

## 2012 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 8, 2011

# 2012 Preliminary Budget

## City of Pullman

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**DIRECTORY OF OFFICIALS**

Mayor Glenn A. Johnson

**CITY COUNCIL**

Francis Benjamin  
Keith Bloom  
Jeff Hawbaker  
Bill Paul

Barney Waldrop  
Nathan Weller  
Pat Wright

**ADMINISTRATION**

John Sherman  
City Supervisor

Joanna Bailey  
Temporary Library Services Manager

Mark Bailey  
Information Systems Manager

Kurt Dahmen  
Recreation Superintendent

Alan Davis  
Parks Superintendent

Pete Dickinson  
Planning Director

Mike Heston  
Acting Fire Chief

Gary Jenkins  
Chief of Police

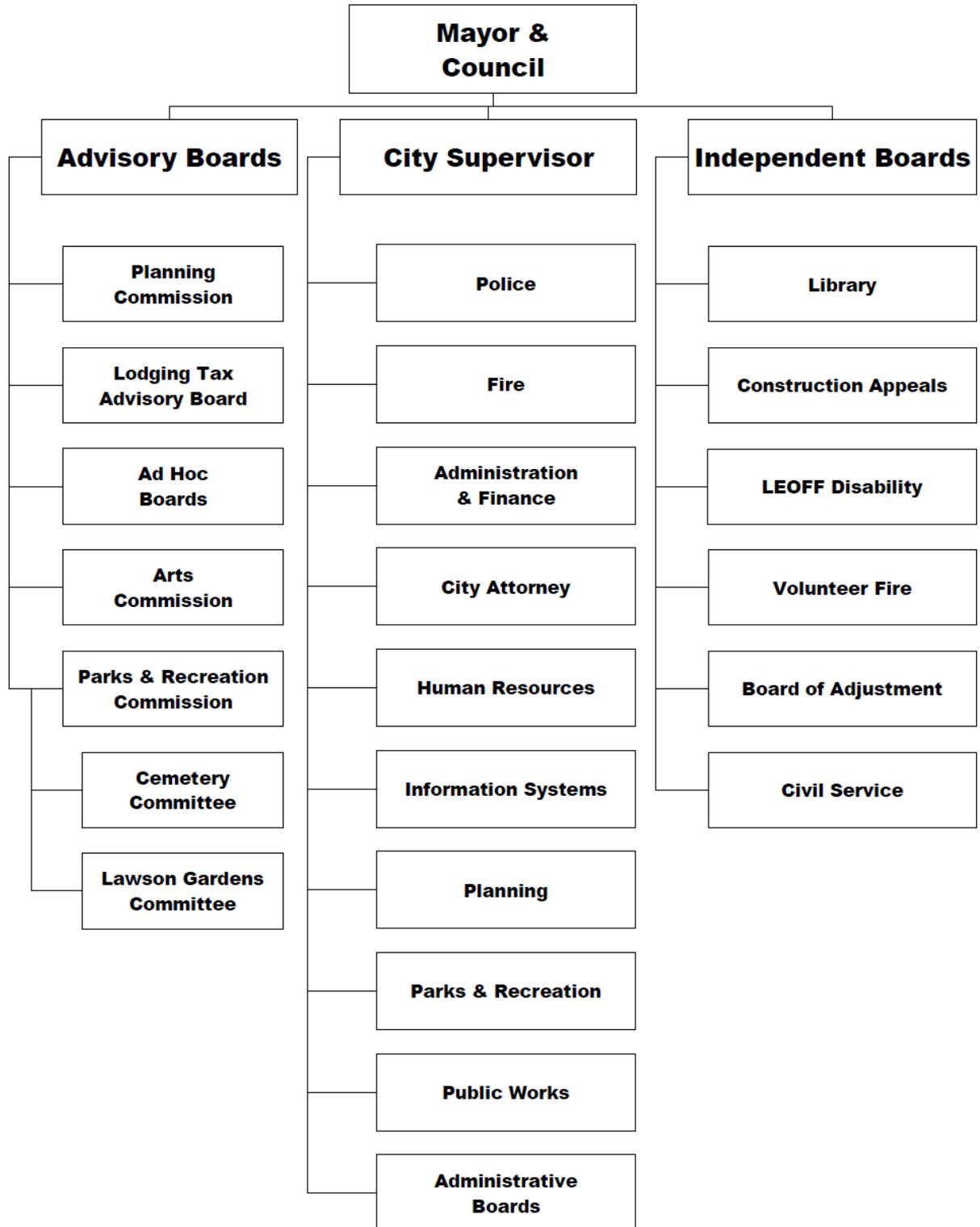
Laura McAloon  
City Attorney

William F. Mulholland  
Finance Director

Karen Sires  
Human Resources Manager

Mark Workman  
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. As was previously noted, our medical insurance premium will go up 9 percent for 2012. 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 \$55,918,287. This represents a 14.1 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.

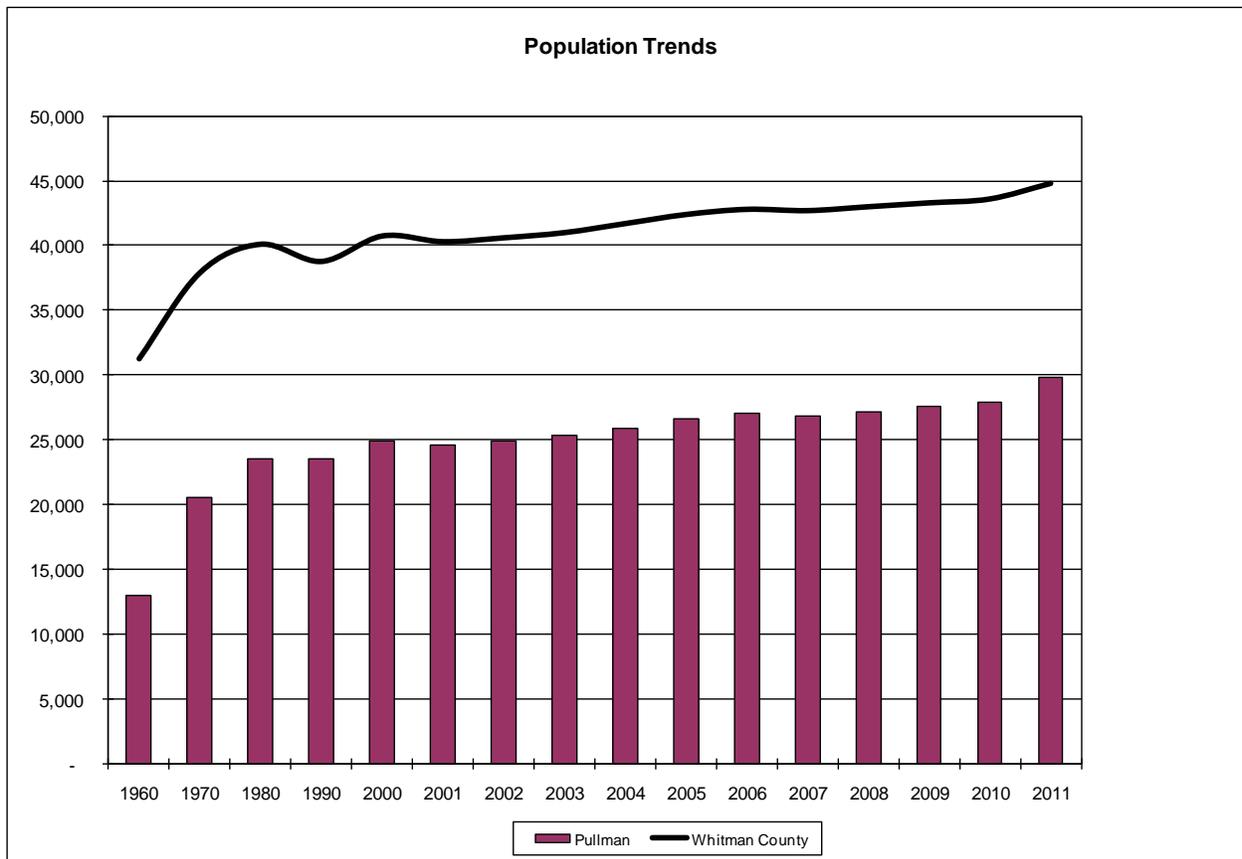
Once again I would like to sincerely commend our citizens and our employees for their support in helping the city to cope with its financial challenges. We cannot ignore such challenges, but by acknowledging and addressing them we can overcome them. We hope that we will be able to carry such a positive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

# City of Pullman

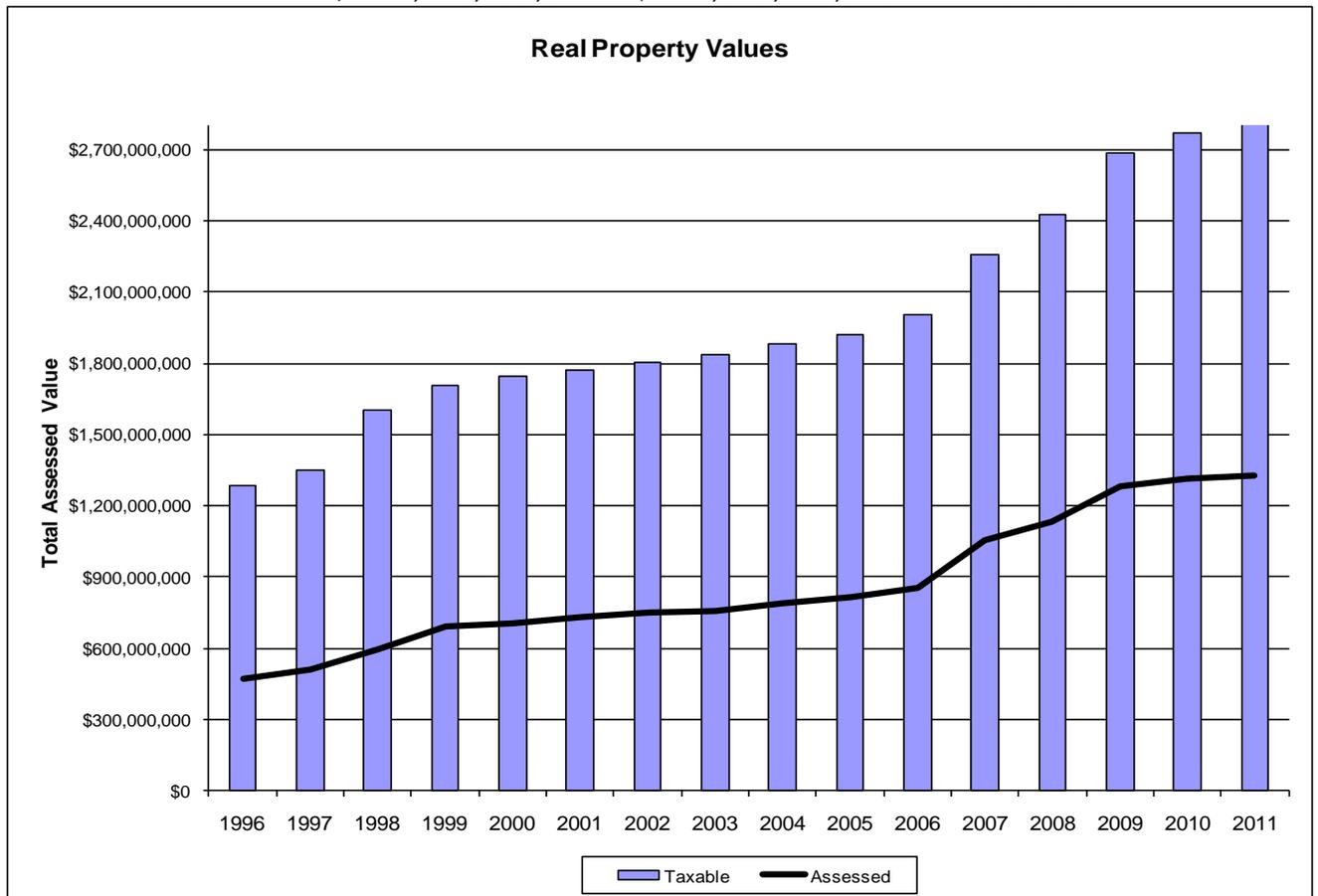
## Statistical Data

**City of Pullman**  
**Population Trend Compared with Whitman County (All) and State**  
**Last Five Primary Census Reports, 2001 - 2011 OFM Estimate**

Year	City of Pullman	Percent Change	Whitman County	Percent Change	State of Washington	Percent Change
2011	29,820	6.8%	44,800	2.8%	6,767,900	0.5%
2010	27,920	1.2%	43,600	0.7%	6,733,250	1.0%
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	Total 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%



## City of Pullman Building and Housing Data

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
<b>Number of Living Units</b>											
Single Family	3,220	3,270	3,323	3,386	3,514	3,587	3,687	3,781	3,880	3,946	3,983
Duplex	793	797	811	821	833	839	869	887	889	893	901
Multiple Dwellings	4,855	5,053	5,076	5,243	5,395	5,665	5,993	6,151	6,211	6,360	3,660
Mobile Homes	518	522	527	531	543	541	530	581	577	528	522
<b>Annual Housing Unit Increase</b>											
Single Family	344	50	53	63	128	73	100	94	99	66	37
Duplex	-31	4	14	10	12	6	30	18	2	4	8
Multiple Dwellings	-28	198	23	167	152	270	328	158	60	149	0
Mobile Homes	22	4	5	4	12	-2	-11	51	-4	-49	-6
<b>Building Permit Valuation (Millions)</b>	\$ 19.93	\$ 19.90	\$ 28.74	\$ 53.12	\$ 31.11	\$ 64.31	\$ 61.10	\$ 52.77	\$ 19.00	\$ 28.90	\$ 17.48

### Trends in Building Permit Value

Total Value of All Permits Granted



**NUMBER OF SINGLE FAMILY PERMITS FROM 1974-2010**

<u>YEAR</u>	<u>NO. OF PERMITS</u>		<u>VALUATION</u>
<b>2010</b>	37	\$	7,795,839
<b>2009</b>	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

<b>NUMBER OF SINGLE FAMILY AND MULTI-FAMILY UNITS RECEIVING BUILDING PERMITS FROM 1980-2010</b>			
<b>YEAR</b>	<b>NUMBER OF SINGLE FAMILY PERMITS</b>	<b>NUMBER OF MULTI-FAMILY UNIT PERMITS COVERED UNDER DUPLEX AND APARTMENT BUILDING PERMITS</b>	<b>TOTAL</b>
2010	37	31	68
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
1982	0	0	0
1981	15	0	15
1980	11	0	11

## City of Pullman Public Works Statistics

Service Area	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
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
Population	24,553	25,300	25,905	25,905	26,590	27,030	26,860	27,150	27,600	27,920	29,820
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
State Highways (Miles)	9.9	9.9	9.9	9.9	9.9	9.9	9	8.99	8.99	8.99	9.0
Traffic Signals (No.)	17	17	17	17	17	17	17	17	17	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
<b>Water</b>											
Number of Water Wells	4	4	5	5	5	5	5	5	5	6	6
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
Storage reservoirs	9	9	9	9	9	9	9	9	9	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
Water Mains (Miles)	86.6	87.0	87.0	89.5	92.6	92.6	96.9	97.6	97.6	100.0	101.25
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
Active Services	4,243	4,309	4,374	4,459	4,565	4,557	4,557	4,943	4,943	4,978	5,002
Fire Class	5	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
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
Water Hardness (mg/liter)	124	124	124	124	124	124	115	117	117	108	108
<b>Sanitary Sewer</b>											
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
Flow Treated (Mill Gals)	1,062	1,086	1,106	1,108	996	1,071	1,004	985	985	998	860
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
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
<b>(1) Excluding Washington State University</b>											

**CITY OF PULLMAN STATISTICS**

2011 General Fund Operating Budget	\$15,883,358
2011 TOTAL General Fund Budget	\$15,982,093
2011 TOTAL City Budget for all funds	\$47,924,605
Assessed Value	\$1,325,528,045
City of Pullman General Levy Rate	\$2.9106/\$1,000
Emergency Medical Services (EMS) Rate	\$0.444/\$1,000
Go Bond Levy Rate	\$0.2164/\$1,000
Metropolitan Park District	\$0.4044/\$1,000
TOTAL City Property Tax Rate	\$3.9359/\$1,000
Full-Time Employees	185
Regular Part-Time (20 HRS +) Employees	36
Additional Monthly Casual or Seasonal	115
TOTAL Employees for an Average Month	336
City Area	10.48 miles
Population	29,820 (OFM estimate April 2011)
Streets (Excluding WSU)	63.4 miles
State Highway	9.0 miles
Traffic Signals	19
Street Lights	1,351
Bicycle/Pedestrian Paths	10.0 miles
Number of Water Wells	6
Well Capacity	7,500 gallons/minute - designed 7,323 gallons/minute - throttled
Storage Reservoirs	11
Storage Capacity	7.7 million gallons
Water Mains	101.25 miles
Population Served	22,439
Active Services	5,002
Pumpage	860.0 million gallons
Peak Day	7.60 million gallons
Water Hardness	108 mg/ltr.

Sanitary Sewer Mains	91.16 miles
Flow Treated	985.6 million gallons
Peak Day Flow Treated	4.6 million gallons (Dec 15)
Treatment Plant Capacity	8.6 million gallons/winter peak
Snow Load	30 psf
Frost Depth	30"
Wind Load	85 mph
Seismic Zone	B
State/NW Energy Code Zone	2
Soil Bearing Value (generally)	1500 psf
Latitude	N. 46°43'40"
Longitude	W. 117°11'
Elevation	2346' at Main St./Grand Ave.
Downtown 100 yr. Flood Elevation	2349'

**BUILDING/HOUSING DATA**

Single Family Dwellings	3,983 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	679
Emergency Medical Services (EMS) calls	2,018

**POLICE DEPARTMENT**

	INCIDENT	2009	2010
Aggravated Assault		30	21
Arson		2	1
Burglary		96	175
Forcible Rape		7	9
Homicide		0	0

Larceny/Theft	320	455
Motor Vehicle Theft	14	17
Robbery	2	9

**LIBRARY**

Circulation	34,829 items	Collection Size:	77,433
Weekly visits			6,787
Registered cardholders			27,599

**TRANSIT 2010 RIDERSHIP FIGURES**

Fixed-Route	1,420,148
Dial-A-Ride	16,310

**PULLMAN-MOSCOW REGIONAL AIRPORT**

Departures in 2010 (approximate figure)	35,233
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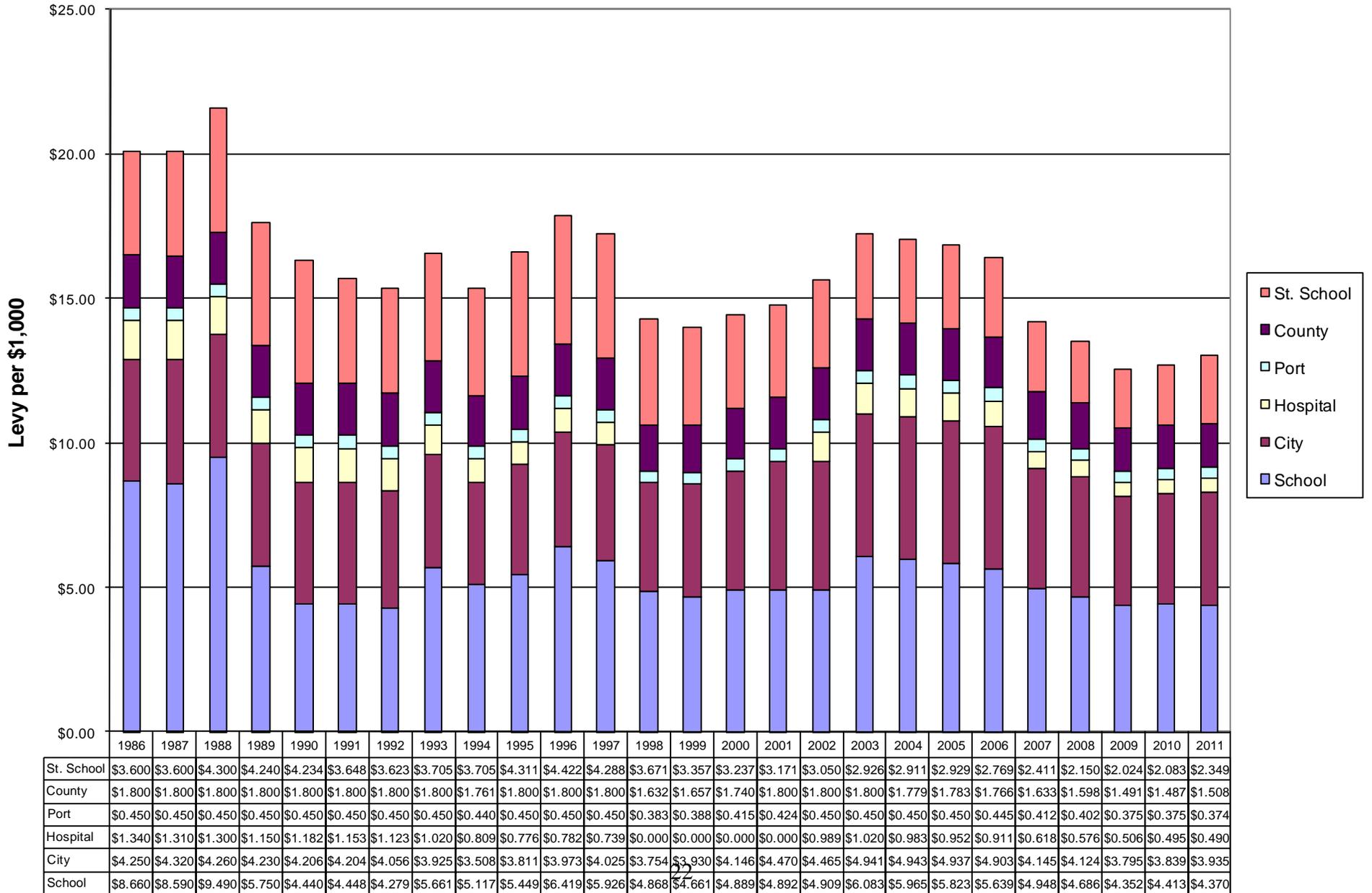
City of Pullman  
Property Tax Levies 2002-2006

Year	Entity	Levy /\$1000	Estimated Pullman Revenue	Percent of Total	Dollars Per Capita	Dollars Per \$200,000 Home
2002	School District #267	\$4.9098	\$3,667,762	31.3%	\$149.46	\$981.96
	City	\$4.4655	\$3,335,857	28.5%	\$135.94	\$893.10
	Hosp. Bond	\$0.9899	\$739,484	6.3%	\$30.13	\$197.98
	Port	\$0.4500	\$336,163	2.9%	\$13.70	\$90.00
	County	\$1.8000	\$1,344,652	11.5%	\$54.79	\$360.00
	State School	\$3.0502	\$2,278,587	19.5%	\$92.85	\$610.04
<b>TOTAL</b>		<b>\$15.6654</b>	<b>\$11,702,505</b>		<b>\$476.87</b>	<b>\$3,133.08</b>
2003	School District #267	\$6.0835	\$4,618,709	35.3%	\$185.42	\$1,216.70
	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
<b>TOTAL</b>		<b>\$17.2212</b>	<b>\$13,068,032</b>		<b>\$524.63</b>	<b>\$3,444.24</b>
2004	School District #267	\$5.9658	\$4,700,962	34.2%	\$185.81	\$1,193.16
	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
<b>TOTAL</b>		<b>\$17.0334</b>	<b>\$13,415,538</b>		<b>\$530.27</b>	<b>\$3,406.68</b>
2005	School District #267	\$5.8231	\$4,750,106	33.9%	\$187.75	\$1,164.62
	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
<b>TOTAL</b>		<b>\$16.8762</b>	<b>\$13,761,401</b>		<b>\$543.93</b>	<b>\$3,375.24</b>
2006	School District #267	\$5.6392	\$4,807,643	32.2%	\$180.81	\$1,127.84
	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
<b>TOTAL</b>		<b>\$16.4361</b>	<b>\$14,007,651</b>		<b>\$526.80</b>	<b>\$3,287.22</b>

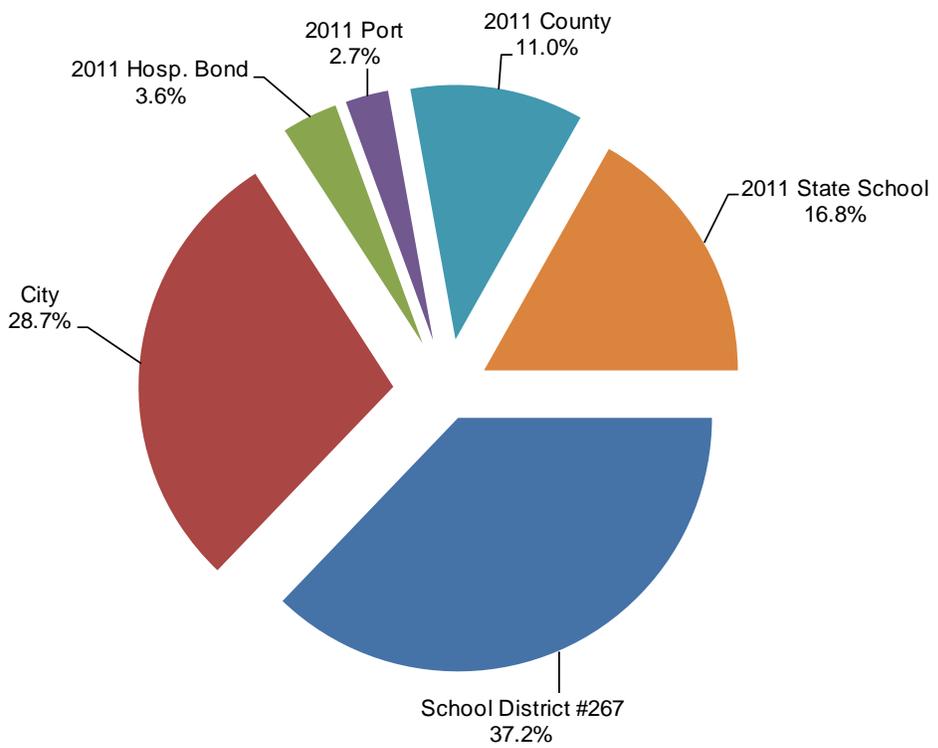
City of Pullman  
Property Tax Levies  
2007-2011

Year	Entity	Levy /\$1000	Estimated Pullman Revenue	Percent of Total	Dollars Per Capita	Dollars Per \$200,000 Home
2007	School District #267	\$4.9485	\$5,210,360	34.0%	\$192.76	\$989.70
	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
<b>TOTAL</b>		<b>\$14.1704</b>	<b>\$14,915,857</b>		<b>\$551.83</b>	<b>\$2,834.08</b>
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
<b>TOTAL</b>		<b>\$13.5387</b>	<b>\$15,336,567</b>		<b>\$570.98</b>	<b>\$2,707.74</b>
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
<b>TOTAL</b>		<b>\$12.5455</b>	<b>\$16,955,002</b>		<b>\$624.49</b>	<b>\$2,509.10</b>
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
<b>TOTAL</b>		<b>\$12.6955</b>	<b>\$17,565,020</b>		<b>\$636.41</b>	<b>\$2,539.10</b>
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

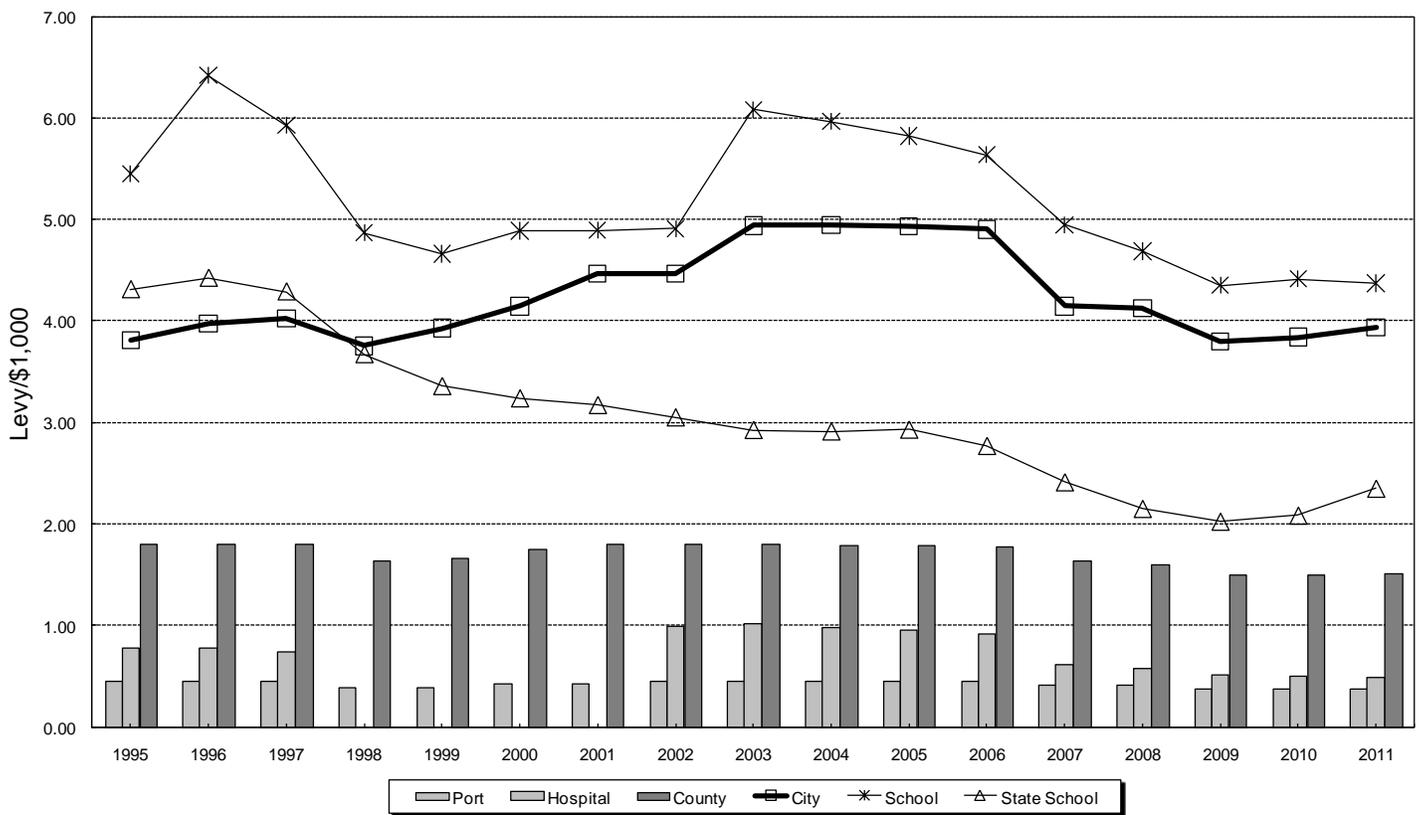
## Pullman Property Tax Levy History



**Year 2011 Property Tax Levies  
Within City of Pullman**



## Property Tax Levies Within City of Pullman

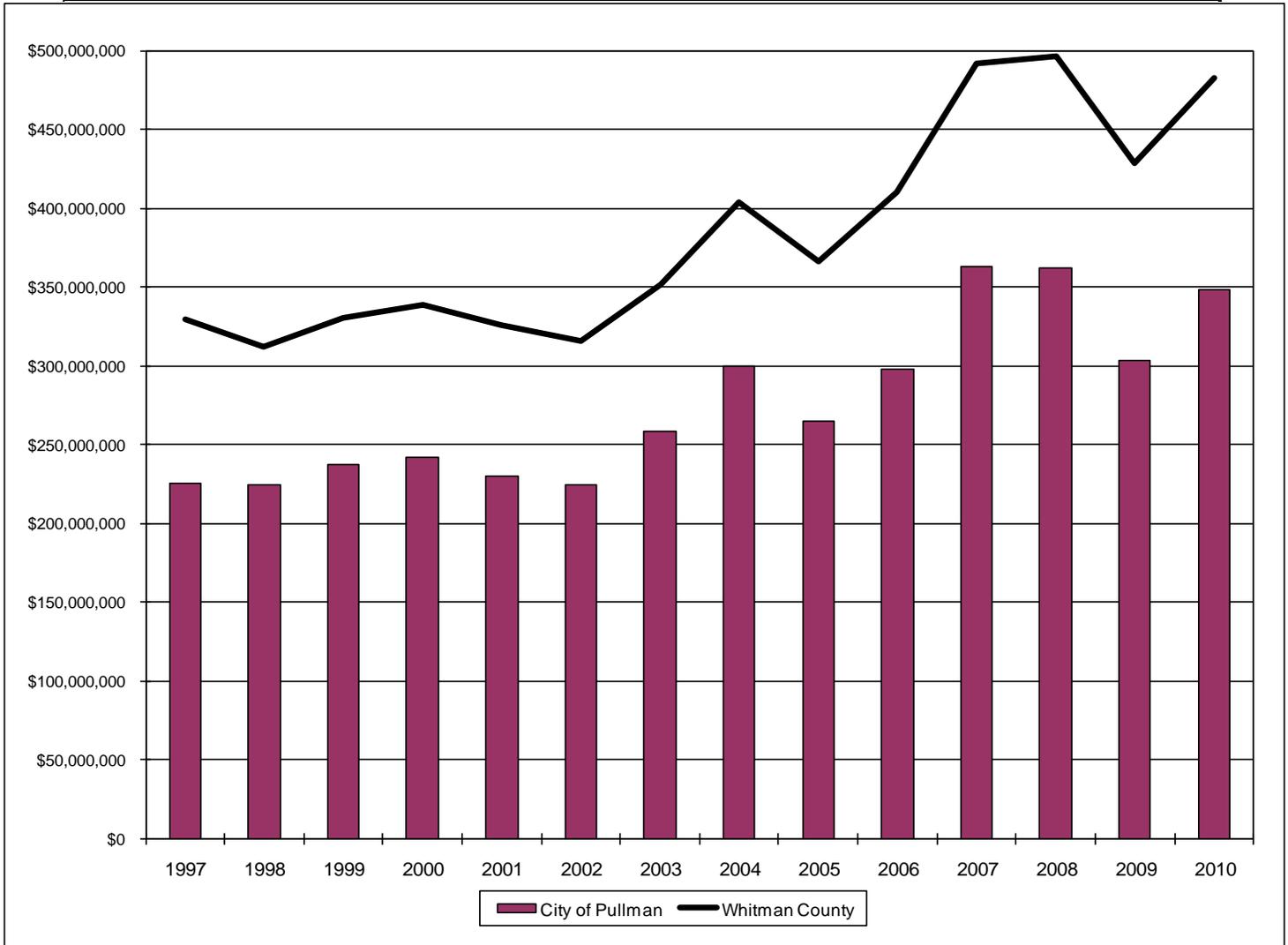


### City of Pullman Major Employers

<u>Employer</u>	<u>Business Application</u>	<u>Full, Part-time and Seasonal Employees</u>
Washington State University (Pullman Only)	State University	4,059
Schweitzer Engineering	Electrical Engineering	1,725
Pullman Regional Hospital	Medical Care	412
Wal-Mart Stores	Discount Warehouse Store	350
City of Pullman	Local Government	336
Pullman School District	Education	282
Safeway	Supermarket	125
Dissmore's IGA	Supermarket	105
Shopko	Department Store	75

## City of Pullman Taxable Retail Sales

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

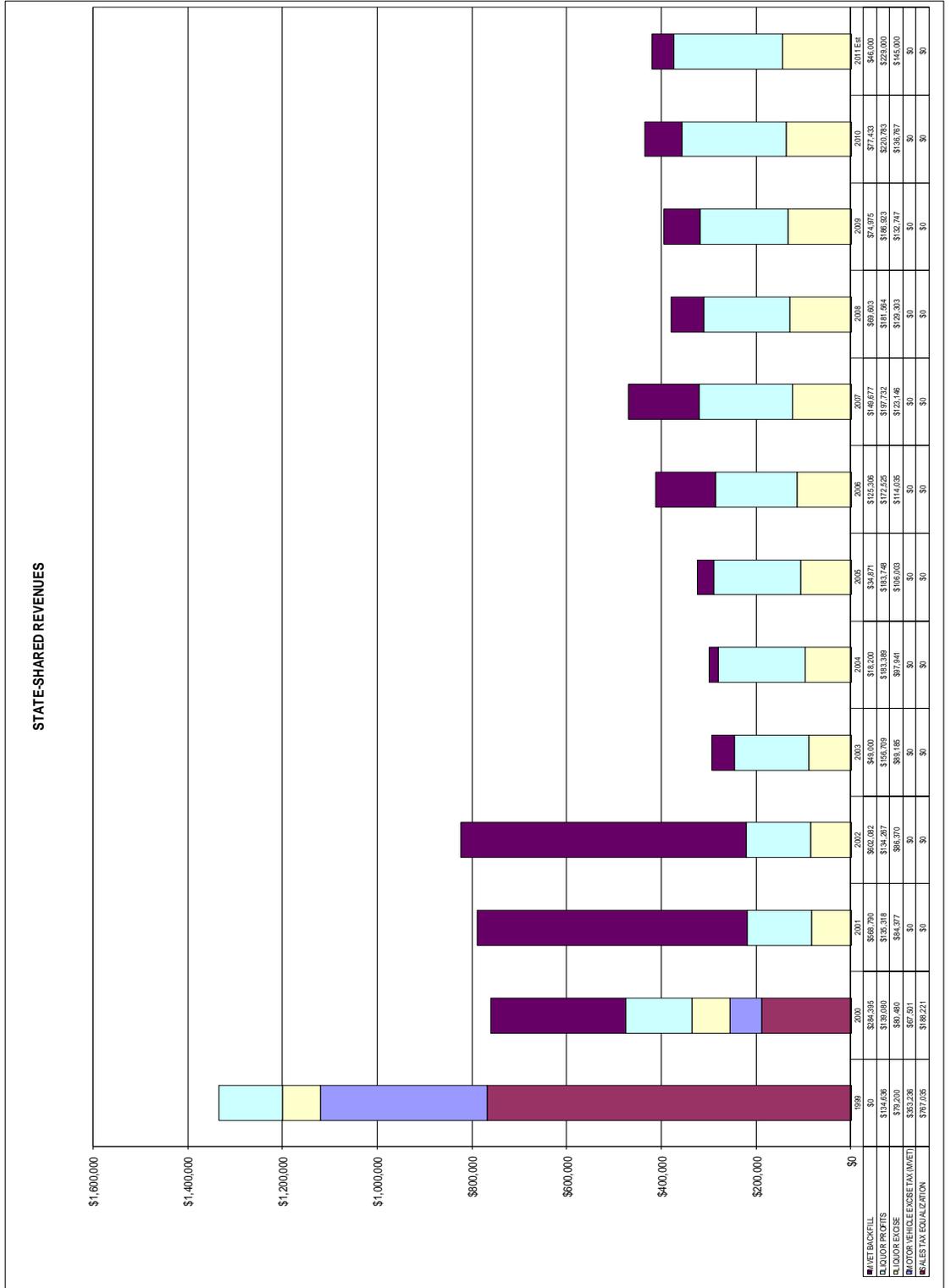


**City of Pullman**  
**Schedule of General Obligation Debt Service**  
**2012 - 2029**

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)	
2012	100,000	100,908	35,000	5,670	220,000	61,500	523,078
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
<b>TOTAL</b>	<b>\$2,490,000</b>	<b>\$1,138,238</b>	<b>\$140,000</b>	<b>\$14,350</b>	<b>\$1,470,000</b>	<b>\$229,000</b>	<b>\$5,481,588</b>

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

STATE-SHARED REVENUES



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## **GENERAL GUIDELINES FOR CONSIDERING SERVICE REQUESTS**

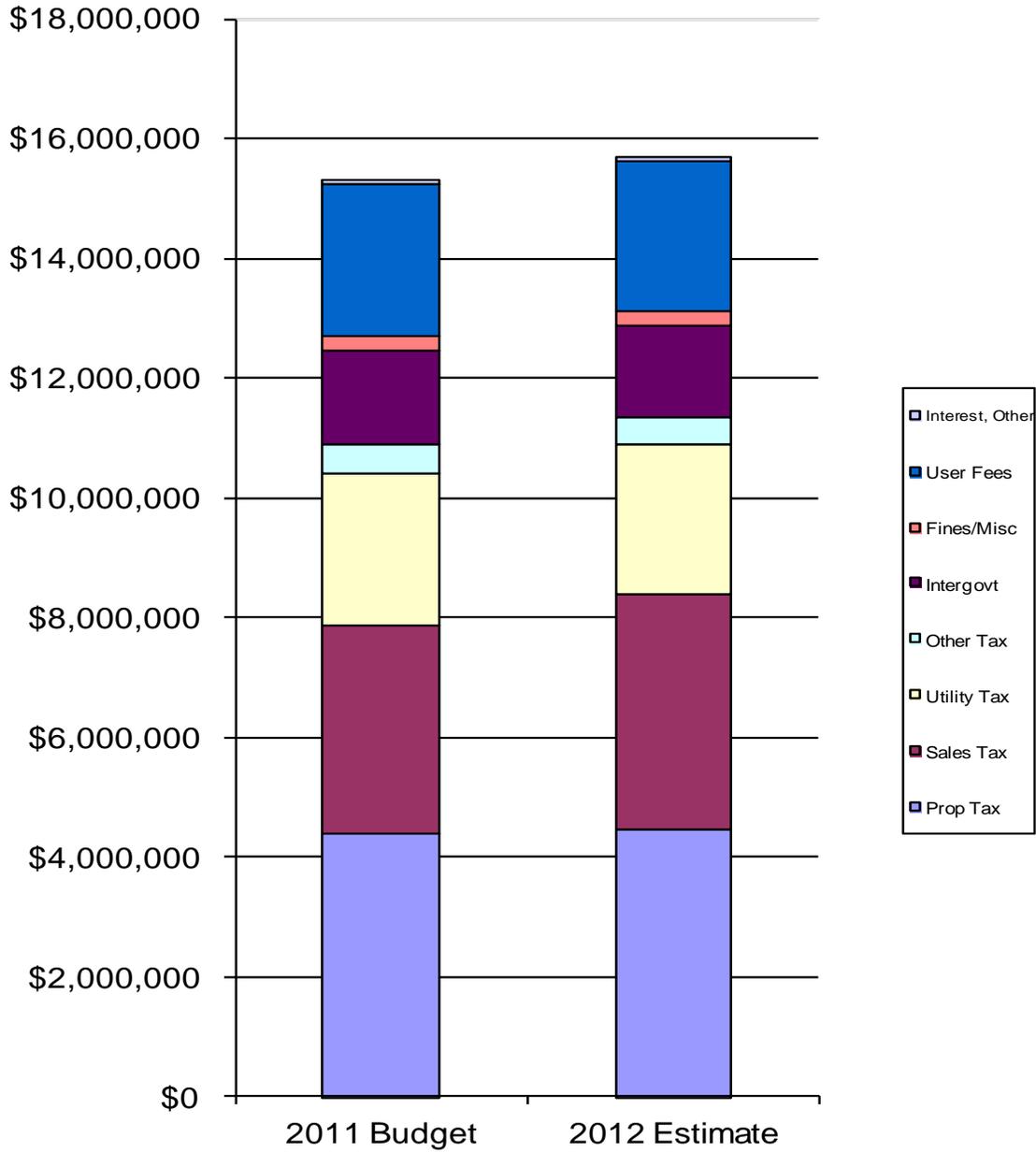
1. Should the service being considered be provided at all?
2. If the service is justified, is it most appropriate to let the private sector meet the demand without any public sector involvement or encouragement?
3. If public sector involvement is determined to be appropriate, should the public sector 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.

## 2011 - 2012 BUDGET SUMMARY BY FUND

		2011 AMENDED BUDGET*		2012 BUDGET REQUEST		
FUND	TITLE	REVENUES	EXPENDITURES	REVENUES	EXPENDITURES	CHANGE
001	<b>GENERAL FUND:</b>					
	ADMINISTRATION/FINANCE		1,245,026		1,251,568	6,542
	POLICE/SUPPORT SERVICE		5,334,274		5,623,376	289,102
	FIRE/RESCUE		4,384,733		4,351,625	(33,108)
	PUBLIC WORKS		653,562		638,001	(15,561)
	PLANNING		261,291		272,146	10,855
	PUBLIC SERVICES		2,601,607		2,632,705	31,098
	LIBRARY		1,197,876		1,193,619	(4,257)
	GENERAL GOVERNMENT		195,594		198,300	2,706
	<b>OPERATING TRANSFERS:</b>					
	AIRPORT		32,013		32,013	
	OTHER		66,722		67,023	301
	<b>TOTAL OPERATING EXPENDITURES:</b>		<b>\$15,972,698</b>		<b>\$16,260,376</b>	<b>\$287,678</b>
						<b>OPERATING PERCENTAGE CHANGE: 1.8%</b>
	<b>CAPITAL EXPENDITURES &amp; TRANSFERS:</b>					
	CAPITAL EXPENDITURES		103,183		138,981	35,798
	TO DEBT REDEMPTION FUND					
	TO OTHER FUNDS					
	<b>TOTAL CAPITAL:</b>		<b>\$103,183</b>		<b>\$138,981</b>	<b>\$35,798</b>
	<b>TOTAL GENERAL FUND:</b>		<b>\$15,302,566</b>	<b>\$15,702,829</b>	<b>\$16,399,357</b>	<b>\$323,476</b>
						<b>TOTAL FUND PERCENTAGE CHANGE 2.0%</b>
104	ARTERIAL STREETS	1,445,750	1,445,750	250,705	1,367,300	(78,450)
105	STREETS	1,744,650	2,433,260	1,706,700	2,287,424	(145,836)
120	CIVIC IMPROVEMENT	271,990	363,271	296,365	340,162	(23,109)
310	CEMETERY EXPANSION	800	6,000	800	6,000	
315	2005 LTGO BOND FUND	42,500	42,305	40,975	40,975	(1,330)
316	2007 BOND FUND	285,500	309,235	281,900	311,900	2,665
317	2009 AIRPORT WATER BOND FUND	204,908	204,908	201,908	201,908	(3,000)
322	DOWNTOWN RIVERWALK	2	6,983	2	8,463	1,480
401	UTILITIES	8,021,197	7,924,606	15,985,100	8,360,190	435,584
403	UTILITY CAPITAL PROJECTS		4,485,329		10,677,280	6,191,951
404	STORMWATER	1,264,309	1,092,146	1,275,500	1,291,253	199,107
405	TRANSIT	3,766,446	3,771,924	3,581,606	3,900,227	128,303
501	EQUIPMENT RENTAL	2,609,972	3,619,282	2,361,806	2,845,784	(773,498)
504	GOV'T BUILDINGS	1,229,931	1,205,991	1,123,758	956,772	(249,219)
507	INFORMATION SYSTEMS	386,047	390,517	432,122	435,372	44,855
607	LAWSON GARDENS ENDOW	126,000	205,368	78,000	156,521	(48,847)
610	CEMETERY CARE FUND	6,800	800	2,450	800	
615	FIREMEN'S PENSION	27,160		27,828		
651	AIRPORT AGENCY	5,189,069	5,436,018	6,177,299	6,330,949	894,931
	<b>TOTAL ALL FUNDS:</b>		<b>\$41,925,597</b>	<b>\$49,527,653</b>	<b>\$55,918,637</b>	<b>\$6,899,063</b>
						<b>PERCENTAGE CHANGE: 14.1%</b>

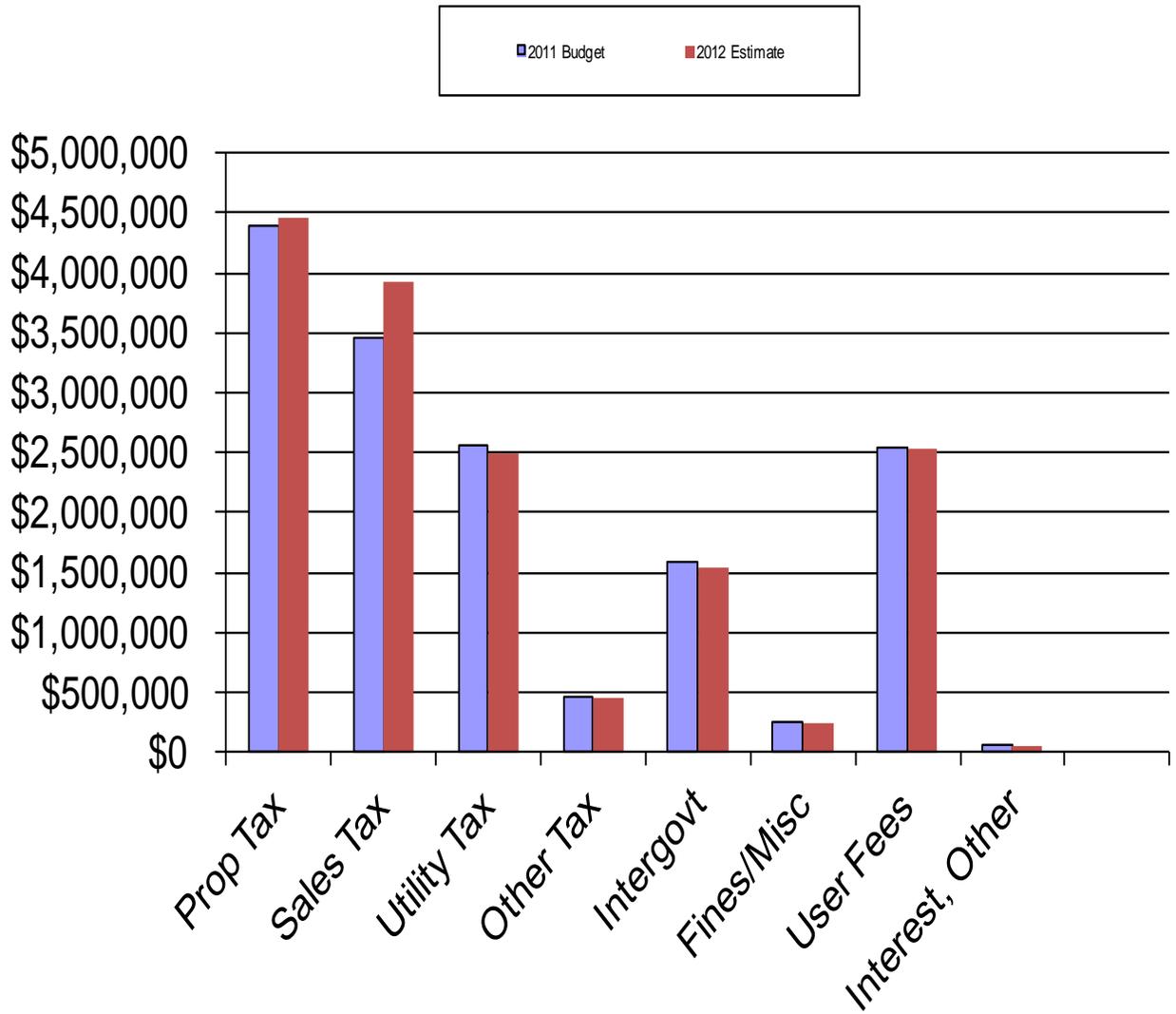
\* Includes Budget Amendments Approved on April 26, 2011, July 19, 2011, October 11, 2011

### General Fund Revenues



**2012 Total: \$15,702,829**

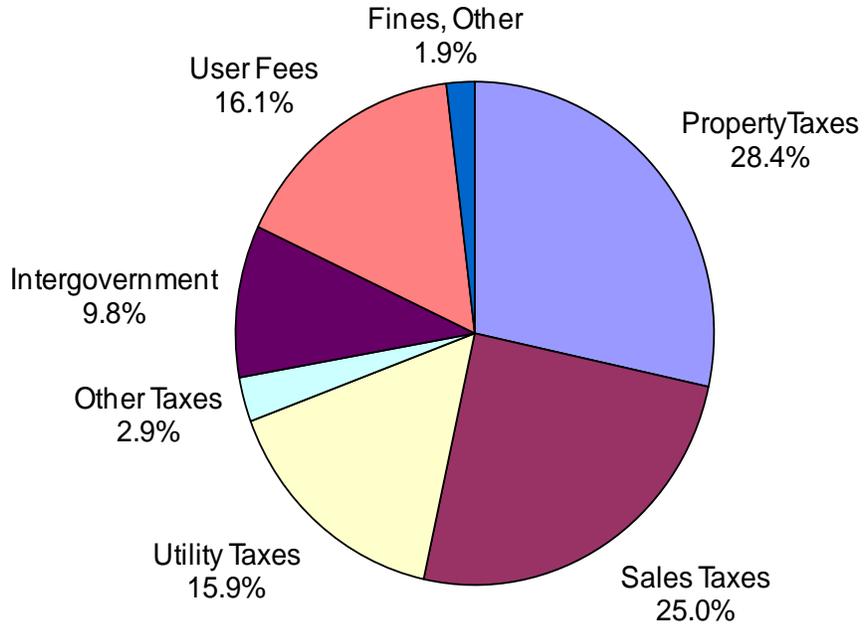
# General Fund Revenues



**2012 Total: \$15,702,829**

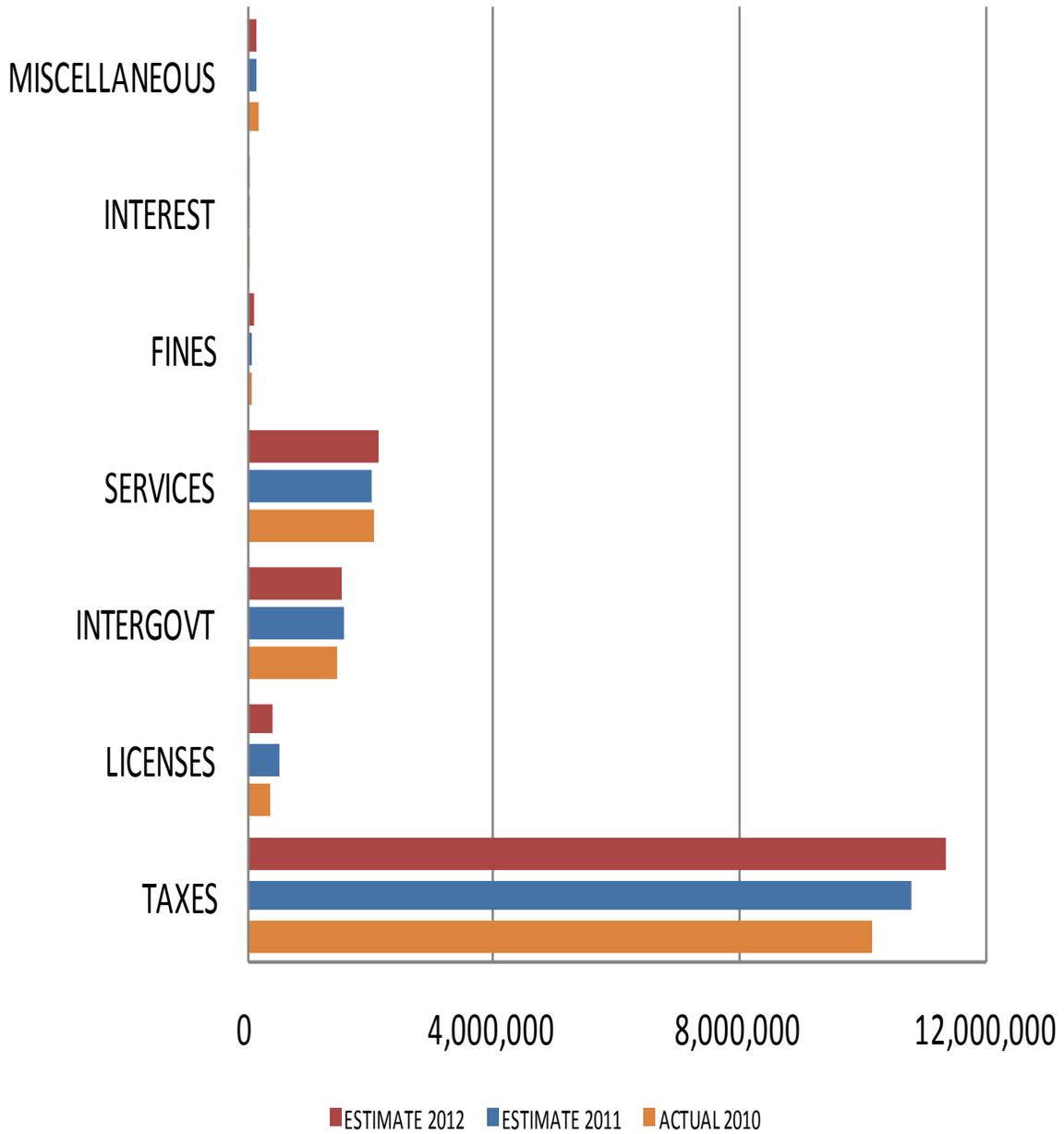
### Pullman's General Fund 2012 Budget

Estimated Revenues: \$15,694,453



**2012 Total: \$15,702,829**

# General Fund Revenue History



**2012 Total: \$15,702,829**

**FUND NUMBER**

**TITLE**

001

**GENERAL FUND - REVENUES**

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

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

**2012 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 \$49,000 in backfill funding in 2012.

General Fund cash and reserves at year-end 2012 should equal approximately \$1.495 million. We estimate that 2012 total revenues will increase 2.6 percent or \$40,263 from the budgeted 2011 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 \$3,914,882, an increase of \$56,737 over 2010, 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 24.9 percent of 2012 General Fund revenues. The voter-approved permanent continuation of the EMS levy will produce approximately \$543,975, an increase of \$7,934 due to new construction and the 1.0 percent revenue limit increase. Together the general property tax revenue and the EMS levy comprise 28.4 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 2011 will be a strong construction year compared to last year, but not as strong as previous years. 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. 2011 sales taxes are being collected at a higher rate than what was budgeted. Sales taxes revenue projections are higher than the actual 2010 collection rate, and at a rate higher than what was budgeted for 2011. Expected sales tax revenues of \$3.62 million will provide about 23.1 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 \$305,000 and will provide 1.9 percent of total General Fund revenues in 2012.

In admissions taxes, the forecast is for no increase in 2012 receipts. Utility taxes are expected to remain flat in 2012 and will provide about 12.1 percent of General Fund revenues. The positive impacts to utility taxes usually include rate increases for electric, natural gas and water/sewer rates, but none are scheduled at this point. Indications are for a much colder winter, which obviously affects the tax amount received from energy providers, but nothing has been added for weather. Local taxes in total will provide about \$11,329,132, or 72.1 percent of the General Fund's total revenues. This is a 4.2percent increase from 2011.

**LICENSES AND PERMITS:** The cable TV franchise fee should generate approximately \$165,000. No change is projected for building permits revenues. Other licenses are expected to increase 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 2011 population at 29,820 an increase of 1900 from the 2010 estimate. The state's estimates of per capita shares in 2012 are Liquor Tax: \$5.01 and Liquor Profits: \$6.19.

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 2011, the university will provide the City \$851,885 to offset the costs to provide those services.

State-shared and other intergovernmental and known grant revenue in 2011 will provide 9.8 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 3.7 percent compared to 2011.

**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 \$2,138,842, which is \$4,786 less than the 2011

budget. Approximately 13.6 percent of General Fund revenues are derived from user fees.

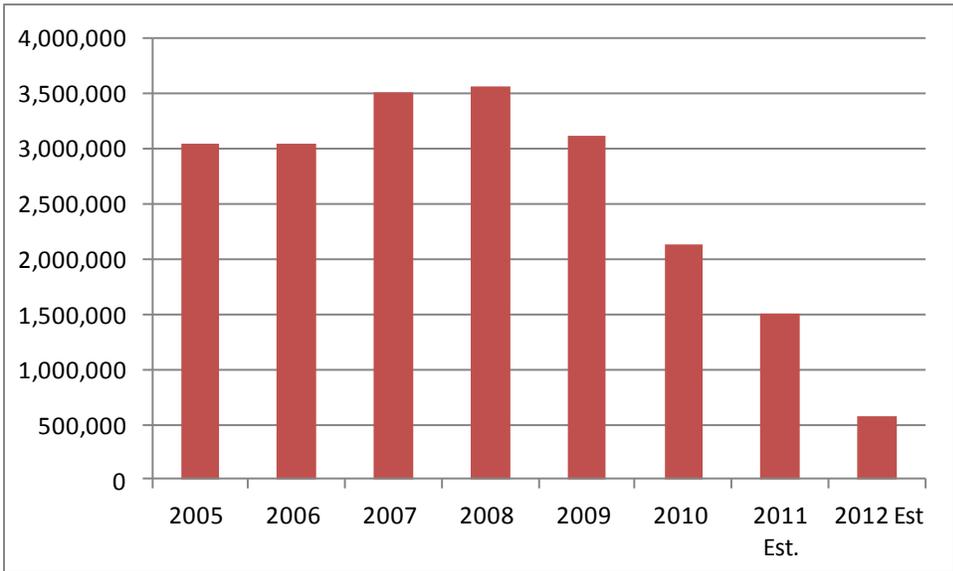
**INTERFUND CHARGES:** These are charges levied on other funds for General Fund services such as direct support and overhead charges from grounds keeping, accounting and administrative, and engineering activities, are included in Charges for Services. These charges will decrease \$10,126 as direct support services are projected to decrease.

**FINES AND FORFEITS:** A decrease of \$2,000 is projected for fine estimates. This category is projected to contribute 0.7 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 1.2 percent (\$194,500) 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 2012 beginning unallocated and unreserved contingency reserve totals \$1.49 million, or 9.5 percent of the 2011 operating requests and 9.2 of 2012 operating request. The ending 2012 reserve total is estimated to be 3.6 percent of the 2012 operating requests. It is expected that the reserve will not meet the 13.0 percent level. However, year-end estimates have been historically conservative.

Our projections do not take into account an unsettled contract for 2011, and contracts for 2012. These will have a tremendous affect on ending cash. Since the City cannot operate at these reduced levels, early in 2012, reductions in staffing, services as well as benefit cost-sharing may be necessary.



2009	\$3,108,999		
2010	\$2,137,577		(971,422)
2011	\$1,494,629	9.1%	(642,948)
2012	\$ 578,098	3.5%	(916,531)

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

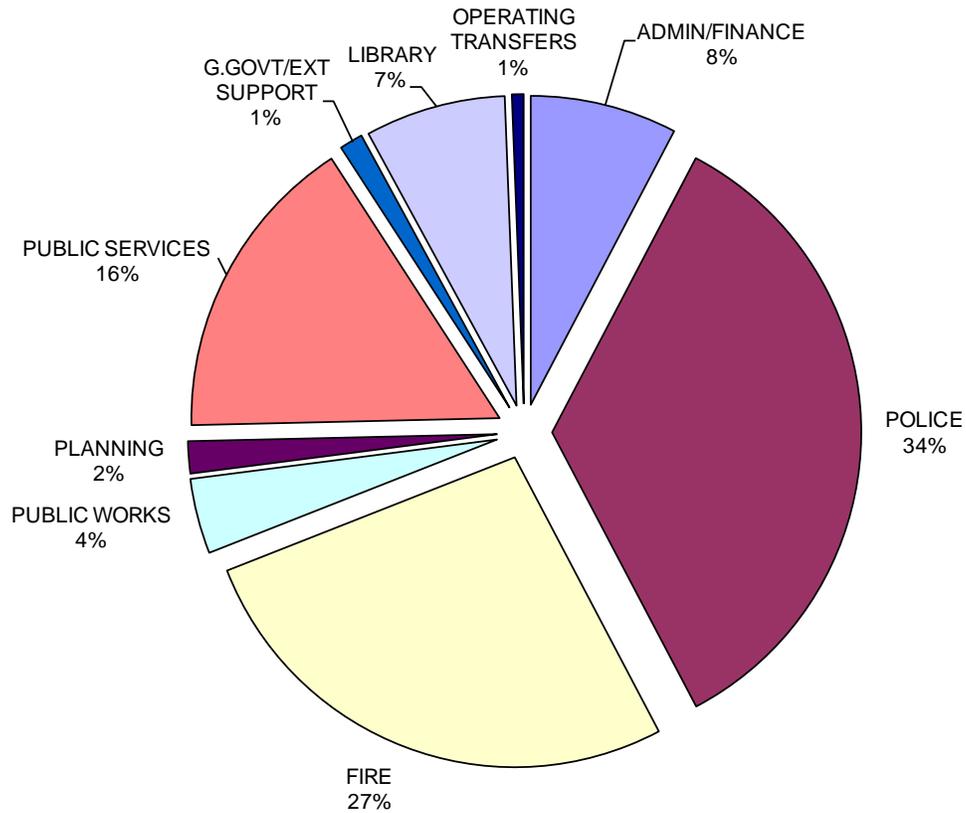
**TOTAL REVENUES:** Total 2012 revenues, before estimated beginning cash on hand, are expected to increase \$400,263 from the 2011 amended budget. Estimated 2011 General Fund revenues together with year-end 2011 reserves and savings are sufficient to sustain the 2012 budget requests but will not meet 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.

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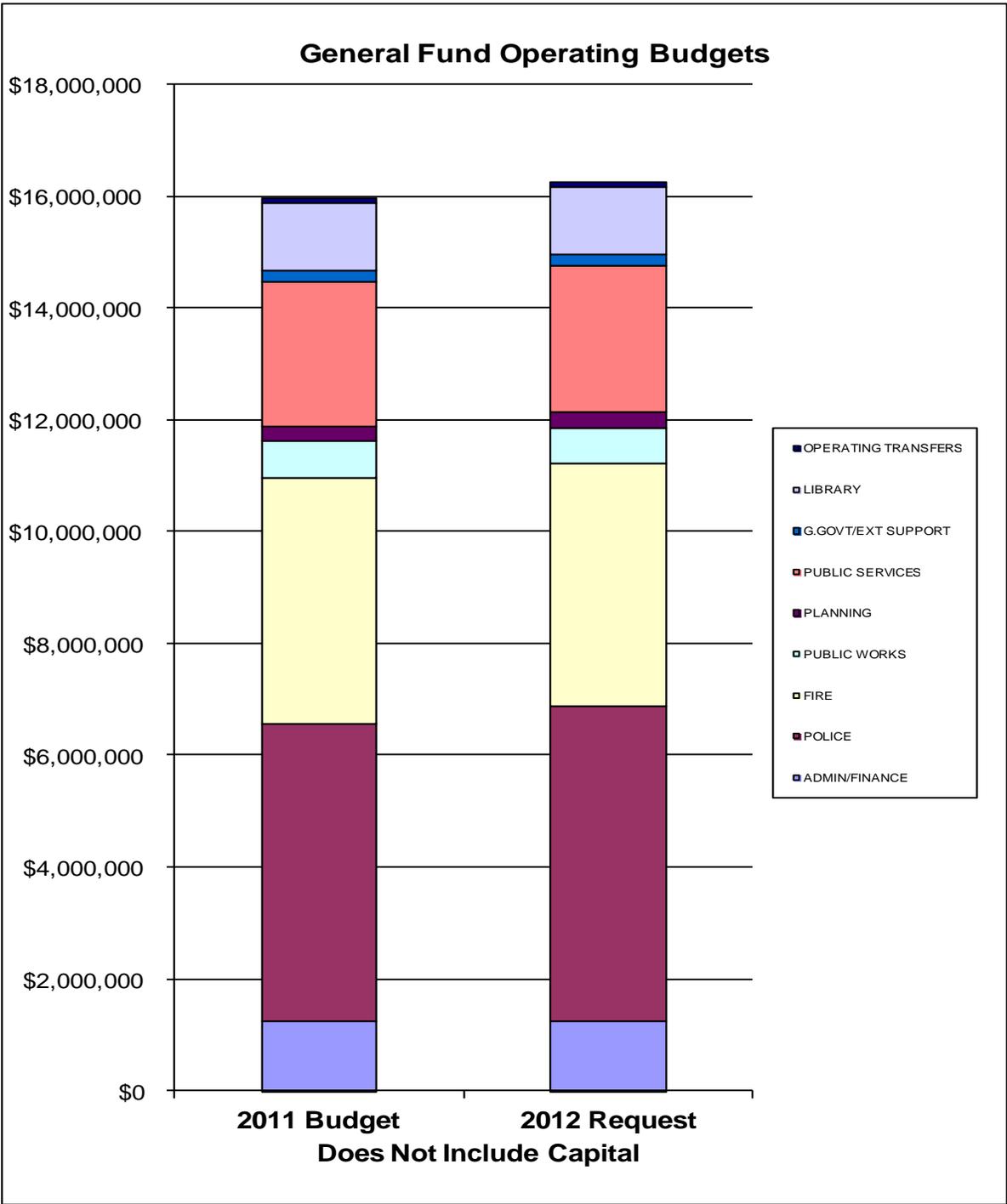
**2012 GENERAL FUND REVENUE ESTIMATE SUMMARY**

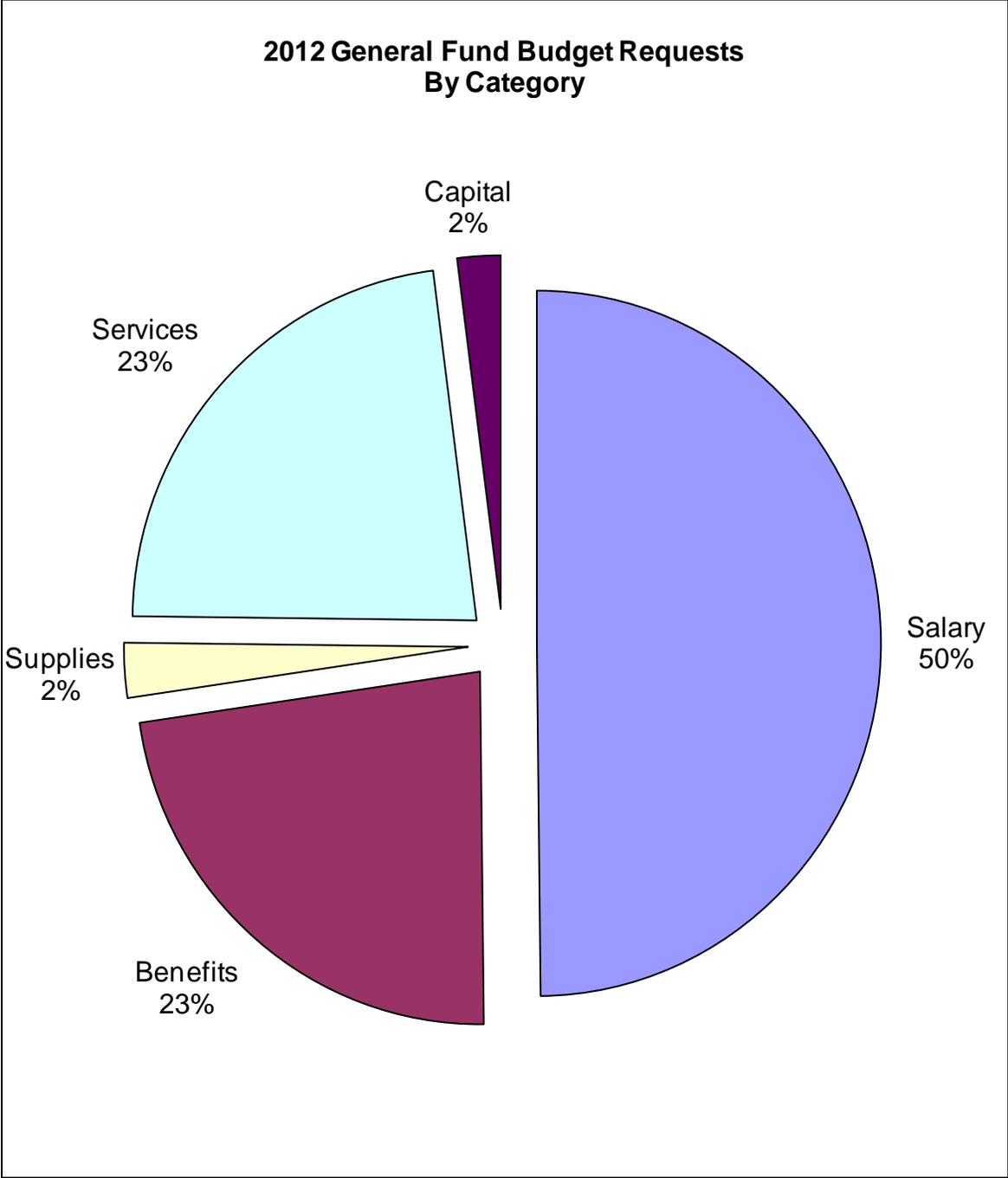
	ACTUAL 2010	AMENDED 2011 BUDGET	YTD 07/31/11	YEAR END 2011 ESTIMATE	PRELIMINARY ESTIMATE 2012	\$ CHANGE ESTIMATES 2012-2011	% CHANGE ESTIMATES 2012-2011	% OF BUDGET
<b>TAXES:</b>								
PROPERTY	3,684,347	3,858,145	2,110,624	3,819,564	3,914,882	56,737	1.5%	24.9%
EMS TAX LEVY	517,132	536,128	295,958	530,767	543,975	7,847	1.5%	3.5%
RETAIL SALES	2,910,597	3,179,000	1,864,835	3,321,275	3,621,275	442,275	13.9%	23.1%
NATURAL GAS USE	179,979	272,000	124,250	222,531	225,000	(47,000)	-17.3%	1.4%
LOCAL CRIM JUST SALES TAX	281,586	275,000	183,933	303,808	305,000	30,000	10.9%	1.9%
IF TAXES - UTILITIES - WATER	146,772	155,000	76,680	150,030	150,000	(5,000)	-3.2%	1.0%
IF TAXES - UTILITIES - SEWER	158,273	180,000	95,752	166,000	170,000	(10,000)	-5.6%	1.1%
IF TAXES - UTILITIES - STORMWATER	28,704	38,000	25,139	38,000	44,000	6,000	0.0%	0.3%
ADMISSIONS	298,950	250,000	109,271	245,000	250,000	0	0.0%	1.6%
UTIL TAX-ENERGY	1,112,818	1,280,000	680,384	1,225,000	1,280,000	0	0.0%	8.2%
UTIL TAX-SOLID WASTE	215,174	240,000	95,459	215,000	225,000	(15,000)	-6.3%	1.4%
UTIL TAX-TELEPHONE	430,247	400,000	200,056	375,000	400,000	0	0.0%	2.5%
UTIL TAX-WATER/SEWER	0	0	0	0	0	0	0.0%	0.0%
LEASEHOLD EXCISE	67,499	60,000	32,376	69,721	65,000	5,000	8.3%	0.4%
GAMBLING	128,724	150,000	65,378	135,000	135,000	(15,000)	-10.0%	0.9%
<b>TOTAL TAXES:</b>	<b>\$10,160,801</b>	<b>\$10,873,273</b>	<b>\$5,960,095</b>	<b>\$10,816,695</b>	<b>\$11,329,132</b>	<b>\$455,859</b>	<b>4.2%</b>	<b>72.1%</b>
CABLE FRANCHISE	154,603	155,000	41,640	150,000	165,000	10,000	6.5%	1.1%
OTHER LICENSES:	200,781	234,000	176,108	354,900	237,900	3,900	1.7%	1.5%
<b>INTERGOVERNMENT:</b>								
FEDERAL GRANT TOTALS	38,097	30,000	13,345	25,000	30,000	0	0.0%	0.2%
STATE GRANT TOTALS	2,375	16,167	1	15,035	0	(16,167)		0.0%
MOBILE HOME/TRAILER EXCISE	0	0	0	0	0	0		0.0%
MOTOR VEH EXCISE	0	26,455	27,994	27,994	31,684	5,229	19.8%	0.2%
EQUALIZATION	0	0	0	0	0	0		0.0%
CITY ASSISTANCE	77,433	68,090	24,001	53,476	49,000	(19,090)	-28.0%	0.3%
LOCAL GOV'T ASSISTANCE	0	0	0	0	0	0		0.0%
MVET - CRIMINAL JUSTICE	33,023	0	0	0	0	0		0.0%
CTED CRIMINAL JUSTICE	0	0	0	0	0	0		0.0%
LIQUOR EXCISE	136,767	139,760	106,973	142,798	149,398	9,638	6.9%	1.0%
LIQUOR PROFITS	220,783	215,000	116,638	232,468	184,586	(30,414)	-14.1%	1.2%
FIRE SERVICES WSU	723,700	851,885	567,923	851,885	857,958	6,073	0.7%	5.5%
WHITMAN CTY LIBRARY DISTRICT	44,885	40,388	21,021	42,000	44,279	3,891	9.6%	0.3%
EMS CONTRACTS	103,787	114,781	66,836	88,000	97,036	(17,745)	-15.5%	0.6%
SCHOOL INTERLOCAL	27,014	27,014	27,014	27,014	27,014	0	0.0%	0.2%
SHARED COSTS WSU	0	0	0	0	0	0		0.0%
INTERGOV REC FACILITY-AQUATIC	60,139	62,000	36,206	62,000	62,000	0	0.0%	0.4%
<b>TOTAL INTERGOVT:</b>	<b>\$1,468,001</b>	<b>\$1,591,540</b>	<b>\$1,007,952</b>	<b>\$1,567,670</b>	<b>\$1,532,955</b>	<b>(\$58,585)</b>	<b>-3.7%</b>	<b>9.8%</b>
SERVICE CHARGES:	1,744,827	1,842,102	633,605	1,737,704	1,836,220	(5,882)	-0.3%	11.7%
INTERFUND CHGS:	317,175	301,526	119,498	287,250	302,622	1,096	0.4%	1.9%
FINES:	85,842	106,500	51,539	89,059	104,500	(2,000)	-1.9%	0.7%
INVESTMENT INCOME	37,535	60,000	23,582	46,553	60,000	0	0.0%	0.4%
OTHER MISC.	170,804	138,625	89,175	144,595	134,500	(4,125)	-3.0%	0.9%
<b>TOTAL MISC:</b>	<b>\$208,340</b>	<b>\$198,625</b>	<b>\$112,758</b>	<b>191,148</b>	<b>\$194,500</b>	<b>(\$4,125)</b>	<b>-2.1%</b>	<b>1.2%</b>
<b>TOTAL REVENUES:</b>	<b>\$14,340,370</b>	<b>\$15,302,566</b>	<b>\$8,103,194</b>	<b>\$15,194,425</b>	<b>\$15,702,829</b>	<b>\$400,263</b>	<b>2.6%</b>	<b>100.0%</b>
BEGINNING CASH:	3,108,795	2,137,577	2,137,577	2,137,577	1,605,626	(531,951)	-24.9%	
<b>TOTAL RESOURCES:</b>	<b>\$17,449,165</b>	<b>\$17,440,143</b>	<b>\$10,240,771</b>	<b>\$17,332,003</b>	<b>\$17,308,455</b>	<b>(\$131,688)</b>	<b>-0.8%</b>	

## 2012 General Fund Budget: Operating Requests



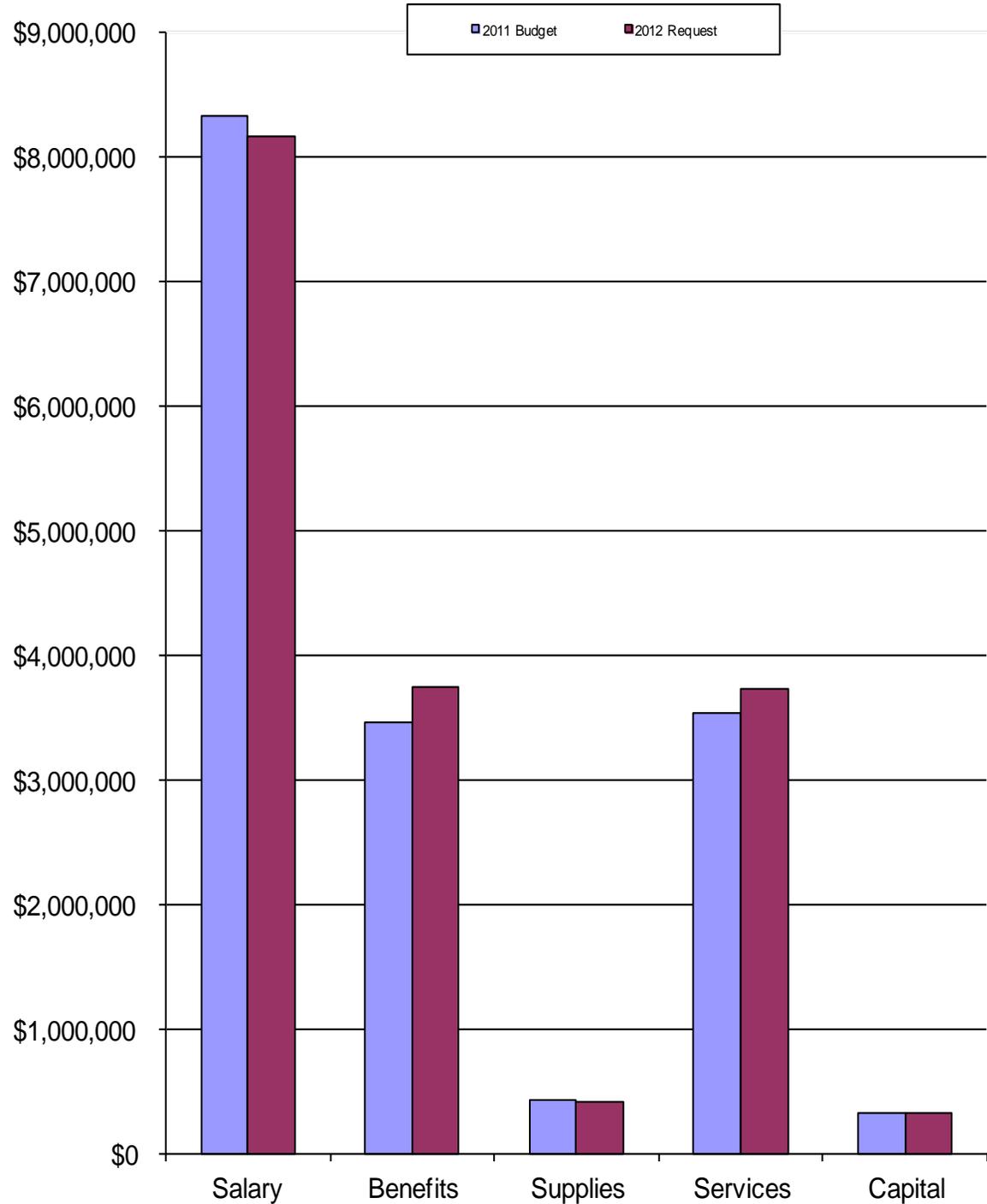
**2012 Total Operating Requests:  
\$16,260,376**





**2012 Total Operating Requests:  
\$16,399,357**

### 2012 Budgets by Category



**FUND NUMBER**

**TITLE**

001

**GENERAL FUND - EXPENDITURES**

**EXPENDITURES:** The Departmental Budget Request summary table lists 2012 General Fund Operating Expenditure requests totaling \$16,260,376. Overall, total operating requests represent a increase of 1.82 percent above the 2011 amended budget. Total expenditure requests, including capital expenditures and capital transfers total \$16,399,357. This is a 2.0 percent increase from the 2011 amended budget. Capital expenditure and transfer requests total \$138,981.

**ESTIMATED ENDING CASH:** This proposal establishes an estimated ending cash balance of \$578,098. 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 2.3 of operating requests, or about \$1,757,268 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.

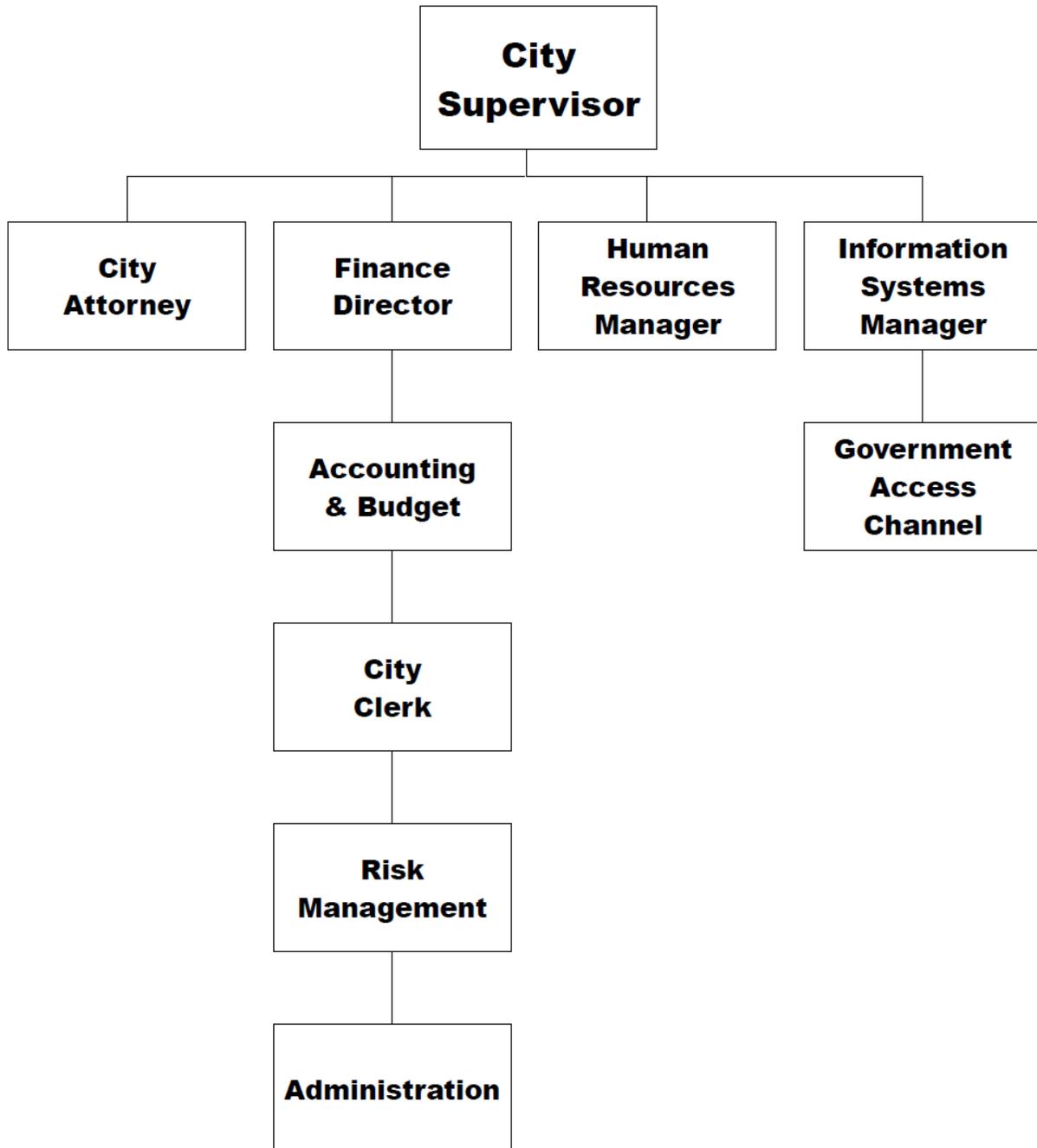
**GENERAL FUND DEPARTMENTAL BUDGET REQUESTS**

	<u>2010</u> <u>ACTUAL</u>	<u>2011</u> <u>AMENDED</u> <u>BUDGET</u>	<u>YTD</u> <u>07/31/11</u>	<u>2012</u> <u>REQUEST</u>	<u>\$ CHANGE</u>	
<b>DEPARTMENT TOTALS:</b>						
ADMIN/FINANCE	1,180,710	1,245,026	675,874	1,251,568	6,542	0.5%
POLICE	5,225,851	5,334,274	2,934,976	5,623,376	289,102	5.4%
FIRE	4,127,633	4,384,733	2,351,930	4,351,625	(33,108)	-0.8%
PUBLIC WORKS	596,389	653,562	375,403	638,001	(15,561)	-1.7%
PLANNING	254,267	261,291	150,097	272,146	10,855	4.2%
PUBLIC SERVICE	2,470,510	2,601,607	1,456,732	2,632,705	31,098	1.2%
G.GOV'T/EXT SUPPORT	168,584	195,594	173,795	198,300	2,706	1.4%
LIBRARY	1,170,197	1,197,876	611,147	1,193,619	(4,257)	-0.4%
OPERATING TRANSFERS						
STREETS	61,923	61,923	61,923	61,923	0	
INFO SYS-GOV'T ACCESS CHANNEL	4,684	4,799	5,100	5,100	301	
GOVT BUILDINGS	18,509	0	0	0	0	
AIRPORT	32,013	32,013	32,013	32,013	0	0.0%
<b>TOTAL OPERATING:</b>	<b>\$15,311,270</b>	<b>\$15,972,698</b>	<b>\$8,828,990</b>	<b>\$16,260,376</b>	<b>\$287,678</b>	<b>1.8%</b>
<b>PERCENTAGE CHANGE:</b>						<b>1.8%</b>
<b>CAPITAL OUTLAYS:</b>						
C.I.P. PROJECTS	52,365	103,183	74,713	138,981	35,798	68.4%
CAPITAL TRANSFERS:						
STREETS	0	0	0	0	0	
INTERNAL SERVICES	0	0	0	0	0	
OTHER FUNDS	0	0	0	0	0	
G.O. BOND REDEMPT	0	0	0	0	0	
<b>TOTAL CAPITAL:</b>	<b>\$52,365</b>	<b>\$103,183</b>	<b>\$74,713</b>	<b>\$138,981</b>	<b>\$35,798</b>	<b>34.7%</b>
<b>TOTAL GENERAL FUND:</b>	<b>\$15,363,635</b>	<b>\$16,075,881</b>	<b>\$8,903,703</b>	<b>\$16,399,357</b>	<b>\$323,476</b>	<b>2.01%</b>
<b>PERCENTAGE CHANGE:</b>						<b>2.0%</b>
<b>+ ENDING CASH</b>	<b>2,137,577</b>	<b>1,364,262</b>	<b>1,262,268</b>	<b>578,098</b>	<b>(786,164)</b>	

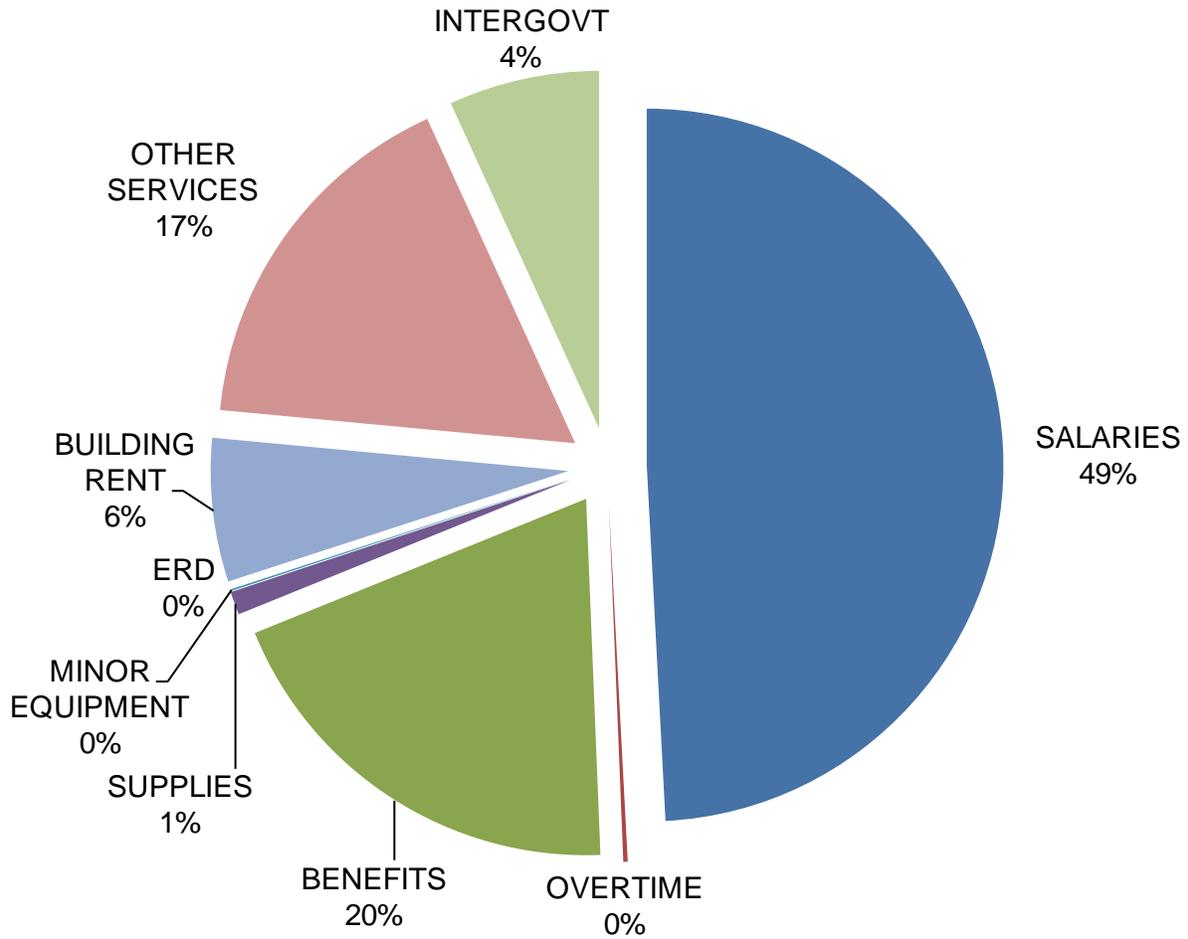
**GENERAL FUND DEPARTMENTAL BUDGET REQUESTS**

	2010 <u>ACTUAL</u>	2011 AMENDED <u>BUDGET</u>	YTD <u>07/31/11</u>	2012 <u>REQUEST</u>	<u>\$ CHANGE</u>	
<b>ALL DEPARTMENTS</b>						
SALARIES	7,508,074	7,813,963	4,380,501	7,678,561	(135,402)	-1.7%
OVERTIME	563,976	518,356	290,370	492,687	(25,669)	-5.0%
BENEFITS	3,198,865	3,464,046	1,943,858	3,747,378	283,332	8.2%
SUPPLIES	367,389	423,208	217,747	411,857	(11,351)	-2.7%
MINOR CAPITAL, BOOKS	207,685	219,246	99,099	192,614	(26,632)	-12.1%
ERD RENTAL	650,928	617,022	306,890	781,376	164,354	26.6%
BUILDING RENT	757,857	737,358	368,679	818,934	81,576	11.1%
OTHER SERVICES	876,453	969,871	491,610	951,230	(18,641)	-1.9%
INFO SYS/INTERGOVT	894,331	915,300	457,405	888,403	(26,897)	-2.9%
<b>TOTAL DEPT OPERATING:</b>	<b>\$15,025,557</b>	<b>\$15,678,369</b>	<b>\$8,556,159</b>	<b>\$15,963,040</b>	<b>\$284,671</b>	<b>1.8%</b>
GENERAL GOV'T	161,699	188,866	172,060	191,200	2,334	1.2%
EXTERNAL SUPPORT	6,885	6,728	1,735	7,100	372	5.5%
OPER. TRANSFERS:	117,129	98,735	99,036	99,036	301	0.3%
<b>TOTAL OPERATING:</b>	<b>\$15,311,270</b>	<b>\$15,972,698</b>	<b>\$8,828,990</b>	<b>\$16,260,376</b>	<b>\$287,678</b>	<b>1.8%</b>
CAPITAL OUTLAYS	52,365	103,183	\$74,713	138,981	35,798	34.7%
<b>GRAND TOTAL:</b>	<b>\$15,363,635</b>	<b>\$16,075,881</b>	<b>\$8,903,703</b>	<b>\$16,399,357</b>	<b>\$323,476</b>	<b>2.0%</b>

**City of Pullman**  
**Administration & Finance**



# ADMINISTRATION AND FINANCE



**TOTAL OPERATING REQUEST:  
\$1,251,568**

## GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2010	2011 AMENDED	YTD	2012	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>07/31/11</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>

### ADMINISTRATION AND FINANCE

SALARIES	600,680	610,681	345,721	615,289	4,608
OVERTIME	864	4,500	496	2,500	(2,000)
BENEFITS	214,861	228,272	127,186	244,183	15,911
SUPPLIES	15,552	15,430	5,396	13,100	(2,330)
MINOR EQUIPMENT	4,041	1,000	611	1,000	0
ERD	0	0	0	0	0
BUILDING RENT	67,101	66,275	33,138	81,198	14,923
OTHER SERVICES	207,907	223,900	95,467	209,100	(14,800)
INFO SYS/INTERGOVT	69,704	94,969	67,859	85,198	(9,771)
<b>TOTAL OPERATING:</b>	<b>\$1,180,710</b>	<b>\$1,245,026</b>	<b>\$675,874</b>	<b>\$1,251,568</b>	<b>\$6,542</b>

**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:**

\$150,983

**MAJOR BUDGET CHANGES:**

No municipal elections are scheduled for 2012.

**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 2012 BUDGET REQUESTS**

	<u>2010</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/11</u>	<u>2012</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>LEGISLATIVE</b>					
SALARIES	25,200	25,200	14,700	25,200	0
OVERTIME	0	0	0		0
BENEFITS	2,019	2,108	1,187	2,142	34
SUPPLIES	4,649	3,000	1,067	2,000	(1,000)
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	0	0	0		0
BUILDING RENT	30,019	29,358	14,679	35,968	6,610
OTHER SERVICES	22,730	25,500	14,922	25,500	0
AWC;INTGOVT	45,640	70,750	55,750	60,173	(10,577)
<b>TOTAL:</b>	<b>\$130,258</b>	<b>\$155,916</b>	<b>\$102,304</b>	<b>\$150,983</b>	<b>(\$4,933)</b>

<b>AUTHORIZED STAFFING</b>	
Position	Number Elected
Councilmembers	7.00
<b>Total</b>	<b>7.00</b>

**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:**

\$20,658

**MAJOR BUDGET CHANGES:**

None

**MEASUREMENT TECHNIQUE:**

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

**GENERAL FUND 2012 BUDGET REQUESTS**

	<u>2010</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/11</u>	<u>2012</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>MAYOR</b>					
SALARIES	17,000	17,000	9,917	17,000	0
OVERTIME	0	0	0		0
BENEFITS	1,418	1,378	880	1,408	30
SUPPLIES	0	250	0	250	0
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	0	0	0		0
BUILDING RENT	0	0	0		0
OTHER SERVICES	0	2,500	717	2,000	(500)
INTERGOVERNMENT	1,250	0	0		0
<b>TOTAL:</b>	<b>\$19,668</b>	<b>\$21,128</b>	<b>\$11,514</b>	<b>\$20,658</b>	<b>(\$470)</b>

<b>AUTHORIZED STAFFING</b>	
Position	Number Elected
Mayor	1.00
<b>Total</b>	<b>1.00</b>

**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:**

\$156,360

**MAJOR BUDGET CHANGES:**

None

**MEASUREMENT TECHNIQUE:**

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

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**GENERAL FUND 2012 BUDGET REQUESTS**

	<u>2010</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/11</u>	<u>2012</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>CITY SUPERVISOR</b>					
SALARIES	115,416	115,416	67,326	116,612	1,196
OVERTIME	0	0	0		0
BENEFITS	33,008	37,507	20,847	35,848	(1,659)
SUPPLIES	55	100	52	0	(100)
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	0	0	0		0
BUILDING RENT	0	0	0		0
OTHER SERVICES	0	4,700	2,384	3,900	(800)
INTERGOVERNMENT	3,008	0	0		0
<b>TOTAL:</b>	<b>\$151,487</b>	<b>\$157,723</b>	<b>\$90,609</b>	<b>\$156,360</b>	<b>(\$1,363)</b>

<b>AUTHORIZED STAFFING</b>	
Position	Full-Time Equivalent
City Supervisor	1.00
<b>Total</b>	<b>1.00</b>

**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:**

\$ 736,027

**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 2012 BUDGET REQUESTS**

	<b>2010</b>	<b>AMENDED</b>		<b>2012</b>	
	<b><u>ACTUAL</u></b>	<b><u>BUDGET</u></b>	<b><u>07/31/11</u></b>	<b><u>REQUEST</u></b>	<b><u>\$ CHANGE</u></b>
<b>FINANCE</b>					
<b>SALARIES</b>	370,920	380,921	211,695	383,133	2,212
<b>OVERTIME</b>	864	4,500	496	2,500	(2,000)
<b>BENEFITS</b>	160,142	168,407	93,099	183,789	15,382
<b>SUPPLIES</b>	8,026	9,100	3,861	8,100	(1,000)
<b>MINOR EQUIPMENT</b>	4,041	1,000	0	1,000	0
<b>ERD RENTAL</b>	0	0	0	0	0
<b>BUILDING RENT</b>	37,082	36,917	18,459	45,230	8,313
<b>OTHER SERVICES</b>	24,064	102,750	26,789	87,250	(15,500)
<b>INFOSYS/INTGOVT</b>	87,365	24,219	12,110	25,025	806
<b>TOTAL:</b>	<b>\$692,504</b>	<b>\$727,814</b>	<b>\$366,508</b>	<b>\$736,027</b>	<b>\$8,213</b>

<b>AUTHORIZED STAFFING</b>	
<b>Position</b>	<b>Full-Time Equivalent</b>
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
<b>Total</b>	<b>7.50</b>

**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 2012 BUDGET REQUESTS**

	<u>2010</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/11</u>	<u>2012</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>CITY ATTORNEY</b>					
SALARIES	0	0	0	0	0
OVERTIME	0	0	0		0
BENEFITS	0	0	0		0
SUPPLIES	248	230	0	0	(230)
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	91,368	84,000	49,021	84,000	0
INTERGOVERNMENT	0	0	0		0
<b>TOTAL:</b>	<b>\$91,616</b>	<b>\$84,230</b>	<b>\$49,021</b>	<b>\$84,000</b>	<b>(\$230)</b>

<b>AUTHORIZED STAFFING</b>	
Position	Number
City Attorney	1.00
<b>Total</b>	<b>1.00</b>

**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:**

\$103,540

**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.

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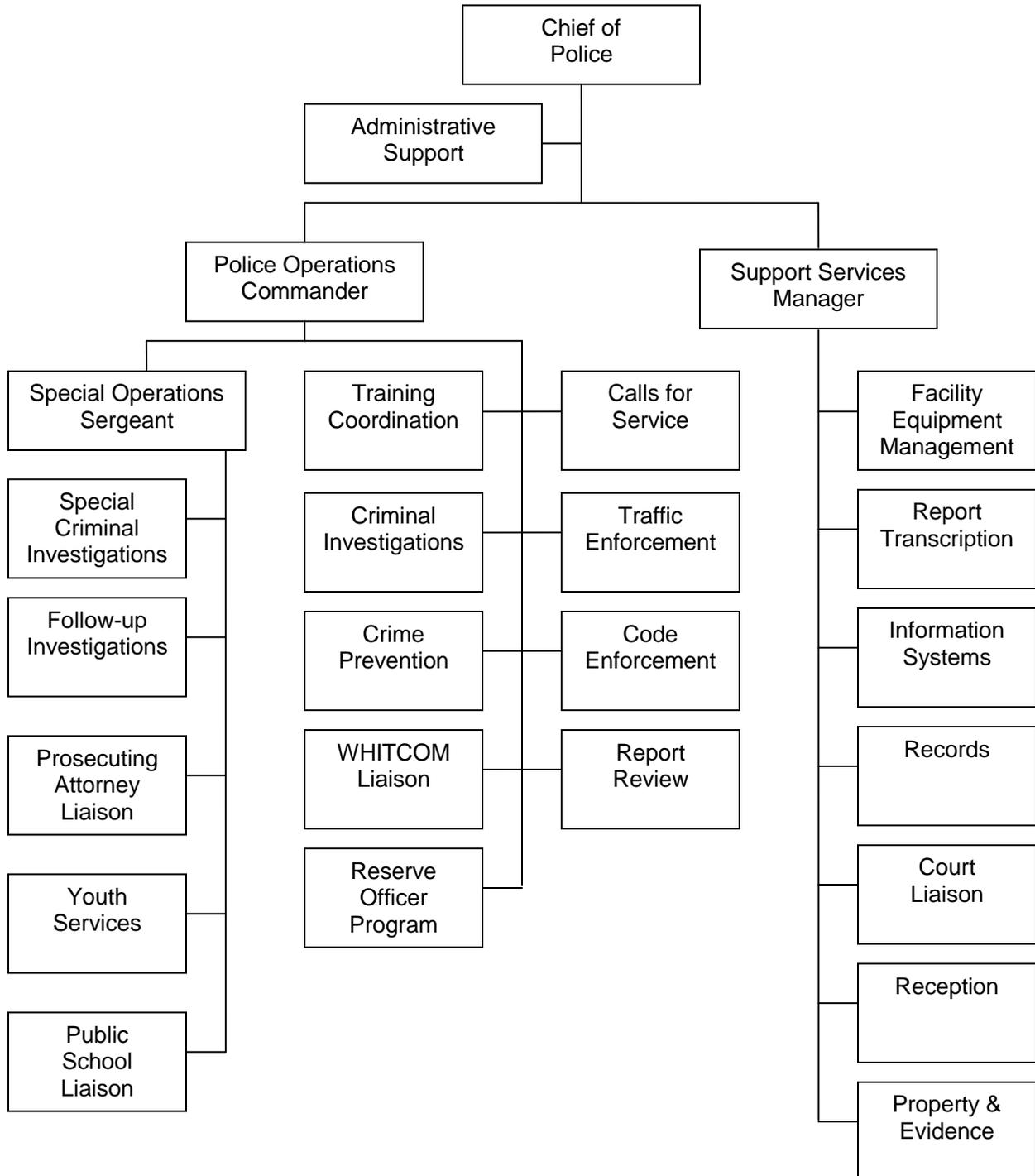
**GENERAL FUND 2012 BUDGET REQUESTS**

	<u>2010</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/11</u>	<u>2012</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>HUMAN RESOURCES</b>					
SALARIES	72,144	72,144	42,084	73,344	1,200
OVERTIME	0	0	0		0
BENEFITS	18,274	18,872	11,173	20,996	2,124
SUPPLIES	2,573	2,750	416	2,750	0
MINOR EQUIPMENT	0	0	611		0
ERD RENTAL	0	0	0		0
BUILDING RENT	0	0	0		0
OTHER SERVICES	0	4,450	1,634	6,450	2,000
INTERGOVERNMENT	2,187	0	0	0	0
<b>TOTAL:</b>	<b>\$95,178</b>	<b>\$98,216</b>	<b>\$55,918</b>	<b>\$103,540</b>	<b>\$5,324</b>

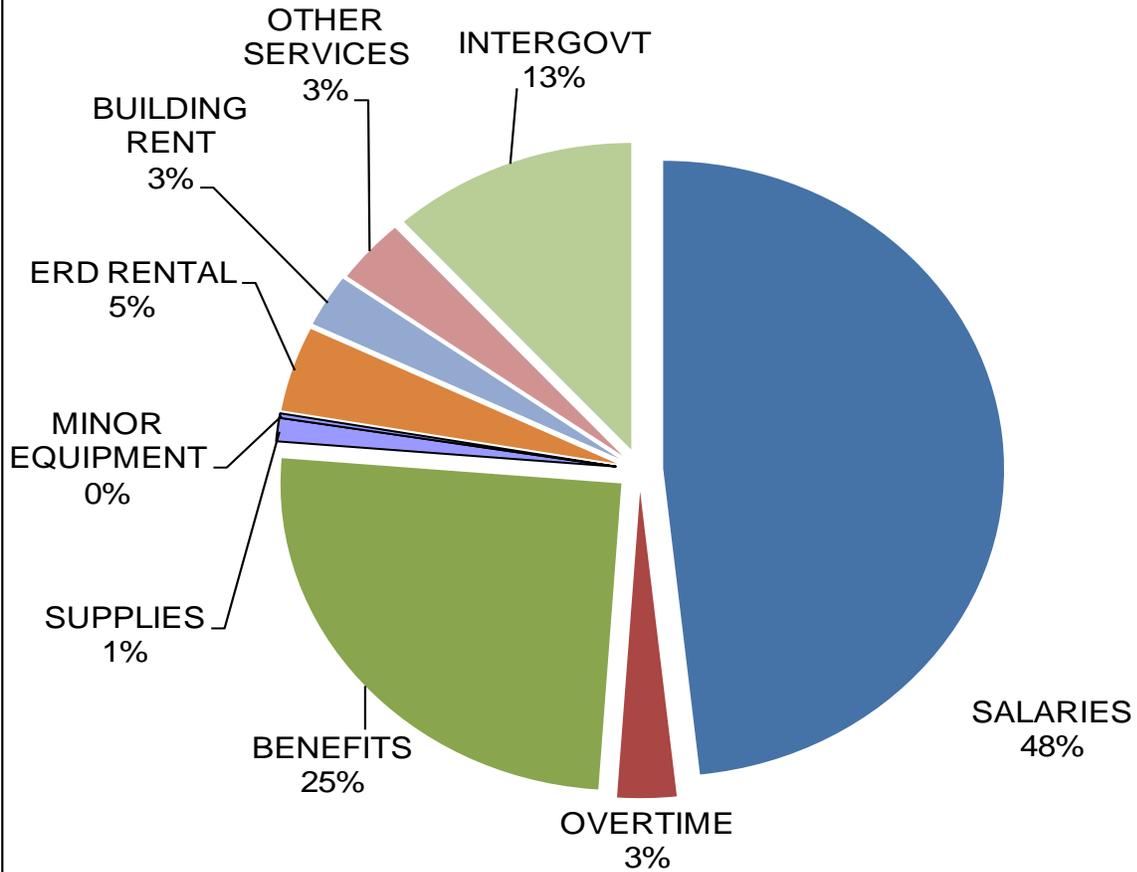
<b>AUTHORIZED STAFFING</b>	
Position	Full-Time Equivalent
Human Resources Manager	1.00
<b>Total</b>	<b>1.00</b>

# City of Pullman

## Police Department



# POLICE



**TOTAL OPERATING REQUEST:  
\$5,623,376**

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**GENERAL FUND DEPARTMENTAL BUDGET REQUESTS**

	<u>2010</u> <u>ACTUAL</u>	<u>2011</u> <u>AMENDED</u> <u>BUDGET</u>	<u>YTD</u> <u>07/31/11</u>	<u>2012</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>POLICE</b>					
SALARIES	2,583,881	2,679,740	1,510,617	2,714,695	34,955
OVERTIME	193,530	160,560	90,838	157,918	(2,642)
BENEFITS	1,215,209	1,283,124	735,295	1,418,603	135,479
SUPPLIES	68,636	72,500	42,719	68,882	(3,618)
MINOR EQUIPMENT	2,666	15,460	12,418	13,254	(2,206)
ERD RENTAL	218,447	185,765	92,882	249,901	64,136
BUILDING RENT	133,300	124,337	62,169	153,748	29,411
OTHER SERVICES	163,511	174,690	94,226	189,860	15,170
INFO SYS/INTERGOVT	646,671	638,098	293,809	656,515	18,417
<b>TOTAL:</b>	<b>\$5,225,851</b>	<b>\$5,334,274</b>	<b>\$2,934,976</b>	<b>\$5,623,376</b>	<b>\$289,102</b>

**ACTIVITY:**

Law Enforcement and Detention

**ACTIVITY DESCRIPTION:**

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

**GOAL:**

Continue to aggressively pursue crime prevention and problem solving approaches utilizing citizen involvement, including the College Hill officer concept and the youth services officer in the public schools. Provide consistent traffic enforcement and narcotics enforcement. 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 improved levels of safety on College Hill; properly addressing traffic safety; and lower incidents of crime due to increased preventive measures. Feedback from police staff, Police Advisory Committee and City Council regarding the department being progressive and positively addressing goals and concerns.

**BUDGET:**

**\$5,289,016**

**MAJOR BUDGET CHANGES:**

Benefits costs increased by 11.2%.

**MEASUREMENT TECHNIQUE:**

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

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**GENERAL FUND 2012 BUDGET REQUESTS**

	<u>2010</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/11</u>	<u>2012</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>LAW ENFORCEMENT AND DETENTION</b>					
SALARIES	2,583,881	2,679,740	1,510,617	2,714,696	34,956
OVERTIME	193,530	160,560	90,838	157,918	(2,642)
BENEFITS	1,215,209	1,283,124	735,295	1,418,602	135,478
SUPPLIES	68,611	72,500	42,714	68,882	(3,618)
MINOR EQUIPMENT	2,666	15,460	12,418	13,254	(2,206)
ERD RENTAL	218,447	185,765	92,882	249,901	64,136
BUILDING RENT	133,300	124,337	62,169	153,748	29,411
INFO SYSTEMS	34,636	31,921	15,961	37,861	5,940
OTHER SERVICES	112,705	112,446	63,341	124,576	12,130
INTERGOVERNMENT	330,527	337,105	84,280	349,578	12,473
<b>TOTAL:</b>	<b>\$4,893,511</b>	<b>\$5,002,958</b>	<b>\$2,710,516</b>	<b>\$5,289,016</b>	<b>\$286,058</b>

<b>AUTHORIZED STAFFING</b>	
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	17.00
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	6.60
Property/Evidence Specialist	1.00
<b>Total</b>	<b>41.60</b>

**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:**

\$284,224

**MAJOR BUDGET CHANGES:**

WHITCOM contributions are \$218,940 and IS charges are \$65,284.

**MEASUREMENT TECHNIQUE:**

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

**GENERAL FUND 2012 BUDGET REQUESTS**

	<u>2010</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/11</u>	<u>2012</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>COMMUNICATIONS</b>					
SALARIES	0	0	0		0
OVERTIME	0	0	0		0
BENEFITS	0	0	0		0
SUPPLIES	25	0	5		0
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	0	0	0		0
BUILDING RENT	0	0	0		0
INFO SYSTEMS	0	0	0		0
OTHER SERVICES	4	62,244	30,885	65,284	3,040
INTERGOVERNMENT	281,508	218,936	164,205	218,940	4
<b>TOTAL:</b>	<b>\$281,537</b>	<b>\$281,180</b>	<b>\$195,095</b>	<b>\$284,224</b>	<b>\$3,044</b>

**ACTIVITY:**

Animal Control

**ACTIVITY DESCRIPTION:**

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

**GOAL:**

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

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Monthly reports submitted by the Whitman County Humane Society.

**BUDGET:**

\$50,136

**MAJOR BUDGET CHANGES:**

No increase in support to Whitman County Humane Society

**MEASUREMENT TECHNIQUE:**

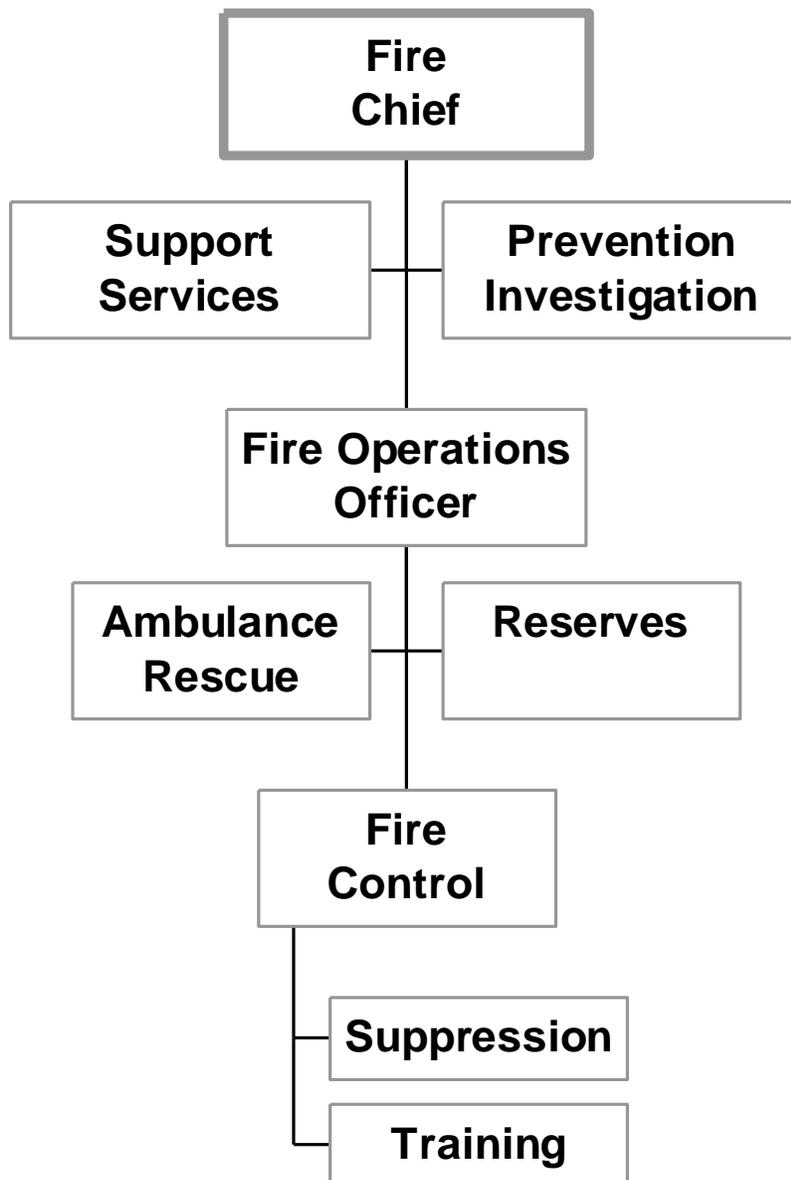
Obtain a monthly report of activity.

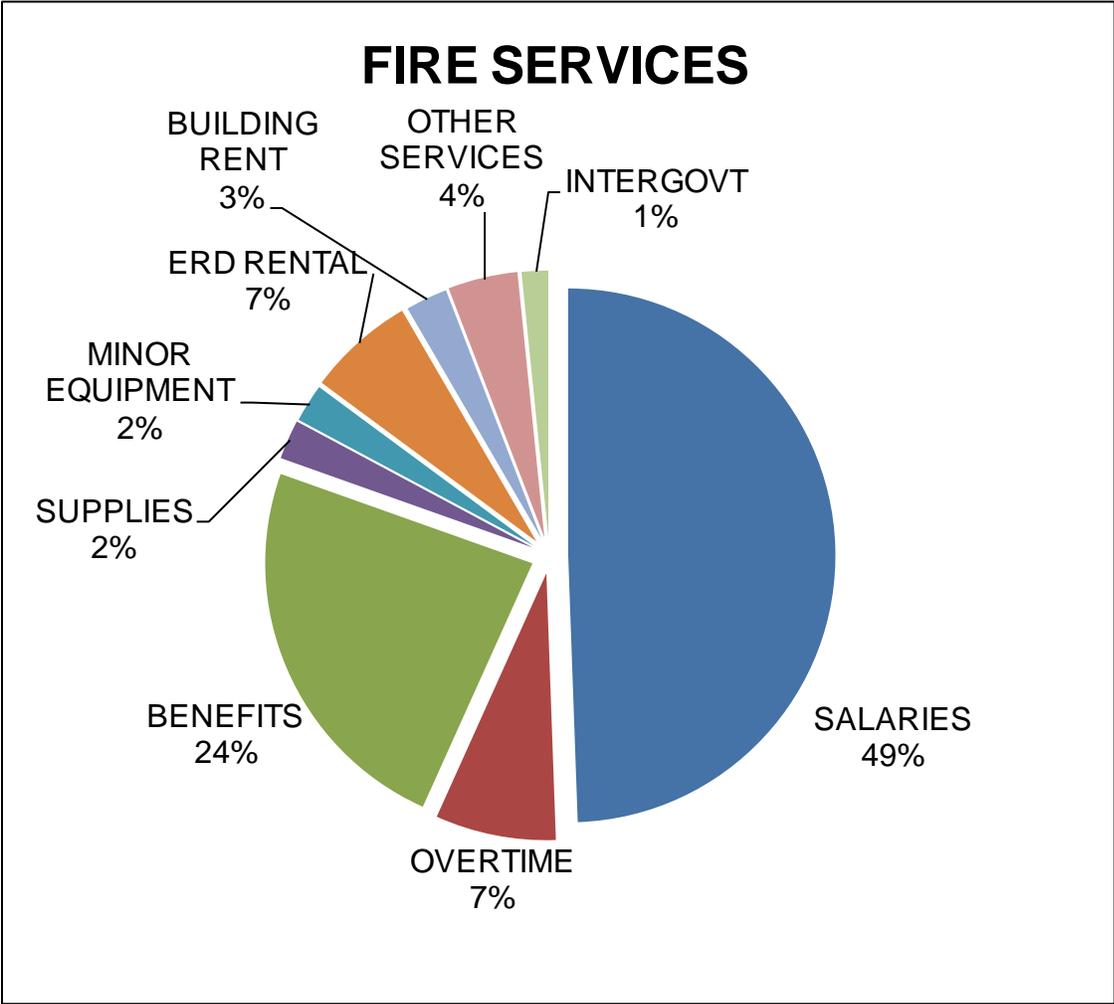
**GENERAL FUND 2012 BUDGET REQUESTS**

	<u>2010</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/11</u>	<u>2012</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>ANIMAL CONTROL</b>					
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	50,802	50,136	29,364	50,136	0
<b>TOTAL:</b>	<b>\$50,802</b>	<b>\$50,136</b>	<b>\$29,364</b>	<b>\$50,136</b>	<b>\$0</b>

# City of Pullman

## Fire Department





**TOTAL OPERATING REQUEST:  
\$4,351,625**

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**GENERAL FUND DEPARTMENTAL BUDGET REQUESTS**

	<u>2010</u>	2011 <u>AMENDED</u>	YTD <u>07/31/11</u>	2012 <u>REQUEST</u>	<u>\$ CHANGE</u>
	<u>ACTUAL</u>	<u>BUDGET</u>			
<b>FIRE SERVICES</b>					
SALARIES	2,150,236	2,303,640	1,235,977	2,151,088	(152,552)
OVERTIME	359,445	337,863	191,742	317,544	(20,319)
BENEFITS	945,945	989,390	562,599	1,031,612	42,222
SUPPLIES	90,195	105,159	47,547	103,925	(1,234)
MINOR EQUIPMENT	32,498	84,152	17,172	100,710	16,558
ERD RENTAL	319,402	275,260	137,629	281,997	6,737
BUILDING RENT	63,538	77,978	38,989	110,882	32,904
OTHER SERVICES	104,737	148,337	90,176	183,790	35,453
INFO SYS/INTERGOVT	61,637	62,954	30,100	70,077	7,123
<b>TOTAL OPERATING:</b>	<b>\$4,127,633</b>	<b>\$4,384,733</b>	<b>\$2,351,930</b>	<b>\$4,351,625</b>	<b>(\$33,108)</b>

**ACTIVITY:**

Fire Control

**ELEMENTS:**

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

**ACTIVITY DESCRIPTION:**

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

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

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

**GOAL:**

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

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

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

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

Ensure equipment and personnel are safely housed.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Follow City Council direction through program development and implementation.

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

To reduce the number of fires by identified causes.

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

Ensure facilities are adequate and well maintained.

**BUDGET:**

\$2,646,444

**MAJOR BUDGET CHANGES:**

\$20,000 in funding is included for hydrant maintenance that was previously contained within the Public Works budget.

**MEASUREMENT TECHNIQUE:**

To be measured through quarterly reports.

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**GENERAL FUND 2012 BUDGET REQUESTS**

	<u>2010 ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>07/31/11</u>	<u>2012 REQUEST</u>	<u>\$ CHANGE</u>
<b>FIRE CONTROL</b>					
SALARIES	1,469,952	1,173,671	821,517	1,394,723	221,052
OVERTIME	171,778	172,875	92,810	158,399	(14,476)
BENEFITS	649,111	579,536	381,254	622,178	42,642
SUPPLIES	38,645	48,335	18,834	46,255	(2,080)
MINOR EQUIPMENT	24,261	47,702	8,674	60,750	13,048
ERD RENTAL	151,847	117,956	57,909	118,146	190
BUILDING RENT	47,711	38,989	38,989	55,441	16,452
INFO SYSTEMS	52,881	52,954	27,030	60,077	7,123
OTHER SERVICES	75,400	101,307	72,063	130,475	29,168
INTERGOVERNMENT	0	0	0		0
<b>TOTAL:</b>	<b>\$2,681,587</b>	<b>\$2,333,325</b>	<b>\$1,519,080</b>	<b>\$2,646,444</b>	<b>\$313,119</b>

<b>AUTHORIZED STAFFING</b>	
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
<b>Total</b>	<b>32.75</b>
Reserve Firefighter	25.00

**ACTIVITY:**

Ambulance/Emergency Aid

**ELEMENTS:**

Ambulance, Training, and Rescue

**ACTIVITY DESCRIPTION:**

Operation of the ambulance for emergency medical services.

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

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

**GOAL:**

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

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

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

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

To provide a transport capability for outlying rural areas.

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

**BUDGET:**

\$1,705,181

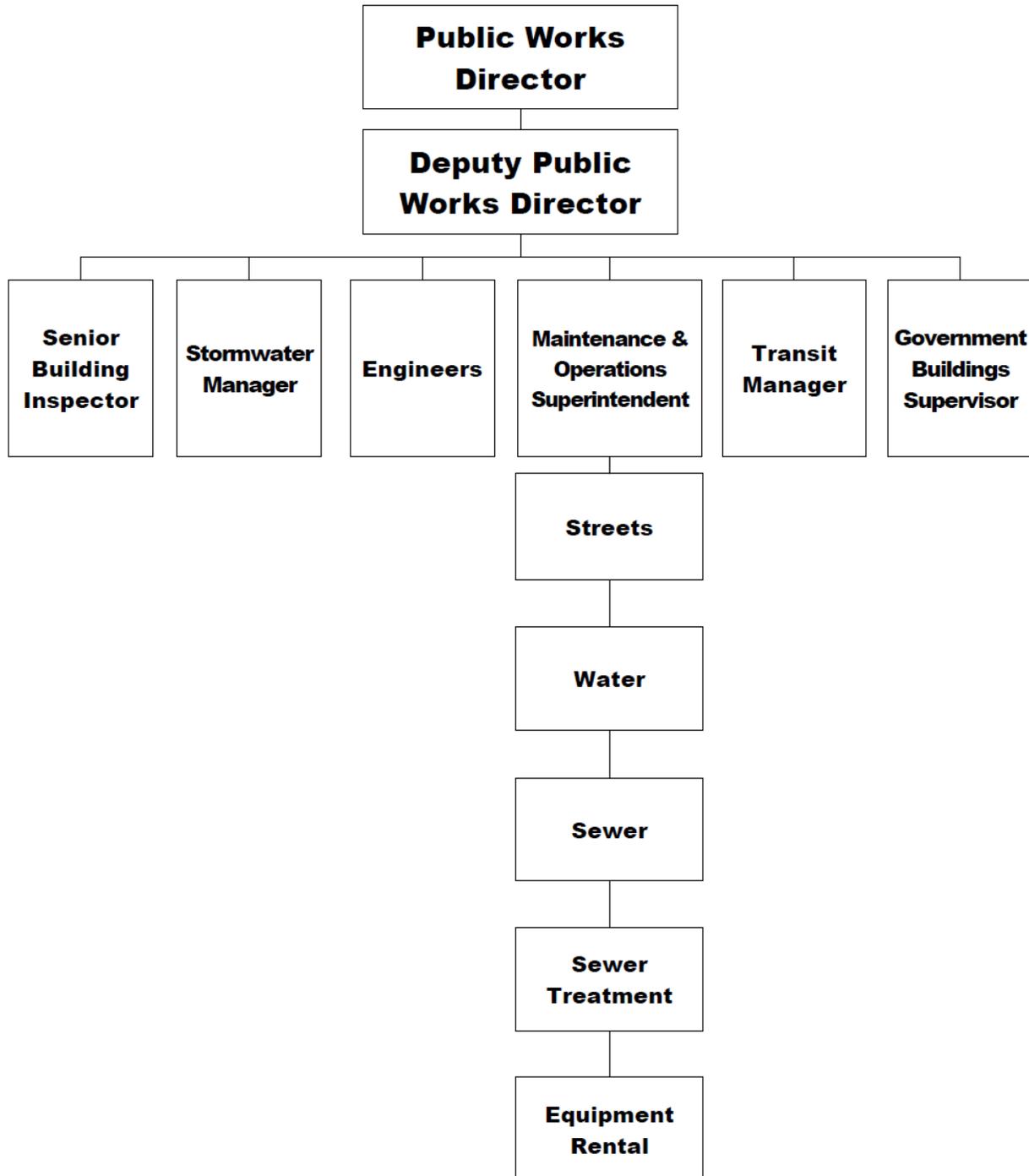
**MAJOR BUDGET CHANGES:**

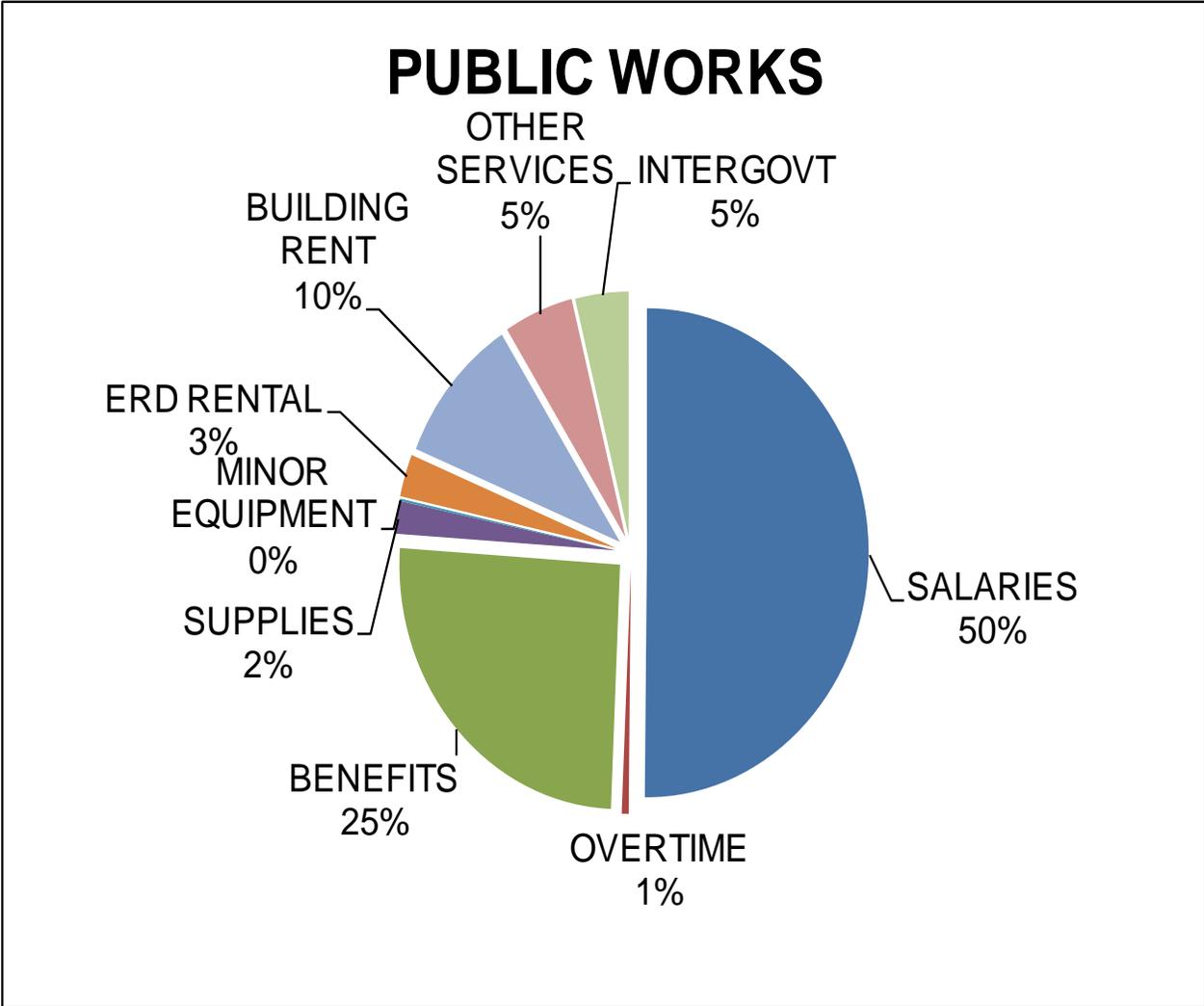
None

**GENERAL FUND 2012 BUDGET REQUESTS**

	<u>2010 ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>07/31/11</u>	<u>2012 REQUEST</u>	<u>\$ CHANGE</u>
<b>AMBULANCE &amp; EMERGENCY AID</b>					
<b>SALARIES</b>	680,284	1,129,969	414,460	756,365	(373,604)
<b>OVERTIME</b>	187,667	164,988	98,932	159,145	(5,843)
<b>BENEFITS</b>	296,834	409,854	181,345	409,434	(420)
<b>SUPPLIES</b>	51,550	56,824	28,712	57,670	846
<b>MINOR EQUIPMENT</b>	8,237	36,450	8,498	39,960	3,510
<b>ERD RENTAL</b>	167,555	157,304	79,720	163,851	6,547
<b>BUILDING RENT</b>	15,828	38,989	0	55,441	16,452
<b>INFO SYSTEMS</b>	0	0	0	0	0
<b>OTHER SERVICES</b>	29,337	47,030	18,112	53,315	6,285
<b>INTERGOVERNMENT</b>	8,756	10,000	3,071	10,000	0
<b>TOTAL:</b>	<b>\$1,446,046</b>	<b>\$2,051,408</b>	<b>\$832,850</b>	<b>\$1,705,181</b>	<b>(\$346,227)</b>

# City of Pullman Public Works Department





**TOTAL OPERATING REQUEST:  
\$638,001**

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**GENERAL FUND DEPARTMENTAL BUDGET REQUESTS**

	<u>2010</u> <u>ACTUAL</u>	<u>2011</u> <u>AMENDED</u> <u>BUDGET</u>	<u>YTD</u> <u>07/31/11</u>	<u>2012</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>PUBLIC WORKS</b>					
SALARIES	344,565	346,652	206,853	319,971	(26,681)
OVERTIME	345	3,933	0	3,225	(708)
BENEFITS	147,288	147,446	91,461	162,251	14,805
SUPPLIES	8,475	13,750	5,571	13,750	0
MINOR EQUIPMENT	583	500	0	1,000	500
ERD RENTAL	13,867	20,960	10,481	17,934	(3,026)
BUILDING RENT	38,848	51,156	25,578	62,675	11,519
OTHER SERVICES	14,985	43,230	21,916	32,290	(10,940)
INFO SYS/INTERGOVT	27,434	25,935	13,542	24,905	(1,030)
<b>TOTAL OPERATING:</b>	<b>\$596,389</b>	<b>\$653,562</b>	<b>\$375,403</b>	<b>\$638,001</b>	<b>(\$15,561)</b>

**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:**

\$326,553

**MAJOR BUDGET CHANGES:**

One Building Inspector is only budgeted through June. If construction activity increases, amending the last half of the year back into the budget for this Inspector will be recommended. The office Administrative Specialist is only budgeted at  $\frac{3}{4}$ -time. Vehicle amortization is only budgeted at half the amount it should be for the second year in a row.

Only \$500 has been budgeted for Miscellaneous Minor Capital. Capital includes Protective Inspection's share of the City Hall 2<sup>nd</sup> floor remodel (\$21,000).

**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 2012 BUDGET REQUESTS**

	<u>2010</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/11</u>	<u>2012</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>INSPECTIONS</b>					
SALARIES	200,110	199,111	117,535	172,220	(26,891)
OVERTIME	35	3,158	0	2,433	(725)
BENEFITS	85,110	82,750	52,734	91,992	9,242
SUPPLIES	4,934	6,950	2,079	6,950	0
MINOR EQUIPMENT	382	0	0	500	500
ERD RENTAL	4,136	8,380	4,190	7,167	(1,213)
BUILDING RENT	10,595	16,173	8,087	19,815	3,642
INFO SYSTEMS	7,217	6,481	3,564	6,226	(255)
OTHER SERVICES	7,362	29,000	16,143	19,250	(9,750)
INTERGOVERNMENT	0	0	0	0	0
<b>TOTAL:</b>	<b>\$319,881</b>	<b>\$352,003</b>	<b>\$204,332</b>	<b>\$326,553</b>	<b>(\$25,450)</b>

<b>AUTHORIZED STAFFING</b>	
Position	Full-Time Equivalent
Public Works Director	0.10
Deputy Public Works Director	0.10
Senior Building Inspector	1.00
Building Inspector	1.50
Clerical	0.45
<b>Total</b>	<b>3.15</b>

**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:**

\$311,448

**MAJOR BUDGET CHANGES:**

The office Administrative Specialist is only budgeted at  $\frac{3}{4}$ -time. Vehicle Amortization is only budgeted at half the amount it should be for the second year in a row.

Minor Equipment includes \$500 for unforeseen miscellaneous items.

No Capital items are requested.

**MEASUREMENT TECHNIQUE:**

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

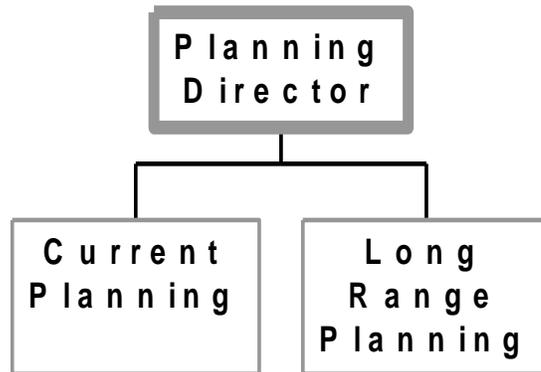
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**GENERAL FUND 2012 BUDGET REQUESTS**

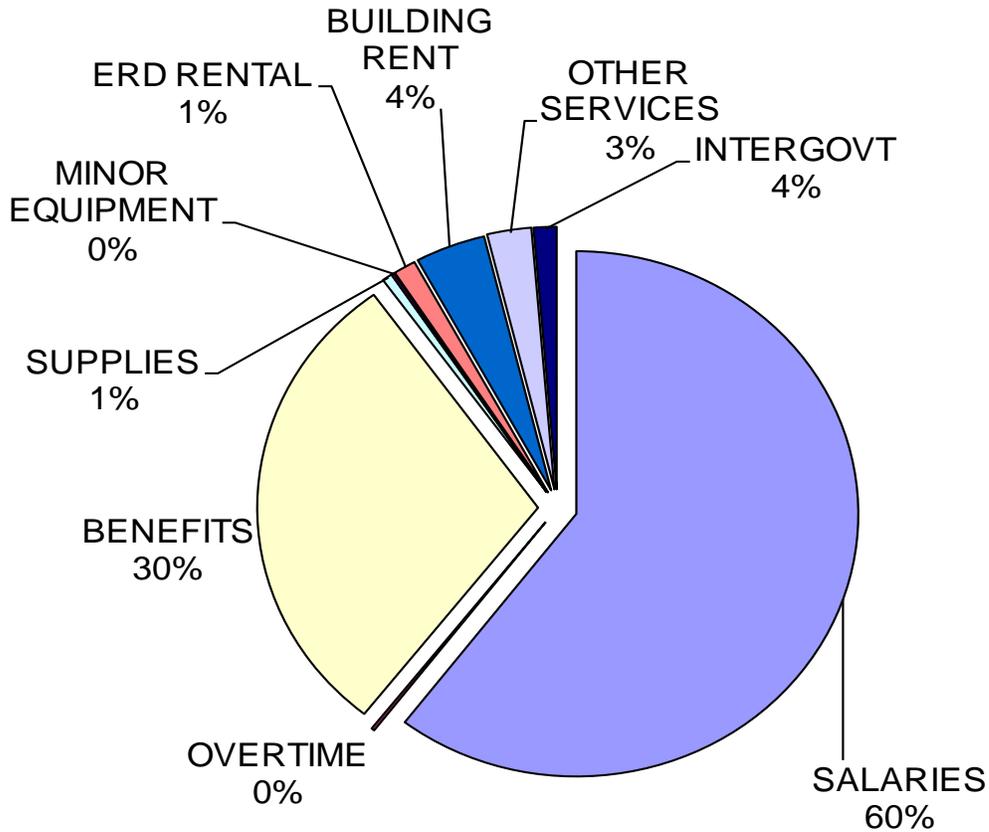
	<u>2010</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/11</u>	<u>2012</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>ENGINEERING</b>					
SALARIES	144,454	147,541	89,318	147,751	210
OVERTIME	310	775	0	792	17
BENEFITS	62,178	64,696	38,727	70,259	5,563
SUPPLIES	3,540	6,800	3,492	6,800	0
MINOR EQUIPMENT	202	500	0	500	0
ERD RENTAL	9,731	12,580	6,290	10,767	(1,813)
BUILDING RENT	28,253	34,983	17,492	42,860	7,877
INFO SYSTEMS	20,210	19,444	9,978	18,679	(765)
OTHER SERVICES	7,623	14,230	5,773	13,040	(1,190)
INTERGOVERNMENT	7	10	1		(10)
<b>TOTAL:</b>	<b>\$276,508</b>	<b>\$301,559</b>	<b>\$171,071</b>	<b>\$311,448</b>	<b>\$9,889</b>

<b>AUTHORIZED STAFFING</b>	
<b>Position</b>	<b>Full-Time Equivalent</b>
Public Works Director	0.10
Deputy Public Works Director	0.10
Senior Engineering Technician	0.50
Engineering Technician	1.00
Engineering Aide (Part-time)	0.90
Clerical	0.70
<b>Total</b>	<b>3.30</b>

# City of Pullman Planning



# PLANNING



**TOTAL OPERATING REQUEST:  
\$272,146**

**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:**

\$272,146

**MAJOR BUDGET CHANGES:**

None

**MEASUREMENT TECHNIQUE:**

Public feedback on quality of life for community.

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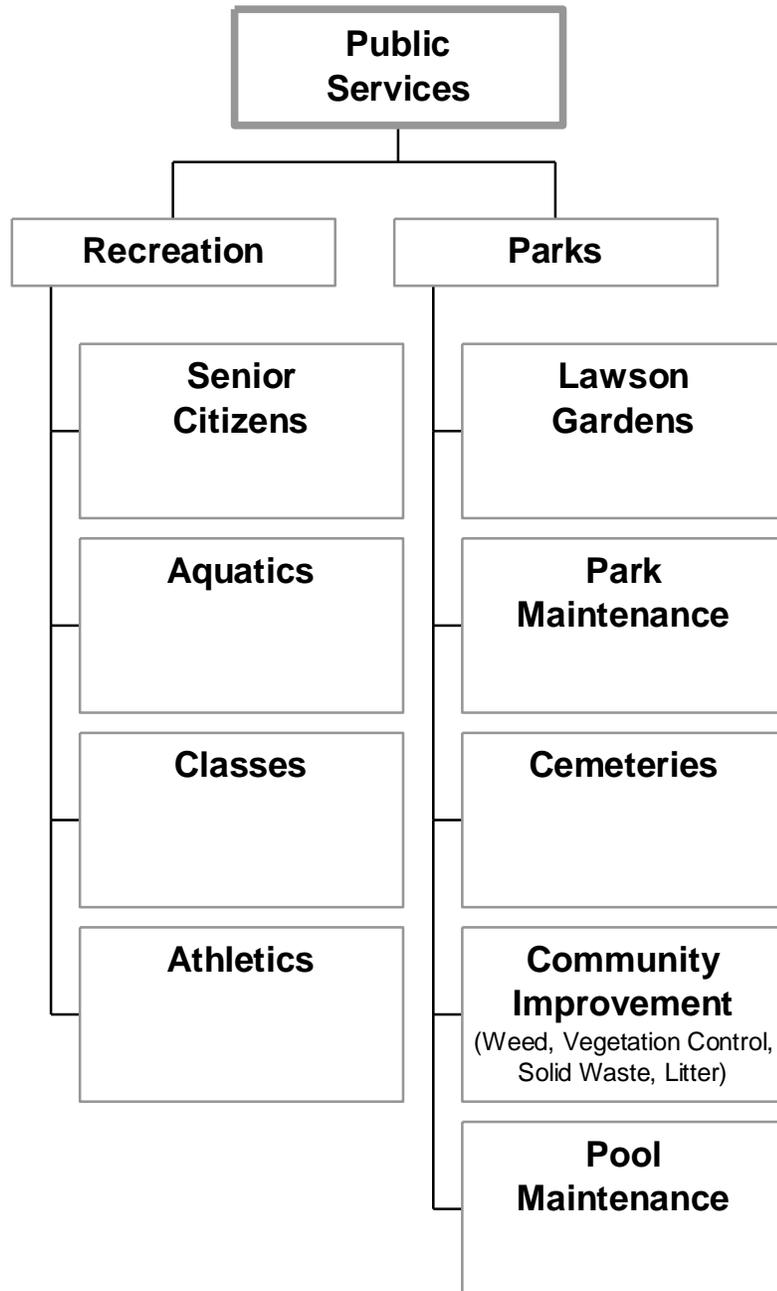
**GENERAL FUND 2012 BUDGET REQUESTS**

	<u>2010 ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>07/31/11</u>	<u>2012 REQUEST</u>	<u>\$ CHANGE</u>
<b>PLANNING</b>					
SALARIES	160,883	162,995	96,349	164,406	1,411
OVERTIME	905	500	761	500	0
BENEFITS	70,960	74,930	44,131	80,244	5,314
SUPPLIES	1,005	1,600	584	1,600	0
MINOR EQUIPMENT	0	0	0	450	450
ERD RENTAL	2,780	2,100	0	3,500	1,400
BUILDING RENT	8,829	8,966	4,483	10,984	2,018
INFO SYSTEMS	3,279	3,300	1,650	3,562	262
OTHER SERVICES	5,125	6,900	2,139	6,900	0
INTERGOVERNMENT	500	0	0	0	0
<b>TOTAL:</b>	<b>\$254,267</b>	<b>\$261,291</b>	<b>\$150,097</b>	<b>\$272,146</b>	<b>\$10,855</b>

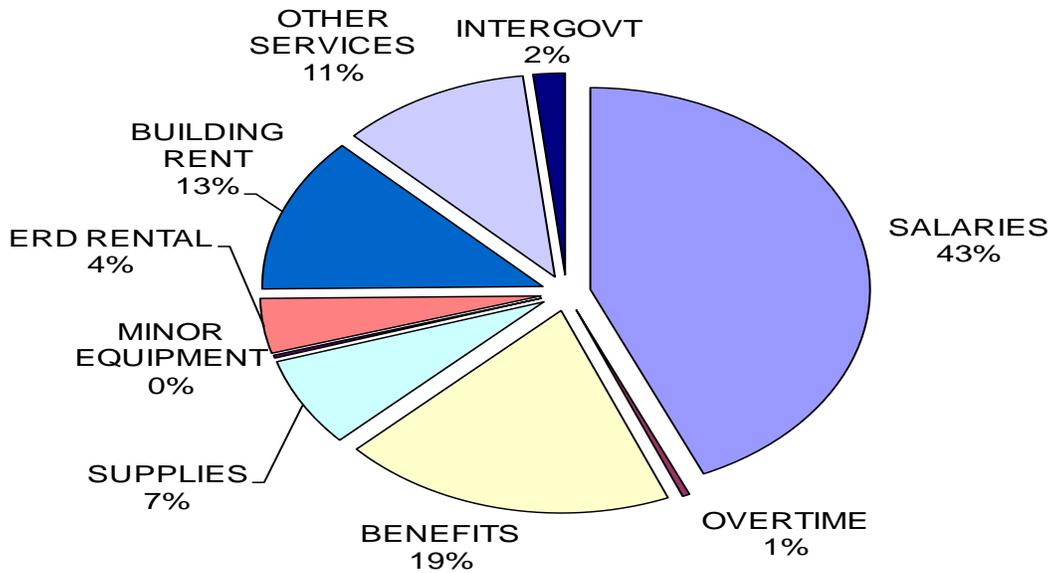
<b>AUTHORIZED STAFFING</b>	
Position	Full-Time Equivalent
Director of Planning	1.00
Assistant City Planner	1.00
Clerical	0.39
Engineering/Planning Aide	0.10
<b>Total</b>	<b>2.49</b>

# City of Pullman

## Public Services Department



## PUBLIC SERVICES



**TOTAL OPERATING REQUEST:  
\$2,632,705**

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**GENERAL FUND DEPARTMENTAL BUDGET REQUESTS**

	2010 <u>ACTUAL</u>	2011 AMENDED <u>BUDGET</u>	YTD <u>07/31/11</u>	2012 <u>REQUEST</u>	<u>\$ CHANGE</u>	%
<b>PUBLIC SERVICES</b>						
SALARIES	1,113,856	1,144,539	661,207	1,141,506	(3,033)	-0.3%
OVERTIME	8,888	11,000	6,532	11,000	0	0.0%
BENEFITS	410,700	446,317	264,131	506,081	59,764	13.4%
SUPPLIES	158,786	191,600	107,954	189,600	(2,000)	-1.0%
MINOR EQUIPMENT	29,401	30,800	23,380	6,200	(24,600)	-79.9%
ERD RENTAL	96,431	132,937	65,899	115,075	(17,862)	-13.4%
BUILDING RENT	315,470	313,325	156,663	328,447	15,122	4.8%
OTHER SERVICES	292,411	283,600	141,800	286,650	3,050	1.1%
INFO SYS/INTERGOVT	44,567	47,489	29,166	48,146	657	3.5%
<b>TOTAL OPERATING:</b>	<b>\$2,470,510</b>	<b>\$2,601,607</b>	<b>\$1,456,732</b>	<b>\$2,632,705</b>	<b>\$31,098</b>	1.2%

**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:**

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

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

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

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

Constant evaluation of recreation programs both by participants and staff.

**BUDGET:** \$935,551

**MAJOR BUDGET CHANGES:**

Benefits

- Increased by \$18,423

**MEASUREMENT TECHNIQUE:**

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

.

**GENERAL FUND 2012 BUDGET REQUESTS**

	<u>2010</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/11</u>	<u>2012</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>RECREATION SERVICES</b>					
<b>SALARIES</b>	392,256	408,480	223,324	406,118	(2,362)
<b>OVERTIME</b>	226	0	73	0	0
<b>BENEFITS</b>	149,173	162,267	97,148	180,690	18,423
<b>SUPPLIES</b>	52,579	64,000	34,718	66,000	2,000
<b>MINOR EQUIPMENT</b>	548	1,000	860	1,000	0
<b>ERD RENTAL</b>	16,046	25,873	12,937	26,989	1,116
<b>BUILDING RENT</b>	128,161	120,850	60,425	121,330	480
<b>INFO SYSTEMS</b>	11,108	11,849	5,925	11,374	(475)
<b>OTHER SERVICES</b>	121,024	116,500	61,947	115,000	(1,500)
<b>INTERGOVERNMENT</b>	4,994	5,200	4,275	7,050	1,850
<b>TOTAL:</b>	<b>\$876,115</b>	<b>\$916,019</b>	<b>\$501,630</b>	<b>\$935,551</b>	<b>\$19,532</b>

<b>AUTHORIZED STAFFING</b>	
<b>Position</b>	<b>Full-Time Equivalent</b>
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
<b>Total</b>	<b>11.17</b>

**ACTIVITY:**

Parks General

**ACTIVITY DESCRIPTION:**

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

**GOAL:**

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

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Budgeted service levels provides for:

Mowing parks and city-owned property as follows:

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

**BUDGET:**

Parks General \$ 831,762

**MAJOR BUDGET CHANGES:**

Reduction in salaries and benefits due to transfer of personnel to cover current man hours needs in Cemeteries, Weed Control and Street trees.  
Reductions in ERD rates and Minor Capital.

**MEASUREMENT TECHNIQUE:**

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

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**GENERAL FUND 2012 BUDGET REQUESTS**

	<u>2010</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/11</u>	<u>2012</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>PARKS</b>					
<b>SALARIES</b>	367,557	379,214	216,591	358,409	(20,805)
<b>OVERTIME</b>	7,849	11,000	4,706	11,000	0
<b>BENEFITS</b>	149,334	165,247	91,335	173,102	7,855
<b>SUPPLIES</b>	69,466	93,000	56,585	89,500	(3,500)
<b>MINOR EQUIPMENT</b>	25,598	29,800	22,520	5,200	(24,600)
<b>ERD RENTAL</b>	48,189	74,862	36,500	50,363	(24,499)
<b>BUILDING RENT</b>	0	0	0		0
<b>INFO SYSTEMS</b>	5,667	7,917	2,924	8,556	639
<b>OTHER SERVICES</b>	122,276	126,300	58,317	129,300	3,000
<b>INTERGOVERNMENT</b>	11,358	11,178	9,399	7,500	(3,678)
<b>TOTAL:</b>	<b>\$807,293</b>	<b>\$898,518</b>	<b>\$498,876</b>	<b>\$832,930</b>	<b>(\$65,588)</b>

<b>AUTHORIZED STAFFING</b>	
<b>Position</b>	<b>Full-Time Equivalent</b>
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
<b>Total</b>	<b>12.00</b>
*Cemetery, Weed/Litter Control, Street Tree, Water Tower, Lawson Gardens functions are performed by Parks personnel.	

**ACTIVITY:**

Street Trees

**ACTIVITY DESCRIPTION:**

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

**GOAL:**

Respond within three days to customer requests.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Response to emergencies within 24 hours of notification.

**BUDGET:**

\$37,549

**MAJOR BUDGET CHANGES:**

Increase of salaries and benefits from Parks to more accurately current reflect man hours levels.

**MEASUREMENT TECHNIQUE:**

Responsiveness to emergencies and maintenance complaints of street trees.

**ACTIVITY:**

Water Towers

**ACTIVITY DESCRIPTION:**

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

Activities in this category are reimbursed from utility fund.

**GOAL:**

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

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Regularly scheduled mowing of towers and well sites.

Noxious weed control.

**BUDGET:**

\$ 17,826

**MAJOR BUDGET CHANGES:**

None.

**MEASUREMENT TECHNIQUE:**

Appearance of the grounds surrounding water towers and well sites.

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**GENERAL FUND 2012 BUDGET REQUESTS**

	<u>2010</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/11</u>	<u>2012</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>STREET TREES, WATER TOWERS</b>					
(Reimbursable from Other Funds)					
SALARIES	10,362	19,102	4,992	24,595	5,493
OVERTIME	0	0	0	0	0
BENEFITS	3,862	7,810	2,446	12,175	4,365
SUPPLIES	622	2,000	188	2,000	0
MINOR EQUIPMENT	0	0	0	0	0
ERD RENTAL	3,723	4,906	2,815	7,605	2,699
BUILDING RENT	0	0	0	0	0
INFO SYSTEMS	0	0	0	0	0
OTHER SERVICES	10,473	7,500	4,624	9,000	1,500
INTERGOVERNMENT	0	0	0	0	0
<b>TOTAL:</b>	<b>\$29,042</b>	<b>\$41,318</b>	<b>\$15,064</b>	<b>\$55,375</b>	<b>\$14,057</b>

**ACTIVITY:**

Community Improvement

**ACTIVITY DESCRIPTION:**

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

**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.

The beautification and maintenance of the downtown business district landscapes.

**BUDGET:**

\$ 117,228

**MAJOR BUDGET CHANGES:**

Increase in salaries and benefits to reflect staff time previously recorded in the Parks General Budget,

transferred here to reflect actual man hours utilized for rights-of way maintenance.

**MEASUREMENT TECHNIQUE:**

Interaction with public on ordinance violations and concerns.

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

Planning and coordination of volunteer efforts.

Overall appearance of City controlled downtown landscapes.

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**GENERAL FUND 2012 BUDGET REQUESTS**

**2010**                      **AMENDED**    **2012**  
**ACTUAL**                      **BUDGET**                      **07/31/11**                      **REQUEST**                      **\$ CHANGE**

**COMMUNITY IMPROVEMENT**

<b>SALARIES</b>	53,062	52,504	36,012	59,425	6,921
<b>OVERTIME</b>	0	0	0		0
<b>BENEFITS</b>	27,629	30,324	20,183	39,925	9,601
<b>SUPPLIES</b>	7,510	7,500	2,584	5,500	(2,000)
<b>MINOR EQUIPMENT</b>	0	0	0		0
<b>ERD RENTAL</b>	8,078	7,267	3,634	7,910	643
<b>BUILDING RENT</b>	0	0	0		0
<b>INFO SYSTEMS</b>	1,889	1,951	975	2,618	667
<b>OTHER SERVICES</b>	888	1,300	1,125	1,850	550
<b>INTERGOVERNMENT</b>	0	0	0		0
<b>TOTAL:</b>	<b>\$99,055</b>	<b>\$100,846</b>	<b>\$64,512</b>	<b>\$117,228</b>	<b>\$16,382</b>

**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:**

\$104,088

**MAJOR BUDGET CHANGES:**

Increase in salaries and benefits from transfer of additional man hours to Cemeteries from the Parks General Budget.

**MEASUREMENT TECHNIQUE:**

Cemetery appearance, resource management, and public feedback.

**GENERAL FUND 2012 BUDGET REQUESTS**

	<u>2010</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/11</u>	<u>2012</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>COMMUNITY IMPROVEMENT</b>					
<b>SALARIES</b>	53,062	52,504	36,012	59,425	6,921
<b>OVERTIME</b>	0	0	0		0
<b>BENEFITS</b>	27,629	30,324	20,183	39,925	9,601
<b>SUPPLIES</b>	7,510	7,500	2,584	5,500	(2,000)
<b>MINOR EQUIPMENT</b>	0	0	0		0
<b>ERD RENTAL</b>	8,078	7,267	3,634	7,910	643
<b>BUILDING RENT</b>	0	0	0		0
<b>INFO SYSTEMS</b>	1,889	1,951	975	2,618	667
<b>OTHER SERVICES</b>	888	1,300	1,125	1,850	550
<b>INTERGOVERNMENT</b>	0	0	0		0
<b>TOTAL:</b>	<b>\$99,055</b>	<b>\$100,846</b>	<b>\$64,512</b>	<b>\$117,228</b>	<b>\$16,382</b>

**ACTIVITY:**

Aquatic Center

**ACTIVITY DESCRIPTION:**

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

**GOAL:**

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

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

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

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

Provide yearly financial review of Aquatic Center revenues and expenses.

Meet ADA safety and health regulations for operations.

**BUDGET:**

\$587,533

**MAJOR BUDGET CHANGES:**

Benefits

- Increased by \$14,806

Interfund Charges

- Increase in Building Rental in the amount of \$14,642

**MEASUREMENT TECHNIQUE:**

Monitor memberships, daily use, program attendance and revenues.

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

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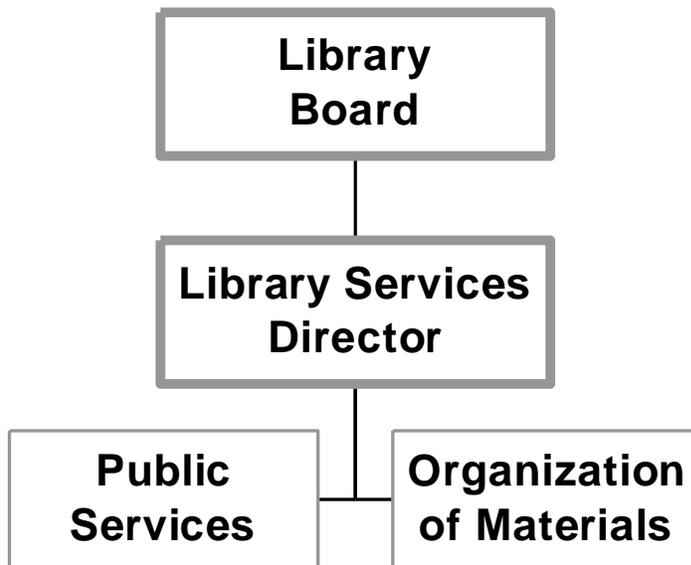
**GENERAL FUND 2012 BUDGET REQUESTS**

	<u>2010</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/11</u>	<u>2012</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>AQUATICS CENTER</b>					
SALARIES	236,387	245,732	148,565	245,732	0
OVERTIME	697	0	1,666	0	0
BENEFITS	64,913	69,055	44,068	83,611	14,556
SUPPLIES	25,284	19,500	11,665	21,000	1,500
MINOR CAPITAL	533	0	0	0	0
ERD RENTAL	187,309	1,139	570	1,725	586
BUILDING RENT	6,668	192,475	96,238	207,117	14,642
INFO SYSTEMS	22,347	7,044	3,570	7,448	404
OTHER SERVICES	2,656	17,500	11,504	17,500	0
INTERGOVERNMENT	0	2,200	1,973	3,400	1,200
<b>TOTAL:</b>	<b>\$546,795</b>	<b>\$554,645</b>	<b>\$319,817</b>	<b>\$587,533</b>	<b>\$32,888</b>

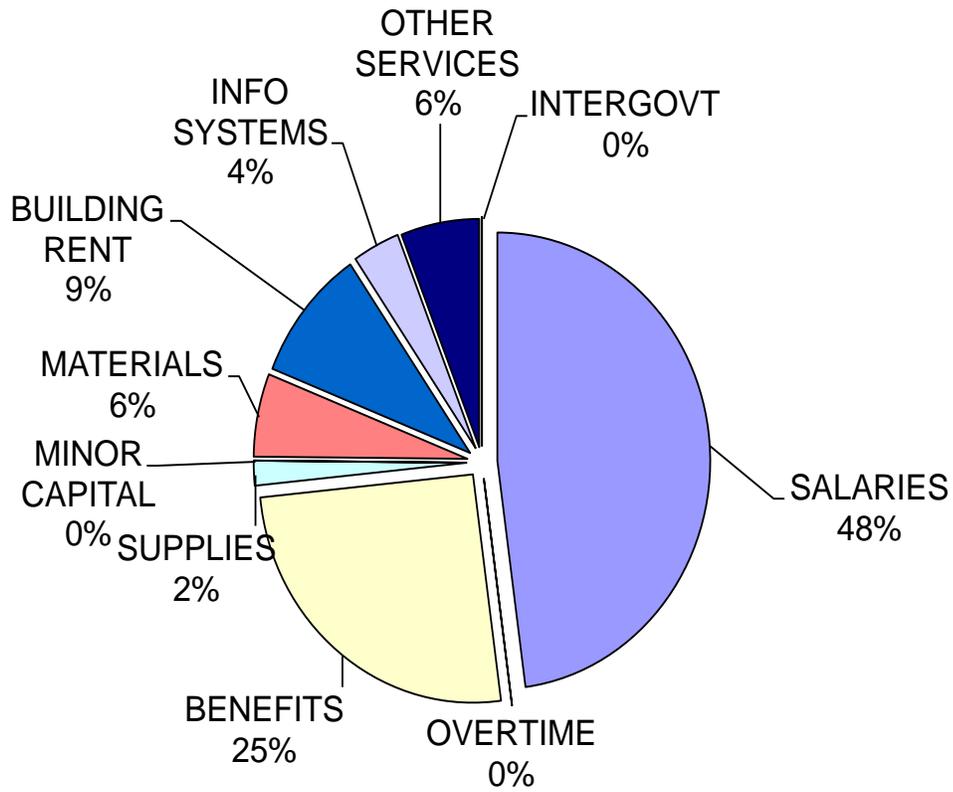
<b>AUTHORIZED STAFFING</b>	
<b>Position</b>	<b>Full-Time Equivalent</b>
Aquatic Coordinator	1.00
Casual Workers	8.00
<b>Total</b>	<b>9.00</b>

# City of Pullman

## Neill Public Library



# NEILL PUBLIC LIBRARY



**TOTAL OPERATING REQUEST:  
\$1,193,619**

**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.

The Library Board has adopted the following four Service Roles:

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

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

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

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Citizen feedback, utilization of statistics including circulation of materials, number of cardholders, turnover rate of major segments of the collection, programming participation including summer reading enrollment and completion, and other measurers as appropriate and possible.

**BUDGET:**

\$1,193,619

**MAJOR BUDGET CHANGES:**

Predicted increases to salaries, benefits, building rental and information systems have been absorbed by making deeper reductions in other funded areas.

Reductions include partial de-funding of one administrative position and additional cuts to professional development, materials and programming line items. The result is a net decrease to the library's 2012 operating budget. This meets the city's budget objective that 2012 funding requests not exceed amended 2011 budget levels.

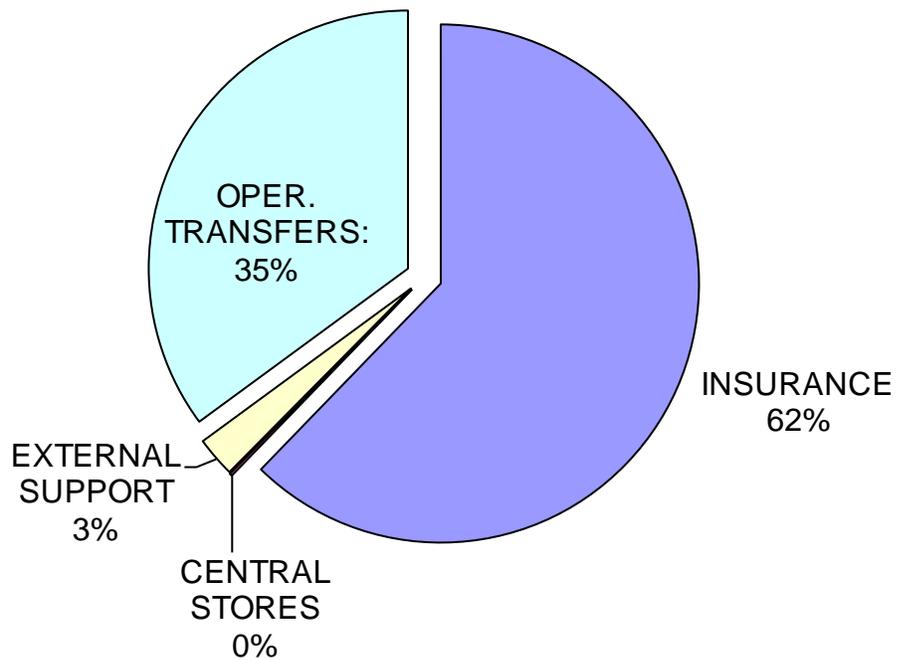
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**GENERAL FUND 2012 BUDGET REQUESTS**

	<u>2010</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/11</u>	<u>2012</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>NEILL PUBLIC LIBRARY</b>					
SALARIES	553,973	565,716	323,776	571,606	5,890
OVERTIME	0	0	0	0	0
BENEFITS	193,903	294,567	119,055	304,404	9,837
SUPPLIES	24,740	23,169	7,975	21,000	(2,169)
MINOR CAPITAL	13,000	15,000			(15,000)
MATERIALS	130,770	72,334	45,518	70,000	(2,334)
BUILDING RENT	40,539	95,321	47,661	112,969	17,648
INFO SYSTEMS	87,777	42,555	21,278	42,640	85
OTHER SERVICES	125,496	89,214	45,885	71,000	(18,214)
INTERGOVERNMENT	0	0	0		0
<b>TOTAL:</b>	<b>\$1,170,197</b>	<b>\$1,197,876</b>	<b>\$611,147</b>	<b>\$1,193,619</b>	<b>(\$4,257)</b>

<b>AUTHORIZED STAFFING</b>	
<b>Position</b>	<b>Full-Time Equivalent</b>
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	
<b>Total</b>	<b>15.70</b>

## GENERAL GOVERNMENT AND OPERATING TRANSFERS



**TOTAL GENERAL GOVERNMENT,  
OPERATING AND  
TRANSFER REQUEST:  
\$436,317**

**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 \$7,100 in 2012.

Operating Transfers include \$32,013 as the support provided to the Pullman-Moscow Regional Airport, \$5,100 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 2010, the Capital Improvement Committee approved General Fund capital projects totaling \$139,981. The approved projects are the high band radios lease for both Police and Fire, Fire Department drain retrofit, Sound Baffles at the Aquatic center, lighting upgrade at Pioneer center, 2<sup>nd</sup> floor remodel and emergency services defibrillator replacement and Electric patient cot.

Total C.I.P. project funding from General fund sources is \$139,981.

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## GENERAL FUND 2012 BUDGET REQUESTS

	2010 <u>ACTUAL</u>	AMENDED <u>BUDGET</u>	YTD <u>07/31/11</u>	2012 <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>GENERAL GOVERNMENT</b>					
INSURANCE	164,232	162,366	170,394	175,700	13,334
OTHER SERVICES	(2,533)	25,000	1,641	15,000	(10,000)
CENTRAL STORES	0	1,500	25	500	(1,000)
<b>TOTAL:</b>	<b>\$161,699</b>	<b>\$188,866</b>	<b>\$172,060</b>	<b>\$191,200</b>	<b>\$2,334</b>
<b>EXTERNAL SUPPORT</b>					
CRISIS LINE	0	0	0	0	0
ALCOHOLISM	6,885	6,728	1,735	7,100	372
<b>TOTAL:</b>	<b>\$6,885</b>	<b>\$6,728</b>	<b>\$1,735</b>	<b>\$7,100</b>	<b>\$372</b>
<b>OPERATING TRANSFERS</b>					
STREETS/OTHER FUNDS	0	0	0	0	0
INFO SYS - GOV'T ACCESS	18,509	4,799	5,100	5,100	301
GOVT BUILDINGS	4,684	0	0		0
ERD	61,923	61,923	61,923	61,923	0
AIRPORT	32,013	32,013	32,013	32,013	0
<b>TOTAL:</b>	<b>\$117,129</b>	<b>\$98,735</b>	<b>\$99,036</b>	<b>\$99,036</b>	<b>\$301</b>
<b>OPER. SUBTOTAL:</b>	<b>\$285,713</b>	<b>\$294,329</b>	<b>\$272,831</b>	<b>\$297,336</b>	<b>\$3,007</b>
<b>CAPITAL EXPENDITURES</b>					
<b><u>C.I.P. PROJECTS</u></b>					
ADMIN/FINANCE	0	0	0	0	0
POLICE	19,722	23,729	18,001	17,516	(6,213)
FIRE	29,431	62,954	43,514	79,015	16,061
PUBLIC WORKS	0	0	0		0
ENGINEERING/INSPECTIONS				21,000	21,000
PARKS	3,212	16,500	13,198	21,450	4,950
LIBRARY	0	0	0	0	0
<b>TOTAL:</b>	<b>\$52,365</b>	<b>\$103,183</b>	<b>\$74,713</b>	<b>\$138,981</b>	<b>\$35,798</b>
<b><u>CAPITAL FUND TRANSFERS:</u></b>					
STREETS	0	0	0	0	0
OTHER FUNDS	0	0	0	0	0
G.O. BOND REDEMPT	0	0	0	0	0
<b>TOTAL CAPITAL:</b>	<b>\$52,365</b>	<b>\$103,183</b>	<b>\$74,713</b>	<b>\$138,981</b>	<b>\$35,798</b>
<b>PAGE TOTAL:</b>	<b>\$338,078</b>	<b>\$397,512</b>	<b>\$347,544</b>	<b>\$436,317</b>	<b>\$38,805</b>

**ACTIVITY:**

2012 General Fund Capital Improvement Projects

**ACTIVITY DESCRIPTION:**

This activity segregates the capital improvement projects from the rest of the General Fund. On July 19, 2011 the City Council adopted the CIP for 2012 - 2017. Only debt repayment General Fund projects and limited capital improvement projects were recommended and approved for funding by the Council.

**BUDGET:**

\$138,981	Direct Expenditures
0	Transfers to other Funds
<hr/>	
\$138,981	Total

**2012 GENERAL FUND C.I.P PROJECTS**

<u>Department</u>	<u>Project</u>	<u>Amended 2011 Budget</u>	<u>Estimate Yr End 2011</u>	<u>Carryover to 2012</u>	<u>Carryover to 2013</u>	<u>New 2012 Request</u>	<u>Dept Total</u>
Police	Narrow Banding Radio Project	23,729	17,516	0		17,516	
	<b>Subtotal:</b>	<b>23,729</b>	<b>17,516</b>	<b>0</b>		<b>17,516</b>	<b>\$17,516</b>
Fire	Defibrillator Replacement	28,730	27,302	0		27,302	
	Narrow Banding Radio Project	29,431	16,213	0		16,213	
	Fire Station No. 1 Floor Drain Retrofit					23,000	
	Electric Patient Cart					12,500	
	<b>Subtotal:</b>	<b>58,161</b>	<b>43,515</b>	<b>0</b>		<b>79,015</b>	<b>\$79,015</b>
Engineering	2nd Floor Remodel	0	0	0		21,000	
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>21,000</b>	<b>\$21,000</b>
Parks	Entrance Signs	15,500	0	0	15,500	0	
	Lighting Upgrade - Pioneer Center Gym					6,600	
	Replace Sound Baffled - Aquatic Center	0	0	0		14,850	
	<b>Subtotal:</b>	<b>15,500</b>	<b>0</b>	<b>0</b>	<b>15,500</b>	<b>21,450</b>	<b>\$21,450</b>
Library		0	0	0		0	
		0	0	0		0	
	<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>\$0</b>
<b>TOTAL GENERAL FUND DIRECT:</b>		<b>97,390</b>	<b>61,031</b>	<b>0</b>	<b>15,500</b>	<b>138,981</b>	<b>138,981</b>
Transfers to Other Funds							
Total Transfers to Other Funds:		0	0	0		0	\$0
<b>TOTAL GENERAL FUND CAPITAL:</b>		<b>\$97,390</b>	<b>\$61,031</b>	<b>\$0</b>	<b>\$15,500</b>	<b>\$138,981</b>	<b>\$138,981</b>
<b>C.I.P. Reserve:</b>		<b>Beginning</b>	<b>Additions/</b>	<b>Year End</b>	<b>Additions</b>	<b>Additions</b>	<b>Year End</b>
		<b>2011</b>	<b>2011</b>	<b>2010</b>	<b>(Uses) in 2012</b>	<b>(Uses) in 2012</b>	<b>2011</b>
	Transfer from Undesignated Reserves:	\$100,000	\$172,835	\$272,835	\$50,000	(\$138,981)	\$133,854

**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:**

\$1,367,300

**MAJOR BUDGET CHANGES:**

The Arterial Street budget follows the Transportation Improvement Program adopted by Council. The 2012 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.

2012 Program:

Wawawai Path and Road	\$ 830,850
Grand Avenue Widening - Nye to Ritchie	67,450
Bishop/Klemgard Signal	280,000
Miscellaneous	189,000
Total	<u>\$1,367,300</u>

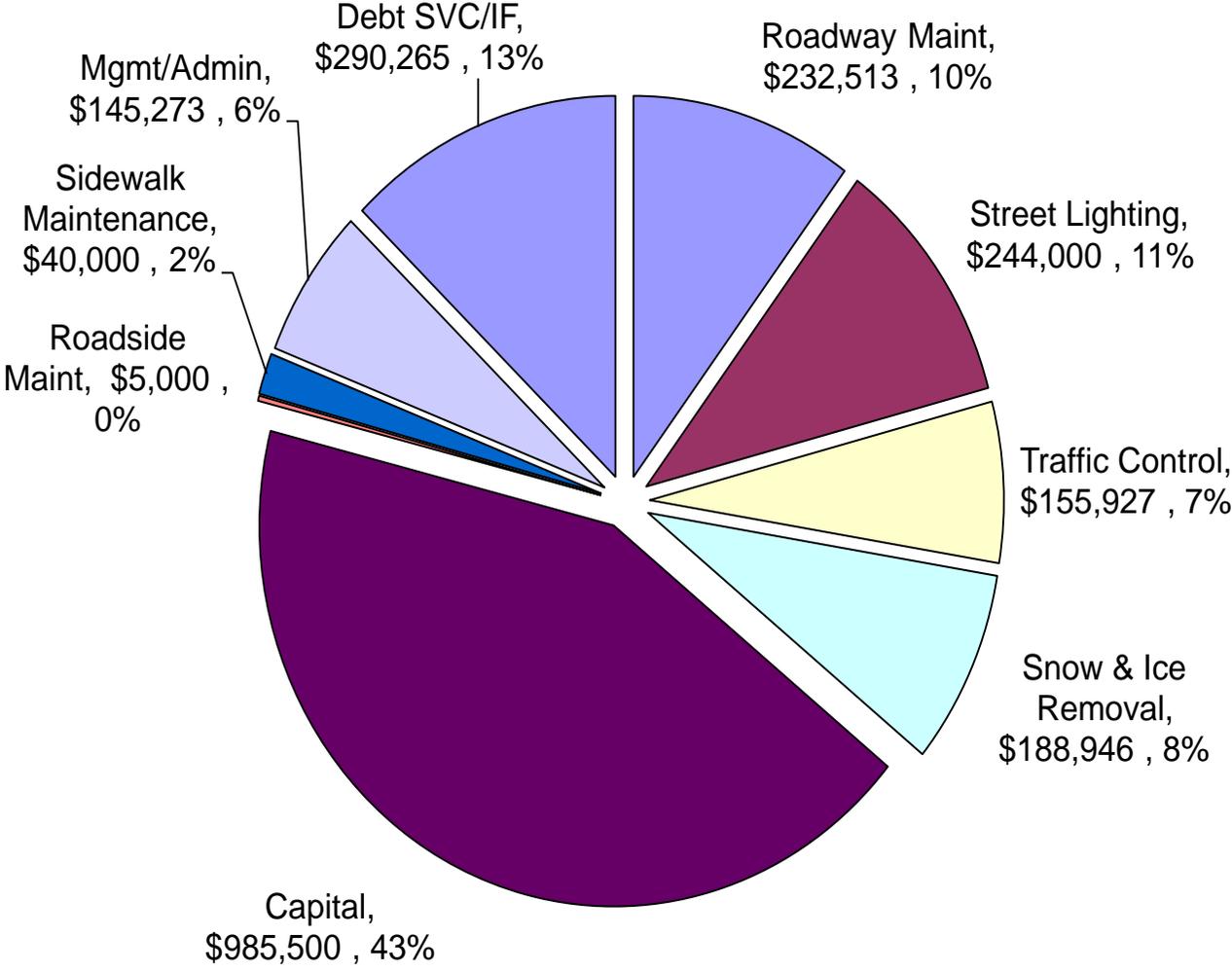
**MEASUREMENT TECHNIQUE:**

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

**ARTERIAL STREET FUND #104**

	<u>2010 ACTUAL</u>	<u>2011 BUDGET</u>	<u>YTD 07/31/11</u>	<u>2,012 REQUEST</u>	<u>\$ CHANGE</u>
<b><u>REVENUES:</u></b>					
FEDERAL GRANTS	206,362				
STATE GRANTS		1,013,490		60,705	(952,785)
GAS TAX	174,018	432,260	111,742	190,000	(242,260)
TRANSFER FROM FUND 302					
MISCELLANEOUS					
<b>TOTAL REVENUES:</b>	<b>\$380,379</b>	<b>\$1,445,750</b>	<b>\$111,742</b>	<b>\$250,705</b>	<b>(\$1,195,045)</b>
+BEGINNING CASH:	1,120,020	1,189,508	1,189,508	1,217,374	27,866
<b>TOTAL RESOURCES:</b>	<b>1,500,399</b>	<b>\$2,635,258</b>	<b>\$1,301,250</b>	<b>\$1,468,079</b>	<b>(\$1,167,179)</b>
<b><u>EXPENDITURES:</u></b>					
SALARIES	15,016	25,000	12,034	14,000	(11,000)
OVERTIME	2,581	5,000	792	1,000	(4,000)
BENEFITS	6,760	11,850	5,589	6,700	(5,150)
SUPPLIES		450		800	350
MINOR EQUIPMENT	35,113	3,000		3,000	
OTHER SERVICES	107	97,950	40,272	108,700	10,750
INTGOVT/OTHER	251,314	7,500		7,500	
CAPITAL		1,295,000	505,166	1,225,600	(69,400)
<b>TOTAL EXPENDITURE</b>	<b>\$310,891</b>	<b>\$1,445,750</b>	<b>\$563,854</b>	<b>\$1,367,300</b>	<b>(\$78,450)</b>
+ENDING CASH	1,189,508	1,189,508	737,396	100,779	(1,088,729)
<b>TOTAL USES:</b>	<b>\$1,500,399</b>	<b>\$2,635,258</b>	<b>\$1,301,250</b>	<b>\$1,468,079</b>	<b>(\$1,167,179)</b>

# 2012 Street Budget \$2,287,424



**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 and 20,000 lineal feet of crack sealing; complete \$600,000 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 (63.4 miles plus 9.0 miles of state highway) for the motoring public.

**BUDGET:**

\$2,287,424

**MAJOR BUDGET CHANGES:**

Salaries and benefits are decreased reflecting a redistribution of labor. Building rental is decreased reflecting the completion of one-time improvements made to acquired rental property.

Minor Equipment includes preformed traffic loops (\$1,500); four illuminated street name signs (\$7,200); a forklift attachment for the loader (\$4,000); a hydraulic drive unit (\$8,000); tie down equipment for the new 25-ton trailer (\$2,000); replacement LED yellow traffic lights (\$5,000); and miscellaneous hand tool and equipment replacements (\$3,500).

Major Capital includes the Accelerated Street Maintenance Program (\$600,000); sidewalk infilling (\$40,000); retainage for the electrical upgrades to the CBD street light circuits project (\$7,500); Street's share of the City Hall

2<sup>nd</sup> Floor Remodel (\$63,000); Street's share (50%) of a 25-ton equipment trailer (\$18,000); replacement of pedestrian lights with count down indicators (\$16,000); 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**

	<b>2010 ACTUAL</b>	<b>AMENDED 2011 BUDGET</b>	<b>YTD 07/31/11</b>	<b>2012 REQUEST</b>	<b>\$ CHANGE</b>
<b>REVENUES:</b>					
UTILITY TAX	1,101,957	1,088,000	628,331	1,076,000	(12,000)
1/4% R.E. TAX	122,757	150,000	69,584	125,000	(25,000)
GASOLINE TAX	423,815	400,000	237,451	400,000	
GRANTS, OTHER DIRECT	46,930	6,650	3,160	5,700	(950)
GENERAL FUND - C.I.P.					
TRANSIT FUND	135,050	100,000		100,000	10,000
<b>TOTAL REVENUES:</b>	<b>1,830,509</b>	<b>1,744,650</b>	<b>938,525</b>	<b>1,706,700</b>	<b>(37,950)</b>
<b>+BEGINNING FUND BALANCE</b>	<b>1,946,297</b>	<b>1,946,297</b>	<b>1,946,297</b>	<b>1,294,548</b>	<b>(651,749)</b>

<b>TOTAL RESOURCES:</b>	<b>\$3,776,806</b>	<b>\$3,690,947</b>	<b>\$2,884,822</b>	<b>\$3,001,248</b>	<b>(\$689,699)</b>
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<b>EXPENDITURES:</b>					
SALARIES	223,475	218,881	129,839	181,807	(37,074)
OVERTIME	8,166	12,523	3,539	12,677	154
BENEFITS	104,274	122,527	62,189	107,967	(14,560)
SUPPLIES	122,569	228,500	137,462	246,500	18,000
MINOR EQUIPMT	9,865	14,200	1,948	31,200	17,000
ERD / BUILDING RENTAL	245,066	202,735	91,226	263,109	60,374
OTHER SERVICES	444,037	405,350	195,727	431,508	26,158
LOAN REPAY, INTERGOVT	180,593	253,544	4,307	258,156	4,612
CAPITAL & ACCEL MAINT.	355,790	975,000	228,677	754,500	(220,500)

<b>TOTAL EXPENDITURE</b>	<b>1,693,834</b>	<b>2,433,260</b>	<b>854,914</b>	<b>2,287,424</b>	<b>(145,836)</b>
<b>+ENDING FUND BALANCE</b>	<b>1,946,297</b>	<b>1,257,687</b>	<b>2,029,908</b>	<b>713,824</b>	<b>(543,863)</b>

<b>TOTAL USES:</b>	<b>\$3,640,131</b>	<b>\$3,690,947</b>	<b>\$2,884,822</b>	<b>\$3,001,248</b>	<b>(\$689,699)</b>
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<b>STAFFING</b>	
<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	0.10
Seasonal/Casual	0.67
Administration	0.20
Clerical	0.40
<b>Total</b>	<b>3.95</b>

**FUND NUMBER****TITLE**

120

**CIVIC IMPROVEMENT****PURPOSE**

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

**REVENUES**

Estimated receipts: **\$296,365**

**EXPENDITURES**

Contractual payments to the Pullman Chamber of Commerce to reimburse its expenses for promoting and encouraging tourism and conferencing in the City. Due to increased demand and growth, it is requested a 32 hour a week salary for the Tourism Director and a new 25 hour a week salary for an Event Director. The 2012 request is summarized below:

Salaries: Tourism Director	\$35,020
Event Coordinator (new position)	\$27,040
Office Manager	\$ 3,500
Part-time Seasonal Intern	\$ 2,500
Payroll Taxes: Tourism Director	\$ 3,852
Event Coordinator	\$ 2,974
Office Manager	\$ 336
Simple IRA Benefit: Tourism Director	\$ 1,192
Event Coordinator	\$ 1,192
Office Manager	\$ 76
Medical Benefits	\$ 7,200
1-800 Phone Number	\$ 400
Postage	\$ 7,000
Travel/Tourism Meetings	\$ 2,000
The Palouse Scenic Byway Program for Whitman Co.	\$14,000
Brochures	\$22,880
Pullman-Moscow Visitor's Guide	\$10,000
Downtown Map	\$ 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	\$ 500
Walk of Fame Brochure	\$ 1,200
Camping/RV Brochure	\$ 250
Volunteer Brochure	\$ 250
National Lentil Festival	\$ 42,500
Holiday Festival & Tree Lighting	\$ 10,000
First Down Friday Night	\$ 15,000
General Advertising	\$ 60,000
Tourism Promotion Grants	\$ 75,000
Office supplies and equipment rental	\$ 2,500

Technology and Software	\$ 2,000
Website and DSL Fees	\$ 2,000
<b>Total Budget Requested</b>	<b>\$340,162</b>

Due to increased demand and growth, this request asks to split the Director of Tourism and Special Events. This increases time spent on Tourism and Events by fifteen hours per week. \$35,020 to fund a Tourism Director to work forty hours per week throughout the year. The position covers handling tourism budget, development of ads and brochures, managing websites and social media applications, attending meetings, Scenic Byway, Palouse Marketing Committee, and other tourism related projects. This request includes \$27,040 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 relocation request fulfillment, greeting visitors. This request eliminates \$15,398 to fund a part time tourism assistant to work twenty to twenty-five hours per week throughout the year. This request also includes \$2,500 funding for a Special Events Intern to help with the 4<sup>th</sup> 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 \$14,000 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, and do limited advertising. Promotion will focus on visitors 50+ years who enjoy road trips (ie: AAA Magazine, American Road, etc).

Funding for brochure publication includes prices to produce an all-inclusive, magazine style brochure to eventually replace separate brochures currently being used. Also, redesigning a historic walking tour brochure, City maps, and rack cards promoting wineries and breweries 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, sport events and conferences).

Funding for the National Lentil Festival is requested at the same level for next year. Funding for the annual Holiday Festival and is requested at the same level for next year. This event, sponsored by the Pullman Chamber of Commerce, received funding the past two years to buy lights for the downtown corridor and promote Pullman as a holiday shopping destination. These funds are used to market Pullman during the holidays, put on the actual tree lighting event, and purchase additional decorations during after-holiday sales. Funding for the First Down Friday Night event is requested at \$15,000 for next year. Due to the success of this past event, the committee would like to grow the event into multiple First Down Fridays. Advertising will be purchased to cover the Spokane area.

Funding for general advertising is requested at the \$60,000. These ads will be directed to top referral producing avenues and will include QR codes for print ads. Online advertising, which is sometimes cheaper and more relevant than print advertising, will be directed to top referrers. Funding for Tourism Promotion Grants is requested at a reduced level (\$10,000 less) for next year.

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** National Lentil Festival Facebook Page now has 110 fans - up from 28 fans in May. Averaging 208 impressions for each posting.

2011						2010
Month	Visits	Page Views	New Visits	Avg. Time	Click Through Pages per view	
<b>Chamber Website</b>						2799 visits
1st Quarter average	3190	13,531	71%	3.52 min	4 pages	13683 page views
						4 pages
2 <sup>nd</sup> Quarter average	4212	16,039	73%	3.23 min	4 pages	3882 visits 16693 page views 4 pages
July	3681	14,076	72%	3.50 min	4 pages	5734 visits 20,154 page views 3 pages
August	4002	15,661	72%	3 min	4 pages	4734 visits 17,267 page views 3 pages
<b>Lentil Festival Website</b>						
2nd Quarter average	1248	3366	82%	2.5 min	3 pages	
July	3745	10,574	78%	2 min	3 pages	
August	11,063	31,314	74%	2 min	3 pages	
<b>Palouse Scenic Byway</b>						
2 <sup>nd</sup> Quarter average	5135	28,468		16 min	5.6 pages	
July	5188	31,167		15 min	6 pages	
August	6536	29,334		12 min	4 pages	
<b>Mailings</b>	2009	2010	9/12/2011			
Relocation Packets	106	395	253			
Visitor Guides		3325	1627			

**CIVIC IMPROVEMENT FUND #120**

	<u>2010 ACTUAL</u>	<u>AMENDED 2011 BUDGET</u>	<u>YTD 07/31/11</u>	<u>2012 REQUEST</u>	<u>\$ CHANGE</u>
<b><u>REVENUES:</u></b>					
LODGING EXCISE TAX	289,702	270,000	147,701	295,000	25,000
INTEREST	1,854	1,990	1,990	1,365	(625)
<b>TOTAL REVENUES:</b>	<b>\$291,557</b>	<b>\$271,990</b>	<b>\$149,691</b>	<b>\$296,365</b>	<b>\$24,375</b>
<b>+BEGINNING FUND BALANCE:</b>	882,306	923,327	923,327	963,710	40,383
<b>TOTAL RESOURCES:</b>	<b>\$1,173,862</b>	<b>\$1,195,317</b>	<b>\$1,073,017</b>	<b>\$1,260,075</b>	<b>\$64,758</b>
<b><u>EXPENDITURES:</u></b>					
CONTRACT FOR TOURISM & CONVENTION PROMOTIONS	250,536	363,271	119,622	340,162	(23,109)
<b>TOTAL EXPENDITURE</b>	<b>\$250,536</b>	<b>\$363,271</b>	<b>\$119,622</b>	<b>\$340,162</b>	<b>(\$23,109)</b>
<b>+ENDING FUND BALANCE</b>	923,327	832,046	953,396	919,913	87,867
<b>TOTAL USES:</b>	<b>\$1,173,862</b>	<b>\$1,195,317</b>	<b>\$1,073,017</b>	<b>\$1,260,075</b>	<b>\$64,758</b>

**FUND NUMBER:**

**TITLE**

310

**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:**

Reduction in requested transfer amount.

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

**CEMETERY EXPANSION FUND #310**

	<b>2010 <u>ACTUAL</u></b>	<b>2011 <u>BUDGET</u></b>	<b>YTD <u>7/31/201</u></b>	<b>2012 <u>REQUEST</u></b>	<b><u>\$ CHANGE</u></b>
<b><u>REVENUES:</u></b>					
FEEs					
OTHER	1,289	800		800	
<b>TOTAL REVENUES:</b>	1,289	<b>\$800</b>		<b>\$800</b>	
<b>+BEGINNING CASH:</b>	27,389	16,882	16,882	17,375	493
<b>TOTAL RESOURCES:</b>	<b>\$28,678</b>	<b>\$17,682</b>	<b>\$16,882</b>	<b>\$18,175</b>	<b>\$493</b>
<b><u>EXPENDITURES:</u></b>					
SALARIES					
BENEFITS					
SUPPLIES					
MINOR CAPITAL					
OTHER SERVICES					
LAND PURCHASE					
IMPROVEMENTS	11,796	6,000		6,000	
<b>TOTAL EXPENDS:</b>	<b>\$11,796</b>	<b>\$6,000</b>		<b>\$6,000</b>	
<b>+ENDING CASH</b>	16,882	11,682	16,882	12,175	493
<b>TOTAL USES:</b>	<b>\$28,678</b>	<b>\$17,682</b>	<b>\$16,882</b>	<b>\$18,175</b>	<b>\$493</b>

**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:	5,670
Total:	\$40,670

**2005 LTGO BOND FUND #315**

	<u>2010 ACTUAL</u>	<u>2011 BUDGET</u>	<u>YTD 07/31/11</u>	<u>2012 REQUEST</u>	<u>\$ CHANGE</u>
<b>REVENUES:</b>					
GENERAL FUND	47,081	42,500	43,278	40,975	(1,525)
BOND PROCEEDS					
INVESTMENTS					
<b>TOTAL REVENUES:</b>	47,081	42,500	43,278	40,975	(1,525)
<b>+BEGINNING CASH:</b>	327	327	327	577	250
<b>TOTAL RESOURCES:</b>	<b>\$47,408</b>	<b>\$42,827</b>	<b>\$43,605</b>	<b>\$41,552</b>	<b>(\$1,275)</b>
<b>EXPENDITURES:</b>					
<b>PRINCIPAL:</b>					
2005 LTGO	35,000	35,000	35,000	35,000	
<b>INTEREST:</b>					
2005 LTGO	11,778	7,000	3,500	5,670	(1,330)
OTHER IMPROVEMENTS					
REGISTRATION	304	305	303	305	
<b>TOTAL EXPENDITURE</b>	47,081	42,305	38,803	40,975	(1,330)
<b>+ENDING CASH</b>	327	522	4,802	577	55
<b>TOTAL USES:</b>	<b>\$47,408</b>	<b>\$42,827</b>	<b>\$43,605</b>	<b>\$41,552</b>	<b>(\$1,275)</b>

**2005 LTGO BOND BALANCE OUTSTANDING AS OF DECEMBER 31, 2011:**

2005 LTGO	<u>Amount</u>	<u>Maturity</u>
	\$ 140,000	December 1, 2015
<b>TOTAL:</b>	<b>\$ 140,000</b>	

**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:**

2012 expenditures include \$281,900 for principle, interest, and registration to service the bonds. \$30,000 has also been budgeted for preliminary design work on the Spray Pool project. The requested estimate for the Paradise Hills to Darrow Street path will be done in-house.

**2007 BOND FUND #316**

	<u>2010 ACTUAL</u>	<u>2011 BUDGET</u>	<u>YTD 07/31/11</u>	<u>2012 REQUEST</u>	<u>\$ CHANGE</u>
<b><u>REVENUES:</u></b>					
PROPERTY TAX	280,252	285,500	156,876	281,900	(3,600)
EQUITY TRANSFER IN					
BOND PROCEEDS					
INVESTMENTS			4,574		
<b>TOTAL REVENUES:</b>	280,252	285,500	161,450	281,900	(3,600)
<b>+BEGINNING CASH:</b>	785,740	721,777	721,777	692,722	(29,055)
<b>TOTAL RESOURCES:</b>	<b>\$1,065,992</b>	<b>\$1,007,277</b>	<b>\$883,226</b>	<b>\$974,622</b>	<b>(\$32,655)</b>
<b><u>EXPENDITURES:</u></b>					
<b><u>PRINCIPAL:</u></b>					
2007 GO	205,000	215,000		220,000	5,000
<b><u>INTEREST:</u></b>					
2007 GO	78,300	70,100	35,050	61,500	(8,600)
OTHER IMPROVEMENTS	60,614	23,735	23,705	30,000	6,265
DEBT ISSUE COSTS					
REGISTRATION	302	400		400	
<b>TOTAL EXPENDITURE</b>	344,215	309,235	58,755	311,900	2,665
<b>+ENDING CASH</b>	721,777	698,042	824,472	662,722	(35,320)
<b>TOTAL USES:</b>	<b>\$1,065,992</b>	<b>\$1,007,277</b>	<b>\$883,226</b>	<b>\$974,622</b>	<b>(\$32,655)</b>

**2007 GO BOND BALANCE OUTSTANDING AS OF DECEMBER 31, 2011:**

2007 GO Bond	<u>Amount</u>	<u>Maturity</u>
	\$ 1,470,000	December 1, 2017
<b>TOTAL:</b>	<b>\$ 1,470,000</b>	

**FUND NUMBER:**

**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: \$201,908

**EXPENDITURES**

Estimated expenditures: \$201,908

**2009 WATER-SEWER REVENUE BOND FUND #317**

	<u>2010 ACTUAL</u>	<u>2011 BUDGET</u>	<u>YTD 07/31/11</u>	<u>2012 REQUEST</u>	<u>\$ CHANGE</u>
<b><u>REVENUES:</u></b>					
GENERAL FUND	39,000	46,500	46,500		(46,500)
BOND PROCEEDS					
INVESTMENTS					
TRANSFERS IN	295,321	158,408	51,954	201,908	43,500
<b>TOTAL REVENUES:</b>	<b>334,321</b>	<b>204,908</b>	<b>98,454</b>	<b>201,908</b>	<b>(3,000)</b>
<b>+BEGINNING CASH:</b>	<b>1,016,303</b>	<b>203,998</b>	<b>203,998</b>	<b>87,000</b>	<b>(116,998)</b>
<b>TOTAL RESOURCES:</b>	<b>\$1,350,624</b>	<b>\$408,906</b>	<b>\$302,451</b>	<b>\$288,908</b>	<b>(\$119,998)</b>
<b><u>EXPENDITURES:</u></b>					
<b><u>PRINCIPAL:</u></b>					
2009 REV BONDS		100,000		100,000	
<b><u>INTEREST:</u></b>					
2009 REV BONDS	106,401	103,908	17,558	100,908	(3,000)
OTHER IMPROVEMENTS					
REGISTRATION	304			1,000	1,000
TRANSFERS	944,922				
<b>TOTAL EXPENDITURE</b>	<b>1,051,627</b>	<b>204,908</b>	<b>17,558</b>	<b>201,908</b>	<b>(3,000)</b>
<b>+ENDING CASH</b>	<b>298,998</b>	<b>203,998</b>	<b>284,893</b>	<b>87,000</b>	<b>(116,998)</b>
<b>TOTAL USES:</b>	<b>\$1,350,624</b>	<b>\$408,906</b>	<b>\$302,451</b>	<b>\$288,908</b>	<b>(\$119,998)</b>

**2009 REVENUE BOND BALANCE OUTSTANDING AS OF DECEMBER 31, 2011:**

	<u>Amount</u>	<u>Maturity</u>
2009 Revenue Bonds	\$ <u>2,490,000</u>	September 1, 2029
<b>TOTAL:</b>	<b>\$ 2,490,000</b>	

**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.

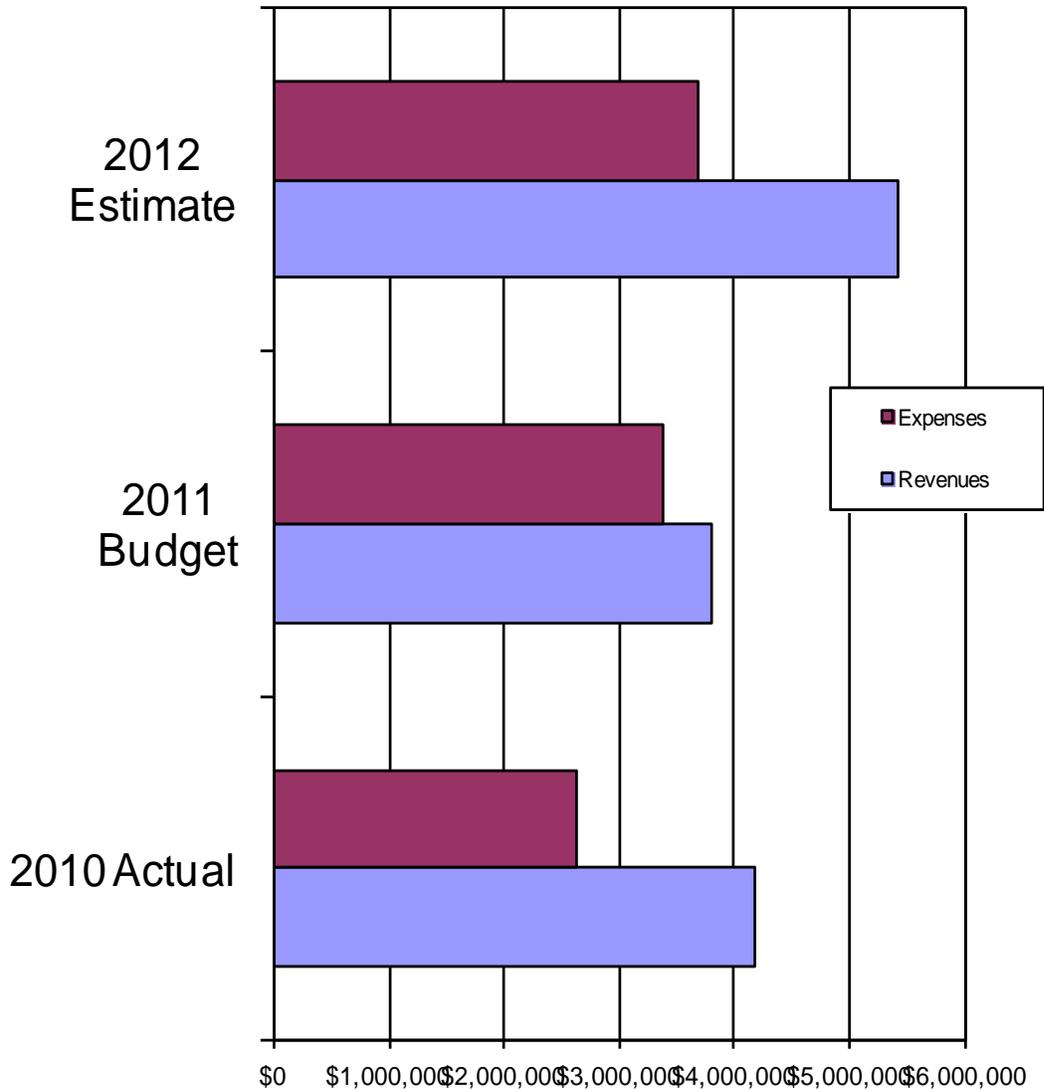
**EXPENDITURES:**

2011 expenditures of \$8,463 is not specified and is meant to clear this budget

**DOWNTOWN PULLMAN RIVERWALK FUND #322**

	<u>2010 ACTUAL</u>	<u>2011 BUDGET</u>	<u>YTD 07/31/11</u>	<u>2012 REQUEST</u>	<u>\$ CHANGE</u>
<b>REVENUES:</b>					
FEDERAL GRANTS					
STATE GRANTS					
TRANSFER FROM FUND 302	8				
MISCELLANEOUS		2	3	2	
<b>TOTAL REVENUES:</b>	<b>\$8</b>	<b>\$2</b>	<b>\$3</b>	<b>2</b>	
<b>+BEGINNING CASH:</b>	15,438	15,438	15,438	8,461	(6,978)
<b>TOTAL RESOURCES:</b>	<b>15,446</b>	<b>\$15,440</b>	<b>\$15,442</b>	<b>8,463</b>	<b>(\$6,978)</b>
<b>EXPENDITURES:</b>					
SALARIES					
OVERTIME					
BENEFITS					
SUPPLIES					
MINOR EQUIPMENT					
PROF. SERVICES					
CAPITAL		6,983		8,463	1,480
<b>TOTAL EXPENDITURE</b>		<b>\$6,983</b>		<b>\$8,463</b>	<b>\$1,480</b>
<b>+ENDING CASH</b>	15,446	8,457	15,442	(0)	(8,458)
<b>TOTAL USES:</b>	<b>\$15,446</b>	<b>\$15,440</b>	<b>\$15,442</b>	<b>8,463</b>	<b>(\$6,978)</b>

# Utility Fund: Water Division



## Revenues vs. Expenses

**FUND NUMBER:**

401

**TITLE****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 water customers. Perform preventive maintenance as scheduled to prevent the development of any major problems in equipment, facilities, and distribution systems, and perform repairs as needed to ensure continuous quality service.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Replace approximately 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:**

\$3,687,083

**MAJOR BUDGET CHANGES:**

Included in the 2012 budget is inspection and cleaning of High School Tank and Military Hill Tank (\$6,000), rebuilding the Well 7 pumps (\$30,000), and beginning the

wellhead protection plan/water system plan update process (\$75,000). Salaries and benefits are increased reflecting a redistribution of labor. Building rental is decreased reflecting the completion of one-time improvements to acquired rental property.

Minor Capital includes miscellaneous hand tools (\$2,500), a GPS receiver and software for engineering surveying (\$9,670), a high speed color scanner (\$6,500), and water hardness analyzers for hypochlorite generation systems (\$8,500).

Major Capital includes radio read meters for new accounts (\$25,000), upgrades to the domestic water system at the Airport (\$50,000 carryover), replacement of a water line on Holbrook (\$52,000 carryover), water's share of the City Hall 2<sup>nd</sup> Floor Remodel (\$126,000), the Johnson Road waterline project (\$105,000), and other miscellaneous water line replacements (\$100,000).

**MEASUREMENT TECHNIQUE:**

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

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

**UTILITY FUND  
#401**

**WATER-SEWER REVENUES AND EXPENDITURES**

**2010                      2011                      YTD                      2012**  
**ACTUAL                      BUDGET                      07/31/11                      REQUEST    \$ CHANGE**

**REVENUES:**

**WATER DIVISION:**

<b>WATER SALES</b>	3,365,432	3,301,500	1,786,052	3,501,000	199,500
<b>MISCELLANEOUS</b>	803,356	493,792	330,726	1,912,912	1,419,120

<b>TOTAL REVENUES:</b>	<b>\$4,168,788</b>	<b>\$3,795,292</b>	<b>\$2,116,778</b>	<b>\$5,413,912</b>	<b>\$1,618,620</b>
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**EXPENDITURES:**

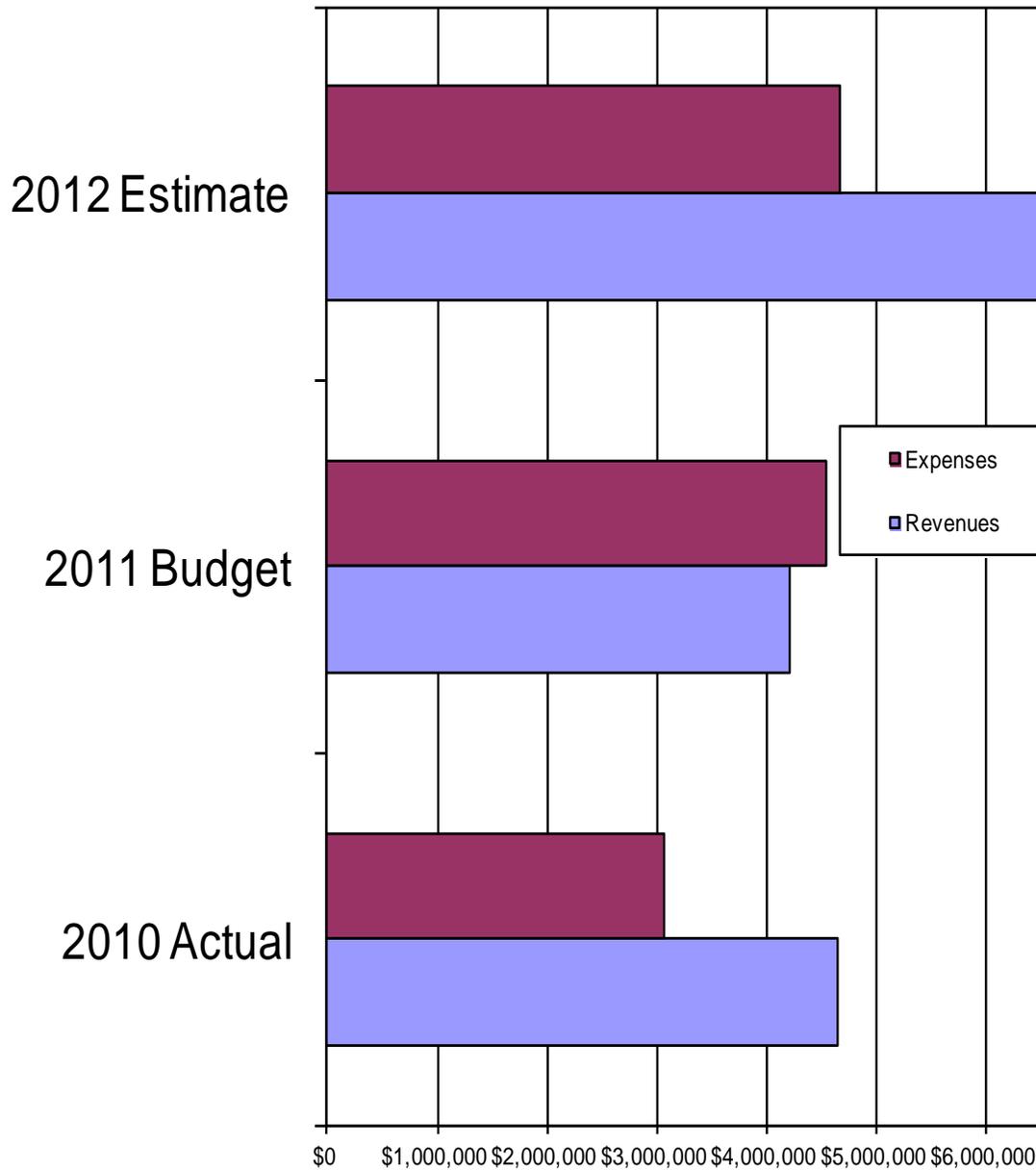
<b>SALARIES</b>	495,431	563,093	290,948	604,735	41,642
<b>OVERTIME</b>	7,144	19,588	5,047	19,840	252
<b>BENEFITS</b>	241,408	311,586	148,174	351,711	40,125
<b>SUPPLIES</b>	293,112	360,240	114,149	373,010	12,770
<b>MINOR EQUIPMENT</b>	37,045	33,600	4,399	27,170	(6,430)
<b>ERD/BUILDING RENTAL</b>	163,799	119,775	86,243	173,931	54,156
<b>OTHER SERVICES</b>	490,782	563,425	226,678	1,069,349	505,924
<b>INFO SYS/INTERGOVT</b>	792,014			333,975	333,975
<b>DEBT REDEMPTION</b>	80,807	279,614	67,181	275,362	(4,252)
<b>**CAPITAL</b>	17,038	477,000	241,681	458,000	(19,000)

<b>TOTAL EXPENDITURES:</b>	<b>\$2,618,581</b>	<b>\$3,382,913</b>	<b>\$1,531,175</b>	<b>\$3,687,083</b>	<b>\$304,170</b>
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<b>SURPLUS/(DEFICIT)</b>	<b>\$1,550,207</b>	<b>\$412,379</b>	<b>\$585,603</b>	<b>\$1,726,829</b>	<b>\$1,314,450</b>
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<b>STAFFING: WATER</b>	
<b>Position</b>	<b>Full-Time Equivalent</b>
Operations Supervisor	0.77
Maintenance Superintendent	0.45
Maintenance Supervisor	0.71
Maintenance Workers	6.48
Control Specialist	0.45
Engineering Technician	1.20
Seasonal/Casual	1.33
Clerical	0.85
Administration	0.40
Mapping Aide	0.50
<b>Total</b>	<b>13.14</b>

# 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 91.1 miles of sewer lines and interceptor lines, which includes: jet-vac or power-rod 300,000 lineal feet of sewer mains; televising 14,000 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:**

\$4,673,107 (Sewer Maintenance is \$795,398 and Sewage Treatment is \$3,877,709)

## **MAJOR BUDGET CHANGES:**

There are no major changes in the Sewer Maintenance budget. In the Sewage Treatment budget, Professional Services is decreased \$133,961, but still includes belt press/DAFT polymer unit replacement design (\$15,000), plant air gap design (\$15,000), continued process analysis study (\$75,000), continued O&M manual revision (\$15,000), continued disinfection upgrades engineering services (\$20,000), continued planning and upgrades to the head end of the plant (\$75,000), continued water reuse update engineering (\$64,000), completion of the Arc Flash study (\$3,500), continuation of I/I analysis (\$3,000), design of a plant water filter system (\$8,000), and evaluation/design of converting one of the rental houses to office space (\$8,000). Repair and Maintenance is increased \$89,000 and includes rebuilding the influent plate screen (\$50,000), repairing/recoating the interior of the sludge holding tank (\$30,000), and repairing the roof of the administration building (\$15,000).

Minor Capital includes a confined space tri pod (\$9,500), a weatherized water fill station (\$5,000), 2 automatic samplers (\$7,500), various office furniture for the WWTP supervisor's new office space (\$2,270), 3 sump pump replacements (\$2,400), replacement building unit heaters (\$2,000), a fire alarm system for selected buildings (\$9,500), and miscellaneous tool replacements (\$2,200).

Major Capital includes Holbrook Street Sewer Line replacement (\$65,000 carryover) Riverview Street Interceptor manhole repairs retainage (\$5,000), inflow and infiltration reduction projects (\$26,000), retainage for the Itani Park Sewer access project (\$5,000), retainage for the Lake Street monitoring station project (\$5,000), STP disinfection system and effluent flowmeter upgrades (\$200,000 continuation), Sewer's share of the City Hall 2<sup>nd</sup> Floor Remodel (\$126,000), continuation of the Palouse River Riparian project (\$160,000), Thickened Waste Activated Sludge pumping upgrades (\$100,000); Thickened Primary Sludge piping upgrades (\$100,000), 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**

**2010                  2011                  YTD                  2012**  
**ACTUAL          BUDGET          07/31/11          REQUEST    \$ CHANGE**

**SEWER/SEWAGE TREATMENT DIVISION:**

**REVENUES:**

SEWER SALES	2,634,414	2,800,000	1,656,657	3,000,000	200,000
WSU REIMBURSMT	712,591	720,000	420,845	750,000	30,000
MISCELLANEOUS	1,301,373	705,905	547,276	6,821,188	6,115,283

**TOTAL REVENUES:**

<b>\$4,648,378</b>	<b>\$4,225,905</b>	<b>\$2,624,778</b>	<b>\$10,571,188</b>	<b>\$6,345,283</b>
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**EXPENDITURES:**

SALARIES	672,550	719,430	404,387	732,346	12,916
OVERTIME	8,688	13,797	5,543	13,977	180
BENEFITS	320,751	363,574	204,732	391,534	27,960
SUPPLIES	80,366	271,712	128,730	255,486	(16,226)
MINOR EQUIPMENT	39,323	73,112	30,433	40,370	(32,742)
ERD/ BUILDING RENTAL	72,114	107,813	68,008	95,931	(11,882)
OTHER SERVICES	603,786	1,056,656	770,941	1,100,648	43,992
INFO SYS/INTERGOVT	585,158	652,563	325,818	666,815	14,252
DEBT REDEMPTION	561,111	510,036	559,656	509,000	(1,036)
**CAPITAL	135,068	773,000	153,657	867,000	94,000

**TOTAL EXPENDITURES:**

<b>\$3,078,915</b>	<b>\$4,541,693</b>	<b>\$2,651,903</b>	<b>\$4,673,107</b>	<b>\$131,414</b>
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**SURPLUS/(DEFICIT)**

<b>\$1,569,463</b>	<b>(\$315,788)</b>	<b>(\$27,125)</b>	<b>\$5,898,081</b>	<b>\$6,213,869</b>
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<b>STAFFING: SEWER/SEWAGE TREATMENT</b>	
<b>Position</b>	<b>Full-Time Equivalent</b>
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	0.45
Maintenance Workers	1.92
Engineering Technician	1.20
Seasonal/Casual	1.64
Clerical	0.96
Administration	0.40
Mapping Aide	0.50
<b>Total</b>	<b>15.51</b>

**TOTAL UTILITY FUND:**

<b>REVENUES:</b>	<b>8,817,167</b>	<b>8,021,197</b>	<b>4,741,556</b>	<b>15,985,100</b>	<b>7,963,903</b>
<b>EXPENDITURES:</b>	<b>6,682,367</b>	<b>7,924,606</b>	<b>4,183,078</b>	<b>8,360,190</b>	<b>435,584</b>
<b>SURPLUS/(DEFICIT):</b>	<b>2,134,800</b>	<b>96,591</b>	<b>558,478</b>	<b>7,624,910</b>	<b>7,528,319</b>
<b>ENDING CASH:</b>	<b>4,537,875</b>	<b>4,634,466</b>	<b>5,096,353</b>	<b>12,687,108</b>	<b>8,052,642</b>

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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 2012. This utility capital projects fund more accurately accounts for total project costs for multi-year projects. The 2012 request includes only the estimated project dollars that we intend to expend in 2012.

**REVENUES :**

Funding for projects will be from Utility Fund reserves and a loan from the State Revolving Fund.

**EXPENDITURES:** \$10,677,280

Utility Capital Projects include:

**Water**

Booster Station 10	\$ 8,520
Well 8	49,760
Well 5 Chlorine Upgrades	238,000
M&O Radio Communications Upgrades	15,000
Bleasner Drive Waterline	5,000
State Street Waterline	220,000
Stadium Way Waterline	\$ 560,000
<b>Total</b>	<b>\$1,096,280</b>

**Sewer**

Clifford Sewer (carryover)	\$ 650,000
Wawawai Lift Station Replacement	16,000
Dry Fork Creek Sewer	\$ 420,000
<b>Total</b>	<b>\$1,086,000</b>

**WWTP**

Aeration Basin Upgrades	\$6,885,000
STP Electrical & Control Upgrade	120,000
Secondary Clarifier Upgrades	860,000
RAS Pumping Upgrades	420,000
Influent Pump Replacement	\$ 210,000
<b>Total</b>	<u>\$8,495,000</u>
 <b>Grand Total</b>	 <b>\$10,677,280</b>

**UTILITY CAPITAL PROJECTS FUND 403**

	<u>2008 BUDGET</u>	<u>2009 REQUEST</u>	<u>2010 REQUEST</u>	<u>2011 REQUEST</u>	<u>2012 REQUEST</u>
<b><u>REVENUES:</u></b>					
WSU CONTRIBUTIONS					
OTHER					
<b>TOTAL REVENUES:</b>					
<b>+UTILITY FUND CASH + LOANS:</b>	7,097,306	6,347,700	3,048,175	4,485,329	10,677,280
<b>TOTAL RESOURCES:</b>	<b>\$7,097,306</b>	<b>\$6,347,700</b>	<b>\$3,048,175</b>	<b>\$4,485,329</b>	<b>\$10,677,280</b>
<b><u>CAPITAL EXPENDITURES:</u></b>					
<b><u>SEWAGE TREATMENT PLANT:</u></b>					
BLOWER UPGRADE					
STP ELECTRICAL & CONTROL UPGRADE					
STP SECONDARY CLARIFIER UPGRADES					
RAS PUMPING UPGRADE					
<b><u>SEWER:</u></b>					
CLIFFORD STREET SEWER	420,850	420,850	650,000	650,000	650,000
RV PARK/RIVERVIEW SEWER	30,000	3,500			
MCKENZIE STREET SEWER	100,000	6,000			
PIONEER SEWER	140,000	7,500			
DRY FORK CREEK SEWER					420,000
<b><u>WATER SYSTEMS:</u></b>					
SW HIGH STANDPIPE	1,731,800	1,422,150	127,500	57,000	
TELEMETRY	200,000	90,000	36,000	20,000	
BOOSTER STATION #10	76,500	204,375	261,375	9,000	8,520
JOHNSON ROAD WATERLINE					
WELL #8	251,200	1,126,200	679,500	52,400	49,760
BOOSTER 4 MODIFICATIONS					
WATER SYSTEM SECURITY IMPROVEMENTS	4,000				
IRRIGATION SYSTEM UPGRADES	352,970	764,725			
WELL #5 CHLORINE UPGRADE	175,700	23,100	23,100	181,720	238,000
AIRPORT WATER SYSTEM	108,600	1,617,750	686,500	63,000	
CITY HALL 2ND FLOOR REMODEL	30,000	50,000	30,000		
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
STADIUM WAY WATER LINE					560,000
<b><u>WASTEWATER TREATMENT PLANT:</u></b>					
NEW DIGESTER	2,930,686	417,550	20,000		
AERATION BASIN CONSTR./UPGRADES	30,000	20,000	10,000	2,197,709	6,885,000
STP ELECTRICAL & CONTROL UPGRADE	500,000	20,000	100,000	100,000	120,000
STP SECONDARY CLARIFIER UPGRADES	10,000	10,000		240,000	860,000
RAS PUMPING UPGRADE	5,000	5,000		120,000	420,000
WAWAWAI LIFT STATION REPLACEMENT				236,000	16,000
INFLUENT PUMP REPLACEMENT				225,000	210,000
COLFAX LIFT STATION			53,000		
<b>TOTAL EXPENDITURES:</b>	<b>\$7,097,306</b>	<b>\$6,347,700</b>	<b>\$3,048,175</b>	<b>\$4,485,329</b>	<b>\$10,677,280</b>
<b>+ENDING CASH</b>					
<b>TOTAL USES:</b>	<b>\$7,097,306</b>	<b>\$6,347,700</b>	<b>\$3,048,175</b>	<b>\$4,485,329</b>	<b>\$10,677,280</b>

**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 stormwaer 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, 30 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:**

\$1,291,253

**MAJOR BUDGET CHANGES:**

The 2012 budget includes an increase in Salary and Benefits reflecting a redistribution of maintenance labor. Other Services includes environmental education in the public schools (\$8,000), a stream cleanup and Adopt-A-Stream program (\$16,000), continuation of an analysis to identify fecal coliform sources in the Stadium Way basin (\$11,000), and utility map updating and GIS training (\$15,000).

Minor Equipment includes water quality monitoring equipment (\$1,500), miscellaneous tools for the jet-vac truck (\$10,000), and a lap top computer with projector for presentations (\$2,000), a spill response kit and materials for training (\$2,000), and miscellaneous tools and equipment (\$1,500).

Capital includes the Olsen Street Storm Drain project (\$35,000 carryover), Stormwater's share of the City Hall 2<sup>nd</sup> Floor Remodel (\$21,000), Stormwater's share of a 25-ton equipment trailer (\$18,000), and the Stadium Way Storm Drain replacement (\$400,000).

**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.

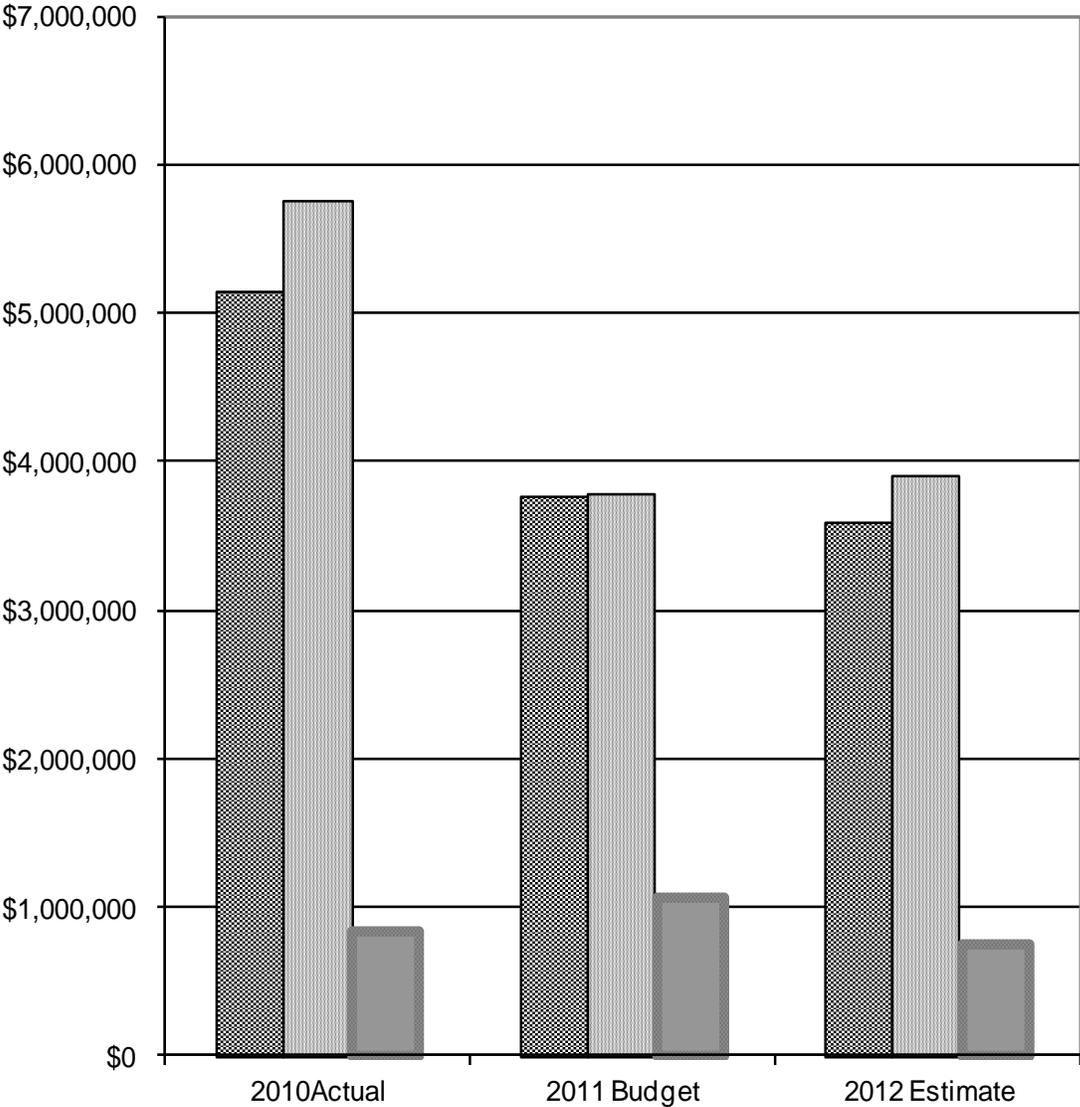
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**STORMWATER FUND #404**

	<u>2010 ACTUAL</u>	<u>2011 BUDGET</u>	<u>YTD 07/31/11</u>	<u>2012 REQUEST</u>	<u>\$ CHANGE</u>
<b>REVENUES:</b>					
CHARGES GOODS&SERVICE	675,349	900,000	578,468	1,080,000	180,000
GRANTS		176,309		7,500	(168,809)
INVESTMENT INTEREST					
OPERATING TRANSFERS	188,000	188,000		188,000	
MISCELLANEOUS					
<b>TOTAL REVENUES:</b>	<b>863,349</b>	<b>\$1,264,309</b>	<b>\$578,468</b>	<b>\$1,275,500</b>	<b>\$11,191</b>
<b>+BEGINNING CASH:</b>		774,765	774,765	1,079,415	304,650
<b>TOTAL RESOURCES:</b>	<b>863,349</b>	<b>\$2,039,074</b>	<b>\$1,353,232</b>	<b>\$2,354,915</b>	<b>\$315,841</b>
<b>EXPENDITURES:</b>					
SALARIES	167,577	199,431	103,573	241,256	41,825
OVERTIME	663	3,787	705	3,889	102
BENEFITS	79,020	102,029	49,461	126,956	24,927
SUPPLIES	1,836	15,000	8,573	30,500	15,500
MINOR EQUIPMENT	3,008	2,600	14,459	17,000	14,400
ERD RENTAL	37,229	47,974	20,875	96,958	48,984
BLDG RENTAL	45,281	50,716	20,488	10,984	(39,732)
INFO SYSTEMS	1,258	2,660	1,327	2,807	147
OTHER SERVICES	45,170	187,949	42,897	249,000	61,051
INTGOVT/OTHER	68,560	145,000	60,227	37,903	(107,097)
CAPITAL		335,000		474,000	139,000
<b>TOTAL EXPENDITURE</b>	<b>\$449,601</b>	<b>\$1,092,146</b>	<b>\$322,584</b>	<b>\$1,291,253</b>	<b>\$199,107</b>
<b>+ENDING CASH</b>	413,748	946,928	1,030,648	1,063,662	116,734
<b>TOTAL USES:</b>	<b>\$863,349</b>	<b>\$2,039,074</b>	<b>\$1,353,232</b>	<b>\$2,354,915</b>	<b>\$315,841</b>

<b>STAFFING: STORMWATER</b>	
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	0.29
Seasonal/Clerical	1.22
<b>Total</b>	<b>5.21</b>

# TRANSIT FUND



**FUND NUMBER:**

405

**TITLE**

**TRANSIT**

**ACTIVITY DESCRIPTION:**

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

**GOAL:**

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

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Transport over 1,400,000 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:**

\$3,900,227

**MAJOR BUDGET CHANGES:**

The major budget changes for 2012 are an increase of \$172,000 for ERD costs and \$25,000 budgeted for various repairs/upgrades to the Transit building.

Minor Capital includes the replacement of miscellaneous office equipment (\$2,000), miscellaneous tool replacements (\$1,500), a storage shed for uniforms (\$2,000), a replacement copy machine (\$8,000), a wheelchair (\$1,200) and a wheelchair training platform (\$1,200) for training, a

touchpad computer (\$800), and new tables (\$5,500) and chairs (\$5,692) for the training room.

Major capital includes 2 new bus shelters (\$26,000), a Dial-A-Ride van (\$65,000), a new Road Supervisor's vehicle (\$40,406), and funds for a stormdrain project (\$40,000).

**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 2011-2016 Transit Development Plan.

**TRANSIT FUND #405**

	2010 <u>ACTUAL</u>	AMENDED 2011 <u>BUDGET</u>	YTD 07/31/11	2012 <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>REVENUES:</b>					
FARES	1,668,069	1,739,809	860,640	1,740,293	484
OTHER LOCAL	5,032	10,000	5,622	4,000	(6,000)
STATE MVET	380,769	47,256	13,257	31,936	(15,320)
EQUALIZATION					
UTILITY TAX	1,088,968	1,088,000	628,332	1,076,000	(12,000)
<b>TOT OPER REVENUE</b>	<b>\$3,142,838</b>	<b>\$2,885,065</b>	<b>\$1,507,852</b>	<b>\$2,852,229</b>	<b>(\$32,836)</b>
VEHICLE GRANT	1,451,308	42,318	13,257	299,275	256,957
OPERATING GRANT	550,000	587,500	275,000	430,102	(157,398)
<b>TOTAL REVENUES:</b>	<b>\$5,144,146</b>	<b>\$3,766,446</b>	<b>\$1,825,171</b>	<b>\$3,581,606</b>	<b>(\$184,840)</b>
<b>EXPENDITURES:</b>					
SALARIES	1,295,705	1,345,689	728,990	1,379,802	34,113
OVERTIME	32,765	34,421	19,603	35,091	670
BENEFITS	649,700	788,542	403,729	829,390	40,848
SUPPLIES	31,549	35,500	13,938	36,700	1,200
MINOR EQUIPMENT	9,527	3,800	1,845	27,892	24,092
EQUIPMENT MAINTENANCE	951,355	924,888	408,589	1,103,178	178,290
DEPRECIATION	288,278				
OTHER SERVICES	208,760	335,104	120,246	316,768	(18,336)
<b>TOTAL OPER. EXPENSE</b>	<b>\$3,467,639</b>	<b>\$3,467,944</b>	<b>\$1,696,941</b>	<b>\$3,728,821</b>	<b>\$260,877</b>
CAPITAL	2,267,938	303,980	53,563	171,406	(132,574)
TO STREET FUND					
INTERFUND PAYMENTS	7,352		1,164		
<b>TOTAL EXPENDITURE</b>	<b>\$5,742,929</b>	<b>\$3,771,924</b>	<b>\$1,751,668</b>	<b>\$3,900,227</b>	<b>\$128,303</b>
<b>SURPLUS/(DEFICIT)</b>	<b>(\$598,783)</b>	<b>(\$5,478)</b>	<b>\$73,503</b>	<b>(\$318,621)</b>	<b>(\$313,143)</b>
<b>+BEGINNING CASH:</b>	1,244,046	846,178	846,178	1,066,017	219,839
<b>+ENDING CASH</b>	846,178	840,700	919,680	747,396	(93,304)

<b>STAFFING</b>	
<b>Position</b>	<b>Full-Time Equivalent</b>
Administration	0.20
Transit Manager	1.00
Operations Supervisor	1.00
Customer Service Supervisor	1.00
Training Officer	1.00
Dispatcher	2.91
Customer Service Representative	1.50
Driver, Full Time	15.00
Driver, 3/4 Time	2.25
Driver, 1/2 Time	1.88
Driver, Extra Board Time	1.50
Bus Washer	2.56
Security	0.25
<b>Total</b>	<b>32.05</b>

**FUND NUMBER:**

**TITLE**

501

**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>
	<b>TOTAL</b>	<b>\$</b>	<b>918,000</b>

**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>
<b>REVENUES:</b>					
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
<b>TOTAL REVENUES:</b>	<b>\$2,189,526</b>	<b>\$2,609,972</b>	<b>\$1,102,493</b>	<b>\$2,361,806</b>	<b>(\$248,166)</b>
<b>+BEGINNING CASH</b>	<b>\$1,251,694</b>	1,493,717	1,493,717	638,795	(854,922)
<b>TOTAL RESOURCES:</b>	<b>\$3,441,220</b>	<b>\$4,103,689</b>	<b>\$2,596,210</b>	<b>\$3,000,601</b>	<b>(\$1,103,088)</b>
<b>EXPENSES:</b>					
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)
<b>TOTAL EXPENSES</b>	<b>\$2,331,171</b>	<b>\$3,619,282</b>	<b>\$1,675,166</b>	<b>\$2,845,784</b>	<b>(\$773,498)</b>
<b>+ENDING CASH</b>	850,145	640,000	640,000	154,817	(485,183)
<b>+CAP/DEPR RESERVES</b>	643,572	(155,593)	281,044		155,593
<b>TOTAL USES:</b>	<b>\$3,449,728</b>	<b>\$3,449,728</b>	<b>\$2,596,210</b>	<b>\$3,000,601</b>	<b>(\$1,103,088)</b>

<b>STAFFING</b>	
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
<b>Total</b>	<b>6.45</b>

**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.

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**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>
<b><u>REVENUES:</u></b>					
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)
<b>TOTAL REVENUES:</b>	<b>\$899,300</b>	<b>\$1,229,931</b>	<b>\$537,173</b>	<b>\$1,123,758</b>	<b>(\$106,173)</b>
<b>+BEGINNING CASH:</b>	364,036	431,033	431,033	497,631	66,598
<b>TOTAL RESOURCES:</b>	<b>\$1,263,335</b>	<b>\$1,660,964</b>	<b>\$968,206</b>	<b>\$1,621,389</b>	<b>(\$39,575)</b>
<b><u>EXPENDITURES:</u></b>					
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)
<b>TOTAL EXPENDITURES:</b>	<b>\$832,302</b>	<b>\$1,205,991</b>	<b>\$585,764</b>	<b>\$956,772</b>	<b>(\$249,219)</b>
<b>+ENDING CASH</b>	431,033	454,973	382,442	664,617	209,644
<b>TOTAL USES:</b>	<b>\$1,263,335</b>	<b>\$1,660,964</b>	<b>\$968,206</b>	<b>\$1,621,389</b>	<b>(\$39,575)</b>

<b>STAFFING</b>	
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
<b>Total</b>	<b>5.90</b>

**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 21 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 46 servers. Maintain and provide hardware and software upgrades for the 268 user workstations. Manage network and email access for 280 City and Whitcom employees with computer access. Provide computer and application support for all City employees and software vendor personnel.

**REVENUES: \$432,122**

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

**EXPENDITURES: \$426,622 Total**

Equipment:	\$ 50,000
Operating requirements:	\$ 376,622

**MAJOR BUDGET CHANGES:**

None.

**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:**

\$8,750

**MAJOR BUDGET CHANGES:**

No major changes.

**MEASUREMENT TECHNIQUE:**

Input received from community

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**INFORMATION SYSTEMS FUND (507)**

	<u>2010 ACTUAL</u>	<u>2011 BUDGET</u>	<u>YTD 7/31/2011</u>	<u>2012 REQUEST</u>	<u>\$ CHANGE</u>
<b><u>REVENUES:</u></b>					
GENERAL FUND TRANSFER	4,684	4,684	5,100	5,100	416
MISCELLANEOUS	351	325	528	400	75
NETWORK & SERVICE FEES	369,520	381,038	190,376	426,622	45,584
<b>TOTAL REVENUES:</b>	<b>374,555</b>	<b>\$386,047</b>	<b>\$196,004</b>	<b>\$432,122</b>	<b>\$46,075</b>
BEGINNING CASH	294,522	305,289	305,289	305,868	579
<b>TOTAL RESOURCES:</b>	<b>\$669,077</b>	<b>\$691,336</b>	<b>\$501,293</b>	<b>\$737,990</b>	<b>\$46,654</b>

**EXPENDITURES:**

SALARIES	116,276	118,288	68,578	134,404	16,116
OVERTIME					
BENEFITS	47,419	50,808	28,187	54,372	3,564
SUPPLIES	249	1,000	50	1,000	
MINOR CAPITAL	15,604	16,400	17,643	22,000	5,600
OTH SERVICES	173,170	124,958	46,684	152,483	27,525
EQUIP RENTAL		6,900	3,440	6,752	(148)
BLDG RENTAL	8,776	7,063	3,780	9,261	2,198
INTGOVT/OTHER	4,684	5,100	2,550	5,100	
EQUIPMENT		60,000	2,521	50,000	(10,000)
<b>TOTAL EXPENDITURES:</b>	<b>366,178</b>	<b>\$390,517</b>	<b>\$173,433</b>	<b>\$435,372</b>	<b>\$44,855</b>
ENDING CASH:	305,289	300,819	327,860	302,618	1,799
<b>TOTAL USES:</b>	<b>\$671,467</b>	<b>\$691,336</b>	<b>\$501,293</b>	<b>\$737,990</b>	<b>\$46,654</b>

<b>STAFFING</b>	
Position	Full-Time Equivalent
Information Services Manager	1.00
Information Services Technician	1.00
<b>Total</b>	<b>2.00</b>

**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.

**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:**

\$156,521

**MAJOR BUDGET CHANGES:**

No major budget changes.

Capital Improvement project carryover: Pond development east of reflective pool.

**MEASUREMENT TECHNIQUE:**

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

**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>2010</u> <u>ACTUAL</u>	<u>2011</u> <u>BUDGET</u>	<u>YTD</u> <u>7/31/201</u>	<u>2012</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<b><u>REVENUES:</u></b>					
DONATIONS	200	1,000			(1,000)
INVESTMENT INCOME	92,399	86,000	37,821	75,000	(11,000)
OTHER	3,600	39,000	2,400	3,000	(36,000)
<b>TOTAL REVENUES:</b>	96,199	<b>\$126,000</b>	<b>\$40,221</b>	<b>\$78,000</b>	<b>(\$48,000)</b>
<b>+BEGINNING CASH:</b>	152,282	140,830	140,830	84,874	(55,956)
<b>TOTAL RESOURCES:</b>	<b>\$248,481</b>	<b>\$266,830</b>	<b>\$181,050</b>	<b>\$162,874</b>	<b>(\$103,956)</b>
<b><u>EXPENDITURES:</u></b>					
SALARIES	54,882	52,725	28,631	56,782	4,057
OVERTIME	1,188	1,100	722	1,100	
BENEFITS	30,341	28,817	17,904	34,209	5,392
SUPPLIES	9,969	12,500	6,542	13,500	1,000
MINOR CAPITAL					
OTHER SVCS	12,131	50,000	2,100	11,000	(39,000)
INTERFUND	364	796	297	500	(296)
CAPITAL	3,789	59,430		39,430	(20,000)
<b>TOTAL EXPENDS:</b>	112,665	<b>\$205,368</b>	<b>\$56,196</b>	<b>\$156,521</b>	<b>(\$48,847)</b>
<b>+ENDING CASH</b>	140,830	61,462	124,854	6,353	(55,109)
<b>TOTAL USES:</b>	<b>\$253,495</b>	<b>\$266,830</b>	<b>\$181,050</b>	<b>\$162,874</b>	<b>(\$103,956)</b>

**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>2010 ACTUAL</u>	<u>2011 BUDGET</u>	<u>YTD 07/31/11</u>	<u>2012 REQUEST</u>	<u>\$ CHANGE</u>
<b>REVENUES:</b>					
FEES	4,589	6,000	1,091	2,000	(4,000)
OTHER	708	2,500	329	450	2,000
<b>TOTAL REVENUES:</b>	5,297	6,800	1,420	2,450	(4,350)
<b>+BEGINNING CASH:</b>	243,944	248,533	248,533	250,716	2,183
<b>TOTAL RESOURCES:</b>	<b>\$249,241</b>	<b>\$255,333</b>	<b>\$249,953</b>	<b>\$253,166</b>	<b>(\$2,167)</b>
<b>EXPENDITURES:</b>					
SALARIES					
BENEFITS					
SUPPLIES					
OTHER SERVICES					
LAND PURCHASE					
INTERGOVERNMENT	708	800		800	
IMPROVEMENTS					
<b>TOTAL EXPENDS:</b>	708	800		800	
<b>+ENDING CASH</b>	248,533	254,533	249,953	252,366	(2,167)
<b>TOTAL USES:</b>	<b>\$249,241</b>	<b>\$255,333</b>	<b>\$249,953</b>	<b>\$253,166</b>	<b>(\$2,167)</b>

**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:** \$27,828

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

**EXPENDITURES:** \$0

An actuarial study of this fund conducted as of January 1, 2002, indicated there were adequate reserves to cover potential future pension demands. The actuary also recommended that outlays for 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 \$315,799 by year-end 2012.

**FIREMEN'S PENSION FUND #615**

	<u>2010</u> <u>ACTUAL</u>	<u>2011</u> <u>BUDGET</u>	<u>YTD</u> <u>07/31/11</u>	<u>2012</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<b><u>REVENUES:</u></b>					
FIRE INSURANCE					
PREMIUM TAX	26,265	24,700	27,328	27,328	668
INVESTMENTS	394	1,200	179	500	
<b>TOTAL REVENUES:</b>	26,659	<b>\$27,160</b>	<b>\$27,507</b>	<b>\$27,828</b>	<b>\$668</b>
<b>+BEGINNING CASH:</b>	233,177	259,836	259,836	287,971	54,794
<b>TOTAL RESOURCES:</b>	<b>\$259,836</b>	<b>\$286,996</b>	<b>\$287,844</b>	<b>\$315,799</b>	<b>\$55,462</b>
<b><u>EXPENDITURES:</u></b>					
BENEFITS					
PROF. SERVICES					
<b>TOTAL EXPENDITURE</b>					
<b>+ENDING CASH</b>	259,836	286,996	287,844	315,799	55,462
<b>TOTAL USES:</b>	<b>\$259,836</b>	<b>\$286,996</b>	<b>\$287,844</b>	<b>\$315,799</b>	<b>\$55,462</b>

**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 October 26, 2011. The Pullman City Council and the Moscow City Council must also approve this budget.

**REVENUES :**

The Airport expects to receive \$723,157 in operating revenues and \$5,607,792 in FAA Airport Improvement Program Grants and Passenger Facility Charge collections.

**EXPENDITURES :**

The Airport Board approved a total 2011 budget of \$6,330,949 which consists of \$723,157 in operational expenditures and \$5,607,792 in capital expenditures for a Runway Overlay, Environmental Assessment, ADA access project, Airport Fire Station expansion, Repeater for security / emergency communications, Geographical Information System, and other miscellaneous improvements including those required by security regulations

**AIRPORT AGENCY FUND #651**

	<u>2010 ACTUAL</u>	<u>AMENDED 2011 BUDGET</u>	<u>YTD 07/31/11</u>	<u>2012 REQUEST</u>	<u>\$ CHANGE</u>
<b><u>REVENUES:</u></b>					
<b><u>GRANTS:</u></b>					
FAA, OTHER	902,196	4,551,525	648,432	5,607,792	1,056,267
STATE OF WASHINGTON	32,519	13,000		51,577	38,577
STATE OF IDAHO		10,000		10,000	
PULLMAN	32,013	32,013	32,013	32,013	
MOSCOW	32,013	32,013		32,013	
PORT OF WHITMAN	20,750	20,750	20,750	20,750	
WSU	15,500	18,935	15,500	18,935	
U OF IDAHO	18,935				
LATAH COUNTY		15,500	15,500	15,500	
SERVICE FEES	251,175	112,000	47,216	112,562	562
RENTS	104,041	132,688	75,033	148,237	15,549
PARKING, CONCESSIONS, MISC	128,201	110,120	77,892	127,920	17,800
<b>TOTAL REVENUES:</b>	<b>\$1,537,343</b>	<b>\$5,189,069</b>	<b>\$1,010,410</b>	<b>\$6,177,299</b>	<b>\$988,230</b>
+BEGINNING CASH:	41,789	186,701	186,701	280,453	93,752
LINE OF CREDIT					
PFC RESERVE			252,404	153,650	
<b>TOTAL RESOURCES:</b>	<b>\$1,579,132</b>	<b>\$5,504,665</b>	<b>\$1,326,006</b>	<b>\$6,611,402</b>	<b>\$1,106,737</b>
<b><u>EXPENDITURES:</u></b>					
SALARIES	162,730	164,044	95,865	167,824	3,780
OVERTIME					
BENEFITS	59,135	74,518	37,911	70,945	(3,573)
SUPPLIES	18,399	27,038	9,920	27,538	500
MINOR EQUIPMT	761		8,184	1,500	1,500
OTHER SERVICES	166,480	191,778	115,023	415,710	223,932
INTGOV"T	33,445	39,640	16,615	39,640	
DEPRECIATION	614,392				
CAPITAL	954,322	4,939,000	1,207,356	5,607,792	668,792
<b>TOTAL EXPENDITURES:</b>	<b>\$2,010,130</b>	<b>\$5,436,018</b>	<b>\$1,490,874</b>	<b>\$6,330,949</b>	<b>\$894,931</b>
ENDING CASH	186,701	68,647	(164,869)	50,691	(17,956)
PFC RESERVE	288,219			229,762	
<b>TOTAL USES:</b>	<b>\$2,485,050</b>	<b>\$5,504,665</b>	<b>\$1,326,006</b>	<b>\$6,611,402</b>	<b>\$1,106,737</b>

**2011 MONTHLY SALARY SCHEDULE  
PROPOSED FOR IMPLEMENTATION JANUARY 1, 2012  
As of 10/21/2011**

<u>CLASSIFICATION TITLE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
<b><u>ADMINISTRATION, FINANCE &amp; CLERICAL</u></b>					
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
<b><u>POLICE &amp; SUPPORT SERVICE</u></b>					
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
<b><u>FIRE SERVICE</u></b>					
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	4,712	4,960	5,212	5,487	5,764
FIRE CAPTAIN	4,488	4,725	4,977	5,231	5,493
FIRE PREVENTION OFFICER					5,467
LIEUTENANT	4,262	4,480	4,712	4,960	5,212
FIREFIGHTER	3,966	4,167	4,378	4,606	4,847
ADMINISTRATIVE SPECIALIST	2,968	3,112	3,266	3,427	3,597
<b><u>LIBRARY</u></b>					
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	3,247	3,412	3,584	3,761	3,954
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

**2011 MONTHLY SALARY SCHEDULE  
PROPOSED FOR IMPLEMENTATION JANUARY 1, 2012  
As Of 10/21/2011**

<u>CLASSIFICATION TITLE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
<b><u>PUBLIC WORKS</u></b>					
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	3,927	4,124	4,330	4,546	4,774
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	3,411	3,584	3,763	3,952	4,153
* TRANSIT TRAINER/SAFETY OFFICER	3,411	3,584	3,763	3,952	4,153
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	3,597	3,769	3,955	4,151
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	3,092	3,246	3,412	3,584	3,766
* TRANSIT DRIVER	2,942	3,090	3,248	3,411	3,584
ADMINISTRATIVE SPECIALIST- ENGINEERING	2,972	3,116	3,270	3,431	3,602
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	2,600	2,730	2,870	3,015	3,168
* SENIOR BUS WASHER	2,459	2,583	2,713	2,849	2,991
* BUS WASHER	2,342	2,460	2,583	2,713	2,849
CUSTODIAN	2,235	2,341	2,454	2,572	2,695
<b><u>PLANNING</u></b>					
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
<b><u>PUBLIC SERVICES</u></b>					
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

**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
	<b>Total</b>		<b>7</b>
Executive	Mayor		1
	City Supervisor	1	
	<b>Total</b>	<b>1</b>	<b>1</b>
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
<b>Total</b>	<b>7</b>	<b>1</b>	
Information Technology	Information Systems Manager	1	
	Information Systems Technician	1	
	<b>Total</b>	<b>2</b>	
Legal	City Attorney	1	
	<b>Total</b>	<b>1</b>	
Human Resources	Human Resources Manager	1	
	<b>Total</b>	<b>1</b>	
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	
<b>Total</b>	<b>40</b>	<b>2</b>	

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
	<b>Total</b>	<b>32</b>	<b>1</b>
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	
<b>Total</b>	<b>76</b>	<b>17</b>	

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
<b>Total</b>	<b>15</b>	<b>1</b>	
Planning	Planning Director	1	
	Assistant City Planner	1	
	<b>Total</b>	<b>2</b>	
Library	Library Services Director	1	
	Library Division Manager	3 *	
	Library Supervisor	1	1
	Library Administrative Assistant	1	
	Library Technician		3
	Library Assistant	1	2
<b>Total</b>	<b>7</b>	<b>6</b>	
<b>GRAND TOTAL</b>	<b>184</b>	<b>36</b>	

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

**Insert ERD Rate Tables Here**