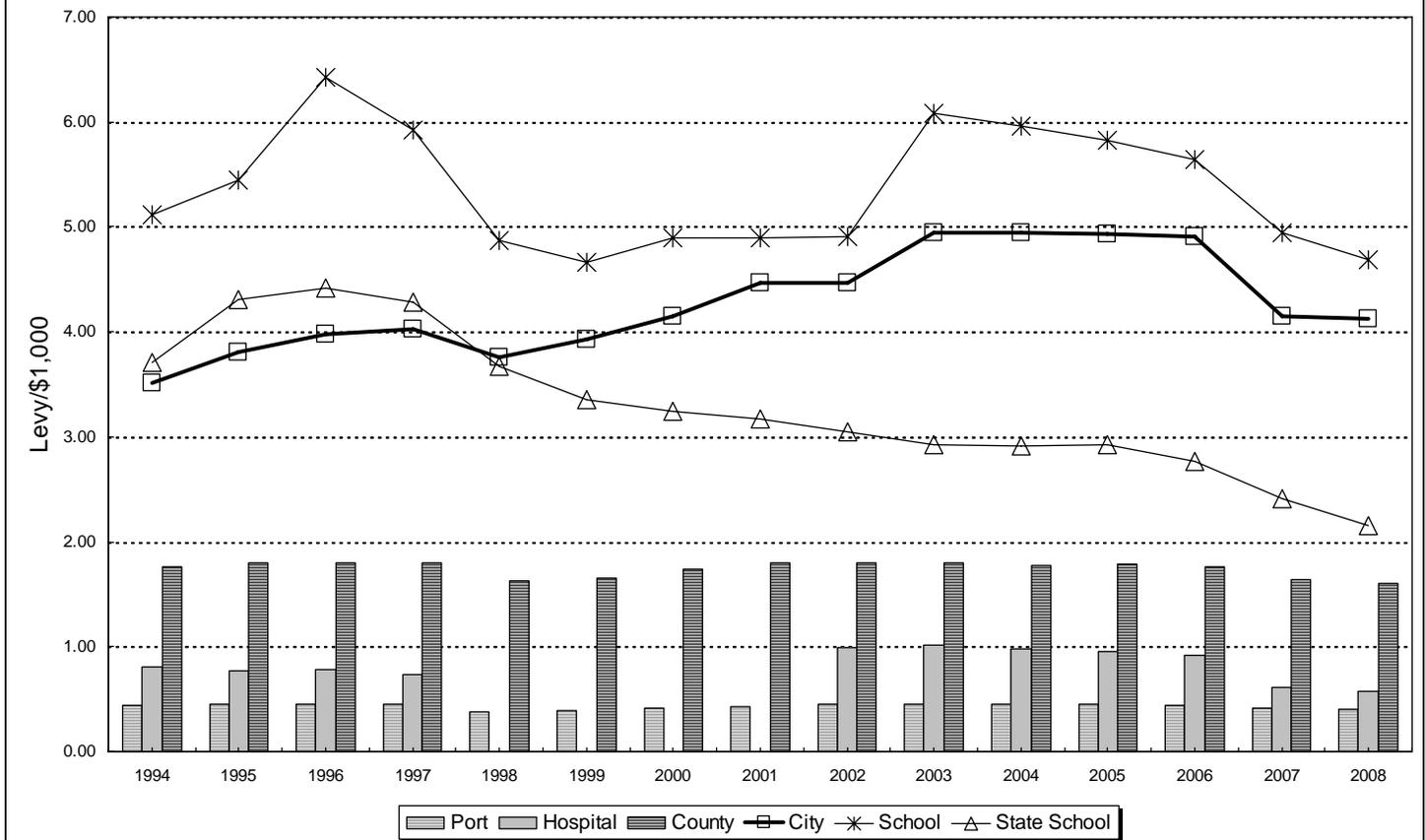
Pullman Property Tax Levy History



**Year 2008 Property Tax Levies
Within City of Pullman**



Property Tax Levies Within City of Pullman



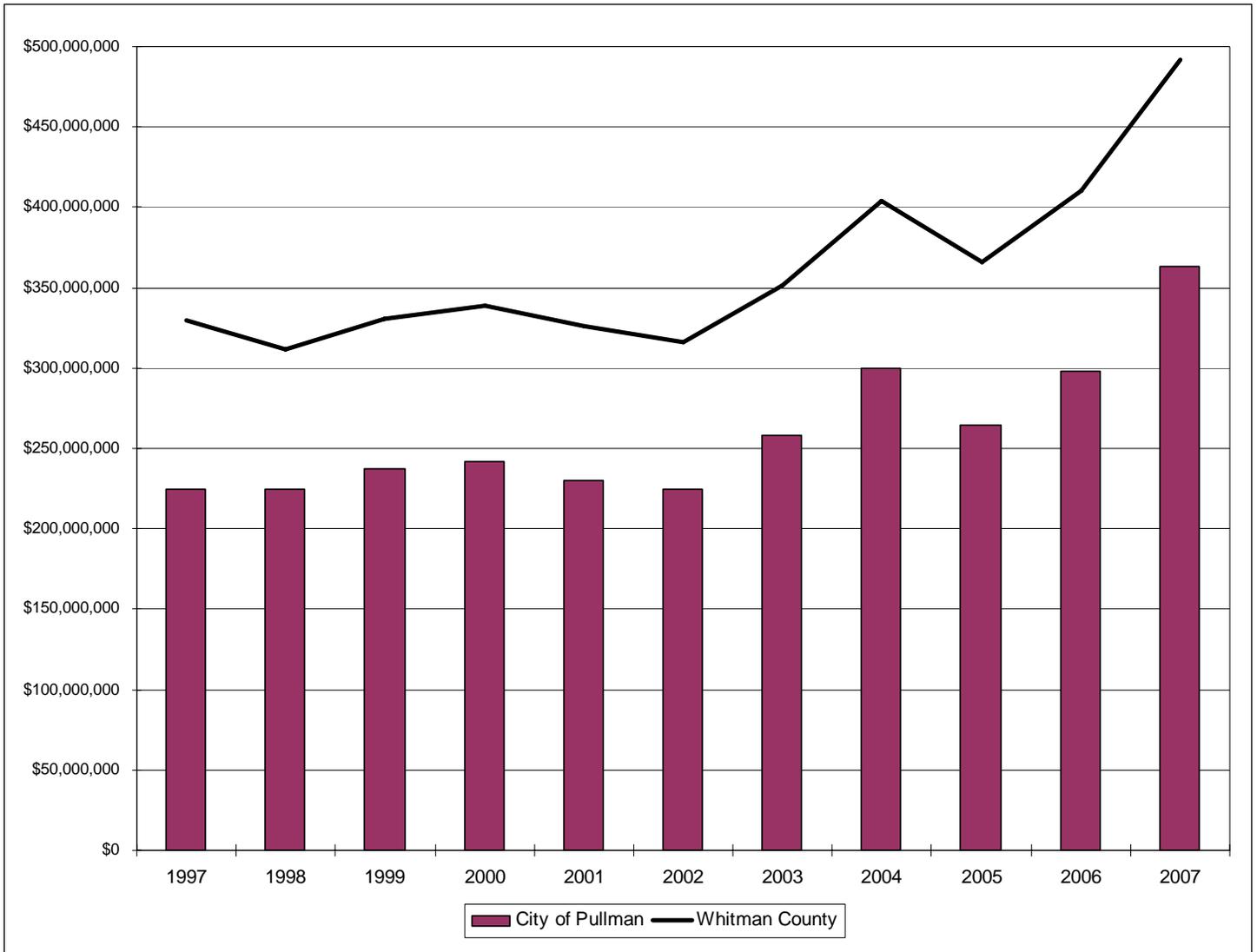
City of Pullman Major Employers

As reported by the Palouse Economic Development Council (<http://www.Palouse.org>)

<u>Employer</u>	<u>Business Application</u>	<u>Full, Part-time and Seasonal Employees</u>
Washington State University (Pullman Only)	State University	6,453
Schweitzer Engineering	Electrical Engineering	1,102
Pullman Regional Hospital	Medical Care	350
Pullman School District	Education	260
City of Pullman	Local Government	213
Dissmore's IGA	Supermarket	140
Student Book Corporation	WSU Bookstore	136
Shopko	Department Store	120
Safeway	Supermarket	110

City of Pullman Taxable Retail Sales

Year	City of Pullman	Whitman County	Pullman % of County
1997	225,084,473	329,335,944	68.3%
1998	224,197,676	311,894,860	71.9%
1999	237,431,621	330,577,591	71.8%
2000	242,293,343	338,464,154	71.6%
2001	230,097,059	326,313,164	70.5%
2002	224,620,425	316,244,959	71.0%
2003	258,256,743	351,296,643	73.5%
2004	299,871,863	403,670,557	74.3%
2005	264,751,271	366,249,168	72.3%
2006	297,566,027	410,510,705	72.5%
2007	363,264,839	492,004,675	73.8%



City of Pullman
Schedule of General Obligation Debt Service
2009 - 2018

Year	Non- voted G.O Debt Airport Terminal		Non- voted G.O Debt Street & Sidewalk Imp		Voted G.O Debt 2007 Parks, Paths, Sidewalks		Total Debt Service
	Principal	Interest(1)	Principal	Interest(1)	Principal	Interest(1)	
2009			\$ 30,000	\$ 9,343	\$ 195,000	\$ 86,100	\$ 320,443
2010			35,000	8,278	205,000	78,300	326,578
2011			35,000	7,000	215,000	70,100	327,100
2012			35,000	5,670	220,000	61,500	322,170
2013			35,000	4,305	230,000	52,700	322,005
2014			35,000	2,905	240,000	43,500	321,405
2015			35,000	1,470	250,000	33,900	320,370
2016					260,000	23,900	283,900
2017					270,000	13,500	283,500
2018							-
TOTAL	\$0	\$0	\$240,000	\$38,971	\$2,085,000	\$463,500	\$2,827,471

(1) Several of the Bond Interest figures have been rounded.

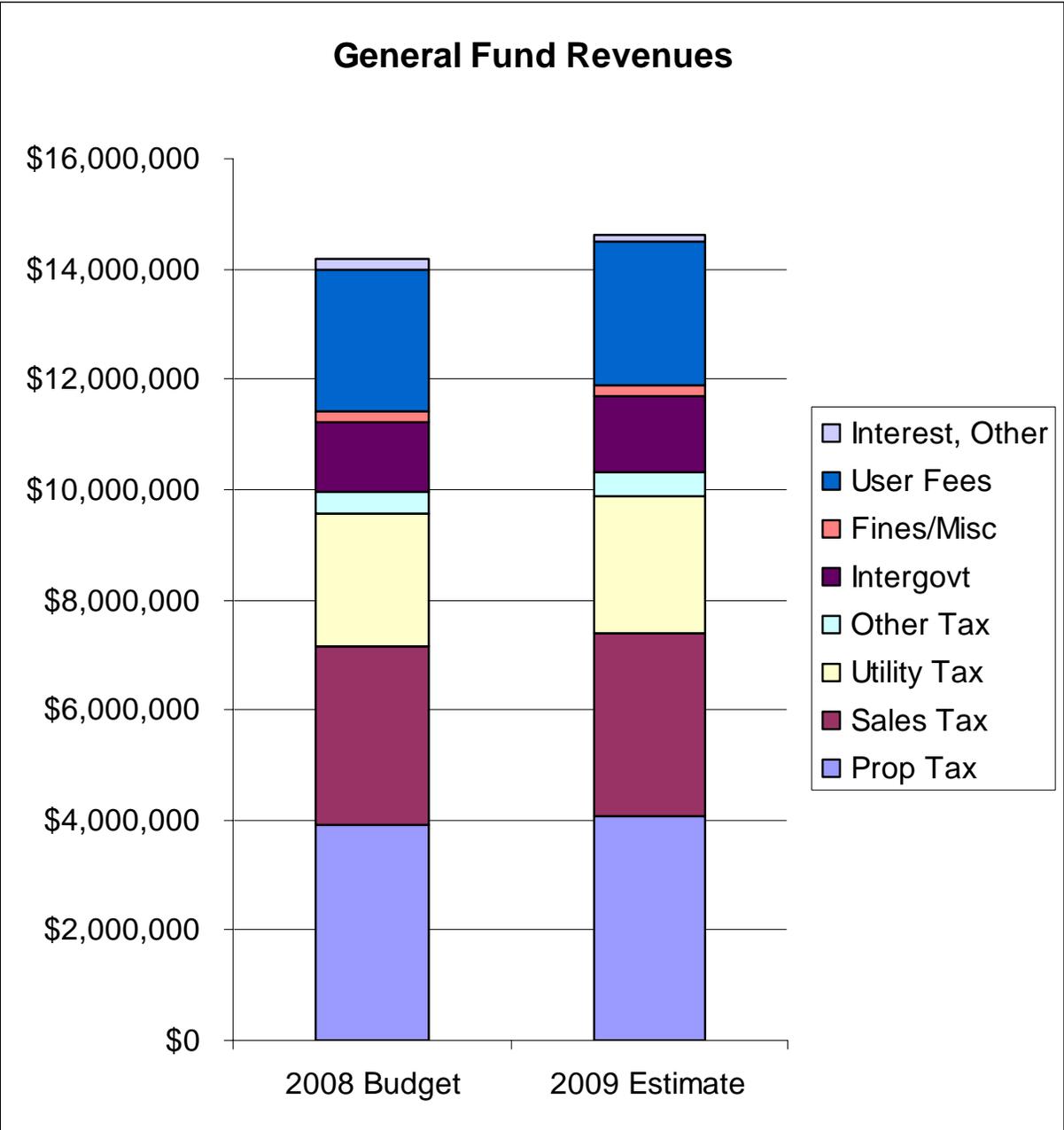
GENERAL GUIDELINES FOR CONSIDERING SERVICE REQUESTS

1. Should the service being considered be provided at all?
2. If the service is justified, is it most appropriate to let the private sector meet the demand without any public sector involvement or encouragement?
3. If public sector involvement is determined to be appropriate, should the public sector contract with the private sector to provide the service or provide the service as a public function?
4. If the service is determined to be best provided as a public function, what unit of government is most appropriate to provide the service?
5. If it is determined that municipal government would more appropriately deliver the service than would the federal government, state government, or a special purpose district, how will the funding for the new municipal service be provided?
6. The proposer(s) of a new service will be required to identify a specific funding source.

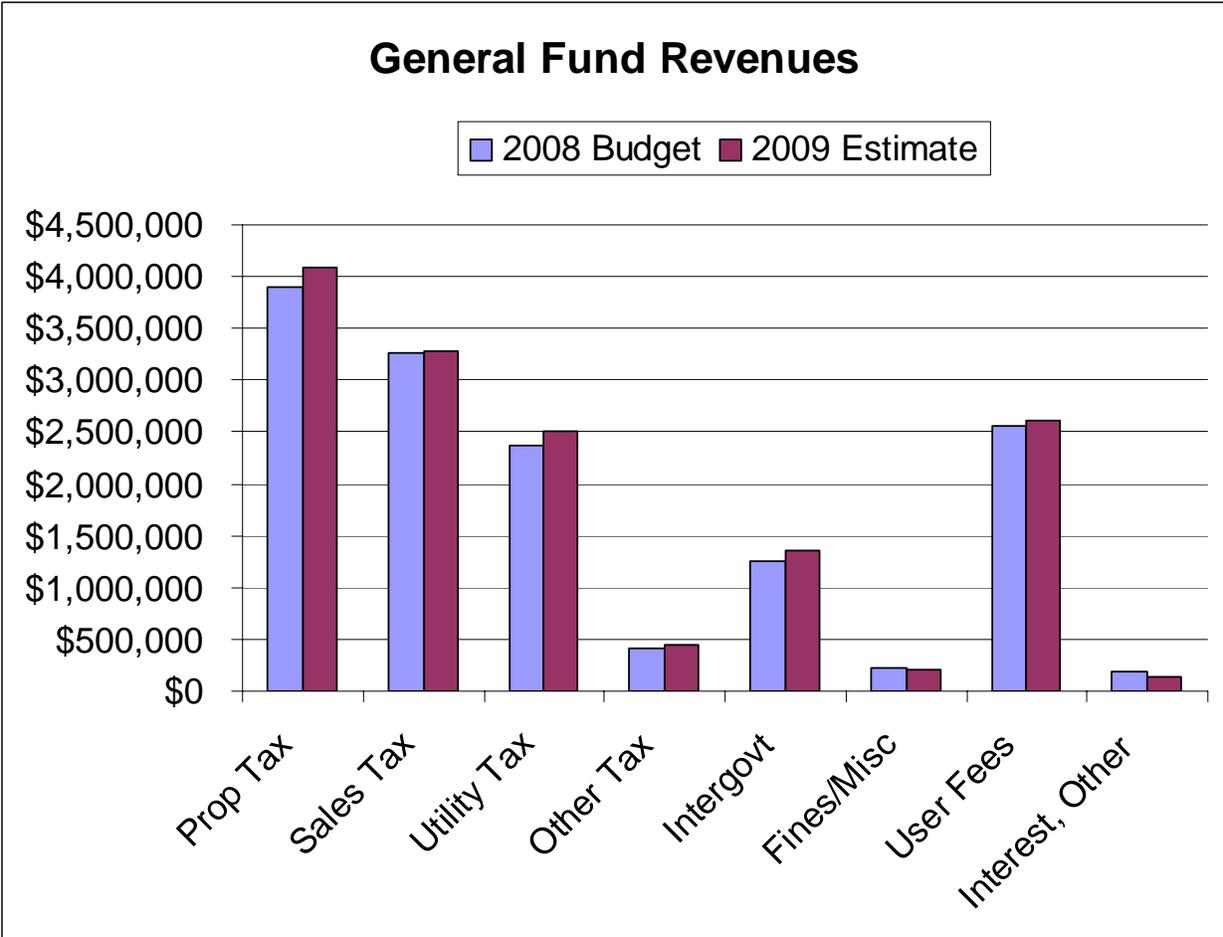
2008 - 2009 BUDGET SUMMARY BY FUND

		2008 AMENDED BUDGET*		2009 BUDGET REQUEST		
<u>FUND</u>	<u>TITLE</u>	<u>REVENUES</u>	<u>EXPENDITURES</u>	<u>REVENUES</u>	<u>EXPENDITURES</u>	<u>CHANGE</u>
001	GENERAL FUND:					
	ADMINISTRATION/FINANCE		1,270,899	1,304,714		33,815
	POLICE/SUPPORT SERVICE		4,945,769	4,919,517		(26,252)
	FIRE/RESCUE		3,912,605	3,972,346		59,741
	PUBLIC WORKS		640,021	662,311		22,290
	PLANNING		238,298	261,267		22,969
	PUBLIC SERVICES		2,517,571	2,621,065		103,494
	LIBRARY		1,174,638	1,155,472		(19,166)
	GENERAL GOVERNMENT		217,437	197,737		(19,700)
	<u>OPERATING TRANSFERS:</u>					
	AIRPORT		32,013	32,013		
	OTHER		191,557	85,232		(106,325)
	TOTAL OPERATING EXPENDITURES:		\$15,140,808	\$15,211,674		\$70,866
						OPERATING PERCENTAGE CHANGE: 0.5%
	<u>CAPITAL EXPENDITURES & TRANSFERS:</u>					
	CAPITAL EXPENDITURES		165,228	164,950		(278)
	TO DEBT REDEMPTION FUND					
	TO OTHER FUNDS					
	TOTAL CAPITAL:		\$165,228	\$164,950		(\$278)
	TOTAL GENERAL FUND:	\$14,174,051	\$15,306,036	\$14,628,639	\$15,376,624	\$70,588
						TOTAL FUND PERCENTAGE CHANGE 0.5%
104	ARTERIAL STREETS	402,417	290,700	1,378,500	1,457,250	1,166,550
105	STREETS	1,790,840	2,433,175	1,786,000	2,209,105	(224,070)
120	CIVIC IMPROVEMENT	249,244	232,417	270,211	243,938	11,521
201	G.O.BOND REDEMPTION	59,000	438,503			(438,503)
310	CEMETERY EXPANSION	11,000		6,000		
315	2005 LTGO BOND FUND	40,628	53,092	39,593	39,593	(13,499)
316	2007 BOND FUND	687,503	2,127,676	283,850	916,650	(1,211,026)
322	DOWNTOWN RIVERWALK		6,809		4,000	(2,809)
401	UTILITIES	7,878,117	7,699,195	7,981,400	6,961,868	(737,327)
403	UTILITY CAPITAL PROJECTS		7,097,306		6,347,700	(749,606)
405	TRANSIT	2,751,405	3,070,421	3,372,599	3,517,641	447,220
501	EQUIPMENT RENTAL	1,768,112	2,501,985	2,289,774	2,875,626	373,641
504	GOV'T BUILDINGS	956,135	1,136,534	827,036	822,936	(313,598)
507	INFORMATION SYSTEMS	368,670	393,949	378,814	384,814	(9,135)
607	LAWSON GARDENS ENDOW	133,500	213,297	133,000	130,191	(83,106)
610	CEMETERY CARE FUND	15,500	11,000	8,200	6,000	(5,000)
615	FIREMEN'S PENSION	28,095		28,868		
651	AIRPORT AGENCY	3,571,397	3,534,248	1,156,752	1,108,561	(2,425,687)
	TOTAL ALL FUNDS:	\$34,885,614	\$46,546,343	\$34,569,236	\$42,402,497	(\$4,143,846)
						PERCENTAGE CHANGE: -8.9%

* Includes Budget Amendments Approved on May 20, 2008 and October 14, 2008

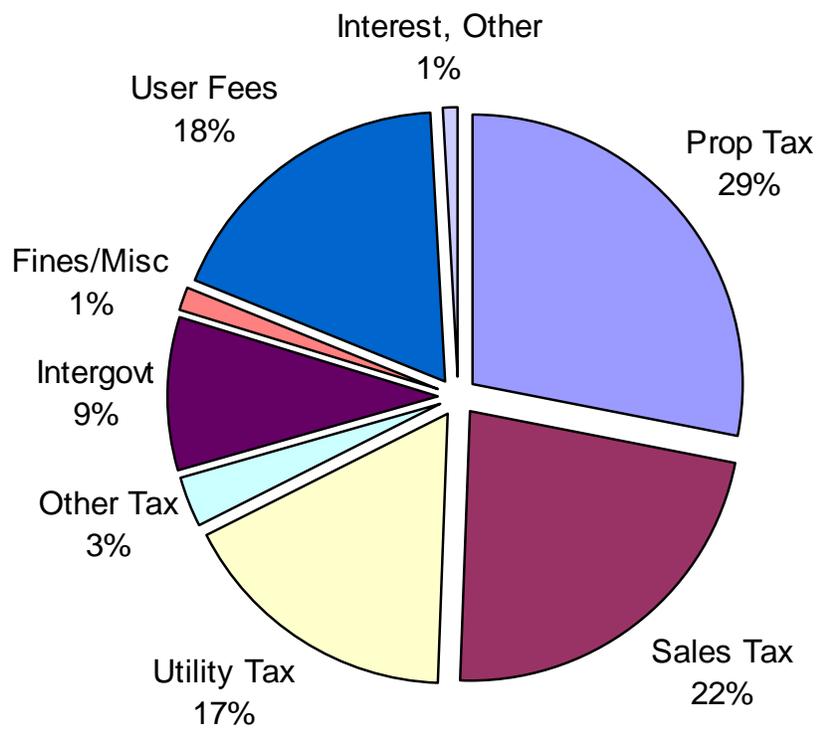


2009 Total: \$14,628,639



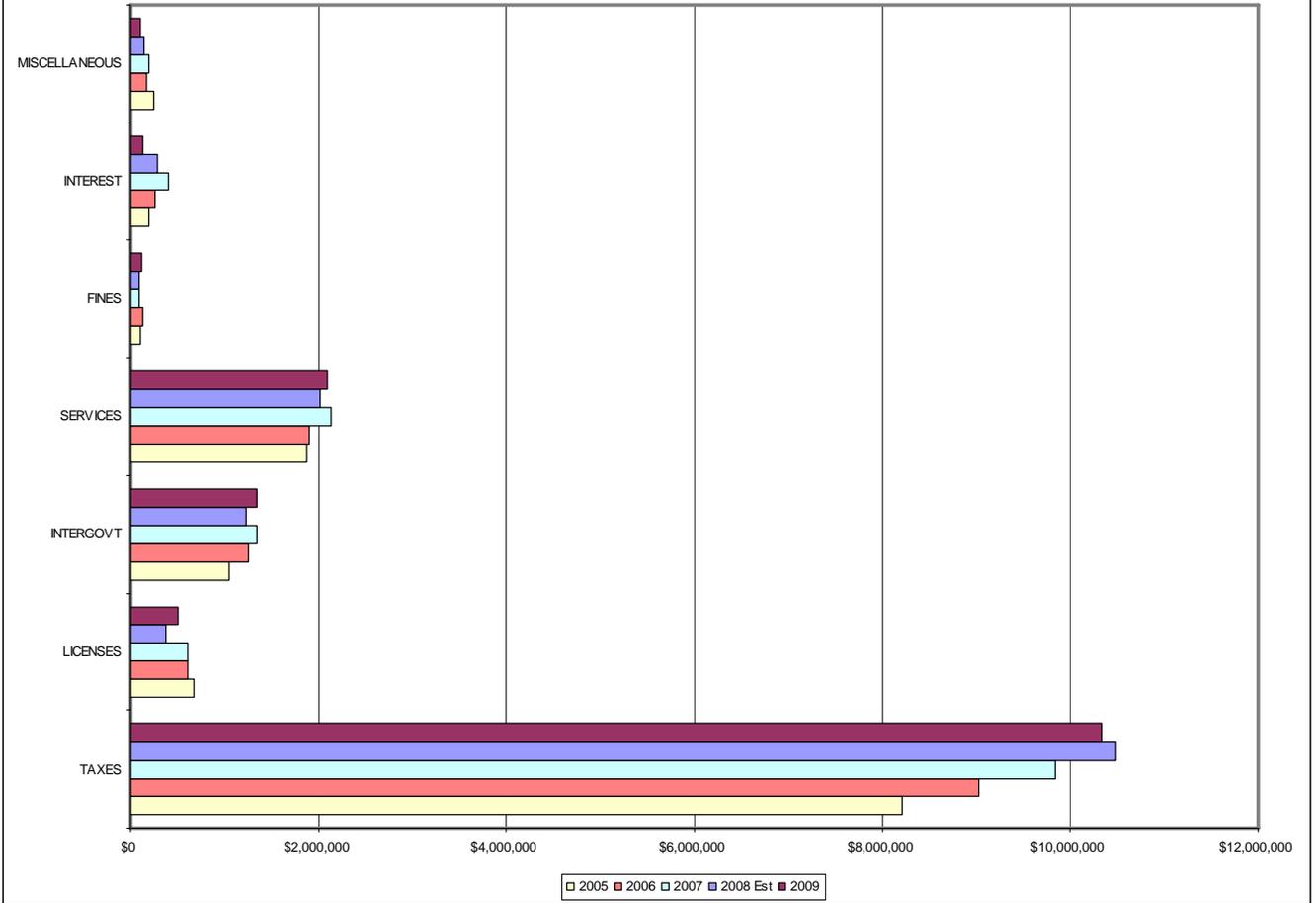
2009 Total: \$14,628,639

2009 GENERAL FUND REVENUE SOURCES



2009 Total: \$14,628,639

General Fund Revenue History



2009 Total: \$14,628,639

FUND NUMBER**TITLE**

001

GENERAL FUND - REVENUES

PURPOSE: The General Fund receives virtually all unrestricted revenues required by the City to support general governmental services such as Police and Fire protection, Recreation, Parks, Cemetery, Planning, Building Inspection, Engineering, Library and Administration/Finance. The General Fund also provides operating support to the Pullman - Moscow Airport and the Information Systems Fund for government access channel services. In addition, the General Fund provides major funding for capital projects previously approved under the City's Capital Improvement Program.

REVENUES: Revenues to support these functions are derived primarily from various taxes collected both locally and also state-shared, together with fees, permits, grants, charges for services, fines, income from investments and miscellaneous other sources.

2009 ESTIMATES:

INTRODUCTION: The November 1999 election brought us Initiative 695, which eliminated state motor vehicle excise taxes (MVET), a share of which was redistributed to local governments. This vote also effectively ended our entitlement to sales tax equalization that was funded through another local share of the MVET. Although the Washington Supreme Court later ruled this initiative unconstitutional, the legislature responded to the popular vote by ending the motor vehicle excise tax. As estimated by the Washington State Office of Financial Management (OFM), our total entitlement loss for fiscal year 2001 was \$1,305,624. The state provided backfill funding relief of \$284,395 in 2000, \$568,790 for use in 2001, \$602,082 for use in 2002, \$49,000 for use in 2003, and \$18,200 for use in 2004. For 2005, the state provided \$12,100. During the 2005 Legislative Session, the Legislature passed Senate Bill 6050, which will provide the City of Pullman with an estimated \$72,275 in backfill funding in 2009.

General Fund cash and reserves at year-end 2009 should equal approximately \$2.292 million. We estimate that 2009 total revenues will increase 3.2 percent (\$454,588) from the budgeted 2008 total. Details on various revenue elements follow:

TAXES: On November 7, 2000, the voters approved Proposition One, which permitted the property tax levy to increase to the \$3.60 per thousand maximum. Up until 2007, the City has levied the statutory maximum or very near the limit. In 2007 the Whitman County Assessor's Office increased property values in Pullman by 20 percent to reflect increasing market values. For 2009 the Whitman County Assessor's Office increased structure values by an average of 13.4 percent. Because of increasing expenditures, we will continue to maximize property tax collections by accepting all new construction to the assessment rolls as well as an increase to collections up to the revenue limit of 1.0 percent, which is now an option since Pullman's assessments were adjusted by the Whitman County Assessor's Office. I-747, which limits property tax growth to 1.0 percent or the implicit price deflator (IPD) whichever is less, was ruled unconstitutional in June of 2006 by a King County Judge. This ruling was appealed in July of 2006. Arguments were heard by the State Supreme Court in May 2007. The decision was upheld. During a special legislative session in December 2007, the legislature passed house bill 2416 and the Governor signed the bill into law. The law reinstated the 1.0 revenue limit provisions of I-747. General property taxes should generate approximately \$3,588,022, an increase of \$161,522 over 2008, due to the addition of new construction to next year's tax rolls and increasing collections by the revenue limit of 1.0 percent. The general property taxes will generate approximately 24.5 percent of 2009 General Fund revenues. The voter-approved permanent continuation of the EMS levy will produce approximately \$498,590, an increase of \$22,418 due to new construction and the 1.0 percent revenue limit increase. Together the general property tax revenue and the EMS levy comprise 27.9 percent of General Fund revenues.

During the last five years, we have seen positive impacts to the sources of local sales taxes from the recent record-breaking levels of local development. In addition to strong construction levels, other retail sales tax areas have shown growth. However, those areas are not as significant as the increases due to new construction. Building permit issues indicate that 2009 will not be a strong construction year. During the 2008 Mid-Year Financial report, we warned of a decrease to sales tax revenues because of the scheduled completions of major taxable WSU projects. 2008 sales taxes are being collected at a higher rate than what was budgeted. Sales taxes revenue projections are lower than the actual 2008 collection rate, but at a rate slightly higher than what was budgeted for 2008. Expected sales tax revenues of \$2.98 million will provide about 20.4 percent of

total General Fund revenues. The one-tenth of 1 percent sales tax for criminal justice purposes enacted countywide and distributed on a per capita basis should generate approximately \$309,403 in 2009.

In admissions taxes, the forecast is for growth in 2009 receipts. WSU athletic ticket sales should continue to reflect strong support. Utility taxes are expected to increase in 2009 and will provide about 17.2 percent of General Fund revenues in 2009. The positive impacts to utility taxes include new construction additions becoming occupied and proposed rate increases by certain utilities. Major weather changes would obviously affect the tax amount received from energy providers. Overall, utility tax receipts should increase approximately \$135,335 from anticipated current year receipts - a 5.7 percent increase. Local taxes in total will provide about \$10,329,233, or 70.6 percent of the General Fund's total revenues. This is a 3.8 percent increase from 2008.

LICENSES AND PERMITS: The cable TV franchise fee should generate approximately \$148,590. No change is projected for building permits revenues. Other licenses are expected to grow. At the August 26, 2008 City Council meeting, Resolution No. R-78-08 was adopted. This resolution set a fee schedule for commercial business registration and renewals. Approximately 3.5 percent (\$510,290) of General Fund receipts come from this category.

INTERGOVERNMENTAL REVENUE: This category includes state-imposed and collected taxes and profits, which are, shared primarily on a per capita basis with the state's cities. The Washington State Office of Financial Management estimated Pullman's 2008 population at 27,150 an increase of 290 from the 2007 estimate and an increase of 120 from the 2006 estimate. The state's estimates of per capita shares in 2009 remaining after the elimination of MVET are Liquor Tax: \$5.04 and Liquor Profits: \$7.35.

In 2005, the City of Pullman entered into an Interlocal Agreement with Washington State University to provide fire protection services to the university campus. In 2009, the university will provide the City \$723,700 to offset the costs to provide those services.

State-shared and other intergovernmental and known grant revenue in 2009 will provide 9.2 percent of General Fund revenues (A comparison: in 1991, state-shared revenues provided 32 percent

of the General Fund's revenues). Overall State-shared and other intergovernmental revenues are projected to increase 7.3 percent compared to 2008.

CHARGES FOR SERVICES: This category consists of service fees and user charges. Ambulance fees, Parks and Recreation program fees, and Metropolitan Park District service fees are included in this category. We estimate that fee income will total approximately \$1,743,717, which is \$819 over the 2008 estimates. Approximately 11.9 percent of General Fund revenues are derived from user fees.

INTERFUND CHARGES: These are charges levied on other funds for General Fund services such as direct support and overhead charges from grounds keeping, accounting and administrative, and engineering activities. These charges will increase \$20,089 as direct support services are projected to increase.

FINES AND FORFEITS: No change is projected for fine estimates. This category is projected to contribute 0.8 percent of total General Fund revenues.

INVESTMENT INTEREST: Until 2007, interest rates recovered from the alarming 2002 decreases. However due to the dramatic decrease to interest rates and the continued utilization of reserves in the coming year, we will expect to experience a decrease to investment income. Investment and miscellaneous income categories provide about 1.6 percent (\$229,710) of General Fund revenues.

ESTIMATED BEGINNING CASH: This estimate is included as a revenue item, although it does not represent continuing income. It is composed of a working capital element of approximately eight percent of expenditures that must be preserved to smooth out the gaps between ongoing monthly expenditures and an uneven revenue stream. It also should include a five percent contingency reserve that the Council established in 1984 as a goal for unanticipated emergency expenditures or revenue decreases. The estimated 2009 beginning unallocated and unreserved contingency reserve totals \$3.040 million, or 20.0 percent of the 2009 operating requests. The ending reserve total is estimated to be 13.9 percent of the 2009 operating requests. It should be noted that the preliminary budget does not include potential adjustments to salaries and benefits for any positions, because no labor contract are settled for 2009. In addition, there are no year-end or 2009 budget adjustments to salaries or benefits

for the unsettled uniformed police contract for 2008. It is expected that the reserve will meet the 13.0 percent level because year-end estimates have been historically conservative.

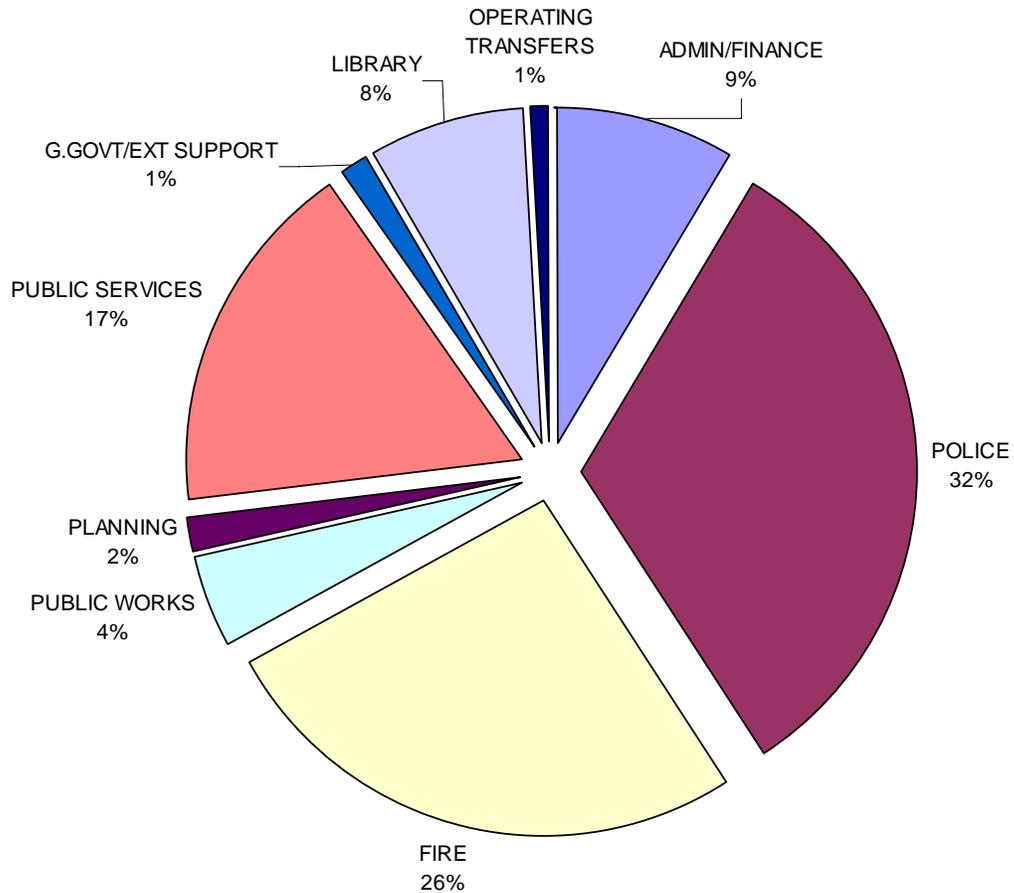
TOTAL REVENUES: Total 2009 revenues, before estimated beginning cash on hand, are expected to increase \$454,588 above the 2008 amended budget. Estimated 2009 General Fund revenues together with year-end 2008 reserves and savings are sufficient to sustain the 2009 budget requests and meet the 13.0 percent reserve level. However, ending cash is expected to fall short of the City Council's goal to sustain a 13.0 percent reserve level when 2008 and 2009 salary and benefit adjustments are accounted for.

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2009 GENERAL FUND REVENUE ESTIMATE SUMMARY

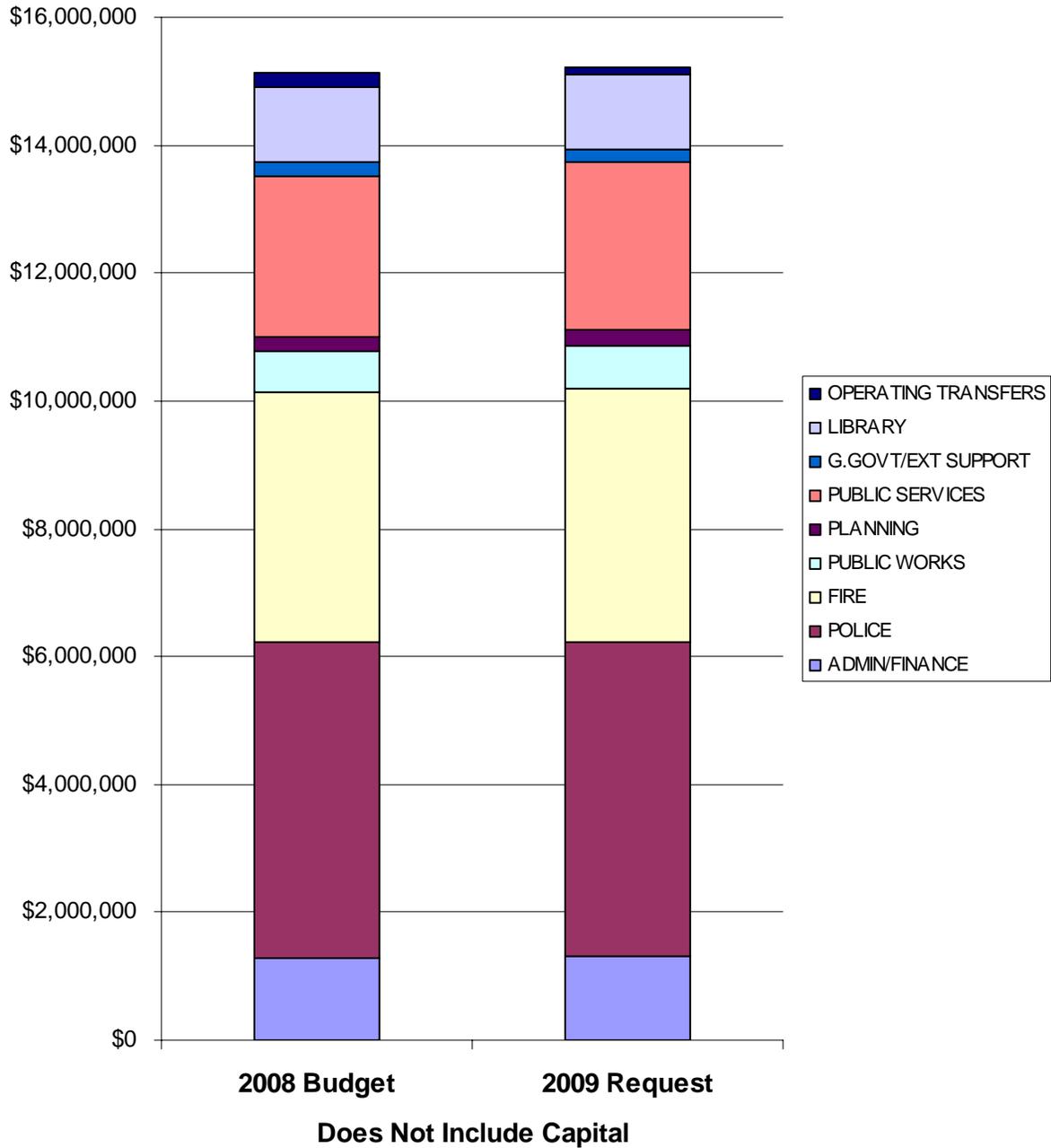
	ACTUAL 2007	AMENDED 2008 BUDGET	YTD 07/31/08	YEAR END 2008 ESTIMATE	PRELIMINARY ESTIMATE 2009	\$ CHANGE ESTIMATES 2009-2008	% CHANGE ESTIMATES 2009-2008
TAXES:							
PROPERTY	3,185,898	3,426,500	1,869,014	3,392,235	3,588,022	161,522	4.7%
EMS TAX LEVY	442,722	476,172	259,717	471,410	498,590	22,418	4.7%
RETAIL SALES	3,263,645	2,974,472	1,830,204	3,428,053	2,979,630	5,158	0.2%
NATURAL GAS USE	228,555	286,305	175,585	282,653	291,132	4,827	1.7%
LOCAL CRIM JUST SALES TAX	302,939	293,118	167,697	300,391	309,403	16,285	5.6%
IF TAXES - UTILITIES - WATER	139,294	135,504	70,273	144,540	142,736	7,232	5.3%
IF TAXES - UTILITIES - SEWER	151,546	135,000	103,329	169,453	154,840	19,840	14.7%
ADMISSIONS	323,795	225,945	234,364	364,901	276,833	50,888	22.5%
UTIL TAX-ENERGY	1,043,707	1,201,003	636,784	1,151,419	1,271,455	70,452	5.9%
UTIL TAX-SOLID WASTE	216,282	223,986	111,586	226,871	233,677	9,691	4.3%
UTIL TAX-TELEPHONE	380,295	391,875	195,709	403,076	415,169	23,294	5.9%
LEASEHOLD EXCISE	41,049	35,000	10,942	22,021	35,000	0	0.0%
GAMBLING	124,932	145,000	36,160	132,747	132,747	(12,253)	-8.5%
TOTAL TAXES:	\$9,844,659	\$9,949,880	\$5,701,364	\$10,489,770	\$10,329,233	\$379,353	3.8%
CABLE FRANCHISE	190,462	161,090	72,937	145,676	148,590	(12,500)	-7.8%
OTHER LICENSES:	419,454	313,700	123,813	224,671	361,700	48,000	15.3%
INTERGOVERNMENT:							
FEDERAL GRANT TOTALS	43,329	2,000	28,775	27,977	600	(1,400)	-70.0%
STATE GRANT TOTALS	11,177	0	1,644	2,964	0	0	
MOBILE HOME/TRAILER EXCISE	0	0	0	0	0	0	
MOTOR VEH EXCISE	0	26,860	23,630	26,860	26,860	0	0.0%
EQUALIZATION	0	0	0	0	0	0	
CITY ASSISTANCE	149,677	105,616	39,571	72,275	72,275	0	0.0%
LOCAL GOV'T ASSISTANCE	0	0	0	0	0	0	
MVET - CRIMINAL JUSTICE	32,406	0	0	0	0	0	
CTED CRIMINAL JUSTICE	0	0	0	0	0	0	
LIQUOR EXCISE	123,146	126,242	95,550	127,400	136,836	10,594	8.4%
LIQUOR PROFITS	197,732	190,169	91,408	181,993	199,553	9,384	4.9%
FIRE SERVICES WSU	571,931	587,292	391,528	587,292	723,700	136,408	23.2%
WHITMAN CTY LIBRARY DISTRICT	32,704	42,056	15,737	42,056	37,066	(4,990)	-11.9%
EMS CONTRACTS	98,819	91,873	100,674	100,674	91,873	0	0.0%
SCHOOL INTERLOCAL	26,000	26,000	0	0	0	(26,000)	-100.0%
SHARED COSTS WSU	7,500	0	0	0	0	0	#DIV/0!
INTERGOV REC FACILITY-AQUATICS	54,557	59,000	32,517	56,895	60,000	1,000	1.7%
TOTAL INTERGOVT:	\$1,348,976	\$1,257,108	\$821,034	\$1,226,385	\$1,348,763	\$91,655	7.3%
SERVICE CHARGES:	1,815,394	1,742,898	783,019	1,681,694	1,743,717	819	0.0%
INTERFUND CHGS:	318,709	335,337	138,266	330,698	355,426	20,089	6.0%
FINES:	92,439	111,500	53,531	96,852	111,500	0	0.0%
INVESTMENT INCOME	429,017	186,500	184,125	293,833	136,500	(50,000)	-26.8%
OTHER MISC.	172,890	116,038	72,500	133,392	93,210	(22,828)	-19.7%
TOTAL MISC:	\$601,908	\$302,538	\$256,625	427,225	\$229,710	(\$72,828)	-24.1%
TOTAL REVENUES:	\$14,632,001	\$14,174,051	\$7,950,589	\$14,622,972	\$14,628,639	\$454,588	3.2%
BEGINNING CASH:	3,049,938	3,510,045	3,510,045	3,510,045	3,039,869	(470,176)	-13.4%
TOTAL RESOURCES:	\$17,681,939	\$17,684,096	\$11,460,633	\$18,133,016	\$17,668,507	(\$15,588)	-0.1%

2009 General Fund Budget: Operating Requests

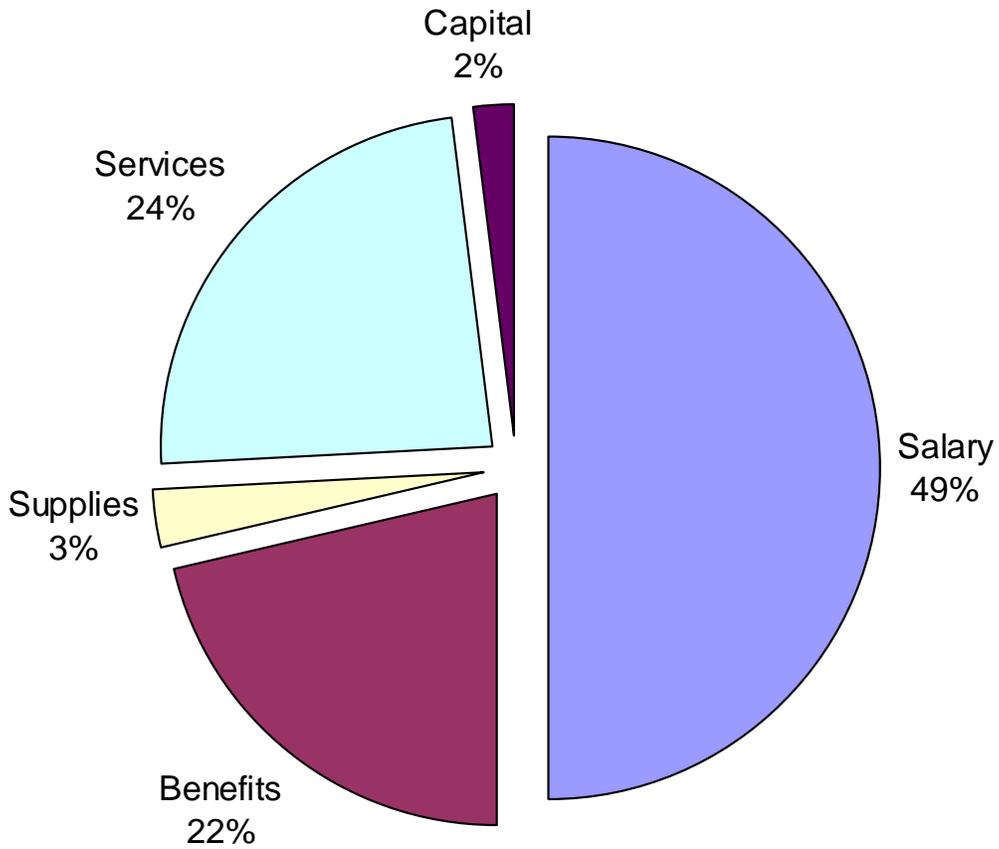


**2009 Total Operating Requests:
\$15,211,674**

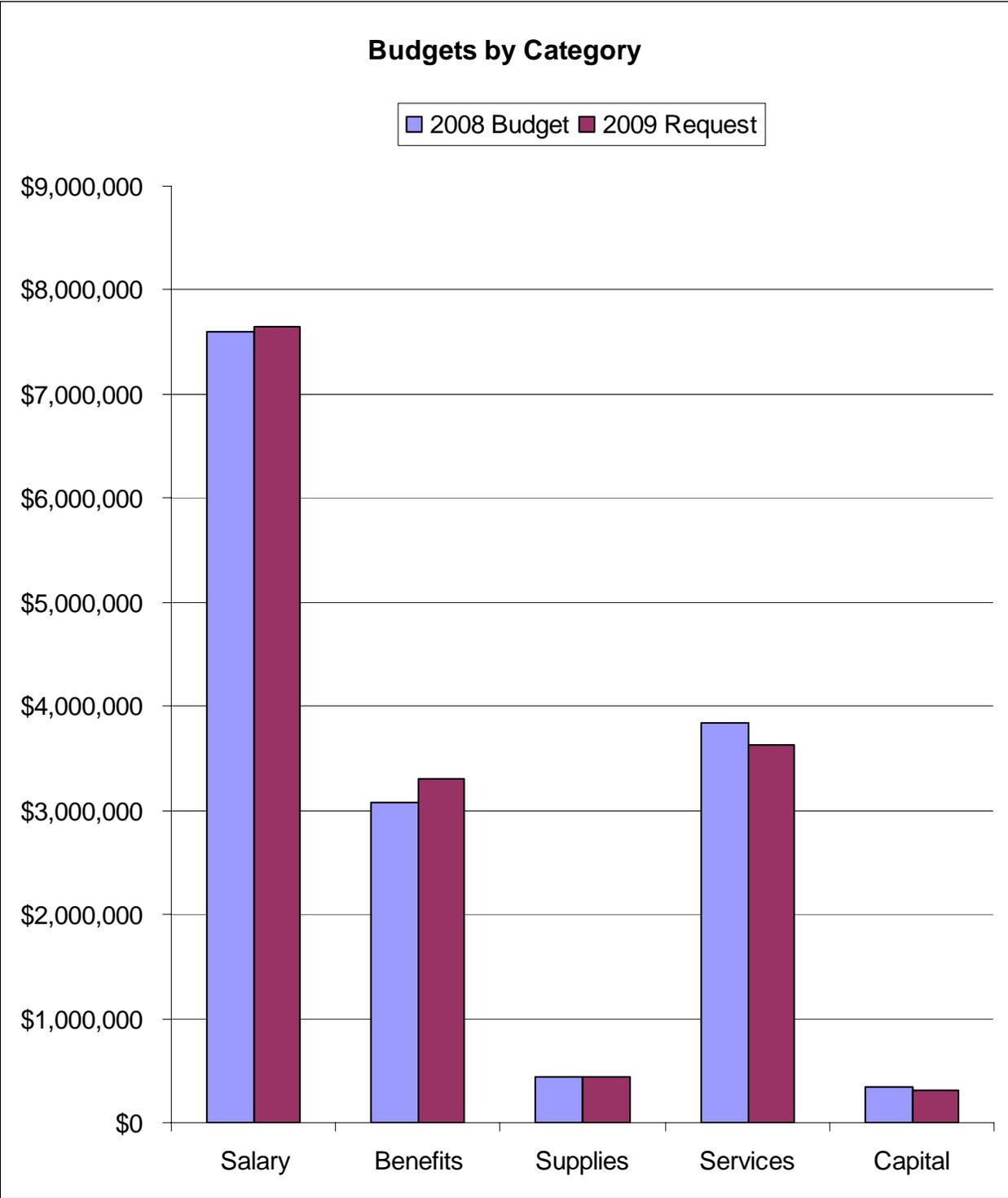
General Fund Operating Budgets



**2009 General Fund Budget Requests
By Category**



**2009 Total Operating Requests:
\$15,211,674**



FUND NUMBER

TITLE

001

GENERAL FUND - EXPENDITURES

EXPENDITURES: The Departmental Budget Request summary table lists 2009 General Fund Operating Expenditure requests totaling \$15,211,674. Overall, total operating requests represent an increase of 0.5 percent above the 2008 amended budget. Total expenditure requests, including capital expenditures and capital transfers total \$15,376,624. This is a 0.5 percent increase from the 2008 amended budget. Capital expenditure and transfer requests total \$164,950.

ESTIMATED ENDING CASH: This proposal establishes an estimated ending cash balance of \$2,291,884. It is the City Council's goal that this balance represents working capital equal to eight percent of operating expenditures (one month's expenditures) plus a five percent emergency reserve to provide funding for any unexpected expenditure requirements. The estimated cash balance meets the 13 percent goal. The estimated year-end cash balance represents 13.8 percent of operating requests. This year-end cash balance projection does not include any 2009 cost of living adjustments for any of the unsettled labor contracts or non-represented positions nor 2008 adjustments for the unsettled uniformed police contract.

OBJECT TOTALS: The following tables indicate the General Fund departmental requests by department and by expenditure category: salaries, benefits, supplies, general government expenditures, external support expenditures, operating transfers and capital expenditures, and transfers.

GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

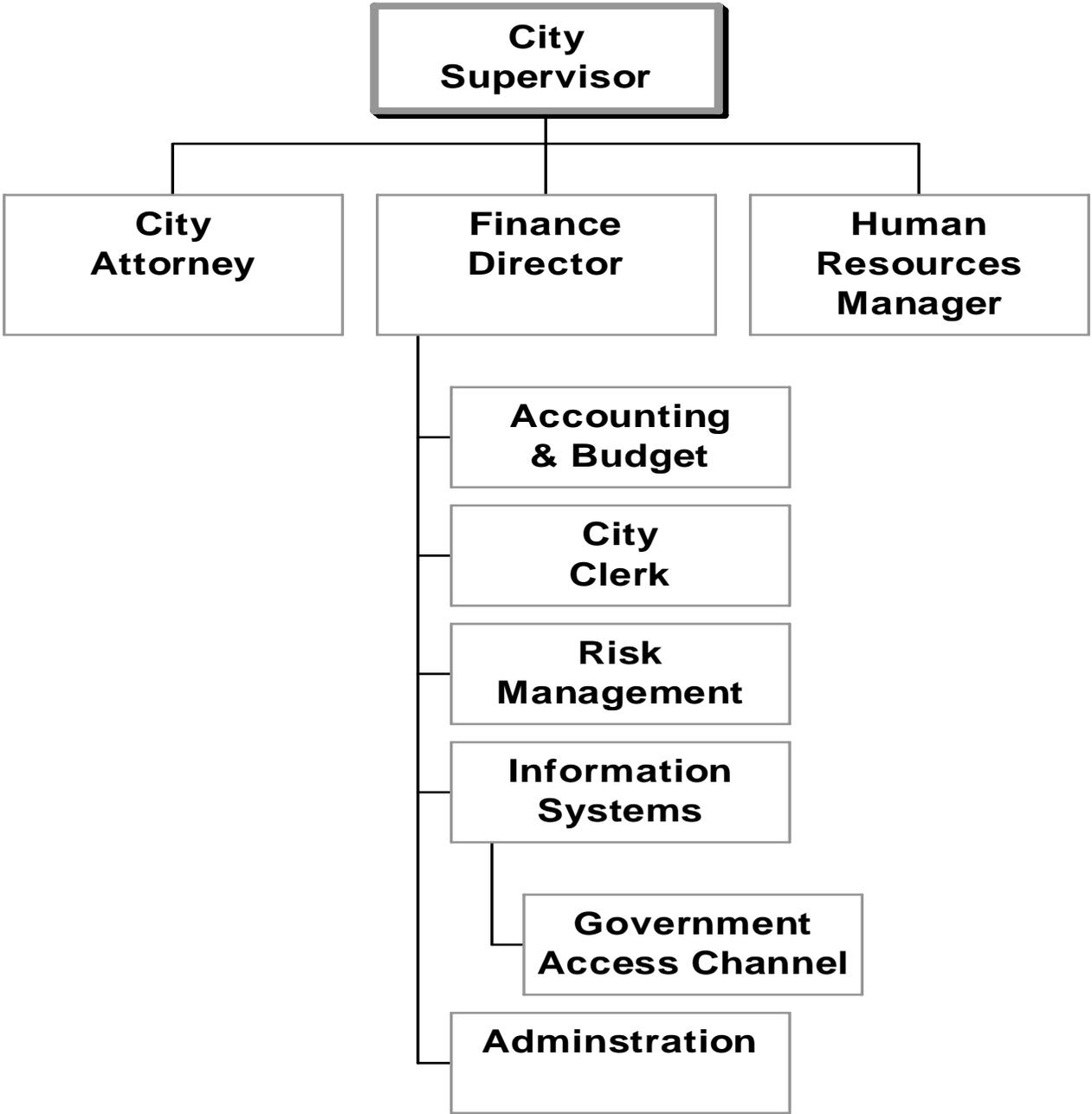
	<u>2007</u>	<u>2008</u> <u>AMENDED</u>	<u>YTD</u> <u>07/31/08</u>	<u>2009</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
DEPARTMENT TOTALS:					
ADMIN/FINANCE	1,145,823	1,270,899	717,406	1,304,714	33,815
POLICE	4,566,321	4,945,769	2,689,337	4,919,517	(26,252)
FIRE	3,631,608	3,912,605	2,194,028	3,972,346	59,741
PUBLIC WORKS	585,113	640,021	356,401	662,311	22,290
PLANNING	211,455	238,298	135,704	261,267	22,969
PUBLIC SERVICE	2,187,519	2,517,571	1,390,616	2,621,065	103,494
G.GOV'T/EXT SUPPORT	297,736	217,437	144,070	197,737	(19,700)
LIBRARY	1,092,160	1,174,638	594,039	1,155,472	(19,166)
OPERATING TRANSFERS					
STREETS	0	61,923	61,923	61,923	0
INFO SYS-GOV'T ACCESS CHANNEL	0	3,917	0	4,799	882
GOVT BUILDINGS	0	125,717	22,452	18,510	(107,207)
AIRPORT	15,750	32,013	32,013	32,013	0
TOTAL OPERATING:	\$13,733,485	\$15,140,808	\$8,337,989	\$15,211,674	\$70,866
PERCENTAGE CHANGE:					0.5%
<u>CAPITAL OUTLAYS:</u>					
C.I.P. PROJECTS	85,329	165,228	195,450	164,950	(278)
CAPITAL TRANSFERS:					
STREETS	38,779	0	0	0	0
INTERNAL SERVICES	0	0	0	0	0
OTHER FUNDS	204,151	0	0	0	0
G.O. BOND REDEMPT	110,151	0	0	0	0
TOTAL CAPITAL:	\$438,410	\$165,228	\$195,450	\$164,950	(\$278)
TOTAL GENERAL FUND:	\$14,171,895	\$15,306,036	\$8,533,439	\$15,376,624	\$70,588
PERCENTAGE CHANGE:					0.5%
+ ENDING CASH	3,510,045	2,378,060	2,927,194	2,291,884	(86,176)

GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

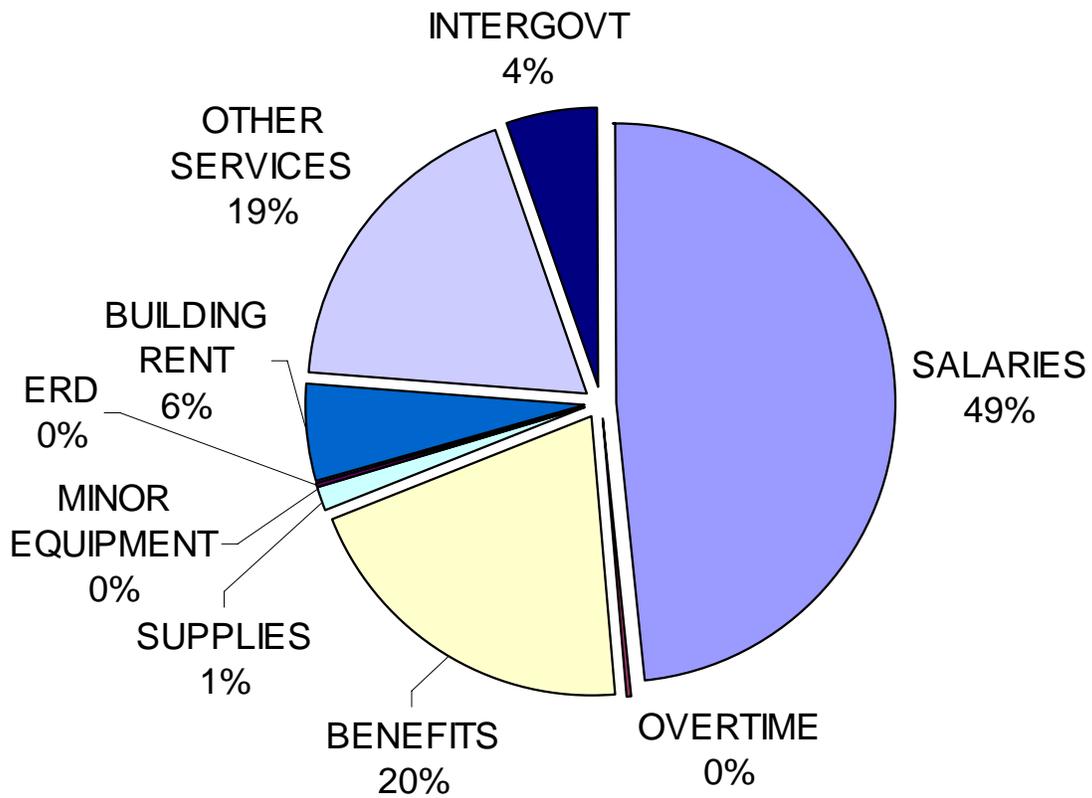
	2007 <u>ACTUAL</u>	2008 AMENDED <u>BUDGET</u>	YTD <u>07/31/08</u>	2009 <u>REQUEST</u>	<u>\$ CHANGE</u>	
ALL DEPARTMENTS						
SALARIES	6,681,580	7,108,286	3,989,586	7,230,419	122,133	1.7%
OVERTIME	514,062	491,998	313,040	420,171	(71,827)	-14.6%
BENEFITS	2,703,879	3,081,897	1,667,486	3,304,688	222,791	7.2%
SUPPLIES	385,398	432,319	234,091	434,185	1,866	0.4%
MINOR CAPITAL, BOOKS	224,600	178,600	75,591	190,721	12,121	6.8%
ERD RENTAL	557,248	825,107	352,201	833,255	8,148	1.0%
BUILDING RENT	644,435	731,944	365,972	721,926	(10,018)	-1.4%
OTHER SERVICES	876,213	1,032,021	512,530	970,889	(61,132)	-5.9%
INFO SYS/INTERGOVT	832,585	817,629	567,034	790,438	(27,191)	-3.3%
TOTAL DEPT OPERATING:	\$13,419,999	\$14,699,801	\$8,077,531	\$14,896,692	\$196,891	1.3%
GENERAL GOV'T	210,714	211,109	142,532	191,009	(20,100)	-9.5%
EXTERNAL SUPPORT	4,913	6,328	1,538	6,728	400	6.3%
OPER. TRANSFERS:	97,859	223,570	116,388	117,245	(106,325)	-47.6%
TOTAL OPERATING:	\$13,733,485	\$15,140,808	\$8,337,989	\$15,211,674	\$70,866	0.5%
CAPITAL OUTLAYS	438,410	165,228	\$195,450	164,950	(278)	-0.2%
GRAND TOTAL:	\$14,171,895	\$15,306,036	\$8,533,439	\$15,376,624	\$70,588	0.5%

City of Pullman

Administration & Finance



ADMINISTRATION AND FINANCE



**TOTAL OPERATING REQUEST:
\$1,304,714**

GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	<u>2007</u>	2008 <u>AMENDED</u>	YTD <u>07/31/08</u>	2009 <u>REQUEST</u>	<u>\$ CHANGE</u>
ADMINISTRATION AND FINANCE					
SALARIES	577,924	626,771	355,309	629,035	2,264
OVERTIME	2,980	6,000	3,073	6,000	0
BENEFITS	196,551	231,807	122,817	264,046	32,239
SUPPLIES	15,721	13,950	8,119	17,306	3,356
MINOR EQUIPMENT	1,191	400	0	3,600	3,200
ERD	0	0	0	0	0
BUILDING RENT	79,927	80,856	40,428	74,133	(6,723)
OTHER SERVICES	208,046	252,668	143,671	241,647	(11,021)
INFO SYS/INTERGOVT	63,482	58,447	43,989	68,947	10,500
TOTAL OPERATING:	\$1,145,823	\$1,270,899	\$717,406	\$1,304,714	\$33,815

ACTIVITY:

Legislative

ACTIVITY DESCRIPTION:

Policy direction and guidance of future municipal activities.

GOAL:

The mission of the Pullman City Council is to provide visionary leadership in policy making to enable the city to provide quality services at reasonable rates.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Responding to public input. Increasing public awareness. Adoption of annual city goals. Knowledge of overall city activities. Conducting City Council meetings each month which address relevant and timely issues. Participating in assigned boards, commissions, and committees.

BUDGET:

\$140,265

MAJOR BUDGET CHANGES:

Election costs are increased because we have municipal elections for four City Council positions in 2009.

MEASUREMENT TECHNIQUE:

Council to provide legally required decisions, policy direction by means of identified goals, implementation of policy goals through budget and public contact/awareness/education.

GENERAL FUND 2009 BUDGET REQUESTS

	<u>2007 ACTUAL</u>	<u>AMENDED 2008 BUDGET</u>	<u>YTD 07/31/08</u>	<u>2009 REQUEST</u>	<u>\$ CHANGE</u>
LEGISLATIVE					
SALARIES	25,200	30,000	17,100	30,000	0
OVERTIME	0	0	0		0
BENEFITS	2,006	2,870	1,353	2,870	0
SUPPLIES	4,532	5,000	1,164	4,000	(1,000)
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	0	0	0		0
BUILDING RENT	39,034	39,488	19,744	33,165	(6,323)
OTHER SERVICES	25,505	28,500	15,959	27,000	(1,500)
AWC;INTGOVT	37,112	31,887	17,429	43,230	11,343
TOTAL:	\$133,390	\$137,745	\$72,749	\$140,265	\$2,520

AUTHORIZED STAFFING	
Position	Number Elected
Councilmembers	7.00
Total	7.00

ACTIVITY:

Mayor

ACTIVITY DESCRIPTION:

Overall administrative coordination of municipal activities. Major spokesperson for city before state agency hearings and legislative activities. Responsible for board and commission appointments. Serves as chair for Pullman-Moscow Regional Airport Board as well as maintaining contact with other regional organizations. Provide for public education and contact as appropriate.

GOAL:

Ensure that City Council policies are carried out in a timely manner. Increase (or decrease) as necessary state and regional contacts in order to maintain representation of city position(s) on issues. Maintain a full roster of members on various boards and commissions. Increase public awareness of municipal activities and issues.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Delegation of appropriate activities to City Supervisor and others, especially administrative coordination and carrying out City Council policies. Quality representation of city before state and regional bodies. Boards and commissions have a full roster of members. Public awareness of municipal government activities enhanced by news releases, public group talks/presentations, and individual contacts. Represent the city at community events. The budgeted service level provides for the carrying out of these responsibilities by one budgeted position.

BUDGET:

\$21,895

MAJOR BUDGET CHANGES:

None

MEASUREMENT TECHNIQUE:

City Council and public review of Mayor's activities and providing of feedback as appropriate.

GENERAL FUND 2009 BUDGET REQUESTS

	2007 <u>ACTUAL</u>	AMENDED 2008 <u>BUDGET</u>	YTD 07/31/08	2009 <u>REQUEST</u>	<u>\$ CHANGE</u>
MAYOR					
SALARIES	15,000	17,000	9,917	17,000	0
OVERTIME	0	0	0		0
BENEFITS	1,329	1,764	818	1,395	(369)
SUPPLIES	0	0	431	500	500
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	0	0	0		0
BUILDING RENT	0	0	0		0
OTHER SERVICES	2,598	3,000	1,339	3,000	0
INTERGOVERNMENT	0	0	0		0
TOTAL:	\$18,927	\$21,764	\$12,504	\$21,895	\$131

AUTHORIZED STAFFING	
Position	Number Elected
Mayor	1.00
Total	1.00

ACTIVITY:

City Supervisor

ACTIVITY DESCRIPTION:

Supervises, administers, and coordinates the activities of city departments.

GOAL:

Create an organizational environment which is characterized by responsiveness to the citizens of Pullman, effectiveness in carrying out City Council directives, and competence in managerial practices conducive to employee motivation, cost efficiencies, and overall productivity.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Responsiveness to citizen needs based on citywide perspective rather than narrow interests.

Presentation directly and through departments of quality staff reports so that the City Council will have the necessary information needed to make rational policy decisions.

Effectiveness in carrying out City Council directives through ordinances, resolutions, program development, or other vehicles.

Competence in managerial practices as reflected by balanced budgets, motivated employees, and high overall organizational productivity.

The budgeted service level provides funding for the carrying out of these responsibilities by one full-time position. Outside consulting assistance, such as in labor relations, is normally charged to the appropriate department.

BUDGET:

\$154,051

MAJOR BUDGET CHANGES:

None

MEASUREMENT TECHNIQUE:

Feedback on performance will be given through performance evaluations and discussions at goal-setting sessions, City Council workshops, employee chats, etc.

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GENERAL FUND 2009 BUDGET REQUESTS

	2007	AMENDED 2008	YTD	2009	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>07/31/08</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>

CITY SUPERVISOR

SALARIES	107,238	113,148	66,003	113,148	0
OVERTIME	0	0	0		0
BENEFITS	28,975	31,911	18,756	34,603	2,692
SUPPLIES	41	100	47	100	0
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	0	0	0		0
BUILDING RENT	0	0	0		0
OTHER SERVICES	4,752	5,500	3,597	6,200	700
INTERGOVERNMENT	0	0	0		0
TOTAL:	\$141,006	\$150,659	\$88,403	\$154,051	\$3,392

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
City Supervisor	1.00
Total	1.00

ACTIVITY:

Finance

ACTIVITY DESCRIPTION:

Provide accounting, budgeting, auditing, and financial reporting services for all City activities plus the Pullman-Moscow Airport; maintain official City records and City clerk functions; provide administrative support to elected officials, management and staff; establish and manage financial, accounting and City-wide networked computer systems; oversee all City risk management and insurance programs covering property and liability exposures; serve on labor contract negotiation team.

GOAL:

Produce, interpret and disseminate correct and timely financial data and services to ensure that the City's resources are used in the most efficient manner, consistent with City Council's budget directives.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Monitor overall City budget; confirm that resources are sufficient to sustain this budget.

Maintain the City's financial/accounting and reporting systems free of major audit findings.

BUDGET:

\$ 805,584

MAJOR BUDGET CHANGES:

Implementation of BDPA recommendations for Accounting Supervisor position.

MEASUREMENT TECHNIQUE:

Maintain annual reports free of major audit findings. Install accounting and reporting methods to conform to federal and state standards. Provide timely and relevant data to departments for improved budget management. Ensure access to, and location of, all official files and records. Minimize liability exposures and insurance costs.

GENERAL FUND 2009 BUDGET REQUESTS

	2007 <u>ACTUAL</u>	AMENDED 2008 <u>BUDGET</u>	YTD <u>07/31/08</u>	2009 <u>REQUEST</u>	<u>\$ CHANGE</u>
FINANCE					
SALARIES	366,616	397,557	222,694	398,159	602
OVERTIME	2,980	6,000	3,073	6,000	0
BENEFITS	147,700	176,467	91,569	204,902	28,435
SUPPLIES	9,239	7,600	5,171	11,100	3,500
MINOR EQUIPMENT	1,062	400	0	3,600	3,200
ERD RENTAL	0	0	0	0	0
BUILDING RENT	40,893	41,368	20,684	40,968	(400)
OTHER SERVICES	76,368	124,638	66,461	115,138	(9,500)
INFOSYS//INTGOVT	26,370	26,560	26,560	25,717	(843)
TOTAL:	\$671,227	\$780,590	\$436,212	\$805,584	\$24,994

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Finance Director	1.00
Information Services Manager	1.00
Accounting Manager	1.00
Accountant	1.00
Information Services Technician	1.00
Accounting Specialist	2.00
Deputy City Clerk	1.00
Executive Assistant	1.00
Administrative Clerk	1.00
Total	10.00

ACTIVITY:

City Attorney

ACTIVITY DESCRIPTION:

Perform necessary legal work and provide legal advice to the City Council, Mayor, Commissions and Boards, City Supervisor, and various City departments.

GOAL:

Strive to have City policies, procedures, and actions formulated and conducted within the scope of its legal authority.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Preservation of the City's legal integrity. Maintenance of City Code to conform with state and local legislative changes.

BUDGET:

\$84,815

MAJOR BUDGET CHANGES:

Legal services expenditures are maintained at the 2008 level by decreasing the City Attorney scheduled in-house days from four to five days per month to three days per month.

MEASUREMENT TECHNIQUE:

Implementation of goals established with City Council and Administration.

Hold legal challenges against the City to a minimum.

GENERAL FUND 2009 BUDGET REQUESTS

	2007	AMENDED 2008	YTD	2009	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>07/31/08</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>

CITY ATTORNEY

SALARIES	0	0	0	0	0
OVERTIME	0	0	0		0
BENEFITS	0	0	0		0
SUPPLIES	592	250	371	606	356
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	0	0	0		0
BUILDING RENT	0	0	0		0
INFO SYSTEMS	0	0	0		
OTHER SERVICES	93,710	84,580	54,322	84,209	(371)
INTERGOVERNMENT	0	0	0		0
TOTAL:	\$94,301	\$84,830	\$54,693	\$84,815	(\$15)

AUTHORIZED STAFFING	
Position	Number
City Attorney	1.00
Total	1.00

ACTIVITY:

Human Resources

ACTIVITY DESCRIPTION:

Provides comprehensive human resource management services for all City departments; maintains and administers employee benefits and the pay and classification plan; develops and monitors an equal employment recruitment program; serves as the safety officer; and coordinates Drug and Alcohol Testing program; administers all other personnel matters including New Hire and Employee Assistance Programs; participates in labor negotiations.

GOAL:

Locate best qualified candidates for open positions within a reasonable time frame.

Provide assistance to management and staff in all areas of human resource management so that a cohesive working relationship is maintained in accordance with professional standards, state and federal laws, labor contracts, and City policies and procedures.

To obtain the best available training materials within the budget provided.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Responsiveness to the needs of department heads, City employees, and job applicants.

Effectiveness in filling employment positions within the City.

Ability to provide training methods and other functions to assist staff development.

Ability to track federal and state mandated programs such as the Family and Medical Leave Act (FMLA), the Health Insurance Portability and Accountability Act (HIPPA), and the New Hire Reporting Act.

The budgeted service level allows for the provision of these responsibilities through one full-time position and provides the additional resources needed to provide and track citywide training that includes Diversity Training, Effective Supervisory Training, Sexual Harassment,

employment and Labor Law, Safety, and other training as needed. Manage the labor relations activities of the City.

BUDGET:

\$98,104

MAJOR BUDGET CHANGES:

No major budget changes.

MEASUREMENT TECHNIQUE:

Through performance evaluation and goal-setting sessions with City Supervisor.

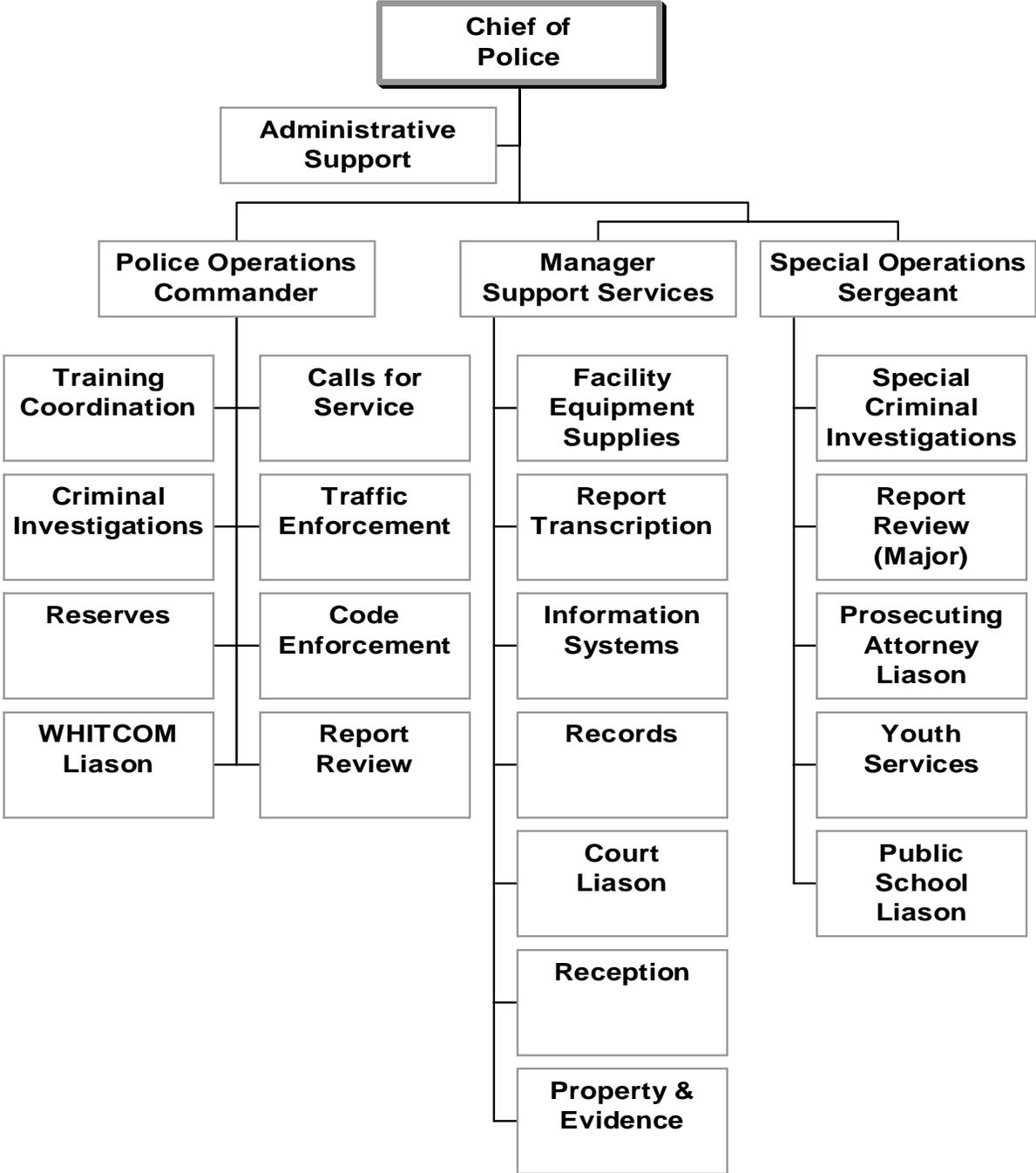
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GENERAL FUND 2009 BUDGET REQUESTS

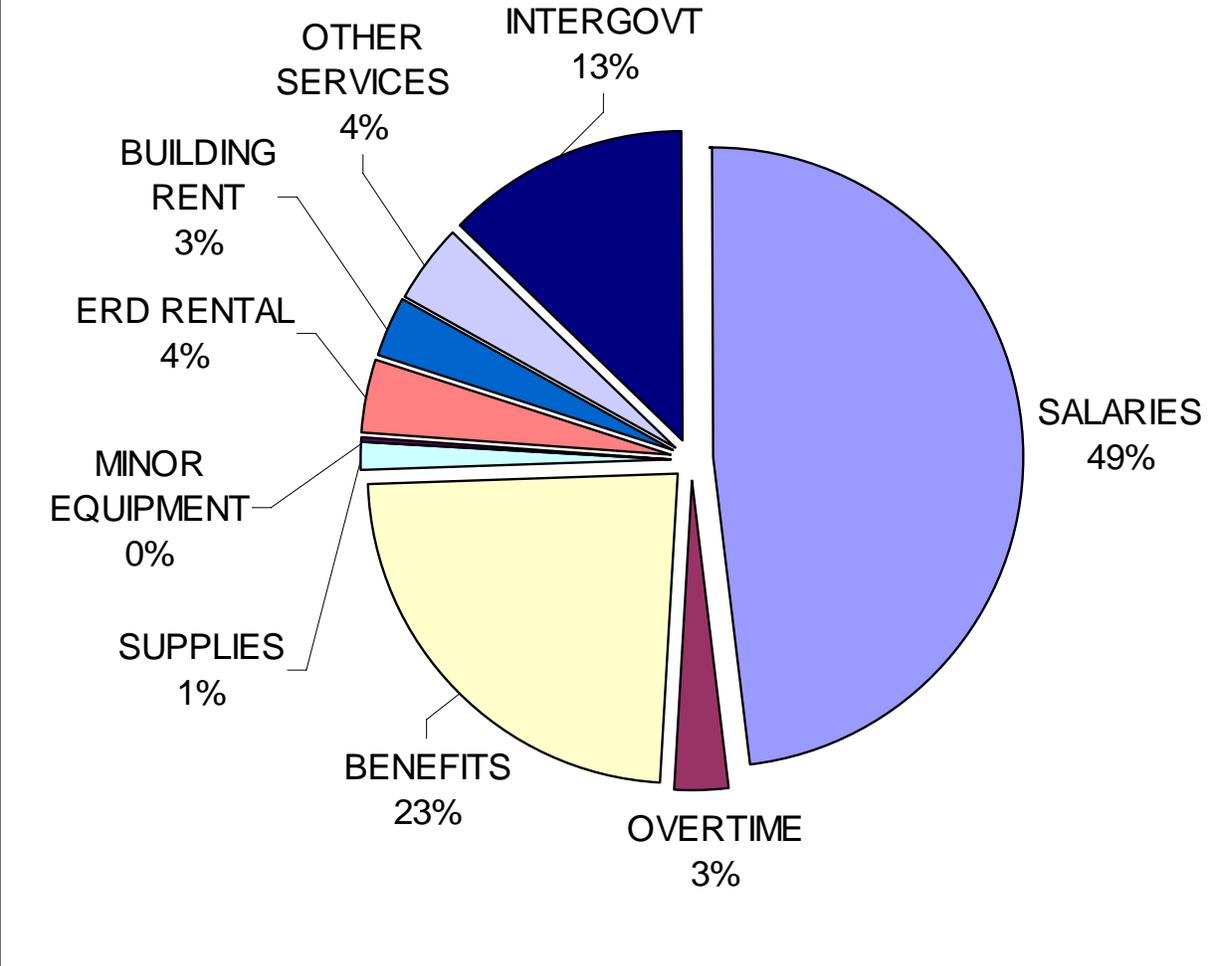
	2007 <u>ACTUAL</u>	AMENDED 2008 <u>BUDGET</u>	YTD <u>07/31/08</u>	2009 <u>REQUEST</u>	<u>\$ CHANGE</u>
HUMAN RESOURCES					
SALARIES	63,870	69,066	39,596	70,728	1,662
OVERTIME	0	0	0		0
BENEFITS	16,542	18,795	10,321	20,276	1,481
SUPPLIES	1,317	1,000	935	1,000	0
MINOR EQUIPMENT	129	0	0		0
ERD RENTAL	0	0	0		0
BUILDING RENT	0	0	0		0
OTHER SERVICES	0	6,450	1,993	6,100	(350)
INTERGOVERNMENT	5,114	0	0	0	0
TOTAL:	\$86,972	\$95,311	\$52,845	\$98,104	\$2,793

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Human Resources Manager	1.00
Total	1.00

City of Pullman Police Department



POLICE



**TOTAL OPERATING REQUEST:
\$4,919,517**

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GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	<u>2007</u> <u>ACTUAL</u>	2008 <u>AMENDED</u> <u>BUDGET</u>	YTD <u>07/31/08</u>	2009 <u>REQUEST</u>	<u>\$ CHANGE</u>
POLICE					
SALARIES	2,181,129	2,308,892	1,220,313	2,341,785	32,893
OVERTIME	154,138	136,940	106,770	149,440	12,500
BENEFITS	989,730	1,139,271	589,490	1,190,361	51,090
SUPPLIES	51,570	59,454	32,795	71,908	12,454
MINOR EQUIPMENT	19,551	25,263	55,132	15,966	(9,297)
ERD RENTAL	290,556	338,499	111,748	202,838	(135,661)
BUILDING RENT	145,763	150,009	75,005	148,302	(1,707)
OTHER SERVICES	139,984	234,670	146,362	221,045	(13,625)
INFO SYS/INTERGOVT	593,900	552,771	351,723	577,872	25,101
TOTAL:	\$4,566,321	\$4,945,769	\$2,689,337	\$4,919,517	(\$26,252)

ACTIVITY:

Law Enforcement and Detention

ACTIVITY DESCRIPTION:

Serve and protect persons and property in the City of Pullman. Enforce Pullman City Code, federal and state laws; maintain peace and order; protect property; assure personal safety; and assist citizens in urgent situations. Provide for general animal control, enforcement of laws pertaining to domestic animals and parking violation enforcement. This activity includes uniformed police officers, records specialists, and parking enforcement officers/code enforcement officers.

GOAL:

Continue to aggressively pursue crime prevention and problem solving approaches utilizing citizen involvement, particularly with the beat officer concept on College Hill and the youth services officer in the public schools. Provide consistent traffic enforcement and narcotics enforcement. Continue on course with the long-range plan assuring issues identified by the City Council is addressed in the plan.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Feedback regarding improved levels of safety on College Hill; better traffic safety; and lower incidents of crime due to increased preventive measures. Feedback from police staff, Police Advisory Committee and City Council regarding the department being progressive and positively addressing goals and concerns.

BUDGET:

\$4,589,872

MAJOR BUDGET CHANGES:

No COLA increases are reflected. Ammunition costs have taken a dramatic increase and availability is limited with shipments anticipated to take nine months to a year after the order is placed.

MEASUREMENT TECHNIQUE:

Feedback from the Police Advisory Committee, police staff, and citizens.

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GENERAL FUND 2009 BUDGET REQUESTS

	2007 <u>ACTUAL</u>	AMENDED 2008 <u>BUDGET</u>	YTD 07/31/08	2009 <u>REQUEST</u>	<u>\$ CHANGE</u>
LAW ENFORCEMENT AND DETENTION					
SALARIES	2,181,129	2,308,892	1,220,313	2,341,785	32,893
OVERTIME	154,138	136,940	106,770	149,440	12,500
BENEFITS	989,730	1,139,271	589,490	1,190,361	51,090
SUPPLIES	51,542	59,454	32,787	71,908	12,454
MINOR EQUIPMENT	19,551	25,263	55,132	15,966	(9,297)
ERD RENTAL	290,556	338,499	111,748	202,838	(135,661)
BUILDING RENT	145,763	150,009	75,005	148,302	(1,707)
INFO SYSTEMS	28,595	31,731	31,731	34,417	2,686
OTHER SERVICES	100,508	123,965	59,306	110,340	(13,625)
INTERGOVERNMENT	301,626	302,100	155,787	324,515	22,415
TOTAL:	\$4,263,139	\$4,616,124	\$2,438,069	\$4,589,872	(\$26,252)

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Police Chief	1.00
Police Operations Commander	1.00
Support Services Manager	1.00
Police Administrative Assistant	1.00
Information Services Specialist	1.00
Sergeant: Patrol	3.00
Special Operations Sergeant	1.00
Officer: Patrol	18.00
Officer: Detective - Crimes Against Persons	1.00
Officer: Detective - Juvenile Crimes	1.00
Officer: Detective - Narcotics/Drug Investigations	1.00
Officer: Youth Services	1.00
Code Enforcement Officers	3.00
Records Specialist	7.60
Total	41.60

ACTIVITY:

Communications

ACTIVITY DESCRIPTION:

Services provided by WHITCOM, consolidated dispatch and call taking, under interlocal agreement.

GOAL:

Quality dispatching of Pullman police, fire and emergency medical services.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Feedback from officers and the public on the service level provided by WHITCOM.

BUDGET:

\$285,645

MAJOR BUDGET CHANGES:

WHITCOM contributions are \$218,940 and IS charges are \$66,705.

MEASUREMENT TECHNIQUE:

Number of calls received and dispatched. Reports from police staff, the public, and the WHITCOM executive board.

GENERAL FUND 2009 BUDGET REQUESTS

	2007	AMENDED 2008	YTD	2009	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>07/31/08</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>

COMMUNICATIONS

SALARIES	0	0	0		0
OVERTIME	0	0	0		0
BENEFITS	0	0	0		0
SUPPLIES	26	0	5		0
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	0	0	0		0
BUILDING RENT	0	0	0		0
INFO SYSTEMS	0	0	0		0
OTHER SERVICES	2,859	66,705	66,705	66,705	0
INTERGOVERNMENT	263,679	218,940	164,205	218,940	0
TOTAL:	\$266,565	\$285,645	\$230,915	\$285,645	\$0

ACTIVITY:

Animal Control

ACTIVITY DESCRIPTION:

Fulfillment of the contract extension with Whitman County Humane Society. Maintenance of the shelter facility.

GOAL:

Provide for shelter facilities for animals impounded by code enforcement officers. Promote responsible pet ownership, increase adoptions, and reduce euthanasia.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Monthly reports submitted by the Whitman County Humane Society.

BUDGET:

\$44,000

MAJOR BUDGET CHANGES:

No change

MEASUREMENT TECHNIQUE:

Obtain a monthly report of activity.

GENERAL FUND 2009 BUDGET REQUESTS

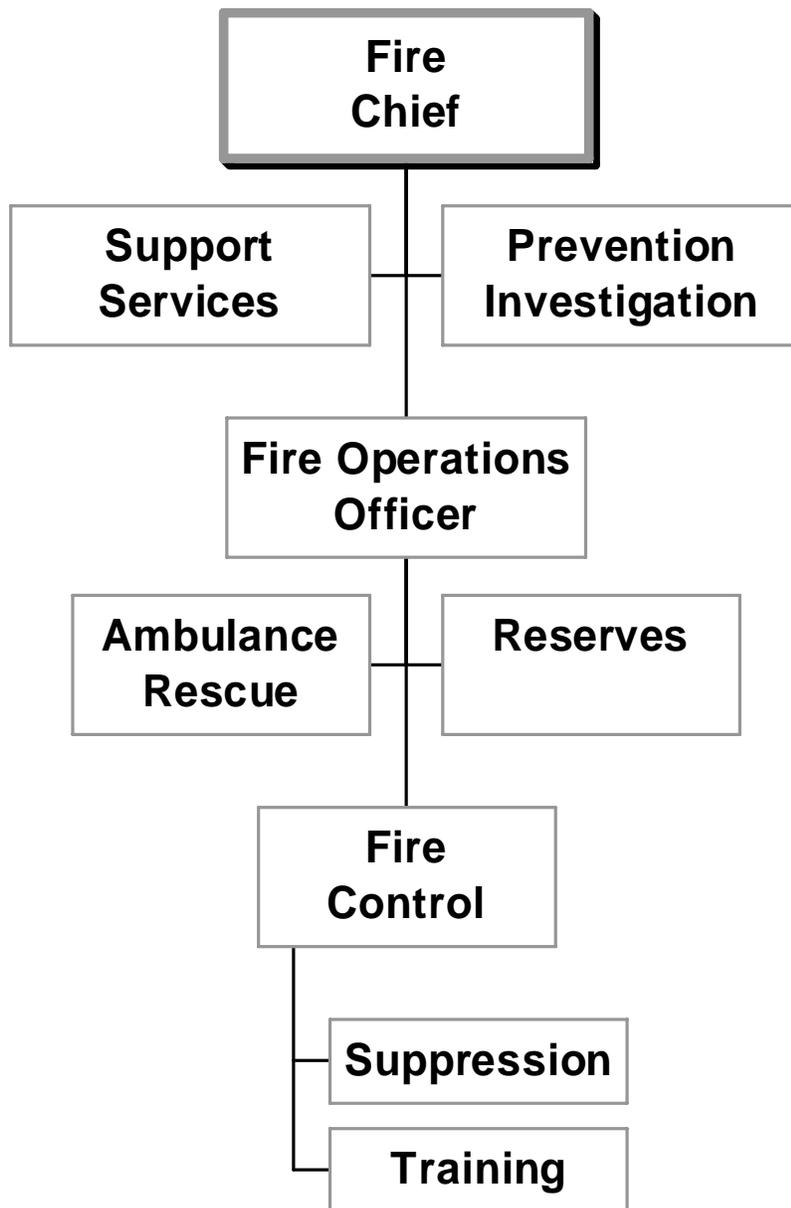
	2007	AMENDED 2008	YTD	2009	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>07/31/08</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>

ANIMAL CONTROL

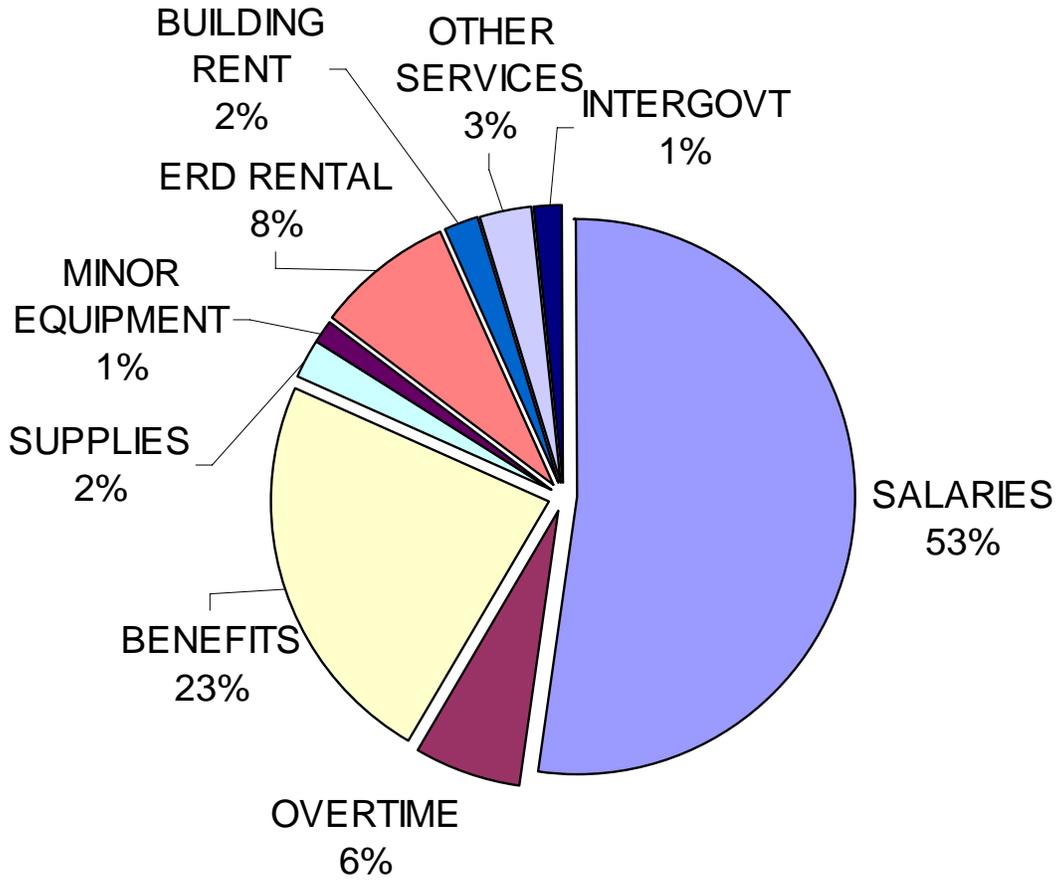
SALARIES	0	0	0		0
OVERTIME	0	0	0		0
BENEFITS	0	0	0		0
SUPPLIES	1	0	2		0
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	0	0	0		0
BUILDING RENT	0	0	0		0
INFO SYSTEMS	0	0	0		0
OTHER SERVICES	36,617	44,000	20,350	44,000	0
INTERGOVERNMENT	0	0	0		0
TOTAL:	\$36,618	\$44,000	\$20,353	\$44,000	\$0

City of Pullman

Fire Department



FIRE SERVICES



**TOTAL OPERATING REQUEST:
\$3,972,346**

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GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2007 <u>ACTUAL</u>	2008 AMENDED <u>BUDGET</u>	YTD <u>07/31/08</u>	2009 <u>REQUEST</u>	<u>\$ CHANGE</u>
FIRE SERVICES					
SALARIES	1,913,546	1,998,631	1,129,966	2,071,877	73,246
OVERTIME	344,582	332,355	193,873	247,158	(85,197)
BENEFITS	803,644	835,825	500,451	922,446	86,621
SUPPLIES	88,400	104,437	56,396	90,213	(14,224)
MINOR EQUIPMENT	57,097	33,319	17,076	57,485	24,166
ERD RENTAL	183,267	309,416	155,851	323,708	14,292
BUILDING RENT	62,878	77,030	38,515	67,156	(9,874)
OTHER SERVICES	122,275	135,350	47,253	129,950	(5,400)
INFO SYS/INTERGOVT	55,918	86,242	54,647	62,353	(23,889)
TOTAL OPERATING:	\$3,631,608	\$3,912,605	\$2,194,028	\$3,972,346	\$59,741

ACTIVITY:

Fire Control

ELEMENTS:

Administration-Suppression-Prevention/Investigation, Training, and Facilities.

ACTIVITY DESCRIPTION:

Administration of the activities of the department; response to and management of fire, disasters, and hazardous materials incidents.

The prevention of fires through fire-safety inspections, code compliance, and public education targeting fire hazard recognition and hazard reduction.

Preparation of personnel to function safely and effectively in a variety of emergency situations. Maintain two stations which house equipment and personnel, to ensure facilities are safe and meet community standards.

GOAL:

To save lives, protect property, and ensure the safety of the community when an emergency incident occurs.

To manage the department following City Council goals within the authorized budget.

To reduce the incidents of fires and provide fire cause determination through investigations.

To provide training to improve employees' proficiency to function as identified by local need and applicable national and state standards.

Ensure equipment and personnel are safely housed.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Follow City Council direction through program development and implementation.

Provide five minute or less response for initial arriving pieces of equipment.

To reduce the number of fires by identified causes.

Maintain an effective training program so that all members perform their jobs with skill and efficiency.

Ensure facilities are adequate and well maintained.

BUDGET:

\$2,145,464

MAJOR BUDGET CHANGES:

None

MEASUREMENT TECHNIQUE:

To be measured through quarterly reports.

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GENERAL FUND 2009 BUDGET REQUESTS

	2007 <u>ACTUAL</u>	AMENDED 2008 <u>BUDGET</u>	YTD <u>07/31/08</u>	2009 <u>REQUEST</u>	<u>\$ CHANGE</u>
FIRE CONTROL					
SALARIES	1,349,270	1,041,829	793,071	1,057,892	16,063
OVERTIME	185,245	165,321	96,437	147,902	(17,419)
BENEFITS	584,421	477,160	363,274	538,987	61,827
SUPPLIES	34,561	57,701	19,766	40,354	(17,347)
MINOR EQUIPMENT	29,196	13,725	9,631	34,085	20,360
ERD RENTAL	60,105	186,431	94,359	152,813	(33,618)
BUILDING RENT	31,439	38,515	19,257	33,578	(4,937)
INFO SYSTEMS	46,479	49,897	49,897	52,353	2,456
OTHER SERVICES	95,782	93,900	31,673	87,500	(6,400)
INTERGOVERNMENT	0	0	0		0
TOTAL:	\$2,416,499	\$2,124,479	\$1,477,366	\$2,145,464	\$20,985

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Fire Chief	1.00
Operations Officer	1.00
Captain	3.00
Lieutenant	3.00
Fire Prevention Officer	1.00
Fire Training Officer	1.00
Firefighter	21.00
Administrative Specialist	1.00
Total	32.00
Reserve Firefighter	25.00

ACTIVITY:

Ambulance/Emergency Aid

ELEMENTS:

Ambulance, Training, and Rescue

ACTIVITY DESCRIPTION:

Operation of the ambulance for emergency medical services.

Preparation of personnel to function safely and effectively during a medical emergency.

Operation of a rescue unit, staffed by reserve personnel which support fire control and ambulance services.

GOAL:

To provide emergency medical services to the citizens of Pullman and outlying rural areas.

To provide training to improve the employees' proficiency to function as identified by local need and applicable state standards.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

To be able to respond to requests for service in the City within five minutes of dispatch.

To provide a transport capability for outlying rural areas.

To maintain an effective training program so that all members perform with skill and efficiency.

BUDGET:

\$1,826,882

MAJOR BUDGET CHANGES:

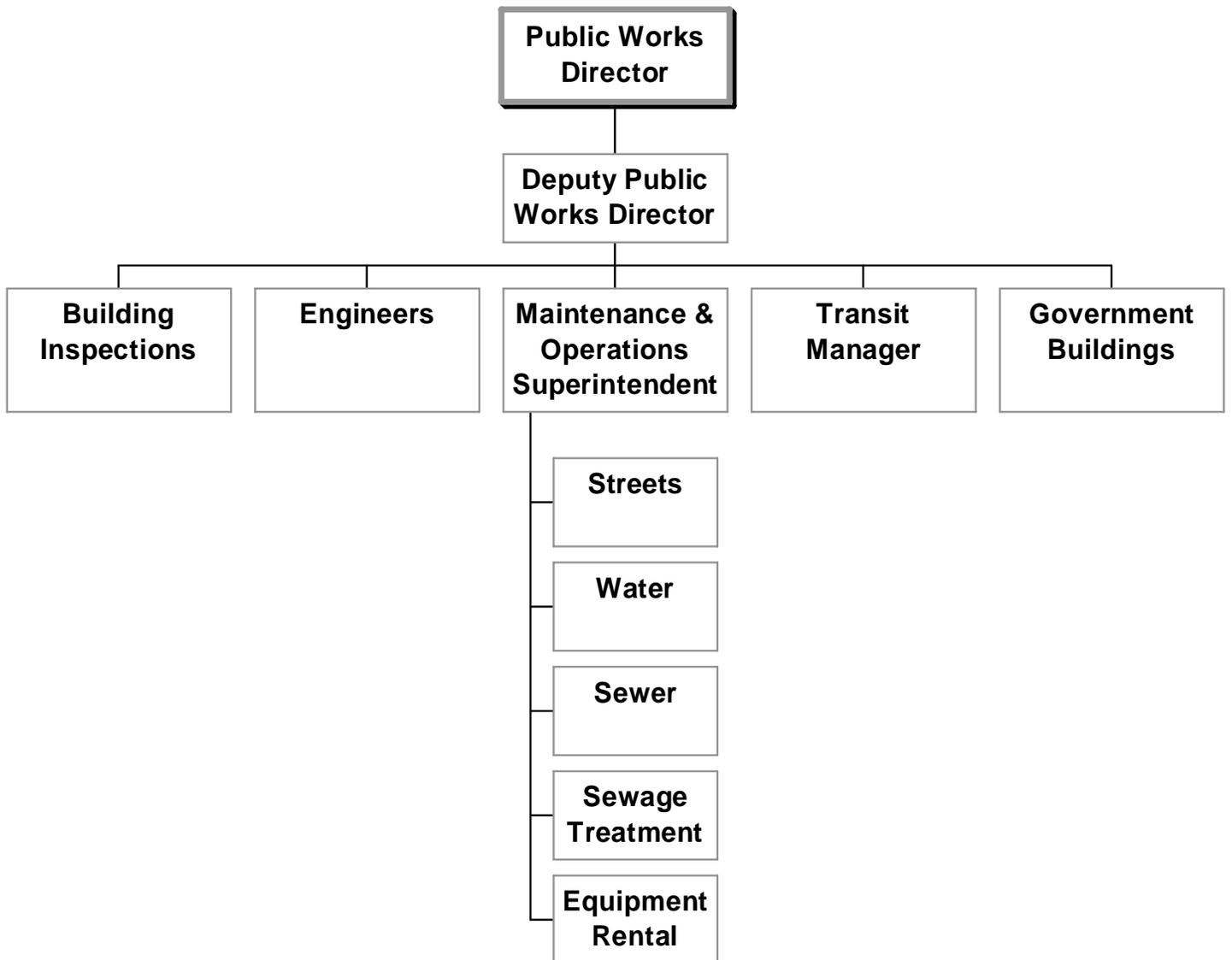
None

GENERAL FUND 2009 BUDGET REQUESTS

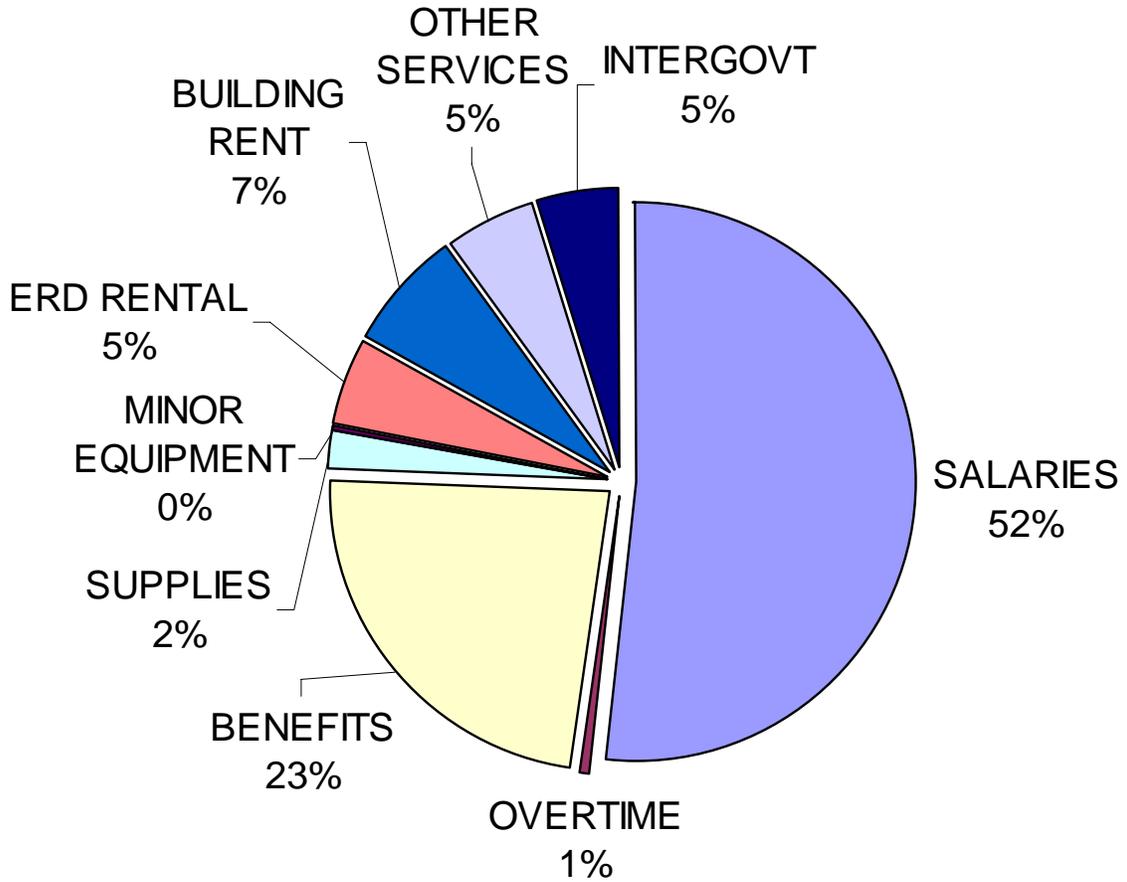
	<u>2007</u> <u>ACTUAL</u>	AMENDED 2008 <u>BUDGET</u>	YTD <u>07/31/08</u>	2009 <u>REQUEST</u>	<u>\$ CHANGE</u>
AMBULANCE & EMERGENCY AID					
SALARIES	564,276	956,802	336,895	1,013,985	57,183
OVERTIME	159,337	167,034	97,436	99,256	(67,778)
BENEFITS	219,223	358,665	137,176	383,459	24,794
SUPPLIES	53,839	46,736	36,630	49,859	3,123
MINOR EQUIPMENT	27,901	19,594	7,445	23,400	3,806
ERD RENTAL	123,162	122,985	61,493	170,895	47,910
BUILDING RENT	31,439	38,515	19,257	33,578	(4,937)
INFO SYSTEMS	0	26,345	0	0	(26,345)
OTHER SERVICES	26,493	41,450	15,579	42,450	1,000
INTERGOVERNMENT	9,439	10,000	4,750	10,000	0
TOTAL:	\$1,215,109	\$1,788,126	\$716,661	\$1,826,882	\$38,756

City of Pullman

Public Works Department



PUBLIC WORKS



**TOTAL OPERATING REQUEST:
\$662,311**

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GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	<u>2007</u> <u>ACTUAL</u>	2008 <u>AMENDED</u> <u>BUDGET</u>	YTD <u>07/31/08</u>	2009 <u>REQUEST</u>	<u>\$ CHANGE</u>
PUBLIC WORKS					
SALARIES	336,637	351,052	200,394	341,892	(9,160)
OVERTIME	394	3,703	288	4,273	570
BENEFITS	132,006	146,388	81,427	153,723	7,335
SUPPLIES	11,861	13,150	6,010	15,200	2,050
MINOR EQUIPMENT	2,922	3,950	828	2,300	(1,650)
ERD RENTAL	13,168	29,054	12,531	32,393	3,339
BUILDING RENT	30,670	31,027	15,514	46,820	15,793
OTHER SERVICES	31,601	33,950	11,670	35,185	1,235
INFO SYS//INTERGOVT	25,856	27,747	27,741	30,525	2,778
TOTAL OPERATING:	\$585,113	\$640,021	\$356,401	\$662,311	\$22,290

ACTIVITY:

Protective Inspections

ACTIVITY DESCRIPTION:

Provide technical plan review, inspections of structures under construction, and supervision of special inspections. Provide education concerning state building code requirements to the public, contractors, developers, architects, engineers and business people through meetings, classes and newsletters.

GOAL:

Provide a level of service adequate to safeguard life or limb, health, property, and public welfare in the City of Pullman by fostering compliance with the State Building Codes in a positive, helpful manner.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Process 600 building permits, including plan reviews. Provide 3,000 regular inspections and review 200 special inspections.

The state building code requires that a special inspector be hired by the project owner for large, complicated projects or projects which require extra quality control to ensure code compliance. City staff reviews inspections and reports done by special inspectors.

BUDGET:

\$351,355

MAJOR BUDGET CHANGES:

There are no major budget changes for 2009.

Minor Capital includes 2 digital cameras; 3 pairs of knee pads; protective clothing; and miscellaneous items totaling \$1,300. No capital purchases are requested.

MEASUREMENT TECHNIQUE:

Performance based on responsiveness to work load, i.e., inspections per month or permits per year and feedback from the public.

GENERAL FUND 2009 BUDGET REQUESTS

	2007 <u>ACTUAL</u>	AMENDED 2008 <u>BUDGET</u>	YTD <u>07/31/08</u>	2009 <u>REQUEST</u>	<u>\$ CHANGE</u>
INSPECTIONS					
SALARIES	209,572	208,843	119,058	197,466	(11,377)
OVERTIME	200	2,146	0	2,716	570
BENEFITS	81,582	87,200	48,525	89,189	1,989
SUPPLIES	6,311	6,250	1,900	8,000	1,750
MINOR EQUIPMENT	1,535	2,100	154	1,300	(800)
ERD RENTAL	9,374	9,922	4,961	11,796	1,874
BUILDING RENT	10,223	10,342	5,171	11,705	1,363
INFO SYSTEMS	6,801	7,299	7,299	8,033	734
OTHER SERVICES	24,017	20,600	3,601	21,150	550
INTERGOVERNMENT	0	0	0	0	0
TOTAL:	\$349,614	\$354,702	\$190,668	\$351,355	(\$3,347)

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Public Works Director	0.10
Deputy Public Works Director	0.10
Senior Building Inspector	1.00
Building Inspector	2.00
Clerical	0.50
Total	3.70

ACTIVITY:

Engineering

ACTIVITY DESCRIPTION:

Design new public works projects, monitor and administer public works construction contracts, maintain engineering and utility records, provide traffic engineering.

GOAL:

Complete all public works project contract work in an efficient and timely manner. Keep public records accurate and current. Facilitate safe and adequate traffic movements and address parking concerns.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Process 25 site plan reviews.

Administer approximately \$8,000,000 of construction projects and 15 contracts keeping engineering costs at less than 20% of total project costs.

Prepare 75 City Council agenda items.

Inspect and approve \$1,000,000 worth of public improvements constructed by private development.

BUDGET:

\$310,956

MAJOR BUDGET CHANGES:

The only major budget change is an increase of \$21,216 in Government Building charges due to converting the north portion of the east end, second floor of City Hall from Information Technology to Engineering. A similar decrease is being realized in the Information Technology budget.

Minor Equipment includes a replacement camera (\$350), and unforeseen miscellaneous items (\$650).

No Capital items are requested.

MEASUREMENT TECHNIQUE:

Public feedback resulting from construction projects. Traffic flow improvements and amount of parking concerns brought to traffic engineer=s attention. Timeliness of construction projects. Progress on record updating.

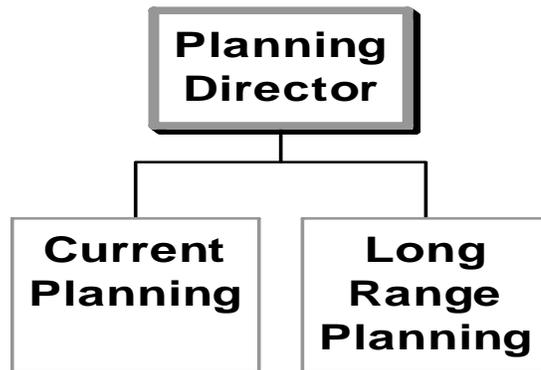
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GENERAL FUND 2009 BUDGET REQUESTS

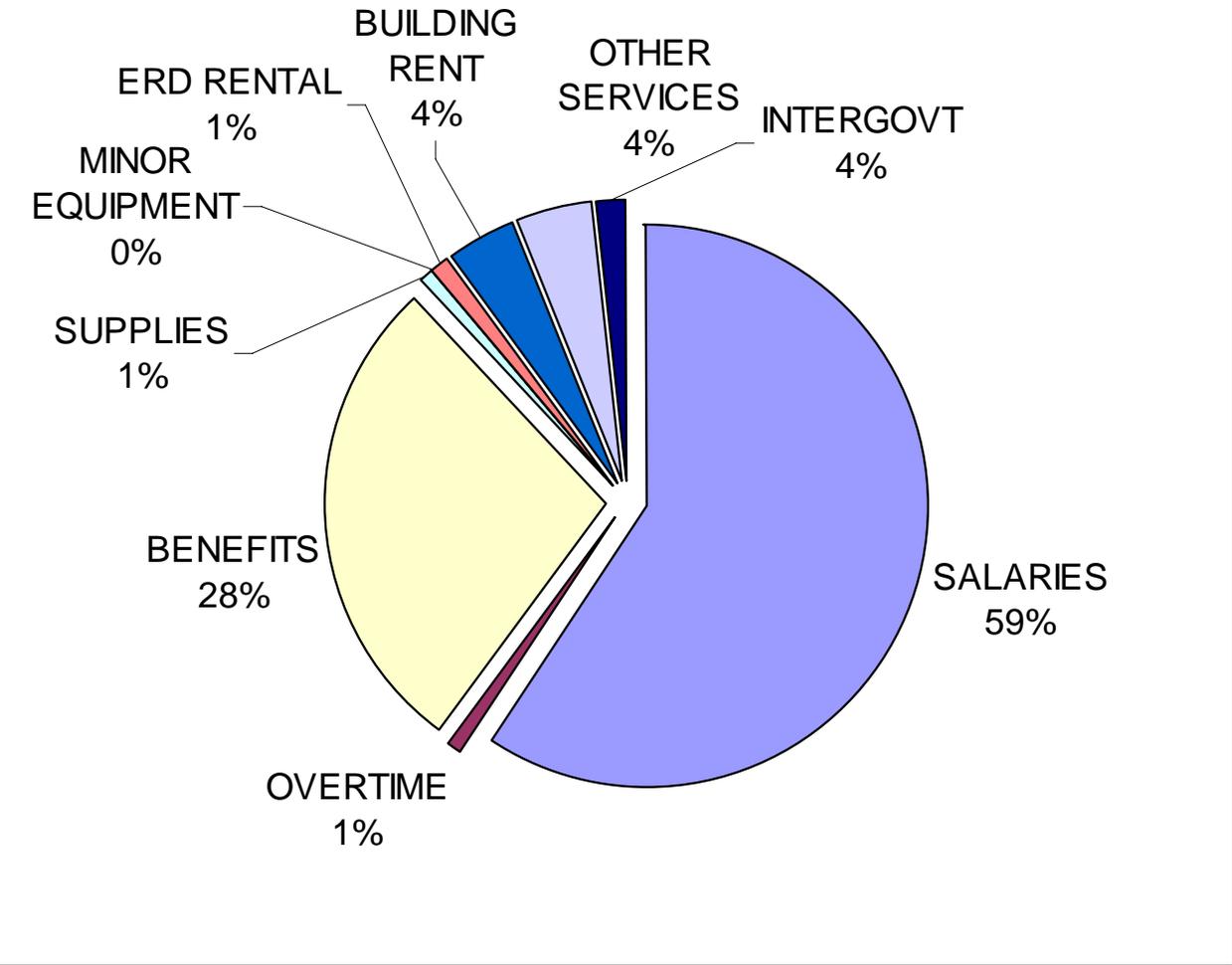
	2007 <u>ACTUAL</u>	AMENDED 2008 <u>BUDGET</u>	YTD 07/31/08	2009 <u>REQUEST</u>	<u>\$ CHANGE</u>
ENGINEERING					
SALARIES	127,065	142,209	81,336	144,426	2,217
OVERTIME	193	1,557	288	1,557	0
BENEFITS	50,424	59,188	32,902	64,534	5,346
SUPPLIES	5,549	6,900	4,110	7,200	300
MINOR EQUIPMENT	1,387	1,850	674	1,000	(850)
ERD RENTAL	3,795	19,132	7,570	20,597	1,465
BUILDING RENT	20,447	20,685	10,343	35,115	14,430
INFO SYSTEMS	19,044	20,438	20,438	22,492	2,054
OTHER SERVICES	7,584	13,350	8,070	14,035	685
INTERGOVERNMENT	11	10	3		(10)
TOTAL:	\$235,500	\$285,319	\$165,734	\$310,956	\$25,637

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Public Works Director	0.10
Deputy Public Works Director	0.10
Senior Engineering Technician	0.50
Engineering Technician	1.00
Engineering Aide (Part-time)	0.50
Clerical	0.75
Total	2.95

City of Pullman Planning



PLANNING



**TOTAL OPERATING REQUEST:
\$261,267**

ACTIVITY:

Planning

ACTIVITY DESCRIPTION:

Develop the City's Comprehensive Plan and implement its policies through administration of the zoning code, subdivision ordinance, and environmental laws; formulation of various programs related to land use; and advancement of projects through the Capital Improvement Program.

GOAL:

Effect continuous positive change in the community.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Process applications received in accordance with the City's procedural timelines.

Respond to alleged violations of land use and environmental regulations in accordance with applicable city code provisions.

As warranted, present proposed Comprehensive Plan amendments, development regulation revisions, and land use programs to the Planning Commission and City Council for review.

Solicit public input as appropriate for planning matters of interest to the community.

Prepare population estimate information for the Washington Office of Financial Management by the state-mandated deadline.

BUDGET:

\$261,267

MAJOR BUDGET CHANGES:

None

MEASUREMENT TECHNIQUE:

Public feedback on quality of life for community.

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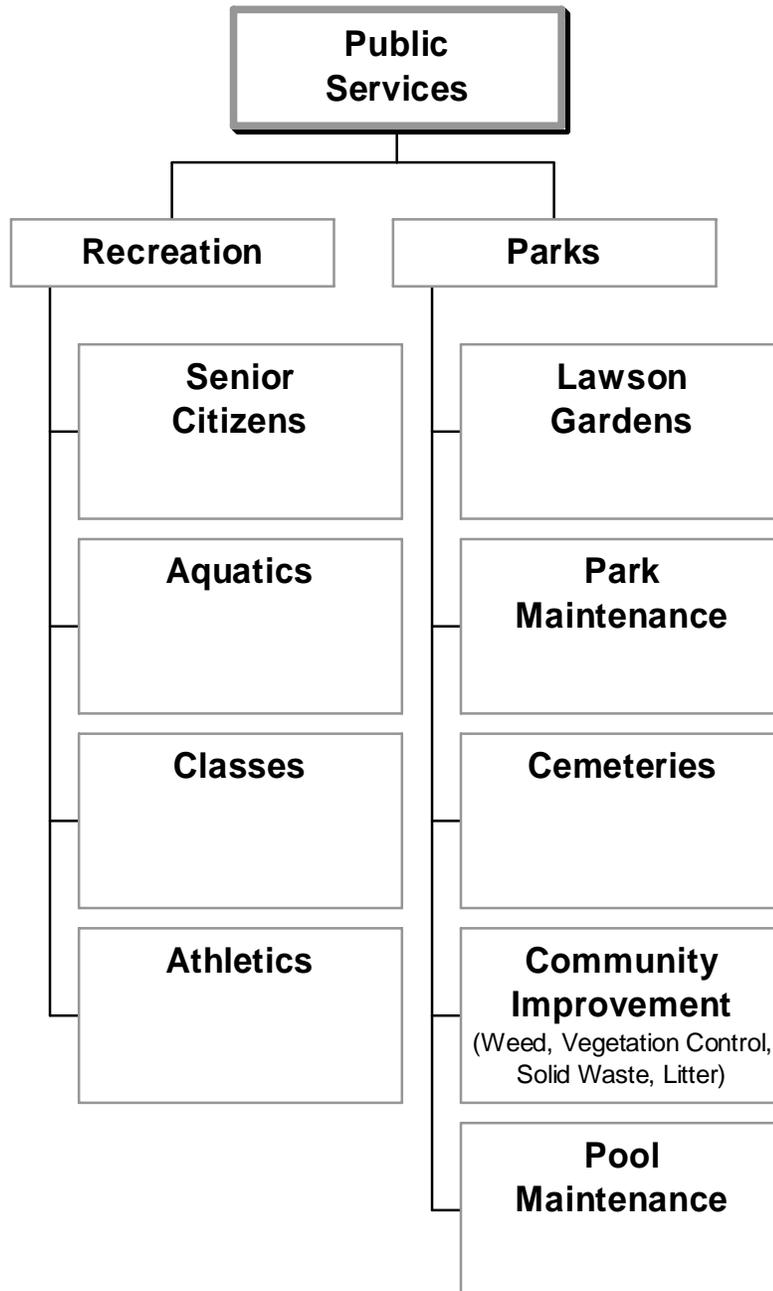
GENERAL FUND 2009 BUDGET REQUESTS

	<u>2007</u> <u>ACTUAL</u>	AMENDED 2008 <u>BUDGET</u>	YTD <u>07/31/08</u>	2009 <u>REQUEST</u>	<u>\$ CHANGE</u>
PLANNING					
SALARIES	124,015	149,699	83,921	154,771	5,072
OVERTIME	1,375	1,000	993	2,300	1,300
BENEFITS	45,252	56,686	37,239	73,210	16,524
SUPPLIES	1,330	1,900	939	1,900	0
MINOR EQUIPMENT	666	0	0	400	400
ERD RENTAL	2,088	2,750	0	2,750	0
BUILDING RENT	10,223	10,342	5,171	9,754	(588)
INFO SYSTEMS	3,924	4,121	4,121	4,007	(114)
OTHER SERVICES	22,082	11,300	2,820	11,675	375
INTERGOVERNMENT	500	500	500	500	0
TOTAL:	\$211,455	\$238,298	\$135,704	\$261,267	\$22,969

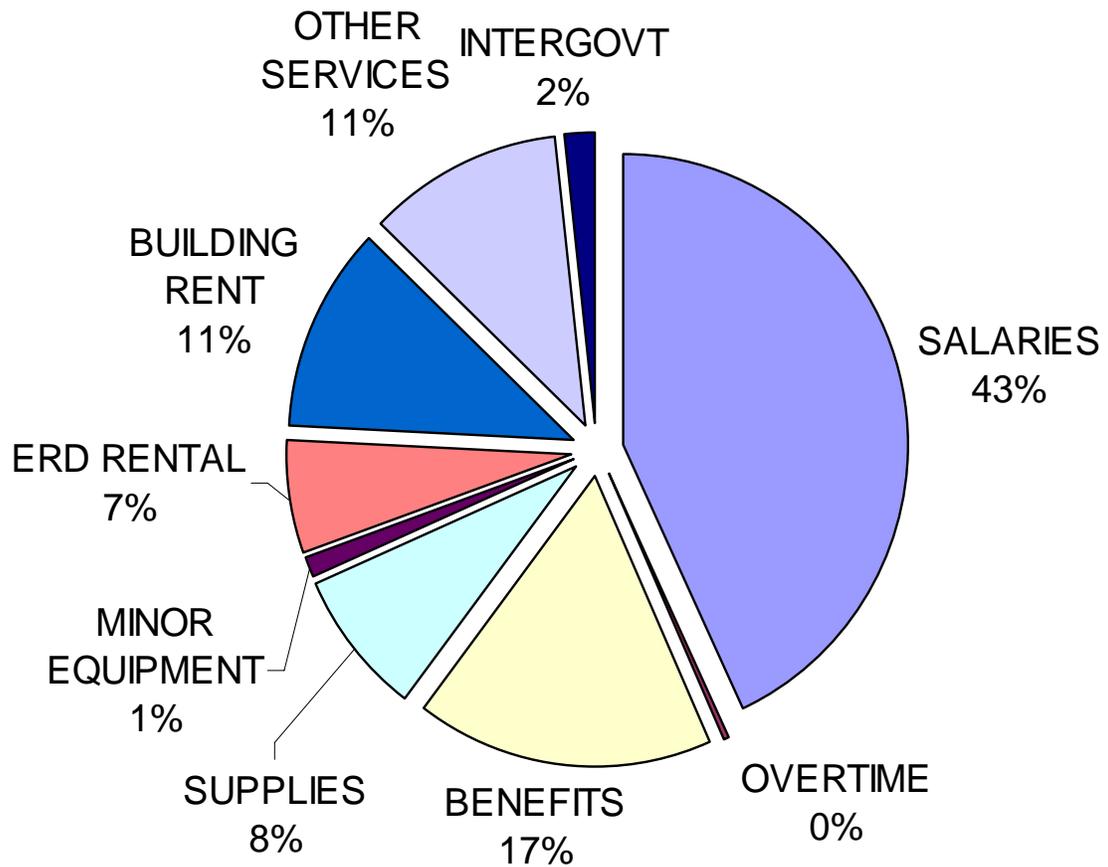
AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Director of Planning	1.00
Assistant City Planner	1.00
Clerical	0.39
Engineering/Planning Aide	0.10
Total	2.49

City of Pullman

Public Services Department



PUBLIC SERVICES



**TOTAL OPERATING REQUEST:
\$2,621,065**

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GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	<u>2007</u> <u>ACTUAL</u>	2008 <u>AMENDED</u> <u>BUDGET</u>	YTD <u>07/31/08</u>	2009 <u>REQUEST</u>	<u>\$ CHANGE</u>
PUBLIC SERVICES					
SALARIES	1,007,774	1,106,887	648,812	1,125,600	18,713
OVERTIME	10,158	12,000	8,044	11,000	(1,000)
BENEFITS	348,201	421,878	227,926	439,927	18,049
SUPPLIES	194,759	216,500	117,335	214,500	(2,000)
MINOR EQUIPMENT	10,685	1,200	2,555	27,370	26,170
ERD RENTAL	68,169	145,388	72,071	170,633	25,245
BUILDING RENT	222,416	285,739	142,870	295,148	9,409
OTHER SERVICES	277,692	282,828	129,340	290,653	7,825
INFO SYS/INTERGOVT	47,665	45,151	41,664	46,234	1,083
TOTAL OPERATING:	\$2,187,519	\$2,517,571	\$1,390,616	\$2,621,065	\$103,494

ACTIVITY:

Recreation Services

ACTIVITY DESCRIPTION:

Implement, coordinate, and supervise of a comprehensive year-round recreation program that includes opportunities for a variety of interests and ages.

GOAL:

Offer a comprehensive recreation program for all ages and abilities. Be creative and responsive to public requests and ideas. Utilize public facilities to their fullest extent for the enjoyment of recreation.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Provide programs and special events that appeal to a variety of age groups and interests and that are creative, inclusive, resourceful and effective. Activities offered for toddlers through Senior Citizens.

Allow for constant communication with the citizens of Pullman to receive input, ideas and feedback on programs and activities.

Constant evaluation of recreation programs both by participants and staff.

BUDGET:

\$939,206

MAJOR BUDGET CHANGES:

Regular Salaries

- BDPA reclassification of Preschool Program Coordinator.

Part-time Salaries

- Reflects an increase in the State of Washington minimum wage of 48¢ per hour.

Supplies

- Increased to meet expected cost of programs, which are recovered through participant fees.

Equipment Rental

- Increase of \$12,513

Building Rental

- Increase of \$12,960

MEASUREMENT TECHNIQUE:

Ongoing evaluation of programming levels, cost effectiveness, responsiveness to public input, program quality, and diversity of programs.

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GENERAL FUND 2009 BUDGET REQUESTS

	<u>2007</u> <u>ACTUAL</u>	AMENDED 2008 <u>BUDGET</u>	YTD <u>07/31/08</u>	2009 <u>REQUEST</u>	<u>\$ CHANGE</u>
RECREATION SERVICES					
SALARIES	378,235	402,314	237,326	407,628	5,314
OVERTIME	0	0	0	0	0
BENEFITS	137,194	156,718	85,752	162,787	6,069
SUPPLIES	70,495	69,000	40,968	67,000	(2,000)
MINOR EQUIPMENT	1,732	1,200	1,505	1,000	(200)
ERD RENTAL	11,578	24,805	12,403	37,318	12,513
BUILDING RENT	116,615	115,009	57,505	127,969	12,960
INFO SYSTEMS	10,666	10,749	10,749	12,004	1,255
OTHER SERVICES	101,318	114,000	50,749	118,500	4,500
INTERGOVERNMENT	4,725	5,000	3,157	5,000	0
TOTAL:	\$832,559	\$898,795	\$500,113	\$939,206	\$40,411

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Recreation Superintendent	1.00
Recreation Supervisor	1.00
Senior Citizen Program Coordinator	1.00
Preschool Instructor	1.00
Administrative Specialist	1.75
Seasonal Workers	5.42
Total	11.17

ACTIVITY:

Parks General

ACTIVITY DESCRIPTION:

Maintenance and operation of City-owned parks, public properties, trails and out-door swimming pools.

GOAL:

Maintain parks, playgrounds, ball fields, and RV Park at a level to provide a safe and pleasant setting for the public. Maintain highly visible areas to a level that presents a good image of the city. Perform appropriate maintenance on outdoor swimming pools. Provide snow removal from City parking lots, sidewalks around City property and spring gravel cleanup. Maintain parks at a standard that reflects pride in the park system and the City.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Budgeted service levels provides for:

Mowing parks and City-owned property as follows:

- (1) Playfields and highly visible areas once per week.
- (2) Low use and outlying areas at least every other week.

Check daily and clean park shelters and restrooms 3 times per week, resolve vandalism or public complaints within two working days of notification.

BUDGET:

\$889,870

MAJOR BUDGET CHANGES:

Reaney Pool budgets reflect same level of service as 2008.

Minor Capital includes \$5,170 for Sunnyside Gym Volleyball Standards, \$9,350 for Aquatic Center backup Circulation Pump (1/2 cost covered by School District) and \$9,900 for a replacement Reaney Pool Heater all funded through the Metropolitan Park District.

MEASUREMENT TECHNIQUE:

Appearance, cleanliness, and usability of parks. Appearance of high visibility areas. Maintenance and operation of the swimming pools. Maintenance of path system and sidewalks around City property. Resource management.

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GENERAL FUND 2009 BUDGET REQUESTS

	2007 <u>ACTUAL</u>	AMENDED 2008 <u>BUDGET</u>	YTD 07/31/08	2009 <u>REQUEST</u>	<u>\$ CHANGE</u>
PARKS					
SALARIES	334,316	371,694	234,023	373,920	2,226
OVERTIME	9,941	11,500	6,985	11,000	(500)
BENEFITS	120,956	151,609	87,306	155,732	4,123
SUPPLIES	86,718	103,000	56,591	103,000	0
MINOR EQUIPMENT	6,819	0	640	24,420	24,420
ERD RENTAL	35,918	80,384	39,569	81,267	883
BUILDING RENT	0	0	0		0
INFO SYSTEMS	8,528	8,742	8,742	9,778	1,036
OTHER SERVICES	128,886	122,953	53,332	123,253	300
INTERGOVERNMENT	7,500	7,500	7,500	7,500	0
TOTAL:	\$739,583	\$857,382	\$494,688	\$889,870	\$32,488

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Parks Superintendent	1.00
Lead Park Maintenance Worker	1.00
Park Maintenance Worker*	4.00
Horticulturist	1.00
Community Improvement Specialist	1.00
Seasonal Workers	3.42
Lawson Seasonal	0.58
Total	12.00
*Cemetery, Weed/Litter Control, Street Tree, Water Tower, Lawson Gardens functions are performed by Parks personnel.	

ACTIVITY:

Street Trees

ACTIVITY DESCRIPTION:

Maintenance of City street trees on an emergency or as needed basis.

GOAL:

Respond within two days to customer requests.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Response to emergencies within 24 hours of notification.

BUDGET:

\$24,074

MAJOR BUDGET CHANGES:

None

MEASUREMENT TECHNIQUE:

Responsiveness to emergencies and maintenance complaints of street trees.

ACTIVITY:

Water Towers

ACTIVITY DESCRIPTION:

Mowing and maintenance of tower and well sites on Derby Street, Military Hill Park , Well 7 & Booster 9. Management of noxious weeds on all well sites and towers.

Activities in this category are reimbursed from utility fund.

GOAL:

Maintain towers and well sites in a visually appealing and cost effective manner.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Regularly scheduled mowing of towers and well sites.

Noxious weed control.

BUDGET:

\$ 19,908

MAJOR BUDGET CHANGES:

ERD rate increase.

MEASUREMENT TECHNIQUE:

Appearance of the grounds surrounding water towers and well sites.

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GENERAL FUND 2009 BUDGET REQUESTS

	2007	AMENDED 2008	YTD	2009	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>07/31/08</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>

STREET TREES, WATER TOWERS

(Reimbursable from Other Funds)

SALARIES	13,432	17,342	6,795	18,688	1,346
OVERTIME	0	0	29	0	0
BENEFITS	5,821	6,838	2,835	7,441	603
SUPPLIES	530	5,000	18	5,000	0
MINOR EQUIPMENT	0	0	0	450	450
ERD RENTAL	2,685	4,025	2,013	7,903	3,878
BUILDING RENT	0	0	0	0	0
INFO SYSTEMS	0	0	0	0	0
OTHER SERVICES	4,719	4,500	2,339	4,500	0
INTERGOVERNMENT	688	0	0	0	0
TOTAL:	\$27,876	\$37,705	\$14,029	\$43,982	\$6,277

ACTIVITY:

Community Improvement

ACTIVITY DESCRIPTION:

Abatement of weeds on City property and rights-of-way. The enforcement of City noxious weed ordinance. Enforcement of City solid waste/litter control, nuisance and overhanging vegetation ordinances. The beautification and maintenance of downtown Pullman planter beds and hanging baskets.

GOAL:

Abatement of noxious weeds; effective enforcement of solid waste and litter ordinance, overhanging vegetation ordinance, noxious weed ordinance and nuisances related to sidewalk clearance, indoor furniture outdoors, yard waste and collected debris related to health issues.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Abatement of noxious weeds on City-owned property within the time frame cited by City ordinance.

Reduction of chemical output by targeting weed populations, by scheduling more spot spraying and less boom applications and through the use of biological control on rights-of-way and selected sites within the City.

Respond within two working days of notification to public complaints regarding ordinance violations.

The beautification and maintenance of the downtown business district landscapes.

BUDGET:

\$ 108,977

MAJOR BUDGET CHANGES:

Reductions in Supplies and Salaries.

MEASUREMENT TECHNIQUE:

Interaction with public on ordinance violations and concerns.

Cooperation with Whitman County on weed abatement in a timely manner and management of weeds on City property.

Planning and coordination of volunteer efforts.

Overall appearance of City controlled downtown landscapes.

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GENERAL FUND 2009 BUDGET REQUESTS

	2007 <u>ACTUAL</u>	AMENDED 2008 <u>BUDGET</u>	YTD <u>07/31/08</u>	2009 <u>REQUEST</u>	<u>\$ CHANGE</u>
COMMUNITY IMPROVEMENT					
SALARIES	36,025	53,307	22,544	50,674	(2,633)
OVERTIME	0	0	0	0	0
BENEFITS	15,115	23,831	10,341	25,034	1,203
SUPPLIES	12,168	15,500	5,055	13,500	(2,000)
MINOR EQUIPMENT	231	0	0	0	0
ERD RENTAL	1,967	8,686	4,343	15,389	6,703
BUILDING RENT	0	0	0	0	0
INFO SYSTEMS	0	2,477	2,477	1,980	(497)
OTHER SERVICES	1,306	2,375	1,061	2,400	25
INTERGOVERNMENT	2,373	0	0		0
TOTAL:	\$69,184	\$106,176	\$45,821	\$108,977	\$2,801

ACTIVITY:

Cemetery

ACTIVITY DESCRIPTION:

Operation and maintenance of IOOF and City Cemetery.

GOAL:

Provide the maintenance and operation of the cemeteries in a cost-efficient and visually appealing manner.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Mowing, trimming, and necessary care of the cemeteries on a weekly basis.

Respond within one working day of notification to requests for funerals, grave locations, and services for the public.

Respond within one working day of notification to complaints or vandalism.

BUDGET:

\$ 101,466

MAJOR BUDGET CHANGES:

Increase in Other Services to cover utility costs.

MEASUREMENT TECHNIQUE:

Cemetery appearance, resource management, and public feedback.

GENERAL FUND 2009 BUDGET REQUESTS

	<u>2007</u> <u>ACTUAL</u>	AMENDED 2008 <u>BUDGET</u>	YTD <u>07/31/08</u>	2009 <u>REQUEST</u>	<u>\$ CHANGE</u>
CEMETERY					
SALARIES	42,879	38,181	22,637	38,975	794
OVERTIME	0	500	0	0	(500)
BENEFITS	11,772	11,811	6,351	11,889	78
SUPPLIES	3,947	5,000	2,495	5,000	0
MINOR EQUIPMENT	231	0	0	0	0
ERD RENTAL	16,020	26,240	13,120	27,002	762
INFO SYSTEMS	0	0	0	0	
OTHER SERVICES	15,035	15,500	8,816	18,000	2,500
INTERGOVERNMENT	530	526	(217)	600	74
SUBTOTAL:	\$90,413	\$97,758	\$53,202	\$101,466	\$3,708

ACTIVITY:

Aquatic Center

ACTIVITY DESCRIPTION:

Provide management and operations of the Pullman Aquatic Center in cooperation with the Pullman School District.

GOAL:

To provide a safe, family friendly aquatic and fitness center that attracts regular users and produces revenues sufficient to offset the operation costs by 50-55 percent for the Pullman Aquatic Center.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Provide a comprehensive swim program that appeal to the entire Pullman community that is creative, inclusive, resourceful and effective.

Provide effective communication with the citizens of Pullman to receive input, ideas and feedback on swim and fitness programs.

Provide yearly financial review of Aquatic Center revenues and expenses.

Meet safety and health regulations for operations.

BUDGET:

\$537,564

MAJOR BUDGET CHANGES:

Part-time Salaries

- Reflects an increase in the State of Washington minimum wage of 48¢ per hour.

Supplies

- Increase of \$2,000 to reflect rise in chemical costs.

Minor Capital

- Purchase a replacement pump for therapy pool.

MEASUREMENT TECHNIQUE:

Monitor memberships, daily use, program attendance and revenues.

Collect user information through class evaluations and customer feedback forms to improve programming and operations.

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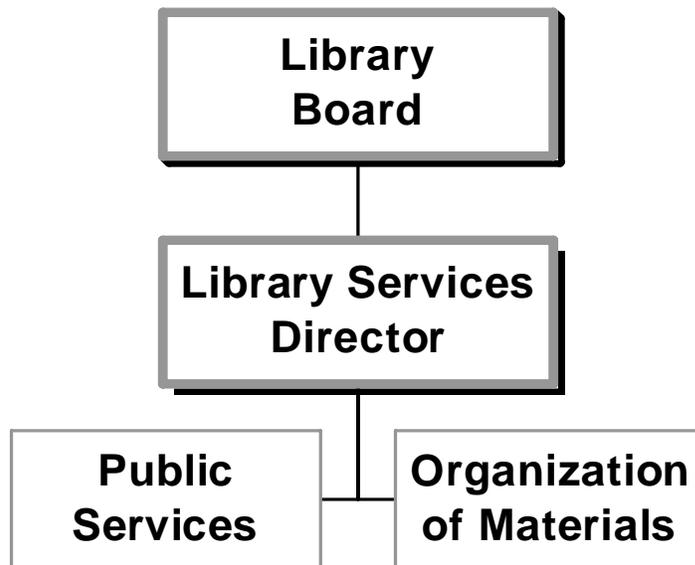
GENERAL FUND 2009 BUDGET REQUESTS

	2007 <u>ACTUAL</u>	AMENDED 2008 <u>BUDGET</u>	YTD <u>07/31/08</u>	2009 <u>REQUEST</u>	<u>\$ CHANGE</u>
AQUATICS CENTER					
SALARIES	202,887	224,049	125,485	235,715	11,666
OVERTIME	217	0	1,030	0	0
BENEFITS	57,343	71,071	35,341	77,044	5,973
SUPPLIES	20,900	19,000	12,208	21,000	2,000
MINOR CAPITAL	1,672	0	410	1,500	1,500
ERD RENTAL	0	1,248	624	1,754	506
BUILDING RENT	105,801	170,730	85,365	167,179	(3,551)
INFO SYSTEMS	8,191	8,157	8,157	7,372	(785)
OTHER SERVICES	26,429	23,500	13,044	24,000	500
INTERGOVERNMENT	4,464	2,000	1,100	2,000	0
TOTAL:	\$427,904	\$519,755	\$282,764	\$537,564	\$17,809

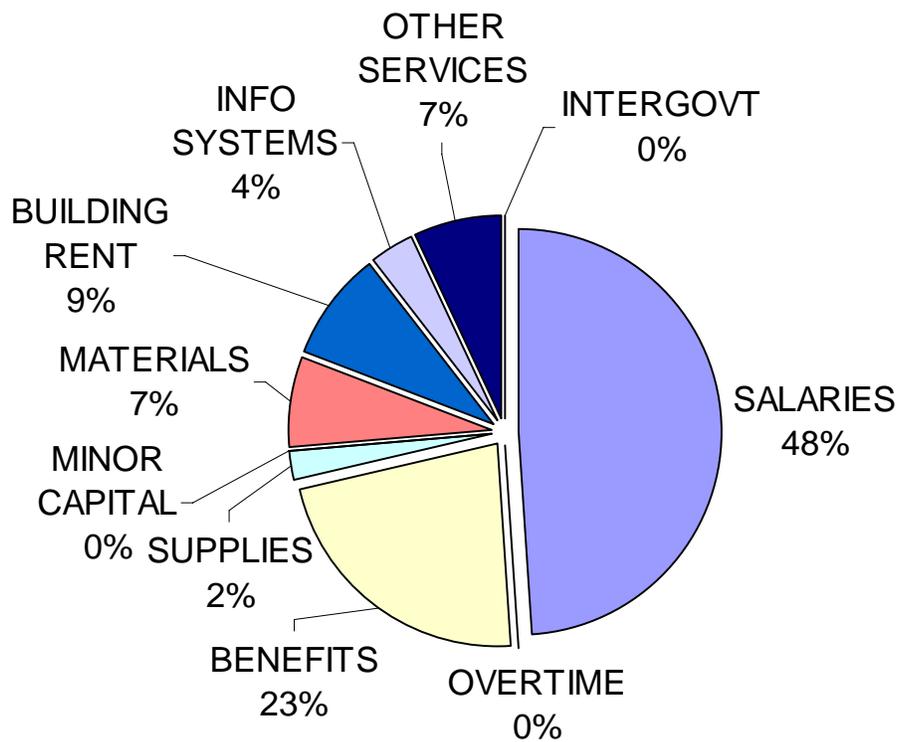
AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Aquatic Coordinator	1.00
Casual Workers	8.00
Total	9.00

City of Pullman

Neill Public Library



NEILL PUBLIC LIBRARY



**TOTAL OPERATING REQUEST:
\$1,155,472**

ACTIVITY:

Neill Public Library

MISSION STATEMENT:

The mission of Neill Public Library is to provide an open environment in which people have free access to a wide variety of stories, ideas, information and opinions.

GOAL:**VISION STATEMENT:**

Neill Public Library is a gateway to the world of knowledge providing free access to ideas, information and the richness of human culture. The library offers a stimulating, safe environment for discovery and exploration as well as a beautiful, comfortable setting for reading and relaxation. The library affirms its historic commitment to young people while encouraging literacy and love of learning in all. In the heart of downtown Pullman, the library is a vibrant community center welcoming people with diverse interests, abilities and backgrounds. The library staff commits to excellence in service based on community needs. In collaboration with other libraries and community organizations we creatively develop service options and integrate emerging technologies. As a key asset to the community, the library appreciates sustained support from its many patrons, the City of Pullman and the Friends of the Library.

The Library Board has adopted the following four Service Roles:

1. Popular Materials Library
2. Early Literacy Cornerstone
3. General Information Center
4. Community Activities Center

"Materials are selected and retained on the basis of their content. Neill Public Library collections represent diverse

points of view. The library collections, as much as possible, reflect the community and its diversity of interests, perspectives and backgrounds. The library also seeks to bring awareness of those cultures, traditions and ideas not represented in the local community. The selection principles promote the American Library Association's "[Library Bill of Rights](#)" and interpretations, "[Freedom to Read Act.](#)" "[Freedom to View Act,](#)" and "[Intellectual Freedom Statement](#)" and "[ALA guidelines for Access to Electronic Information](#)" (Excerpt From Neill Public Library's Collection Development Policy 2002).

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Citizen feedback, utilization of statistics including circulation of materials, number of cardholders, number of new cards issued, number of holds placed for unavailable materials, average number of checkouts per hour, turnover rate of major segments of the collection, programming participation including summer reading enrollment and completion, and other measurers as appropriate and possible.

BUDGET:

\$1,155,472

MAJOR BUDGET CHANGES:

A minor capital budget of \$83,600 (increase of \$3,600) and a supply budget of \$23,158 (increase of \$1,658) will allow us to address a portion of anticipated inflation costs. As the economy tightens, library usage increases. Patrons rely on the free services offered as they make their own budgetary cutbacks.

We will request \$18,509.77 from the Shirrod Family Memorial Fund. This will allow funding for maintenance and service in the library addition.

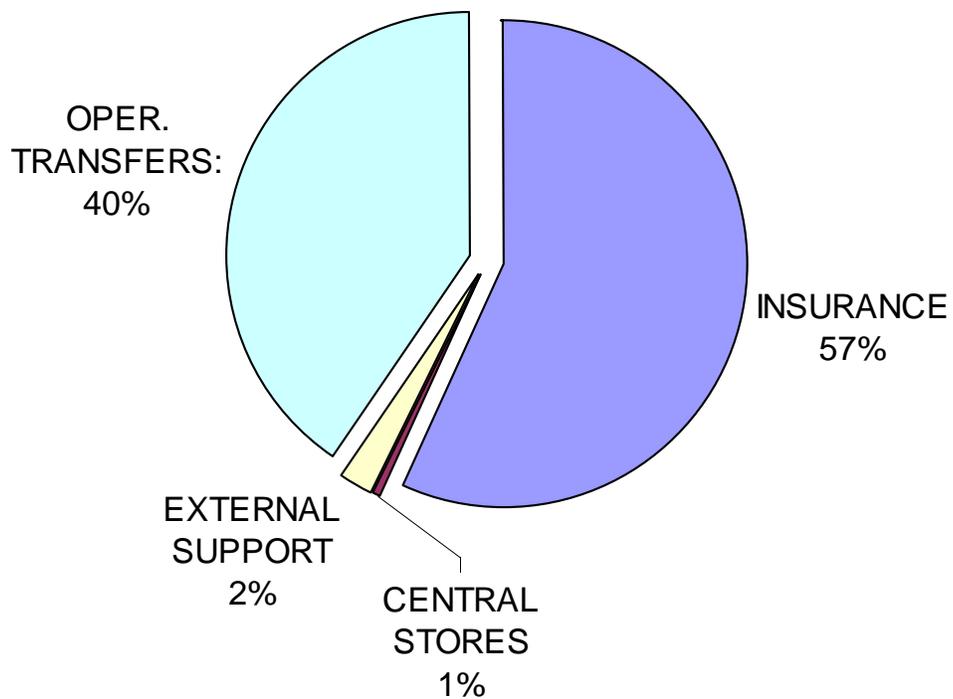
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GENERAL FUND 2009 BUDGET REQUESTS

	2007 <u>ACTUAL</u>	AMENDED 2008 <u>BUDGET</u>	YTD <u>07/31/08</u>	2009 <u>REQUEST</u>	<u>\$ CHANGE</u>
NEILL PUBLIC LIBRARY					
SALARIES	540,556	566,354	350,870	565,459	(895)
OVERTIME	434	0	0	0	0
BENEFITS	188,494	250,042	108,137	260,975	10,933
SUPPLIES	21,757	22,928	12,498	23,158	230
MINOR CAPITAL					0
MATERIALS	132,489	114,468	0	83,600	(30,868)
BUILDING RENT	92,558	96,941	48,471	100,933	3,992
INFO SYSTEMS	41,340	42,650	42,650	40,734	(1,916)
OTHER SERVICES	74,533	81,255	31,414	80,613	(642)
INTERGOVERNMENT	0	0	0		0
TOTAL:	\$1,092,160	\$1,174,638	\$594,039	\$1,155,472	(\$19,166)

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Library Services Director	1.00
Library Division Manager	2.00
*Library System Administrator	1.00
Library Supervisor	1.75
Administrative Assistant	1.00
Library Technician	2.00
Library Assistant	2.25
Time-Slip	4.70
* 50% reimbursed by Whitman County Library District	
Total	15.70

GENERAL GOVERNMENT AND OPERATING TRANSFERS



**TOTAL OPERATING AND
TRANSFER REQUEST:
\$314,982**

ACTIVITY:

Other General Governmental Services, External Support, Transfers to Other Funds and Capital Expenditures

Non-departmental expenditure requests include a decrease to the amount requested for general governmental liability insurance purchased from Washington Cities Insurance Authority. The insurance pool's assessment has been decreased due a decrease to the City of Pullman's five year overall loss history and a soft overall liability insurance market.

The City must by statute remit two percent of the monies it receives from state shared liquor taxes and profits to the Whitman County Alcohol Treatment Center, estimated to total \$6,728 in 2009.

Operating Transfers include \$32,013 as the support provided to the Pullman-Moscow Regional Airport, \$4,799 as support for the Government Access Channel, which was moved to the Information Systems Fund in 2004, \$18,510 from the Shirrod Family Memorial Fund for government buildings' services related to the Shirrod Heritage Addition, and \$61,923 to the Equipment Rental Fund for debt service for the loan for the Fire Ladder Unit.

The consolidation of the Capital Improvement Fund into the General Fund in 1993 provides for the direct expenditure for capital projects from the General Fund. The projects are summarized by department here and are described more fully on succeeding pages. For 2009, the Capital Improvement Committee approved General Fund capital projects totaling \$164,950. The approved projects are the continuation of the four welcoming entrance signs, third phase of the Ambulance billing software/hardware system, Itani Park development, Park Shop roof replacement, police in-car video equipment, and emergency services defibrillator replacement.

Total C.I.P. project funding from General fund sources is \$164,950.

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GENERAL FUND 2009 BUDGET REQUESTS:

	2007 <u>ACTUAL</u>	AMENDED 2008 <u>BUDGET</u>	YTD <u>07/31/08</u>	2009 <u>REQUEST</u>	<u>\$ CHANGE</u>
GENERAL GOVERNMENT					
INSURANCE	170,944	184,109	168,288	164,509	(19,600)
OTHER SERVICES		25,500		25,000	(500)
CENTRAL STORES	22	1,500	481	1,500	0
TOTAL:	\$210,714	\$211,109	\$142,532	\$191,009	(\$20,100)
EXTERNAL SUPPORT					
CRISIS LINE	0	0	0	0	0
ALCOHOLISM	4,913	6,328	1,538	6,728	400
TOTAL:	\$4,913	\$6,328	\$1,538	\$6,728	\$400
OPERATING TRANSFERS					
STREETS/OTHER FUNDS	0	61,923	61,923	61,923	0
INFO SYS - GOV'T ACCESS CHANNEL		3,917	0	4,799	882
GOVT BUILDINGS		125,717	22,452	18,510	(107,207)
AIRPORT	32,013	32,013	32,013	32,013	0
TOTAL:	\$97,859	\$223,570	\$116,388	\$117,245	(\$106,325)
OPER. SUBTOTAL:	\$313,486	\$441,007	\$260,458	\$314,982	(\$126,025)
CAPITAL EXPENDITURES					
<u>C.I.P. PROJECTS</u>					
ADMIN/FINANCE	0	0	0	0	0
POLICE	44,244	39,283	39,283	22,500	(16,783)
FIRE	17,827	41,205	50,416	40,450	(755)
PUBLIC WORKS	0	2,250	1,983		(2,250)
PARKS	23,257	63,630	17,250	102,000	38,370
LIBRARY	0	18,860	86,519		(18,860)
TOTAL:	\$85,329	\$165,228	\$195,450	\$164,950	(\$278)
<u>CAPITAL FUND TRANSFERS:</u>					
STREETS	38,779	0	0	0	0
OTHER FUNDS	204,151	0	0	0	0
G.O. BOND REDEMPT	110,151	0	0	0	0
TOTAL CAPITAL:	\$438,410	\$165,228	\$195,450	\$164,950	(\$278)
PAGE TOTAL:	\$751,895	\$606,235	\$455,909	\$479,932	(\$126,303)

ACTIVITY:

2009 General Fund Capital Improvement Projects

ACTIVITY DESCRIPTION:

This activity segregates the capital improvement projects from the rest of the General Fund. On July 8, 2008, the City Council adopted the CIP for 2009 - 2014. As a result of the passage of I-695 and subsequent legislation eliminating the Motor Vehicle Excise Tax, only debt repayment General Fund projects and limited projects were recommended and approved for funding.

BUDGET:

\$164,950	Direct Expenditures
0	Transfers to 2005 LTGO Bond Fund
<hr/>	
\$164,950	Total

2009 GENERAL FUND C.I.P. PROJECTS

<u>Department</u>	<u>Project</u>	<u>Amended 2008 Budget</u>	<u>Estimate Yr End 2008</u>	<u>Carryover to 2009</u>	<u>New 2009 Request</u>	<u>Dept Total</u>
Police	Door Security System Replacement	55,743	59,108	0	0	
	Police In-Car Video Equipment	0	0	0	22,500	
	Subtotal:	55,743	59,108	0	22,500	\$22,500
Fire	Ambulance Billing Software	41,205	50,416	0	15,450	
	Defibrillator Replacement	0	0	0	25,000	
	Subtotal:	41,205	50,416	0	40,450	\$40,450
Engineering	Total Station Transit	2,250	1,983	0	0	
	Subtotal:	2,250	1,983	0	0	\$0
Parks	Entrance Signs	15,500	0	15,500	0	
	Itani Park Path (Reserve)	6,330	5,422	0	70,000	
	Itani Park Pavilion (Metro Park)	0	0	0	16,500	
	Park Shop Roof	27,500	27,500	0	0	
	Subtotal:	49,330	32,922	15,500	86,500	\$102,000
Library	Computer Server Replacement	18,860	14,558	0	0	
	Patio Improvements	22,942	22,942	0	0	
	Subtotal:	41,802	37,500	0	0	\$0
TOTAL GENERAL FUND DIRECT:		188,080	179,946	15,500	149,450	164,950
Transfers to Other Funds	<u>GO Bond Fund:</u>					
	LTGO Airport Bonds	0	0	0	0	
	2005 LTGO Bonds	0	0	0	0	
	Yearly Sidewalk Construction - Street Fund	0	0	0	0	
	Transfer to Operating Budget	0	0	0	0	
Total Transfers to Other Funds:		0	0	0	0	\$0
TOTAL GENERAL FUND CAPITAL:		\$188,080	\$179,946	\$15,500	\$149,450	\$164,950
<u>C.I.P. Reserve:</u>		<u>Beginning 2008</u>	<u>Additions/ (Uses) in 2008</u>	<u>Year End 2008</u>	<u>Additions (Uses) in 2009</u>	<u>Year End 2009</u>
	Transfer from Undesignated Reserves:	\$100,000	\$0	\$100,000	(\$164,950)	\$100,000

FUND NUMBER

104

TITLE

ARTERIAL STREETS

ACTIVITY DESCRIPTION:

Implementation of City's Six-Year Transportation Improvement Program.

GOAL:

Provide a planned program of major transportation improvements reflecting community needs and consistency with the City Comprehensive Plan.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Completion of planned projects with least disruption to City's motorists.

BUDGET:

\$1,457,250

MAJOR BUDGET CHANGES:

The Arterial Street budget follows the Transportation Improvement Program adopted by Council. The 2009 program is an estimate of the amount of work that will be completed on individual projects during that year. In some cases, the actual work completed may vary substantially from the estimate. Revenue received from outside sources is typically directly related to the amount of work completed.

2009 Program:

Grand Avenue Widening - Nye to Ritchie	\$1,283,500
Bishop/Klemgard Signal (design)	70,000
Miscellaneous	103,750
Total	\$1,457,250

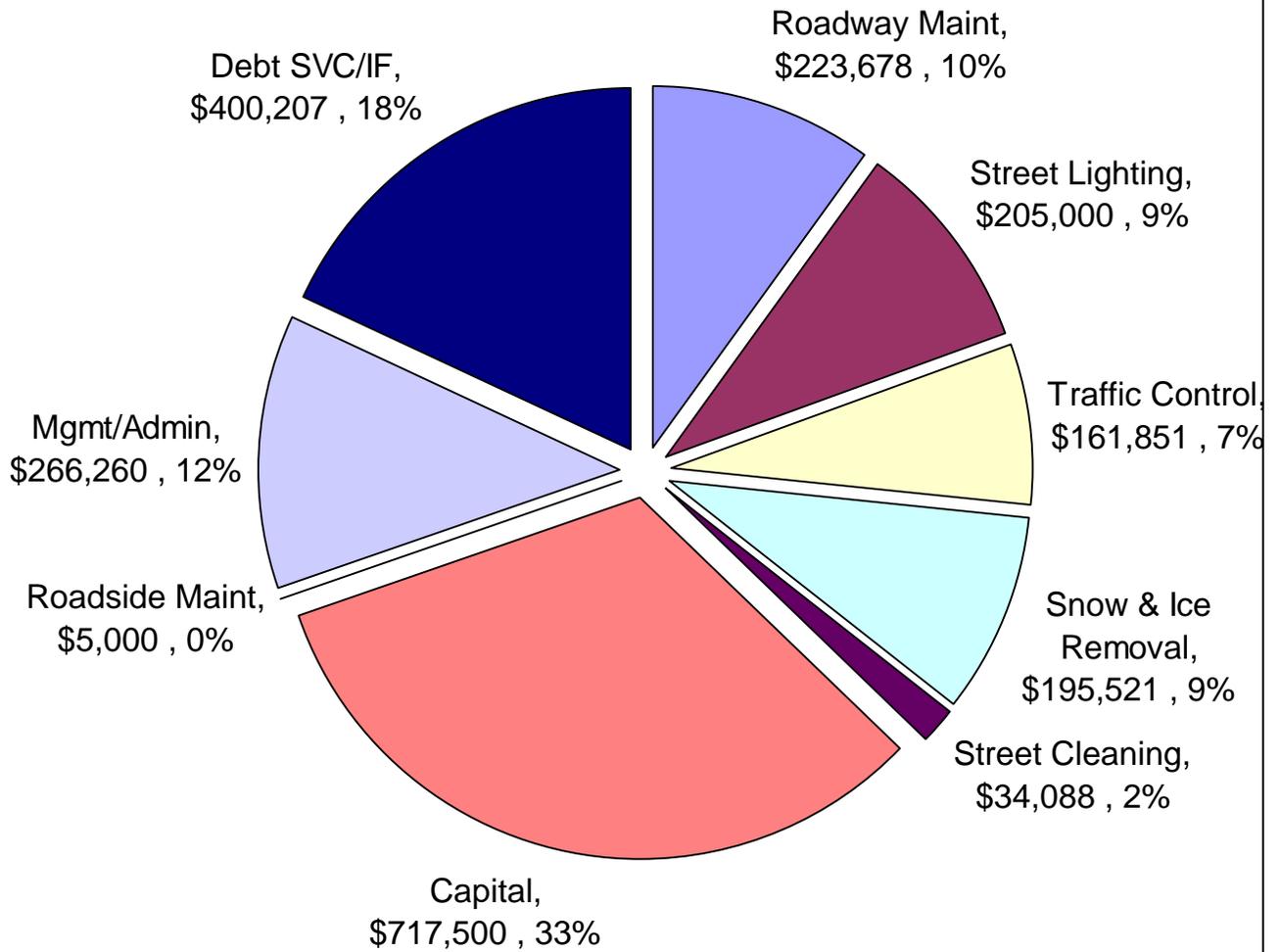
MEASUREMENT TECHNIQUE:

Feedback received at public hearings on Transportation Improvement Program and during and after construction.

ARTERIAL STREET FUND #104

	<u>2007 ACTUAL</u>	<u>2008 BUDGET</u>	<u>YTD 07/31/08</u>	<u>2009 REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
FEDERAL GRANTS					
STATE GRANTS		159,300	25,000	1,155,150	995,850
GAS TAX	209,584	215,653	111,641	208,350	(7,303)
TRANSFER FROM FUND 302	235,896				
MISCELLANEOUS		27,464	12,464	15,000	(12,464)
TOTAL REVENUES:	\$445,480	\$402,417	\$149,105	\$1,378,500	\$976,083
+BEGINNING CASH:	688,168	851,908	851,908	960,898	108,990
TOTAL RESOURCES:	1,133,648	\$1,254,325	\$1,001,013	\$2,339,398	\$1,085,073
EXPENDITURES:					
SALARIES	1,368	15,000	3,733	25,000	10,000
OVERTIME		3,000	1,275	3,000	
BENEFITS	504	6,800	1,785	10,550	3,750
SUPPLIES		450		650	200
MINOR EQUIPMENT		3,000		3,000	
OTHER SERVICES	85,727	85,500	20,595	109,150	23,650
INTGOVT/OTHER		10,000		10,000	
CAPITAL	194,141	166,950	13,579	1,295,900	1,128,950
TOTAL EXPENDITURE	\$281,741	\$290,700	\$40,968	\$1,457,250	\$1,166,550
+ENDING CASH	851,908	963,625	960,045	882,148	(81,477)
TOTAL USES:	\$1,133,648	\$1,254,325	\$1,001,013	\$2,339,398	\$1,085,073

2009 Street Budget \$2,209,105



FUND NUMBER:

105

TITLE

STREETS

ACTIVITY DESCRIPTION:

Maintenance of the City street, bridge, and drainage systems, maintenance and operations of traffic control and street information signs and signals, and pavement markings.

GOAL:

Schedule activities within the budgeted street program that will effectively and efficiently utilize available resources in continuation of roadway system operations in a safe, adequate and clean manner for the motoring and pedestrian public.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Complete 1,500 square yards of asphalt distress patching and 20,000 lineal feet of crack sealing; complete \$600,000 accelerated street maintenance program; sweep 5,300 lane miles per year including weekly sweeping of the Central Business District and major arterials; monthly sweeping of secondary arterials and major collectors, and quarterly sweeping of residential streets; leaf cleanup program in November; install/replace 150 street signs; inspect and monitor 17 traffic signals daily; paint 115,000 lineal feet of centerline, fog line, curbs, bike paths, and crosswalks; clean 10,000 lineal feet of storm drain lines and 800 catch basins; televise approximately 3,000 feet of storm drain lines; grade aggregate streets semi annually; apply dust abatement on selected streets and alleys; utilize an effective and efficient snow/ice removal program to provide safe streets (61.9 miles plus 9.0 miles of state highway) for the motoring public.

BUDGET:

\$2,209,105

MAJOR BUDGET CHANGES:

Stormwater Services expenses continue to be budgeted in Streets pending the formation of a Stormwater Utility; also included are Stormwater Program Consulting Services (\$25,000) and a new streets maintenance software program (\$15,000). The Accelerated Street Maintenance Program is being increased from \$500,000 to \$600,000 and the yearly

sidewalk repair and sidewalk construction budgets are each being increased from \$30,000 to \$40,000. The budget for ERD maintenance and operations is increased by \$111,000 to \$204,055 based on previously incurred expenses.

Minor Equipment includes preformed traffic loops (\$1,500); a fiber optic upgrade to the signal controller at Grand and Davis Way (\$4,000); a replacement cabinet for the Stadium Way and Grand traffic signal (\$9,900); and miscellaneous hand tool and equipment replacements (\$3,500).

Major Capital includes the Accelerated Street Maintenance Program (\$600,000); 15% share of replacing the M&O shop roof (\$22,500 carryover); sidewalk repairs (40,000); sidewalk infilling (\$40,000); replacement of the school crossing light on Hall Drive (\$10,000); and miscellaneous street lighting improvements (\$5,000).

MEASUREMENT TECHNIQUES

Square yards of new pavement; hours of street system disruption due to ice, snow or flood; miles of streets swept.

STREET FUND #105

	2007 <u>ACTUAL</u>	AMENDED <u>2008 BUDGET</u>	YTD <u>07/31/08</u>	2009 <u>REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
UTILITY TAX	1,032,525	1,000,000	622,222	1,050,000	50,000
1/4% R.E. TAX	296,677	150,000	121,508	175,000	25,000
GASOLINE TAX	445,366	458,264	237,237	420,000	(38,264)
GRANTS, OTHER DIRECT	236,719	76,000	31,085	41,000	(35,000)
GENERAL FUND - C.I.P.		6,576	6,576		(6,576)
TRANSIT FUND	100,000	100,000		100,000	
TOTAL REVENUES:	2,111,287	1,790,840	1,018,629	1,786,000	(4,840)
+BEGINNING FUND BALANCE	2,113,945	2,458,466	2,458,466	1,864,322	(594,144)
TOTAL RESOURCES:	\$4,225,232	\$4,249,306	\$3,477,095	\$3,650,322	(\$598,984)
EXPENDITURES:					
SALARIES	199,225	290,175	163,228	300,860	10,685
OVERTIME	9,491	16,320	9,052	16,179	(141)
BENEFITS	86,883	144,459	72,506	154,764	10,305
SUPPLIES	157,761	228,500	124,077	217,900	(10,600)
MINOR EQUIPMT	2,754	22,700	3,947	19,000	(3,700)
ERD RENTAL	188,597	204,459	93,441	336,470	132,011
OTHER SERVICES	488,062	514,469	311,987	425,665	(88,804)
LOAN REPAY, INTERGOVT		61,593	49,234	20,767	(40,826)
CAPITAL & ACCEL MAINT.	633,992	950,500	367,825	717,500	(233,000)
TOTAL EXPENDITURE	1,766,766	2,433,175	1,195,296	2,209,105	(224,070)
+ENDING FUND BALANCE	2,458,466	1,816,131	2,281,799	1,441,217	(374,914)
TOTAL USES:	\$4,225,232	\$4,249,306	\$3,477,095	\$3,650,322	(\$598,984)

STAFFING	
<u>Position</u>	<u>Full-Time Equivalent</u>
Maintenance Superintendent	0.25
Maintenance Supervisor	0.18
Operations Supervisor	0.18
Control Specialist	0.10
Maintenance Workers	3.12
Stormwater Services Manager	1.00
Engineering Technician	0.10
Seasonal/Casual	0.77
Administration	0.20
Clerical	0.45
Total	6.35

FUND NUMBER**TITLE**

120

CIVIC IMPROVEMENT**PURPOSE**

This fund was authorized by the City Council in 1982 to receive the local 2 percent share of the Hotel-Motel Special Lodging Tax, which is levied by the State. On December 5, 2000, the City Council increased this rate to 4 percent to provide supplemental funding for a possible conference center.

REVENUES

Estimated receipts: \$270,211

EXPENDITURES

Contractual payments to the Pullman Chamber of Commerce to reimburse its expenses for promoting and encouraging tourism and conferencing in the City, including the full-time salary expenses of the Tourism Director and a part time tourism assistant. The Chamber's 2009 request is summarized below:

Salaries:	Tourism Director	\$ 39,552
	Part-time Tourism Assistant	\$ 14,950
	Part-time Seasonal Intern	\$ 2,250
Payroll Taxes:	Tourism Director	\$ 4,113
	Part-time Tourism Assistant	\$ 1,685
Simple IRA Benefit:	Tourism Director	\$ 1,159
	Part-time Tourism Assistant	\$ 479
Medical Benefits		\$ 1,800
1-800 Phone Number		\$ 400
Postage		\$ 10,000
Travel/Tourism Meetings		\$ 2,000
The Palouse Scenic Byway Program for Whitman County		\$ 22,000
Brochures		\$ 14,350
	Meetings on the Palouse Project - \$2,000	
	Children's Activity Brochure - \$1,500	
	Barn Tour Guide - \$2,500	
	Calendar of Events - \$1,500	
	Downtown Map - \$3,000	
	Lodging & Dining Guide - \$1,200	
	Shopping in Pullman Guide - \$1,200	
	Walk of Fame Brochure - \$1,200	
	Camping/RV Brochure - \$250	

Pullman and Moscow Visitor's Guide (joint w/ Moscow)	\$ 4,000
National Lentil Festival	\$ 35,000
General Advertising	\$ 40,000
Tourism Promotion	\$ 40,000
Washington State Lodging & Travel Guide	\$ 4,500
Float Transportation Cost	\$ 1,000
Technology and Software	\$ 2,000
Website and DSL Fees	\$ 2,700
 TOTAL BUDGET REQUESTED	 \$ 243,938

This request includes \$14,950 to continue funding a part time tourism assistant to work twenty to twenty-five hours per week throughout the year. The position assists the Tourism Director with visitor and relocation request fulfillment, greeting visitors, brochure development, scenic byway, advertising and other tourism related areas. A new line item for \$2,250 has been added to pay a summer intern minimum wage for 15-20 hours per week plus 40 event hours to help with the National Lentil Festival. This request also includes \$22,000 to continue work on the Palouse Scenic Byway Program, which was authorized by City Council on October 2, 2001. This budget has increased by \$2,000 for 2009 to account for increased advertising rates.

An additional \$10,000 has been requested for the 2009 National Lentil Festival in order to meet rising costs of production and advertising. An overall increase of \$4,000 is requested for advertising to accommodate the standard industry cost increase of ten percent (\$3,600) plus \$400 to accommodate changes to the advertising campaign. Publications that have been targeted in the past few years are Sunset Magazine, Northwest Travel, Outdoor Photographer, the Washington State Visitors Guide, Washington State Magazine, Where to Retire and Travel 50 and Beyond. New targets include Horizon Air magazine and Seattle Business Monthly.

SUMMARY OF VISITOR AND RELOCATION REQUESTS

	2003	2004	2005	2006	2007	2008 thru 9/15
Visitor Requests						
NW Travel	62	55	29	17	1	2
WA State Travel	15	2	3	3	3	0
Journey	n/a	n/a	368	126	n/a	n/a
Sunset	312	727	1063	1242	7	268
Web Site	119	190	235	220	198	n/a
AAA	n/a	n/a	n/a	n/a	8	n/a
Outdoor Photo	n/a	n/a	122	89	21	17
VIA	n/a	n/a	103	n/a	n/a	n/a
Travel 50 & Beyond	n/a	319	452	598	588	577
Where to Retire	n/a	n/a	572	879	747	331
Other	217	156	151	237	884	742
TOTAL	725	1,449	3,098	3,411	2,457	1,673

Relocation Requests

TOTAL	341	443	454	438	403	314
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Website Statistics

January-September 2008

	Total Hits	Total Visits	Page Views
January	238,168	14,370	56,797
February	213,511	12,894	54,469
March	228,425	13,932	63,592
April	229,122	17,109	58,238
May	263,535	18,729	68,729
June	233,563	16,880	79,269
July	315,764	40,619	142,146
August	228,668	22,074	73,476
September	115,010	11,285	47,055
TOTAL	2,065,766	167,892	643,771
MONTHLY AVERAGE	229,530	18,655	71,530

CIVIC IMPROVEMENT FUND #120

	2007 <u>ACTUAL</u>	AMENDED 2008 <u>BUDGET</u>	YTD <u>07/31/08</u>	2009 <u>REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
LODGING EXCISE TAX	245,037	222,302	143,623	253,597	31,295
INTEREST	30,816	26,942	9,691	16,613	(10,329)
TOTAL REVENUES:	\$275,853	\$249,244	\$153,314	\$270,211	\$20,967
+BEGINNING FUND BALANCE:	670,069	776,159	776,159	806,566	30,407
TOTAL RESOURCES:	\$945,922	\$1,025,403	\$929,473	\$1,076,777	\$51,374
<u>EXPENDITURES:</u>					
CONTRACT FOR TOURISM & CONVENTION PROMOTIONS	169,449	232,417	104,597	243,938	11,521
TOTAL EXPENDITURE	\$169,449	\$232,417	\$104,597	\$243,938	\$11,521
+ENDING FUND BALANCE	776,159	792,986	824,876	832,839	39,853
TOTAL USES:	\$945,608	\$1,025,403	\$929,473	\$1,076,777	\$51,374

FUND NUMBER

TITLE

201

G.O. BOND FUND

PURPOSE:

All of the debt issuance and service expenses for the debt budgeted within this fund have been retired. This fund is no longer necessary. This fund will be closed once the residual funds have been transferred to the 2007 Bond Fund.

REVENUES: \$0

EXPENDITURES: \$0

G.O.BOND FUND #201

	<u>2007</u> <u>ACTUAL</u>	<u>2008</u> <u>BUDGET</u>	<u>YTD</u> <u>07/31/08</u>	<u>2009</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
PROPERTY TAX	276,088				
INTERLOCAL GRANTS:					
U OF IDAHO	7,500	7,500	7,500		(7,500)
MOSCOW	15,750	15,750	15,750		(15,750)
PORT-WHITMAN	15,750	15,750	15,750		(15,750)
LATAH COUNTY	7,500	7,500	7,500		(7,500)
WSU	7,500	7,500	7,500		(7,500)
GENERAL FUND	68,518				
INVESTMENTS	14,479	5,000	4,634		(5,000)
TOTAL REVENUES:	\$413,086	\$59,000	\$58,634		(\$59,000)
+BEGINNING CASH:	367,575	381,747	381,747	4,195	(377,552)
TOTAL RESOURCES:	780,660	\$440,747	\$440,381	\$4,195	(\$436,552)
EXPENDITURES:					
PRINCIPAL:					
1998 GREENWAY	265,000				
AIRPORT TERM.	115,000	35,000	35,000		(35,000)
REC FACILITY					
INTEREST:					
1998 GREENWAY	10,733				
AIRPORT TERM.	7,518	1,768	1,768		(1,768)
REC FACILITY					
AIRPORT TERM. RESIDUAL					
2007 BOND FUND RESIDUAL					
REGISTRATION	664	700	304		(700)
TOTAL EXPENDITURE	\$398,914	\$438,503	\$37,071		(\$438,503)
+ENDING CASH	381,747	2,244	403,310	4,195	1,951
TOTAL USES:	\$780,660	\$440,747	\$440,381	\$4,195	(\$436,552)

FUND NUMBER:

310

TITLE

CEMETERY EXPANSION

PURPOSE:

To provide funds for cemetery expansion and/or development.

GOAL:

No scheduled projects for 2009.

BUDGET:

\$0

MAJOR BUDGET CHANGES:

No future projects scheduled.

Revenues consist of interest earnings that are transferred from Cemetery Endowment Care Fund.

CEMETERY EXPANSION FUND #310

	2007 <u>ACTUAL</u>	2008 <u>BUDGET</u>	YTD <u>07/31/08</u>	2009 <u>REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
FEEs					
OTHER	828	11,000		6,000	(5,000)
TOTAL REVENUES:	828	\$11,000		\$6,000	(\$5,000)
+BEGINNING CASH:	12,669	13,497	13,497	19,840	6,343
TOTAL RESOURCES:	\$13,497	\$24,497	\$13,497	\$25,840	\$1,343
<u>EXPENDITURES:</u>					
SALARIES					
BENEFITS					
SUPPLIES					
MINOR CAPITAL					
OTHER SERVICES					
LAND PURCHASE					
IMPROVEMENTS					
TOTAL EXPENDS:					
+ENDING CASH	13,497	24,497	13,497	25,840	1,343
TOTAL USES:	\$13,497	\$24,497	\$13,497	\$25,840	\$1,343

FUND NUMBER:

315

TITLE

2005 LTGO BOND FUND

PURPOSE:

This fund collects the necessary General Fund amounts to repay the LTGO (Councilmanic) Bonds issued to finance improvements to Wawawai Path and Terre View Road. The City Council authorized the issuance and sale of the 2005 LTGO bonds on June 7, 2005.

REVENUES:

\$39,593

EXPENDITURES:

Principal:	\$30,000
Interest:	9,343
Registrations:	250
Total:	\$39,593

2005 LTGO BOND FUND #315

	<u>2007 ACTUAL</u>	<u>2008 BUDGET</u>	<u>YTD 07/31/08</u>	<u>2009 REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
GENERAL FUND	37,987	40,628	40,628	39,593	(1,035)
BOND PROCEEDS			22		
INVESTMENTS	10,337				
TOTAL REVENUES:	\$51,970	40,628	40,650	\$39,593	(\$1,035)
+BEGINNING CASH:	228,628	12,572	12,572	395	(12,177)
TOTAL RESOURCES:	280,598	325,717	266,505	\$39,988	(\$285,729)
EXPENDITURES:					
PRINCIPAL:					
2005 LTGO	30,000	30,000	30,000	30,000	
INTEREST:					
2005 LTGO	11,383	10,378	10,378	9,343	(1,035)
OTHER IMPROVEMENTS	226,643	12,464	12,464		
REGISTRATION		250		250	
TOTAL EXPENDITURE	\$268,026	\$53,092	\$52,842	\$39,593	(13,499)
+ENDING CASH	12,572	108	380	395	287
TOTAL USES:	\$280,598	\$53,200	\$53,221	\$39,988	(\$13,212)

FUND NUMBER:

316

TITLE

2007 BOND FUND

PURPOSE:

This fund collects voter-approved property taxes levied for General Obligation Bond redemption and interest payment requirements. On May 22, 2007, the City Council authorized the sale of \$2,240,000 in general obligation bonds. This issuance was approved by the voters on November 7, 2006. Property taxes to repay these bonds commenced in 2008.

The bonds were issued to finance improvements that include paths, ballfield lighting, park restrooms, initial design of a performing arts pavilion, and sidewalk infilling. The 2009 Budget will include the expenses necessary to complete the aforementioned projects.

REVENUES:

\$283,850

EXPENDITURES:

Paths:	\$390,000
Ballfield Lighting	23,500
Park Restrooms	27,300
Arts Pavilion	10,000
Sidewalks	184,500
Principal:	195,000
Interest:	86,100
Registrations:	250
Total:	\$916,650

2007 BOND FUND #316

	<u>2007 ACTUAL</u>	<u>2008 BUDGET</u>	<u>YTD 07/31/08</u>	<u>2009 REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
PROPERTY TAX		293,700	160,119	281,350	(12,350)
EQUITY TRANSFER IN					
BOND PROCEEDS	2,272,840	383,803			(383,803)
INVESTMENTS	52,674	10,000	22,539	2,500	(7,500)
TOTAL REVENUES:	\$2,325,514	687,503	182,658	\$283,850	(\$403,653)
+BEGINNING CASH:		2,142,491	2,142,491	948,711	(1,193,780)
TOTAL RESOURCES:	2,325,514	2,829,994	2,325,149	\$1,232,561	(\$1,597,433)
EXPENDITURES:					
PRINCIPAL:					
2007 GO		155,000	92,300	195,000	40,000
INTEREST:					
2007 GO		138,450		86,100	(52,350)
OTHER IMPROVEMENTS	144,794	1,833,976	868,185	635,300	
DEBT ISSUE COSTS	38,229				
REGISTRATION		250		250	
TOTAL EXPENDITURE	\$183,023	\$2,127,676	\$960,485	\$916,650	(1,211,026)
+ENDING CASH	2,142,491	702,318	1,364,664	315,911	(386,407)
TOTAL USES:	\$2,325,514	\$2,829,994	\$2,325,149	\$1,232,561	(\$1,597,433)

FUND NUMBER:

322

TITLE

DOWNTOWN PULLMAN RIVERWALK

PURPOSE:

This fund was established to account for the revenue and expenditures related to the Downtown Pullman Riverwalk project.

REVENUES:

Funding for this budget is from interest earned on 1998 Construction Fund monies.

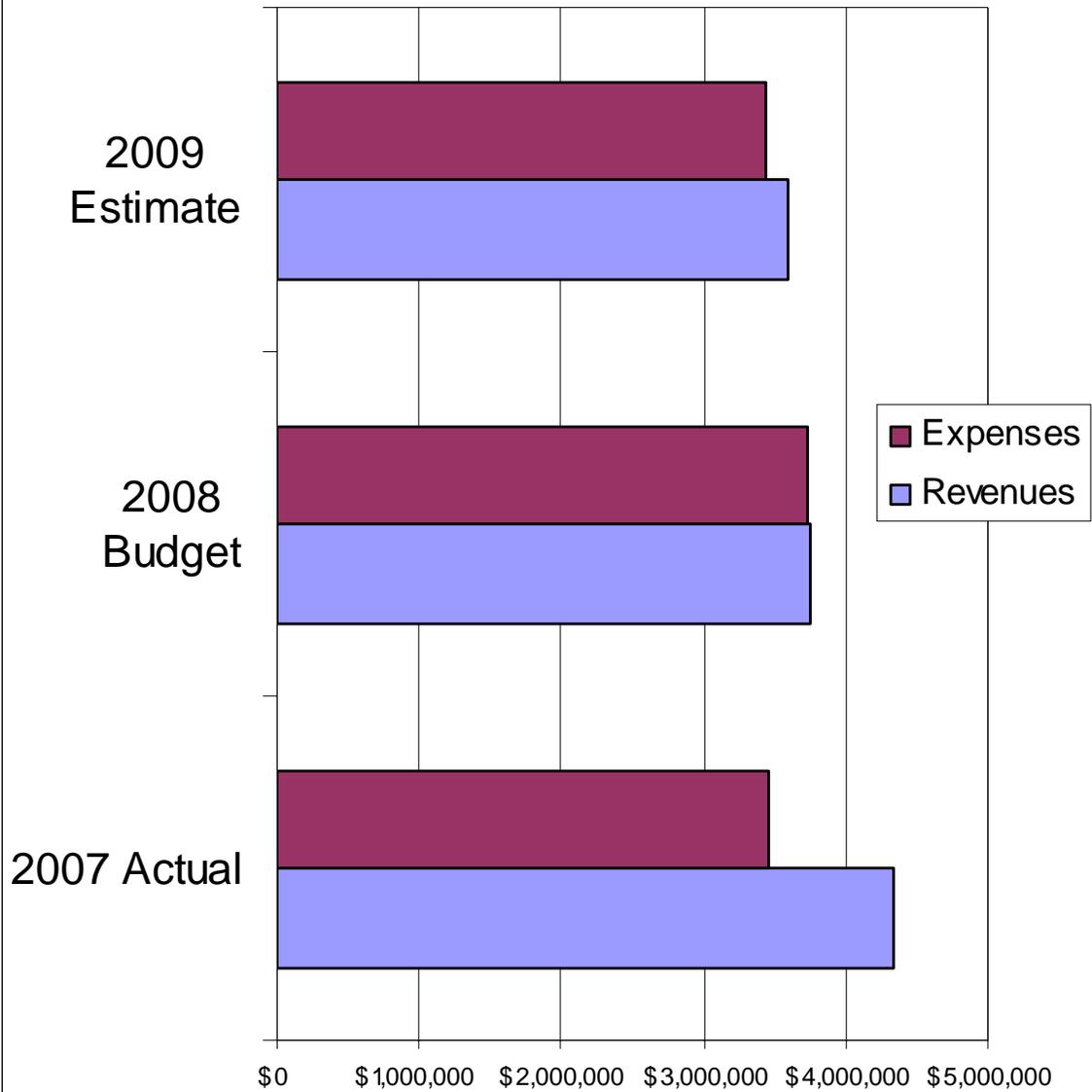
EXPENDITURES:

2009 expenditures are estimated at \$4,000 for final wetland planting.

DOWNTOWN PULLMAN RIVERWALK FUND #322

	<u>2007 ACTUAL</u>	<u>2008 BUDGET</u>	<u>YTD 07/31/08</u>	<u>2009 REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
FEDERAL GRANTS					
STATE GRANTS					
TRANSFER FROM FUND 302	119				
MISCELLANEOUS			53		
TOTAL REVENUES:	\$119		\$53		
+BEGINNING CASH:	19,479	16,406	16,406	15,445	(961)
TOTAL RESOURCES:	19,598	\$16,406	\$16,459	15,445	(\$961)
<u>EXPENDITURES:</u>					
SALARIES					
OVERTIME					
BENEFITS					
SUPPLIES					
MINOR EQUIPMENT					
PROF. SERVICES	1		(155)		
CAPITAL	3,190	6,809	605	4,000	(2,809)
TOTAL EXPENDITURE	\$3,192	\$6,809	\$450	4,000	(\$2,809)
+ENDING CASH	16,406	9,597	16,009	11,445	1,848
TOTAL USES:	\$19,598	\$16,406	\$16,459	15,445	(\$961)

Utility Fund: Water Division



Revenues vs. Expenses

FUND NUMBER:

401

TITLE

UTILITIES/WATER

ACTIVITY DESCRIPTION:

Maintenance and operation of City water facilities delivering over 850 million gallons of water to consumers annually.

GOAL:

Provide a constant supply of the highest quality water available at adequate pressure to approximately 4,600 City water customers. Perform preventive maintenance as scheduled to prevent the development of any major problems in equipment, facilities, and distribution systems, and perform repairs as needed to ensure continuous quality service.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Replace approximately 300 water meters 15 years old or older to ensure accuracy in water consumption measurements; repair existing water meters, services, and hydrants; install 100 service connections for new construction; replace approximately 50 galvanized service lines with plastic or copper lines; survey approximately 25 miles of water mains and service lines for detection and repair of leaks; inspect, test, and repair all pressure-reducing valves, altitude valves and control valves; inspect and test 25% of all large water meters on a rotating basis; monitor and test all cross connection control devices installed in City facilities; perform preventive maintenance on pumps, motors, chlorine, fluoride, and telemetry equipment; daily monitoring for all wells, booster stations and reservoirs; daily monitoring for fluoride and chlorine residual levels; weekly sampling for coliform testing; annual testing for organics, nitrates, and trihalomethane; other testing as required for volatile organic contaminants, herbicides, pesticides, insecticides, EDB, dioxin, endothall, diquat, glyphosphate, and radionuclides (approximately 3,000 tests conducted yearly).

BUDGET:

\$3,442,253

MAJOR BUDGET CHANGES:

Included in the 2009 budget is a new maintenance software program for the water system similar to the system being implemented at the Wastewater Treatment Plant (\$30,000); a new pump for Well 6 (\$20,000) inspecting and repairing Well 5 (\$20,000), ongoing participation in the Palouse Basin Aquifer Committee and related projects (\$40,000), and the completion of the conversion to radio read meters (\$150,000).

Minor Capital includes miscellaneous hand tools (\$2,500), Well 7 chemical room ventilation upgrades (\$5,000 carryover), and various analyzers, testing equipment, and soldering equipment for the Instrumentation and Control Technician (\$25,200 total).

Major Capital includes radio read meters for new accounts (\$25,000), 42.5% share of replacement of the M&O building roof (\$63,750 carryover), electrical upgrades to the Quanset building (\$40,000), a new vehicle for the I&C Technician (\$29,000), replacement of a ½-ton, 4 wheel-drive pickup (\$25,000), a pressure reducing valve assembly on Guy Street (\$75,000), a water line replacement on Derby Street (\$30,000), a water line replacement on High Street (\$94,000), and other miscellaneous water line replacements (\$100,000).

MEASUREMENT TECHNIQUE:

Days of water supply shut down, amount of leak repairs, and meters replaced.

**UTILITY FUND
#401**

WATER-SEWER REVENUES AND EXPENDITURES

	2007	2008	YTD	2009	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>07/31/08</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>

REVENUES:

WATER DIVISION:

WATER SALES	2,914,621	2,801,000	1,497,392	3,151,000	350,000
MISCELLANEOUS	1,415,025	950,049	643,513	445,879	(504,170)

TOTAL REVENUES:	\$4,329,646	\$3,751,049	\$2,140,904	\$3,596,879	(\$154,170)
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EXPENDITURES:

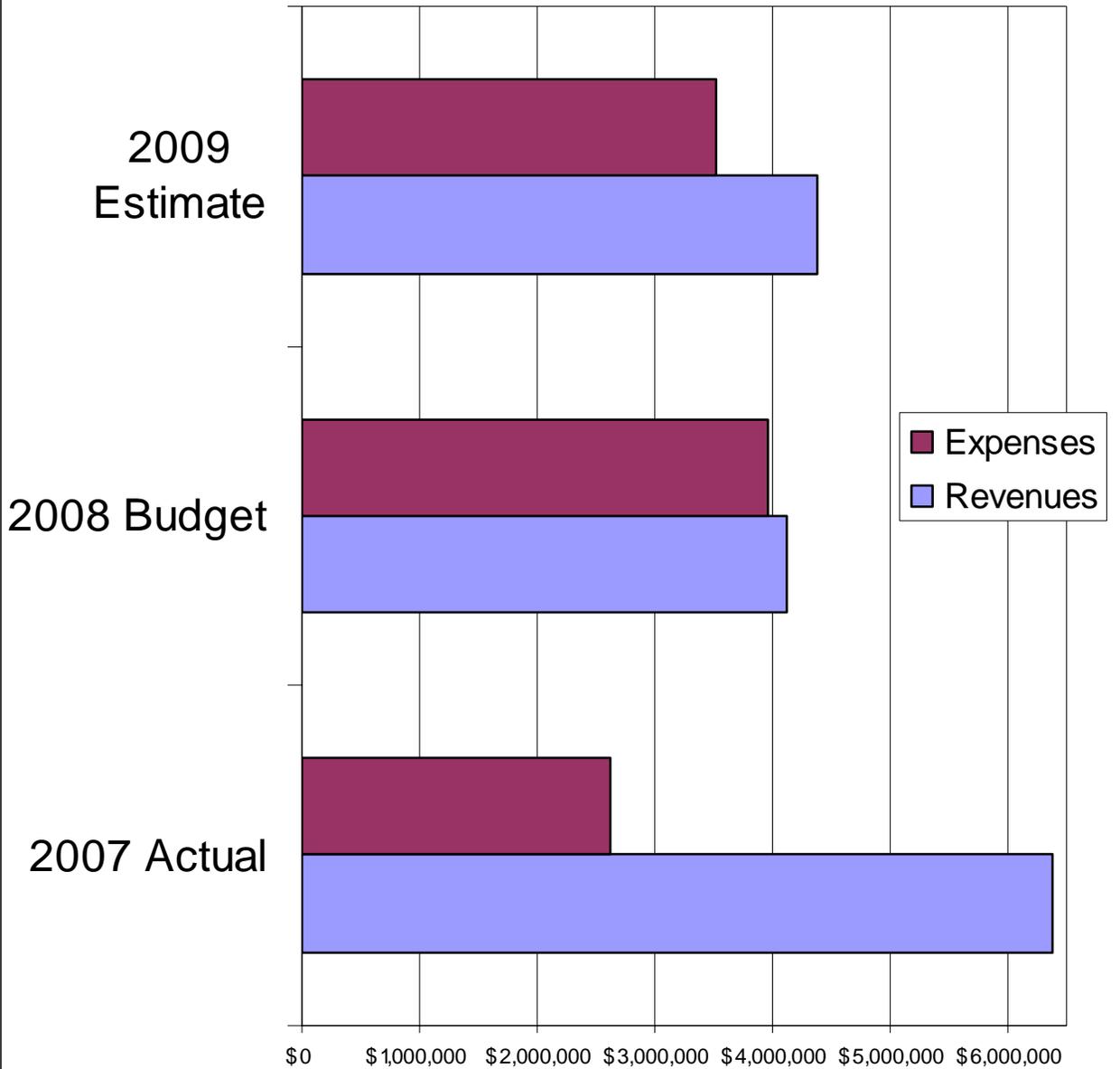
SALARIES	546,299	612,274	331,808	607,117	(5,157)
OVERTIME	10,253	20,336	6,576	20,192	(144)
BENEFITS	244,783	278,073	148,160	298,948	20,875
SUPPLIES	406,783	539,143	503,546	507,366	(31,777)
MINOR EQUIPMENT	9,716	21,800	12,699	32,700	10,900
ERD RENTAL	106,369	128,384	64,441	162,181	33,797
OTHER SERVICES	664,267	1,256,567	701,345	1,152,181	(104,386)
INFO SYS//INTERGOVT	557,945			22,945	22,945
DEBT REDEMPTION	94,547	110,082	148,155	156,873	46,791
**CAPITAL	823,907	606,500	105,266	481,750	(124,750)

TOTAL EXPENDITURES:	\$3,464,869	\$3,740,082	\$2,097,331	\$3,442,253	(\$297,829)
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SURPLUS/(DEFICIT)	\$864,777	\$10,967	\$43,573	\$154,626	\$143,659
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STAFFING: WATER	
Position	Full-Time Equivalent
Operations Supervisor	0.66
Maintenance Superintendent	0.40
Maintenance Supervisor	0.66
Maintenance Workers	6.48
Control Specialist	0.40
Engineering Technician	1.20
Seasonal/Casual	1.67
Clerical	1.10
Administration	0.50
Mapping Aide	0.28
Total	13.35

Utility Fund: Sewer/Sewage Treatment



Revenues vs. Expenses

ACTIVITY:

TITLE

401

**UTILITIES/SEWER MAINTENANCE
AND SEWER TREATMENT**

ACTIVITY DESCRIPTION:

Maintenance of sewer collection facilities and maintenance and operation of the Wastewater Treatment Plant.

GOAL:

Provide a safe and adequate wastewater collection system that will accept water and water-carried waste from their point of origin and carry them at an acceptable rate to the Wastewater Treatment Plant so as to provide uninterrupted service to City utility customers.

Provide wastewater treatment that meets or exceeds all Department of Ecology and Environmental Protection Agency regulations.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Perform planned and preventive maintenance on 88.9 miles of sewer lines and interceptor lines, which includes: jet-vac or power-rod 250,000 lineal feet of sewer mains; televising 6,000 lineal feet of sewer lines to support the sewer replacement program, for identifying problem lines with additional maintenance needs, and for verifying the location of customer lateral taps to the main.

Perform planned and preventive maintenance on two major and three minor sewer lift stations, which includes daily monitoring, monthly cleaning, and biannual motor and pump inspections, testing and repairs.

Annual treatment of approximately one billion gallons of wastewater meeting State Department of Ecology requirements. The budgeted service level will provide for the following: perform 65+ work orders monthly for routine and preventive maintenance functions on plant equipment; effectively manage the annual disposal and farmland application of approximately 600 dry tons of biosolids; conduct 3,700 laboratory tests annually for operational needs and monitoring requirements.

BUDGET:

\$3,519,615 (Sewer Maintenance is \$923,571 and Sewage Treatment is \$2,596,044)

MAJOR BUDGET CHANGES:

The major budget change is an increase of \$425,000 for loan payments for the new digester and various support and training related to the plant's new maintenance software (\$14,000).

Minor Capital includes fire hose replacements (\$2,500), a plastic comb binding machine for reports (\$400), a process temperature and pressure calibrator (\$3,200), an MC5 multifunction fieldbus calibrator (\$9,650), a Huntron bench scanner (\$4,000), a Huntron circuit analyzer and clip set (\$8,000), a Jofra field pressure calibrator (\$6,000), a Sencore LC101 capacitance tester (\$3,150), an Agilent DC workbench power supply (\$1,500), 2 replacement digester gas unit heaters (\$1,800), 2 replacement sump pumps (\$1,400), miscellaneous tool replacements (\$2,200), and other unanticipated replacements (\$5,000).

Major Capital includes Steptoe Street Sewer Line replacement (\$20,000 carryover) Johnson Interceptor manhole repairs (\$75,000 carryover), 42.5% share of replacing the M&O shop roof (\$63,750 carryover), the General Sewer Plan Update (\$110,000 carryover), STP disinfection system and effluent flowmeter upgrades (\$145,000 carryover), and miscellaneous sewer main replacements (\$75,000).

MEASUREMENT TECHNIQUE:

Number of sewer line stoppages and effluent parameters meeting Department of Ecology requirements.

**UTILITY FUND
#401**

WATER-SEWER REVENUES AND EXPENDITURES

2007 2008 YTD 2009
ACTUAL BUDGET 07/31/08 REQUEST \$ CHANGE

SEWER/SEWAGE TREATMENT DIVISION:

REVENUES:

SEWER SALES	2,024,233	1,955,000	1,144,902	2,251,000	296,000
WSU REIMBURSMT	569,594	450,000	359,693	1,450,000	1,000,000
MISCELLANEOUS	3,782,771	1,722,068	1,618,888	683,521	(1,038,547)

TOTAL REVENUES:

\$6,376,598	\$4,127,068	\$3,123,484	\$4,384,521	\$257,453
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EXPENDITURES:

SALARIES	596,666	726,012	368,968	751,253	25,241
OVERTIME	5,549	13,816	3,418	14,207	391
BENEFITS	251,438	324,408	161,229	351,870	27,462
SUPPLIES	121,797	167,935	70,286	169,175	1,240
MINOR EQUIPMENT	32,382	39,650	21,042	55,100	15,450
ERD RENTAL	54,964	67,683	33,840	72,164	4,481
OTHER SERVICES	329,475	1,026,959	453,451	1,536,076	509,117
INFO SYS/INTERGOVT	539,455	186,883	95,973	57,555	(129,328)
DEBT REDEMPTION	125,929	501,949	509,199	133,465	(368,484)
**CAPITAL	557,244	903,818	413,976	378,750	(525,068)

TOTAL EXPENDITURES:

\$2,614,899	\$3,959,113	\$2,131,383	\$3,519,615	(\$439,498)
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SURPLUS/(DEFICIT)

\$3,761,699	\$167,955	\$992,101	\$864,906	\$696,951
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STAFFING:SEWER/SEWAGE TREATMENT

Position	Full-Time Equivalent
Maintenance Superintendent	0.15
Maintenance Supervisor	0.16
Operations Supervisor	0.16
WWTP Supervisor	1.00
WWTP Operator	5.00
Laboratory Manager	1.00
WWTP Mechanic	1.00
Control Specialist	0.50
Weekend Lab Tech	0.40
Maintenance Workers	2.40
Engineering Technician	1.20
Seasonal/Casual	1.40
Clerical	0.80
Administration	0.50
Mapping Aide	0.28
Total	15.95

TOTAL UTILITY FUND:

REVENUES:	10,706,244	7,878,117	5,264,388	7,981,400	103,283
EXPENDITURES:	6,079,768	7,699,195	4,228,714	6,961,868	(737,327)
SURPLUS/(DEFICIT):	4,626,476	178,922	1,035,674	1,019,532	840,610
ENDING CASH:	9,384,516	9,563,438	10,420,190	12,252,383	2,688,945

ACTIVITY:

TITLE

403

UTILITY CAPITAL PROJECTS FUND

PURPOSE:

This fund was established to account for major water, sewer and sewage treatment capital projects. Many of the projects are multi-year projects that will not be completed within 2009. This utility capital projects fund more accurately accounts for total project costs for multi-year projects. The 2009 request includes only the estimated project dollars that we intend to expend in 2009.

REVENUES:

Funding for projects will be from Utility Fund reserves, Public Works Trust Fund loans, and from WSU for their share of treatment plant projects.

EXPENDITURES: \$6,347,700

Utility Capital Projects include:

Water

SW High Standpipe Reservoir	\$1,422,150
Booster Station 10	204,375
Well 8	1,126,200
Telemetry Upgrade	90,000
Irrigation System Upgrades	764,725
Well 5 Chlorine Upgrades	23,100
Airport Water System	1,617,750
City Hall 2 nd Floor Remodel	50,000
Reaney Park Waterline	45,000
High Street Waterline	94,000
Total	\$5,437,300

Sewer

Clifford Sewer (carryover)	\$ 420,850
RV Park/Riverview Sewer	3,500
McKenzie Street Sewer	6,000
Pioneer Sewer	7,500
Total	\$ 437,850

WWTP

New Digester	\$ 417,550
Aeration Basin Upgrades	20,000
STP Electrical & Control Upgrade	20,000
STP Secondary Clarifier Upgrade	10,000
RAS Pumping Upgrade	5,000
Total	\$ 472,550

Grand Total **\$6,347,700**

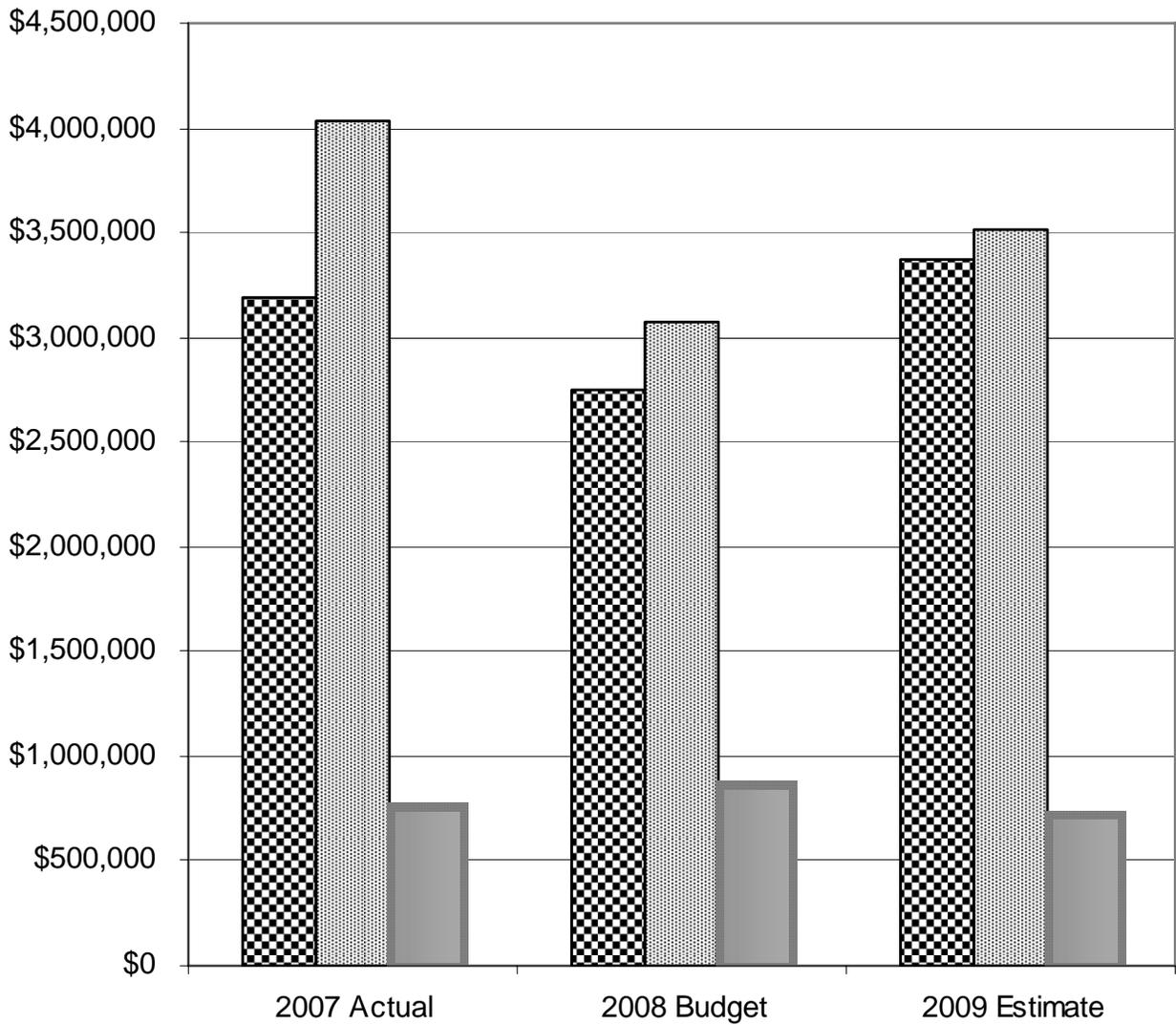
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UTILITY CAPITAL PROJECTS FUND 403

	<u>2006 BUDGET</u>	<u>2007 BUDGET</u>	<u>2008 BUDGET</u>	<u>2009 REQUEST</u>
REVENUES:				
WSU CONTRIBUTIONS				
OTHER				
TOTAL REVENUES:				
+UTILITY FUND CASH + LOANS:	6,336,470	7,376,886	7,097,306	6,347,700
TOTAL RESOURCES:	\$6,336,470	\$7,376,886	\$7,097,306	\$6,347,700
<u>CAPITAL EXPENDITURES:</u>				
<u>SEWAGE TREATMENT PLANT:</u>				
BLOWER UPGRADE	960,000	50,000		
STP ELECTRICAL & CONTROL UPGRADE	1,036,000	600,000		
STP SECONDARY CLARIFIER UPGRADES	203,000	200,000		
RAS PUMPING UPGRADE	48,000	45,000		
<u>SEWER:</u>				
CLIFFORD STREET SEWER	420,850	420,850	420,850	420,850
BISHOP PRO MALL/SEWER	15,000			
NEW DIGESTER	1,101,600	2,600,000	2,930,686	417,550
AERATION BASIN CONSTR./UPGRADES	401,350	500,000	30,000	20,000
RV PARK/RIVERVIEW SEWER	30,000	30,000	30,000	3,500
FISK STREET SEWER		2,600		
WINDUS STREET SEWER	42,750	2,241		
LAKE STREET SEWER REPLACEMENT	4,000			
INFLUENT GRIT/GREASE REMOVAL				
STP ELECTRICAL & CONTROL UPGRADE			500,000	20,000
STP SECONDARY CLARIFIER UPGRADES			10,000	10,000
RAS PUMPING UPGRADE			5,000	5,000
CITY HALL 2ND FLOOR REMODEL		15,785	30,000	50,000
MCKENZIE STREET SEWER			100,000	6,000
PIONEER SEWER			140,000	7,500
<u>WATER SYSTEMS:</u>				
SW HIGH STANDPIPE		1,049,175	1,731,800	1,422,150
NORTH INTERM. TANK LINER				
WAWAWAI ROAD WATER LINE	50,000			
SO. INTERMEDIATE RESERVOIR	104,000	104,000		
TELEMETRY	50,000	100,000	200,000	90,000
LANDIS TANK LINER				
BOOSTER STATION #10	35,000	35,000	76,500	204,375
JOHNSON ROAD WATERLINE				
WELL #8	472,125	481,400	251,200	1,126,200
BOOSTER 4 MODIFICATIONS	322,625	166,550		
WATER SYSTEM SECURITY IMPROVEMENTS	200,000	161,620	4,000	
IRRIGATION SYSTEM UPGRADES	380,170	433,970	352,970	764,725
WELL #5 CHLORINE UPGRADE	30,000	175,525	175,700	23,100
AIRPORT WATER SYSTEM	280,000	203,170	108,600	1,617,750
M&O RADIO COMMUNICATIONS	150,000			
REANEY PARK WATERLINE				45,000
HIGH STREET WATERLINE				94,000
TOTAL EXPENDITURES:	\$6,336,470	\$7,376,886	\$7,097,306	\$6,347,700
+ENDING CASH				
TOTAL USES:	\$6,336,470	\$7,376,886	\$7,097,306	\$6,347,700

TRANSIT FUND

Revenues Expenses Cash & Reserves



FUND NUMBER:

405

TITLE

TRANSIT

ACTIVITY DESCRIPTION:

Operation of the City=s transit system, service includes the fixed route and Dial-A-Ride services.

GOAL:

Provide safe, reliable, and convenient public transportation to the citizens of Pullman for a reasonable cost.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Transport over 1,200,000 fixed route passengers and provide 19,000 Dial-A-Ride trips.

Keep the fixed route farebox return ratio over 50 percent.

Keep fixed route ridership per hour near or above 55 riders.

Keep overall operating cost per passenger on the fixed route below \$1.75.

Keep Dial-A-Ride on-time pickup percentage above 95 percent.

BUDGET:

\$3,517,641

MAJOR BUDGET CHANGES:

The 2009 budget includes an increase of \$142,186 to \$756,948 for ERD repair and maintenance based on previously incurred expenses and \$361,944 in Capital items, many of which are grant dependent.

Minor Capital includes the replacement of miscellaneous office equipment (\$1,400), a laptop computer (\$2,000), and fixed-route information signs (\$7,000).

Major capital includes a new air system for the bus barn as part of the expansion project (\$25,000), 2 new bus shelters (\$26,000), 1 Dial-A-Ride van (\$60,000), a Ridership Data Collection System (\$60,000), a GPS system for the buses (\$36,000), cameras for the buses and vans (\$129,944), and a telephone recording system (\$25,000).

MEASUREMENT TECHNIQUE:

The operational performance of Pullman Transit is measured against all other Washington transit systems using criteria established by the State and described in our 2008-2013 Transit Development Plan.

TRANSIT FUND #405

	2007 <u>ACTUAL</u>	AMENDED 2008 <u>BUDGET</u>	YTD 07/31/08	2009 <u>REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
FARES	1,233,052	1,273,405	625,556	1,386,862	113,457
OTHER LOCAL	48,216	16,500	4,443	7,500	(9,000)
STATE MVET	48,980				
EQUALIZATION					
UTILITY TAX	1,032,527	1,000,000	622,224	1,050,000	50,000
TOT OPER REVENUE	\$2,621,692	\$2,349,905	\$1,392,804	\$2,444,362	\$94,457
VEHICLE GRANT	49,500	401,500	200,000	340,794	(60,706)
OPERATING GRANT	521,494			587,443	587,443
TOTAL REVENUES:	\$3,192,686	\$2,751,405	\$1,592,804	\$3,372,599	\$621,194
+BEGINNING CASH:	1,396,963	767,722	767,722	869,899	102,177
TOTAL RESOURCES:	\$4,589,649	\$3,519,127	\$2,360,526	\$4,242,498	\$723,371
EXPENDITURES:					
SALARIES	1,134,269	1,225,997	646,201	1,255,655	29,658
OVERTIME	22,164	29,970	15,138	29,970	
BENEFITS	511,251	620,687	310,426	670,438	49,751
SUPPLIES	23,495	30,700	15,337	31,700	1,000
MINOR EQUIPMENT	1,162	14,171	9,989	10,400	(3,771)
EQUIPMENT MAINTENANCE	572,625	614,762	307,448	757,698	142,936
DEPRECIATION	211,681				
OTHER SERVICES	209,878	205,518	124,624	213,332	7,814
TOTAL OPER. EXPENSE	\$2,686,526	\$2,741,805	\$1,429,162	\$2,969,193	\$227,388
CAPITAL	1,247,083	150,000	66,612	361,944	211,944
TO STREET FUND	100,000	100,000		100,000	
INTERFUND PAYMENTS		78,616	45,080	86,504	7,888
TOTAL EXPENDITURE	\$4,033,608	\$3,070,421	\$1,540,854	\$3,517,641	\$447,220
+ENDING CASH	767,722	448,706	819,673	724,857	276,151
TOTAL USES:	\$4,801,330	\$3,519,127	\$2,360,526	\$4,242,498	\$723,371

STAFFING	
Position	Full-Time Equivalent
Administration	0.20
Transit Manager	1.00
Paratransit Coordinator	1.00
Fixed Route Coordinator	1.00
Lead Driver/Dispatcher	3.00
Driver, Full Time	14.67
Driver, 3/4 Time	1.13
Driver, 1/2 Time	2.25
Driver, Extra Board Time	2.50
Bus Washer	2.82
Total	29.57

FUND NUMBER:

501

TITLE

EQUIPMENT RENTAL

ACTIVITY DESCRIPTION:

Preventive maintenance and repair of all equipment in the City fleet.

GOAL:

Perform preventive maintenance and routine repairs on all City vehicles to minimize equipment maintenance and operation costs and to maximize equipment availability and useful life, so that City staff can provide the highest possible level of service to the public.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Perform preventive maintenance and minor repairs on fleet equipment: 4 fire trucks, 9 ambulance/rescue vehicles, 1 hazmat semi truck and trailer, 14 police vehicles, 17 transit buses, 2 mini-buses, 64 light vehicles (passenger cars, vans, and trucks half-ton or smaller), 20 large trucks (one-ton or larger, including dump trucks, vac trucks and sweepers), 21 pieces of various heavy equipment, and 31 attachments and accessory equipment; and prepare new equipment for service. Over 1900 service calls for routine maintenance, repairs, and overhauls are completed.

BUDGET:

\$2,767,876

MAJOR BUDGET CHANGES:

Included in the 2009 budget is an additional \$110,000 to \$612,300 for diesel and unleaded fuel, an increase of \$90,000 to \$290,000 for supplies and parts for in-house repairs, an increase of \$40,000 to \$150,000 for outside mechanical and body repairs, design of the fuel island relocation (\$20,000 carryover), and continuation of the temporary 3/4-time mechanic.

Minor Capital includes a replacement water hose reel (\$600), a tire pressure monitor analysis tool (\$1,000), a replacement drill press vice (\$500), an oil hander (\$1,600), a brake drum caliper tool (\$500), employee tool replacement per the labor agreement (\$1,500), and other miscellaneous tool and equipment replacements (\$4,500).

Capital Expenditures includes relocation of the fuel island as mandated by the Department of Ecology (\$150,000 carryover), and approved CIP vehicle replacements (\$594,000):

FY2009 CIP VEHICLE REPLACEMENTS:

98-136	1998	Trailer Mounted Vacuum Unit - M&O	\$125,000
05-012	2005	Ford Crown Victoria - Police	30,000
01-218	2001	Excel Hustler Mower - Parks	35,000
99-060	1999	Chevrolet 1 Ton PU - Parks	35,000
05-014	2005	Ford Crown Victoria - Police	30,000
99-058	1999	Chevrolet ½ ton PU - M&O	25,000
97-219	1997	Sweepster Broom - Parks	9,000
96-064	1996	Chevrolet 1-ton PU - M&O	40,000
96-037	1996	Ford Ranger 4WD EXT Cab PU - Gov Bldg	25,000
94-111	1994	John Deere Loader - M&O	190,000
85-121	1985	Tilt Bed Trailer - M&O	15,000
02-216	2002	Honda ATV - Parks	10,000
99-059	1999	Chevrolet ½ Ton PU - Parks	\$ 25,000
TOTAL			\$ 594,000

MEASUREMENT TECHNIQUE:

Satisfaction of vehicle performance from user departments.

FUND NUMBER:

501-4801

TITLE

ERD EXPANSION

PURPOSE:

This fund was established to account for the revenue and expenditures related to the expansion of the Equipment Rental Division facility.

REVENUES:

Funding for this project is an 80% FTA 5309 grant with the 20% match from the ERD reserves with reimbursement from user departments prorated according to use of the facility as recorded on vehicle work orders.

EXPENDITURES:

2009 expenditures are estimated at \$107,750 for design services.

BUDGET:

\$107,750

EQUIPMENT RENTAL FUND #501

	2007 <u>ACTUAL</u>	2008 <u>BUDGET</u>	YTD <u>07/31/08</u>	2009 <u>REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
EQUIPMENT RENT & REPAIR	1,492,838	1,728,574	868,020	2,076,313	347,739
MISCELLANEOUS	91,868	39,538	53,651	151,538	112,000
TRANSFERS IN/OUT			61,923	61,923	61,923
TOTAL REVENUES:	\$1,646,628	\$1,768,112	\$983,594	\$2,289,774	\$521,662
+BEGINNING CASH	1,355,155	1,229,277	1,229,277	825,426	(403,851)
TOTAL RESOURCES:	\$3,001,783	\$2,997,389	\$2,212,870	\$3,115,200	\$117,811
EXPENSES:					
SALARIES	274,257	330,162	198,703	329,894	(268)
OVERTIME	2,714	13,920	3,911	12,942	(978)
BENEFITS	119,283	150,276	82,612	170,621	20,345
SUPPLIES	726,069	838,430	554,429	1,053,910	215,480
MINOR EQUIPMENT	5,080	14,125	1,043	10,200	(3,925)
OTHER SERVICES	290,161	301,636	235,799	530,943	229,307
INFO SYS/INTERGOVT		21,511	8,623	23,116	1,605
DEPRECIATION	304,003				
DEBT SERVICE					
CAPITAL	258,120	770,000	143,481	744,000	(26,000)
TOTAL EXPENSES	\$2,041,609	\$2,501,985	\$1,259,564	\$2,875,626	\$373,641
+ENDING CASH	99,869	200,330	200,330	239,574	39,244
+CAP/DEPR RESERVES	1,129,408	295,074	752,977		(295,074)
TOTAL USES:	\$3,270,886	\$2,997,389	\$2,212,870	\$3,115,200	\$117,811

STAFFING	
Position	Full-Time Equivalent
Maintenance Superintendent	0.20
Auto Repair Supervisor	1.00
Heavy Equipment Mechanic	4.00
3/4 Temporary Mechanic	0.75
Clerical	0.65
Seasonal/Casual	0.63
Total	7.23

FUND NUMBER:

504

TITLE

GOVERNMENT BUILDINGS

ACTIVITY DESCRIPTION:

Provide building care, maintenance, service, and supplies to City buildings and facilities.

GOAL:

Maintain buildings that create a good first impression and that reflect pride in the buildings and the City. Maintain an appropriate level of service for each government facility.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Appearance of the buildings and facilities, timely response for assistance and emergencies, and for employee and public comfort.

Resolution of building operation emergencies within 24 hours 90% of the time. On-going preventive maintenance programs to ensure a better appearance and accessibility of buildings for everyone while maintaining a quality environment.

BUDGET:

\$822,936

MAJOR BUDGET CHANGES:

No special maintenance projects or capital projects are included in the 2009 budget, although several were identified as desirable. Major Capital only includes retainage for the City Hall Plaza repair contract.

Minor Equipment includes a lift gate for a pickup (\$8,000), a wet/dry vac (\$550), and a front mount squeegee for the floor machine (\$250).

MEASUREMENT TECHNIQUE:

Resource management, building appearance, comfort, and feedback from facility managers.

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GOVERNMENT BUILDINGS FUND #504

	<u>2007</u> <u>ACTUAL</u>	<u>2008</u> <u>BUDGET</u>	<u>YTD</u> <u>07/31/08</u>	<u>2009</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
BUILDING RENTS	713,841	806,318	407,179	822,936	16,618
GENERAL FUND	204,151	125,717	22,452		(125,717)
MISCELLANEOUS	36,921	24,100	4,852	4,100	(20,000)
TOTAL REVENUES:	\$954,913	\$956,135	\$434,483	\$827,036	(\$129,099)
+BEGINNING CASH:	343,276	494,410	494,410	348,621	(145,789)
TOTAL RESOURCES:	\$1,298,190	\$1,450,545	\$928,894	\$1,175,657	(\$274,888)
EXPENDITURES:					
SALARIES	182,983	200,908	116,400	205,828	4,920
OVERTIME	16,174	13,153	9,657	13,253	100
BENEFITS	87,527	119,289	67,914	128,186	8,897
SUPPLIES	72,133	70,500	41,822	75,300	4,800
MINOR EQUIPMENT	4,624	2,400	3,110	8,800	6,400
ERD RENTAL	6,841	12,125	6,062	28,412	16,287
OTHER SERVICES	414,203	415,764	189,940	348,550	(67,214)
INFO SERVICES/GOVT B	19,295			2,607	1,147
CAPITAL		300,935	62,703	12,000	(288,935)
TOTAL EXPENDITURES:	\$803,779	\$1,136,534	\$499,068	\$822,936	(\$313,598)
+ENDING CASH	494,410	314,011	429,826	352,721	38,710
TOTAL USES:	\$1,298,190	\$1,450,545	\$928,894	\$1,175,657	(\$274,888)

STAFFING	
Position	Full-Time Equivalent
Maintenance Supervisor	1.00
Maintenance Worker	1.00
Custodian	3.00
Seasonal Casual	0.25
Administration	0.20
Clerical	0.15
Total	5.60

FUND NUMBER

507

TITLE**INFORMATION SYSTEMS****Activity Description:**

Provide a stable and productive computing environment throughout the citywide network including Whitcom by maintaining and securing the network infrastructure, supplying functional workstations and software, and providing user and software vendor support as requested.

Goal:

To provide a stable and secure citywide network that facilitates enhanced communication and workflow to enhance the efficiency of the City staff.

Performance Measure/Budgeted Service Level

Maintain, monitor, and secure the local and wide area network to ensure reliable connectivity for the 16 separate City sites and Whitcom for both internal and external network services. Maintain and provide hardware and software upgrades for the City's and Whitcom's 27 servers. Maintain and provide hardware and software upgrades for the 198 user workstations. Manage network and email access for 246 City and Whitcom employees with computer access. Provide computer and application support for all City employees and software vendor personnel.

EXPENDITURES: \$374,015 Total

Equipment:	\$ 60,000
Operating requirements:	\$314,015

MAJOR BUDGET CHANGES:

No major changes.

MEASUREMENT TECHNIQUE:

Satisfaction of network, workstation, and application performance from user departments.

FUND NUMBER:

TITLE

507-5700

GOVERNMENT ACCESS CHANNEL

ACTIVITY DESCRIPTION:

Broadcast City Council, Hospital Board, and League of Women Voters meetings both live and on a replay schedule. Use the reader board to disseminate public service announcements and notice of local City sponsored events. Broadcast the Washington State Government channel (TVW), and other State productions when they are available.

GOAL:

Provide the citizens of Pullman with increased access to governmental information, activities, and meetings.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Broadcast public service information to residents of Pullman on Channel 13. Provide community access to local and state government proceedings.

BUDGET:

\$10,799

MAJOR BUDGET CHANGES:

No major changes.

MEASUREMENT TECHNIQUE:

Input received from community

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INFORMATION SYSTEMS FUND (507)

	<u>2007 ACTUAL</u>	<u>2008 BUDGET</u>	<u>YTD 7/31/2008</u>	<u>2009 REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
GENERAL FUND TRANSFER		3,917		4,799	882
MISCELLANEOUS	7,233		34,340		
NETWORK & SERVICE FEES	320,905	364,753	359,962	374,015	9,262
TOTAL REVENUES:	\$328,138	\$368,670	\$394,302	\$378,814	\$10,144
BEGINNING CASH	219,172	216,318	216,318	231,978	15,660
TOTAL RESOURCES:	\$547,310	\$584,988	\$610,620	\$610,792	\$25,804
<u>EXPENDITURES:</u>					
SALARIES	99,092	115,892	65,095	114,364	(1,528)
OVERTIME					
BENEFITS	39,140	52,106	24,301	44,620	(7,486)
SUPPLIES	955	1,350	11	1,250	(100)
MINOR CAPITAL	30,227	32,190	32,838	17,400	(14,790)
OTH SERVICES	137,148	107,557	99,998	124,293	16,736
EQUIP RENTAL	174	5,426	2,713	8,777	3,351
BLDG RENTAL	24,164	24,445	12,223	9,311	(15,134)
INTGOVT/OTHER	93		(5)	4,799	4,799
EQUIPMENT	2,263	54,983	22,193	60,000	5,017
TOTAL EXPENDITURES:	\$333,256	\$393,949	\$259,366	\$384,814	(\$9,135)
ENDING CASH:	216,318	191,039	351,254	225,978	34,939
TOTAL USES:	\$549,574	\$584,988	\$610,620	\$610,792	\$25,804

FUND NUMBER:

607

TITLE

**LAWSON GARDENS PARK
ENDOWMENT FUND**

ACTIVITY DESCRIPTION:

Care and maintenance of Lawson Gardens including annual gardens, perennial gardens, rose garden, xeriscape garden and turf areas.

GOAL:

Propagate the plant material to plant and maintain all the gardens in a quality manner. Manage resources so the fund is used effectively.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Turf is mowed and trimmed on a seasonal, weekly basis.

Annuals are planted as soon as weather permits.

All flower beds are maintained properly and to a high standard.

BUDGET:

\$ 130,191

MAJOR BUDGET CHANGES:

Capital Improvement projects: Spring/creek bed development.

MEASUREMENT TECHNIQUE:

Appearance of Lawson Gardens; health and vigor of plant material and resource management.

LAWSON GARDENS PARK ENDOWMENT TRUST FUND #607
(Category 3 Only)

	2007 <u>ACTUAL</u>	2008 <u>BUDGET</u>	YTD <u>07/31/08</u>	2009 <u>REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
DONATIONS					
INVESTMENT INCOME	87,062	130,000	44,948	130,000	
OTHER	122,394	3,500	4,540	3,000	(500)
TOTAL REVENUES:	\$209,456	\$133,500	\$49,488	\$133,000	(\$500)
+BEGINNING CASH:	184,343	295,644	295,644	257,542	(38,102)
TOTAL RESOURCES:	\$393,799	\$429,144	\$345,132	\$390,542	(\$38,602)
<u>EXPENDITURES:</u>					
SALARIES	47,760	50,550	27,391	51,321	771
OVERTIME	836	1,100	689	1,100	
BENEFITS	22,920	23,097	14,256	24,260	1,163
SUPPLIES	10,327	12,500	3,439	12,500	
MINOR CAPITAL	630				
OTHER SVCS	6,186	15,200	2,218	15,200	
INTERFUND	12,942	1,000	(3,098)	845	(155)
CAPITAL		109,850		24,965	(84,885)
TOTAL EXPENDS:	\$101,600	\$213,297	\$44,895	\$130,191	(\$83,106)
+ENDING CASH	295,644	215,847	300,237	260,351	44,504
TOTAL USES:	\$397,243	\$429,144	\$345,132	\$390,542	(\$38,602)

FUND NUMBER

TITLE

610

CEMETERY ENDOWMENT CARE FUND

PURPOSE:

This fund was established in 1965 to provide a corpus whose earnings are to be used for the ongoing maintenance and improvements of the City operated cemeteries.

REVENUES: \$8,200

Revenues are generated from a portion of the cemetery grave sales. 30 percent of grave sales are placed in the Cemetery Care Fund. These revenues are to build principal, which cannot be spent. The income from investments may be used for the care, upkeep, maintenance, and improvement of the cemetery.

EXPENDITURES: \$6,000

Interest earnings are being transferred to the Cemetery Expansion Fund. Cemetery Expansion projects will be funded in the future.

CEMETERY CARE FUND #610

	2007 <u>ACTUAL</u>	2008 <u>BUDGET</u>	YTD <u>07/31/08</u>	2009 <u>REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
FEES	4,068	4,500	1,056	2,200	(2,300)
OTHER	11,766	11,000	3,700	6,000	(5,000)
TOTAL REVENUES:	15,834	\$15,500	\$4,756	\$8,200	(\$7,300)
+BEGINNING CASH:	224,357	240,192	240,192	242,002	1,811
TOTAL RESOURCES:	\$240,192	\$255,692	\$244,948	\$250,202	(\$5,489)
EXPENDITURES:					
SALARIES					
BENEFITS					
SUPPLIES					
MINOR CAPITAL					
OTHER SERVICES					
LAND PURCHASE					
INTERGOVERNMENT		11,000		6,000	
IMPROVEMENTS					
TOTAL EXPENDS:		\$11,000		\$6,000	(\$5,000)
+ENDING CASH	240,192	244,692	244,948	244,202	(489)
TOTAL USES:	\$240,192	\$255,692	\$244,948	\$250,202	(\$5,489)

FUND NUMBER**TITLE**

615

FIREMEN'S PENSION FUND**PURPOSE:**

This fund is a trust fund created to supplement pension and benefit payments to two firefighters who were employed before the present LEOFF Retirement Plan was instituted statewide.

REVENUES: \$28,868

Revenues come from a state-distributed tax on fire insurance premiums plus investment income.

EXPENDITURES: \$0

An actuarial study of this fund conducted as of January 1, 2002, indicated there were adequate reserves to cover potential future pension demands. The actuary also recommended that outlays for nonpension purposes should not exceed \$203,000 per year. Since 2002 the economy has suffered and the medical insurance markets have experienced dramatic increases, so prior to 2005 the fund had been drawing down reserves. To maintain a reserve to insure against potential future firemen pension exposures, the medical expenses including insurance premiums of all LEOFF I firefighters will continue to be budgeted in the General Fund. Reserves should equal \$236,309 by year-end 2009.

FIREMEN'S PENSION FUND #615

	<u>2007</u> <u>ACTUAL</u>	<u>2008</u> <u>BUDGET</u>	<u>YTD</u> <u>07/31/08</u>	<u>2009</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
FIRE INSURANCE PREMIUM TAX INVESTMENTS	24,876	23,095	25,868	25,868	2,773
	6,550	5,000	2,060	3,000	(2,000)
TOTAL REVENUES:	\$31,426	\$28,095	\$27,928	\$28,868	\$773
+BEGINNING CASH:	146,615	178,041	178,041	207,441	29,400
TOTAL RESOURCES:	\$178,041	\$206,136	\$205,969	\$236,309	\$30,173
EXPENDITURES:					
BENEFITS					
PROF. SERVICES					
TOTAL EXPENDITURE					
+ENDING CASH	178,041	206,136	205,969	236,309	30,173
TOTAL USES:	\$178,041	\$206,136	\$205,969	\$236,309	\$30,173

FUND NUMBER**TITLE**

651

AIRPORT AGENCY**PURPOSE:**

The city of Pullman is responsible for the maintenance of budgetary, revenue and expenditure accounts for the Pullman-Moscow Airport. The city must now also prepare and submit an Annual Financial Report on the airport's financial condition to the State Auditor. The Airport Board adopted this proposed budget on September 24, 2008. The Pullman City Council and the Moscow City Council must also approve this budget.

REVENUES:

The Airport expects \$525,173 in operating revenues and \$631,579 in FAA Airport Improvement Program Grants.

EXPENDITURES:

The Airport Board approved a total 2009 budget of \$1,108,561, which consists of \$476,982 in operational expenditures and \$631,579 in capital expenditures for the airport master plan update (phase 2) and construction of general aviation (phase 4).

AIRPORT AGENCY FUND #651

	2007 <u>ACTUAL</u>	AMENDED 2008 <u>BUDGET</u>	YTD <u>07/31/08</u>	2009 <u>REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
<u>GRANTS:</u>					
FAA, OTHER	266,762	2,979,473	399,249	631,579	(2,347,894)
STATE OF IDAHO				25,000	25,000
PULLMAN	32,013	32,013	32,013	32,013	
MOSCOW	32,013	32,013	32,013	32,013	
PORT OF WHITMAN	20,750	20,750	20,750	20,750	
WSU	18,935	18,935	17,000	18,935	
U OF IDAHO	7,500	12,500	18,935	12,500	
LATAH COUNTY	16,500	17,000	17,000	17,000	
SERVICE FEES	55,762	114,550	37,695	118,405	3,855
RENTS	142,576	129,342	108,489	127,314	(2,028)
PARKING, CONCESSIONS, MISC	69,635	109,385	33,241	121,243	11,858
TOTAL REVENUES:	\$763,842	\$3,571,397	\$768,405	\$1,156,752	(\$2,414,645)
+BEGINNING CASH:	52,787	52,787	52,787	41,801	(10,986)
PFC RESERVE			43,966		
TOTAL RESOURCES:	\$816,629	\$3,576,442	\$773,450	\$1,198,553	(\$2,377,889)
<u>EXPENDITURES:</u>					
SALARIES	144,608	157,468	89,581	168,411	10,943
OVERTIME	364				
BENEFITS	33,691	51,857	30,382	50,868	(989)
SUPPLIES	19,900	19,785	11,711	34,319	14,534
MINOR EQUIPMT	15,685		768	11,200	11,200
OTHER SERVICES	209,725	220,229	122,853	212,184	(8,045)
DEPRECIATION	428,429				
CAPITAL	272,612	3,084,909	614,908	631,579	(2,453,330)
TOTAL EXPENDITURES:	\$1,125,013	\$3,534,248	\$870,202	\$1,108,561	(\$2,425,687)
ENDING CASH	5,045	42,194	(96,753)	89,992	47,798
PFC RESERVE					
TOTAL USES:	\$1,130,059	\$3,576,442	\$773,450	\$1,198,553	(\$2,377,889)

**2009 MONTHLY SALARY SCHEDULE
PROPOSED FOR IMPLEMENTATION JANUARY 1, 2009**

<u>CLASSIFICATION TITLE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
<u>ADMINISTRATION, FINANCE & CLERICAL</u>					
* CITY SUPERVISOR	7,737	8,123	8,540	8,975	9,429
* CITY ATTORNEY	5,894	6,194	6,508	6,841	7,180
* FINANCE DIRECTOR	5,894	6,194	6,508	6,841	7,180
* HUMAN RESOURCES MANAGER	4,842	5,086	5,344	5,617	5,894
* INFORMATION SYSTEMS MANAGER	4,842	5,086	5,344	5,617	5,894
* ACCOUNTING MANAGER	4,071	4,275	4,492	4,722	4,958
* ACCOUNTANT	3,597	3,779	3,972	4,174	4,389
* INFORMATION SYSTEMS TECHNICIAN	3,262	3,428	3,597	3,779	3,972
* DEPUTY CITY CLERK	3,183	3,345	3,514	3,687	3,876
* EXECUTIVE ASSISTANT	3,183	3,345	3,514	3,687	3,876
* ACCOUNTING SPECIALIST	2,677	2,812	2,953	3,104	3,262
* ADMINISTRATIVE CLERK	2,370	2,485	2,617	2,740	2,883
<u>POLICE & SUPPORT SERVICE</u>					
* CHIEF OF POLICE	6,194	6,508	6,841	7,180	7,549
* POLICE OPERATIONS COMMANDER	5,213	5,472	5,751	6,041	6,350
* POLICE SERGEANT	5,619	5,758	5,901		
* POLICE OFFICER	3,901	4,174	4,549	4,981	5,281
* POLICE OFFICER TRAINEE	3,625	3,714			
* SUPPORT SERVICES MANAGER	3,972	4,174	4,389	4,604	4,842
* INFORMATION SYSTEMS SPECIALIST	3,597	3,779	3,972	4,174	4,389
* RECORDS SPECIALIST II	2,677	2,812	2,954	3,103	3,262
* PROPERTY AND EVIDENCE SPECIALIST	2,677	2,812	2,954	3,103	3,262
* CODE ENFORCEMENT OFFICER II	2,677	2,812	2,954	3,103	3,262
* CODE ENFORCEMENT OFFICER I	2,544	2,677	2,812	2,953	3,104
* RECORDS SPECIALIST I	2,544	2,677	2,812	2,953	3,104
* POLICE ADMINISTRATIVE ASSISTANT	3,183	3,345	3,514	3,687	3,876
<u>FIRE SERVICE</u>					
* FIRE CHIEF	5,894	6,194	6,508	6,841	7,180
* FIRE OPERATIONS OFFICER	5,213	5,472	5,751	6,041	6,350
* FIRE TRAINING OFFICER	4,464	4,699	4,936	5,194	5,456
* FIRE CAPTAIN	4,254	4,476	4,714	4,953	5,200
* FIRE PREVENTION OFFICER	-	-	-	-	5,176
* LIEUTENANT	4,040	4,246	4,464	4,699	4,936
* FIREFIGHTER	3,761	3,950	4,149	4,365	4,591
* ADMINISTRATIVE SPECIALIST	2,812	2,953	3,104	3,262	3,428
<u>LIBRARY</u>					
* LIBRARY SERVICES DIRECTOR	4,842	5,086	5,344	5,617	5,894
* LIBRARY DIVISION MANAGER	3,602	3,784	3,978	4,180	4,395
* LIBRARY ADMIN ASSISTANT	3,183	3,345	3,514	3,687	3,876
* LIBRARY SUPERVISOR	2,957	3,108	3,266	3,433	3,602
* LIBRARY TECHNICIAN	2,681	2,816	2,957	3,108	3,266
* LIBRARY ASSISTANT	2,488	2,621	2,744	2,886	3,033

**2009 MONTHLY SALARY SCHEDULE
PROPOSED FOR IMPLEMENTATION JANUARY 1, 2009**

<u>CLASSIFICATION TITLE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
<u>PUBLIC WORKS</u>					
* PUBLIC WORKS DIRECTOR	6,671	7,010	7,360	7,737	8,123
* DEPUTY PUBLIC WORKS DIRECTOR	5,213	5,472	5,751	6,041	6,350
* MAINT & OP SUPERINTENDENT	4,842	5,086	5,344	5,617	5,894
* TRANSIT MANAGER	4,275	4,492	4,722	4,958	5,213
* WASTE WATER PLANT SUPERVISOR	4,275	4,492	4,722	4,958	5,213
* STORMWATER SERVICES PROGRAM MANAGER	3,972	4,174	4,389	4,604	4,842
* SENIOR BUILDING INSPECTOR	3,779	3,972	4,174	4,389	4,604
* SENIOR ENGINEERING TECHNICIAN	3,779	3,972	4,174	4,389	4,604
* WASTE WATER LAB MANAGER	3,687	3,876	4,071	4,275	4,492
* ENGINEERING TECHNICIAN	3,597	3,779	3,972	4,174	4,389
* BUILDING INSPECTOR	3,597	3,779	3,972	4,174	4,389
* AUTOMOTIVE REPAIR SUPERVISOR	3,793	3,983	4,182	4,391	4,611
* MAINTENANCE SUPERVISOR	3,597	3,779	3,972	4,174	4,389
* OPERATIONS SUPERVISOR	3,597	3,779	3,972	4,174	4,389
* BLDG. MAINT. SUPERVISOR	3,597	3,779	3,972	4,174	4,389
* HEAVY EQUIP MECHANIC	3,295	3,462	3,634	3,818	4,012
* WASTE WATER PLANT MECHANIC	3,266	3,433	3,602	3,784	3,978
* WASTE WATER PLANT OPERATOR	3,266	3,433	3,602	3,784	3,978
* INFORMATION SYSTEMS TECHNICIAN	3,266	3,433	3,602	3,784	3,978
* INSTRUMENTATION AND CONTROL TECHNICIAN	3,266	3,433	3,602	3,784	3,978
* PUBLIC WORKS ADMINISTRATIVE ASSISTANT	3,183	3,345	3,514	3,687	3,876
* TRANSIT SERVICE COORDINATOR	3,597	3,779	3,972	4,174	4,389
* PARATRANSIT COORDINATOR	3,597	3,779	3,972	4,174	4,389
* MAINTENANCE WORKER	3,108	3,266	3,433	3,602	3,784
* TRANSIT LEAD DRIVER/DISPATCHER	3,061	3,215	3,381	3,549	3,724
* TRANSIT DRIVER	2,842	2,984	3,137	3,295	3,462
* LAB TECHNICIAN	2,816	2,957	3,108	3,266	3,433
* ADMINISTRATIVE SPECIALIST	2,816	2,957	3,108	3,266	3,433
* BLDG. MAINTENANCE WORKER	2,812	2,953	3,104	3,262	3,428
* APPRENTICE MAINT. WORKER-P.W.	2,681	2,816	2,957	3,108	3,266
* WASTE W.PLANT OP. IN TRAINING	2,681	2,816	2,957	3,108	3,266
* ENGINEERING/PLANNING AIDE	2,370	2,485	2,617	2,740	2,883
* SENIOR BUS WASHER	2,376	2,495	2,621	2,752	2,889
* BUS WASHER	2,262	2,376	2,495	2,621	2,752
* CUSTODIAN	2,093	2,197	2,308	2,424	2,544
<u>PLANNING</u>					
* PLANNING DIRECTOR	5,751	6,041	6,350	6,671	7,010
* ASSISTANT CITY PLANNER	3,597	3,779	3,972	4,174	4,389
<u>PUBLIC SERVICES</u>					
* PARKS SUPERINTENDENT	4,275	4,492	4,722	4,958	5,213
* RECREATION SUPERINTENDENT	4,275	4,492	4,722	4,958	5,213
* HORTICULTURIST	3,266	3,433	3,602	3,784	3,978
* LEAD PARKS MAINTENANCE WORKER	3,266	3,433	3,602	3,784	3,978
* RECREATION SUPERVISOR	3,187	3,350	3,520	3,693	3,881
* COMMUNITY IMPROVEMENT REP.	3,187	3,350	3,520	3,693	3,881
* AQUATICS PROGRAM COORDINATOR	3,187	3,350	3,520	3,693	3,881
* PARKS MAINT. WORKER 2	3,108	3,266	3,433	3,602	3,784
* SENIOR CITIZEN PROGRAM COORDINATOR	3,108	3,266	3,433	3,602	3,784
* ADMINISTRATIVE SPECIALIST	2,812	2,953	3,104	3,262	3,428
* PARKS MAINT. WORKER 1	2,681	2,816	2,957	3,108	3,266
* PRESCHOOL PROGRAM COORDINATOR	3,108	3,266	3,433	3,602	3,784

* UNDER NEGOTIATION FOR 2009

**2009 STAFFING ALLOCATION FOR
20+ HOUR PER WEEK NON-SEASONAL EMPLOYEES**

(Note: This list does not include seasonal employees or employees working less than twenty hours per week.)

<u>DEPARTMENT</u>	<u>CLASSIFICATION TITLE</u>	<u>FULL-TIME</u>	<u>PART-TIME</u>
Legislative	City Councilmember		7
	Total		<u>7</u>
Executive	Mayor		1
	City Supervisor	1	
	Total	<u>1</u>	<u>1</u>
Finance and Records Services	Finance Director	1	
	Information Systems Manager	1	
	Accounting Manager	1	
	Accountant	1	
	Information Systems Technician	1	
	Accounting Specialist	2	
	Deputy City Clerk	1	
	Executive Assistant	1	
	Administrative Clerk	1	
Total	<u>10</u>		
Legal	City Attorney	1	
	Total	<u>1</u>	
Human Resources	Human Resources Manager	1	
	Total	<u>1</u>	
Police and Support Services	Chief of Police	1	
	Police Operations Commander	1	
	Sergeants	4	
	Detectives	3	
	Support Services Manager	1	
	Information Systems Specialist	1	
	Youth Services Officer	1	
	Patrol Officer	18	
	Police Administrative Assistant	1	
	Records Specialist	5	2
	Property & Evidence Specialist	1	
	Code Enforcement Officer	3	
	Total	<u>40</u>	<u>2</u>

Fire	Fire Chief	1	
	Operations Officer	1	
	Fire Training Officer	1	
	Fire Captain	4	
	Lieutenant	3	
	Firefighter	21	
	Administrative Specialist	1	
	Total	32	
Public Works	Public Works Director	1	
	Deputy Public Works Director	1	
	Stormwater Services Program Manager	1	
	Senior Engineering Technician	1	
	Engineering Technician	3	
	Senior Building Inspector	1	
	Building Inspector	3	
	Maintenance & Operations Superintendent	1	
	Maintenance Supervisor	1	
	Operations Supervisor	1	
	Maintenance Worker	12	
	WWTP Supervisor	1	
	WWTP Plant Operator	5	
	WWTP Pretreatment/Laboratory Manager	1	
	WWTP Mechanic	1	
	Instrumentation and Control Technician	1	
	Automotive Repair Supervisor	1	
	Heavy Equipment Mechanic	4	
	Transit Manager	1	
	Transit System Coordinator	2	
	Transit Lead Driver/Dispatcher	3	
	Transit Driver	17	12
	Senior Bus Washer	1	
	Bus Washer	1	1
	Public Works Admin Asst.	1	
	Information Systems Specialist	1	
	Administrative Specialist	3	
	Building Maint. Supervisor	1	
	Building Maintenance Worker	1	
	Custodian	3	
	Total	75	13

Public Services	Park Superintendent	1	
	Lead Parks Maintenance Worker	1	
	Park Maintenance Worker	5	
	Horticulturist	1	
	Community Improvement Representative	1	
	Aquatic Program Coordinator	1	
	Recreation Superintendent	1	
	Recreation Supervisor	1	
	Senior Citizen Coordinator	1	
	Preschool Program Coordinator	1	
Administrative Specialist	1	1	
Total	15	1	
Planning	Planning Director	1	
	Assistant City Planner	1	
	Total	2	
Library	Library Services Director	1	
	Library Division Manager	3 *	
	Library Supervisor	1	1
	Library Administrative Assistant	1	
	Library Technician		3
	Library Assistant	1	2
Total	7	6	
GRAND TOTAL	184	30	

*One Position Reimbursed 50% by Whitman County Library District.

Insert ERD Rate Tables Here