

2013 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, 2012

2013 Preliminary Budget

City of Pullman

Directory of City of Pullman Officials.....	3
Mayor's 2013 Budget Message.....	5
Statistical Data.....	9
General Guidelines for Considering Service Requests.....	29
Budget Summary by Fund.....	31
001 General Fund.....	31
Revenues	31
Expenditures	42
Administration and Finance	49
Police	68
Fire	80
Public Works	90
Planning	100
Public Services	104
Library	130
Support and General Government	133
General Fund Capital Improvement Projects	137
104 Arterial Street.....	142
105 Streets.....	144
120 Civic Improvement.....	148
310 Cemetery Expansion.....	152
315 2005 LTGO BONDS.....	154
316 2007 Bond Fund	156
317 2009 Airport Water Bond Fund	158
322 Downtown Riverwalk.....	160
401 Utilities - Water/Sewer.....	162
404 Stormwater.....	174
405 Transit.....	178
501 Equipment Rental.....	182
504 Government Buildings.....	186
507 Information Systems.....	190
607 Lawson Gardens Park Endowment Fund.....	194
610 Cemetery Care Fund.....	196
615 Firemen's Pension Fund.....	198
651 Airport Agency.....	200
2012 Salary Schedule.....	202
2012 Staffing Allocation.....	204
2012 Equipment Rental Rates.....	207

DIRECTORY OF OFFICIALS

Mayor Glenn A. Johnson

CITY COUNCIL

Francis Benjamin
Jeff Hawbaker
Fritz Hughes
Bill Paul

Derrick Skaug
Nathan Weller
Pat Wright

ADMINISTRATION

Mark Workman
Interim City Supervisor
Director of Public Works

Joanna Bailey
Library Services Director

Mark Bailey
Information Systems Manager

Kurt Dahmen
Recreation Superintendent

Alan Davis
Parks Superintendent

Pete Dickinson
Planning Director

Gary Jenkins
Chief of Police

Scott LaVielle
Fire Chief

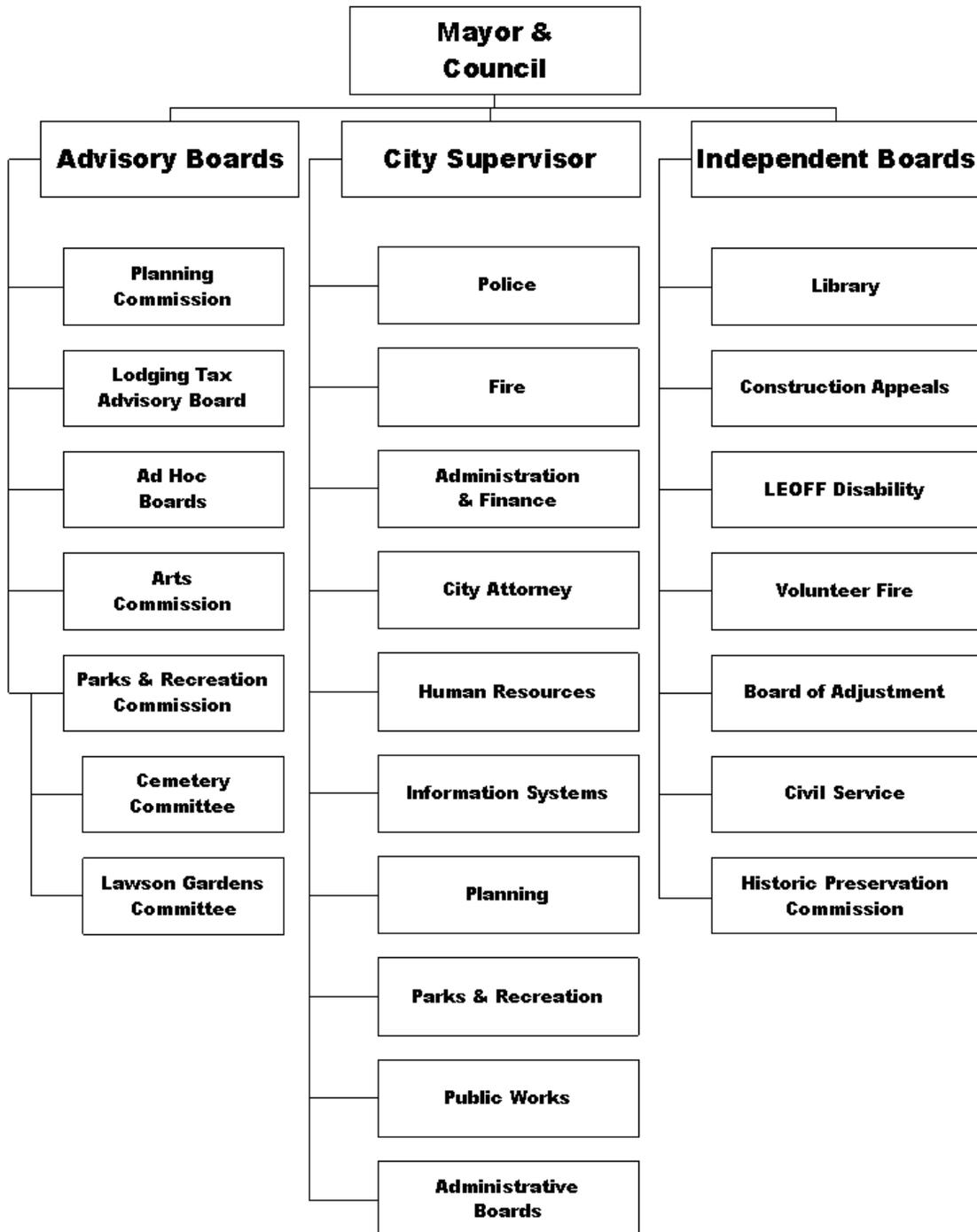
Laura McAloon
City Attorney

William F. Mulholland
Finance Director

Karen Sires
Human Resources Manager

Director of Public Works

City of Pullman



MEMORANDUM

TO: City Councilmembers and the Citizens of Pullman

FROM: Glenn A. Johnson, Mayor

RE: Mayor's 2012 Budget Message

DATE: November 10, 2011

2011 has been a very productive year in spite of continuing city budget challenges. We gratefully acknowledge the hard work of our city employees and the generosity of our citizens which have allowed community progress and improvements to continue. We hope that 2012 will also be a year of significant accomplishments. However, we acknowledge that the 2012 budget will be the most challenging for the city since the onset of the "Great Recession". Although the "Great Recession" officially lasted from December 2007 through June 2009, we are now experiencing its greatest impacts. We are not alone in this predicament. As was noted in this year's pre-budget workshop, a September 27, 2011, article in *The New York Times* stated:

Cities typically suffer the full force of a recession later than states and the nation as a whole do.

The lead article in the October 18, 2011, edition of *USA Today* stated the following with respect to the extent that position cuts in local governments have impacted the national economy:

Local governments, once a steady source of employment in tough economic times, are shedding jobs in unprecedented numbers, and heavy payroll losses are expected to persist into next year.

The job cuts by city and county governments are helping offset modest private-sector employment gains, restraining broader job growth.

An Associated Press article dated October 19, 2011, stated the following with respect to what the state of Washington is experiencing with respect to government job losses:

Washington state recorded its first monthly employment decline in more than a year Wednesday, losing some 18,000 jobs in September largely due to deep cuts in government.

Thus, there is ample documented evidence that the full impact of the "Great Recession" is now being felt at the local level. Unfortunately, the city of Pullman is feeling the full impact of this national trend.

At the City Council meeting on October 11, we conducted public hearings on 2012 revenue sources for the budget and what to do with the remaining funds from the 2007 bond

issue. With respect to revenue sources, it was noted that we face a major problem with respect to our General Fund cash reserves. In 2008 the General Fund had in excess of \$3.5 million in cash reserves. By the end of 2012 it is estimated that General Fund cash reserves will be reduced to approximately \$580,000. We will balance the Preliminary Budget for the General Fund with cash but we will not have enough to pay bills and make payroll for the entire year.

Funds remaining from the 2007 bond issue cannot be used to meet this General Fund cash shortfall, but must rather be used only for those purposes specified within the 2007 bond ordinance. The bottom line is that we have reduced our General Fund reserve by approximately \$3 million since 2008 and no longer have sufficient reserves to ward off the financial challenges we face within the General Fund. In addition, on October 10, 2011, we were also notified that we will experience a \$331,000 reduction in our sales tax receipts due to the passage of HB 1347.

In order to address this significant General Fund budget problem, at the pre-budget workshop the City Council agreed that we should take actions as necessary following the receipt of financial information from the first quarter of 2012. If financial conditions substantially improve or if we can achieve reductions in some of our major expenditure areas, we may be able to avoid making deep cuts within the General Fund budget. In the meantime, the City Council authorized specific actions to make reductions in the proposed projects for the 2012 General Fund Capital Improvement Program (CIP), the General Fund portion of the Equipment Rental Division (ERD), and the General Fund portion of the Government Buildings Fund.

In addition to capital program reductions, the City Council authorized us to address some major issues we are facing with respect to spiraling medical insurance costs and our lack of competitiveness in attracting and retaining selected city positions. In essence we have an overly generous medical plan but are not competitive salary-wise with respect to some of our job classifications. For example, the Chief of Police position was 13 percent below market when we advertised to fill our vacancy and the Fire Chief position we are currently seeking to fill is 16 percent below market. As the City Council authorized, included within the proposed 2012 Preliminary Budget is a \$100 monthly increase for all full-time, non-union job classifications and the elimination of the monthly \$75 Voluntary Employee Benefit Association (VEBA) contribution for health related expenses for all non-union employees. The \$100 salary increase would not apply to the Chief of Police and Police Operations Commander positions because their salaries were adjusted in 2010 and 2011 due to pay compression issues. As the City Council also authorized at the pre-budget workshop, funding is included for a pay and classification study in 2012.

Aside from the \$100 salary increase coupled with the elimination of the VEBA for non-union employees, there are no salary increases included within the proposed 2012 Preliminary Budget. All six of our labor contracts are open for negotiation in 2012. We intentionally did not enter into multi-year contracts to include 2012 due to the economic and financial uncertainties, as well as the looming onerous provisions within the federal health care reform act. For example, by 2014 those employees who work 30 or more hours in a week must be offered affordable coverage by the employer's medical insurance for the entire month. This has a significant financial impact on a number of departments within the city. Addressing escalating insurance costs and determining how to comply with the federal health care reform requirements

are top priority issues for 2012. We sincerely appreciate the cooperation of our union and non-union employees whose participation in the city of Pullman Wellness Program was rewarded by the city receiving a 2 percent reduction in its 2012 insurance premium rate increases. Our premiums for 2012 medical insurance coverage will increase by 9 percent rather than the 11 percent hike that we would have otherwise experienced.

The preliminary budget does contain a proposed 1 percent increase in property taxes. It is virtually impossible to avoid making this increase because our costs are far exceeding our revenues and property tax is our number one source of General Fund revenue. The 1 percent property tax increase would only increase taxes by \$4.90 on a \$200,000 home. Neighboring Idaho and Oregon cities can increase their property taxes up to 3 percent annually. With respect to paying insurance premiums, our medical insurance premium went up 9 percent this year. Because we can only increase the property tax by 1 percent annually, it is easy to see why our number one source of General Fund revenue fails to address many of our expenditures that far exceed the rate of inflation.

At this time we do not know the financial impacts to the 2011 budget of the fire interest arbitration award that will determine 2011 fire union salaries. Absent this adjustment, it is estimated at this time that we will end 2011 with a General Fund cash reserve of 9.1 percent. The proposed General Fund operating budget for 2012 is \$16,260,376. This represents a 1.8 percent increase over the 2011 amended General Fund operating budget. The total proposed General Fund budget for 2012 is \$16,399,357. This represents a 2.0 percent increase over the 2011 amended total General Fund budget. Included within the General Fund are departmental expenditures for police, fire, parks and recreation, administration/finance, planning, engineering, building inspection, the library, and capital transfers. The major increase within the General Fund budget is in the police department.

The proposed 2012 city budget for all funds is \$55,023,706. This represents a 12.2 percent increase over the amended 2011 total city budget. The major area of increase is in the Utility Capital Projects Fund. This will be the first year of the next phase of major improvements at the wastewater treatment plant.

We anticipate that further budget changes may be required after the first of the year as the result of additional budget cuts at the state level. Such cuts potentially could impact us either directly through reductions in state allocations to the city or indirectly such as through the impacts of budget cuts for WSU. The legislature is scheduled to convene in a special session on November 28 to address the worsening state financial situation.

Although it is tempting to be overwhelmed by all the negative information pertaining to the economy and the budget, as I noted at the outset of this budget message there have been many positive improvements within the community in spite of our budget challenges. There are also many signs of that elusive light at the end of the tunnel. One of these positive signs has been the increase in total building permit valuation in spite of the continuing decline in the issuance of single-family building permits. In 2011 we have already eclipsed \$30 million in total building permit valuation. This resurgence in building permit valuation was led by the new building at ever expanding SEL and by new apartment complexes. Due to the record enrollment

at WSU, we anticipate there will be additional applications for building permits in the near future. We exceeded \$50 million in building permit valuation in each of the three years from 2005 through 2007 but have reflected the impact of the “Great Recession” by failing to reach \$30 million in building permit valuation in the three years from 2008 through 2010. We hope the 2011 trend of increased building permit activity will carry on in 2012 and beyond.

Another positive is that we have \$680,000 in remaining construction funds for parks and recreation improvements from the 2007 bond issue. At the City Council meeting on October 11, the City Council held a public hearing and then directed how the remaining monies from the bond issue should be spent. The major project approved was the Reaney Park Pool improvements including a spray pool to replace the lap pool and a new liner for the main pool.

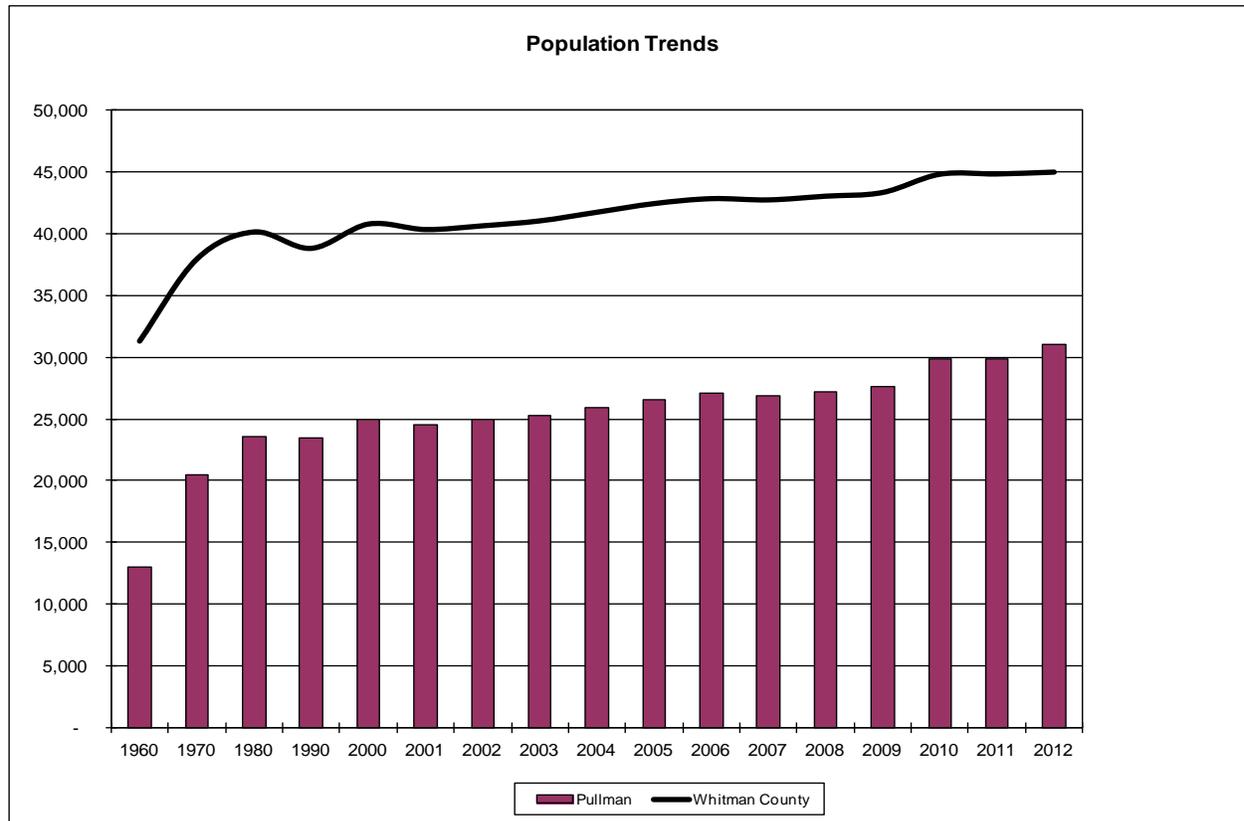
Once again I would like to sincerely commend our citizens and our employees for their support in helping the city to cope with its financial challenges. We cannot ignore such challenges, but by acknowledging and addressing them we can overcome them. We hope that we will be able to carry such a positive outcome forward as we address the continuing budget challenges of 2012.

City of Pullman

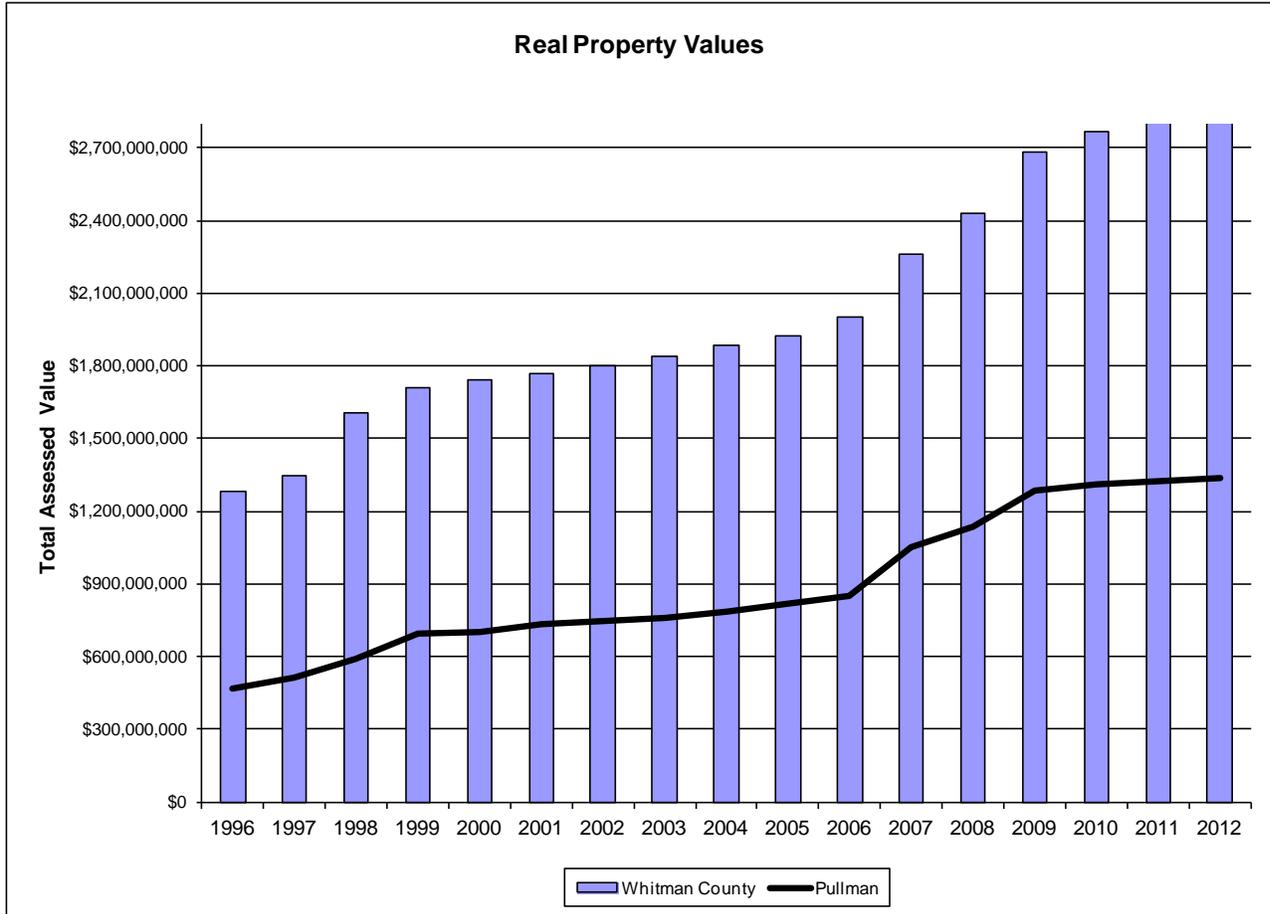
Statistical Data

**City of Pullman
Population Trend Compared with Whitman County (All) and State
Last Five Primary Census Reports, 2001 - 2012 OFM Estimate**

Year	City of Pullman	Percent Change	Whitman County	Percent Change	State of Washington	Percent Change
2012	31,000	4.0%	45,950	2.6%	6,817,770	0.7%
2011	29,820	0.1%	44,800	0.1%	6,767,900	0.6%
2010	29,799	8.0%	44,776	3.4%	6,724,540	0.8%
2009	27,600	1.7%	43,300	0.7%	6,668,200	1.2%
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	Whitman County Taxable Assessed Valuation	Pullman Assessed Valuation	Pullman Percent of County
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%
2009	\$ 2,683,830,771	\$ 1,282,687,595	47.79%
2010	\$ 2,768,111,240	\$ 1,314,040,526	47.47%
2011	\$ 2,846,465,044	\$ 1,325,528,045	46.57%
2012	\$ 2,880,273,459	\$ 1,334,549,225	46.33%

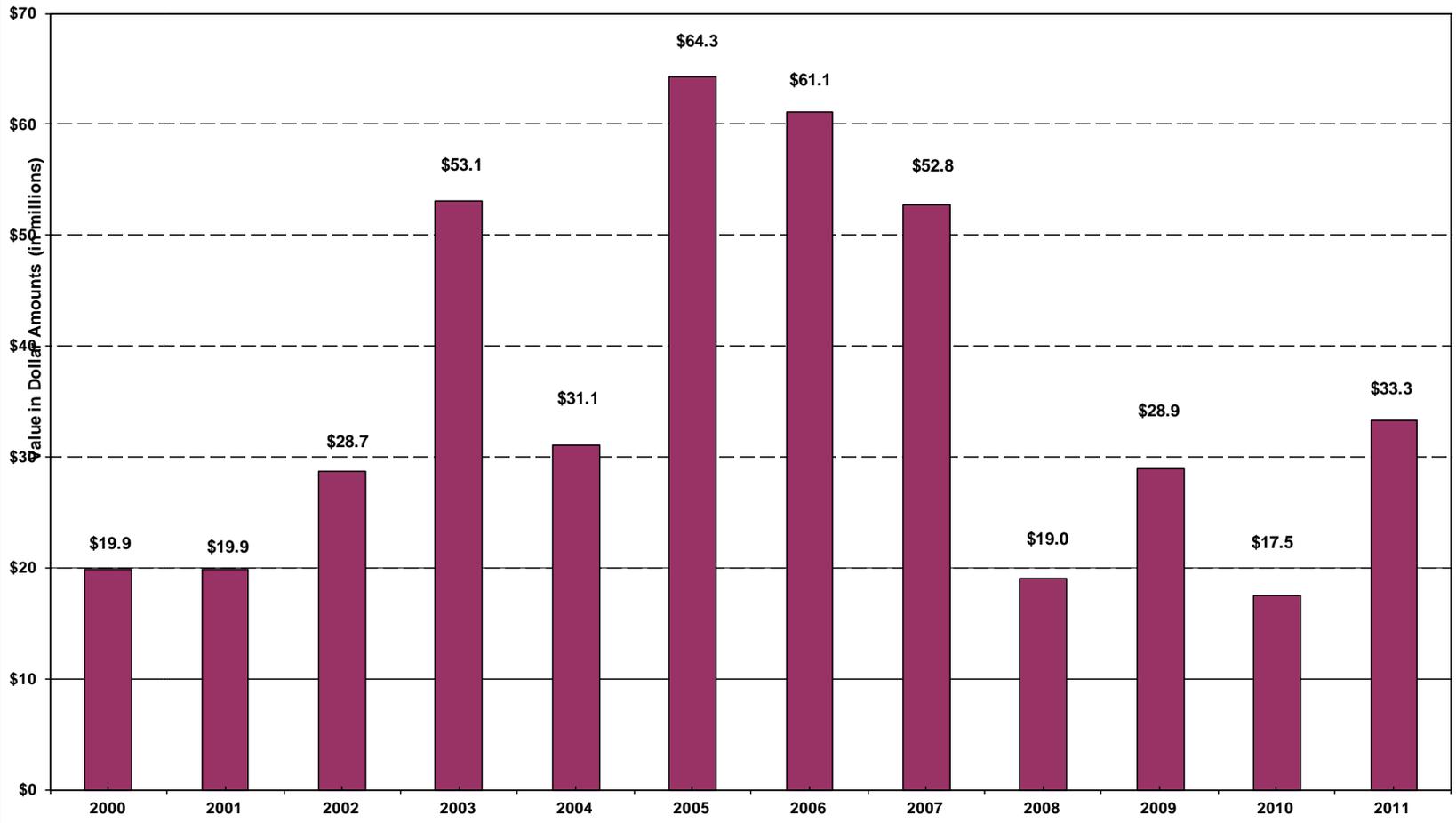


City of Pullman Building and Housing Data

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Number of Living Units												
Single Family	3,220	3,270	3,323	3,386	3,514	3,587	3,687	3,781	3,880	3,946	3,963	3,987
Duplex	793	797	811	821	833	839	869	887	889	893	901	903
Multiple Dwellings	4,855	5,053	5,076	5,243	5,395	5,665	5,993	6,151	6,211	6,360	3,660	6,416
Mobile Homes	518	522	527	531	543	541	530	581	577	528	522	522
Annual Housing Unit Increase												
Single Family	344	50	53	63	128	73	100	94	99	46	37	24
Duplex	-31	4	14	10	12	6	30	18	2	4	8	2
Multiple Dwellings	-28	198	23	167	152	270	328	158	60	149	0	56
Mobile Homes	22	4	5	4	12	-2	-11	51	-4	-49	-6	0
Building Permit Valuation (Millions)	\$ 19.93	\$ 19.90	\$ 28.74	\$ 53.12	\$ 31.11	\$ 64.31	\$ 61.10	\$ 52.77	\$ 19.00	\$ 28.90	\$ 17.48	\$ 33.30

Trends in Building Permit Value

Total Value of All Permits Granted



NUMBER OF SINGLE FAMILY PERMITS FROM 1974-2011

<u>YEAR</u>	<u>NO. OF PERMITS</u>	<u>VALUATION</u>
2011	24	\$ 5,679,173
2010	37	\$ 7,795,839
2009	46	9,264,708
2008	47	10,386,502
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 1983-2011			
YEAR	NUMBER OF SINGLE FAMILY PERMITS	NUMBER OF MULTI-FAMILY UNIT PERMITS COVERED UNDER DUPLEX AND APARTMENT BUILDING PERMITS	TOTAL
2011	24	58	82
2010	37	28	65
2009	46	19	65
2008	47	34	81
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	2008	2009	2010	2011	2012
City Area (Sq Miles)	8.93	8.93	8.88	9.19	9.44	9.44	9.60	9.67	9.67	9.68	10.48	10.51
Population	24,553	25,300	25,905	25,905	26,590	27,030	26,860	27,150	27,600	27,920	29,820	31,000
Street Miles(1)	58.9	59.0	59.0	59.0	61.2	61.2	62.9	63.3	63.3	63.4	63.4	64.1
State Highways (Miles)	9.9	9.9	9.9	9.9	9.9	9.9	9	8.99	8.99	8.99	9	9.3
Traffic Signals (No.)	17	17	17	17	17	17	17	17	17	19	19	19
Street Lights (No.)	1,273	1,273	1,273	1,273	1,273	1,273	1,292	1,314	1,314	1,321	1,351	1,337
Number of Water Wells	4	4	5	5	5	5	5	5	5	6	6	5
Well Capacity (Gal/Minute)	4,099	5,166	6,960	5,899	6,960	6,960	6,960	6,960	6,960	7,500	7,500	7,323
Storage reservoirs	9	9	9	9	9	9	9	9	9	11	11	11
Storage Capacity (Mill Gal)	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	7.7	7.7	7.7
Water Mains (Miles)	86.6	87.0	87.0	89.5	92.6	92.6	96.9	97.6	97.6	100.0	101.3	101.37
Est. Population served	18,960	19,718	19,870	20,508	20,970	20,970	21,352	21,293	21,293	21,439	22,439	22,749
Active Services	4,243	4,309	4,374	4,459	4,565	4,557	4,557	4,943	4,943	4,978	5,002	5,002
Fire Class	5	4	4	4	4	4	4	4	4	4	4	4
Year's Pumpage (Mill Gals)	851	860	897	842	871	923	910	895	895	894	835	878
Peak Day (Mill Gals)	4.90	5.10	5.70	4.80	5.30	5.50	5.30	5.10	5.10	4.77	5.21	5.80
Water Hardness (mg/liter)	124	124	124	124	124	124	115	117	117	108	108	109
Sanitary Sewer Mains(Miles)	80.10	80.40	80.40	84.70	87.50	87.50	89.90	90.30	90.30	90.60	91.16	91.16
Flow Treated (Mill Gals)	1,062	1,086	1,106	1,108	996	1,071	1,004	985	985	998	860	920
Peak Day Flow Treated (Mill Gals)	6.34	6.72	6.72	8.60	4.41	5.73	5.69	5.93	5.93	7.40	4.20	5.77
Treatment Plant Capacity (Mill Gals)	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6

(1) Excluding Washington State University

CITY OF PULLMAN STATISTICS

2011 General Fund Operating Budget	\$16,324,475
2011 TOTAL General Fund Budget	\$16,463,456
2011 TOTAL City Budget for all funds	\$56,526,361
Assessed Value	\$1,334,549,225
City of Pullman General Levy Rate	\$2.9335/\$1,000
Emergency Medical Services (EMS) Rate	\$0.4076/\$1,000
Go Bond Levy Rate	\$0.2122/\$1,000
Metropolitan Park District	\$0.4076/\$1,000
TOTAL City Property Tax Rate	\$3.9609/\$1,000
Full-Time Employees	187
Regular Part-Time (20 HRS +) Employees	36
Additional Monthly Casual or Seasonal	97
TOTAL Employees for an Average Month	3317
City Area	10.51 miles
Population	31,000 (OFM estimate April 2012)
Streets (Excluding WSU)	64.08 miles
State Highway	9.31 miles
Traffic Signals	19
Street Lights	1,337
Bicycle/Pedestrian Paths	15.0 miles
Number of Water Wells	6
Well Capacity	7,650 gallons/minute - designed 7,323 gallons/minute - throttled
Storage Reservoirs	11
Storage Capacity	7.7 million gallons
Water Mains	101.37 miles
Population Served	22,749
Active Services	5,002
Pumpage	878.1 million gallons
Peak Day	5.798 million gallons
Water Hardness	109 mg/ltr.

Sanitary Sewer Mains	91.16 miles
Flow Treated	920.3 million gallons
Peak Day Flow Treated	5.77 million gallons (Jan 17)
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°11'00"
Elevation	2346' at Main St./Grand Ave.
Downtown 100 yr. Flood Elevation	2349'

BUILDING/HOUSING DATA

Single Family Dwellings	3,994 units
Duplexes	901 units
Multiple Dwellings	6,360 units
Mobile Homes	522 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
Conservation	15.85 acres	Mary' Park	+/-5 acres

FIRE DEPARTMENT

Fire Protection Rating	4
Fire Alarms	730
Emergency Medical Services (EMS) calls	2,267

POLICE DEPARTMENT

INCIDENT	2010	2011
Aggravated Assault	23	24
Arson	1	8
Burglary	189	97
Forcible Rape	10	1
Homicide	0	0

Larceny/Theft	380	370
Motor Vehicle Theft	16	14
Robbery	9	2

LIBRARY

Circulation	369,257 items	Collection Size:	72,609
Weekly visits			6,330
Registered cardholders			29,490

TRANSIT 2011 RIDERSHIP FIGURES

Fixed-Route	1,529,380
Dial-A-Ride	17,733

PULLMAN-MOSCOW REGIONAL AIRPORT

Departures in 2011 (approximate figure)	37,917
---	--------

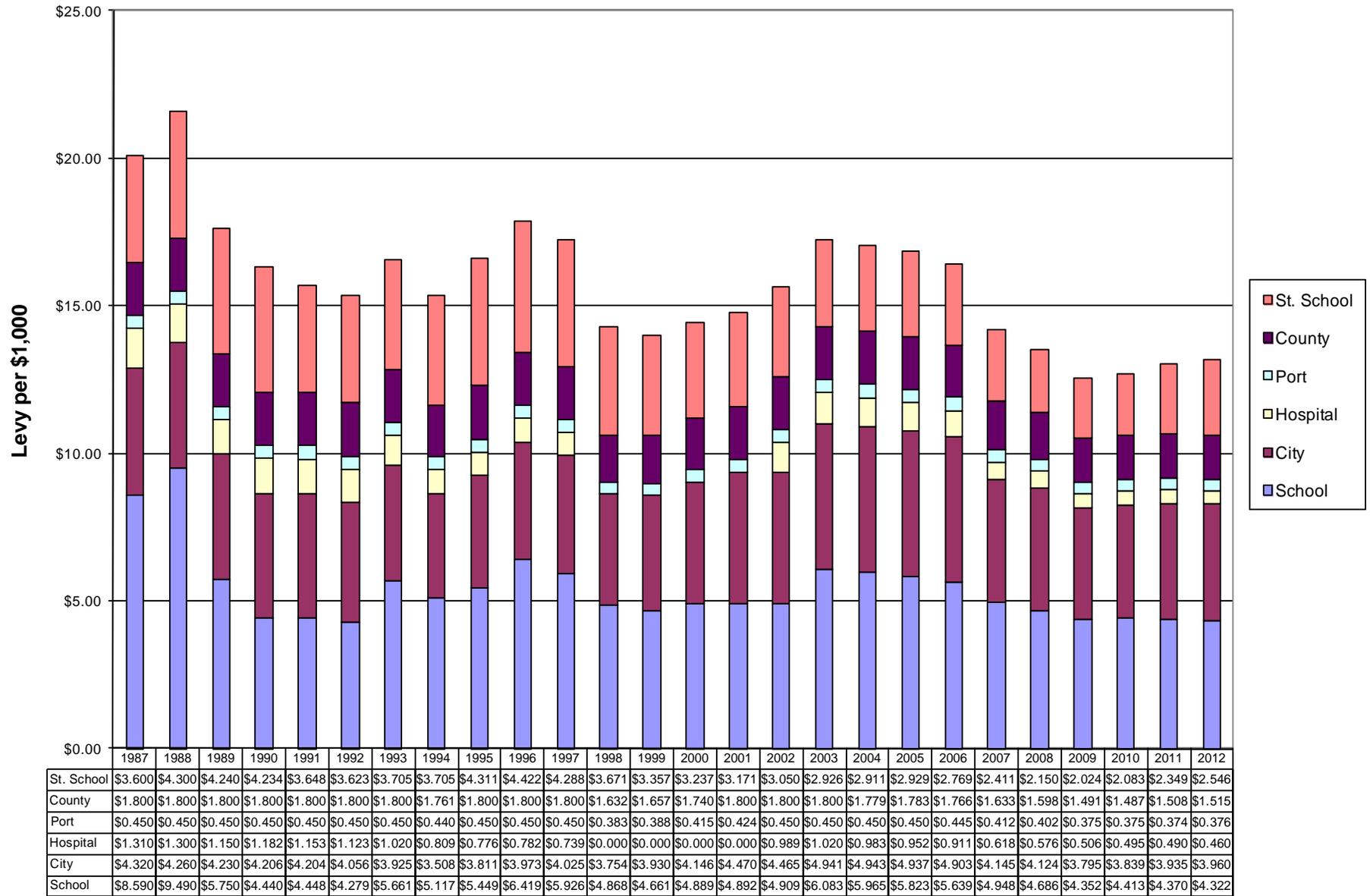
City of Pullman
Property Tax Levies 2003-2007

School District #267		\$6.0835	\$4,618,709	35.3%	\$185.42	\$1,216.70
2003	City	\$4.9411	\$3,749,590	28.7%	\$150.53	\$988.22
	Hosp. Bond	\$1.0201	\$769,635	5.9%	\$30.90	\$204.02
	Port	\$0.4500	\$341,649	2.6%	\$13.72	\$90.00
	County	\$1.8000	\$1,366,594	10.5%	\$54.86	\$360.00
	State School	\$2.9265	\$2,221,855	17.0%	\$89.20	\$585.30
TOTAL		\$17.2212	\$13,068,032		\$524.63	\$3,444.24
School District #267		\$5.9658	\$4,700,962	34.2%	\$185.81	\$1,193.16
2004	City	\$4.9431	\$3,893,330	28.3%	\$153.89	\$988.62
	Hosp. Bond	\$0.9836	\$770,293	5.6%	\$30.45	\$196.72
	Port	\$0.4500	\$354,593	2.6%	\$14.02	\$90.00
	County	\$1.7790	\$1,401,826	10.2%	\$55.41	\$355.80
	State School	\$2.9119	\$2,294,534	16.7%	\$90.69	\$582.38
TOTAL		\$17.0334	\$13,415,538		\$530.27	\$3,406.68
School District #267		\$5.8231	\$4,750,106	33.9%	\$187.75	\$1,164.62
2005	City	\$4.9370	\$4,025,901	28.7%	\$159.13	\$987.40
	Hosp. Bond	\$0.9527	\$773,429	5.5%	\$30.57	\$190.54
	Port	\$0.4500	\$367,081	2.6%	\$14.51	\$90.00
	County	\$1.7837	\$1,455,026	10.4%	\$57.51	\$356.74
	State School	\$2.9297	\$2,389,858	17.1%	\$94.46	\$585.94
TOTAL		\$16.8762	\$13,761,401		\$543.93	\$3,375.24
School District #267		\$5.6392	\$4,807,643	32.2%	\$180.81	\$1,127.84
2006	City	\$4.9031	\$4,178,791	28.0%	\$157.16	\$980.62
	Hosp. Bond	\$0.9119	\$773,949	5.2%	\$29.11	\$182.38
	Port	\$0.4457	\$379,977	2.5%	\$14.29	\$89.14
	County	\$1.7667	\$1,506,182	10.1%	\$56.64	\$353.34
	State School	\$2.7695	\$2,361,109	15.8%	\$88.80	\$553.90
TOTAL		\$16.4361	\$14,007,651		\$526.80	\$3,287.22
School District #267		\$4.9485	\$5,210,360	34.0%	\$192.76	\$989.70
2007	City	\$4.1459	\$4,363,929	28.5%	\$161.45	\$829.18
	Hosp. Bond	\$0.6180	\$647,664	4.2%	\$23.96	\$123.60
	Port	\$0.4122	\$434,012	2.8%	\$16.06	\$82.44
	County	\$1.6339	\$1,720,361	11.2%	\$63.65	\$326.78
	State School	\$2.4119	\$2,539,531	16.6%	\$93.95	\$482.38
TOTAL		\$14.1704	\$14,915,857		\$551.83	\$2,834.08

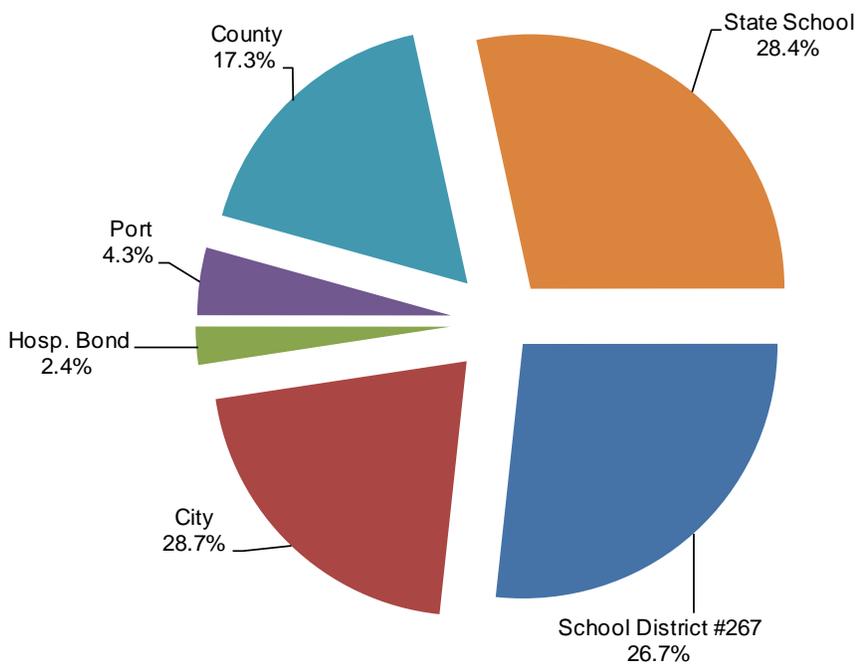
City of Pullman
Property Tax Levies
2008-2012

Year	Entity	Levy /\$1000	Estimated Pullman Revenue	Percent of Total	Dollars Per Capita	Dollars Per \$200,000 Home
2008	School District #267	\$4.6860	\$5,309,853	34.6%	\$197.69	\$937.20
	City	\$4.1245	\$4,672,146	30.5%	\$173.94	\$824.90
	Hosp. Bond	\$0.5769	\$650,600	4.2%	\$24.22	\$115.38
	Port	\$0.4028	\$456,425	3.0%	\$16.99	\$80.56
	County	\$1.5980	\$1,810,744	11.8%	\$67.41	\$319.60
	State School	\$2.1505	\$2,436,799	15.9%	\$90.72	\$430.10
TOTAL		\$13.5387	\$15,336,567		\$570.98	\$2,707.74
2009	School District #267	\$4.3522	\$6,449,690	38.0%	\$237.56	\$870.44
	City	\$3.7950	\$4,866,468	28.7%	\$179.24	\$759.00
	Hosp. Bond	\$0.5064	\$646,753	3.8%	\$23.82	\$101.28
	Port	\$0.3759	\$482,162	2.8%	\$17.76	\$75.18
	County	\$1.4914	\$1,913,000	11.3%	\$70.46	\$298.28
	State School	\$2.0246	\$2,596,929	15.3%	\$95.65	\$404.92
TOTAL		\$12.5455	\$16,955,002		\$624.49	\$2,509.10
2010	School District #267	\$4.4137	\$6,733,170	38.3%	\$243.96	\$882.74
	City	\$3.8399	\$5,044,536	28.7%	\$182.77	\$767.98
	Hosp. Bond	\$0.4953	\$648,033	3.7%	\$23.48	\$99.06
	Port	\$0.3750	\$492,717	2.8%	\$17.85	\$75.00
	County	\$1.4877	\$1,954,872	11.1%	\$70.83	\$297.54
	State School	\$2.0839	\$2,691,693	15.3%	\$97.53	\$416.78
TOTAL		\$12.6955	\$17,565,020		\$636.41	\$2,539.10
2011	School District #267	\$4.3708	\$6,749,455	37.2%	\$244.55	\$874.15
	City	\$3.9359	\$5,215,338	28.7%	\$188.96	\$787.19
	Hosp. Bond	\$0.4907	\$647,480	3.6%	\$23.46	\$98.14
	Port	\$0.3749	\$496,876	2.7%	\$18.00	\$74.97
	County	\$1.5082	\$1,999,180	11.0%	\$72.43	\$301.64
	State School	\$2.3490	\$3,058,304	16.8%	\$110.81	\$469.79
TOTAL		\$13.0294	\$18,166,633		\$658.21	\$2,605.88
2012	School District #267	\$4.3223	\$6,750,000	37.2%	\$226.36	\$864.46
	City	\$3.9609	\$5,284,735	29.1%	\$177.22	\$792.19
	Hosp. Bond	\$0.4600	\$611,180	3.4%	\$20.50	\$92.00
	Port	\$0.3767	\$1,085,048	6.0%	\$36.39	\$75.33
	County	\$1.5157	\$4,365,506	24.0%	\$146.40	\$303.14
	State School	\$2.5464	\$7,187,111	39.6%	\$241.02	\$509.27

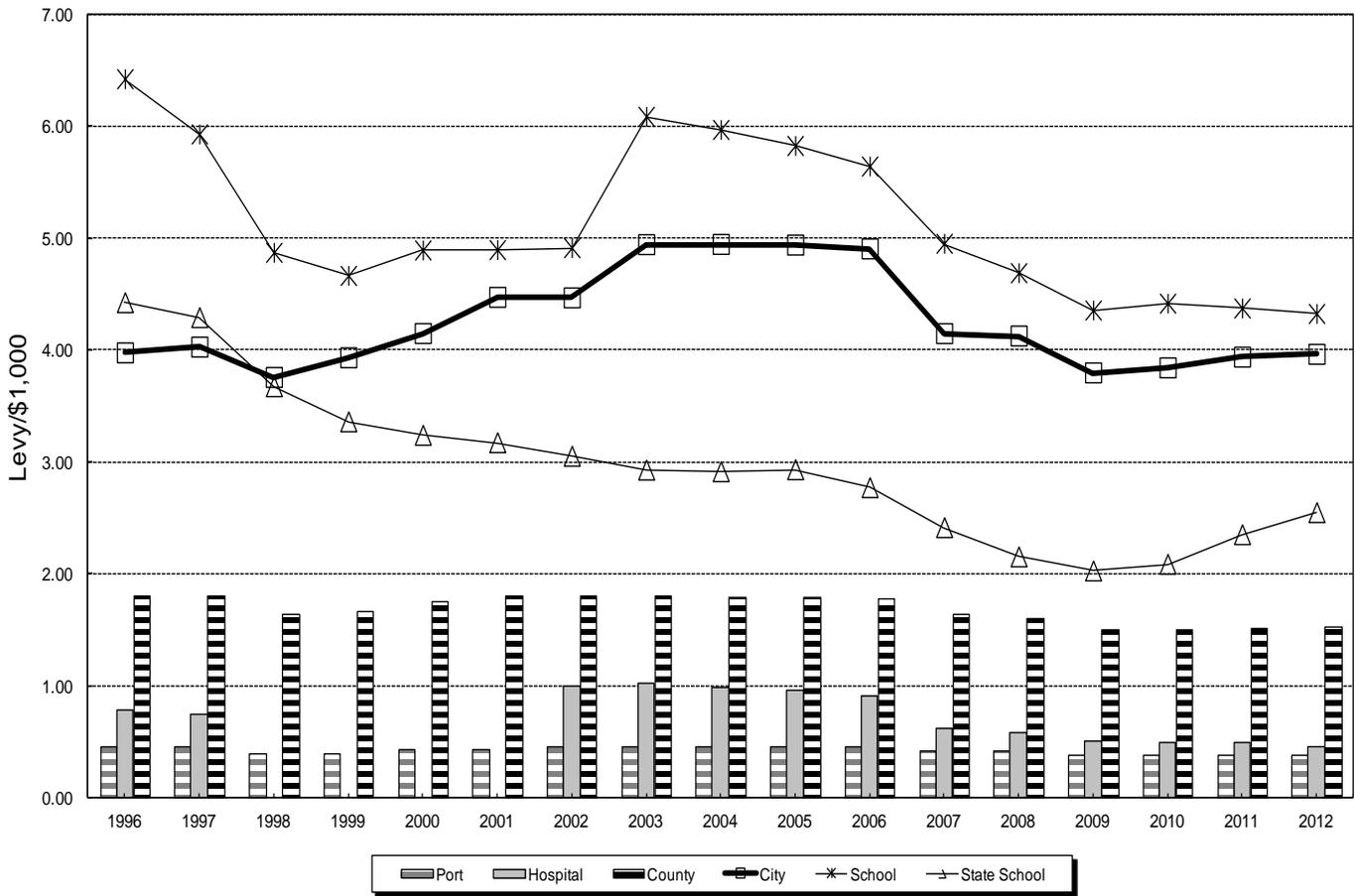
Pullman Property Tax Levy History



**Year 2012 Property Tax Levies
Within City of Pullman**



Property Tax Levies Within City of Pullman

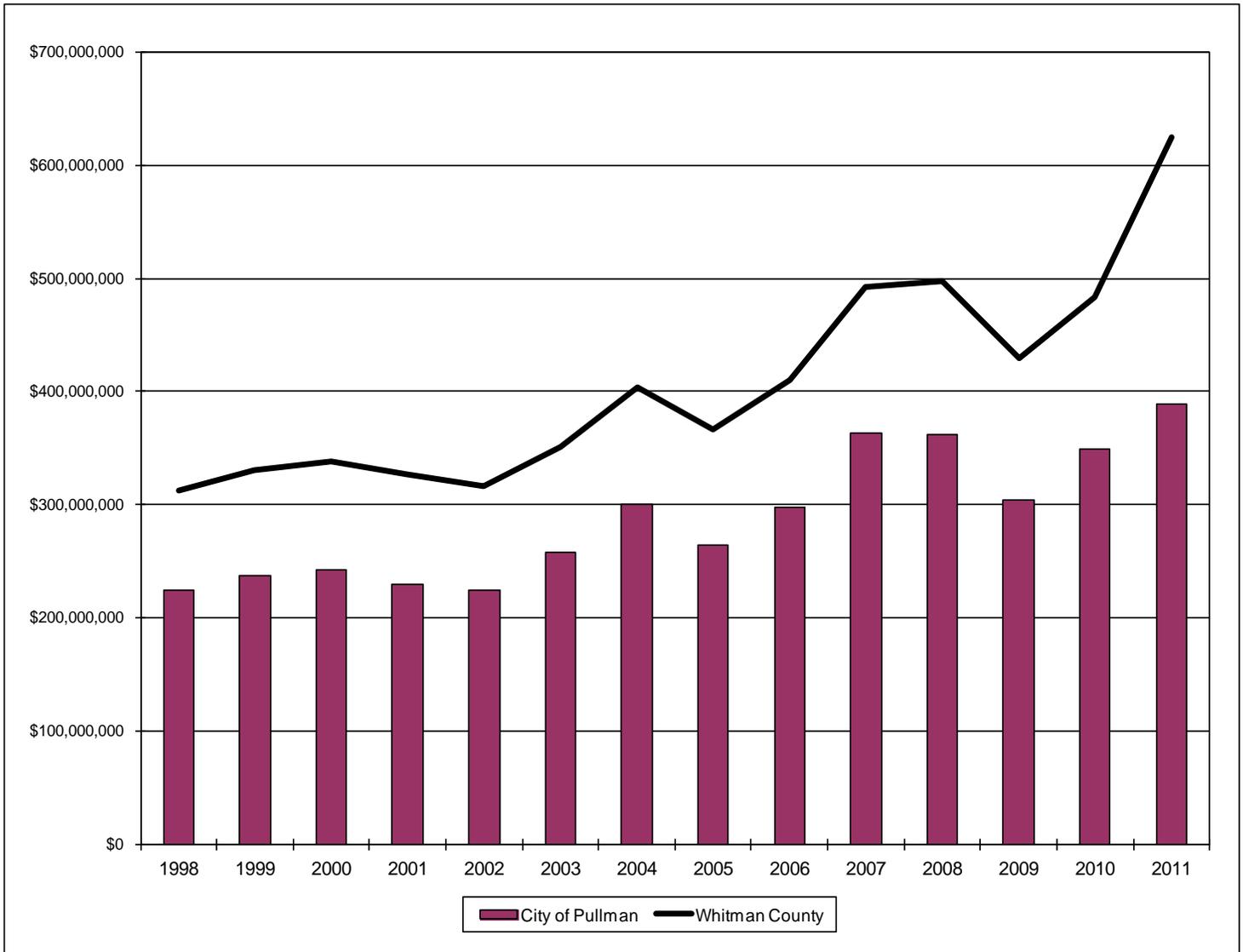


City of Pullman Major Employers

Employer	Business Application	Full, Part-time and Seasonal Employees
Washington State University (Pullman Only)	State University	3950
Schweitzer Engineering	Electrical Engineering	1920
Pullman Regional Hospital	Medical Care	413
City of Pullman	Local Government	331
Pullman School District	Education	278
Wal-Mart Stores	Discount Warehouse Store	200
Safeway	Supermarket	125
Dissmore's IGA	Supermarket	89
Shopko	Department Store	70

**City of Pullman
Taxable Retail Sales**

Year	City of Pullman	Whitman County	Pullman % of County
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%
2008	362,042,613	497,239,432	72.8%
2009	303,928,693	428,920,689	70.9%
2010	348,650,289	483,031,819	72.2%
2011	388,885,530	625,315,675	62.2%

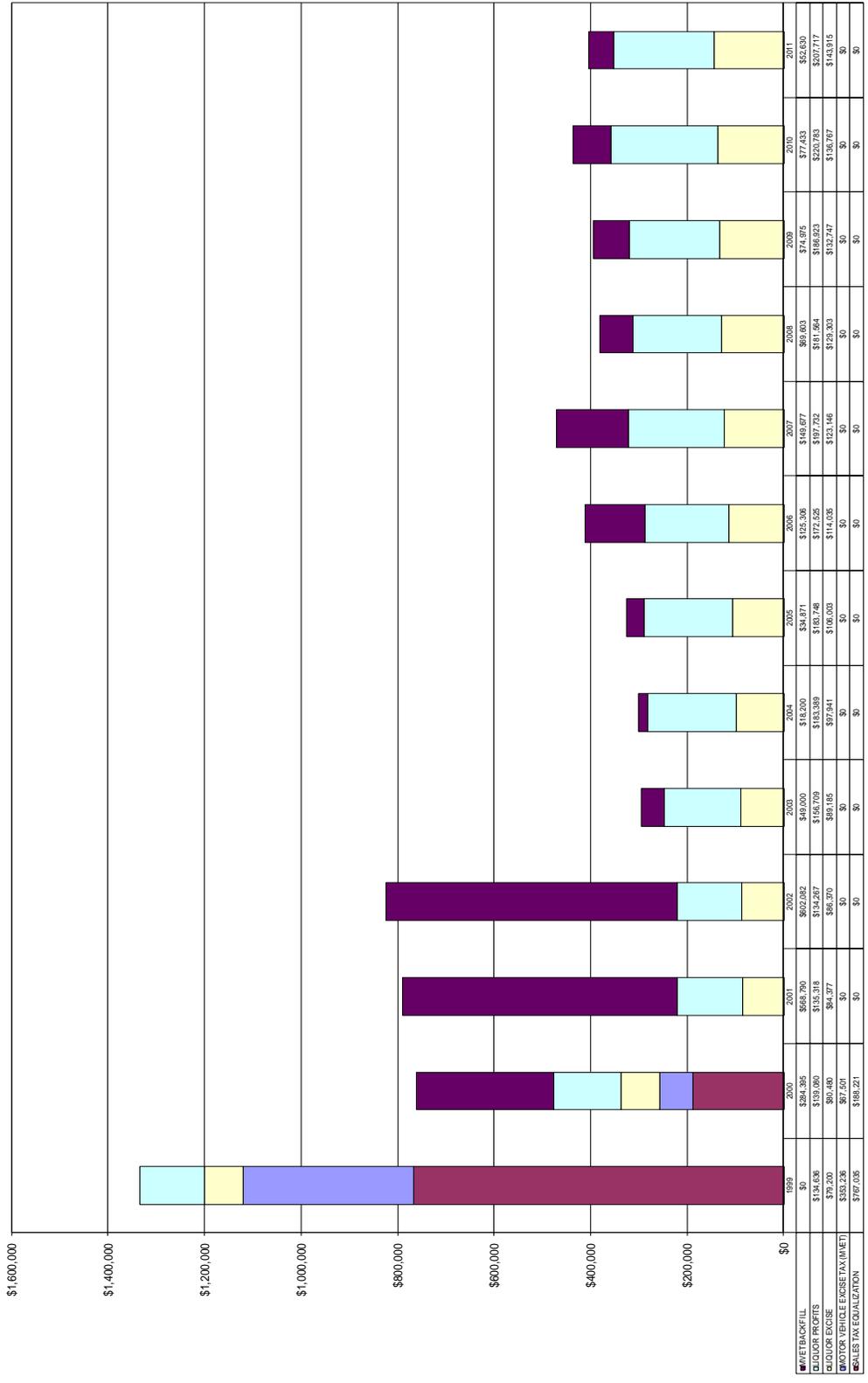


City of Pullman
Schedule of General Obligation Debt Service
2013 - 2029

Year	Water and Sewer Revenue Bond		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)	
2013	100,000	97,907	35,000	4,305	230,000	52,700	519,912
2014	110,000	94,908	35,000	2,905	240,000	43,500	526,313
2015	110,000	91,607	35,000	1,470	250,000	33,900	521,977
2016	110,000	88,308			260,000	23,900	482,208
2017	120,000	84,732			270,000	13,500	488,232
2018	120,000	80,233					200,233
2019	130,000	75,433					205,433
2020	130,000	70,233					200,233
2021	135,000	65,033					200,033
2022	140,000	59,633					199,633
2023	150,000	53,858					203,858
2024	155,000	47,483					202,483
2025	160,000	40,663					200,663
2026	165,000	33,623					198,623
2027	175,000	26,363					201,363
2028	185,000	18,050					203,050
2029	195,000	9,263					204,263
TOTAL	\$2,390,000	\$1,037,330	\$105,000	\$8,680	\$1,250,000	\$167,500	\$4,958,510

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

STATE-SHARED REVENUES



THIS PAGE IS INTENTIONALLY BLANK

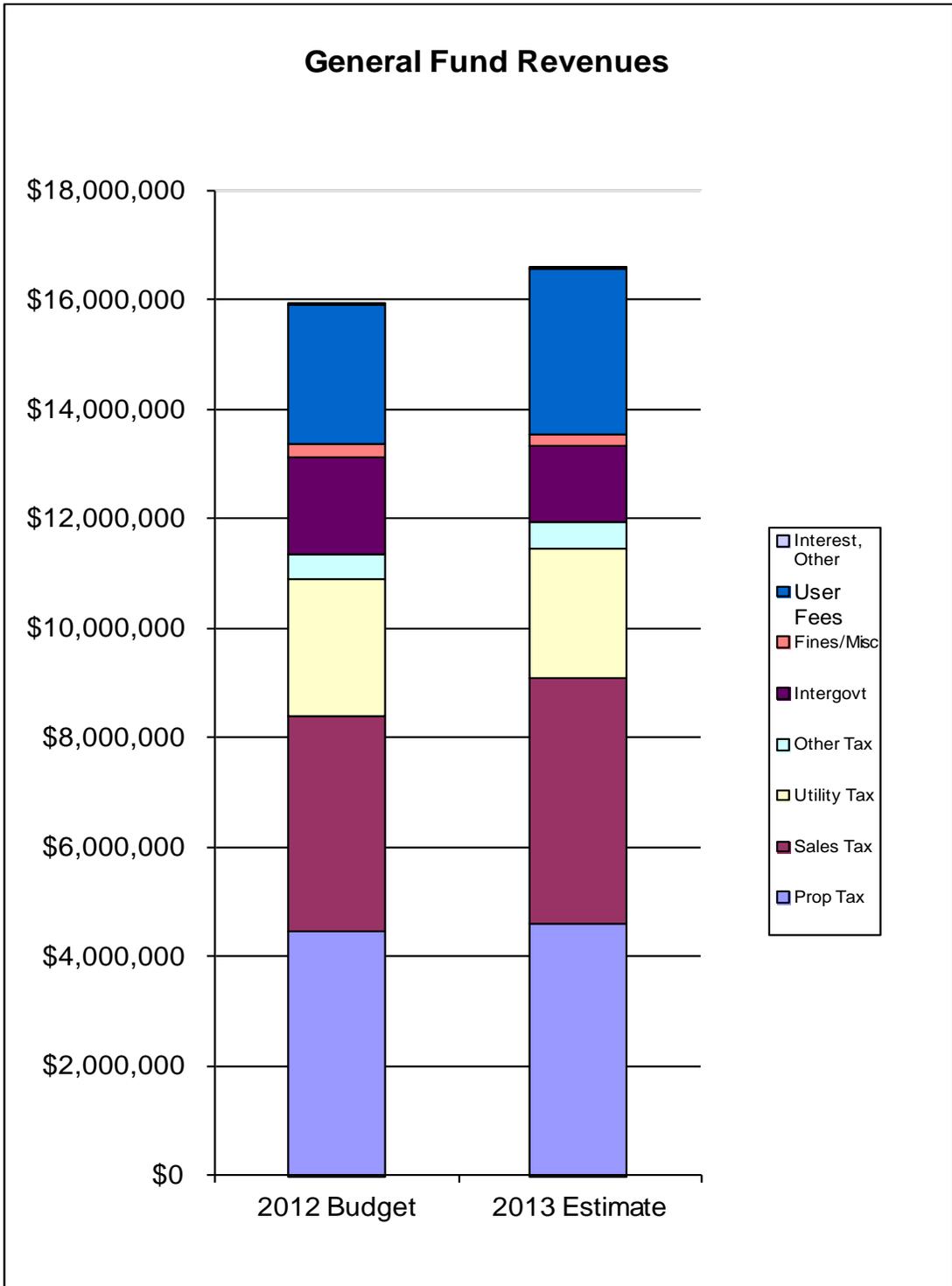
GENERAL GUIDELINES FOR CONSIDERING SERVICE REQUESTS

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.

2012 - 2013 BUDGET SUMMARY BY FUND

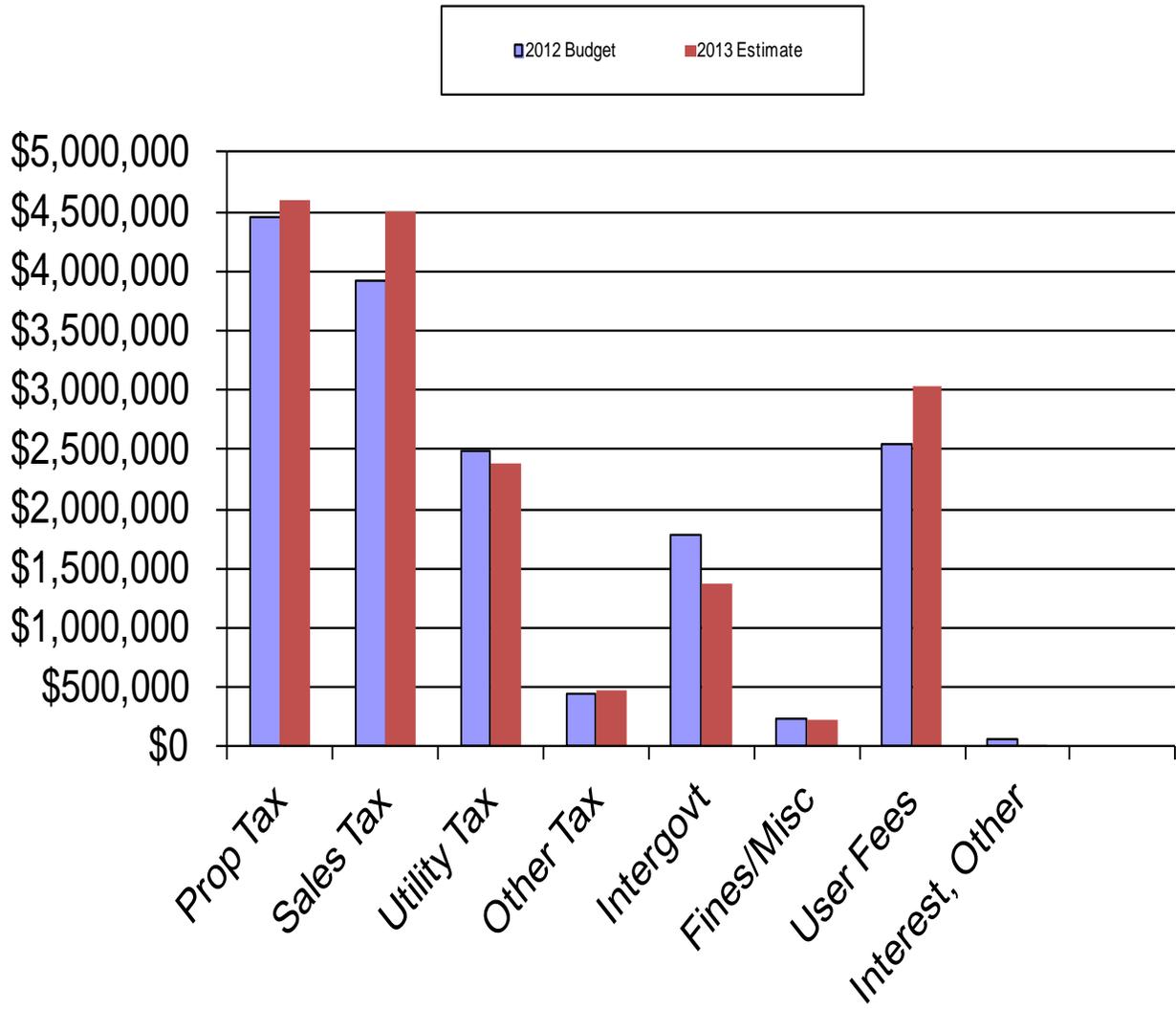
		2012 AMENDED BUDGET*		2013 BUDGET REQUEST		
FUND	TITLE	REVENUES	EXPENDITURES	REVENUES	EXPENDITURES	CHANGE
001	GENERAL FUND:					
	ADMINISTRATION/FINANCE		1,251,568	1,230,093		(21,475)
	POLICE/SUPPORT SERVICE		5,866,884	5,609,881		(257,003)
	FIRE/RESCUE		4,415,724	4,359,337		(56,387)
	PUBLIC WORKS		638,001	357,944		(280,057)
	PLANNING		272,146	259,691		(12,455)
	PUBLIC SERVICES		2,644,463	2,698,597		54,134
	LIBRARY		1,193,619	1,178,885		(14,734)
	GENERAL GOVERNMENT		198,300	205,894		7,594
	OPERATING TRANSFERS:					
	AIRPORT		32,013	32,013		
	OTHER		67,023	66,082		(941)
	TOTAL OPERATING EXPENDITURES:		\$16,579,741	\$15,998,417		(\$581,324)
						OPERATING PERCENTAGE CHANGE: -3.5%
	CAPITAL EXPENDITURES & TRANSFERS:					
	CAPITAL EXPENDITURES		138,981	536,227		397,246
	TO DEBT REDEMPTION FUND					
	TO OTHER FUNDS					
	TOTAL CAPITAL:		\$138,981	\$536,227		\$397,246
	TOTAL GENERAL FUND:	\$15,946,336	\$16,718,722	\$16,576,951	\$16,534,644	(\$184,078)
						TOTAL FUND PERCENTAGE CHANGE -1.1%
104	ARTERIAL STREETS	250,705	1,367,300	1,298,270	1,452,800	85,500
105	STREETS	1,706,700	2,287,424	1,770,250	2,027,752	(259,672)
120	CIVIC IMPROVEMENT	296,365	340,162	312,214	311,014	(29,148)
310	CEMETERY EXPANSION	800	6,000	450	6,000	
315	2005 LTGO BOND FUND	40,975	40,975	39,610	39,610	(1,365)
316	2007 BOND FUND	281,900	311,900	283,100	288,100	(23,800)
317	2009 AIRPORT WATER BOND FUND	201,908	201,908	198,908	198,908	(3,000)
322	DOWNTOWN RIVERWALK	2	7,820		6,989	(831)
401	UTILITIES	15,985,100	8,360,190	13,312,892	8,666,542	306,352
403	UTILITY CAPITAL PROJECTS		10,677,280		8,181,327	(2,495,953)
404	STORMWATER	1,444,309	1,291,253	1,090,000	1,399,265	108,012
405	TRANSIT	3,581,606	3,957,809	5,396,555	5,755,718	1,797,909
501	EQUIPMENT RENTAL	2,361,806	2,845,784	2,738,341	2,680,259	(165,525)
504	GOV'T BUILDINGS	1,123,758	1,098,149	1,041,124	1,007,620	(90,529)
507	INFORMATION SYSTEMS	432,122	435,372	565,928	574,687	139,315
607	LAWSON GARDENS ENDOW	78,000	156,521	74,500	160,298	3,777
610	CEMETERY CARE FUND	2,450	450	2,450	450	
615	FIREMEN'S PENSION	27,828	30,000	26,983	30,000	
651	AIRPORT AGENCY	6,177,299	6,330,949	2,723,569	3,056,324	(3,274,625)
	TOTAL ALL FUNDS:	\$49,939,969	\$56,465,968	\$47,452,095	\$52,378,307	(\$4,087,661)
						PERCENTAGE CHANGE: -7.2%

* Includes Budget Amendments Approved on July 31,2012 and October 23,2012



2013 Total: \$16,576,951

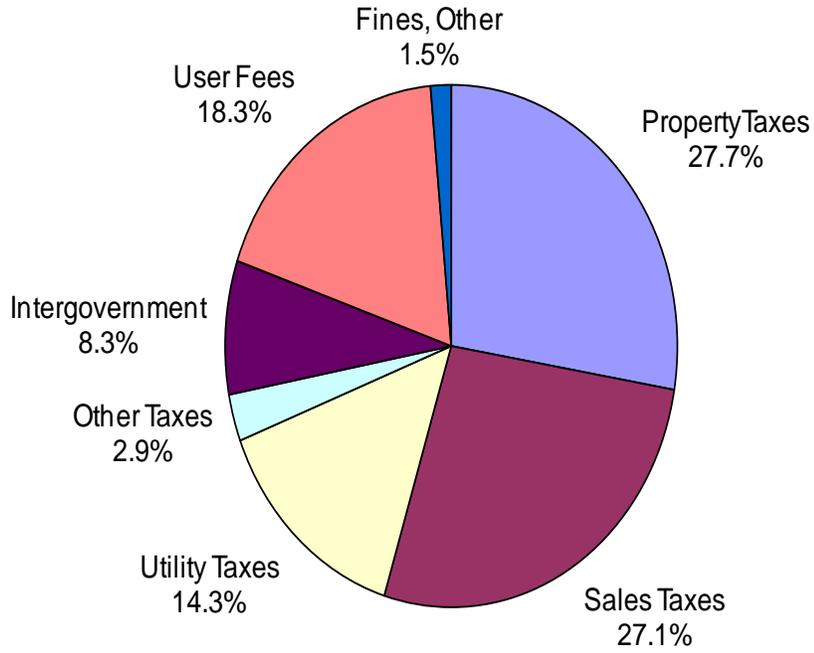
General Fund Revenues



2013 Total: \$16,576,951

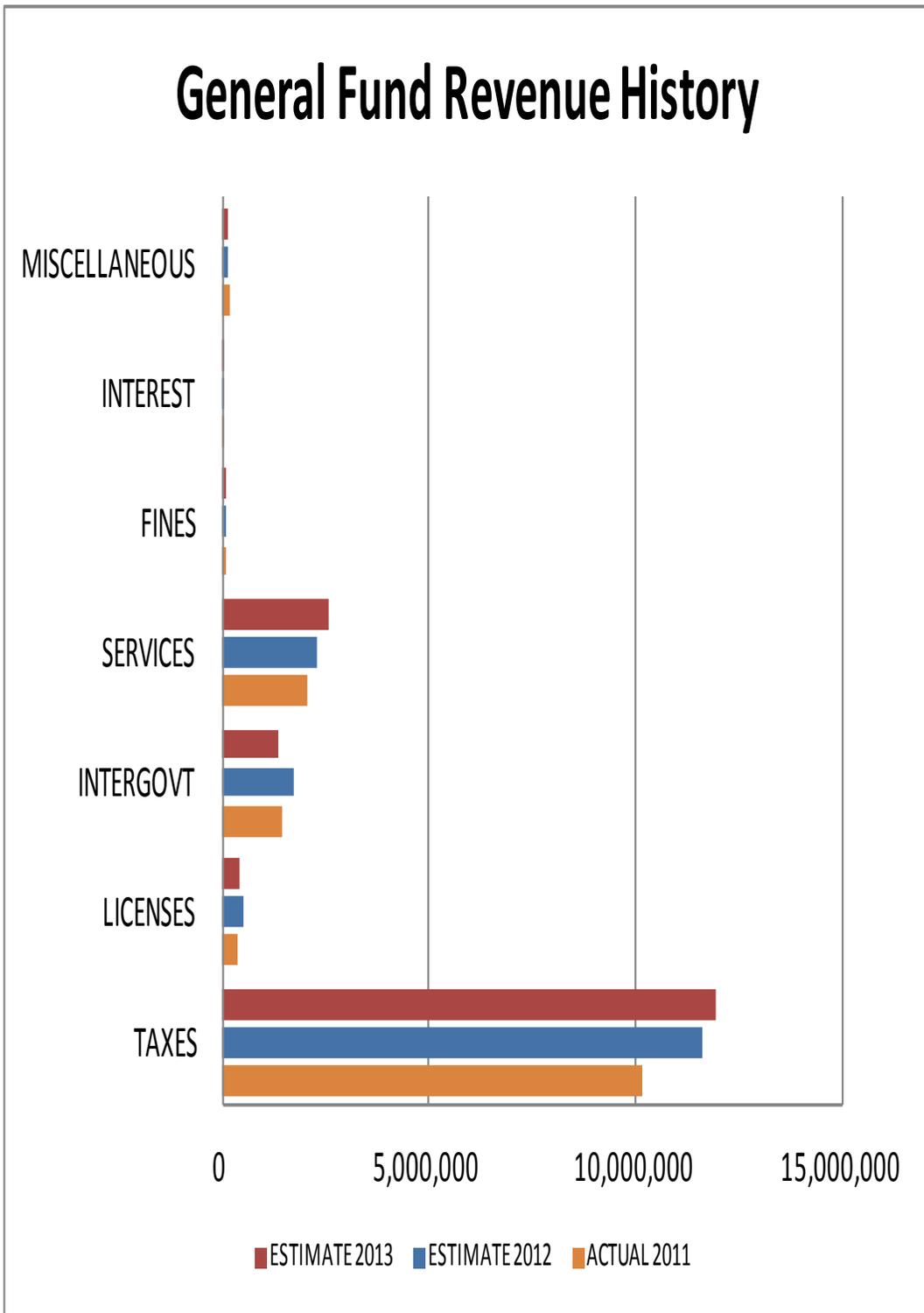
Pullman's General Fund 2013 Budget

Estimated Revenues: \$16,576,951



2013 Total: \$16,576,951

General Fund Revenue History



2013 Total: \$16,576,951

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, 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.

2013 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 \$42,000 in backfill funding in 2013.

General Fund cash and reserves at year-end 2013 should equal approximately \$1.406 million. We estimate that 2013 total revenues will increase 4.0 percent or \$630,615 from the budgeted 2012 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. Because of increasing expenditures, we recommend that we 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. 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 \$4,029,192, an increase of \$114,310 over 2012, 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 24.3 percent of 2013 General Fund revenues. The voter-approved permanent continuation of the EMS levy will produce approximately \$559,858, an increase of \$15,883 due to new construction and the 1.0 percent revenue limit increase. Together the general property tax revenue and the EMS levy comprise 27.7 percent of General Fund revenues.

Up until 2009, we had 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 had shown growth. However, those areas were not as significant as the increases due to new construction. Building permit issues indicate that 2013 will be a stronger construction year compared to last 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. Sales taxes collected were: 2008 \$3,431,430; 2009 \$2,896,161; 2010 \$2,910,597; 2011 \$3,355,678. 2012 sales taxes are being collected at a higher rate than what was budgeted. Sales taxes revenue projections are higher than the anticipated 2012 collection rate. Expected sales tax revenues of \$4.09 million will provide about 24.7 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

\$405,000 and will provide 2.4 percent of total General Fund revenues in 2013. It should be noted that both 2012 and 2013 increased sales taxes were aided by football related and apartment construction. We will not have these projects in 2014, and it is anticipated that these sales taxes will be back at the 2011 level, or a reduction in revenue from 2013 of approximately \$815,000.

In admissions taxes, the forecast is for an increase in 2013 receipts. Utility taxes are expected to remain flat in 2013 and will provide about 14.3 percent of General Fund revenues. The positive impacts to utility taxes usually include rate increases for electric, natural gas and water/sewer rates. Indications are for a much warmer winter and cooler summer than 2012, which obviously affects the tax amount received from energy providers. Any rate increases should be offset by the weather. Local taxes in total will provide about \$11,329,132, or 72.0 percent of the General Fund's total revenues. This is a 5.4 percent increase from 2012 and a 2.8 percent increase from projected 2012 estimated revenues.

LICENSES AND PERMITS: The cable TV franchise fee should generate approximately \$150,000. Building permits revenues should increase from the 2012 budget but decrease from 2012 year end to \$250,000. Other licenses are expected to decrease slightly.

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 2012 population at 31,000 an increase of 1180 from the 2011 estimate. The state's estimates of per capita shares in 2013 are Liquor Tax: \$.84 and Liquor Profits: \$8.97.

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 2012, the university will provide the City \$857,958 to offset the costs to provide those services. The figure for 2013 will be determined by formula.

State-shared and other intergovernmental and known grant revenue in 2013 will provide 8.3 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 decrease 22.9

percent compared to 2012. The leading reason is a reduction of approximately \$192,000 in a Smart Policing grant

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 \$2,591,771, which is \$362,459 more than the 2012 budget. Approximately 18.3 percent of General Fund revenues are derived from user fees. The large increase is the Metropolitan Park District service fees which includes a large contribution from Ed and Beatriz Schweitzer.

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, are included in Charges for Services. These charges will increase \$90,470 as direct support services are projected to increase.

FINES AND FORFEITS: A decrease of \$20,500 is projected for fine estimates. This category is projected to contribute .5 percent of total General Fund revenues.

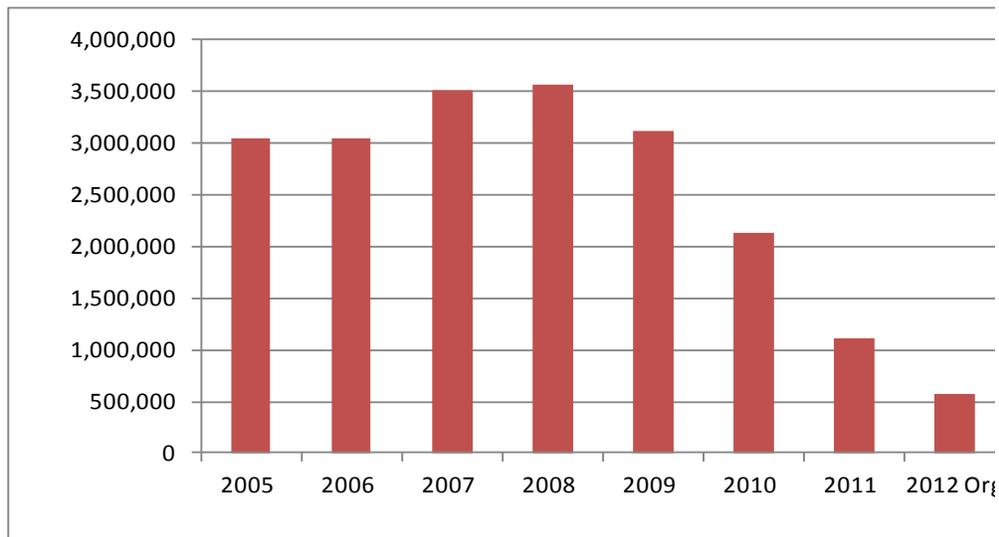
INVESTMENT INTEREST: Until 2007, interest rates recovered from the alarming 2002 decreases. However due to the dramatic decrease to interest rates and the continued utilization of reserves in the coming year, we will expect to experience a decrease to investment income. Investment and miscellaneous income categories provide about 1.0 percent (\$158,500) 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 2013 beginning unallocated and unreserved contingency cash reserve totals \$1.36 million, or 8.5 percent of the 2012 operating requests and 8.5 of 2013 operating request. The ending 2013 cash total is estimated to be 8.5 percent of the 2013 operating requests. The cash reserve will not meet the 13.0 percent Council goal level. Although year-end estimates

have been historically conservative, there will not be a large variation from the expected outcome.

Our projections do not take into account an unsettled contracts for 2012, and contracts for 2013. These contracts, when settled, will have an effect on ending cash. Since the City cannot operate at these reduced levels, early in 2013, discussions on staffing, services, benefit cost-sharing as well as increasing revenues will be necessary.

General Fund Cash Balance



2009	\$3,108,999		
2010	\$2,137,577		(971,422)
2011	\$1,494,629	9.1%	(642,948)
2012	\$ 578,098 org	3.5%	(916,531)
2012	\$1,363,191 est	8.4%	(131,438) from 2011
2013	\$1,406,561	8.5%	43,370

The chart shows the affect of balancing the budget since 2008 with cash.

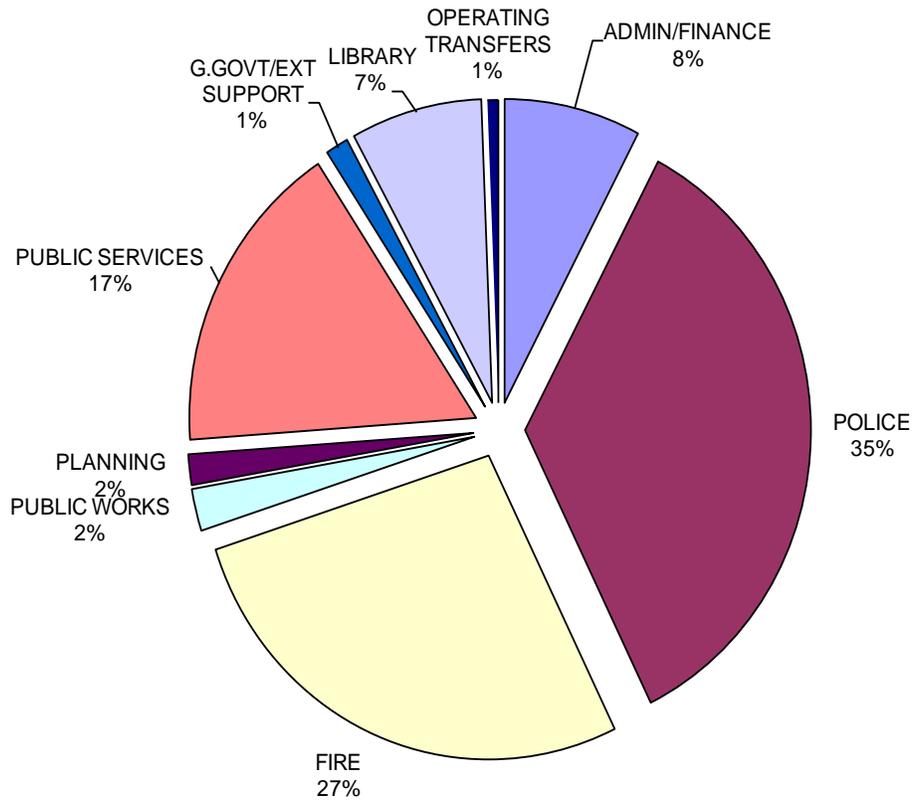
TOTAL REVENUES: Total 2013 revenues, before estimated beginning cash on hand, are expected to increase \$630,615 from the 2012 amended budget. Estimated 2013 General Fund revenues together with year-end 2012 reserves and savings are sufficient to sustain the 2013 budget requests but will not meet the 13.0 percent reserve level. Ending cash is expected to fall short of the City Council’s goal to sustain a 13.0 percent reserve level.

THIS PAGE IS INTENTIONALLY BLANK

2013 GENERAL FUND REVENUE ESTIMATE SUMMARY

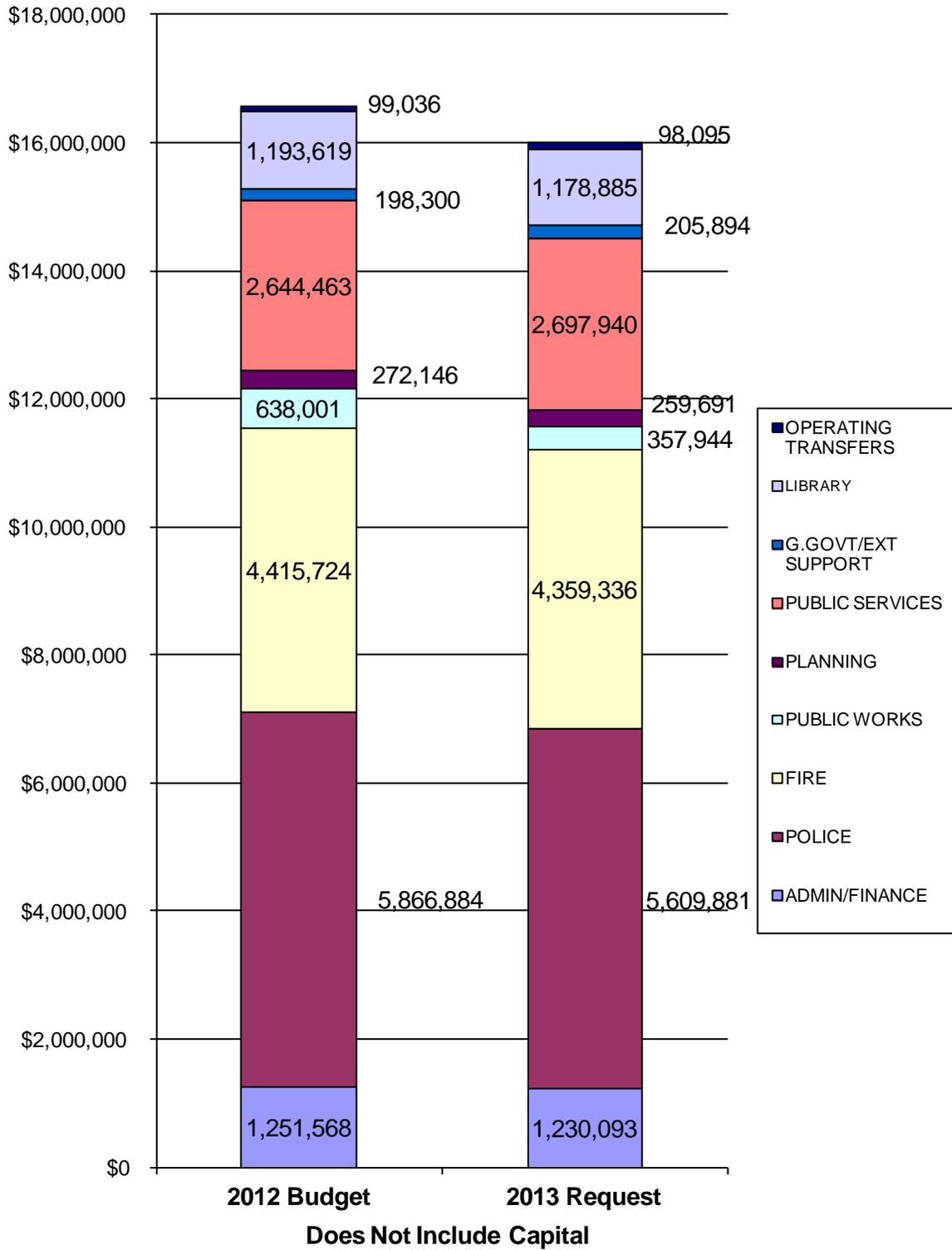
	ACTUAL 2011	AMENDED 2012 BUDGET	YTD 07/31/12	YEAR END 2012 ESTIMATE	PRELIMINARY ESTIMATE 2013	\$ CHANGE ESTIMATES 2013-2012	% CHANGE ESTIMATES 2013-2012	% OF BUDGET
TAXES:								
PROPERTY	3,847,510	3,914,882	2,139,997	3,913,733	4,029,192	114,310	2.9%	24.3%
EMS TAX LEVY	535,610	543,975	297,354	542,975	559,858	15,883	2.9%	3.4%
RETAIL SALES	3,355,678	3,621,275	2,144,960	3,942,554	4,088,287	467,012	12.9%	24.7%
NATURAL GAS USE	170,870	225,000	81,118	140,000	150,000	(75,000)	-33.3%	0.9%
LOCAL CRIM JUST SALES TAX	313,479	305,000	255,463	400,000	405,000	100,000	32.8%	2.4%
IF TAXES - UTILITIES - WATER	158,782	150,000	87,953	160,000	160,000	10,000	6.7%	1.0%
IF TAXES - UTILITIES - SEWER	151,300	170,000	87,588	165,000	170,000	0	0.0%	1.0%
IF TAXES - UTILITIES - STORMWATER	43,216	44,000	25,403	45,000	45,000	1,000	0.0%	0.3%
ADMISSIONS	243,485	250,000	123,850	270,000	290,000	40,000	16.0%	1.7%
UTIL TAX-ENERGY	1,232,126	1,280,000	677,120	1,250,000	1,225,000	(55,000)	-4.3%	7.4%
UTIL.TAX-SOLID WASTE	232,888	225,000	114,596	220,000	225,000	0	0.0%	1.4%
UTIL. TAX-TELEPHONE	376,042	400,000	219,861	380,000	400,000	0	0.0%	2.4%
UTIL.TAX-WATER/SEWER	0	0	0	0	0	0	0.0%	0.0%
LEASEHOLD EXCISE	70,164	65,000	35,641	70,553	70,000	5,000	7.7%	0.4%
GAMBLING	117,686	135,000	45,443	115,000	120,000	(15,000)	-11.1%	0.7%
TOTAL TAXES:	\$10,848,835	\$11,329,132	\$6,336,347	\$11,614,816	\$11,937,337	\$608,205	5.4%	72.0%
CABLE FRANCHISE	158,949	165,000	40,605	160,000	150,000	(15,000)	-9.1%	0.9%
OTHER LICENSES:	274,926	237,900	112,084	357,834	285,234	47,334	19.9%	1.7%
INTERGOVERNMENT:								
FEDERAL GRANT TOTALS	22,912	273,507	38,876	291,866	70,573	(202,934)	-74.2%	0.4%
STATE GRANT TOTALS	0	0	0	0	0	0		0.0%
MOBILE HOME/TRAILER EXCISE	0	0	0	0	0	0		0.0%
MOTOR VEH EXCISE	0	31,684	23,818	37,211	31,048	(636)	-2.0%	0.2%
EQUALIZATION	0	0	0	0	0	0		0.0%
CITY ASSISTANCE	52,630	49,000	25,415	43,415	41,846	(7,154)	-14.6%	0.3%
LOCAL GOV'T ASSISTANCE	0	0	0	0	0	0		0.0%
MVET - CRIMINAL JUSTICE	31,084	0	0	0	0	0		0.0%
CTED CRIMINAL JUSTICE	0	0	0	0	0	0		0.0%
LIQUOR EXCISE	143,915	149,398	109,834	145,952	55,165	(94,233)	-63.1%	0.3%
LIQUOR PROFITS	207,717	184,586	162,391	162,391	79,300	(105,286)	-57.0%	0.5%
FIRE SERVICES WSU	851,885	857,958	493,143	857,958	875,000	17,042	2.0%	5.3%
WHITMAN CTY LIBRARY DISTRICT	41,511	44,279	9,241	44,279	43,913	(366)	-0.8%	0.3%
EMS CONTRACTS	85,446	97,036	57,542	76,548	77,210	(19,826)	-20.4%	0.5%
SCHOOL INTERLOCAL	27,014	27,014	0	27,014	27,014	0	0.0%	0.2%
SHARED COSTS WSU	0	0	0	0	0	0		0.0%
INTERGOV REC FACILITY-AQUATIC	62,844	62,000	37,625	64,500	69,040	7,040	11.4%	0.4%
TOTAL INTERGOVT:	\$1,526,959	\$1,776,462	\$957,886	\$1,751,134	\$1,370,109	(\$406,353)	-22.9%	8.3%
SERVICE CHARGES:	1,601,500	1,836,220	788,462	1,974,333	2,210,701	374,481	20.4%	13.3%
INTERFUND CHGS:	285,657	302,622	115,624	318,335	381,070	78,448	25.9%	2.3%
FINES:	92,473	104,500	41,344	74,815	84,000	(20,500)	-19.6%	0.5%
INVESTMENT INCOME	35,975	60,000	15,851	21,248	22,000	(38,000)	-63.3%	0.1%
OTHER MISC.	132,728	134,500	91,038	133,785	136,500	2,000	1.5%	0.8%
TOTAL MISC:	\$168,704	\$194,500	\$106,889	155,033	\$158,500	(\$36,000)	-18.5%	1.0%
TOTAL REVENUES:	\$14,958,004	\$15,946,336	\$8,499,240	\$16,406,298	\$16,576,951	\$630,615	4.0%	100.0%
BEGINNING CASH:	3,108,795	1,104,864	1,104,864	1,104,864	1,352,206	247,342	22.4%	
TOTAL RESOURCES:	\$18,066,799	\$17,051,200	\$9,604,105	\$17,511,162	\$17,929,158	\$877,957	5.1%	

**2013
General Fund Budget: Operating Requests**

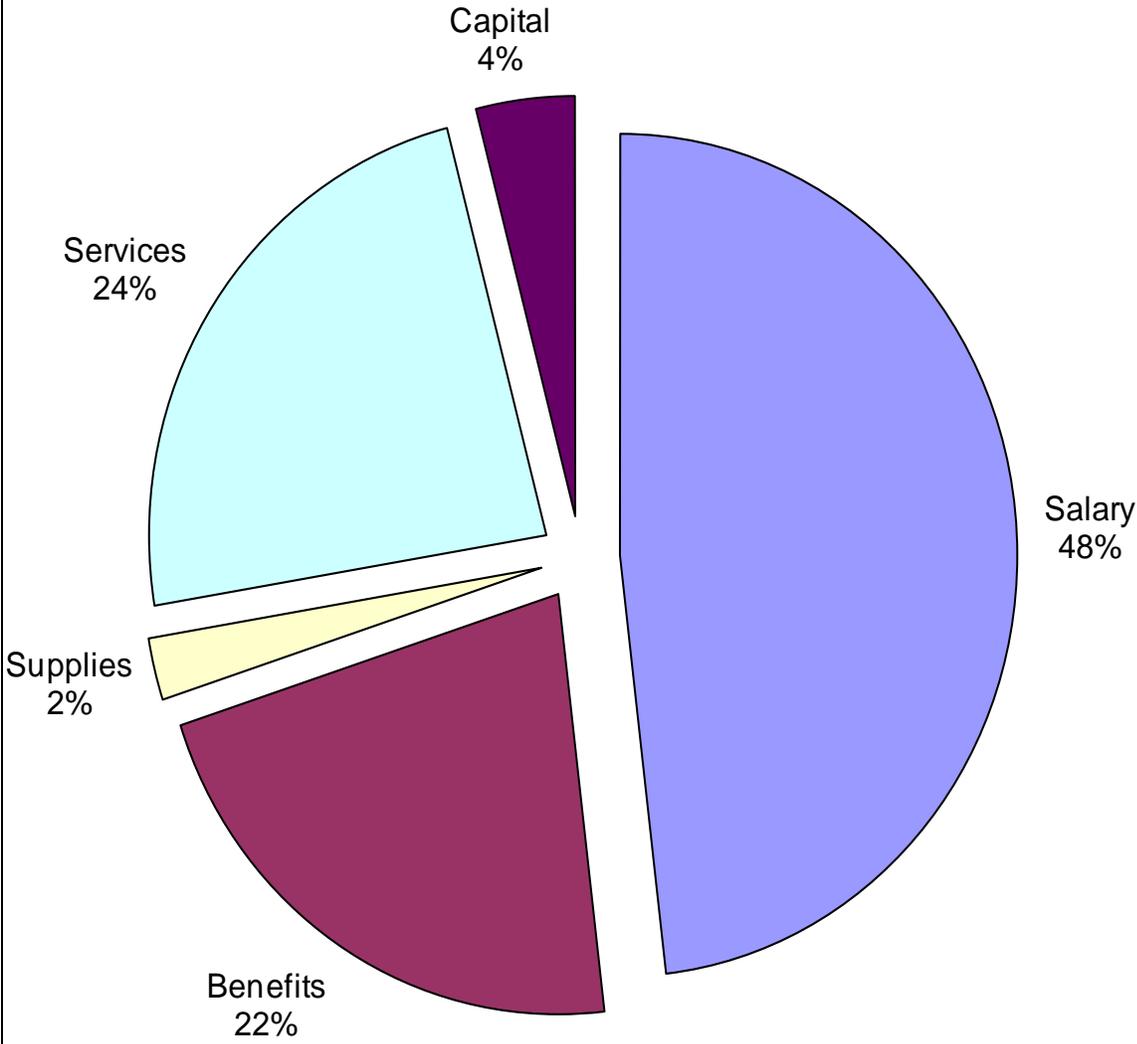


**2013 Total Operating Requests:
\$15,997,759**

General Fund Operating Budgets

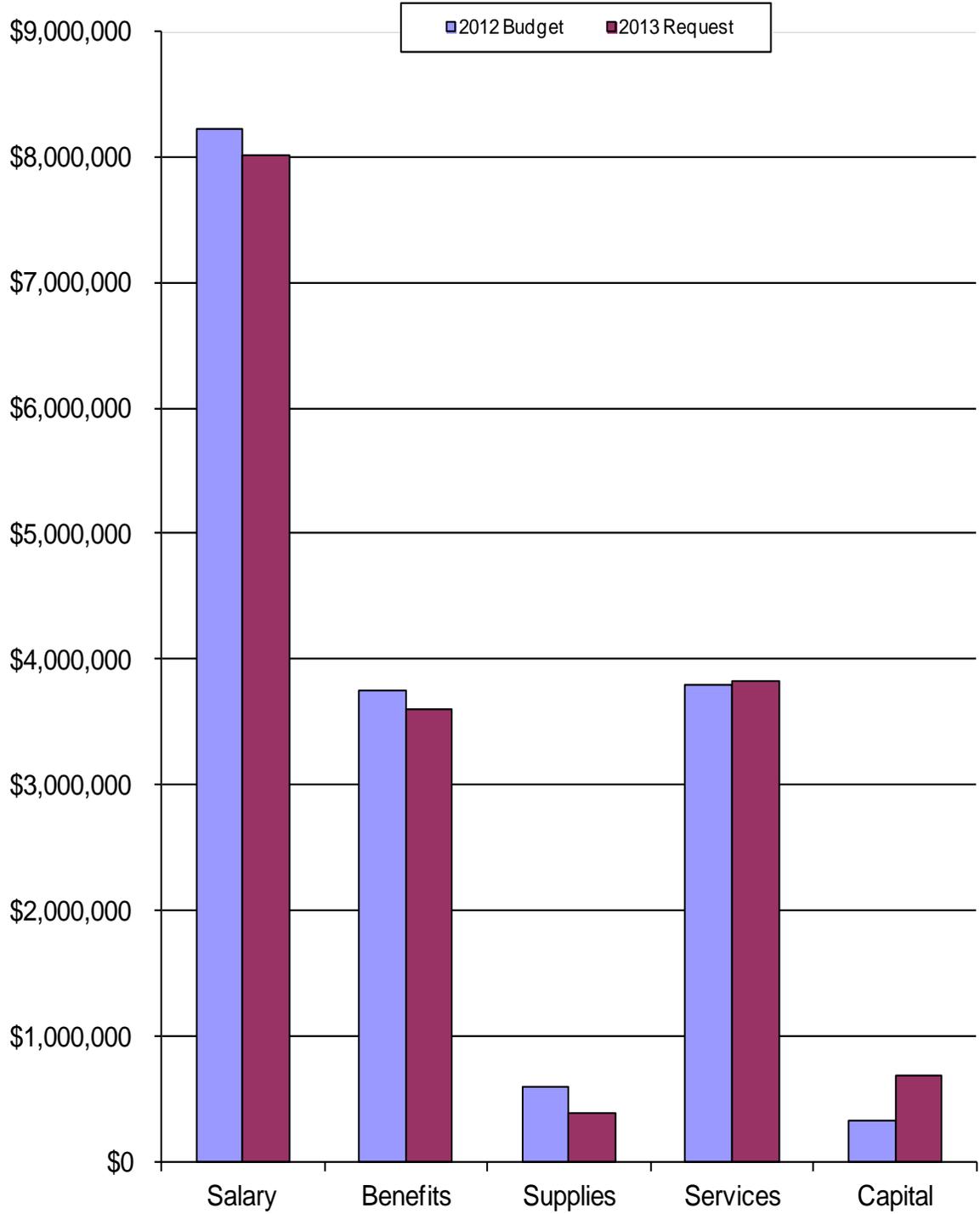


**2013 General Fund Budget Requests
By Category**



**2012 Total Requests:
\$16,532,925**

2013 Budgets by Category



FUND NUMBER

TITLE

001

GENERAL FUND - EXPENDITURES

EXPENDITURES: The Departmental Budget Request summary table lists 2013 General Fund Operating Expenditure requests totaling \$15,998,416. Overall, total operating requests represent a decrease of 3.51 percent above the 2012 amended budget. Total expenditure requests, including capital expenditures and capital transfers total \$16,533,582. This is a 1.1 percent decrease from the 2012 amended budget. Capital expenditure and transfer requests total \$535,166.

ESTIMATED ENDING CASH: This proposal establishes an estimated ending cash balance of \$1,406,561. 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 does not meet the 13 percent goal. The projected ending cash balance, after CIP set aside, equals 8.5 of operating requests, or about \$673,233 under goal.

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.

Notice: Readers may be used to seeing statements for financial activities showing both revenues and expenditures of an organization in one statement. For the General Fund, revenues into the General Fun are for the use of all the departments in the General Fund unless otherwise restricted. On the detail sheets and departmental sheets I have listed under the Total lines numbers that represent either the restricted use of the revenues or revenues that can be attributable to the department. This will enable the reader to see for expenditures how much was collected to offset those expenditures.

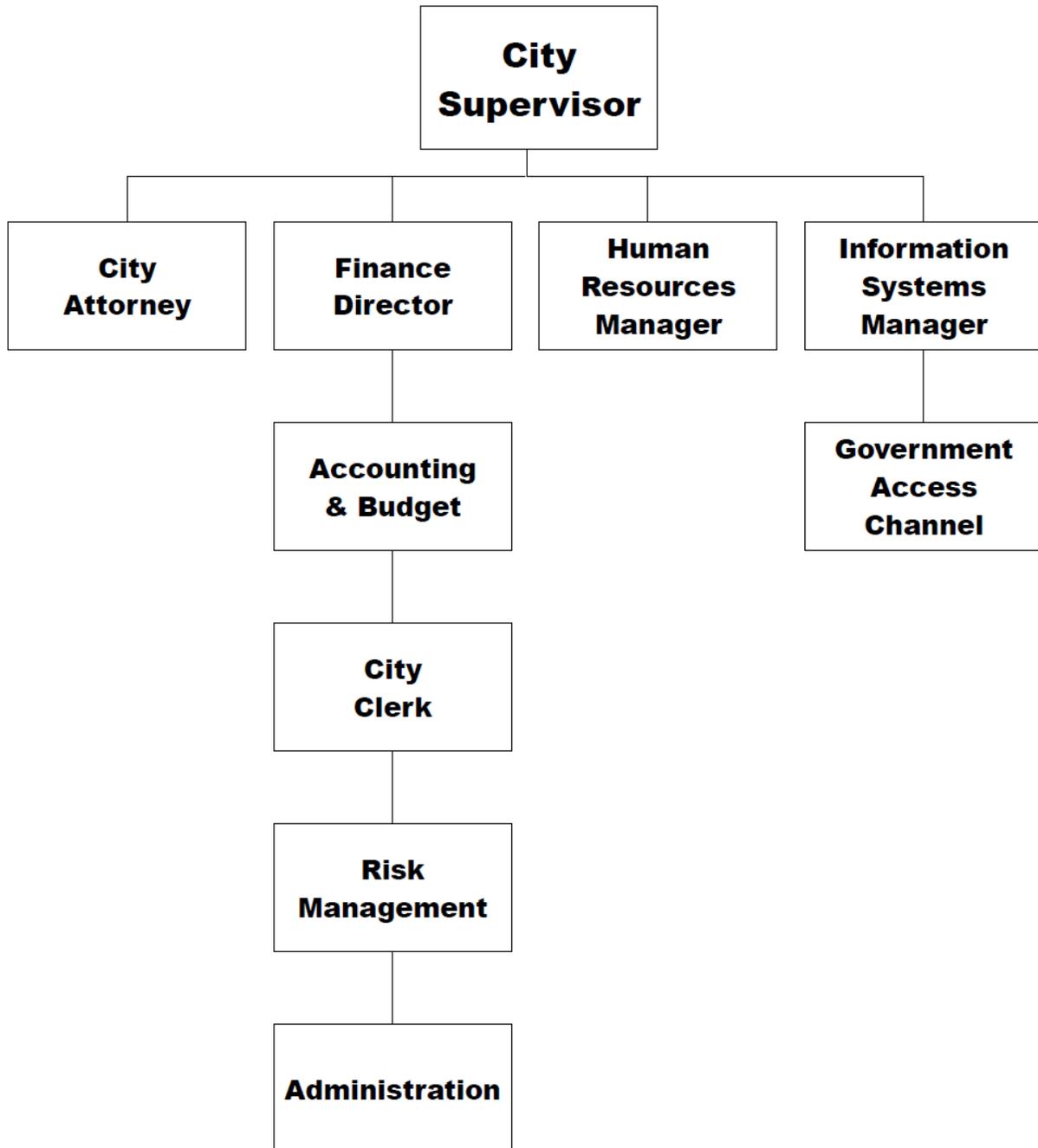
GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2011	2012	YTD	2013	\$ CHANGE
	ACTUAL	AMENDED BUDGET	07/31/12	REQUEST	
DEPARTMENT TOTALS:					
ADMIN/FINANCE	1,180,710	1,251,568	692,620	1,230,093	(21,475)
POLICE	5,225,851	5,866,884	3,106,674	5,609,881	(257,003)
FIRE	4,127,633	4,415,724	2,553,468	4,359,336	(56,388)
PUBLIC WORKS	596,389	638,001	337,813	357,944	(280,057)
PLANNING	254,267	272,146	149,264	259,691	(12,455)
PUBLIC SERVICE	2,470,510	2,644,463	1,444,386	2,697,940	53,477
G.GOV'T/EXT SUPPORT	168,584	198,300	197,470	205,894	7,594
LIBRARY	1,170,197	1,193,619	661,803	1,178,885	(14,734)
OPERATING TRANSFERS					
STREETS	61,923	61,923	89,915	61,923	0
INFO SYS-GOV'T ACCESS CHANNEL	4,684	5,100	5,100	4,159	(941)
GOVT BUILDINGS	18,509	0	0	0	0
AIRPORT	32,013	32,013	32,013	32,013	0
TOTAL OPERATING:	\$15,311,270	\$16,579,741	\$9,270,525	\$15,997,759	(\$581,982)
PERCENTAGE CHANGE:					-3.5%
CAPITAL OUTLAYS:					
C.I.P. PROJECTS	85,011	138,981	120,543	535,166	396,185
CAPITAL TRANSFERS:					
OTHER FUNDS	85,198	0	0	0	0
TOTAL CAPITAL:	\$170,209	\$138,981	\$120,543	\$535,166	\$396,185
TOTAL GENERAL FUND:	\$15,481,479	\$16,718,722	\$9,391,068	\$16,532,925	(\$185,797)
PERCENTAGE CHANGE:					-1.1%
+ ENDING CASH	2,137,577	332,478	142,454	1,407,218	1,074,739
TOTAL USES:	\$17,619,056	\$17,051,200	\$9,533,522	\$17,940,143	\$888,942

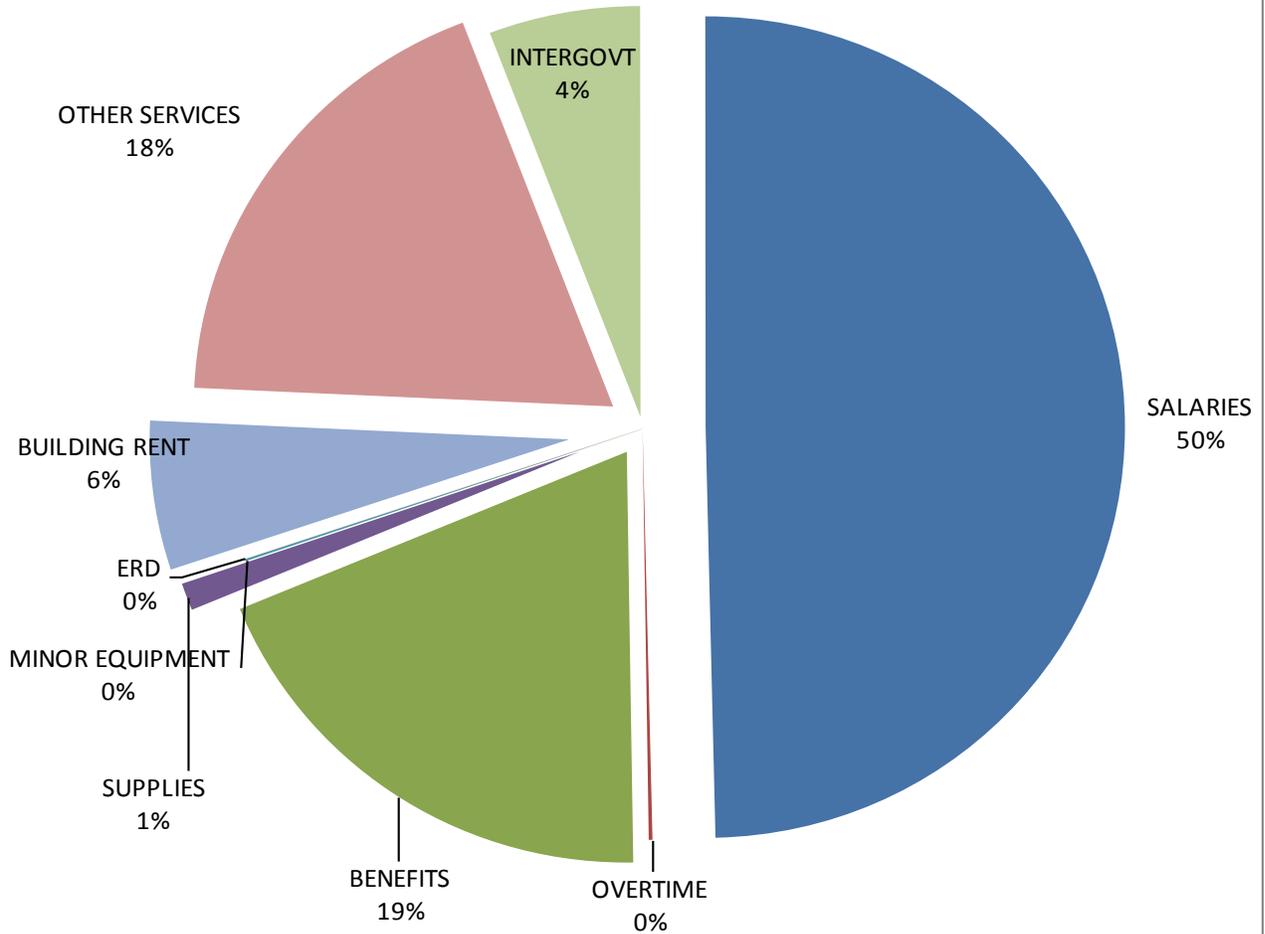
GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2011	2012	YTD	2013	\$ CHANGE
	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>07/31/12</u>	<u>REQUEST</u>	
ALL DEPARTMENTS					
SALARIES	7,508,074	7,721,355	4,436,514	7,452,593	(268,762)
OVERTIME	563,976	499,662	348,505	507,124	7,462
BENEFITS	3,198,865	3,756,708	2,035,124	3,604,553	(152,155)
SUPPLIES	367,389	597,420	199,365	392,834	(204,586)
MINOR CAPITAL, BOOKS	207,685	192,614	92,865	126,961	(65,653)
ERD RENTAL	650,928	680,165	332,454	1,007,160	326,995
BUILDING RENT	757,857	860,903	430,452	771,583	(89,320)
OTHER SERVICES	876,453	1,042,535	525,973	998,181	(44,354)
INFO SYS/INTERGOVT	894,331	931,043	544,776	832,781	(98,262)
TOTAL DEPT OPERATING:	\$15,025,557	\$16,282,405	\$8,946,027	\$15,693,770	(\$588,635)
GENERAL GOV'T	161,699	191,200	194,207	202,700	11,500
EXTERNAL SUPPORT	6,885	7,100	3,263	3,194	(3,906)
OPER. TRANSFERS:	117,129	99,036	127,028	98,095	(941)
TOTAL OPERATING:	\$15,311,270	\$16,579,741	\$9,270,525	\$15,997,759	(\$581,982)
CAPITAL OUTLAYS	85,011	138,981	\$120,543	535,166	396,185
GRAND TOTAL:	\$15,396,281	\$16,718,722	\$9,391,068	\$16,532,925	(\$185,797)

City of Pullman
Administration & Finance



ADMINISTRATION AND FINANCE



**TOTAL OPERATING REQUEST:
\$1,230,093**

GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2011	2012	YTD	2013	
	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>07/31/12</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>

ADMINISTRATION AND FINANCE

SALARIES	600,680	615,289	353,336	610,411	(4,878)
OVERTIME	864	2,500	395	1,750	(750)
BENEFITS	214,861	244,183	134,874	233,271	(10,912)
SUPPLIES	15,552	13,100	6,766	13,050	(50)
MINOR EQUIPMENT	4,041	1,000	0	1,000	0
ERD	0	0	0	0	0
BUILDING RENT	67,101	81,198	40,599	71,973	(9,225)
OTHER SERVICES	207,907	209,100	87,335	226,850	17,750
INFO SYS/INTERGOVT	69,704	85,198	69,315	71,788	(13,410)
TOTAL OPERATING:	\$1,180,710	\$1,251,568	\$692,620	\$1,230,093	(\$21,475)
	\$306,858	\$321,656	\$149,223	\$322,573	

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:

\$154,096

MAJOR BUDGET CHANGES:

Municipal elections are scheduled for 2013 so there will be additional election costs in 2013 that were not in the 2012 budget. Building Rental fees are down in 2013.

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 2013 BUDGET REQUESTS

	<u>2011</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/12</u>	<u>2013</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
LEGISLATIVE					
SALARIES	25,200	25,200	14,136	25,200	0
OVERTIME	0	0	0		0
BENEFITS	2,080	2,142	1,138	2,043	(99)
SUPPLIES	2,550	2,000	1,735	2,000	0
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	0	0	0		0
BUILDING RENT	29,358	35,968	17,984	31,882	(4,086)
OTHER SERVICES	21,576	25,500	10,850	48,000	22,500
AWC;INTGOVT	63,700	60,173	57,541	44,971	(15,202)
TOTAL:	\$144,465	\$150,983	\$103,384	\$154,096	\$3,113

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:

\$20,632

MAJOR BUDGET CHANGES:

None

MEASUREMENT TECHNIQUE:

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

GENERAL FUND 2013 BUDGET REQUESTS

	<u>2011</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/12</u>	<u>2013</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
MAYOR					
SALARIES	17,000	17,000	9,970	17,000	0
OVERTIME	0	0	0		0
BENEFITS	1,561	1,408	902	1,432	24
SUPPLIES	0	250	5	200	(50)
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	0	0	0		0
BUILDING RENT	0	0	0		0
OTHER SERVICES	0	2,000	745	2,000	0
INTERGOVERNMENT	1,680	0	0		0
TOTAL:	\$20,241	\$20,658	\$11,622	\$20,632	(\$26)

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:

\$148,616

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.

THIS PAGE IS INTENTIONALLY BLANK

GENERAL FUND 2013 BUDGET REQUESTS

	<u>2011</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/12</u>	<u>2013</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
CITY SUPERVISOR					
SALARIES	115,416	116,612	68,028	111,060	(5,552)
OVERTIME	0	0	0		0
BENEFITS	36,257	35,848	21,539	33,656	(2,192)
SUPPLIES	52	0	0	0	0
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	0	0	0		0
BUILDING RENT	0	0	0		0
OTHER SERVICES	0	3,900	2,293	3,900	0
INTERGOVERNMENT	3,429	0	0		0
TOTAL:	\$155,154	\$156,360	\$91,859	\$148,616	(\$7,744)

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:

\$ 719,933

MAJOR BUDGET CHANGES:

None

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 2013 BUDGET REQUESTS

	<u>2011</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/12</u>	<u>2013</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
FINANCE					
SALARIES	361,521	383,133	218,416	383,807	674
OVERTIME	1,258	2,500	395	1,750	(750)
BENEFITS	165,688	183,789	99,396	173,418	(10,371)
SUPPLIES	8,104	8,100	3,804	8,100	0
MINOR EQUIPMENT	161	1,000	0	1,000	0
ERD RENTAL	0	0	0	0	0
BUILDING RENT	36,917	45,230	22,615	40,091	(5,139)
OTHER SERVICES	24,219	87,250	21,835	84,950	(2,300)
INFOSYS/INTGOVT	69,891	25,025	11,774	26,817	1,792
TOTAL:	\$667,758	\$736,027	\$378,235	\$719,933	(\$16,094)
	306,858	321,656	149,223	322,573	

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Finance Director	1.00
Accounting Manager	1.00
Accountant	1.00
Accounting Specialist	2.00
Deputy City Clerk	1.00
Executive Assistant	1.00
Administrative Clerk	0.50
Total	7.50

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:

\$84,000

MAJOR BUDGET CHANGES:

None

MEASUREMENT TECHNIQUE:

Implementation of goals established with City Council and Administration.

Hold legal challenges against the City to a minimum.

GENERAL FUND 2013 BUDGET REQUESTS

	<u>2011</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/12</u>	<u>2013</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	0	0	0	0	0
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	84,170	84,000	51,215	84,000	0
INTERGOVERNMENT	0	0	0		0
TOTAL:	\$84,170	\$84,000	\$51,215	\$84,000	\$0

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:

\$102,816

MAJOR BUDGET CHANGES:

Other Services includes monies to cover the cost of an updated pay and classification study.

MEASUREMENT TECHNIQUE:

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

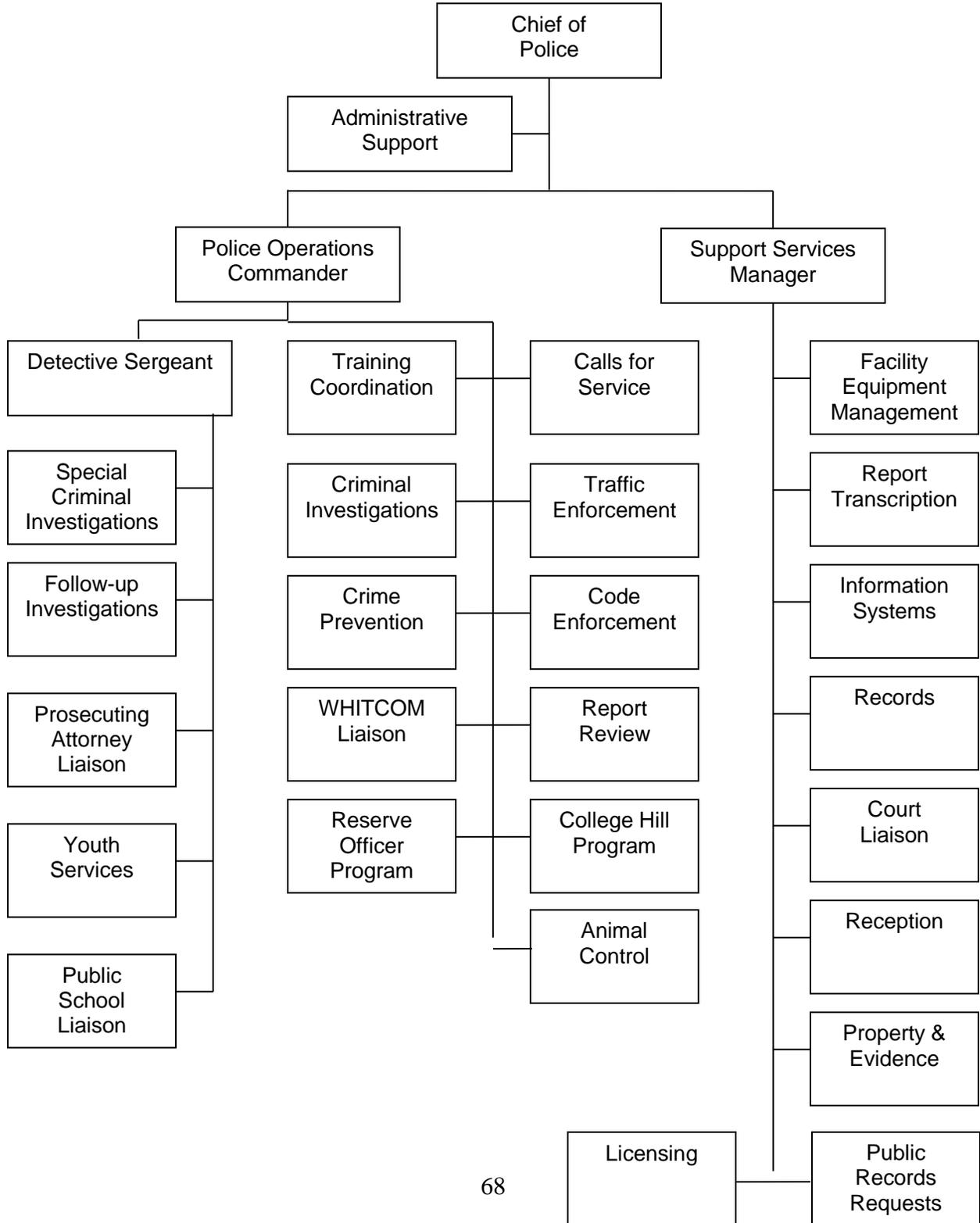
THIS PAGE IS INTENTIONALLY BLANK

GENERAL FUND 2013 BUDGET REQUESTS

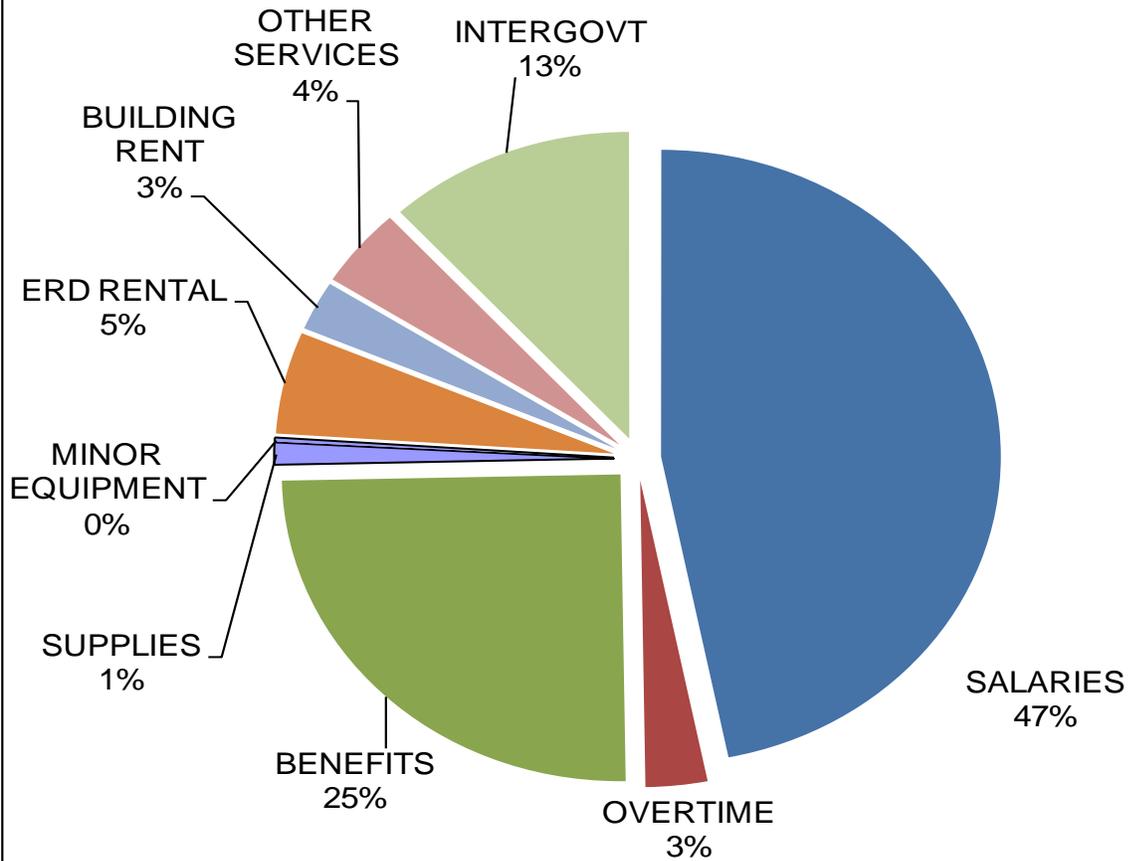
	<u>2011</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/12</u>	<u>2013</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
HUMAN RESOURCES					
SALARIES	72,144	73,344	42,787	73,344	0
OVERTIME	0	0	0		0
BENEFITS	19,800	20,996	11,898	22,722	1,726
SUPPLIES	2,229	2,750	1,222	2,750	0
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	0	0	0		0
BUILDING RENT	0	0	0		0
OTHER SERVICES	0	6,450	397	4,000	(2,450)
INTERGOVERNMENT	2,613	0	0	0	0
TOTAL:	\$96,786	\$103,540	\$56,305	\$102,816	(\$724)

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

CITY OF PULLMAN POLICE DEPARTMENT



POLICE



**TOTAL OPERATING REQUEST:
\$5,609,881**

THIS PAGE IS INTENTIONALLY BLANK

GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	<u>2011</u> <u>ACTUAL</u>	2012 <u>AMENDED</u> <u>BUDGET</u>	YTD <u>07/31/12</u>	2013 <u>REQUEST</u>	<u>\$ CHANGE</u>
POLICE					
SALARIES	2,583,881	2,714,696	1,496,503	2,626,127	(88,569)
OVERTIME	193,530	157,918	98,330	164,507	6,589
BENEFITS	1,215,209	1,418,602	744,489	1,399,077	(19,525)
SUPPLIES	68,636	254,445	42,735	64,250	(190,195)
MINOR EQUIPMENT	2,666	13,254	17,305	11,855	(1,399)
ERD RENTAL	218,447	249,901	124,951	300,854	50,953
BUILDING RENT	133,300	153,748	76,874	146,433	(7,315)
OTHER SERVICES	163,511	247,805	119,749	234,761	(13,044)
INFO SYS/INTERGOVT	646,671	656,515	385,738	662,017	5,502
TOTAL:	\$5,225,851	\$5,866,884	\$3,106,674	\$5,609,881	(\$257,003)
	\$510,118	\$775,085	\$369,859	\$635,069	

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:

Identify and arrest criminals. Aggressively pursue crime prevention and problem solving approaches utilizing a community policy philosophy, including the College Hill officer concept and the youth services officer in the public schools. Provide traffic safety with consistent traffic enforcement. Address narcotics with enforcement on a local and regional level. Address City Council goals and the recommendations provided by the Washington Association of Sheriffs and Police Chiefs assessment.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Feedback regarding levels of safety in the community; properly addressing traffic safety; impact crime through successful investigations and crime prevention. Feedback from police staff, Police Advisory Committee and City Council regarding the department being progressive and positively addressing goals and concerns.

BUDGET:

\$5,286,911

MAJOR BUDGET CHANGES:

To achieve a reduced budget, one police officer position and one part-time records specialist position will be held vacant. Benefits costs and Equipment Rental Division (ERD) rates increased.

MEASUREMENT TECHNIQUE:

Feedback from the Police Advisory Committee, City Council, police staff and citizens; crime and clearance rate changes.

THIS PAGE IS INTENTIONALLY BLANK

GENERAL FUND 2013 BUDGET REQUESTS

	<u>2011</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/12</u>	<u>2013</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
LAW ENFORCEMENT AND DETENTION					
SALARIES	2,664,273	2,714,696	1,496,503	2,626,128	(88,568)
OVERTIME	161,067	157,918	98,330	164,507	6,589
BENEFITS	1,280,681	1,418,602	744,489	1,399,076	(19,526)
SUPPLIES	54,938	254,445	42,725	64,250	(190,195)
MINOR EQUIPMENT	16,337	13,254	17,305	11,855	(1,399)
ERD RENTAL	185,765	249,901	124,951	300,854	50,953
BUILDING RENT	124,337	153,748	76,874	146,433	(7,315)
INFO SYSTEMS	31,921	37,861	17,400	33,924	(3,937)
OTHER SERVICES	137,037	182,521	88,469	180,867	(1,654)
INTERGOVERNMENT	337,115	349,578	174,825	359,017	9,439
TOTAL:	\$4,993,471	\$5,532,524	\$2,881,870	\$5,286,911	(\$245,613)
	480,886	745,871	368,307	605,855	

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	16.00
Officer:Detective - Crimes Against Persons	1.00
Officer:Detective - Crimes Against Property	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	6.00
Property/Evidence Specialist	1.00
Total	40.00

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:

\$272,834

WHITCOM contributions are \$218,940 and IS charges are \$53,894.

MAJOR BUDGET CHANGES:

None.

MEASUREMENT TECHNIQUE:

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

GENERAL FUND 2013 BUDGET REQUESTS

	<u>2011</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/12</u>	<u>2013</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
COMMUNICATIONS					
SALARIES	0	0	0		0
OVERTIME	0	0	0		0
BENEFITS	0	0	0		0
SUPPLIES	9	0	10		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	1	65,284	31,280	53,894	(11,390)
INTERGOVERNMENT	281,184	218,940	164,205	218,940	0
TOTAL:	\$281,194	\$284,224	\$195,495	\$272,834	(\$11,390)
	27,014	27,014	0	27,014	

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, and feedback from police staff and the public.

BUDGET:

\$50,136

MAJOR BUDGET CHANGES:

None.

MEASUREMENT TECHNIQUE:

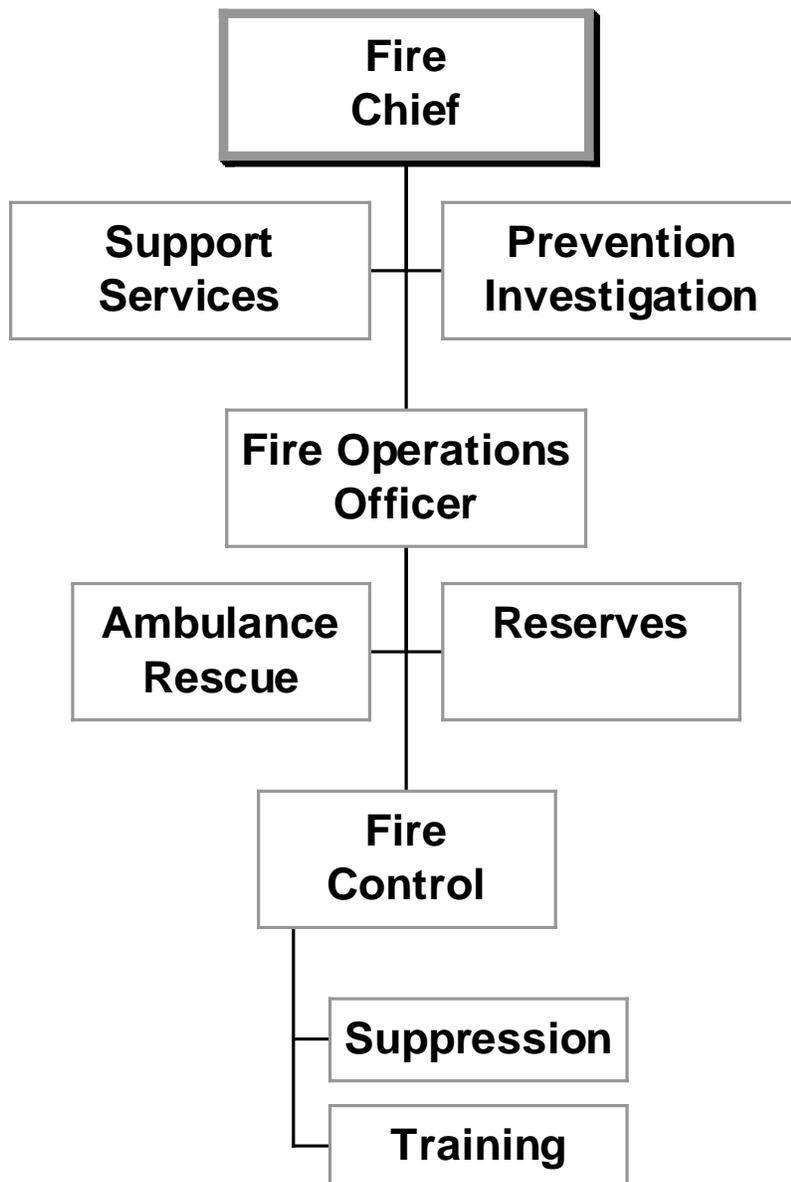
Monthly report of activity from the Humane Society. Reports from police staff and the public.

GENERAL FUND 2013 BUDGET REQUESTS

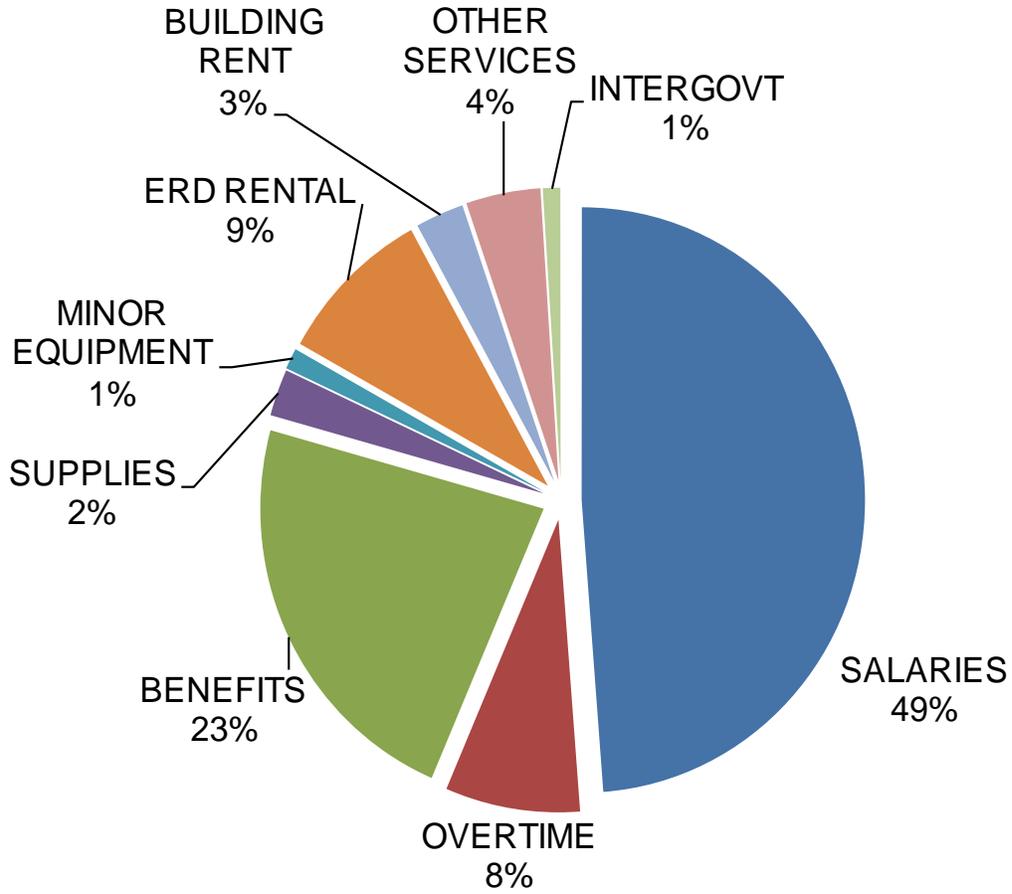
	<u>2011</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/12</u>	<u>2013</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
ANIMAL CONTROL					
SALARIES	0	0	0		0
OVERTIME	0	0	0		0
BENEFITS	0	0	0		0
SUPPLIES	0	0	0		0
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	0	0	0		0
BUILDING RENT	0	0	0		0
INFO SYSTEMS	0	0	0		0
OTHER SERVICES	0	0	0		0
INTERGOVERNMENT	50,299	50,136	29,309	50,136	0
TOTAL:	\$50,299	\$50,136	\$29,309	\$50,136	\$0
	2,218	2,200	1,552	2,200	

City of Pullman

Fire Department



FIRE SERVICES



**TOTAL OPERATING REQUEST:
\$4,359,336**

THIS PAGE IS INTENTIONALLY BLANK

GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	<u>2011</u> <u>ACTUAL</u>	<u>2012</u> <u>AMENDED</u> <u>BUDGET</u>	<u>YTD</u> <u>07/31/12</u>	<u>2013</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
FIRE SERVICES					
SALARIES	2,150,236	2,193,881	1,288,007	2,126,131	(67,750)
OVERTIME	359,445	324,519	246,385	335,038	10,519
BENEFITS	945,945	1,040,943	603,354	996,154	(44,789)
SUPPLIES	90,195	103,925	51,120	112,684	8,759
MINOR EQUIPMENT	32,498	100,710	30,275	50,400	(50,310)
ERD RENTAL	319,402	281,997	140,998	388,548	106,551
BUILDING RENT	63,538	110,882	55,441	120,625	9,743
OTHER SERVICES	104,737	188,790	103,906	185,494	(3,296)
INFO SYS/INTERGOVT	61,637	70,077	33,981	44,262	(25,815)
TOTAL OPERATING:	\$4,127,633	\$4,415,724	\$2,553,468	\$4,359,336	(\$56,388)
	\$1,834,201	\$2,118,494	\$1,205,646	\$2,204,668	

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, technical rescue 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 personnel and response apparatus.

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:

\$2,650,274

MAJOR BUDGET CHANGES:

The Fire Department budget for this year was re-set to 2012 budget minus an additional reduction of \$56,387. Currently there is one (1) open firefighter position and five (5) open reserve positions.

MEASUREMENT TECHNIQUE:

To be measured through quarterly reports.

THIS PAGE IS INTENTIONALLY BLANK

GENERAL FUND 2013 BUDGET REQUESTS

	<u>2011</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/12</u>	<u>2013</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
FIRE CONTROL					
SALARIES	1,460,499	1,420,573	840,112	1,418,543	(2,030)
OVERTIME	181,439	161,856	127,529	186,759	24,903
BENEFITS	665,567	692,583	412,521	627,439	(65,144)
SUPPLIES	41,173	46,255	25,151	50,327	4,072
MINOR EQUIPMENT	40,364	60,750	19,915	28,400	(32,350)
ERD RENTAL	117,956	118,146	50,467	152,238	34,092
BUILDING RENT	38,989	55,441	55,441	60,313	4,872
INFO SYSTEMS	54,059	60,077	28,558	34,262	(25,815)
OTHER SERVICES	118,328	130,475	72,437	91,993	(38,482)
INTERGOVERNMENT	0	0	0		0
TOTAL:	\$2,718,375	\$2,746,156	\$1,632,132	\$2,650,274	(\$95,882)
	871,616	877,483	515,843	892,600	

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	1.75
Total	32.75
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 medical emergencies and rescue situations.

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 and maintain 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:

\$1,709,062

MAJOR BUDGET CHANGES:

The Fire Department budget for this year was re-set to 2012 budget minus an additional reduction of \$56,387. Currently there is one (1) open firefighter position and five (5) open reserve positions.

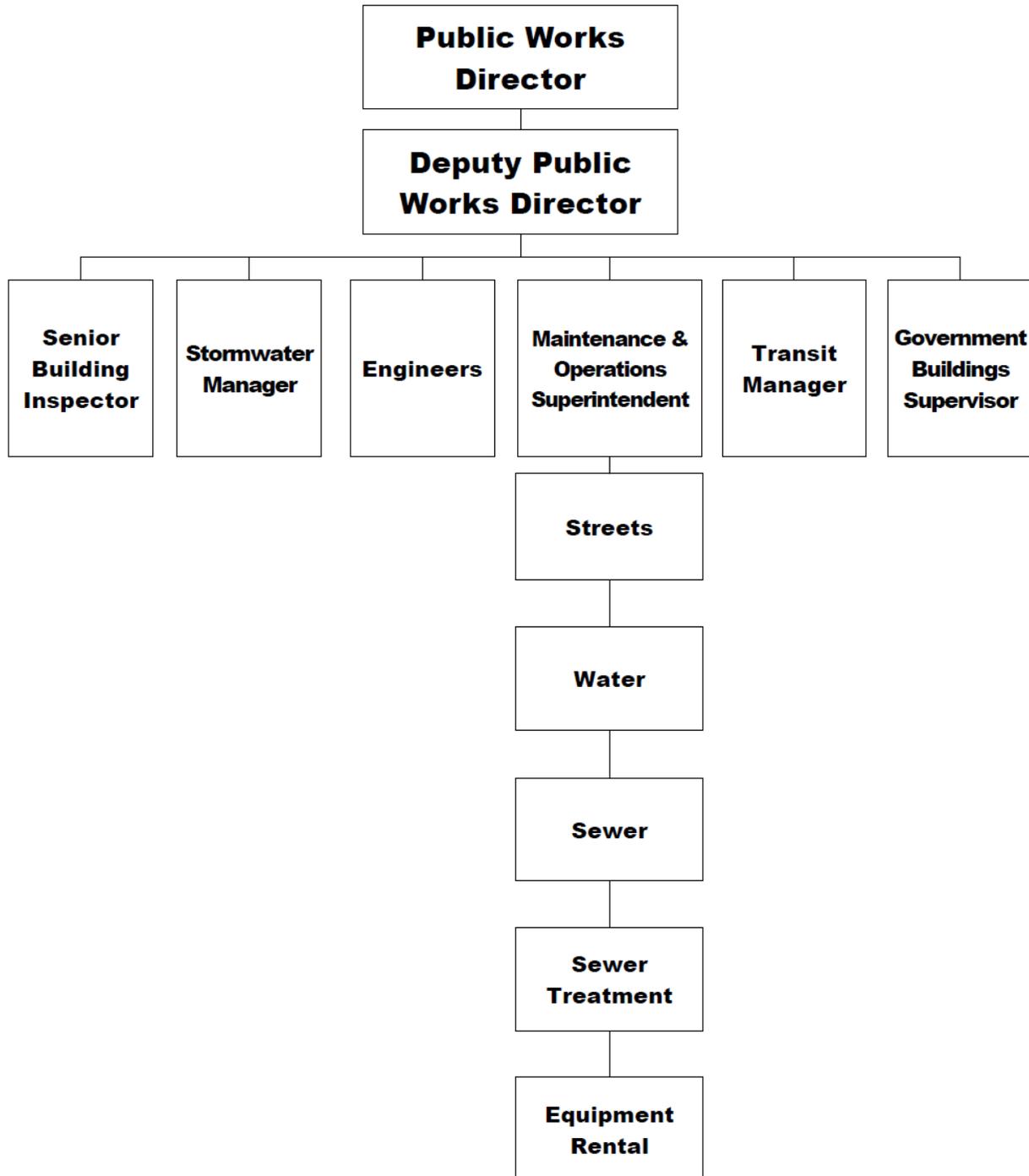
MEASUREMENT TECHNIQUE:

To be measured through quarterly reports.

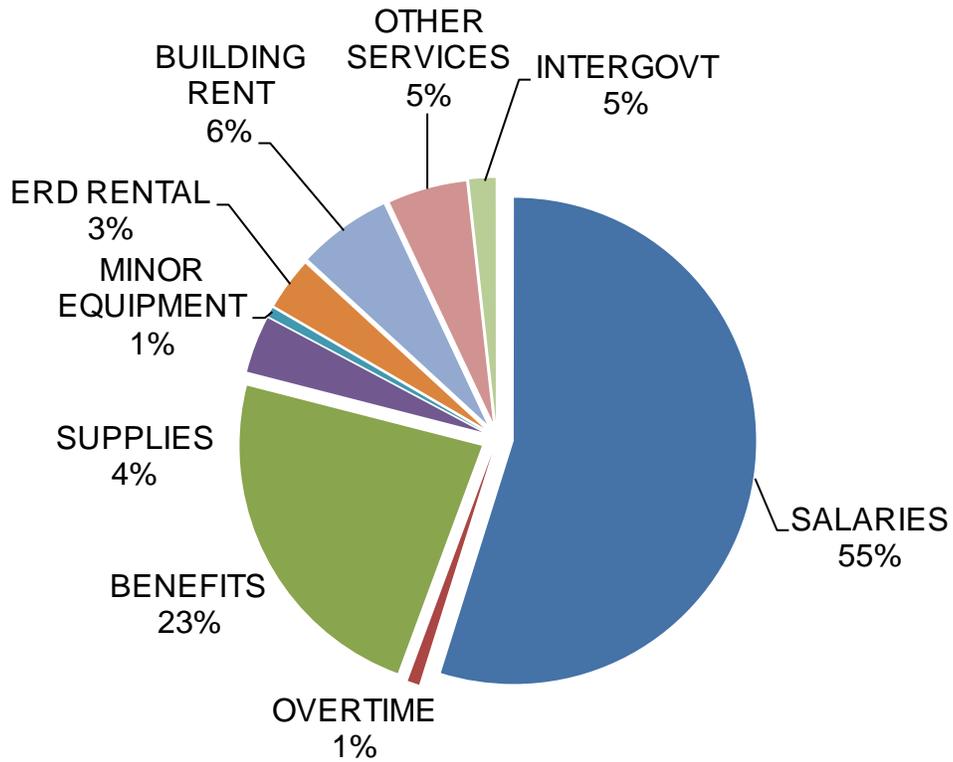
GENERAL FUND 2013 BUDGET REQUESTS

	<u>2011</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/12</u>	<u>2013</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
AMBULANCE & EMERGENCY AID					
SALARIES	722,238	773,308	447,895	707,588	(65,720)
OVERTIME	203,814	162,663	118,856	148,279	(14,384)
BENEFITS	308,994	348,360	190,833	368,715	20,355
SUPPLIES	51,959	57,670	25,969	62,357	4,687
MINOR EQUIPMENT	24,454	39,960	10,359	22,000	(17,960)
ERD RENTAL	157,302	163,851	90,531	236,310	72,459
BUILDING RENT	38,989	55,441	0	60,312	4,871
INFO SYSTEMS	0	0	0	34,261	34,261
OTHER SERVICES	24,078	58,315	31,469	59,240	925
INTERGOVERNMENT	4,690	10,000	5,424	10,000	0
TOTAL:	\$1,536,516	\$1,669,568	\$921,336	\$1,709,062	\$39,494
	962,585	1,241,011	689,803	1,312,068	

City of Pullman Public Works Department



PUBLIC WORKS



**TOTAL OPERATING REQUEST:
\$357,944**

THIS PAGE IS INTENTIONALLY BLANK

GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	<u>2011</u> <u>ACTUAL</u>	<u>2012</u> <u>AMENDED</u> <u>BUDGET</u>	<u>YTD</u> <u>07/31/12</u>	<u>2013</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
PUBLIC WORKS					
SALARIES	344,565	319,971	191,525	196,337	(123,634)
OVERTIME	345	3,225	0	2,829	(396)
BENEFITS	147,288	162,251	82,090	83,626	(78,625)
SUPPLIES	8,475	13,750	2,526	13,550	(200)
MINOR EQUIPMENT	583	1,000	0	2,200	1,200
ERD RENTAL	13,867	17,934	8,967	12,306	(5,628)
BUILDING RENT	38,848	62,675	31,338	22,122	(40,553)
OTHER SERVICES	14,985	32,290	9,043	18,700	(13,590)
INFO SYS/INTERGOVT	27,434	24,905	12,325	6,274	(18,631)
TOTAL OPERATING:	\$596,389	\$638,001	\$337,813	\$357,944	(\$280,057)
	\$335,957	\$285,000	\$130,484	\$355,000	

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 2,000 regular inspections and review 400 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:

\$377,944

MAJOR BUDGET CHANGES:

For 2012, one Building Inspector was originally budgeted through June. For 2013, that building inspector is budgeted for the full year, but another building inspector is budgeted 75% in Protective Inspections with the other 25% budgeted to a project at the Waste Water Treatment Plant. Vehicle amortization is budgeted at the full amount in 2013 after only budgeted at half the amount it should be for the past two years. Salary costs for the Administrative Specialist have been reallocated to Protective Inspections from Planning to more accurately reflect work responsibilities. 2013 will be a new code

year, so additional funds have been budgeted for new code books and training.

Minor Capital includes a replacement plan review table and chair (\$900) and two replacement cameras (\$1,300). Capital includes Protective Inspection's share of the City Hall 2nd floor remodel (\$20,000).

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 2013 BUDGET REQUESTS

	<u>2011</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/12</u>	<u>2013</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
INSPECTIONS					
SALARIES	197,210	172,220	111,480	196,337	24,117
OVERTIME	0	2,433	0	2,829	396
BENEFITS	89,423	91,992	47,777	83,626	(8,366)
SUPPLIES	5,925	6,950	1,125	13,550	6,600
MINOR EQUIPMENT	0	500	0	2,200	1,700
ERD RENTAL	8,381	7,167	3,584	12,306	5,139
BUILDING RENT	16,173	19,815	9,908	22,122	2,307
INFO SYSTEMS	7,127	6,226	3,242	4,274	(1,952)
OTHER SERVICES	21,195	19,250	3,389	18,700	(550)
INTERGOVERNMENT	0	0	0	2,000	2,000
TOTAL:	\$345,433	\$326,553	\$180,504	\$357,944	\$31,391
	335,957	285,000	130,484	355,000	

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Public Works Director	0.10
Deputy Public Works Director	0.10
Senior Building Inspector	1.00
Building Inspector	1.75
Clerical	0.80
Total	3.75

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 efficient traffic movements and address parking concerns.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Process 25 site plan reviews.

Administer approximately \$14,000,000 of construction projects and 20 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:

0

MAJOR BUDGET CHANGES:

The Engineering budget has been eliminated with all associated costs distributed to other budgets.

MEASUREMENT TECHNIQUE:

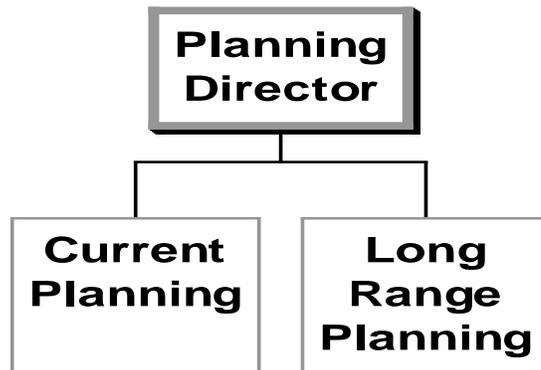
Public feedback resulting from construction projects. Traffic flow improvements and amount of parking concerns brought to traffic engineer's attention. Timeliness of construction projects. Progress on record updating.

GENERAL FUND 2013 BUDGET REQUESTS

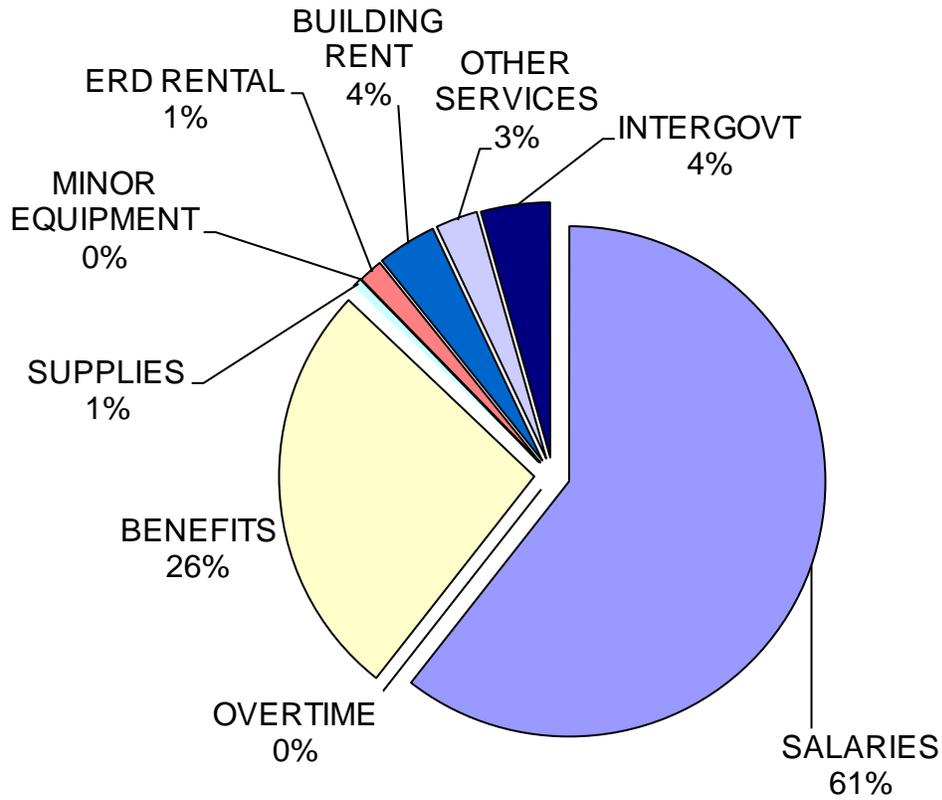
	<u>2011</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/12</u>	<u>2013</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
ENGINEERING					
SALARIES	137,681	147,751	80,044	0	(147,751)
OVERTIME	0	792	0	0	(792)
BENEFITS	62,233	70,259	34,314	0	(70,259)
SUPPLIES	6,075	6,800	1,401	0	(6,800)
MINOR EQUIPMENT	568	500	0	0	(500)
ERD RENTAL	12,581	10,767	5,383	0	(10,767)
BUILDING RENT	34,983	42,860	21,430	0	(42,860)
INFO SYSTEMS	19,956	18,679	9,076	0	(18,679)
OTHER SERVICES	8,187	13,040	5,654	0	(13,040)
INTERGOVERNMENT	4	0	7		0
TOTAL:	\$282,266	\$311,448	\$157,309	\$0	(\$311,448)
	23,803	16,250	0	0	

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Public Works Director	0.00
Deputy Public Works Director	0.00
Senior Engineering Technician	0.00
Engineering Technician	0.00
Engineering Aide (Part-time)	0.00
Clerical	0.00
Total	0.00

City of Pullman Planning



PLANNING



**TOTAL OPERATING REQUEST:
\$259,691**

ACTIVITY:

Planning

ACTIVITY DESCRIPTION:

Develop the City's Comprehensive Plan and implement its policies through administration of the zoning code, subdivision ordinance, historic preservation rules, 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.

Fulfill the City's contract with the Washington State Department of Archaeology and Historic Preservation regarding Certified Local Government obligations.

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

BUDGET:

\$259,691

MAJOR BUDGET CHANGES:

None

MEASUREMENT TECHNIQUE:

Public feedback on quality of life for community.

THIS PAGE IS INTENTIONALLY BLANK

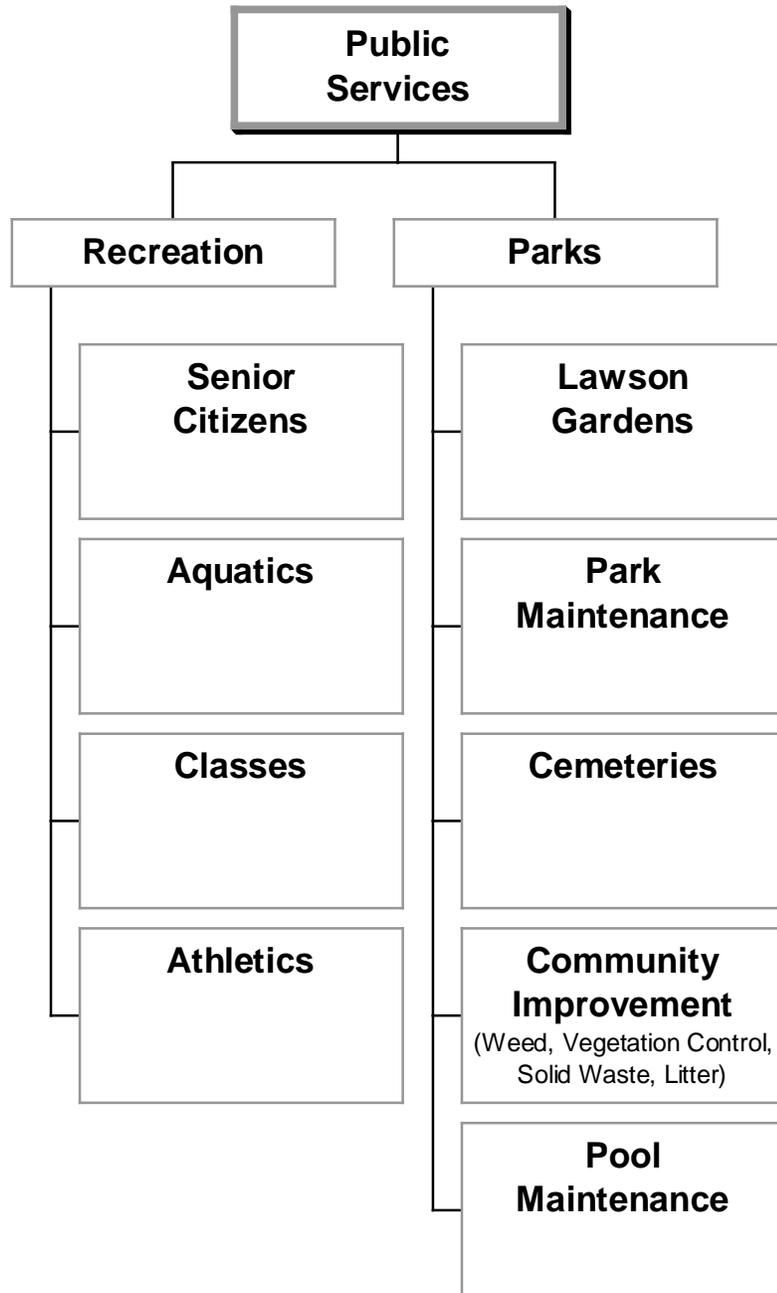
GENERAL FUND 2013 BUDGET REQUESTS

	<u>2011</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/12</u>	<u>2013</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
PLANNING					
SALARIES	161,389	164,406	95,645	157,325	(7,081)
OVERTIME	2,043	500	511	0	(500)
BENEFITS	74,556	80,244	41,979	68,820	(11,424)
SUPPLIES	872	1,600	496	1,600	0
MINOR EQUIPMENT	0	450	108	0	(450)
ERD RENTAL	0	3,500	0	3,990	490
BUILDING RENT	8,966	10,984	5,492	9,736	(1,248)
INFO SYSTEMS	3,300	3,562	1,664	3,025	(537)
OTHER SERVICES	4,082	6,900	2,868	6,835	(65)
INTERGOVERNMENT	0	0	500	8,360	8,360
TOTAL:	\$255,208	\$272,146	\$149,264	\$259,691	(\$12,455)
	3,571	5,000	8,722	10,000	

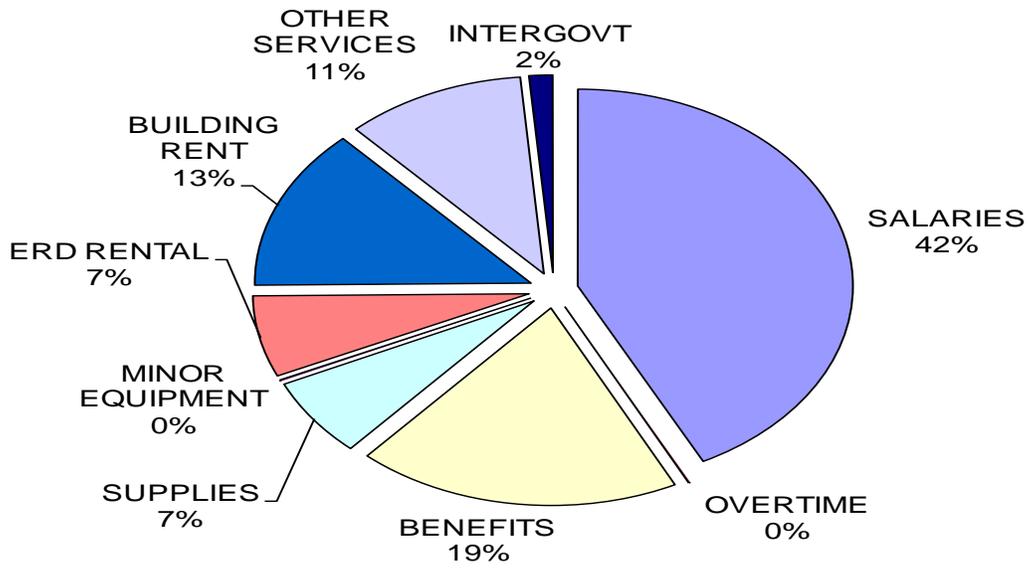
AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Director of Planning	1.00
Assistant City Planner	1.00
Clerical	0.39
Engineering/Planning Aide	0.10
Total	2.49

City of Pullman

Public Services Department



PUBLIC SERVICES



**TOTAL OPERATING REQUEST:
\$2,697,940**

THIS PAGE IS INTENTIONALLY BLANK

GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2011	2012	YTD	2013	\$ CHANGE
	<u>ACTUAL</u>	<u>AMENDED</u>	<u>07/31/12</u>	<u>REQUEST</u>	
PUBLIC SERVICES					
SALARIES	1,113,856	1,141,506	675,749	1,146,062	4,556
OVERTIME	8,888	11,000	2,884	3,000	(8,000)
BENEFITS	410,700	506,081	283,736	511,586	5,505
SUPPLIES	158,786	189,600	84,342	175,700	(13,900)
MINOR EQUIPMENT	29,401	6,200	2,760	3,250	(2,950)
ERD RENTAL	96,431	126,833	57,538	179,443	52,610
BUILDING RENT	315,470	328,447	164,224	357,194	28,747
OTHER SERVICES	292,411	286,650	151,500	284,650	(2,000)
INFO SYS/INTERGOVT	44,567	48,146	21,655	37,055	(11,091)
TOTAL OPERATING:	\$2,470,510	\$2,644,463	\$1,444,386	\$2,697,940	\$53,477
	\$1,300,575	\$1,356,011	\$474,339	\$1,437,126	

ACTIVITY:

Recreation Services

ACTIVITY DESCRIPTION:

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

GOAL:

To enhance the quality of life for residents of Pullman through access to recreation opportunities and facilities for all ages and abilities in the most cost effective manner possible. Be creative and responsive to current trends, public requests and ideas. Collaborate with other organization and businesses in the community to utilize facilities and programs to their fullest extent for the enjoyment of recreation.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Provide recreation programs and special events that appeal to a variety of age groups and interests and that are creative, inclusive, resourceful and effective.

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:

\$930,123

MAJOR BUDGET CHANGES:

None

MEASUREMENT TECHNIQUE:

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

GENERAL FUND 2013 BUDGET REQUESTS

	<u>2011</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/12</u>	<u>2013</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
RECREATION SERVICES					
SALARIES	382,527	406,118	243,266	406,852	734
OVERTIME	377	0	262	0	0
BENEFITS	166,292	180,690	102,167	178,328	(2,362)
SUPPLIES	60,870	66,000	34,590	66,000	0
MINOR EQUIPMENT	1,141	1,000	0	1,500	500
ERD RENTAL	25,873	26,989	13,495	30,146	3,157
BUILDING RENT	120,850	121,330	60,665	119,321	(2,009)
INFO SYSTEMS	11,849	11,374	5,378	10,976	(398)
OTHER SERVICES	122,450	115,000	61,311	117,000	2,000
INTERGOVERNMENT	6,029	7,050	0	0	(7,050)
TOTAL:	\$898,257	\$935,551	\$521,133	\$930,123	(\$5,428)
	333,267	324,400	237,829	329,400	

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. Provide for the beautification and maintenance of downtown Pullman planter beds, seasonal hanging baskets and seasonal lighting displays.

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 every other week or as appropriate for property.

Check daily and clean park shelters and restrooms 3 times per week, respond to vandalism or public complaints within three working days of notification and resolve in a timely fashion.

Design and implementation of city beautification improvements, and maintenance of downtown landscapes and hanging baskets.

Design and installation/removal of seasonal lighting display.

BUDGET:

Parks General \$ 851,750

MAJOR BUDGET CHANGES:

Reduction in salaries and overtime.
Reduction in supplies, capital and other services.
ERD rate adjustment increase.

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

THIS PAGE IS INTENTIONALLY BLANK

GENERAL FUND 2013 BUDGET REQUESTS

	<u>2011</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/12</u>	<u>2013</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
PARKS					
SALARIES	340,277	358,409	240,846	352,587	(5,822)
OVERTIME	2,638	11,000	2,093	3,000	(8,000)
BENEFITS	150,923	173,102	110,897	174,646	1,544
SUPPLIES	98,836	89,500	32,515	79,500	(10,000)
MINOR EQUIPMENT	22,520	5,200	2,760	1,750	(3,450)
ERD RENTAL	73,367	57,817	26,075	99,822	42,005
BUILDING RENT	0	0	0	0	0
INFO SYSTEMS	9,646	8,556	4,328	7,988	(568)
OTHER SERVICES	133,227	129,300	63,320	124,300	(5,000)
INTERGOVERNMENT	7,500	7,500	7,500	7,500	0
TOTAL:	\$838,933	\$840,384	\$490,332	\$851,093	\$10,709
	658,690	669,736	60,436	701,798	

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.

Activities in this category are reimbursed from the Street Fund.

GOAL:

Respond within three days to customer requests.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Response to emergencies within 24 hours of notification.

BUDGET:

\$41,008

MAJOR BUDGET CHANGES:

Increase of salaries to better reflect time spent with Street Tree program.
ERD rate correction.

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, and 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:

\$ 16,572

MAJOR BUDGET CHANGES:

Supplies reduction.

MEASUREMENT TECHNIQUE:

Appearance of the grounds surrounding water towers and well sites.

THIS PAGE IS INTENTIONALLY BLANK

GENERAL FUND 2013 BUDGET REQUESTS

	<u>2011</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/12</u>	<u>2013</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
STREET TREES, WATER TOWERS					
(Reimbursable from Other Funds)					
SALARIES	10,164	24,595	8,918	26,813	2,218
OVERTIME	518	0	0	0	0
BENEFITS	5,398	12,175	3,905	12,075	(100)
SUPPLIES	428	2,000	0	500	(1,500)
MINOR EQUIPMENT	0	0	0	0	0
ERD RENTAL	5,629	8,244	3,803	9,192	948
BUILDING RENT	0	0	0	0	0
INFO SYSTEMS	12,713	0	0	0	
OTHER SERVICES	0	9,000	5,609	9,000	0
INTERGOVERNMENT	0	0	0	0	0
TOTAL:	\$34,849	\$56,014	\$22,234	\$57,580	\$1,566
	23,083	55,375	0	57,580	

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.

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 three working days of notification to public complaints regarding ordinance violations.

BUDGET:

\$ 114,174

MAJOR BUDGET CHANGES:

Reductions in supplies and benefits.
ERD rate adjustment.

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.

Coordination and operation of the yearly Spring Cleanup.

GENERAL FUND 2013 BUDGET REQUESTS

	2011	AMENDED		2013	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>07/31/12</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>

COMMUNITY IMPROVEMENT

SALARIES	67,826	59,425	16,877	59,517	92
OVERTIME	0	0	0		0
BENEFITS	38,134	39,925	10,694	37,684	(2,241)
SUPPLIES	3,417	5,500	749	3,100	(2,400)
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	7,267	9,160	3,925	9,360	200
BUILDING RENT	0	0	0		0
INFO SYSTEMS	1,950	2,618	923	2,663	45
OTHER SERVICES	1,632	1,850	992	1,850	0
INTERGOVERNMENT	0	0	0		0
TOTAL:	\$120,225	\$118,478	\$34,160	\$114,174	(\$4,304)

8,508

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 three working days to notification of complaints or vandalism.

BUDGET:

\$ 106,618

MAJOR BUDGET CHANGES:

Decrease in salaries.
Reinstatement of ERD amortization rates.

MEASUREMENT TECHNIQUE:

Cemetery appearance, resource management, and public feedback.

GENERAL FUND 2013 BUDGET REQUESTS

	<u>2011</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/12</u>	<u>2013</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
CEMETERY					
SALARIES	58,609	47,227	26,983	41,719	(5,508)
OVERTIME	103	0	144	0	0
BENEFITS	17,320	16,578	9,704	16,700	122
SUPPLIES	2,405	5,600	489	5,600	0
MINOR EQUIPMENT	0	0	0	0	0
ERD RENTAL	18,890	22,899	10,242	28,399	5,500
INFO SYSTEMS	0	0	0	0	0
OTHER SERVICES	15,758	14,000	7,099	14,000	0
INTERGOVERNMENT	264	200	0	200	0
SUBTOTAL:	\$113,350	\$106,504	\$54,660	\$106,618	\$114
	12,879	21,000	10,123	21,000	

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 includes water safety education and quality swim instruction.

Help individuals develop the skills to be safe in and around the water and for swimming to become a lifetime recreational activity.

Attract regular users and members that will generate revenues sufficient to offset the operational costs by 50-55 percent.

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.

Continually review Aquatic Center revenues and expenses.

Meet ADA, safety and health regulations for operations.

BUDGET:

\$638,352

MAJOR BUDGET CHANGES:

Salaries & Benefits

- Increased by \$21,384 which is offset by the donation from Ed & Beatriz Schweitzer

Interfund Charges

- Increase in Building Rental in the amount of \$30,756

Capital

- Increased by \$266,635 of which \$225,000 will be funded with the donation from Ed & Beatriz Schweitzer. \$41,635 in funding is included for Metropolitan Park District CIP projects that were previously reflected in the Parks budget.

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.

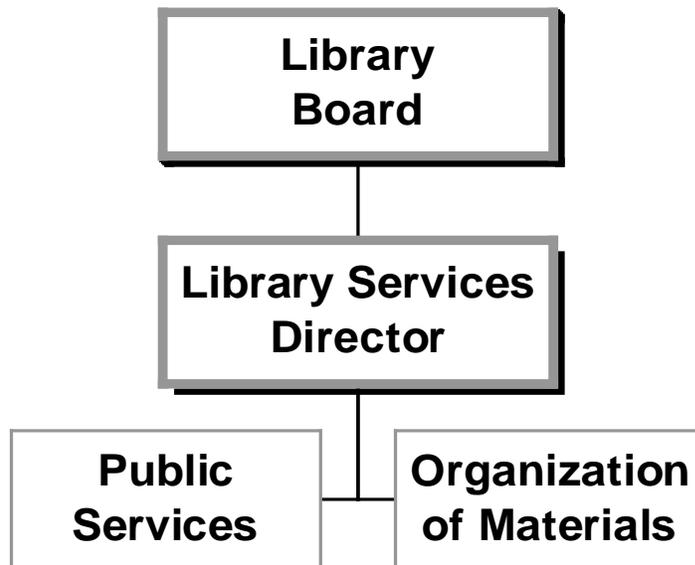
THIS PAGE IS INTENTIONALLY BLANK

GENERAL FUND 2013 BUDGET REQUESTS

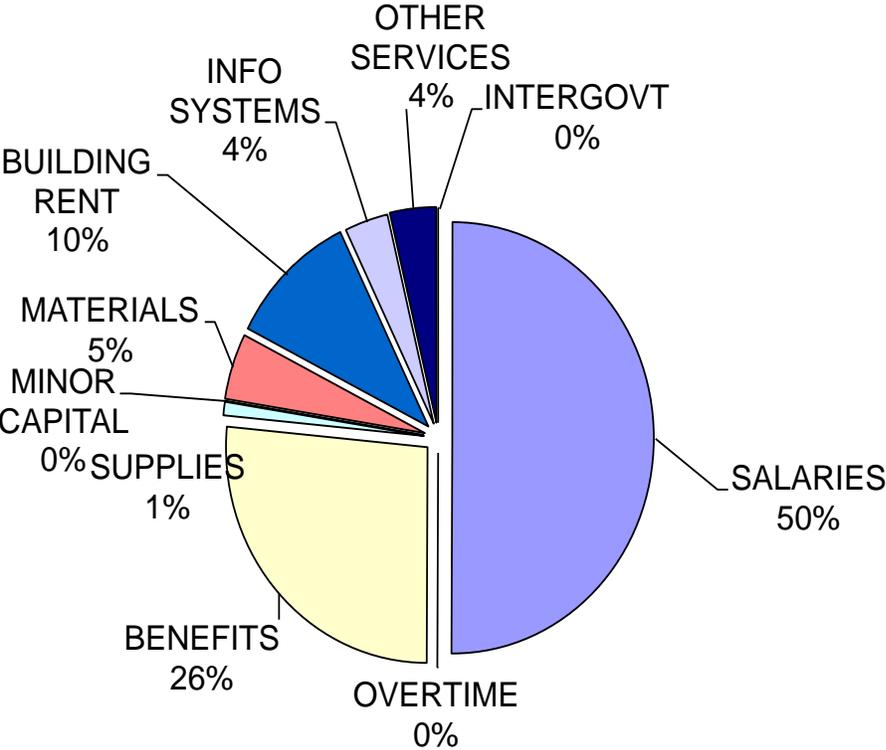
	<u>2011 ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>07/31/12</u>	<u>2013 REQUEST</u>	<u>\$ CHANGE</u>
AQUATICS CENTER					
SALARIES	238,837	245,732	138,859	258,574	12,842
OVERTIME	1,961	0	386	0	0
BENEFITS	73,317	83,611	46,368	92,153	8,542
SUPPLIES	16,401	21,000	15,999	21,000	0
MINOR CAPITAL	0	0	0	0	0
ERD RENTAL	193,614	1,725	0	2,524	799
BUILDING RENT	7,139	207,117	103,559	237,873	30,756
INFO SYSTEMS	17,965	7,448	3,526	7,728	280
OTHER SERVICES	2,936	17,500	13,169	18,500	1,000
INTERGOVERNMENT	0	3,400	0	0	(3,400)
TOTAL:	\$552,170	\$587,533	\$321,866	\$638,352	\$50,819
	272,657	285,500	165,951	318,840	

City of Pullman

Neill Public Library



NEILL PUBLIC LIBRARY



**TOTAL OPERATING REQUEST:
\$1,178,885**

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.

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.

In May of 2012, the Library Board of Trustees, staff, and Community Planning Committee began work on the library's new strategic plan. This plan will guide the library's future growth and services. The completion date is expected to be in 2013. The final plan may or may not affect the library's current four Service Roles. Currently, these services roles are as follows:

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, turnover rate of major segments of the collection, programming participation including summer reading enrollment and completion, and other measurers as appropriate and possible.

BUDGET:

\$1,178,885

MAJOR BUDGET CHANGES:

Systems Administrator: Salaries & benefits

The primary increase to the library's 2013 funding request in the area of salary and benefits is a result of new protocols in the city Finance Department. Funding and hours for the library's full-time Systems Administrator position is shared equally with the Whitman County Library District (WCLD). As a shared position, Neill Library has historically budgeted for half of the salary and benefit expenses for this position and billed WCLD for the other half of these expenses. It was noted mid-year that the full salary and benefit expenditures were being charged to the library's 2012 operating budget. For 2013, we have been directed to include full funding for all salary and benefit expenses for this position. This will increase the library's 2013 salary and benefit funding request. We will continue to bill WCLD for its portion of this expenditure to contribute revenue to the general fund. For 2013, this amount is \$43,910.

Reductions of \$71,288:

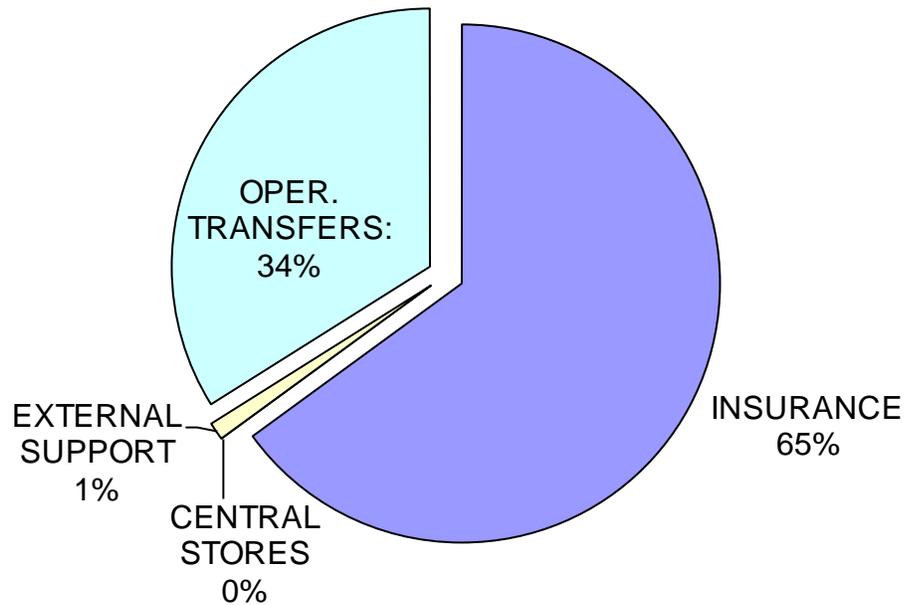
- Closure of 4 operating hours per week sustained throughout 2013 with commensurate reductions to timeslip work hour pools: \$ 15,595
- Phased-in hiring of vacant positions sustained for the last 2 years: 1 part-time Youth Services technician, and 3 timeslip non-benefitted reference assistants: \$6,234
- Reductions in other line-items: \$49,459

GENERAL FUND 2013 BUDGET REQUESTS

	<u>2011</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/12</u>	<u>2013</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
NEILL PUBLIC LIBRARY					
SALARIES	535,272	571,606	335,749	590,200	18,594
OVERTIME	0	0	0	0	0
BENEFITS	200,571	304,404	144,600	312,019	7,615
SUPPLIES	18,859	21,000	11,381	12,000	(9,000)
MINOR CAPITAL	0	15,000			(15,000)
MATERIALS	95,321	55,000	42,418	58,256	3,256
BUILDING RENT	42,555	112,969	56,485	122,019	9,050
INFO SYSTEMS	70,151	42,640	19,598	40,891	(1,749)
OTHER SERVICES	84,886	71,000	51,572	43,500	(27,500)
INTERGOVERNMENT	0	0	0	0	0
TOTAL:	\$1,047,614	\$1,193,619	\$661,803	\$1,178,885	(\$14,734)
	70,344	87,279	20,852	61,913	

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 GENERAL GOVERNMENT,
OPERATING AND
TRANSFER REQUEST:
\$839,155**

ACTIVITY:

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

Non-departmental expenditure requests include an increase to the amount requested for general governmental liability insurance purchased from Washington Cities Insurance Authority. The insurance pool's assessment has been increased due to general economic conditions, increased costs of litigation and underlying re-insurance costs.

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 \$3,194 in 2013.

Operating Transfers include \$32,013 as the support provided to the Pullman-Moscow Regional Airport, \$4,159 as support for the Government Access Channel, which was moved to the Information Systems Fund in 2004, 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 2013, the Capital Improvement Committee approved General Fund capital projects totaling \$298,966. The approved projects are the high band radios lease for both Police and Fire, Police Mobile Data Computers Advanced Authentication, Fire Department Engine, Pioneer Center Gym Lighting Upgrade, , and emergency services defibrillator replacement. Additional projects were added to the total as a result of a donation from Ed and Beatrice Schweitzer for upgrades to the Aquatic Center

Total C.I.P. project funding from General fund sources is \$535,166.

THIS PAGE IS INTENTIONALLY BLANK

GENERAL FUND 2013 BUDGET REQUESTS

	2011 <u>ACTUAL</u>	AMENDED <u>BUDGET</u>	<u>07/31/12</u>	2013 <u>REQUEST</u>	<u>\$ CHANGE</u>
GENERAL GOVERNMENT					
INSURANCE	171,537	175,700	164,022	187,700	12,000
OTHER SERVICES	2,487	15,000	30,186	15,000	0
CENTRAL STORES	0	500	0	0	(500)
TOTAL:	\$174,024	\$191,200	\$194,207	\$202,700	\$11,500
	19,063		18,196		
EXTERNAL SUPPORT					
ALCOHOLISM	5,529	7,100	3,263	3,194	(3,906)
TOTAL:	\$5,529	\$7,100	\$3,263	\$3,194	(\$3,906)
OPERATING TRANSFERS					
STREETS/OTHER FUNDS	0	0	0	0	0
INFO SYS - GOV'T ACCESS	0	5,100	5,100	4,159	(941)
GOVT BUILDINGS	5,100	0	0		0
ERD	61,923	61,923	89,915	61,923	0
AIRPORT	32,013	32,013	32,013	32,013	0
TOTAL:	\$99,036	\$99,036	\$127,028	\$98,095	(\$941)
OPER. SUBTOTAL:	\$278,590	\$297,336	\$324,498	\$303,989	\$6,653
CAPITAL EXPENDITURES					
C.I.P. PROJECTS					
ADMIN/FINANCE	0	0	0	0	0
POLICE	18,001	17,516	17,516	29,516	12,000
FIRE	43,514	79,015	82,820	219,015	140,000
INSPECTIONS	0	21,000	118	20,000	(1,000)
PARKS	23,496	21,450	20,089	266,635	245,185
LIBRARY	0	0	0	0	0
TOTAL:	\$85,011	\$138,981	\$120,543	\$535,166	\$396,185
CAPITAL FUND TRANSFERS:					
OTHER FUNDS	85,198	0	0	0	0
TOTAL CAPITAL:	\$170,209	\$138,981	\$120,543	\$535,166	\$396,185
PAGE TOTAL:	\$448,799	\$436,317	\$445,041	\$839,155	\$402,838

ACTIVITY:

2013 General Fund Capital Improvement Projects

ACTIVITY DESCRIPTION:

This activity segregates the capital improvement projects from the rest of the General Fund. On July 10, 2012 the City Council adopted the CIP for 2013 - 2018. Only debt repayment General Fund projects and limited capital improvement projects were recommended and approved for funding by the Council.

BUDGET:

\$535,166	Direct Expenditures
0	Transfers to other Funds
<hr/>	
\$535,166	Total

2013 GENERAL FUND C.I.P PROJECTS

<u>Department</u>	<u>Project</u>	<u>Amended 2012 Budget</u>	<u>Estimate Yr End 2012</u>	<u>Carryover to 2013</u>	<u>Carryover to 2014</u>	<u>New 2013 Request</u>	<u>Dept Total</u>
Police	Narrow Banding Radio Project	23,729	17,516	0		17,516	
	Mobile Data Computers Adv. Authentication					12,000	
	Subtotal:	23,729	17,516	0		29,516	\$29,516
Fire	Defibrillator Replacement	27,302	27,302	0		27,302	
	Narrow Banding Radio Project	16,213	16,213	0		16,213	
	Floor Drain Station 1	23,000	25,288				
	Fire Engine					175,500	
	Electric Patient Cart	12,500	13,061		13,561	0	
Subtotal:	79,015	81,864	0		219,015	\$219,015	
Protective Inspec	2nd Floor Remodel	21,000	1,000	20,000		0	
Subtotal:		21,000	1,000	20,000		0	\$20,000
Parks	Entrance Signs		0	0	15,500	0	
	Lighting Upgrade - Pioneer Center Gym	6,600	0	0	6,600	0	
	Aquatic Center Fitness Equipment		25,000			11,000	
	Aquatic Center Pool Plaster Renovations	0	0			30,635	
	Schweitzer Donations					225,000	
	Replace Sound Baffled - Aquatic Center	14,850	13,873	0		0	
Subtotal:		21,450	38,873	0	22,100	266,635	\$266,635
Library		0	0	0		0	
		0	0	0		0	
Subtotal:		0	0	0		0	\$0
TOTAL GENERAL FUND DIRECT:		124,194	139,253	20,000	22,100	515,166	535,166
Transfers to Other Funds							
Total Transfers to Other Funds:		0	0	0		0	\$0
TOTAL GENERAL FUND CAPITAL:		\$124,194	\$139,253	\$20,000	\$22,100	\$515,166	\$535,166
<u>C.I.P. Reserve:</u>		<u>Beginning 2012</u>	<u>Additions/ 2012</u>	<u>Year End 2012</u>	<u>Additions (Uses) in 2012</u>	<u>Additions (Uses) in 2013</u>	<u>Year End 2013</u>
	Transfer from Undesignated Reserves:	\$210,346	57,564 (\$39,349)	\$228,561	\$0	(\$207,500)	\$21,061

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:

\$1,452,800

MAJOR BUDGET CHANGES:

The Arterial Street budget follows the Transportation Improvement Program adopted by Council. The 2013 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.

2013 Program:

Wawawai Path and Road	\$ 839,600
Grand Avenue Widening - Nye to Ritchie	100,000
Bishop/Klemgard Signal	15,000
Stadium Way Resurfacing	274,300
Miscellaneous	192,500
Total	<u>\$1,452,800</u>

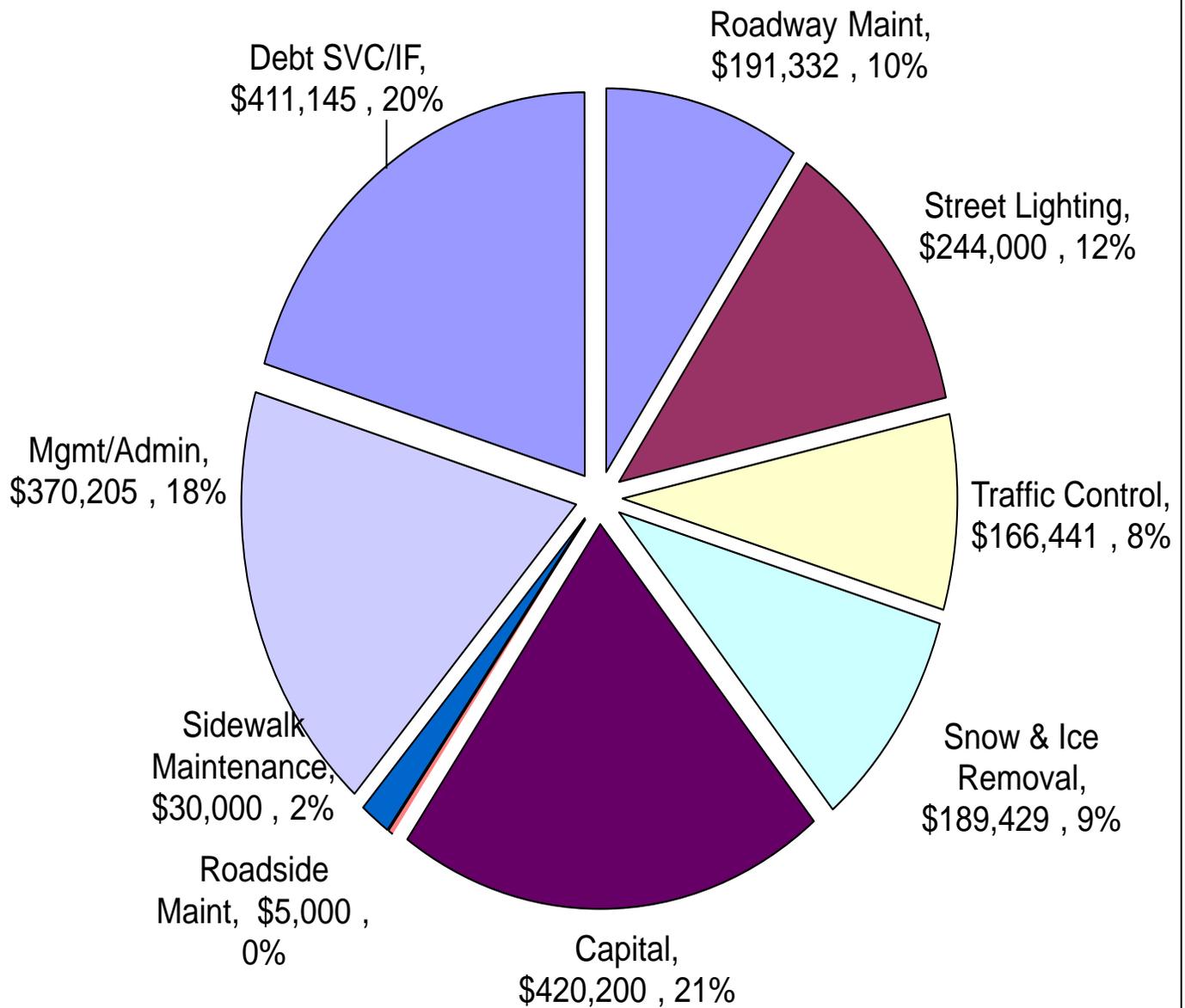
MEASUREMENT TECHNIQUE:

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

ARTERIAL STREET FUND #104

	<u>2011 ACTUAL</u>	<u>2012 BUDGET</u>	<u>YTD 07/31/12</u>	<u>2013 REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
FEDERAL GRANTS				268,670	268,670
STATE GRANTS	888,801	60,705			(60,705)
GAS TAX	198,008	190,000	109,027	190,000	
MISCELLANEOUS				839,600	839,600
TOTAL REVENUES:	\$1,086,809	\$250,705	\$109,027	\$1,298,270	\$1,047,565
+BEGINNING CASH:	1,189,508	1,360,821	1,360,821	1,486,372	125,551
TOTAL RESOURCES:	2,276,317	\$1,611,526	\$1,469,848	\$2,784,642	\$1,173,116
EXPENDITURES:					
SALARIES		14,000	5,427	36,000	22,000
OVERTIME		1,000		2,000	1,000
BENEFITS		6,700	2,034	14,800	8,100
SUPPLIES	3,091	800	163	1,000	200
MINOR EQUIPMENT	29,218	3,000		3,000	
OTHER SERVICES	3,064	108,700	15,930	97,000	(11,700)
INTGOVT/OTHER	880,122	7,500		7,000	(500)
CAPITAL		1,225,600	37,287	1,292,000	66,400
TOTAL EXPENDITURE	\$915,495	\$1,367,300	\$60,841	\$1,452,800	\$85,500
+ENDING CASH	1,360,821	244,226	1,409,008	1,331,842	1,087,616
TOTAL USES:	\$2,276,317	\$1,611,526	\$1,469,848	\$2,784,642	\$1,173,116

2013 Street Budget \$2,035,462



FUND NUMBER:

105

TITLE**STREETS****ACTIVITY DESCRIPTION:**

Maintenance of the City street and bridge systems, maintenance and operation 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 and efficient manner for the motoring and pedestrian public.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Complete 1,500 square yards of asphalt distress patching; complete \$300,000 accelerated street maintenance program; install/replace 150 street signs; inspect and monitor 19 traffic signals daily; paint 115,000 lineal feet of centerline, fog line, curbs, bike paths, and crosswalks; 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 (64 miles plus 9.31 miles of state highway) for the motoring public.

BUDGET:

\$2,035,462

MAJOR BUDGET CHANGES:

1.2 FTE of Engineering Technician and associated ERD, Government Buildings, and Information Services charges (an estimated total of \$100,000) have been reallocated to Streets from the discontinued Engineering budget. Irrigation water for street landscaping, parking lot maintenance, and right of way weed control (an estimated total of \$70,000) has been reallocated to Streets from the Parks budget. The 2013 budget also includes \$100,000 for a transportation study in response to a Council goal, \$40,000 for a state-mandated periodic pavement rating analysis, and \$7,200 for the Street share of the replacement upgrade of a vehicle used by the Engineering staff to an electric vehicle, as approved through CIP. The annual payment of \$188,000 to Stormwater from Streets has been eliminated. Because revenues have been relatively stagnant over the last nine years and to attempt to preserve the reserves in the Street Fund, certain capital expenses are being reduced for 2013. Crack sealing (\$20,000) and sidewalk infilling (\$40,000) have been deleted, sidewalk repair has been reduced from \$40,000 to \$30,000, and the accelerated street maintenance program has been reduced from \$600,000 to \$300,000.

Minor Equipment includes preformed traffic loops (\$1,500); a walk-behind paint machine (\$8,000), bins and shelves for sign lettering (\$1,000); and miscellaneous hand tool and equipment replacements (\$3,500).

Major Capital includes the Accelerated Street Maintenance Program (\$300,000), Street's share of the City Hall 2nd Floor Remodel (\$60,000), and miscellaneous street lighting improvements (\$10,000).

MEASUREMENT TECHNIQUES

Square yards of new pavement and hours of street system disruption due to ice, snow or flood and timeliness of street painting.

STREET FUND #105

	<u>2011 ACTUAL</u>	<u>AMENDED 2012 BUDGET</u>	<u>YTD 07/31/12</u>	<u>2013 REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
UTILITY TAX	1,132,018	1,076,000	622,318	1,114,000	38,000
1/4% R.E. TAX	135,182	125,000	104,928	150,000	25,000
GASOLINE TAX	420,766	400,000	231,682	400,000	
GRANTS, OTHER DIRECT	6,317	5,700	16,924	6,250	550
GENERAL FUND - C.I.P.					
TRANSIT FUND	100,000	100,000	100,000	100,000	10,000
TOTAL REVENUES:	1,794,284	1,706,700	1,075,853	1,770,250	63,550
+BEGINNING FUND BALANCE	1,561,973	1,561,973	1,561,973	1,293,025	(268,948)
TOTAL RESOURCES:	\$3,356,256	\$3,268,673	\$2,637,825	\$3,063,275	(\$205,398)
EXPENDITURES:					
SALARIES	219,327	181,807	102,533	242,886	61,079
OVERTIME	7,032	12,677	2,122	12,677	
BENEFITS	110,436	107,967	53,280	133,153	25,186
SUPPLIES	206,287	246,500	66,101	252,200	5,700
MINOR EQUIPMT	2,314	31,200	4,618	16,500	(14,700)
ERD / BLDG.RENTAL/ INFO	205,008	278,109	107,580	418,855	140,746
OTHER SERVICES	485,916	431,508	207,185	538,991	107,483
INTERGOVERNMENTAL	180,593	243,156	234,757	50,200	(192,956)
CAPITAL & ACCEL MAINT.	761,695	754,500	92,222	370,000	(384,500)
TOTAL EXPENDITURE	2,178,608	2,287,424	870,398	2,035,462	(251,962)
+ENDING FUND BALANCE	1,561,973	981,249	1,767,427	1,027,813	46,564
TOTAL USES:	\$3,740,581	\$3,268,673	\$2,637,825	\$3,063,275	(\$205,398)

STAFFING	
<u>Position</u>	<u>Full-Time Equivalent</u>
Maintenance Superintendent	0.15
Maintenance Supervisor	0.12
Operations Supervisor	0.10
Control Specialist	0.05
Maintenance Workers	2.16
Engineering Technician	1.30
Seasonal/Casual	0.67
Administration	0.20
Clerical	0.25
Total	5.00

FUND NUMBER

120

TITLE**CIVIC IMPROVEMENT****PROPOSED 2013 TOURISM BUDGET****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: **\$312,214**

EXPENDITURES

Contractual payments to the Pullman Chamber of Commerce to reimburse its expenses for promoting and encouraging tourism and conferencing in the City. The 2013 request is summarized below:

Salaries:	Tourism Director	\$ 35,020
	Event Coordinator (new position)	\$ 28,000
	Office Manager	\$ 3,500
	Part-time Seasonal Intern	\$ 2,500
Payroll Taxes:	Tourism Director	\$ 3,852
	Event Coordinator	\$ 3,080
	Office Manager	\$ 336
Simple IRA Benefit:	Tourism Director	\$ 1,192
	Event Coordinator	\$ 1,192
	Office Manager	\$ 76
Medical Benefits		\$ 7,416
1-800 Phone Number		\$ 400
Postage		\$ 8,300
Travel/Tourism Meetings		\$ 3,200
The Palouse Scenic Byway Program for Whitman Co.		\$ 18,000
Brochures		\$ 22,650
	Pullman-Moscow Visitor's Guide	\$10,000
	Downtown Map (pad)	\$1,180
	Winery/Brewery Rack Cards	\$ 500
	Loop Tour of Discovery	\$3,000
	Historic Walking Tour	\$1,500
	Ag Tourism Brochure	\$2,000
	Welcome Packet development	\$2,500
	Calendar of Events Posters	\$ 520
	Walk of Fame Brochure	\$1,200
	Camping/RV Brochure	\$ 250 (in house)
	Volunteer Brochure	\$ 0 (in house)

National Lentil Festival	\$ 25,000
Holiday Festival & Tree Lighting	\$ 4,000
First Down Friday Night	\$ 8,500
General Advertising	\$ 85,000 (targeted ads)
Tourism Promotion Grants	\$ 35,000
Office supplies and equipment rental	\$ 4,800
Insurance	\$ 3,000
Technology and Software	\$ 2,000
Website and DSL Fees	\$ 5,000
Total Budget Requested	\$311,014

This request asks to continue to support both a full time Tourism Director and an Events Coordinator. \$35,020 to fund a Tourism Director to work forty hours per week throughout the year. This position administers the tourism budget, development of ads and brochures, managing websites and social media applications, attending meetings and developing tourism education for local businesses, Scenic Byway, Palouse Marketing Committee, relocation and visitor request fulfillment and other tourism related projects. This request includes a cost of living raise to \$28,000 funding for an Event Coordinator to work forty hours per week throughout the year. This position covers events including Fourth of July, National Lentil Festival, Volunteer Appreciation Picnic, First Down Friday Nights, and Holiday Fest and assists with greeting visitors. This request also includes \$2,500 funding for a Special Events Intern to help with the 4th of July and National Lentil Festival. In 2011 funds were requested to pay the Office Manager for tourism-related work including paying bills and assisting with events. These funds are included in the budget.

This request includes \$18,000 to continue work on the Palouse Scenic Byway Program, which was authorized by the City Council on October 2, 2001. This money will update the website to be interactive with smart phones, installation of a Wayfinding sign in Pullman and do further advertising. This website generates more views than any other site.

Funding for brochure publication includes production of an all-inclusive, magazine style brochure. Also, redesigning a historic walking tour brochure, City maps, and winery and brewery rack cards for use primarily within Pullman. A portion will be directed to designing a "Welcome" packet to be given out at organized group events that come to Pullman (ie: Bus Tours, Photo Tours, sporting events and conferences).

Funding for the National Lentil Festival is requested at a lower level than last year and includes just advertising and

promotion. Funding for the annual Holiday Festival and is requested at a lower level than last year and includes just advertising and promotion. Funding for the First Down Friday Night event is requested at \$8,500 for next year as it is more expensive to advertise 5 separate events. Advertising will be purchased to cover the Seattle and Spokane areas.

Funding for general advertising is requested at the \$85,000. Due to the addition of hotel rooms in 2013 and the success of targeted advertising in 2011, generating 3 times the visitor requests as the previous year, we would like to extend our reach to biking and motorcycling.

Funding for Tourism Promotion Grants is requested at a reduced level (\$40,000 less) for next year to cover just advertising and promotional costs of events.

An additional line item for insurance costs is added this year. This policy covers the City of Pullman for any event.

Tourism Director manages 3 separate websites, Pullman Chamber, Palouse Scenic Byway and National Lentil Festival. This allows tracking of average time spent on each website, page views per visit, and top referring sites.

Web Stats Palouse Scenic Byway has the most views and should receive an extensive update

2012	Visits	Page Views	New Visits	Avg. Time	Click Through Pages per view	2011
Month						
Chamber Website	3489	11,016	71%	3.11 min	3 pages	3173 visits
1st Quarter average						13,531 page views
						4 pages
2 nd Quarter average	5054	13,318	72%	2.5 min	3 pages	3567 visits 14,648 page views 4 pages
July	6720	15,889	72%	2 min	2 pages	3681 visits 14,076 page views 4 pages
August						4002 visits 15,661 page views 4 pages
Lentil Festival Website	facebook	414 likes				

1 st Quarter average	877	2287	83%	1.5 min	2.5 pages		
2nd Quarter average	1652	4516	79%	2 min	3 pages		
July	2962	8828	76%	2 min	3 pages		
August							
Palouse Scenic Byway							
1 st Quarter average	4565	56,204		16 min	11 pages		
2 nd Quarter average	7355	67,538		13 min	9 pages		
July	7834	90,258		12 min	11 pages		
August	7147	76,046		11 min	4 pages		

Mailings	2010	2011	2012 (as of 9/10)
Relocation Packets	395	253	226
Visitor Guides	3325	1627	3501

CIVIC IMPROVEMENT FUND #120

	<u>2011 ACTUAL</u>	<u>AMENDED 2012 BUDGET</u>	<u>YTD 07/31/12</u>	<u>2013 REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
LODGING EXCISE TAX	304,884	295,000	172,658	311,014	16,014
INTEREST	1,232	1,365	731	1,200	(165)
TOTAL REVENUES:	\$306,116	\$296,365	\$173,389	\$312,214	\$15,849
+BEGINNING FUND BALANCE:	923,327	967,200	967,200	969,103	1,903
TOTAL RESOURCES:	\$1,229,443	\$1,263,565	\$1,140,589	\$1,281,317	\$17,752
EXPENDITURES:					
CONTRACT FOR TOURISM & CONVENTION PROMOTIONS	262,242	340,162	152,726	311,014	(29,148)
TOTAL EXPENDITURE	\$262,242	\$340,162	\$152,726	\$311,014	(\$29,148)
+ENDING FUND BALANCE	967,200	923,403	987,863	970,303	46,900
TOTAL USES:	\$1,229,443	\$1,263,565	\$1,140,589	\$1,281,317	\$17,752

FUND NUMBER:

310

TITLE

Cemetery Expansion

PURPOSE:

To provide funds for cemetery expansion and/or development.

GOAL:

Continue to provide the opportunity for capital cemetery improvements.

BUDGET:

\$6,000

MAJOR BUDGET CHANGES:

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

CEMETERY EXPANSION FUND #310

	<u>2011 ACTUAL</u>	<u>2012 BUDGET</u>	<u>YTD 07/31/12</u>	<u>2013 REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
FEEs	432	800		450	(350)
OTHER	407				
TOTAL REVENUES:	839	800		450	(350)
+BEGINNING CASH:	16,882	17,722	17,722	18,172	450
TOTAL RESOURCES:	\$17,722	\$18,522	\$17,722	\$18,622	\$100
EXPENDITURES:					
SALARIES					
BENEFITS					
SUPPLIES					
MINOR CAPITAL					
OTHER SERVICES					
LAND PURCHASE					
IMPROVEMENTS		6,000		6,000	
TOTAL EXPENDS:		6,000		6,000	
+ENDING CASH	17,722	12,522	17,722	12,622	100
TOTAL USES:	\$17,722	\$18,522	\$17,722	\$18,622	\$100

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:

\$40,975

EXPENDITURES:

Principal:	\$35,000
Interest:	4,305
Registration:	305
Total:	\$39,610

2005 LTGO BOND FUND #315

	<u>2011 ACTUAL</u>	<u>2012 BUDGET</u>	<u>YTD 07/31/12</u>	<u>2013 REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
GENERAL FUND	42,500	40,975	40,975	39,610	(1,365)
BOND PROCEEDS					
INVESTMENTS					
TOTAL REVENUES:	42,500	40,975	40,975	39,610	(1,365)
+BEGINNING CASH:	327	585	585	589	4
TOTAL RESOURCES:	\$42,827	\$41,560	\$41,560	\$40,199	(\$1,361)
EXPENDITURES:					
PRINCIPAL:					
2005 LTGO	35,000	35,000	35,000	35,000	
INTEREST:					
2005 LTGO	6,335	5,670	2,835	4,305	(1,365)
OTHER IMPROVEMENTS					
REGISTRATION	907	305		305	
TOTAL EXPENDITURE	42,242	40,975	37,835	39,610	(1,365)
+ENDING CASH	585	585	3,725	589	4
TOTAL USES:	\$42,827	\$41,560	\$41,560	\$40,199	(\$1,361)

2005 LTGO BOND BALANCE OUTSTANDING AS OF DECEMBER 31, 2012:

2005 LTGO	<u>Amount</u>	<u>Maturity</u>
	\$ 105,000	December 1, 2015
TOTAL:	\$ 105,000	

FUND NUMBER:

316

TITLE

2007 BOND FUND

PURPOSE:

This fund was established to account for the revenue and expenditures related to the Parks and Paths Bond Fund.

REVENUES:

Funding for this project is from property taxes.

EXPENDITURES:

2013 expenditures include \$283,100 for principle, interest, and registration to service the bonds. \$5,000 has also been budgeted for completion of preliminary design work on the Spray Pool project.

2007 BOND FUND #316

	<u>2011 ACTUAL</u>	<u>2012 BUDGET</u>	<u>YTD 07/31/12</u>	<u>2013 REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
PROPERTY TAX	285,701	281,900	154,116	283,100	1,200
EQUITY TRANSFER IN					
BOND PROCEEDS					
INVESTMENTS	4,573				
TOTAL REVENUES:	290,274	281,900	154,116	283,100	1,200
+BEGINNING CASH:	721,777	703,245	703,245	673,295	(29,950)
TOTAL RESOURCES:	\$1,012,051	\$985,145	\$857,361	\$956,395	(\$28,750)
EXPENDITURES:					
PRINCIPAL:					
2007 GO	215,000	220,000		230,000	10,000
INTEREST:					
2007 GO	70,100	61,500	30,750	52,700	(8,800)
OTHER IMPROVEMENTS	23,706	30,000		5,000	(25,000)
DEBT ISSUE COSTS					
REGISTRATION		400		400	
TOTAL EXPENDITURE	308,806	311,900	30,750	288,100	(23,800)
+ENDING CASH	703,245	673,245	826,611	668,295	(4,950)
TOTAL USES:	\$1,012,051	\$985,145	\$857,361	\$956,395	(\$28,750)

2007 GO BOND BALANCE OUTSTANDING AS OF DECEMBER 31, 2012:

2007 GO Bond	<u>Amount</u> \$ 1,250,000	<u>Maturity</u> December 1, 2017
TOTAL:	\$ 1,250,000	

FUND NUMBE:

TITLE

317

2009 WATER-SEWER REVENUE BOND FUND

PURPOSE:

This fund collects the necessary General Fund amounts from the Water and Sewer system to repay the bond for Airport water construction and Well 8 construction.

REVENUES

Estimated receipts: \$198,908

EXPENDITURES

Estimated expenditures: \$198,908

2009 WATER-SEWER REVENUE BOND FUND #317

	<u>2011 ACTUAL</u>	<u>2012 BUDGET</u>	<u>YTD 07/31/12</u>	<u>2013 REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
INTER-GOVERNMENTAL	46,500				
BOND PROCEEDS					
INVESTMENTS					
TRANSFERS IN	158,408	201,908	201,908	198,908	(3,000)
TOTAL REVENUES:	204,908	201,908	201,908	198,908	(3,000)
+BEGINNING CASH:	203,998	192,415	192,415	192,063	(352)
TOTAL RESOURCES:	\$408,906	\$394,323	\$394,323	\$390,971	(\$3,352)
EXPENDITURES:					
PRINCIPAL:					
2009 REV BONDS	100,000	100,000		100,000	
INTEREST:					
2009 REV BONDS	102,908	100,908	50,454	97,908	(3,000)
OTHER IMPROVEMENTS					
REGISTRATION				1,000	1,000
TRANSFERS	13,583		1,050		
TOTAL EXPENDITURE	216,490	201,908	51,503	198,908	(3,000)
+ENDING CASH	192,415	192,415	342,820	192,063	(352)
TOTAL USES:	\$408,906	\$394,323	\$395,372	\$390,971	(\$3,352)

2009 REVENUE BOND BALANCE OUTSTANDING AS OF DECEMBER 31, 2012:

2009 Revenue Bonds	<u>Amount</u> \$ 2,390,000	<u>Maturity</u> September 1, 2029
TOTAL:	\$ 2,390,000	

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.

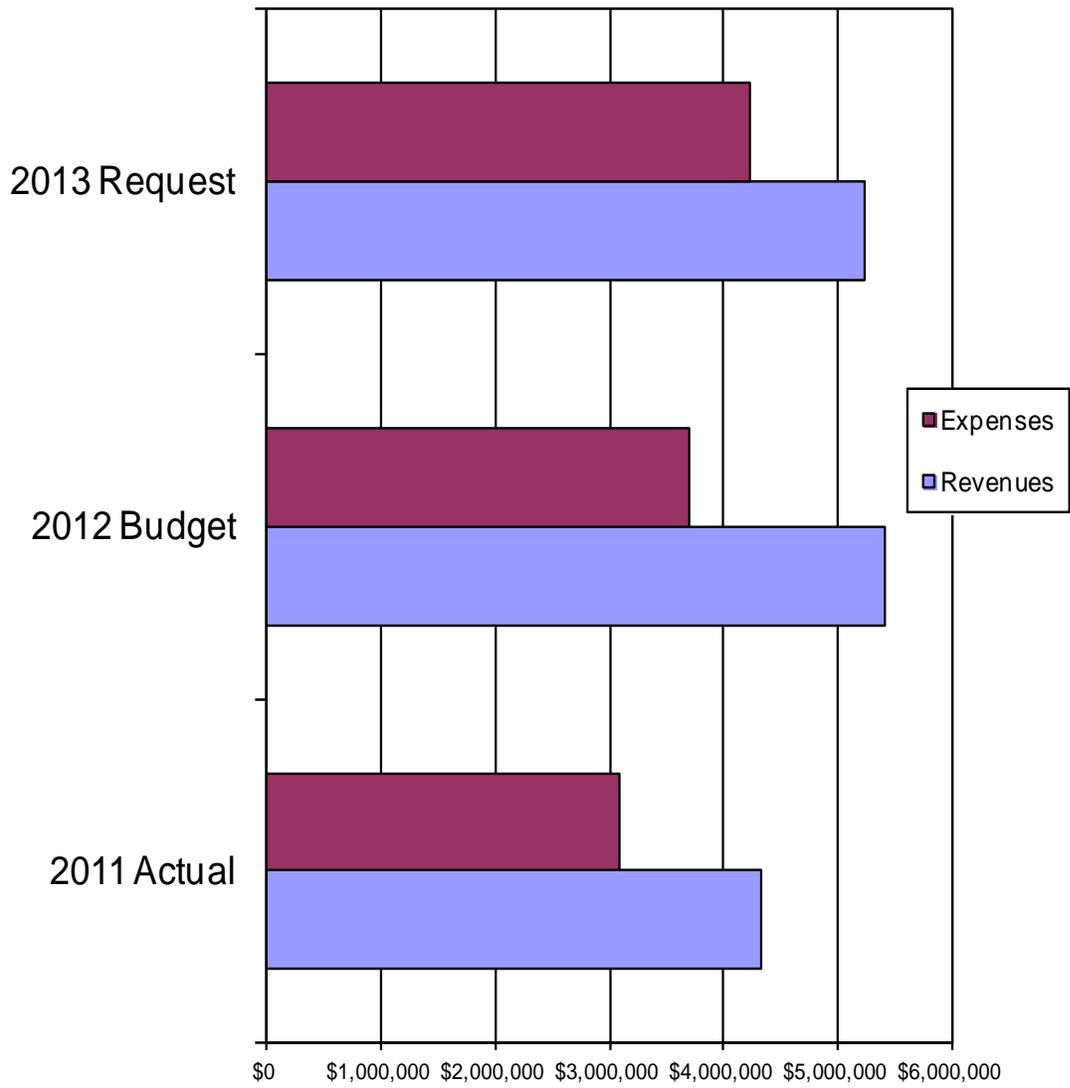
EXPENDITURES:

2013 expenditures of \$6,990 is not specified and is meant to clear this fund.

DOWNTOWN PULLMAN RIVERWALK FUND #322

	<u>2011 ACTUAL</u>	<u>2012 BUDGET</u>	<u>YTD 07/31/12</u>	<u>2013 REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
FEDERAL GRANTS					
STATE GRANTS					
TRANSFER FROM FUND 302					
MISCELLANEOUS	5	2	3	1	(1)
TOTAL REVENUES:	\$5	\$2	\$3	1	(\$1)
+BEGINNING CASH:	15,446	7,818	7,818	6,989	(829)
TOTAL RESOURCES:	15,451	\$7,820	\$7,821	6,990	(\$830)
EXPENDITURES:					
SALARIES					
OVERTIME					
BENEFITS					
SUPPLIES					
MINOR EQUIPMENT					
PROF. SERVICES					
CAPITAL	7,633	8,463	832	6,990	(1,473)
TOTAL EXPENDITURE	\$7,633	\$8,463	\$832	\$6,990	(\$1,473)
+ENDING CASH	7,818	(643)	6,989		643
TOTAL USES:	\$15,451	\$7,820	\$7,821	6,990	(\$830)

Utility Fund: Water Division



Revenues vs. Expenses

FUND NUMBER:

TITLE

401

UTILITIES/WATER

ACTIVITY DESCRIPTION:

Maintenance and operation of City water facilities delivering approximately 900 million gallons of water to consumers annually.

GOAL:

Provide a constant supply of the highest quality water available at adequate pressure to approximately 5,000 City service connections. 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 250 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 25 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, bacteria, EDB, dioxin, endothall, diquat, glyphosphate, and radionuclides (approximately 3,000 tests conducted yearly).

BUDGET:

\$4,238,939

MAJOR BUDGET CHANGES:

0.9 FTE of Engineering Technician/Aide and associated ERD, Government Buildings, and Information Services charges have been reallocated to Water from the discontinued Engineering budget. The 2013 budget also includes \$200,000 for completing the wellhead protection plan update and updating the Water System Plan, repainting North Campus reservoir (\$285,000), landscaping at Skyline Booster station (\$9,000), installing a security fence at Landis reservoir (\$6,000), reconstructing the entry hatch at Pioneer reservoir (\$15,000), and a new ¾-ton pickup with snowplow and tommy lift (\$57,000) and a new staff car (\$30,000) as approved through the CIP.

Minor Capital includes miscellaneous hand tools (\$2,500), a GPS receiver and software for engineering surveying (\$9,700), an 18 volt cordless drill kit (\$800), a 50% share of training audio-visual equipment (\$1,700), a replacement cut off saw (\$1,500), a replacement laptop computer for meter reading (\$1,500), map files and organizers (\$3,000), personal protective equipment storage cabinets for well sites (\$1,000), a shop vac (\$700), and two laptop computers for the operations crew (\$3,000)

Major Capital includes radio read meters for new accounts (\$25,000), upgrades to the domestic water system at the Airport (\$50,000 carryover), Water's share of the City Hall 2nd Floor Remodel (\$120,000), the Johnson Road waterline project (\$105,000 carryover), 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

2011	2012	YTD	2013	
<u>ACTUAL</u>	<u>BUDGET</u>	<u>07/31/12</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>

REVENUES:

WATER DIVISION:

WATER SALES	3,709,615	3,501,000	2,016,909	3,803,000	302,000
MISCELLANEOUS	616,238	1,912,912	203,177	1,431,141	(481,771)

TOTAL REVENUES:	\$4,325,853	\$5,413,912	\$2,220,086	\$5,234,141	(\$179,771)
------------------------	--------------------	--------------------	--------------------	--------------------	--------------------

EXPENDITURES:

SALARIES	500,476	604,735	325,838	597,834	(6,901)
OVERTIME	10,023	19,840	3,795	19,608	(232)
BENEFITS	256,685	351,711	173,916	336,771	(14,940)
SUPPLIES	255,673	373,010	136,183	357,516	(15,494)
MINOR EQUIPMENT	20,309	27,170	10,282	25,450	(1,720)
ERD/BUILDING RENTAL	279,232	281,597	134,377	208,779	(72,818)
OTHER SERVICES	687,298	686,711	319,769	1,714,453	1,027,742
INFO SYS/INTERGOVT	664,970			439,828	439,828
DEBT REDEMPTION	73,971	126,000	136,817	138,700	12,700
**CAPITAL	335,837	458,000	6,073	400,000	(58,000)

TOTAL EXPENDITURES:	\$3,084,475	\$3,687,083	\$1,727,360	\$4,238,939	\$551,856
----------------------------	--------------------	--------------------	--------------------	--------------------	------------------

SURPLUS/(DEFICIT)	\$1,241,378	\$1,726,829	\$492,726	\$995,202	(\$731,627)
--------------------------	--------------------	--------------------	------------------	------------------	--------------------

STAFFING: WATER	
Position	Full-Time Equivalent
Operations Supervisor	0.77
Maintenance Superintendent	0.45
Maintenance Supervisor	0.71
Maintenance Workers	6.48
Control Specialist	0.45
Engineering Technician	1.30
Seasonal/Casual	1.33
Clerical	0.65
Administration	0.30
Mapping Aide	1.00
Total	13.44

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 effective 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 91.16 miles of sewer lines and interceptor lines, which includes: jet-vac or power-rod 215,000 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 450 dry tons of biosolids; conduct 4,000 laboratory tests annually for operational needs and monitoring requirements.

BUDGET:

\$4,437,899 (Sewer Maintenance is \$824,920 and Sewage Treatment is \$3,612,979)

MAJOR BUDGET CHANGES:

0.95 FTE of Engineering Administration/Tech-
nician/Aide/Administrative Support, including associated
ERD, Government Buildings, and Information Services have
been reallocated to Sewer Maintenance/Sewer Treatment from
the discontinued Engineering budget. There are no other
major changes in the Sewer Maintenance budget. The Sewer
Treatment budget includes supplies, professional services,
communications, operating rentals and leases, and repair
and maintenance previously budgeted in Engineering (\$16,005
total); magnesium hydroxide (\$8,400) and Feric Chloride
(\$25,320) to augment primary treatment; critical spare
parts (\$50,000), completion of the O&M manual update
(\$5,000); consultant services during construction for the
TWAS Pump Upgrade (\$7,514), TPS Piping Upgrade (\$10,000),
Plant Air Gap (\$5,000), Polymer System Replacement
(\$5,000), and Plant Bypass Metering (\$5,000) projects;
completion of the Head End Study (\$24,864); Plant Water
Filter System design (\$8,000); evaluation of converting a
rental house to office space (\$10,000), Floodplain analysis
(\$10,000); repair of the Administration Building roof
(\$15,000); completion of the plate screen rebuilding
project (\$30,000); and the STP share of the replacement
upgrade of a vehicle used by Engineering staff to an
electric vehicle, as approve through CIP (\$10,800).

Minor Capital includes a 2-inch (\$2,400) and a 3-inch
(\$2,400) trash pump, a 50% share of training audio-visual
equipment (\$1,700), a block incubator for ampules (\$260), a
coliform colony counting system (\$520), an electric
pressure washer (\$525), a conductivity bench top meter kit
and nitrate probe (\$2,060), a sampler for primary clarifier
effluent (\$7,500), an on-demand hot water heater (\$850), a
power floor scrubber (\$1,000), a replacement influent flow
meter (\$8,000), and miscellaneous tool replacements
(\$2,200).

Major Capital includes Holbrook Street Sewer Line
replacement retainage (\$5,000), inflow and infiltration
reduction projects (\$26,000), a replacement sewer camera
chassis (\$30,000), Sewer's share of the City Hall 2nd
Floor Remodel (\$120,000), completion of the Palouse River
Riparian project (\$10,711), Thickened Waste Activated
Sludge pumping upgrades (\$100,000); Thickened Primary
Sludge piping upgrades (\$100,000), completion of the
implementation of interim chemically enhanced primary
treatment upgrades (\$9,000), the digester copula floor
drain project (\$15,000), a motorized cart/dumpster puller
(\$10,000), 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

	2011	2012	YTD	2013	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>07/31/12</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>

SEWER/SEWAGE TREATMENT DIVISION:

REVENUES:

SEWER SALES	3,004,169	3,000,000	1,890,276	3,500,000	500,000
WSU REIMBURSMT	849,103	750,000	555,636	1,000,000	250,000
MISCELLANEOUS	890,380	6,821,188	296,754	3,578,751	(3,242,437)

TOTAL REVENUES:

\$4,743,652	\$10,571,188	\$2,742,667	\$8,078,751	(\$2,492,437)
--------------------	---------------------	--------------------	--------------------	----------------------

EXPENDITURES:

SALARIES	679,111	732,346	393,458	808,376	76,030
OVERTIME	16,331	13,977	11,619	13,745	(232)
BENEFITS	350,914	391,534	209,823	409,616	18,082
SUPPLIES	285,062	255,486	116,809	286,777	31,291
MINOR EQUIPMENT	44,416	40,370	22,454	35,465	(4,905)
ERD/ BUILDING RENTAL	117,610	95,931	54,491	151,539	55,608
OTHER SERVICES	862,330	1,100,648	607,734	1,509,935	409,287
INFO SYS/INTERGOVT	557,596	666,815	263,767	198,666	(366,465)
DEBT REDEMPTION	559,382	509,000	552,536	523,069	14,069
**CAPITAL	439,487	867,000	601,084	500,711	(366,289)

TOTAL EXPENDITURES:

\$3,912,238	\$4,673,107	\$2,833,774	\$4,437,899	(\$235,208)
--------------------	--------------------	--------------------	--------------------	--------------------

SURPLUS/(DEFICIT)

\$831,414	\$5,898,081	(\$91,107)	\$3,640,852	(\$2,257,229)
------------------	--------------------	-------------------	--------------------	----------------------

STAFFING: SEWER/SEWAGE TREATMENT

Position	Full-Time Equivalent
Maintenance Superintendent	0.20
Maintenance Supervisor	0.11
Operations Supervisor	0.13
WWTP Supervisor	1.00
WWTP Operator	5.00
Laboratory Manager	1.00
WWTP Mechanic	1.00
Control Specialist	0.50
Maintenance Workers	1.92
Engineering Technician	1.40
Seasonal/Casual	2.27
Clerical	1.01
Administration	0.70
Mapping Aide	1.00
Total	17.24

THIS PAGE IS INTENTIONALLY BLANK

ACTIVITY:

TITLE

403

**UTILITY CAPITAL PROJECTS
FUND**

PURPOSE:

This fund is used 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 2013. This utility capital projects fund more accurately accounts for total project costs for multi-year projects. The 2013 request includes only the estimated project dollars that we intend to expend in 2013.

REVENUES:

Funding for projects will be from Utility Fund reserves, a loan from the State Revolving Fund, a loan from the Public Works Trust Fund, and from WSU.

EXPENDITURES: \$8,181,327

Utility Capital Projects include:

Water

Booster Station 10	\$ 8,520
Well 8	48,260
Well 5 Chlorine Upgrades	244,600
M&O Radio Communications Upgrades	10,547
State Street Waterline	119,100
Stadium Way Waterline	\$ 373,500
Total	\$ 804,527

Sewer

Clifford Sewer	\$ 42,800
Dry Fork Creek Sewer (design)	32,000
Reaney Park Sewer	100,000
SR 270/Airport Road Sewer	<u>\$2,174,000</u>
Total	\$2,348,800

WWTP

Aeration Basin Upgrades	\$3,273,000
STP Electrical & Control Upgrade	500,000
Secondary Clarifier Upgrades	695,000
RAS Pumping Upgrades	365,000
Influent Pump Replacement	\$ 195,000
Total	\$5,028,000
Grand Total	\$8,181,327

UTILITY CAPITAL PROJECTS FUND 403

	<u>2009 REQUEST</u>	<u>2010 REQUEST</u>	<u>2011 REQUEST</u>	<u>2012 REQUEST</u>	<u>2013 REQUEST</u>
<u>REVENUES:</u>					
WSU CONTRIBUTIONS					
OTHER					
TOTAL REVENUES:					
+UTILITY FUND CASH + LOANS:	6,347,700	3,048,175	4,485,329	10,677,280	8,181,327
TOTAL RESOURCES:	\$6,347,700	\$3,048,175	\$4,485,329	\$10,677,280	\$8,181,327
<u>CAPITAL EXPENDITURES:</u>					
<u>SEWAGE TREATMENT PLANT:</u>					
BLOWER UPGRADE					
STP ELECTRICAL & CONTROL UPGRADE					
STP SECONDARY CLARIFIER UPGRADES					
RAS PUMPING UPGRADE					
<u>SEWER:</u>					
CLIFFORD STREET SEWER	420,850	650,000	650,000	650,000	42,800
RV PARK/RIVERVIEW SEWER	3,500				
MCKENZIE STREET SEWER	6,000				
PIONEER SEWER	7,500				
DRY FORK CREEK SEWER				420,000	32,000
Reaney Park Sewer					100,000
SR70/Airport Road Sewer					2,174,000
<u>WATER SYSTEMS:</u>					
SW HIGH STANDPIPE	1,422,150	127,500	57,000		
TELEMETRY	90,000	36,000	20,000		
BOOSTER STATION #10	204,375	261,375	9,000	8,520	
JOHNSON ROAD WATERLINE					
WELL #8	1,126,200	679,500	52,400	49,760	48,260
BOOSTER 4 MODIFICATIONS					
WATER SYSTEM SECURITY IMPROVEMENTS					
IRRIGATION SYSTEM UPGRADES	764,725				
WELL #5 CHLORINE UPGRADE	23,100	23,100	181,720	238,000	244,600
AIRPORT WATER SYSTEM	1,617,750	686,500	63,000		
CITY HALL 2ND FLOOR REMODEL	50,000	30,000			10,547
M&O RADIO COMMUNICATIONS		185,000	190,000	15,000	
REANEY PARK WATERLINE	45,000	45,700	6,000		
HIGH STREET WATERLINE	94,000	2,500			
BLEASNER DRIVE WATERLINE			131,000	5,000	
GUY STREET WATERLINE		138,000	6,500		
STATE STREET WATER				220,000	119,100
STADIUM WAY WATER LINE				560,000	373,500
Booster 10					8,520
<u>WASTEWATER TREATMENT PLANT:</u>					
NEW DIGESTER	417,550	20,000			
AERATION BASIN CONSTR./UPGRADES	20,000	10,000	2,197,709	6,885,000	3,273,000
STP ELECTRICAL & CONTROL UPGRADE	20,000	100,000	100,000	120,000	500,000
STP SECONDARY CLARIFIER UPGRADES	10,000		240,000	860,000	695,000
RAS PUMPING UPGRADE	5,000		120,000	420,000	365,000
WAWAWAI LIFT STATION REPLACEMENT			236,000	16,000	
INFLUENT PUMP REPLACEMENT			225,000	210,000	195,000
COLFAX LIFT STATION		53,000			
TOTAL EXPENDITURES:	\$6,347,700	\$3,048,175	\$4,485,329	\$10,677,280	\$8,181,327
+ENDING CASH					
TOTAL USES:	\$6,347,700	\$3,048,175	\$4,485,329	\$10,677,280	\$8,181,327

FUND NUMBER:

404

TITLE

STORMWATER

ACTIVITY DESCRIPTION:

Implementation of the Stormwater Management Program in conformance with the City's NPDES Phase II Municipal Stormwater Permit.

GOAL:

Schedule activities within the budgeted stormwater program that will improve water quality in receiving streams by reducing pollution, maintain and improve infrastructure, reduce volume-induced negative water quality impacts to natural drainage systems, increase public awareness of stormwater issues and meet regulatory permit requirements. Administer stormwater regulations, policies, and practices in a positive, helpful manner.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Achieve compliance with the NPDES Municipal Stormwater Permit and one Industrial Stormwater Permit. Implement the stormwater maintenance program including: 1) Sweeping all streets in the spring and in the fall, weekly sweeping of the Central Business District, and sweeping other City streets one day per week on a rotating basis; 2) Leaf cleanup program in November; 3) Televisive approximately 500 feet of storm drain lines. 4) Clean 37 miles of storm drain lines on a rotating basis; 5) Inspect and clean 1,763 catch basins, 964 manholes, 202 catch basin/manholes, 23 curb inlets, 40 flow control facilities (detention ponds), 10 treatment facilities (biofiltration swales, oil/water separators, etc.) on a rotating basis. Inspect and ensure proper functioning of 100 private flow control and treatment facilities on a rotating basis.

BUDGET:

\$1,399,265

MAJOR BUDGET CHANGES:

The 2013 budget includes increased costs for ERD (\$62,557), primarily due to greater use of the street sweepers in cleaning City streets and amortization costs for the new jet-vac truck, an illicit connection investigation for the West Crestview drainage basin, (\$26,000), an increase from

\$25,000 to \$50,000 for storm system repairs related to accelerated streets reconstruction, a 50% share of the costs incurred by the Parks Department in litter control (\$20,000), and a new crew pickup as approved through CIP (\$47,000).

Minor Equipment includes water quality monitoring equipment (\$1,500), miscellaneous tools for the jet-vac truck (\$10,000), a spill response kit and materials for training (\$2,000), a portable water tank with hose and fitting (\$500), and miscellaneous tools and equipment (\$1,500).

Capital includes Stormwater's share of the City Hall 2nd Floor Remodel (\$20,000) and the Stadium Way Storm Drain replacement (\$350,000).

MEASUREMENT TECHNIQUE:

NPDES Phase II Municipal Stormwater Permit compliance; number of lane miles swept; successful leaf pickup program; feet of storm drain pipe televised and cleaned; number of catch basins and manholes inspected and cleaned; number of flow control and treatment facilities inspected and maintained; proper functioning of private flow control and treatment facilities, and public feedback.

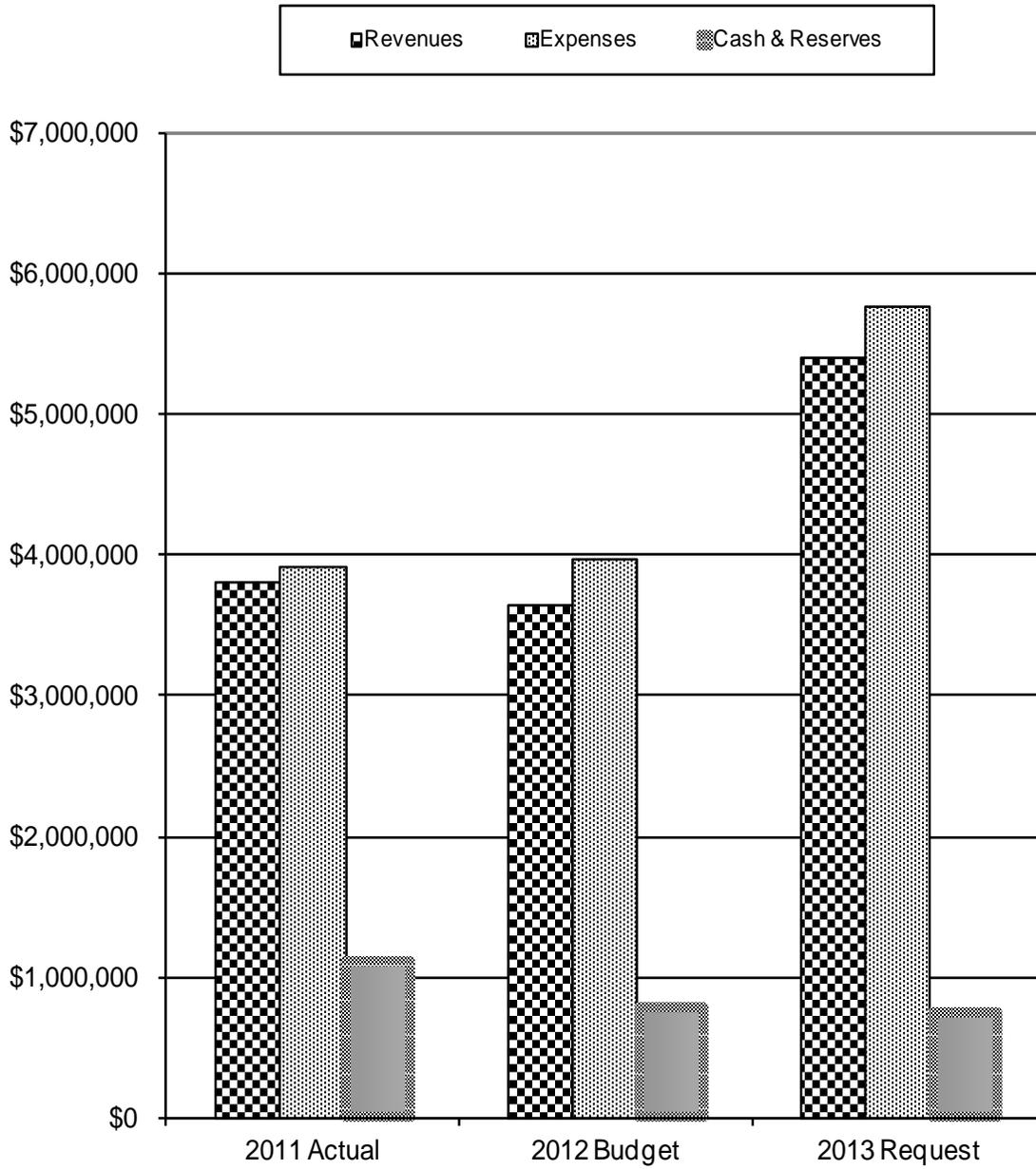
THIS PAGE IS INTENTIONALLY BLANK

STORMWATER FUND #404

	<u>2011 ACTUAL</u>	<u>2012 BUDGET</u>	<u>YTD 07/31/12</u>	<u>2013 REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
CHARGES GOODS&SERVICE	1,030,407	1,080,000	635,075	1,090,000	10,000
GRANTS		176,309			(7,500)
INVESTMENT INTEREST					
OPERATING TRANSFERS	188,000	188,000			(188,000)
MISCELLANEOUS			188,000		
TOTAL REVENUES:	\$1,218,407	\$1,444,309	\$823,075	\$1,090,000	(\$185,500)
+BEGINNING CASH:	1,174,238	1,174,238	1,174,238	1,653,109	478,871
TOTAL RESOURCES:	2,392,645	\$2,618,547	\$1,997,314	\$2,743,109	\$293,371
EXPENDITURES:					
SALARIES	188,992	241,256	128,678	245,814	4,558
OVERTIME	705	3,889	553	3,889	
BENEFITS	91,474	126,956	63,813	122,122	(4,834)
SUPPLIES	10,989	30,500	10,698	23,000	(7,500)
MINOR EQUIPMENT	14,459	17,000		15,500	(1,500)
ERD RENTAL	32,010	96,958	24,643	159,515	62,557
BLDG RENTAL	50,716	48,887	29,328	9,736	(39,151)
INFO SYSTEMS	2,653	2,807		11,030	8,223
OTHER SERVICES	189,407	129,500	44,710	317,411	187,911
INTGOVT/OTHER	104,513	119,500	63,553	121,248	1,748
DEPRECIATION	5,775	474,000	22,807	370,000	(104,000)
CAPITAL	331,233				
TOTAL EXPENDITURE	\$1,022,927	\$1,291,253	\$388,782	\$1,399,265	\$108,012
+ENDING CASH	1,369,718	1,327,294	1,608,531	1,343,844	185,359
TOTAL USES:	\$2,392,645	\$2,618,547	\$1,997,314	\$2,743,109	\$293,371

STAFFING: STORMWATER	
Position	Full-Time Equivalent
Public Works Director	0.10
Deputy Public Works Director	0.10
Stormwater Service manager	1.00
Field Technician	1.00
Maintenance Supervisor	0.06
Maintenance Workers	1.44
Clerical	0.34
Seasonal/Clerical	1.22
Total	5.26

TRANSIT FUND



FUND NUMBER:

TITLE

405

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 1,500,000 fixed route passengers and provide 17,000 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 \$2.00.

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

BUDGET:

\$5,755,718

MAJOR BUDGET CHANGES:

The major budget changes for 2013 are increased salary costs (\$71,174) due to additional service approved and implemented in 2012 and now continued into 2013 and increased Information Services costs (\$29,453) for the needed help with the various systems at Transit.

Minor Capital includes the replacement of miscellaneous office equipment (\$2,000), a replacement chair for the customer service representative (\$600), a replacement video

system for the bus garage (\$7,000), and a new laptop computer for training (\$2,000).

Major capital includes 2 new bus shelters (\$26,000), a Dial-A-Ride van (\$70,000), bus stop seats (\$13,800), and 3 hybrid buses (\$1,890,000).

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 2012-2017 Transit Development Plan.

TRANSIT FUND #405

	2011 <u>ACTUAL</u>	AMENDED 2012 <u>BUDGET</u>	YTD <u>07/31/12</u>	2013 <u>REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
FARES	1,698,117	1,740,293	860,762	1,913,550	173,257
OTHER LOCAL	33,003	4,000	42,459	7,500	3,500
STATE MVET	455,846				
EQUALIZATION					
UTILITY TAX	1,145,885	1,076,000	621,751	1,114,000	38,000
TOT OPER REVENUE	\$3,332,850	\$2,820,293	\$1,524,971	\$3,035,050	\$214,757
VEHICLE GRANT	194,382	42,318	92,732	1,568,000	1,525,682
OPERATING GRANT	275,000	430,102	357,181	793,505	363,403
TOTAL REVENUES:	\$3,802,232	\$3,638,787	\$1,974,884	\$5,396,555	\$1,757,768
EXPENDITURES:					
SALARIES	1,323,289	1,379,802	760,483	1,450,976	71,174
OVERTIME	45,931	35,091	12,001	35,817	726
BENEFITS	719,054	829,390	436,204	773,148	(56,242)
SUPPLIES	26,904	36,700	10,566	33,700	(3,000)
MINOR EQUIPMENT	2,625	27,892	22,829	11,600	(16,292)
EQUIPMENT MAINTENANCE	917,474	1,095,178	596,532	1,135,132	39,954
DEPRECIATION	357,330				
OTHER SERVICES	218,737	316,768	174,192	307,545	(9,223)
TOTAL OPER. EXPENSE	\$3,611,343	\$3,720,821	\$2,012,807	\$3,747,918	\$27,097
CAPITAL	284,204	228,988	81,130	1,999,800	1,770,812
INTERFUND PAYMENTS	4,397	8,000	6,833	8,000	
TOTAL EXPENDITURE	\$3,899,945	\$3,957,809	\$2,100,770	\$5,755,718	\$1,797,909
SURPLUS/(DEFICIT)	(\$97,713)	(\$319,022)	(\$125,885)	(\$359,163)	(\$40,141)
+BEGINNING CASH:	1,244,046	1,107,503	1,107,503	1,118,654	11,151
+ENDING CASH	1,107,503	788,481	981,618	759,491	(28,990)

STAFFING	
Position	Full-Time Equivalent
Administration	0.20
Transit Manager	1.00
Operations Supervisor	1.00
Customer Service Supervisor	1.00
Training Officer	1.00
Dispatcher	3.03
Customer Service Representative	2.00
Driver, Full Time	16.50
Driver, 3/4 Time	2.25
Driver, 1/2 Time	1.50
Driver, Extra Board Time	1.50
Bus Washer	2.56
Security	0.25
Total	33.79

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: 5 fire trucks, 7 ambulance/rescue vehicles, 1 hazmat semi truck and trailer, 14 police vehicles, 18 transit buses, 3 mini-buses, 44 light vehicles (passenger cars, vans, and trucks half-ton or smaller), 19 large trucks (one-ton or larger, including dump trucks, vac trucks and sweepers), 22 pieces of various heavy equipment, and 41 attachments and accessory equipment; and prepare new equipment for service. Over 2300 service calls for routine maintenance, repairs, and overhauls are completed.

BUDGET:

\$2,790,784

MAJOR BUDGET CHANGES:

Amortization charged to some General Fund departments is half of what it should be as a budget balancing measure. Major budget changes are an increase of \$64,740 in operating supplies (mostly due to fuel costs), an increase of \$50,000 in repair and maintenance supplies, and a decrease of \$20,000 in contracted repair and maintenance. The 2012 budget includes \$20,000 for the fuel island relocation design and a \$54,177 decrease in Minor Equipment.

Minor Capital includes employee tool replacement per the labor agreement (\$1,500), and other miscellaneous tool and equipment replacements (\$4,500).

Capital Expenditures includes approved CIP vehicle replacements (\$918,000).

FY2012 CIP VEHICLE REPLACEMENTS:

03-15	Ford Crown Victoria - Police	\$	48,000
08-17	Ford Crown Victoria - Police		45,000
85-121	Tilt Bed Trailer - M&O		15,000
87-115	John Deere Grader - M&O		300,000
89-451	Ford E-350 Ambulance		180,000
92-031	Ford Aerostar Van - Protective Inspections		30,000
92-034	Chevy S-10 Pickup - Police		30,000
96-039	Ford E-350 Van - Recreation		80,000
99-011	Ford E-450 Ambulance	\$	<u>190,000</u>
	TOTAL	\$	918,000

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.

EXPENDITURES:

2012 expenditures are estimated at \$55,000.

EQUIPMENT RENTAL FUND #501

	<u>2010 ACTUAL</u>	<u>2011 BUDGET</u>	<u>YTD 07/31/11</u>	<u>2012 REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
EQUIPMENT RENT & REPAIR	1,970,725	1,870,049	853,200	2,178,383	308,334
MISCELLANEOUS	156,878	678,000	187,370	61,923	(616,077)
TRANSFERS IN/OUT	61,923	61,923	61,923	121,500	59,577
TOTAL REVENUES:	\$2,189,526	\$2,609,972	\$1,102,493	\$2,361,806	(\$248,166)
+BEGINNING CASH	\$1,251,694	1,493,717	1,493,717	638,795	(854,922)
TOTAL RESOURCES:	\$3,441,220	\$4,103,689	\$2,596,210	\$3,000,601	(\$1,103,088)
EXPENSES:					
SALARIES	296,281	304,661	176,747	308,582	3,921
OVERTIME	1,110	7,098	1,001	7,269	171
BENEFITS	136,310	149,789	86,906	161,319	11,530
SUPPLIES	755,449	827,480	516,451	943,220	115,740
MINOR EQUIPMENT	23,609	60,177	15,729	6,000	(54,177)
OTHER SERVICES	221,688	377,605	216,796	364,650	(12,955)
INFO SYS/INTERGOVT	14,435	18,549	10,384	19,821	1,272
DEPRECIATION	375,160				
DEBT SERVICE	62,470	61,923		61,923	
CAPITAL	444,659	1,812,000	620,736	973,000	(839,000)
TOTAL EXPENSES	\$2,331,171	\$3,619,282	\$1,675,166	\$2,845,784	(\$773,498)
+ENDING CASH	850,145	640,000	640,000	154,817	(485,183)
+CAP/DEPR RESERVES	643,572	(155,593)	281,044		155,593
TOTAL USES:	\$3,449,728	\$3,449,728	\$2,596,210	\$3,000,601	(\$1,103,088)

STAFFING	
Position	Full-Time Equivalent
Maintenance Superintendent	0.20
Auto Repair Supervisor	1.00
Heavy Equipment Mechanic	4.00
Clerical	0.60
Seasonal/Casual	0.65
Total	6.45

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:

\$956,772

MAJOR BUDGET CHANGES:

Vehicle amortization for Government Buildings vehicles for 2012 is again budgeted at half the amount it should be.

Special maintenance projects included in the 2012 budget include remodeling the first floor restroom (\$8,200) and design of exterior repairs (\$5,000) at City Hall; replacing the fascia/soffit (\$11,000) and replacing Gym ceiling tiles (\$14,000) at Pioneer Center; cleaning HVAC ducts at both Fire Stations (\$4,000) and re-roofing (\$7,000) Fire Station 2; and cleaning HVAC ducts (\$8,000) and modifying the weight room HVAC (\$9,500) at the Aquatic Center.

Planned Major Capital items have been deferred as a budget balancing measure.

Minor Equipment includes a bar scanner for tracking inventory (\$1,200), 3 floor fans (\$900), and 3 replacement vacuum cleaners (\$1,476). Other desired Minor Equipment has been deferred.

MEASUREMENT TECHNIQUE:

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

THIS PAGE IS INTENTIONALLY BLANK

GOVERNMENT BUILDINGS FUND #504

	<u>2010 ACTUAL</u>	<u>2011 BUDGET</u>	<u>YTD 07/31/11</u>	<u>2012 REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
BUILDING RENTS	883,878	870,118	432,685	973,558	24,347
GENERAL FUND					
MISCELLANEOUS	15,422	5,000	2,475	150,200	(130,520)
TOTAL REVENUES:	\$899,300	\$1,229,931	\$537,173	\$1,123,758	(\$106,173)
+BEGINNING CASH:	364,036	431,033	431,033	497,631	66,598
TOTAL RESOURCES:	\$1,263,335	\$1,660,964	\$968,206	\$1,621,389	(\$39,575)
EXPENDITURES:					
SALARIES	220,099	220,932	125,326	231,850	10,918
OVERTIME	11,458	13,098	5,866	13,497	399
BENEFITS	125,735	145,453	82,122	156,451	10,998
SUPPLIES	76,559	102,200	39,608	81,200	(21,000)
MINOR EQUIPMENT	1,933	2,476	2,206	3,576	1,100
ERD RENTAL	8,138	21,372	10,206	17,778	(3,594)
OTHER SERVICES	352,236	530,800	319,718	449,800	(81,000)
INFO SERVICES/GOVT E	1,607			2,620	(40)
CAPITAL	34,539	167,000			(167,000)
TOTAL EXPENDITURES:	\$832,302	\$1,205,991	\$585,764	\$956,772	(\$249,219)
+ENDING CASH	431,033	454,973	382,442	664,617	209,644
TOTAL USES:	\$1,263,335	\$1,660,964	\$968,206	\$1,621,389	(\$39,575)

STAFFING	
Position	Full-Time Equivalent
Maintenance Supervisor	1.00
Maintenance Worker	1.00
Custodian	3.00
Seasonal Casual	0.55
Administration	0.20
Clerical	0.15
Total	5.90

FUND NUMBER**TITLE**

507

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 53 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 68 servers. Maintain and provide hardware and software upgrades for the 304 user network devices (PC's, laptops, and smart phones). Manage network and email access for 312 City and Whitcom employees with computer access. Provide computer and application support for all City employees and software vendor personnel.

REVENUES: \$565,828

User departments and funds are charged for network services and equipment maintenance and replacement.

EXPENDITURES: \$565,828 Total

Equipment:	\$ 50,000
Operating requirements:	\$515,828

MAJOR BUDGET CHANGES:

The 2012 Information Services budget includes an additional employee to support non-general fund departments, and the transfer of one employee from the Water fund. While these changes increase the charges for non-general fund departments, they reduce the overall costs to the general fund by approximately \$10,000.

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:

\$8,859

MAJOR BUDGET CHANGES:

No major changes.

MEASUREMENT TECHNIQUE:

Input received from community

THIS PAGE IS INTENTIONALLY BLANK

INFORMATION SYSTEMS FUND (507)

	<u>2011 ACTUAL</u>	<u>2012 BUDGET</u>	<u>YTD 7/31/2012</u>	<u>2013 REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
GENERAL FUND TRANSFER	5,100	5,100	5,100	4,159	(941)
MISCELLANEOUS	579	400	7,388	100	(300)
NETWORK & SERVICE FEES	382,278	426,622	201,649	561,669	135,047
TOTAL REVENUES:	387,957	\$432,122	\$214,137	\$565,928	\$133,806
BEGINNING CASH	299,989	304,120	304,120	279,854	(24,266)
TOTAL RESOURCES:	\$687,946	\$736,242	\$518,257	\$845,782	\$109,540

EXPENDITURES:

SALARIES	118,465	134,404	77,688	222,000	87,596
OVERTIME					
BENEFITS	50,860	54,372	29,912	95,200	40,828
SUPPLIES	137	1,000	381	1,000	
MINOR CAPITAL	36,034	22,000	14,222	22,000	
OTH SERVICES	151,024	152,483	72,573	165,517	13,034
EQUIP RENTAL	6,881	6,752	8,006	6,602	(150)
BLDG RENTAL	7,083	9,261	300	8,209	(1,052)
INTGOVT/OTHER	5,107	5,100	2,573	4,159	(941)
EQUIPMENT		50,000	30,686	50,000	
TOTAL EXPENDITURES:	383,826	\$435,372	\$236,343	\$574,687	\$139,315
ENDING CASH:	304,120	300,870	281,915	271,095	(29,775)
TOTAL USES:	\$687,946	\$736,242	\$518,257	\$845,782	\$109,540

STAFFING	
Position	Full-Time Equivalent
Information Services Manager	1.00
Information Services Technician	3.00
Total	4.00

FUND NUMBER:

607

TITLE

**LAWSON GARDENS PARK
ENDOWMENT TRUST 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. Interest earnings not expended during the year accrued are carried over as revenue for subsequent budget years.

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:

\$ 160,298

MAJOR BUDGET CHANGES:

Salary and benefit increase reflects transfer of hours from Parks to Lawson Gardens.

Other Services reduction.

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)

	<u>2011</u> <u>ACTUAL</u>	<u>2012</u> <u>BUDGET</u>	<u>YTD</u> <u>07/31/12</u>	<u>2013</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
DONATIONS	49,038				
INVESTMENT INCOME	95,788	75,000	13,282	71,500	(3,500)
OTHER	3,200	3,000	1,961	3,000	
TOTAL REVENUES:	148,026	\$78,000	\$15,243	\$74,500	(\$3,500)
+BEGINNING CASH:	140,830	183,439	183,439	152,693	(30,746)
TOTAL RESOURCES:	\$288,856	\$261,439	\$198,682	\$227,193	(\$34,246)
<u>EXPENDITURES:</u>					
SALARIES	48,783	56,782	30,733	60,840	4,058
OVERTIME	1,038	1,100	948	1,100	
BENEFITS	30,938	34,209	18,357	35,586	1,377
SUPPLIES	10,807	13,500	4,762	13,500	
MINOR CAPITAL	319				
OTHER SVCS	32,352	11,000	2,514	9,000	(2,000)
INTERFUND	558	500	213	842	342
CAPITAL		39,430		39,430	
TOTAL EXPENDS:	124,795	\$156,521	\$57,527	\$160,298	\$3,777
+ENDING CASH	183,439	104,918	141,155	66,895	(38,023)
TOTAL USES:	\$308,234	\$261,439	\$198,682	\$227,193	(\$34,246)

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:

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 the investments may be used for the care, upkeep, maintenance, and improvement of the cemetery.

EXPENDITURES: \$450

Interest earnings are being transferred to the Cemetery Expansion Fund for future projects.

CEMETERY CARE FUND #610

	<u>2011</u> <u>ACTUAL</u>	<u>2012</u> <u>BUDGET</u>	<u>YTD</u> <u>07/31/12</u>	<u>2013</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
FEES	1,701	6,000	1,235	2,000	(4,000)
OTHER	470	2,500	279	450	2,000
TOTAL REVENUES:	2,171	2,450	1,514	2,450	
+BEGINNING CASH:	248,533	250,297	250,297	254,540	4,243
TOTAL RESOURCES:	\$250,704	\$252,747	\$251,810	\$256,990	\$4,243
EXPENDITURES:					
SALARIES					
BENEFITS					
SUPPLIES					
OTHER SERVICES					
LAND PURCHASE					
INTERGOVERNMENT	407	450		450	
IMPROVEMENTS					
TOTAL EXPENDS:	407	450		450	
+ENDING CASH	250,297	252,297	251,810	256,540	4,243
TOTAL USES:	\$250,704	\$252,747	\$251,810	\$256,990	\$4,243

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: \$26,983

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

EXPENDITURES: \$30,0000

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 non-pension 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 \$280,796 by year-end 2013.

FIREMEN'S PENSION FUND #615

	<u>2011</u> <u>ACTUAL</u>	<u>2012</u> <u>BUDGET</u>	<u>YTD</u> <u>07/31/12</u>	<u>2013</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
FIRE INSURANCE					
PREMIUM TAX	27,328	24,700	26,125	26,753	(575)
INVESTMENTS	258	1,200	155	230	(270)
TOTAL REVENUES:	27,586	\$27,828	\$26,280	\$26,983	(\$845)
+BEGINNING CASH:	259,836	287,422	287,422	283,813	(3,609)
TOTAL RESOURCES:	\$287,422	\$315,250	\$313,702	\$310,796	(\$4,454)
EXPENDITURES:					
BENEFITS	30,000	30,000	17,513	30,000	
PROF. SERVICES					
TOTAL EXPENDITURE		\$30,000	\$17,513	\$30,000	
+ENDING CASH	287,422	285,250	296,189	280,796	(4,454)
TOTAL USES:	\$287,422	\$315,250	\$313,702	\$310,796	(\$4,454)

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 prepares 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 26, 2012. The Pullman City Council and the Moscow City Council must also approve this budget.

REVENUES:

The Airport expects to receive \$614,569 in operating revenues and \$2,262,650 in FAA Airport Improvement Program Grants and Passenger Facility Charge collections.

EXPENDITURES:

The Airport Board approved a total 2013 budget of \$2,868,807 which consists of \$749,284 in operational expenditures and \$2,306,500 in capital expenditures for a Runway Overlay, Environmental Assessment, ADA access project, Airport Fire Station expansion, Repeater for security and emergency communications, Geographical Information System, and other miscellaneous improvements including those required by security regulations

AIRPORT AGENCY FUND #651

	2011 <u>ACTUAL</u>	AMENDED 2012 <u>BUDGET</u>	YTD <u>07/31/12</u>	2013 <u>REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
<u>GRANTS:</u>					
FAA, OTHER	1,803,699	5,232,402	1,674,519	2,109,000	(3,123,402)
STATE OF WASHINGTON	10,150	51,577		38,000	(13,577)
STATE OF IDAHO		10,000			(10,000)
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	
LATAH COUNTY	15,500	15,500	15,500	15,500	
WSU	18,935	18,935	18,935	18,935	
U OF IDAHO				18,935	18,935
SERVICE FEES	243,624	112,562	37,681	116,500	3,938
RENTS	115,239	202,437	112,149	152,103	(50,334)
PARKING, CONCESSIONS, MISC	152,072	73,720	67,586	169,820	96,100
TOTAL REVENUES:	\$2,443,994	\$6,177,299	\$2,092,298	\$2,723,569	(\$3,453,730)
+BEGINNING CASH:	186,701	127,470	127,470	31,542	(95,928)
LINE OF CREDIT				165,350	
PFC RESERVE			252,404	153,650	
TOTAL RESOURCES:	\$2,630,695	\$6,304,769	\$2,219,768	\$3,074,111	(\$3,230,658)
<u>EXPENDITURES:</u>					
SALARIES	163,696	167,824	96,329	183,424	15,600
OVERTIME					
BENEFITS	68,331	70,948	48,125	96,065	25,117
SUPPLIES	19,031	27,538	15,218	36,638	9,100
MINOR EQUIPMT	603	1,500	270	4,000	2,500
OTHER SERVICES	199,979	203,600	124,023	379,566	175,966
INTGOV" T	32,973	39,640	17,831	50,131	10,491
DEPRECIATION	729,851				
CAPITAL	1,316,483	5,819,899	1,230,148	2,306,500	(3,513,399)
TOTAL EXPENDITURES:	\$2,530,948	\$6,330,949	\$1,531,943	\$3,056,324	(\$3,274,625)
ENDING CASH	105,507	53,820	687,825	17,787	(36,033)
PFC RESERVE	22,233	20,000			
TOTAL USES:	\$2,658,688	\$6,404,769	\$2,219,768	\$3,074,111	(\$3,330,658)

**2012 MONTHLY SALARY SCHEDULE
PROPOSED FOR IMPLEMENTATION JANUARY 1, 2012
As Of 2/1/2012**

<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	7,992	8,385	8,811	9,255	9,718
CITY ATTORNEY	6,112	6,418	6,738	7,098	7,424
FINANCE DIRECTOR	6,112	6,418	6,738	7,098	7,424
HUMAN RESOURCES MANAGER	5,039	5,288	5,551	5,829	6,112
INFORMATION SYSTEMS MANAGER	5,039	5,288	5,551	5,829	6,112
ACCOUNTING MANAGER	4,252	4,461	4,682	4,916	5,157
ACCOUNTANT	3,769	3,955	4,151	4,357	4,577
INFORMATION SYSTEMS TECHNICIAN	3,427	3,597	3,769	3,955	4,151
DEPUTY CITY CLERK	3,347	3,512	3,684	3,861	4,054
EXECUTIVE ASSISTANT	3,347	3,512	3,684	3,861	4,054
ACCOUNTING SPECIALIST	2,831	2,968	3,112	3,266	3,427
ADMINISTRATIVE CLERK	2,517	2,635	2,769	2,895	3,041
<u>POLICE & SUPPORT SERVICE</u>					
CHIEF OF POLICE	6,638	6,974	7,331	7,695	8,090
POLICE OPERATIONS COMMANDER	5,586	5,864	6,163	6,474	6,805
POLICE SERGEANT	6,389	6,549	6,712		
POLICE OFFICER	4,437	4,747	5,174	5,666	6,005
POLICE OFFICER TRAINEE	4,123	4,224			
SUPPORT SERVICES MANAGER	4,151	5,357	4,577	4,796	5,039
INFORMATION SYSTEMS SPECIALIST	3,669	3,855	4,051	4,257	4,477
POLICE ADMINISTRATIVE ASSISTANT	3,347	3,512	3,684	3,861	4,054
RECORDS SPECIALIST II	2,731	2,868	3,013	3,165	3,327
PROPERTY AND EVIDENCE SPECIALIST	2,731	2,868	3,013	3,165	3,327
CODE ENFORCEMENT OFFICER II	2,731	2,868	3,013	3,165	3,327
CODE ENFORCEMENT OFFICER I	2,595	2,731	2,868	3,012	3,166
RECORDS SPECIALIST I	2,595	2,731	2,868	3,012	3,166
<u>FIRE SERVICE</u>					
FIRE CHIEF	6,112	6,418	6,738	7,098	7,424
FIRE OPERATIONS OFFICER	5,417	5,681	5,966	6,262	6,577
FIRE TRAINING OFFICER	4,830	5,085	5,343	5,625	5,909
FIRE CAPTAIN	4,601	4,844	5,102	5,362	5,631
FIRE PREVENTION OFFICER					5,605
LIEUTENANT	4,370	4,593	4,830	5,085	5,343
FIREFIGHTER	4,066	4,272	4,488	4,722	4,968
ADMINISTRATIVE SPECIALIST	2,968	3,112	3,266	3,427	3,597
<u>LIBRARY</u>					
LIBRARY SERVICES DIRECTOR	5,039	5,288	5,551	5,829	6,112
LIBRARY DIVISION MANAGER	3,674	3,860	4,058	4,264	4,483
LIBRARY ADMIN ASSISTANT	3,347	3,512	3,684	3,861	4,054
LIBRARY SUPERVISOR	3,016	3,170	3,331	3,502	3,674
LIBRARY TECHNICIAN	2,735	2,872	3,016	3,170	3,331
LIBRARY ASSISTANT	2,538	2,673	2,799	2,944	3,094

***No union contracts have been settled for 2013 and only one settlement for 2012 has not been rendered**

**2012 MONTHLY SALARY SCHEDULE
PROPOSED FOR IMPLEMENTATION JANUARY 1, 2012
As Of 2/1/2012**

<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	6,904	7,250	7,607	7,992	8,385
DEPUTY PUBLIC WORKS DIRECTOR	5,417	5,681	5,966	6,262	6,577
MAINT & OP SUPERINTENDENT	5,039	5,288	5,551	5,829	6,112
TRANSIT MANAGER	4,461	4,682	4,916	5,157	5,417
WASTE WATER PLANT SUPERVISOR	4,461	4,682	4,916	5,157	5,417
STORMWATER SERVICES PROGRAM MANAGER	4,151	4,357	4,577	4,796	5,039
AUTOMOTIVE REPAIR SUPERVISOR	4,006	4,206	4,417	4,637	4,869
SENIOR BUILDING INSPECTOR	3,955	4,151	4,357	4,577	4,796
SENIOR ENGINEERING TECHNICIAN	3,955	4,151	4,357	4,577	4,796
WASTE WATER LAB MANAGER	3,761	3,954	4,152	4,361	4,582
ENGINEERING TECHNICIAN	3,769	3,955	4,151	4,357	4,577
BUILDING INSPECTOR	3,769	3,955	4,151	4,357	4,577
MAINTENANCE SUPERVISOR	3,769	3,955	4,151	4,357	4,577
OPERATIONS SUPERVISOR	3,769	3,955	4,151	4,357	4,577
BLDG. MAINT. SUPERVISOR	3,769	3,955	4,151	4,357	4,577
STORMWATER FIELD TECHNICIAN	3,769	3,955	4,151	4,357	4,577
TRANSIT OPERATIONS SUPERVISOR	3,769	3,955	4,151	4,357	4,577
HEAVY EQUIP MECHANIC	3,480	3,656	3,838	4,031	4,236
TRANSIT TRAINER/SAFETY OFFICER	3,480	3,656	3,838	4,031	4,236
WASTE WATER PLANT MECHANIC	3,331	3,502	3,674	3,860	4,058
WASTE WATER PLANT OPERATOR	3,331	3,502	3,674	3,860	4,058
INFORMATION SYSTEMS TECHNICIAN	3,331	3,502	3,674	3,860	4,058
INSTRUMENTATION AND CONTROL TECHNICIAN	3,331	3,502	3,674	3,860	4,058
TRANSIT CUSTOMER SERVICE SUPERVISOR	3,427	3,598	3,778	3,967	4,166
PUBLIC WORKS ADMINISTRATIVE ASSISTANT	3,347	3,512	3,684	3,861	4,054
MAINTENANCE WORKER	3,170	3,331	3,502	3,674	3,860
TRANSIT DISPATCHER	3,154	3,311	3,481	3,656	3,841
TRANSIT DRIVER	3,001	3,151	3,313	3,480	3,656
ADMINISTRATIVE SPECIALIST- ENGINEERING	2,968	3,112	3,266	3,427	3,597
ADMINISTRATIVE SPECIALIST- M&O	2,872	3,016	3,170	3,331	3,502
BLDG. MAINTENANCE WORKER	2,968	3,112	3,266	3,427	3,597
APPRENTICE MAINT. WORKER-P.W.	2,735	2,872	3,016	3,170	3,331
WASTE WATER PLANT OPERATOR IN TRAINING	2,735	2,872	3,016	3,170	3,331
TRANSIT CUSTOMER SERVICE REPRESENTATIVE	2,652	2,785	2,928	3,075	3,231
SENIOR BUS WASHER	2,509	2,635	2,767	2,906	3,051
BUS WASHER	2,388	2,510	2,635	2,767	2,906
CUSTODIAN	2,235	2,341	2,454	2,572	2,695
<u>PLANNING</u>					
PLANNING DIRECTOR	5,966	6,262	6,577	6,904	7,250
ASSISTANT CITY PLANNER	3,769	3,955	5,151	4,357	4,577
<u>PUBLIC SERVICES</u>					
PARKS SUPERINTENDENT	4,461	4,682	4,916	5,157	5,417
RECREATION SUPERINTENDENT	4,461	4,682	4,916	5,157	5,417
HORTICULTURIST	3,331	3,502	3,674	3,860	4,058
LEAD PARKS MAINTENANCE WORKER	3,331	3,502	3,674	3,860	4,058
RECREATION SUPERVISOR	3,251	3,417	3,590	3,767	3,959
COMMUNITY IMPROVEMENT REP.	3,251	3,417	3,590	3,767	3,959
AQUATICS PROGRAM COORDINATOR	3,251	3,417	3,590	3,767	3,959
PARKS MAINT. WORKER 2	3,170	3,331	3,502	3,674	3,860
PRESCHOOL PROGRAM COORDINATOR	3,170	3,331	3,502	3,674	3,860
SENIOR CITIZEN PROGRAM COORDINATOR	3,170	3,331	3,502	3,674	3,860
ADMINISTRATIVE SPECIALIST	2,968	3,112	3,266	3,427	3,597
PARKS MAINT. WORKER 1	2,735	2,872	3,016	3,170	3,331

*** No union contracts have been settled for 2013 and only one settlement for 2012 has not been rendered**

**2012 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		7
Executive	Mayor		1
	City Supervisor	1	
	Total	1	1
Finance and Records Services	Finance Director	1	
	Accounting Manager	1	
	Accountant	1	
	Accounting Specialist	2	
	Deputy City Clerk	1	
	Executive Assistant	1	
	Administrative Clerk		1
	Total	7	1
Information Technology	Information Systems Manager	1	
	Information Systems Technician	1	
	Total	2	
Legal	City Attorney	1	
	Total	1	
Human Resources	Human Resources Manager	1	
	Total	1	
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	40	2

Fire	Fire Chief	1	
	Operations Officer	1	
	Fire Training Officer	1	
	Fire Prevention Officer	1	
	Fire Captain	3	
	Lieutenant	3	
	Firefighter	21	
	Administrative Specialist	1	1
	Total	32	1
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	2	
	Maintenance & Operations Superintendent	1	
	Maintenance Supervisor	1	
	Operations Supervisor	1	
	Stormwater Services Field Technician	1	
	Maintenance Worker	12	
	WWTP Supervisor	1	
	WWTP Plant Operator	5	
	WWTP Pretreatment/Laboratory Manager	1	
	WWTP Mechanic	1	
	Control Specialist	1	
	Automotive Repair Supervisor	1	
	Heavy Equipment Mechanic	4	
	Transit Manager	1	
	Transit Operations Supervisor	1	
	Transit Customer Service Supervisor	1	
	Transit Training/Safety Officer	1	
	Transit Dispatcher	2	1
	Transit Driver	18	13
	Transit Customer Service Representative	1	1
	Senior Bus Washer	1	
	Bus Washer	1	1
	Public Works Admin Asst.	1	
	Information Systems Specialist	1	
	Administrative Specialist	2	1
	Building Maint. Supervisor	1	
	Building Maintenance Worker	1	
Custodian	3		
Total	76	17	

Public Services	Park Superintendent	1	
	Lead Parks Maintenance Worker	1	
	Park Maintenance Worker	5	
	Horticulturist	1	
	Community Improvement Representative	1	
	Aquatic Coordinator	1	
	Recreation Superintendent	1	
	Recreation Supervisor	1	
	Senior Citizen Coordinator	1	
	Preschool Instructor	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	36	

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

Insert ERD Rate Tables Here