# CITY of MILTON
# WASHINGTON

## 2013 Operating & Capital Budget

**For the Fiscal Year**
**January 1, 2013 through December 31, 2013**

City of Milton
1000 Laurel Street, Milton, WA 98354
www.cityofmilton.net

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*Mayor, City of Milton*
*1000 Laurel Street, Milton, WA 98354*
*Telephone: 253-517-2700*
*Email: dperry@cityofmilton.net*

November 19, 2012

Milton City Council
City of Milton
Milton, WA 98354

RE: **Transmittal of the 2013 Annual Budget**

Dear Councilmembers:

It is with great pleasure that I am presenting the 2013 Operating and Capital Budget. Together, we have made some tough decisions to adopt a budget without using any reserves, with projected expenditures that can be funded within projected revenues in the General Fund.

This coming year and in the foreseeable future, the key challenges for Milton, like many other cities, will be trying to maintain service levels for our citizens with declining revenues caused by declining property valuations, a stagnant economy, and increasing costs, mainly in the area of health insurance.

The final budget is based on a number of key changes and adjustments:

1. Court Services is will be provided through a service contract with the City of Puyallup.
2. Jail & Police services will be provided through inter-local agreements with the City of Fife.
3. The Deputy City Clerk position is funded at one quarter time, through an inter-local agreement with the City of Fife.
4. Two part-time Parks seasonal positions have been eliminated.
5. The EMS levy rate is adjusted to the full 50 cents authorized by the voters.
6. Utility tax rates for the water and storm water utilities are increased by 3%, without any increases in utility rates.

My goal is to keep expenditures in line with revenues by prioritizing our needs with minimal impacts to citizens and employees. In the near future, look forward to working with the citizens and the city council to implement the recommendations of the recently completed, city's visioning process. I believe that this will bring the economic development needed for us to grow, without compromising the livable city that the residents have always enjoyed.

Thank you.

Mayor Debra Perry

**CITY OF MILTON**
**ORDINANCE 1805-12**

**AN ORDINANCE OF THE CITY OF MILTON, WASHINGTON; ADOPTING THE BUDGET FOR THE FISCAL YEAR ENDING DECEMBER 31, 2013; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the tax estimates and budget for the City of Milton, Washington, for the 2013 calendar year have been prepared and filed as provided by the laws of the State of Washington; and

**WHEREAS**, the preliminary budget was printed for distribution and notice published in the official paper of the City of Milton, setting the time and place for hearing on the budget and stating that all taxpayers requesting a copy from the City Clerk would be furnished a copy of the preliminary budget to review; and

**WHEREAS**, the City Council of the City of Milton, having held public hearings on the preliminary budget on October 15th, November 13th and 19th as required by law, and having considered the public testimony presented;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILTON, WASHINGTON DO HEREBY ORDAIN AS FOLLOWS:**

**Section 1. 2013 Budget.** The budget for the calendar year 2013 is hereby adopted in the amounts and for the purposes as shown below; and the following sums, or so much thereof as shall severally be found necessary, are hereby appropriated out of any of the monies in the several funds in the City Treasury hereinafter named.

| FUND | APPROPRIATED USES OF FUND BALANCE | ESTIMATED REVENUE | TOTAL APPROPRIATIONS | ADDITIONS TO FUND BALANCE |
|---|---|---|---|---|
| General | $ - | $ 3,783,718 | $ 3,666,412 | $ 117,305 |
| Fire / EMS | 69,519 | 1,099,576 | 1,169,095 | - |
| Streets | 39,019 | 454,346 | 493,365 | - |
| Strategic Reserve | - | 5,000 | - | 5,000 |
| Drug Seizure | - | 15,000 | 15,000 | - |
| Criminal Justice | 26,790 | 111,200 | 137,990 | - |
| Reserve Officers | - | 7,000 | 7,000 | - |
| REET1 | 83,996 | 13,050 | 97,046 | - |
| REET2 | - | 13,000 | 1,000 | 12,000 |
| Traffic Impact Fees | - | 3,000 | - | 3,000 |
| Capital Improvement | 277,297 | 3,744,413 | 4,021,710 | - |
| Electric Utility | - | 4,519,337 | 4,495,797 | 23,540 |
| Water Utility | 213,803 | 2,065,348 | 2,279,151 | - |
| Storm Water Operations | 38,288 | 1,121,833 | 1,160,121 | - |
| Storm Water Capital | 42,345 | 206,655 | 249,000 | - |
| Vehicle Repair/Maint | - | 141,500 | 140,729 | 771 |
| | | | | |
| *TOTALS* | $ 791,057 | $ 17,303,976 | $ 17,933,417 | $ 161,616 |

**Section 2. Administration.** The City Administrator, as directed by the Mayor, shall administer the budget, and in doing so may authorize adjustments within the funds set forth in Section 1 above, to the extent that such adjustments are consistent with the budget approved in Section 1.

**Section 3. Salaries and Compensation.** The salaries and compensation for the City of Milton employees for the calendar year 2013 shall be as set forth in the "Supplementary Information" section of the 2013 Adopted Operating Budget document, or as the same may be amended by the City Administrator as part of his administration of the budget pursuant to Section 2 above.

**Section 4. Severability.** The provisions of this ordinance are declared separate and severable. If any provision of this ordinance or its application to any person or circumstances is held invalid, the remainder of this ordinance or application of the provision to other persons or circumstances shall be unaffected.

**Section 5. Ratification.** Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and affirmed.

**Section 6. Effective Date.** This Ordinance shall take effect January 1, 2013.

**PASSED AND APPROVED** by the City Council of the City of Milton, Washington, at a regularly scheduled meeting this 19th day of November 2012.

Bart Taylor, Mayor Pro Tem

Attest/Authenticated:

Lisa Tylor, Finance Director/City Clerk

Approved as to Form:

Bio F. Park, City Attorney

**Date of Publication:** November 23, 2012
**Effective Date:** January 1, 2013

## ELECTED OFFICIALS

| | | Term Expires: |
|---|---|---|
| **Debra Perry** | **Mayor** | **December 31, 2013** |
| Lois Zaroudny | Position #1 | December 31, 2013 |
| Bart Taylor | Position #2, Mayor Pro-Tem | December 31, 2013 |
| Bryan Ott | Position #3 | December 31, 2013 |
| Aaron Jones | Position #4 | December 31, 2015 |
| Todd Morton | Position #5 | December 31, 2013 |
| Jim Manley | Position #6 | December 31, 2015 |
| Robert Whalen | Position #7 | December 31, 2015 |

**Administrative Staff:**

| | |
|---|---|
| Subir Mukerjee | City Administrator |
| Lisa Tylor | Finance Director |
| Letticia Neal | Public Works Director |
| William Rhoads | Police Chief |

Thank you to the following individuals who share their time, energy and expertise to the City of Milton and its citizens.

**Planning Commission**
- Tom Boyle, Jr.
- Jason Wilson
- Ted Kleine
- Gerry Miller
- Jacquelyn Whalen
- Todd Larson
- Mary Anderson

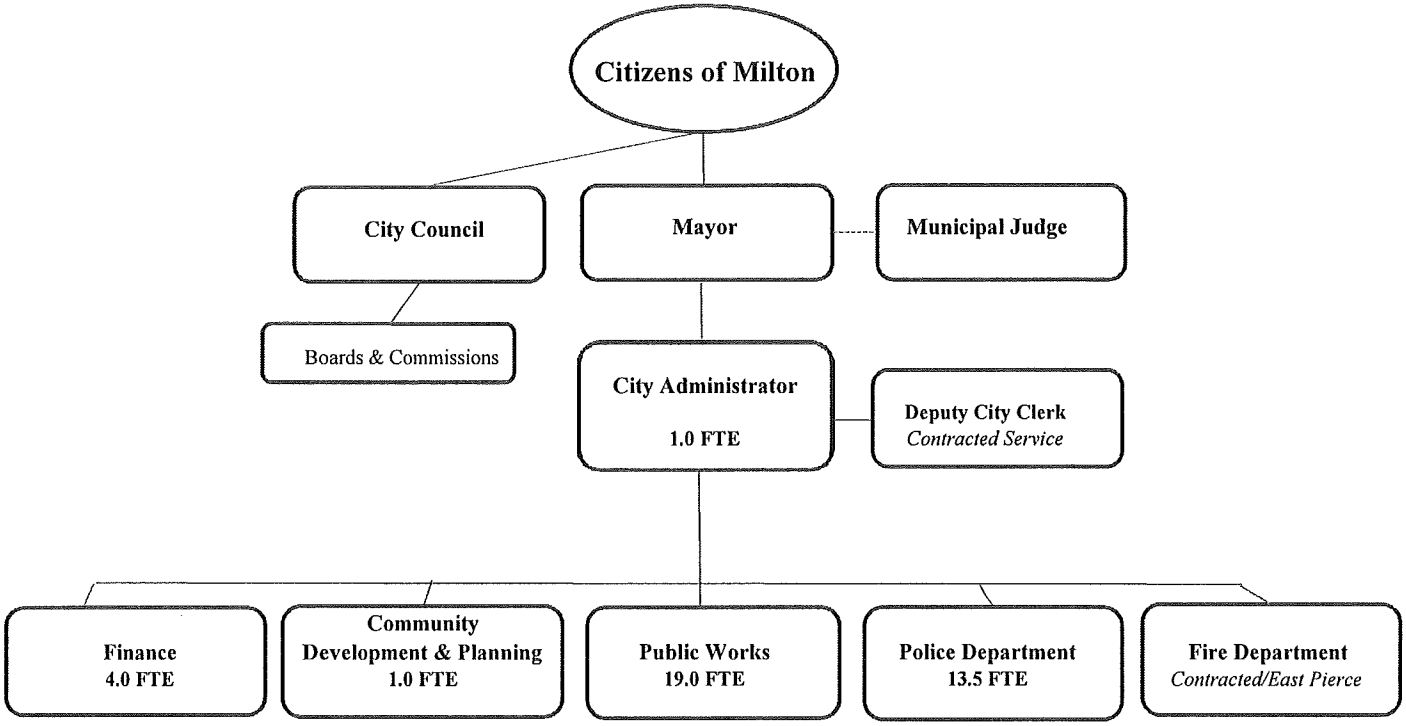
**Park Board Commission**
- Dan McGunagle
- Jim Reno
- Beverly Webber
- Robert MacDonald
- Kent Ross
- Linda Goddard
- Mary Anderson

**Senior Advisory Board**
- President - Vacant
- Vice President – Richard Schumacher
- Secretary – Kellie Engle
- Treasurer – Leonard Sanderson
- Sunshine – Inez Hoffman
- Poppy Sanderson
- Barbara Gordon
- Janice Briski
- Paula Gierke
- Don Wilson
- Kendra Dixon

**Civil Service Commission**
- Gerry Miller
- Diane Kasner
- Glen Wilsey
- Shelly Werner
- Margaret Drotz
- Debe Loeber

**Events Committee**
- Mary Tompkins
- Tom Boyle, Jr.
- Richard Cosner
- Teresa Cosner
- Marty Lelli
- Rori Lelli-Bates
- Rachon Hanson
- Debra Hooie
- Brandi Wade
- Susan Johnson
- Kendra Dixon

# City of Milton
# Organization Chart




Director (1)
*Sr Accountant (1)*
*Finance Tech I (2)*

*Building Official (1)*

Director (1)
*Admin Assistant (2)*
*Mechanic (1)*
*Supervisor, Water (1)*
- *Water Treatment (1)*
- *Maint Worker III/Lead (1)*
- *Maint Worker II (2)*
- *Maint Worker I (2)*

*Supervisor, Electric (1)*
- *Lineman (3)*
- *Elec. Equip. Operator (1)*

*Storm Water Compliance (1)*
*Parks / Facilities (2)*
*Meter Reader (1)*

Chief (1)
*Admin. Assistant (1)*
*Lieutenant (1)*
*Sergeant (2)*
*Officers (8)*
*Code Enforcement (1)*

**Total Full-Time Employees (FTE) = 40.0**

**TO:** Mayor, City Council

**FROM:** Lisa Tylor, Finance Director

**SUBJECT:** 2013 Budget and Budget Development Process

A municipal budget includes the financial planning and legal authority to obligate public funds. Additionally, it provides policy direction by the City Council to the staff and community. As a result, the City Council, staff, and members of the community are all involved in establishing the annual budget for the City of Milton.

The annual budget serves four functions:

**It is a Policy Document**
The budget functions as a policy document in that the decisions made within the budget will reflect the general principles or plans that guide the actions taken for the future. As a policy document, the budget makes specific attempts to link desired goals and policy direction to the actual day-to-day activities of the City staff.

**It is an Operational Guide**
The budget of a city reflects its operation. Activities of each city department or program have been planned, formalized and described in the following sections. This process will help to maintain an understanding of the various operations of the City and how they relate to each other and to the attainment of the policy issues and goals of the City Council.

**It is a Link with the General Public**
The budget provides a unique opportunity to allow and encourage public review of City operations. The budget describes activities of the City, the purpose of those activities, future implications, and the direct relationship to the citizens.

**It is a Legally Required Financial Planning Tool**
The budget is a financial planning tool, its most traditional use. In this light, preparing and adopting a budget is a state law requirement of all cities as stated in Title 35A of the Revised Code of Washington (RCW). The budget must be adopted as a balanced budget and must be in place prior to the beginning of the City's fiscal year. The budget is the legal authority to expend public monies and controls those expenditures by limiting the amount of the appropriation at the fund level. The revenues of the City are estimated, along with available cash carry-forward, to determine funds available. The budget takes into account unforeseen contingencies and provides for the need for periodic adjustments.

## 2013 BUDGET DEVELOPMENT PROCESS

The City of Milton operates on a calendar year basis. We utilize an incremental budgeting approach that assumes, for most functions of the government, that the current year's budget is indicative of the base required for the following year. Any increases are incremental and based on need defined by the organization's budget policies, emerging issues, Council goals and available resources.

The 2013 budget development process began in March when the Mayor, City Council, City Administrator and department Directors met in a retreat format to discuss budget direction and priorities. In early June, the Finance Department began preparing revenue estimates and other projections; throughout June and July, the Finance Department prepared budget worksheets which were distributed to department Directors. By the time the 2013 Budget was adopted on November 19, 2012, the Council had an opportunity for review and discussion on (9) separate occasions, including (4) public hearings to receive public input from citizens:

| | |
|---|---|
| March 30-31 | Council Retreat |
| September 17 | 2013 Revenue estimates provided to Council |
| October 1 | Public Hearing on 2013 Revenues |
| | Preliminary 2013 Budget presented to Council |
| October 8 | Budget study session #1 |
| October 15 | Adoption of 2013 Property Tax levy & rates |
| | Public Hearing #1, 2013 Budget |
| October 20 | Council Budget Retreat |
| October 22 | Budget study session #2 |
| November 13 | Public Hearing #2, 2013 Budget |
| | Budget study session #3 |
| November 19 | Final Public Hearing, 2013 Budget |
| | Adoption of 2013 Budget |

The final operating & capital budget is published, distributed, and made available to the public via the city's website (www.cityofmilton.net).

After the budget is adopted, the City enters a budget implementation and monitoring stage. Throughout the year, expenditures are monitored by the Finance Department and department Directors to ensure that funds are within the approved budget. The Finance Department provides the City Council with monthly status reports to keep them apprised of the city's financial condition. Any budget amendments made during the year are adopted by City Council ordinance.

The Mayor is authorized to transfer budgeted amounts within a fund; however, any revisions that alter the total appropriated expenditures of a fund, or that affect the number of authorized employee positions, salary ranges or other conditions of employment must be approved by Council.

When the City Council determines that it is in the best interest of the City to increase or decrease the appropriation for a particular fund, it may do so by ordinance adopted by Council after holding one public hearing.

## BUDGET PRINCIPLES

- Department Directors have primary responsibility for formulating budget proposals in line with City Council and Mayor priorities, and for implementing them once they are approved.
- The Finance Department is responsible for coordinating the overall preparation and administration of the City's budget. This function is fulfilled in compliance with applicable State of Washington statutes governing local government budgeting practices.

- The Finance Department assists department staff in identifying budget problems, formulating solutions and alternatives, and implementing any necessary corrective actions.
- Interfund charges will be based on recovery of costs associated with providing those services.
- Budget adjustments requiring City Council approval will occur through the ordinance process, at the Fund level, prior to fiscal year end.
- The City's budget presentation will be directed at displaying the City's services plan in a Council/Citizen friendly format.
- The City will strive to maintain fund balance reserves per policy as follows:
  - ***General Fund*** – **8%** of prior year actual operating revenues shall be identified as "Reserved Fund Balance".
  - ***Other Governmental Funds*** – Similar to General Fund policy, with **8%** of prior year actual operating revenues identified as "Reserved Fund Balance".
  - ***Enterprise Funds*** – **25%** of prior year actual operating expenditures shall be identified as "Reserved Fund Balance".

## BASIS OF ACCOUNTING AND BUDGETING

Accounting

Accounting records of the City are maintained in accordance with methods prescribed by the State Auditor under the authority of the Revised Code of Washington (RCW), Chapter 43.09.20, and in compliance with generally accepted accounting principles (GAAP) as set forth by the Governmental Accounting Standards Board (GASB).

Basis of Presentation – Fund Accounting

The accounts of the City of Milton are organized on the basis of funds, each of which is considered a separate accounting entity. Each fund is accounted for with a separate set of double-entry accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. The City's resources are allocated to and accounted for in individual funds depending on their intended purpose. The following are the fund "types" used by the City of Milton:

Governmental Fund Types

Governmental funds are used to account for activities typically associated with state and local government operations. All governmental fund types are accounted for on a spending or "financial flows" measurement focus, which means that typically only current assets and current liabilities are included on related balance sheets. The operating statements of governmental funds measure changes in financial position, rather than net income. They present increases (revenues and other financing sources) and decreases (expenditures and other uses) in net current assets. There are four governmental fund types used by the City of Milton:

1. General Fund

   This is the primary fund of the City of Milton. It accounts for all financial resources except those required or elected to be accounted for in another fund.

   Fire/EMS Fund

   This fund was created to account for General Fund resources specifically associated with the City's contract with East Pierce Fire & Rescue, for the provision of Fire and Emergency Services.

2. Special Revenue Funds

   These funds account for revenues that are legally restricted or designated to finance particular activities of the City. The City's eight Special Revenue funds

include the ***Street Fund, Strategic Reserve Fund, Drug Seizure Fund, Criminal Justice Fund, Reserve Officer's Fund, Real Estate Excise Tax Funds (REET1, REET2), and Traffic Impact Fee Fund.***

3. Capital Project Funds
   These funds account for financial resources which are designated for the acquisition or construction of general government capital projects. The City currently maintains just one fund in this category, the ***Capital Improvement Fund.***

Proprietary Fund Types
Proprietary funds are used to account for activities similar to those found in the private sector where the intent of the governing body is to finance the full cost of providing services which, based on the commercial model, uses a flow of economic resources approach. Under this approach, the operating statements for the proprietary funds focus on a measurement of net income (revenues and expenses) and both current and non-current assets and liabilities are reported on related balance sheets. As described below, there are two generic fund types in this category:

1. Enterprise Funds
   These funds account for operations that provide goods or services to the general public and are supported primarily by user fees. The ***Electric Utility, Water Utility, Stormwater Operations and Stormwater Capital Funds*** are included in this group of funds.
2. Internal Service Funds
   These funds account for operations that provide goods or services to other departments or funds of the City. Currently, the ***Vehicle Repair & Maintenance Fund*** is the only city fund included in this group.

Basis of Accounting
Basis of accounting refers to when revenues and expenditures are actually recognized in the accounts and reported in the financial statements. The City of Milton uses a modified **cash basis** of accounting for all funds. This basis is used throughout the budgeting, accounting and reporting processes.

Budgets and Budgetary Accounting
Annual appropriated budgets are adopted for all funds. These funds are budgeted on the cash basis of accounting. The annual financial statements include budgetary comparisons for those funds. Budgets are adopted at the Fund level that constitutes the legal authority for expenditures. Annual appropriations for all funds lapse at the end of the fiscal period.

## EXPLANATION OF MAJOR REVENUE SOURCES

### General Fund

- *Property Tax*
  Property taxes play an important role in the finances of the municipal budget. Washington state law limits increases in property tax levies to 101% of the previous year's property tax revenue, unless the rate reaches the statutory limit of $3.10 per $1,000 or assessed valuation. Beginning in 2011, voters approved a 6-year Levy Lid Lift to provide enhanced fire and emergency medical

services through a contract with East Pierce Fire & Rescue. The Lid Lift rate is $1.21; the city also has a $0.50 special levy for Emergency Medical Services (EMS). This leaves $1.39 per $1,000 for support of all other citywide services. The levy amount must be established by ordinance by November 30th prior to the levy year.

- *Local Retail Sales and Use Tax*

  The local retail sales and use tax is comprised of two separate 0.5% options for a total of 1.0%. The Washington State Department of Revenue disburses 15% of the City sales tax to Pierce County, and 85% of the tax to the City.

- *Criminal Justice Sales Tax*
  Local Sales Tax for Criminal Justice funding is to be used solely for criminal justice purposes, such as the city's law enforcement services. This tax is authorized at 1/10 of 1% of retail sales transacted in the County. Of the total amount collected, the State distributes 10% of the receipts to Pierce County, with the remainder allocated on a per capita basis to the County and all cities within the County.

- *Public Safety Sales Tax*
  Beginning in 2005, an additional .1% voter approved increase in sales tax was devoted to public safety purposes. This .1% was approved by the voters again in August of 2009. Of the total amount collected, the State distributes 60% of the receipts to Pierce County, with the remainder allocated on a per capita basis to the cities within the County.

- *Gambling Tax*
  Gambling tax revenues must be spent primarily on law enforcement purposes pertaining to gambling. Funds remaining after necessary expenditures for such enforcement purposes may be used for any general government purpose. Gambling taxes are to be paid quarterly to the City, no later than the last day of January, April, July and October. The City imposes a tax on the following forms of gambling at the following rates: Bingo (10% gross, less prizes); Raffles (10% gross, less prizes); Games (2% gross, less prizes); Card rooms (20% gross); Punchboards (5% gross); Pull tabs (5% gross).

- *Utility Tax*
  Utility taxes may be levied on the gross operating revenues earned by private utilities from operations within the boundaries of a city and by a city's own municipal utilities. Utilities on which taxes may be levied include electric, water, sewer, stormwater, gas, telephone, cable TV and steam. The tax is legally levied on the utility, not the customer, and must be paid from utility operating revenues. The City's utility tax rate is set at 6% for all applicable utilities, with the exception of the city's water and stormwater utilities. Effective January 1, 2013, the rates on these two utilities has been increased from 6% to 9%.

- *Leasehold Excise Tax*
  Taxes on property owned by state or local governments and leased to private parties. Currently, the City does not have any applicable properties.

- *Franchise Fees*
  Cable TV is the only franchise fee levied in the City at a rate of 5% of gross revenues. This is a fee levied on private utilities for the right to use city streets, alleys, and other public properties.

- *State Shared Revenues*
  State-shared revenues are received from liquor sales and motor vehicle excise taxes. These taxes are collected by the State of Washington and shared with local governments based on population. State-shared revenues are distributed on either a monthly or quarterly basis, although not all quarterly revenues are distributed in the same month of the quarter.
  - The 2012 population figure used in the 2013 Final Budget is 6,985 as reported by the Office of Financial Management for Washington State on April 1, 2012. This figure is important when determining distribution of State shared revenues on a per capita basis.

- *Liquor Board Profits and Liquor Excise Tax*
  Significant changes affecting this revenue source have occurred leading up to the 2013 Budget. Initiative 1183, passed in November of 2011, privatized the distribution and retail sale of liquor (effective June 1, 2012). Liquor profits have been replaced by license fees that are paid to the state by retailers and distributors. In addition, the legislature passed ESHB 2823, which diverts some liquor excise tax funds from cities and counties to the State General Fund.
  With the passage of ESHB 2823, beginning in October 2012 all liquor excise tax revenue will be diverted to the State General Fund for one year (previously distributed to cities and counties).
  The result is that cities will not receive distributions in October 2013, January 2013, April 2013, or July 2013. Distributions will resume in October of 2013. In addition, beginning with the October 2013 distribution, $10 million each year ($2.5 million per quarter) will be transferred from the Liquor Excise Tax Fund to the State General Fund. This transfer will be made before the distribution is made to cities and counties. This reduction is estimated to equal approximately 38% of the 2011 distributions.
  As noted above, under Initiative 1183, the state is now collecting revenue in the form of license fees from distributors and retailers. These revenues replace previous "liquor profits" and will be distributed quarterly.

- *Service Revenues*
  Fees are charged for services rendered by the City of Milton. Most of the fees in the General Fund are construction inspections and permits related to services such as planning, zoning and building.

- *Fines and Forfeitures*
  Fines and penalties are collected as a result of Municipal Court rulings and other miscellaneous rule infractions. All court fines and penalties are shared with the State and County, with the City, on average, retaining less than 50% of the amount collected. Effective January 1, 2013, Municipal Court services will be contracted through the City of Puyallup, although the anticipated level of revenue is not expected to change.

- *Investment Interest*
  The City earns investment interest on sales tax revenue held by the State of Washington prior to their distribution of the taxes to the City, as well as investment earnings on City initiated investments.

**Street Fund**

- *Motor Vehicle Fuel Excise Tax (Gas Tax)*
  The State of Washington collects $0.375 per gallon motor vehicle fuel tax at the pump and remits $0.0296 of the tax back to cities based on population. In 2013, the Municipal Research and Services Center estimates the per capita distribution back to cities will be $20.64 per person. Based upon a City of Milton population of 6,985 (per the Washington State Office of Financial

Management on April 1, 2012) we are expected to collect $144,170. A conservative estimate of $138,000 is reflected in the 2013 Budget.

**Real Estate Excise Tax Fund (REET1)**

Real estate excise tax (REET) is a tax on the sale of real estate, usually paid by the seller. Cities, towns and counties use the tax to fund capital projects. The state levies this tax at the rate of 1.28%. REET is collected by the county and distributed to the state and the appropriate local government. In 1982, cities and counties were authorized to impose an additional .25% to finance capital improvements. This is commonly referred to as REET1. The revenue generated is used for financing public works capital projects as specified in the capital facilities plan under the Growth Management Act.

**Real Estate Excise Tax Fund (REET2)**

In 1990, the State Legislature authorized cities and counties planning under the Growth Management Act to impose an additional 0.25% to finance capital projects specified in the capital facilities element of a comprehensive plan. This is commonly referred to as REET2.

The passage of HB 1953, effective July of 2011, provided more flexibility in the use of these funds.

**INTERFUND TRANSFERS**

Many funds receive a portion of their operating revenues from other funds in the form of an interfund transfer. These transfers typically represent payments for service or a concentration of revenues for a specific project or purpose. The following interfund transfers are budgeted for in 2013:

001 – General Fund is budgeted to transfer out $344,900
- $100,000 to the Fire/EMS Fund to support the City's contract with East Pierce Fire & Rescue
- $220,000 to the Street Fund to support annual street operations
- $24,900 to the Vehicle Repair & Maintenance Fund

101 – Street Fund is budgeted to transfer out $38,000
- $38,000 to the Vehicle Repair & Maintenance Fund

130/131 – Real Estate Excise Tax Funds are budgeted to transfer out $96,046
- $96,046 to the Street Fund for Debt Service payments ((PW Trust Fund Loan)

401 – Electric Utility Fund is budgeted to transfer out $87,500
- $57,000 to the General Fund for citywide shared costs
- $30,500 to the Vehicle Repair & Maintenance Fund

403 – Water Utility Fund is budgeted to transfer out $103,000
- $63,000 to the General Fund for citywide shared costs
- $40,000 to the Vehicle Repair & Maintenance Fund

406 – Storm Drainage Fund is budgeted to transfer out $182,655
- $32,000 to the General Fund for citywide shared costs
- $8,000 to the Vehicle Repair & Maintenance Fund
- $142,655 to the Stormwater Capital Fund

## SIGNIFICANT FACTORS IN THE 2013 BUDGET

### Budget Summary for All Funds

- The 2013 Budget sets service levels that are consistent with those provided in 2012 with neither significant enhancements nor reductions in any area of operations.
- Effective January 1, 2013, the Milton Municipal Court will operate through an Interlocal Agreement with the City of Puyallup. The city will maintain its contract with Judge Allen, while contracting for other services. This decision resulted in a reduction of 2.0 FTE for 2013 (Court Administrator and Court Clerk).
- Total appropriations for all city funds total $17.9 million, which includes $5.0 million in capital expenditures.
- Budgets have been adopted across 16 separate funds.
- The full-time equivalent (FTE) employee count decreases from 2012 by 2.0 FTE.
- 2013 operating expenditures are approximately 1.8% less than those of 2012.
- Positions and salary ranges are based on the city's current compensation and classification plan.
- Employee benefit amounts are based on employee benefit plans. Approximate rate increases over 2012 are as follows:
    - Medical (Regence) 6% Increase
    - Washington Dental 1% Decrease
    - Willamette Dental 5.5% Decrease
    - Vision 0% Increase

### 2013 General Fund Revenues

- Total 2013 revenues are estimated at $3,783,718 as compared to $3,984,404 in 2012.
- The two largest sources of revenue continue to be Property Tax and Utility Tax which are collectively estimated to account for 58% of total 2013 General Fund revenues.
- Sales Tax is estimated at $692,000, which is a conservative projection and $53,000 less than the 2012 estimate.
- As in 2012, the Property Tax levy will not include the 1% allowable increase due to having reached our tax rate limit.
    - Based on **Final** Assessed Valuation data (received after adoption of the 2013 Budget), the city's total 2012 assessed value is **$583,971,779 (8.7% reduction over 2011)**, resulting in an allowable Regular levy of **$1,810,312.51** and EMS Levy of **$291,985.89**.

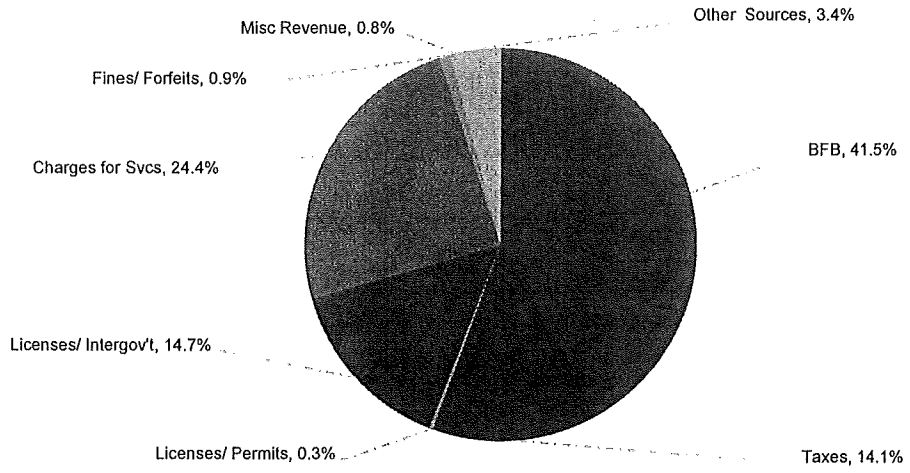
### 2013 General Fund Expenditures

- Total 2013 expenditures are estimated at $3,666,412 as compared to $4,030,771 in 2012.

## 2013 BUDGET SUMMARY - ALL FUNDS

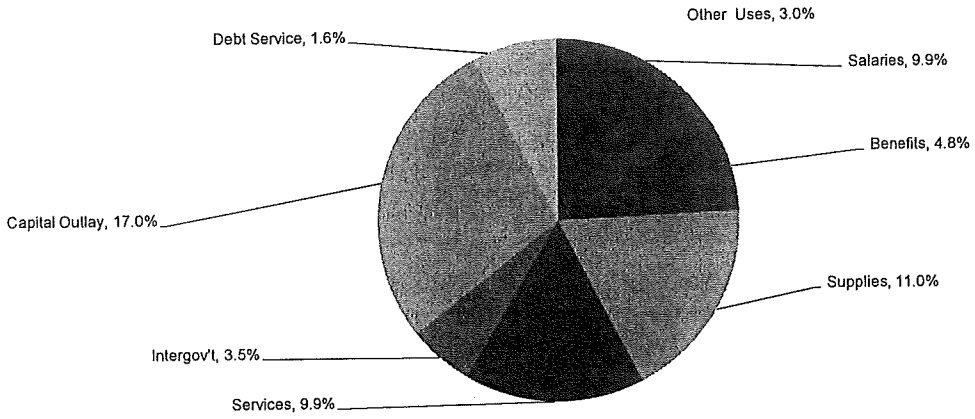
| Fund | | Projected Beginning Fund Balance | 2013 Resources | 2013 Expenditures | Projected Ending Fund Balance |
|---|---|---|---|---|---|
| **General Fund** | | $ 606,497 | $ 3,783,718 | $ 3,666,412 | $ 723,802 |
| **Fire / EMS Fund** | | 75,996 | 1,099,576 | 1,169,095 | 6,477 |
| SPECIAL REVENUE FUNDS | Street Fund | 64,705 | 454,346 | 493,365 | 25,686 |
| | Strategic Reserve | 802,819 | 5,000 | - | 807,819 |
| | Drug Seizure Fund | 2,894 | 15,000 | 15,000 | 2,894 |
| | Criminal Justice Fund | 196,614 | 111,200 | 137,990 | 169,824 |
| | Reserve Officer's Fund | 3,303 | 7,000 | 7,000 | 3,303 |
| | Municipal Capital Improvement/REET1 | 89,416 | 13,050 | 97,046 | 5,420 |
| | Municipal Capital Improvement/REET2 | 75,471 | 13,000 | 1,000 | 87,471 |
| | Traffic Impact Fee Fund | 17,357 | 3,000 | - | 20,357 |
| CAPITAL PROJECTS | Capital Improvement Fund | 697,857 | 3,744,413 | 4,021,710 | 420,560 |
| ENTERPRISE FUNDS | Electric Utility Fund | 5,428,685 | 4,519,337 | 4,495,797 | 5,452,225 |
| | Water Utility Fund | 2,634,528 | 2,065,348 | 2,279,151 | 2,420,725 |
| | Storm Water Operations Fund | 916,308 | 1,121,833 | 1,160,121 | 878,020 |
| | Storm Water Capital Fund | 661,568 | 206,655 | 249,000 | 619,223 |
| INTERNAL SERVICE FUNDS | Vehicle Repair & Maintenance Fund | - | 141,500 | 140,729 | 771 |
| | | | | | |
| **TOTAL BUDGET** | | **$ 12,274,018** | **$ 17,303,976** | **$ 17,933,417** | **$ 11,644,577** |

## 2013 FUND SOURCES - ALL FUNDS




| Fund Name | Beginning Fund Balance | Taxes | Licenses/ Permits | Intergov't | Charges for Svcs | Fines/ Forfeits | Misc Revenue | Other Sources | Total | % |
|---|---|---|---|---|---|---|---|---|---|---|
| General | $ 606,497 | $ 2,912,403 | $ 75,000 | $ 258,590 | $ 51,850 | $ 268,745 | $ 40,130 | $ 177,000 | $ 4,390,215 | 14.84% |
| Fire / EMS | 75,996 | 999,576 | - | - | - | - | | 100,000 | 1,175,572 | 3.97% |
| Streets | 64,705 | 138,000 | - | - | - | - | 300 | 316,046 | 519,051 | 1.75% |
| Strategic Reserve | 802,819 | - | - | - | - | - | 5,000 | - | 807,819 | 2.73% |
| Drug Seizure | 2,894 | - | - | - | - | - | 15,000 | - | 17,894 | 0.06% |
| Criminal Justice | 196,614 | 94,000 | - | 16,900 | - | - | 300 | - | 307,814 | 1.04% |
| Reserve Officer's | 3,303 | - | - | - | - | - | 7,000 | - | 10,303 | 0.03% |
| REET1 | 89,416 | 13,000 | - | - | - | - | 50 | - | 102,466 | 0.35% |
| REET2 | 75,471 | 13,000 | - | - | - | - | - | - | 88,471 | 0.30% |
| Traffic Impact Fees | 17,357 | 3,000 | - | - | - | - | - | - | 20,357 | 0.07% |
| Capital Improvement | 697,857 | - | - | 3,620,413 | - | - | | 124,000 | 4,442,270 | 15.02% |
| Electric Utility | 5,428,685 | - | - | - | 4,432,697 | - | 86,640 | - | 9,948,022 | 33.63% |
| Water Utility | 2,634,528 | - | - | - | 1,991,848 | - | 73,500 | - | 4,699,876 | 15.89% |
| Storm Water Operation | 916,308 | - | - | 383,700 | 735,333 | - | 2,800 | - | 2,038,141 | 6.89% |
| Storm Water Capital | 661,568 | - | - | 62,000 | - | - | 2,000 | 142,655 | 868,223 | 2.94% |
| Vehicle Repair/Maint | - | - | - | - | - | - | - | 141,500 | 141,500 | 0.48% |
| TOTAL | $ 12,274,018 | $ 4,172,979 | $ 75,000 | $ 4,341,603 | $ 7,211,728 | $ 268,745 | $ 232,720 | $ 1,001,201 | $ 29,577,994 | |

## 2013 FUND USES - ALL FUNDS
By Object of Expenditure




| Fund Name | Salaries | Benefits | Supplies | Services | Intergov't | Capital Outlay | Debt Service | Other Uses | Ending Fund Balance | Total | % |
|---|---|---|---|---|---|---|---|---|---|---|---|
| General | $ 1,384,416 | $ 725,591 | $ 126,625 | $ 771,107 | $ 247,769 | $ 13,800 | $ 45,004 | $ 352,100 | $ 723,803 | $ 4,390,215 | 14.84% |
| Fire / EMS | - | - | - | 1,169,095 | - | - | - | - | 6,477 | 1,175,572 | 3.97% |
| Streets | 138,835 | 65,264 | 32,050 | 111,465 | - | 5,525 | 96,046 | 44,180 | 25,686 | 519,051 | 1.75% |
| Strategic Reserve | - | - | - | - | - | - | - | - | 807,819 | 807,819 | 2.73% |
| Drug Seizure | 4,500 | 1,350 | 7,650 | - | 1,500 | - | - | - | 2,894 | 17,894 | 0.06% |
| Criminal Justice | 66,689 | 36,251 | 16,000 | 9,050 | - | 10,000 | - | - | 169,824 | 307,814 | 1.04% |
| Reserve Officer's | - | - | 2,400 | 4,600 | - | - | - | - | 3,303 | 10,303 | 0.03% |
| REET1 | - | - | - | - | - | - | - | 97,046 | 5,420 | 102,466 | 0.35% |
| REET2 | - | - | - | - | - | - | - | 1,000 | 87,471 | 88,471 | 0.30% |
| Traffic Impact Fees | - | - | - | - | - | - | - | - | 20,357 | 20,357 | 0.07% |
| Capital Improvement | - | - | - | - | - | 4,021,710 | - | - | 420,560 | 4,442,270 | 15.02% |
| Electric Utility | 631,933 | 240,387 | 2,825,800 | 221,125 | 436,207 | 1,225 | 45,800 | 93,320 | 5,452,225 | 9,948,022 | 33.63% |
| Water Utility | 464,505 | 219,014 | 176,020 | 289,890 | 278,693 | 462,225 | 271,184 | 117,620 | 2,420,725 | 4,699,876 | 15.89% |
| Storm Water Operations | 185,217 | 92,415 | 29,070 | 329,630 | 79,416 | 250,525 | 5,250 | 188,598 | 878,020 | 2,038,141 | 6.89% |
| Storm Water Capital | - | - | - | - | - | 249,000 | - | - | 619,223 | 868,223 | 2.94% |
| Vehicle Repair/Maint | 58,543 | 34,401 | 32,000 | 15,785 | - | - | - | - | 771 | 141,500 | 0.48% |
| TOTAL | $ 2,934,638 | $ 1,414,673 | $ 3,247,615 | $ 2,921,747 | $ 1,043,585 | $ 5,014,010 | $ 463,284 | $ 893,864 | $ 11,644,578 | $ 29,577,994 | |

## ANNUAL STAFFING LEVELS

| DEPARTMENT | POSITION | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 |
|---|---|---|---|---|---|---|---|
| **Executive** | City Administrator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Deputy City Clerk | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | - |
| **Sub-Total** | | **2.00** | **2.00** | **2.00** | **2.00** | **2.00** | **1.00** |
| | | | | | | | |
| **Municipal Court** | Court Admin | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | - |
| | Court Clerk | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | - |
| **Sub-Total** | | **2.00** | **2.00** | **2.00** | **2.00** | **2.00** | **-** |
| | | | | | | | |
| **Finance** | Finance Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Sr Accountant | - | - | - | - | 1.00 | 1.00 |
| | Finance Tech I | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| | Sr Financial Analyst | 1.00 | 1.00 | 1.00 | 1.00 | - | - |
| | Finance Tech II | 1.00 | 1.00 | 1.00 | 1.00 | - | - |
| **Sub-Total** | | **5.00** | **5.00** | **5.00** | **5.00** | **4.00** | **4.00** |
| | | | | | | | |
| **Activity Center** | Sr Ctr Coord | 0.75 | 0.75 | 0.75 | 0.25 | - | - |
| **Sub-Total** | | **0.75** | **0.75** | **0.75** | **0.25** | - | - |
| | | | | | | | |
| **Community Development** | Building Official | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Community Development Director | 1.00 | 1.00 | - | - | - | - |
| | Building Inspector/Code Enforcement | 1.00 | 1.00 | - | - | - | - |
| | Senior Planner | 1.00 | 1.00 | - | - | - | - |
| | Planner | - | - | - | - | - | - |
| | Permit Technician | 1.00 | - | - | - | - | - |
| **Sub-Total** | | **5.00** | **4.00** | **1.00** | **1.00** | **1.00** | **1.00** |
| | | | | | | | |
| **Fire** | Fire Chief | 1.00 | 1.00 | 1.00 | - | - | - |
| | Fire Captain | 1.00 | 1.00 | 1.00 | - | - | - |
| | Firefighter/EMT | 2.00 | 2.00 | 1.00 | - | - | - |
| | Fire-Admin Assistant | 0.75 | 0.75 | 0.75 | - | - | - |
| **Sub-Total** | | **4.75** | **4.75** | **3.75** | - | - | - |
| | | | | | | | |
| **Public Works** | PW Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | PW Admin Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Stormwater Compliance | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Elec Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Lineman | 2.00 | 2.00 | 2.00 | 2.00 | 3.00 | 3.00 |
| | Apprentice Lineman | 1.00 | 1.00 | 1.00 | 1.00 | - | - |
| | Elec Equip Operator | 1.00 | 1.00 | 1.00 | 1.00 | - | 1.00 |
| | Water/Storm/Street Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Water Maint | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Mechanic | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Maint Worker 3 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Maint Worker 2 | 2.00 | 2.00 | 2.00 | 1.00 | 2.00 | 2.00 |
| | Maint Worker 1 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| | Meter Reader | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | PW Admin Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Park Maint 2 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Park Maint 1 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| **Sub-Total** | | **20.00** | **20.00** | **20.00** | **19.00** | **19.00** | **20.00** |
| | | | | | | | |
| **Police** | Police Chief | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Lieutenant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Sergeant | 2.00 | 2.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Code Enforcement | - | - | - | - | 1.00 | 1.00 |
| | Officer | 7.00 | 7.00 | 7.00 | 7.00 | 8.00 | 8.00 |
| | Detective | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Community Service Officer | - | - | 0.50 | - | - | - |
| | Police Clerk | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Evidence Tech | | | | | | |
| **Sub-Total** | | **13.00** | **13.00** | **12.50** | **12.00** | **14.00** | **14.00** |
| | | | | | | | |
| **TOTAL** | | **52.50** | **51.50** | **47.00** | **41.25** | **42.00** | **40.00** |

## 2013 STAFFING SUMMARY by FUND

| Position: | Affiliation | Step/ Level | GENERAL FUND | STREET FUND | CRIMINAL JUSTICE FUND | ELECTRIC UTILITY FUND | WATER UTILITY FUND | STORM WATER FUND | VEHICLE R&M FUND | TOTAL FTE |
|---|---|---|---|---|---|---|---|---|---|---|
| City Council | Elected | | - | - | - | - | - | - | - | - |
| Mayor | Elected | | - | - | - | - | - | - | - | - |
| City Administrator | Exempt | | 0.70 | - | - | 0.14 | 0.16 | - | - | 1.00 |
| Police Chief | Exempt | | 1.00 | - | - | | | - | - | 1.00 |
| Police Lieutenant | Exempt | | 1.00 | - | - | - | - | - | - | 1.00 |
| Public Works Director | Exempt | | 0.10 | 0.10 | - | 0.30 | 0.30 | 0.20 | - | 1.00 |
| Finance Director | Exempt | | 0.48 | - | - | 0.19 | 0.24 | 0.09 | - | 1.00 |
| StormWater Compliance | Exempt | | - | - | - | - | - | 1.00 | - | 1.00 |
| Deputy City Clerk | IBEW | 13/E | - | - | - | - | - | - | - | - |
| Public Works Admin Asst. | IBEW | 14/D | 0.40 | 0.20 | - | 0.15 | 0.15 | 0.10 | - | 1.00 |
| Public Works Admin Asst./Operations | IBEW | 14/E | 0.05 | 0.05 | - | 0.30 | 0.40 | 0.20 | - | 1.00 |
| Sr. Accountant | IBEW | 18/D | 0.48 | - | - | 0.19 | 0.24 | 0.09 | - | 1.00 |
| Finance Tech I | IBEW | 13/E | 0.58 | - | - | 0.15 | 0.15 | 0.12 | - | 1.00 |
| Finance Tech I -Utilities | IBEW | 13/E | - | - | - | 0.33 | 0.34 | 0.33 | - | 1.00 |
| Court Administrator | IBEW | 19/E | - | - | - | - | - | - | - | - |
| Court Clerk | IBEW | 13/E | - | - | - | - | - | - | - | - |
| Building Official | IBEW | 23/E | 1.00 | - | - | - | - | - | - | 1.00 |
| Supervisor - Electric | IBEW | 26/E | - | - | - | 1.00 | - | - | - | 1.00 |
| Lineman | IBEW | 23/E | - | - | - | 3.00 | - | - | - | 3.00 |
| Electric Equip Operator | IBEW | 17/B | - | - | - | 1.00 | - | - | - | 1.00 |
| Supervisor - Street/Water/Storm | IBEW | 23/E | - | 0.30 | - | - | 0.50 | 0.20 | - | 1.00 |
| Water Quality Maint | IBEW | 17/E | - | - | - | - | 1.00 | - | - | 1.00 |
| Maintenance III | IBEW | 19/E | - | 0.25 | - | - | 0.55 | 0.20 | - | 1.00 |
| Maintenance II | IBEW | 16/D | - | 0.50 | - | - | 0.40 | 0.10 | - | 1.00 |
| Maintenance II | IBEW | 16/A | - | 0.50 | - | - | 0.40 | 0.10 | - | 1.00 |
| Maintenance I | IBEW | 13/E | - | 0.25 | - | - | 0.65 | 0.10 | - | 1.00 |
| Maintenance I | IBEW | 13/A | - | - | - | - | 0.75 | 0.25 | - | 1.00 |
| Facilities/Parks Maint II | IBEW | 16/E | 0.70 | - | - | 0.15 | 0.15 | - | - | 1.00 |
| Facilities/Parks Maint I | IBEW | 12/A | 0.70 | - | - | 0.15 | 0.15 | - | - | 1.00 |
| Meter Reader | IBEW | 13/E | - | - | - | 0.50 | 0.50 | - | - | 1.00 |
| Mechanic | IBEW | 16/E | - | - | - | - | - | - | 1.00 | 1.00 |
| Police Sergeant | Police | S/4 | 1.00 | - | - | - | - | - | - | 1.00 |
| Police Detective | Police | P/5 | 1.00 | - | - | - | - | - | - | 1.00 |
| Police Officer | Police | P/5 | 5.00 | - | 1.00 | - | - | - | - | 6.00 |
| Police Officer | Police | P/3 | 1.00 | - | - | - | - | - | - | 1.00 |
| Police Officer | Police | P/2 | 1.00 | - | - | - | - | - | - | 1.00 |
| Code Enforcement | Police | P/3 | 1.00 | - | - | - | - | - | - | 1.00 |
| Police Clerk | IBEW | 13/E | 1.00 | - | - | - | - | - | - | 1.00 |
| Evidence Technician | n/a | | | | | | | | | - |
| | | | 18.19 | 2.15 | 1.00 | 7.55 | 7.03 | 3.08 | 1.00 | 40.00 |

## 2013 PROPOSED BUDGET SUMMARY
## GENERAL FUND

| GENERAL FUND REVENUE by TYPE: | 2011 Pre-Audit Actuals | 2012 Amended Budget | 2012 Projected Actuals | 2013 Proposed Budget |
|---|---|---|---|---|
| **TAXES** | | | | |
| Property Tax | | | | |
| Pierce County | $ 1,068,916 | $ 1,044,430 | $ 1,023,541 | $ 958,530 |
| King County | 140,286 | 157,115 | 153,605 | 147,464 |
| | - | - | - | - |
| **Subtotal** | **$ 1,209,201** | **$ 1,201,545** | **$ 1,177,147** | **$ 1,105,994** |
| Sales Tax | $ 692,252 | $ 687,500 | $ 702,612 | $ 692,000 |
| Utility Tax | 940,998 | 1,010,200 | 1,102,231 | 1,097,408 |
| Gambling Tax | 21,227 | 20,000 | 17,661 | 17,000 |
| **Total Tax Revenue** | **$ 2,863,679** | **$ 2,919,245** | **$ 2,999,651** | **$ 2,912,403** |
| **LICENSES & PERMITS** | $ 88,807 | $ 74,300 | $ 80,189 | $ 75,000 |
| **INTERGOVERNMENTAL** | | | | |
| Federal Grants | $ 91,918 | $ 99,350 | $ 62,657 | $ 90,590 |
| State Grants | 19,901 | 2,500 | 17,862 | - |
| State Entitlements | 178,865 | 154,934 | 181,381 | 168,000 |
| Local Grants | 24,183 | - | 1,946 | - |
| Subtotal | $ 314,867 | $ 256,784 | $ 263,846 | $ 258,590 |
| **CHARGES for GOODS & SERVICES** | $ 81,611 | $ 78,750 | $ 51,651 | $ 51,850 |
| **FINES & PENALTIES** | $ 271,890 | $ 283,715 | $ 278,372 | $ 268,745 |
| **MISCELLANEOUS REVENUES** | $ 45,152 | $ 49,660 | $ 50,157 | $ 40,130 |
| **OTHER FINANCING SOURCES** | | | | |
| Transfers-In | $ 375,142 | $ 248,450 | $ 212,357 | $ 177,000 |
| Insurance Recoveries | 4,900 | - | - | - |
| **TOTAL GENERAL FUND REVENUE** | **$ 4,046,047** | **$ 3,910,904** | **$ 3,936,223** | **$ 3,783,718** |

| GENERAL FUND EXPENDITURES by DEPARTMENT: | 2011 Pre-Audit Actuals | 2012 Amended Budget | 2012 Projected Actuals | 2013 Proposed Budget |
|---|---|---|---|---|
| CITY COUNCIL | $ 42,492 | $ 32,984 | $ 29,608 | $ 30,732 |
| EXECUTIVE | 281,998 | 209,419 | 200,994 | 166,919 |
| JUDICIAL/COURT | 247,508 | 255,808 | 244,942 | 267,359 |
| LEGAL | 155,952 | 152,000 | 159,338 | 67,000 |
| FINANCE | 173,373 | 186,347 | 154,456 | 175,374 |
| NON-DEPARTMENTAL | 1,414,511 | 909,157 | 770,059 | 725,046 |
| POLICE | 1,755,690 | 1,783,053 | 1,804,609 | 1,738,414 |
| FIRE | - | - | - | - |
| FACILITIES | 48,847 | 68,657 | 47,007 | 70,975 |
| BUILDING | 125,555 | 139,052 | 131,360 | 140,471 |
| PLANNING | 82,076 | 78,060 | 79,674 | 68,518 |
| ENGINEERING | 22,562 | 37,476 | 31,611 | 41,833 |
| PARKS | 134,810 | 134,107 | 125,569 | 135,226 |
| MOTOR POOL | - | - | - | - |
| ACTIVITY/SENIOR CTR | 85,120 | 43,727 | 43,124 | 38,546 |
| **TOTAL GENERAL FUND EXPENDITURES** | **$ 4,570,494** | **$ 4,029,847** | **$ 3,822,351** | **$ 3,666,412** |
| **BEGINNING FUND BALANCE** | **$ 1,080,873** | **$ 556,426** | **$ 556,426** | **$ 670,298** |
| REVENUES | 4,046,047 | 3,910,904 | 3,936,223 | 3,783,718 |
| EXPENDITURES | (4,570,494) | (4,029,847) | (3,822,351) | (3,666,412) |
| **RESERVED ENDING FUND BALANCE** | **280,997** | **323,684** | **323,684** | **314,898** |
| **UNRESERVED ENDING FUND BALANCE** | **275,429** | **113,800** | **346,614** | **472,706** |
| **TOTAL ENDING FUND BALANCE** | **$ 556,426** | **$ 437,483** | **$ 670,298** | **$ 787,603** |
| **REVENUES OVER / (UNDER) EXPENDITURES** | **(524,447)** | **(118,943)** | **113,872** | **117,305** |

# 2013

# Budget by Department

# General Fund

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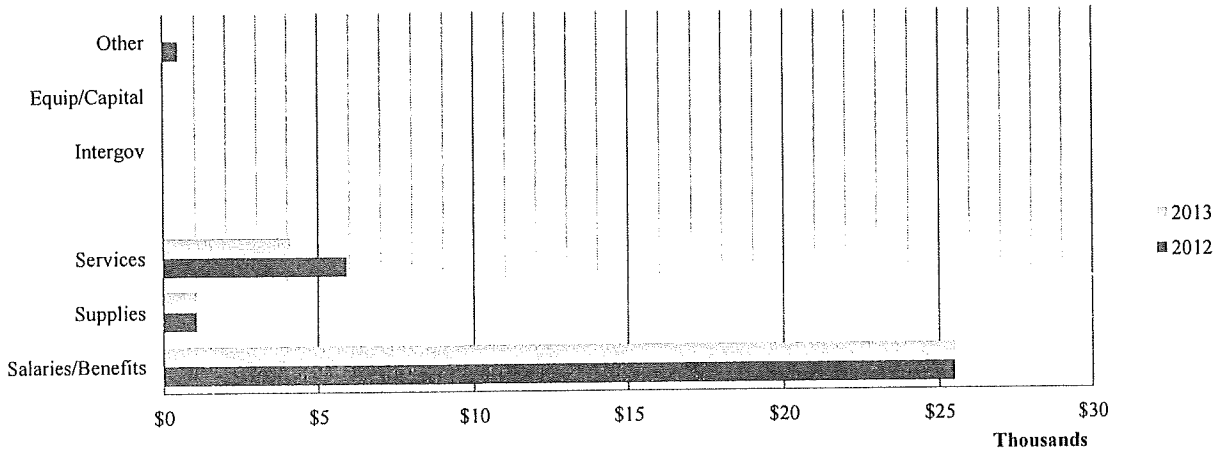
# 2013 BUDGET WORKSHEET SUMMARY
# 11 - CITY COUNCIL

| | GL Acct# | Prior Years 2010 Actual | Prior Years 2011 Actual | 2012 FTE | 2012 Amended | 2012 Projected Actual | 2013 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | |
| Salaries and Wages | 511-600-11 | $ 33,600 | $ 32,800 | 0.00 | $ 23,520 | $ 23,880 | 0.00 | $ 23,520 |
| Personnel Benefits | 511-600-21 | 2,772 | 2,772 | | 1,984 | 2,047 | | 2,042 |
| Sal/Ben allocated to Other Funds | | - | - | | - | - | | - |
| *Subtotal - Salaries/Benefits* | | $ 36,372 | $ 35,572 | | $ 25,504 | $ 25,927 | | $ 25,562 |
| Office and Operating Supplies | 511-600-31 | 890 | 776 | | 1,000 | 1,031 | | 1,000 |
| Fuel | 511-600-32 | 31 | 147 | | 50 | - | | 50 |
| Small Tools and Equipment | 511-600-35 | 232 | 22 | | - | - | | - |
| Professional Services | 511-600-41 | - | - | | - | - | | - |
| Communication | 511-600-42 | - | - | | - | - | | - |
| Travel | 511-600-43 | 2,628 | 3,053 | | 4,380 | 1,100 | | 2,970 |
| Misc/Other Exp | 511-600-49 | 2,808 | 2,586 | | - | - | | - |
| Misc/Dues & Memberships | 511-601-49 | - | - | | - | - | | - |
| Misc/Trng Registrations | 511-602-49 | - | - | | 1,550 | 1,550 | | 1,150 |
| Misc/Outside Printing | 511-603-49 | - | - | | - | - | | - |
| Transfer Out - Vehicle R&M | 597-501-00 | - | 335 | | 500 | - | | - |
| **TOTAL EXPENDITURES** | | **$ 42,961** | **$ 42,492** | | **$ 32,984** | **$ 29,608** | | **$ 30,732** |

| | | |
|---|---|---|
| Discretionary | 16.8% | $ 5,170 |
| Non-Discretionary | 83.2% | $ 25,562 |
| | | $ 30,732 |

| 2013 Proposed Staffing: | | FTE | 2013 Salary* | 2013 Est. Benefits* | 2013 TTL Comp |
|---|---|---|---|---|---|
| Council Position #1 | Elected | - | $ 3,360 | $ 292 | $ 3,652 |
| Council Position #2 | Elected | - | $ 3,360 | $ 292 | $ 3,652 |
| Council Position #3 | Elected | - | $ 3,360 | $ 292 | $ 3,652 |
| Council Position #4 | Elected | - | $ 3,360 | $ 292 | $ 3,652 |
| Council Position #5 | Elected | - | $ 3,360 | $ 292 | $ 3,652 |
| Council Position #6 | Elected | - | $ 3,360 | $ 292 | $ 3,652 |
| Council Position #7 | Elected | - | $ 3,360 | $ 292 | $ 3,652 |
| | | - | $ 23,520 | $ 2,042 | $ 25,562 |

*Sal/Ben Allocated to General Fund



NOTES:

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| **001.11.511.xxx.xx** | | **CITY COUNCIL** | | **$ 30,732** |
| | | **SALARIES AND WAGES** | | |
| | | | *Total Cost* | *General Fund* |
| 11.511.600.11 | Salaries & Wages | - (7) Council Members | 33,600 | 23,520 |
| | | - | | - |
| | | - FTE | | |
| | | **TOTAL SALARIES** | **33,600** | **23,520** |
| | | **PERSONNEL BENEFITS** | | |
| | | | *Total Cost* | *General Fund* |
| 11.511.600.21 | Personnel Benefits | Includes: Social Security, Medicare and L&I | 2,917 | 2,042 |
| | | **TOTAL PERSONNEL BENEFITS** | **2,917** | **2,042** |
| | | **SUPPLIES** | | |
| 11.511.600.31 | Office Supplies | Provides general operating supplies for Council | | 1,000 |
| 11.511.600.32 | Fuel | Provides fuel for misc. Council travel | | 50 |
| 11.511.600.35 | Small Tools & Equipment | Provides for small non-capitalized items | | - |
| | | **TOTAL SUPPLIES** | | **1,050** |
| | | **OTHER SERVICES & CHARGES** | | |
| 11.511.600.41 | Professional Services | | $ - | - |
| | | | $ - | |
| | | | $ - | |
| | | | $ - | |
| 11.511.600.42 | Communication | | $ - | - |
| | | | $ - | |
| | | | $ - | |
| | | | $ - | |
| 11.511.600.43 | Travel | AWC Annual Conference | $ 2,355 | 2,970 |
| | | AWC Legislative Conference | $ 135 | |
| | | AWC Municipal Budgeting | $ - | |
| | | SCA Meetings (5) x2 | $ - | |
| | | Training-Newly Elected Officials | $ - | |
| | | Misc Council Travel Reimbursement | $ 480 | |
| | | | $ 2,970 | |

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| 11.511.60x.49 | Miscellaneous | ***Membership/Dues:*** | | |
| | | | $ - | - |
| | | | $ - | |
| | | | $ - | |
| | | | $ - | |
| | | ***Training/Conferences-Registration:*** | | |
| | | AWC Annual Conference | $ 750 | 1,150 |
| | | AWC Legislative Conference | $ 150 | |
| | | AWC Municipal Budgeting | $ - | |
| | | Training-Newly Elected Officials | $ - | |
| | | Misc Training | $ 250 | |
| | | | $ 1,150 | |
| | | ***Other Miscellaneous:*** | | |
| | | | $ - | - |
| | | | $ - | |
| | | | $ - | |
| | | **TOTAL SERVICES & CHARGES** | | **4,120** |
| | | **INTERGOVERNMENTAL CHARGES** | | |
| 11.511.600.51 | Intergovernmental | | $ - | - |
| | | | $ - | |
| | | | $ - | |
| | | **EQUIPMENT / FIXED ASSETS** | | |
| 11.511.600.6x | Capital / Fixed Assets | iPad for each Councilmember (7) | $ - | - |
| | | Est at $600/ea | $ - | |
| | | | $ - | |
| | | | $ - | |
| | | **INTERFUND TRANSFERS / OTHER** | | |
| 11.597.501.00 | | Transfer Out - Vehicle Repair & Maint | $ - | - |
| 11.511.200.95 | | Interfund Rental | $ - | |
| | | | $ - | |
| | | | $ - | |

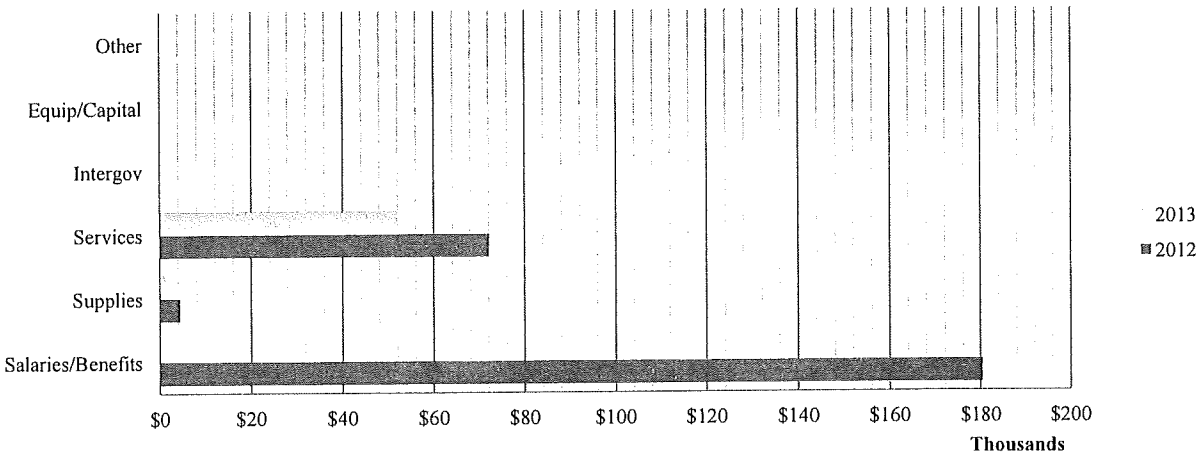
# 2013 BUDGET WORKSHEET SUMMARY
# 12 - MUNICIPAL COURT

| | GL Acct# | Prior Years 2010 Actual | Prior Years 2011 Actual | 2012 FTE | 2012 Amended | 2012 Projected Actual | 2013 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | |
| Salaries and Wages | 512-500-11 | $ 110,993 | $ 125,591 | 2.00 | $ 118,194 | $ 118,586 | 0.00 | $ - |
| Overtime | 512-500-12 | - | 282 | | 500 | 166 | | - |
| Temp/PT Salary | 512-500-13 | - | - | | 9,100 | 8,505 | | - |
| Personnel Benefits | 512-500-21 | 46,256 | 48,125 | | 52,612 | 52,281 | | - |
| Employee Contribution Medical | 512-500-28 | - | - | | (1,291) | (1,281) | | - |
| *Subtotal - Salaries/Benefits* | | $ 157,249 | $ 173,998 | | $ 179,115 | $ 178,257 | | $ - |
| Office and Operating Supplies | 512-500-31 | 1,941 | 1,788 | | 3,200 | 310 | | - |
| Small Tools and Equipment | 512-500-35 | 278 | 26 | | - | - | | - |
| Professional Services | 512-500-41 | 7,404 | 9,774 | | 7,718 | 8,002 | | - |
| Communications | 512-500-42 | 555 | 549 | | 1,000 | 551 | | - |
| Travel | 512-500-43 | 396 | 220 | | 750 | - | | - |
| Repairs and Maintenance | 512-500-48 | 235 | 247 | | 300 | 446 | | - |
| Misc/Other Exp | 512-500-49 | 4,862 | 4,202 | | 1,250 | 500 | | - |
| Misc/Dues & Memberships | 512-501-49 | - | - | | 200 | 178 | | - |
| Misc/Trng, Registrations | 512-502-49 | - | - | | 500 | - | | - |
| Misc/Outside Printing | 512-503-49 | - | - | | 4,000 | 2,332 | | - |
| Jury Duty Operating Supplies | 515-500-31 | - | - | | - | - | | - |
| City of Puyallup - Contract | 512-500-41 | - | - | | - | - | | 213,959 |
| Professional Services - Judge | 515-500-41 | 48,383 | 50,638 | | 49,600 | 48,497 | | 49,600 |
| Judge's Travel | 515-500-43 | 153 | 136 | | 250 | 942 | | 250 |
| Repairs and Maintenance | 515-500-48 | (138) | - | | - | - | | - |
| Misc/Other Exp | 515-500-49 | 480 | 653 | | 375 | - | | 350 |
| Jury travel | 515-501-43 | 160 | 71 | | 150 | - | | - |
| Jury Duty Fees | 515-501-49 | 554 | 450 | | 450 | - | | - |
| Interpreting Services | 515-502-41 | 3,804 | 4,627 | | 4,500 | 2,130 | | - |
| Misc/Dues & Memberships | 515-502-49 | - | - | | - | 598 | | 250 |
| Misc/Trng, Registrations | 515-503-49 | - | - | | 250 | - | | 750 |
| Crt Dir Work Crew-Supplies | 523-200-31 | - | 129 | | 25 | 25 | | 25 |
| Crt Dir Work Crew-Tools | 523-200-35 | - | - | | 1,250 | 1,250 | | 1,250 |
| Crt Dir Work Crew-Rentals | 523-200-45 | - | - | | 925 | 925 | | 925 |
| Crt Dir Work Crew-Maint | 523-200-48 | - | - | | - | - | | - |
| Crt Dir Work Crew-Misc | 523-200-49 | - | - | | - | - | | - |
| **TOTAL EXPENDITURES** | | **$ 226,315** | **$ 247,508** | | **$ 255,808** | **$ 244,942** | | **$ 267,359** |

| | | |
|---|---|---|
| Discretionary | 1.4% | $ 3,800 |
| Non-Discretionary | 98.6% | $ 263,559 |
| | | $ 267,359 |

| 2013 Proposed Staffing: | | FTE | 2013 Salary* | 2013 Est. Benefits* | 2013 TTL Comp |
|---|---|---|---|---|---|
| Court Administrator | IBEW 19-E | - | $ - | $ - | $ - |
| Court Clerk | IBEW 13-E | - | $ - | $ - | $ - |
| Court Clerk - P/T | - | - | $ - | $ - | $ - |
| | | - | $ - | $ - | $ - |

*Sal/Ben Allocated to General Fund



NOTES:

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| **001.12.512.xxx.xx** | | **MUNICIPAL COURT** | | **$ 267,359** |
| | | **SALARIES AND WAGES** | | |
| | | | *Total Cost* | *General Fund* |
| 12.512.500.11 | Salaries & Wages | - Court Administrator | - | - |
| | | - Court Clerk | - | - |
| | | - Temporary / Part-Time (520 Hrs) | - | - |
| | | - Work Crew - Supervision | - | - |
| | | - FTE | | |
| 12.512.500.12 | Overtime | Provides for overtime as necessary | - | - |
| | | **TOTAL SALARIES** | - | - |
| | | **PERSONNEL BENEFITS** | | |
| | | | *Total Cost* | *General Fund* |
| 12.512.500.21 | Personnel Benefits | Includes: Social Security, Medicare and L&I Medical, Dental, Vision, Life, Pension | - | - |
| 12.512.500.28 | Employee Medical Contribution | Employee's share of health insurance premium | - | - |
| | | **TOTAL PERSONNEL BENEFITS** | - | - |
| | | **SUPPLIES** | | |
| 12.523.200.31 | Supplies | Provides general operating supplies for Work Crew | | 25 |
| | | | | - |
| 12.523.200.35 | Small Tools & Equipment | Provides for small non-capitalized items/Work Crew | | 1,250 |
| | | | | - |
| | | **TOTAL SUPPLIES** | | **1,275** |
| | | **OTHER SERVICES & CHARGES** | | |
| 12.523.200.45 | Operating Rentals/Leases | Misc Rentals - Work Crew | $ 925 | 925 |
| | | | $ - | |
| | | | $ 925 | |
| 12.512.500.41 | Professional Services | City of Puyallup / Contract Services | $ 213,959 | 263,559 |
| 12.515.500.41 | | Judge | $ 49,600 | |
| | | | $ - | |
| | | | $ - | |
| | | | $ 263,559 | |
| 12.515.500.43 | Travel | Misc. travel and mileage - Judge | $ 250 | 250 |
| | | | $ - | |
| | | | $ 250 | |
| 12.512.500.49 | Miscellaneous | ***Membership/Dues:*** | | |
| | | DMCJA Dues (Judge) | $ 250 | 250 |
| | | | $ - | |

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| | | | $ 250 | |
| | | ***Training/Conferences:*** | | |
| | | Misc Training/Conferences (Judge) | $ 750 | 750 |
| | | | $ - | |
| | | | $ 750 | |
| | | ***Other Miscellaneous:*** | | |
| 12.515.501.49 | | Misc. - Judge | $ 350 | 350 |
| | | | $ - | |
| | | | $ 350 | |
| | | **TOTAL SERVICES & CHARGES** | | **266,084** |

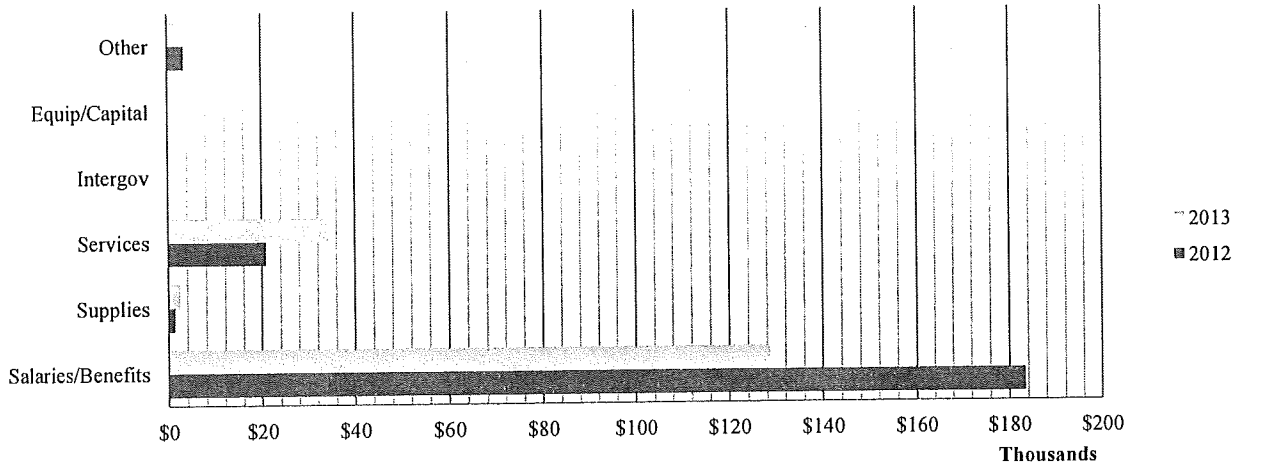
# 2013 BUDGET WORKSHEET SUMMARY
## 13 - EXECUTIVE

| | GL Acct# | Prior Years 2010 Actual | Prior Years 2011 Actual | 2012 FTE | 2012 Amended | 2012 Projected Actual | 2013 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | |
| Salaries and Wages | 513-100-11 | $ 170,231 | $ 190,253 | 1.40 | $ 133,509 | $ 130,896 | 0.70 | $ 98,198 |
| Overtime | 513-100-12 | - | 73 | | 100 | 24 | | - |
| Personnel Benefits | 513-100-21 | 57,035 | 59,415 | | 51,061 | 49,184 | | 31,077 |
| Employee Contribution Medical | 513-100-28 | - | - | | (1,201) | (1,129) | | (686) |
| *Subtotal - Salaries/Benefits* | | $ 227,266 | $ 249,741 | | $ 183,469 | $ 178,974 | | $ 128,589 |
| Office Supplies | 513-100-31 | 916 | 2,631 | | 1,500 | 2,775 | | 1,500 |
| Fuel | 513-100-32 | - | 772 | | - | 806 | | 1,000 |
| Small Tools & Equipment | 513-100-35 | 28 | - | | - | - | | - |
| Small Assets/IT | 513-100-36 | - | - | | - | 85 | | - |
| Professional Services | 513-100-41 | 1,012 | 3,005 | | - | 714 | | 16,380 |
| Communication | 513-100-42 | 2,018 | 2,297 | | 2,375 | 2,150 | | 2,345 |
| Travel | 513-100-43 | 1,057 | 2,169 | | 5,050 | 2,243 | | 3,160 |
| Equipment Leases | 513-100-45 | 863 | 1,004 | | 980 | 980 | | 980 |
| Repairs and Maintenance | 513-100-48 | 734 | 885 | | 1,140 | 800 | | 950 |
| Misc/Other Exp | 513-100-49 | 7,842 | 12,160 | | 7,200 | 7,200 | | 7,200 |
| Machinery and Equipment | 513-100-64 | 1,277 | - | | - | - | | - |
| Misc/Dues & Memberships | 513-101-49 | - | - | | 2,155 | 1,301 | | 1,940 |
| Misc/Trng, Registrations | 513-102-49 | - | - | | 2,050 | 2,500 | | 1,375 |
| Misc/Outside Printing | 513-103-49 | - | - | | - | - | | - |
| Transfer Out - Vehicle R&M | 597-501-00 | - | 7,335 | | 3,500 | 465 | | 1,500 |
| **TOTAL EXPENDITURES** | | **$ 243,014** | **$ 281,998** | | **$ 209,419** | **$ 200,994** | | **$ 166,919** |

| | | |
|---|---|---|
| Discretionary | 23.0% | $ 38,330 |
| Non-Discretionary | 77.0% | $ 128,589 |
| | | $ 166,919 |

| 2013 Proposed Staffing: | | FTE | 2013 Salary* | 2013 Est. Benefits* | 2013 TTL Comp |
|---|---|---|---|---|---|
| Mayor | Elected | - | $ 12,600 | $ 1,033 | $ 13,633 |
| City Administrator | Exempt | 0.70 | $ 85,598 | $ 29,426 | $ 115,024 |
| Deputy City Clerk | IBEW 13-B | - | $ - | $ - | $ - |
| | | **0.70** | $ 98,198 | $ 30,459 | $ 128,657 |

*Sal/Ben Allocated to General Fund



NOTES:

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| **001.13.513.xxx.xx** | | **EXECUTIVE DEPARTMENT** | | **$ 166,919** |
| | | **SALARIES AND WAGES** | | |
| | | | *Total Cost* | *General Fund* |
| 13.513.100.11 | Salaries & Wages | - Mayor | 18,000 | 12,600 |
| | | 1.00 City Administrator | 120,000 | 84,000 |
| | | Car Allowance/City Administrator | 1,598 | 1,598 |
| | | - Deputy City Clerk (see Prof Svcs) | - | - |
| | | - | | - |
| | | 1.00 FTE | | |
| 13.513.100.12 | Overtime | Provides for overtime as necessary (Dept'y Clerk) | | - |
| | | **TOTAL SALARIES** | **139,598** | **98,198** |
| | | **PERSONNEL BENEFITS** | | |
| | | | *Total Cost* | *General Fund* |
| 13.513.100.21 | Personnel Benefits | Includes: Social Security, Medicare and L&I Medical, Dental, Vision, Life, Pension | 44,396 | 31,077 |
| 13.513.100.28 | Employee Medical Contribution | Employee's share of health insurance premium | (980) | (686) |
| | | **TOTAL PERSONNEL BENEFITS** | **43,416** | **30,391** |
| | | **SUPPLIES** | | |
| 13.513.100.31 | Office Supplies | Provides general operating supplies for Administration | | 1,500 |
| 13.513.100.32 | Fuel | Provides fuel for misc. departmental travel | | 1,000 |
| 13.513.100.35 | Small Tools & Equipment | Provides for small non-capitalized items | | - |
| 13.513.100.36 | Small Assets/IT | Technology & related items | | - |
| | | **TOTAL SUPPLIES** | | **2,500** |
| | | **OTHER SERVICES & CHARGES** | | |
| 13.513.100.41 | Professional Services | Deputy City Clerk/Contract w/City of Fife 10 Hrs/Wk (70% to GF) | $ 16,380<br>$ -<br>$ 16,380 | 16,380 |
| 13.513.100.42 | Communication | Integra Telecom<br>Verizon Wireless | $ 925<br>$ 1,420<br>$ -<br>$ 2,345 | 2,345 |
| 13.513.100.43 | Travel | AWC Annual Conference (Mayor)<br>AWC Legis Conf (Mayor,CA)<br>Labor Relations (LRI) - (Mayor,CA)<br>ICMA Annual Conf (CA)<br>WCMA NW Conference (CA)<br><br>SCA Meetings (3) (Mayor)<br>Misc local travel & mileage<br>Meals/Registrations - Mayor*<br>*attendance requested on behalf of City | $ 785<br>$ 270<br>$ 880<br>$ -<br>$ 725<br>$ -<br>$ -<br>$ 350<br>$ 150<br>$ -<br>$ 3,160 | 3,160 |

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| 13.513.100.44 | Advertising | | $ - | - |
| | | | $ - | |
| | | | $ - | |
| 13.513.100.45 | Operating Rentals/Leases | Copier - Lease | $ 980 | 980 |
| | | | $ - | |
| | | | $ 980 | |
| 13.513.100.48 | Repair & Maintenance | Copier - Maint & Usage | $ 950 | 950 |
| | | | $ - | |
| | | | $ 950 | |
| 13.513.100.49 | Miscellaneous | ***Membership/Dues:*** | | |
| | | Rotary Club-Fife/Milton (City Admin) | $ - | 1,940 |
| | | Chamber of Commerce (Mayor) | $ 695 | |
| | | ICMA Membership Dues (City Admin) | $ 960 | |
| | | WCMA Membership Dues (City Admin) | $ 160 | |
| | | WA Municipal Clerks Assoc | $ 75 | |
| | | PC Clerks Assoc | $ 50 | |
| | | KC Clerk's Assoc | $ - | |
| | | | $ 1,940 | |
| | | ***Training/Conferences-Registration:*** | | |
| | | AWC Annual Conference (Mayor) | $ 250 | 1,375 |
| | | AWC Legis Conf (Mayor,City Admin) | $ 300 | |
| | | Labor Relations (LRI) (City Admin) | $ 500 | |
| | | ICMA Annual Conf (City Admin) | $ - | |
| | | WCMA NW Conference (City Admin) | $ 325 | |
| | | WCMA Regional Conference (City Admin) | $ - | |
| | | | $ - | |
| | | | $ 1,375 | |
| | | ***Other Miscellaneous:*** | | |
| | | Outside Printing | $ - | 7,200 |
| | | Signal Newspaper | $ 7,200 | |
| | | | $ - | |
| | | | $ 7,200 | |
| | | **TOTAL SERVICES & CHARGES** | | **34,330** |
| | | **INTERGOVERNMENTAL CHARGES** | | |
| 13.513.100.51 | Intergovernmental | | $ - | - |
| | | | $ - | |
| | | | $ - | |
| | | **EQUIPMENT / FIXED ASSETS** | | |
| 13.513.100.6x | Capital / Fixed Assets | | $ - | - |
| | | | $ - | |
| | | | $ - | |
| | | **INTERFUND TRANSFERS / OTHER** | | |
| 13.597.501.00 | | Transfer Out - Vehicle Repair & Maint | $ 1,500 | 1,500 |
| 13.513.200.95 | | Interfund Rental | $ - | |
| | | | $ - | |
| | | | $ 1,500 | |

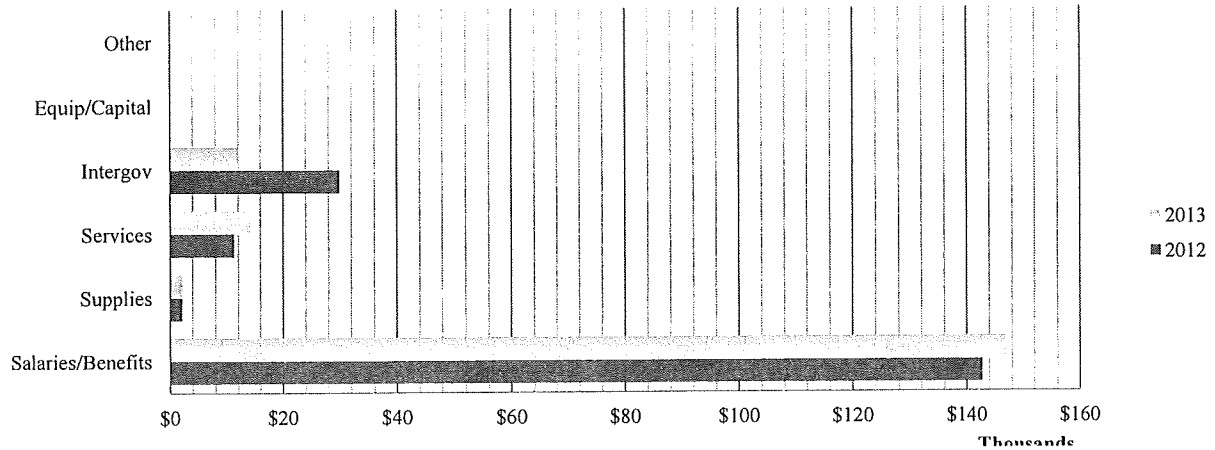
# 2013 BUDGET WORKSHEET SUMMARY
# 14 - FINANCE DEPARTMENT

| | GL Acct# | Prior Years 2010 Actual | Prior Years 2011 Actual | 2012 FTE | 2012 Amended | 2012 Projected Actual | 2013 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | |
| Salaries and Wages | 514-100-11 | $ 315,596 | $ 112,340 | 1.54 | $ 100,624 | $ 99,147 | 1.54 | $ 101,145 |
| Overtime | 514-100-12 | 3,743 | 347 | | - | 287 | | 500 |
| Temp/PT Salary | 514-100-13 | - | - | | - | 1,910 | | 1,680 |
| Personnel Benefits | 514-100-21 | 127,004 | 30,846 | | 43,062 | 41,283 | | 45,761 |
| Employee Contribution Medical | 514-100-28 | - | - | | (908) | (849) | | (2,166) |
| *Subtotal - Salaries/Benefits* | | $ 446,343 | $ 143,534 | | $ 142,778 | $ 141,778 | | $ 146,920 |
| Office and Operating Supplies | 514-100-31 | 2,381 | 99 | | 2,250 | 697 | | 2,250 |
| Fuel | 514-100-32 | 83 | - | | - | 81 | | - |
| Small Tools and Equipment | 514-100-35 | 1,500 | - | | - | - | | - |
| Small Assets/IT | 514-100-36 | - | - | | - | - | | - |
| Professional Services | 514-100-41 | (181) | 3,627 | | 475 | 2,442 | | 3,360 |
| Communication | 514-100-42 | 4,665 | 4,633 | | 4,825 | 4,783 | | 4,800 |
| Travel | 514-100-43 | 1,988 | 180 | | 1,555 | 948 | | 1,555 |
| Advertising | 514-100-44 | - | 390 | | 300 | - | | 300 |
| Operating Rentals and Leases | 514-100-45 | 470 | - | | - | - | | - |
| Repairs and Maintenance | 514-100-48 | 15,128 | 5,158 | | - | - | | - |
| Misc/Other Exp | 514-100-49 | 51,180 | 8,596 | | 2,344 | 1,853 | | 2,394 |
| Intergov. Services | 514-100-51 | 24,812 | 5,195 | | - | - | | - |
| Machinery and Equipment | 514-100-64 | 815 | - | | - | - | | - |
| Misc/Dues & Memberships | 514-101-49 | - | - | | 530 | 394 | | 505 |
| Misc/Trng,Registrations | 514-102-49 | - | - | | 1,290 | 1,262 | | 1,290 |
| Misc/Outside Printing | 514-103-49 | - | - | | - | 112 | | - |
| Intergov Fees/Auditor, etc | 531-600-51 | 1,633 | 1,668 | | 30,000 | - | | 12,000 |
| Transfer Out - Vehicle R&M | 597-501-00 | - | 293 | | - | 106 | | - |
| **TOTAL EXPENDITURES** | | **$ 550,817** | **$ 173,373** | | **$ 186,347** | **$ 154,456** | | **$ 175,374** |

| | | |
|---|---|---|
| Discretionary | 10.6% | $ 18,634 |
| Non-Discretionary | 89.4% | $ 156,740 |
| | | $ 175,374 |

| 2013 Proposed Staffing: | | FTE | 2013 Salary* | 2013 Est. Benefits* | 2013 TTL Comp |
|---|---|---|---|---|---|
| Finance Director | Exempt | 0.48 | $ 41,208 | $ 13,286 | $ 54,494 |
| Sr Financial Analyst | Exempt | - | $ - | $ - | $ - |
| Sr Accountant | IBEW 18-E | 0.48 | $ 30,637 | $ 11,211 | $ 41,848 |
| Finance Tech II | IBEW 16-A | - | $ - | $ - | $ - |
| Finance Tech I / Utilities | IBEW 13-E | - | $ - | $ - | $ - |
| Finance Tech I | IBEW 13-E | 0.58 | $ 29,299 | $ 18,972 | $ 48,271 |
| | | **1.54** | $ 101,145 | $ 43,302 | $ 144,447 |

*Sal/Ben Allocated to General Fund



NOTES:

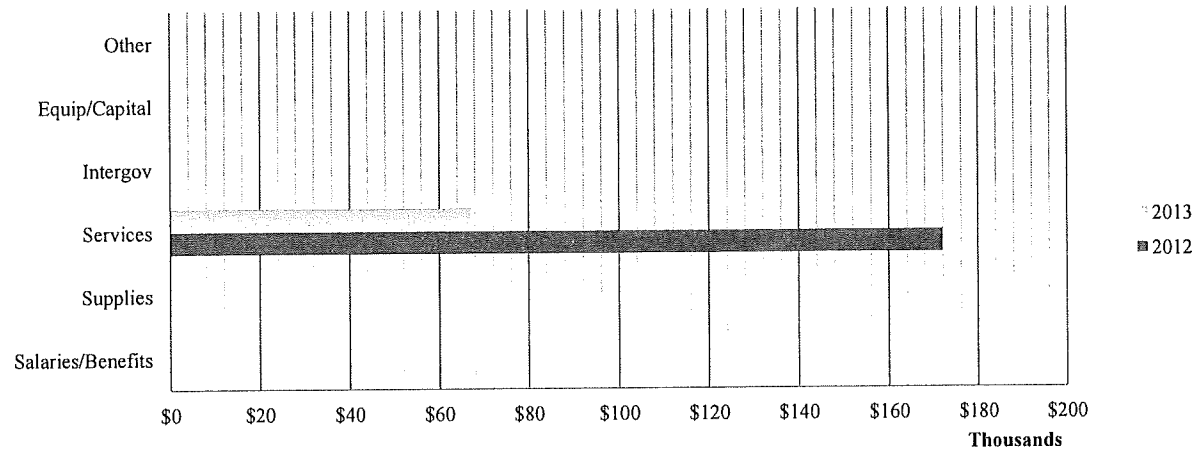
| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| **001.14.514.xxx.xx** | | **FINANCE DEPARTMENT** | | **$ 175,374** |
| | | **SALARIES AND WAGES** | | |
| | | | *Total Cost* | *General Fund* |
| 14.514.100.11 | Salaries & Wages | 1.00 Finance Director | 85,850 | 41,208 |
| | | 1.00 Sr Accountant | 63,828 | 30,637 |
| | | 1.00 Finance Tech I - Utilities | 51,016 | - |
| | | 1.00 Finance Tech I | 50,516 | 29,299 |
| | | - | - | - |
| | | 4.00 FTE | | |
| 14.514.100.13 | Temporary Salaries | - Temporary Help-Counter Coverage (200 Hrs) | 3,500 | 1,680 |
| 14.514.100.12 | Overtime | Provides for overtime as necessary | 500 | 500 |
| | | **TOTAL SALARIES** | **255,211** | **103,325** |
| | | **PERSONNEL BENEFITS** | | |
| | | | *Total Cost* | *General Fund* |
| 14.514.100.21 | Personnel Benefits | Includes: Social Security, Medicare and L&I | 113,947 | 45,452 |
| | | Medical, Dental, Vision, Life, Pension Benefits, Temporary Help | 309 | 309 |
| 14.514.100.28 | Employee Medical Contribution | Employee's share of health insurance premium | (5,609) | (2,166) |
| | | **TOTAL PERSONNEL BENEFITS** | **108,647** | **43,595** |
| | | **SUPPLIES** | | |
| 14.514.100.31 | Office Supplies | Provides general operating supplies for Finance | | 2,250 |
| 14.514.100.32 | Fuel | Provides fuel for misc. departmental travel | | - |
| 14.514.100.35 | Small Tools & | Provides for small non-capitalized items | | - |
| 14.514.100.36 | Equipment | Small assets/IT | | - |
| | | **TOTAL SUPPLIES** | | **2,250** |
| | | **OTHER SERVICES & CHARGES** | | |
| 14.514.100.41 | Professional Services | Micro-Flex Tax Prgm | $ 3,000 | 3,360 |
| | | Shredding Services | $ 360 | |
| | | | $ - | |
| | | | $ - | |
| | | | $ - | |
| | | | $ 3,360 | |
| 14.514.100.42 | Communication | Integra Telecom | $ 4,500 | 4,800 |
| | | Verizon Wireless | $ 300 | |
| | | Postage | $ - | |
| | | | $ 4,800 | |
| 14.514.100.43 | Travel | Training, Conferences | $ 1,405 | 1,555 |
| | | Misc. local travel & mileage | $ 150 | |
| | | | $ - | |
| | | | $ 1,555 | |
| 14.514.100.44 | Advertising | Classified ads, as necessary | $ 300 | 300 |
| | | | $ - | |
| | | | $ 300 | |

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| 14.514.100.45 | Operating Rentals/Leases | Copier Lease (see NonDepartmental) | $ - | - |
| | | Pitney Bowes/Postage (see NonDepartmental) | $ - | |
| | | | $ - | |
| | | | $ - | |
| 14.514.100.48 | Repair & Maintenance | | $ - | - |
| | | | $ - | |
| | | | $ - | |
| | | | $ - | |
| | | | $ - | |
| 14.514.100.49 | Miscellaneous | ***Membership/Dues:*** | | |
| | | Puget Sound Finance Officers (PSFOA) | $ 25 | 505 |
| | | King County Clerk's Assn | $ - | |
| | | Amer. Payroll Assoc. | $ 260 | |
| | | Wa Finance Officers (WFOA) | $ 50 | |
| | | Springbrook-Nat'l Users Group | $ 100 | |
| | | Springbrook-Local Users Group | $ 50 | |
| | | Pierce Cnty Clerks' & Finance Officers | $ 20 | |
| | | | $ 505 | |
| | | ***Training/Conferences:*** | | |
| | | WFOA Conference (1) | $ 300 | 1,290 |
| | | Springbrook Users Conference (2) | $ 990 | |
| | | | $ - | |
| | | | $ 1,290 | |
| | | ***Outside Printing:*** | | |
| | | Databar (charged directly to Utilities) | $ - | - |
| | | | $ - | |
| | | | $ - | |
| | | | $ - | |
| | | ***Other Miscellaneous:*** | | |
| | | Monthly PSFOA Mtgs (6) | $ 150 | 2,394 |
| | | Monthly On-line banking fee | $ 600 | |
| | | FSA/Flex Plan Admin Fees | $ 144 | |
| | | Dept of Licensing-MLS Fees | $ 600 | |
| | | USBank/Safekeeping Fees/Investments | $ 900 | |
| | | | $ 2,394 | |
| | | **TOTAL SERVICES & CHARGES** | | **14,204** |
| | | **INTERGOVERNMENTAL CHARGES** | | |
| 14.531.600.51 | Intergovernmental | State Auditor **likely to be paid from 2012 budget* | $ 12,000 | 12,000 |
| | | Election Fees-Pierce County (see Non Dept) | $ - | |
| | | Election Fees-King County (see Non Dept) | $ - | |
| | | | $ 12,000 | |
| | | **EQUIPMENT / FIXED ASSETS** | | |
| 14.514.100.64 | Capital / Fixed Assets | | $ - | - |
| | | | $ - | |
| | | | $ - | |
| | | | $ - | |
| | | **INTERFUND TRANSFERS / OTHER** | | |
| 14.597.501.00 | | Transfer Out - Vehicle Repair & Maint | $ - | - |
| | | | $ - | |
| | | | $ - | |
| | | | $ - | |

## 2013 BUDGET WORKSHEET SUMMARY
## 15 - LEGAL SERVICES

| | GL Acct# | *Prior Years* 2010 Actual | 2011 Actual | 2012 FTE | 2012 Amended | 2012 Projected Actual | 2013 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | |
| City Attorney | 515-101-41 | $ 82,771 | $ 56,257 | 0.00 | $ 50,000 | $ 60,046 | 0.00 | $ 67,000 |
| Labor Attorney | 515-102-41 | - | - | | - | - | | - |
| Prosecuting Attorney | 515-211-41 | 48,420 | 52,680 | | 51,000 | 48,000 | | - |
| Public Defender | 515-212-41 | 47,150 | 43,015 | | 45,000 | 46,149 | | - |
| Public Defender/Arraignments | 515-213-41 | - | 4,000 | | 6,000 | 5,143 | | - |
| | | - | - | | - | - | | - |
| **TOTAL EXPENDITURES** | | **$ 178,341** | **$ 155,952** | | **$ 152,000** | **$ 159,338** | | **$ 67,000** |

| 2013 Proposed Staffing: | FTE | 2013 Salary | 2013 Est. Benefits | 2013 TTL Comp |
|---|---|---|---|---|
| N/A | - | $ - | $ - | $ - |
| | - | $ - | $ - | $ - |
| | - | $ - | $ - | $ - |



NOTES:

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| **001.15.515.xxx.xx** | | **LEGAL DEPARTMENT** | | **$ 67,000** |
| **OTHER SERVICES & CHARGES** | | | | |
| 15.515.101.41 | City Attorney | Ogden Murphy Wallace | $ 55,000 | 67,000 |
| | | Olbrechts & Assoc | $ 12,000 | |
| 15.515.211.41 | Prosecuting Attorney | Krista White Swain | $ - | |
| 15.515.212.41 | Public Defender | Stewart Beall & MacNichols | $ - | |
| 15.515.213.41 | | Arraignments | $ - | |
| | | | $ - | |
| | | | $ 67,000 | |
| | | **TOTAL SERVICES & CHARGES** | | **67,000** |

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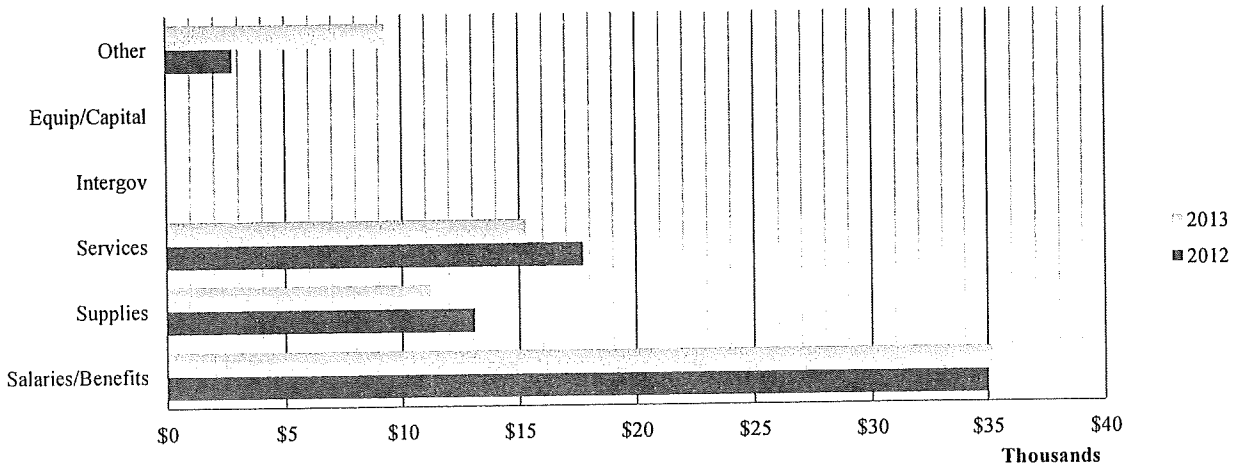
# 2013 BUDGET WORKSHEET SUMMARY
# 18 - FACILITIES

| | GL Acct# | Prior Years 2010 Actual | Prior Years 2011 Actual | 2012 FTE | 2012 Amended | 2012 Projected Actual | 2013 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | |
| Salaries and Wages | 518-300-11 | $ 14,882 | $ 17,020 | 0.40 | $ 25,336 | $ 18,192 | 0.40 | $ 20,363 |
| Overtime | 518-300-12 | 106 | 227 | | 1,000 | 436 | | 1,000 |
| On-Call Pay | 518-300-15 | - | - | | - | - | | 4,970 |
| Personnel Benefits | 518-300-21 | 5,004 | 5,785 | | 8,170 | 6,837 | | 8,638 |
| Uniforms | 518-300-22 | 308 | 321 | | 600 | 317 | | 600 |
| Employee Contribution Medical | 518-300-28 | - | - | | (99) | (82) | | (371) |
| *Subtotal - Salaries/Benefits* | | $ 20,299 | $ 23,354 | | $ 35,007 | $ 25,700 | | $ 35,200 |
| Office and Operating Supplies | 518-300-31 | 9,444 | 10,439 | | 12,000 | 7,559 | | 10,100 |
| Fuel | 518-300-32 | 612 | 500 | | 600 | 664 | | 600 |
| Small Tools and Equipment | 518-300-35 | 540 | 1,004 | | 500 | 45 | | 500 |
| Professional Services | 518-300-41 | 12,136 | 428 | | 400 | 72 | | 400 |
| Communication | 518-300-42 | 267 | 293 | | 300 | 244 | | 300 |
| Travel | 518-300-43 | - | - | | 300 | - | | 300 |
| Advertising | 518-300-44 | 22 | 323 | | 100 | 486 | | - |
| Operating Rentals and Leases | 518-300-45 | 15 | 202 | | 500 | - | | 1,500 |
| Public Utility Service | 518-300-47 | 30 | 545 | | 550 | 582 | | 550 |
| Repairs and Maintenance | 518-300-48 | 8,242 | 8,625 | | 15,350 | 7,023 | | 11,975 |
| Misc/Other Exp | 518-300-49 | 27 | 75 | | - | - | | - |
| Capital; Maint & Improvements | 518-300-64 | 1,272 | - | | - | - | | - |
| Misc/Dues & Memberships | 518-301-49 | - | - | | - | 377 | | - |
| Misc/Trng, Registrations | 518-302-49 | - | - | | 250 | 41 | | 250 |
| Misc/Outside Printing | 518-303-49 | - | - | | - | 47 | | - |
| Interfund Rental | 518-200-95 | 1,800 | 1,800 | | 1,800 | 1,800 | | 1,800 |
| Transfer Out - Vehicle R&M | 597-501-00 | - | 1,260 | | 1,000 | 2,367 | | 7,500 |
| **TOTAL EXPENDITURES** | | **$ 54,707** | **$ 48,847** | | **$ 68,657** | **$ 47,007** | | **$ 70,975** |

| | | |
|---|---|---|
| Discretionary | 58.9% | $ 41,795 |
| Non-Discretionary | 41.1% | $ 29,180 |
| | | $ 70,975 |

| 2013 Proposed Staffing: | | FTE | 2013 Salary* | 2013 Est. Benefits* | 2013 TTL Comp |
|---|---|---|---|---|---|
| Maintenance II | IBEW 16-E | 0.15 | $ 8,940 | $ 3,815 | $ 12,755 |
| Maintenance I | IBEW 12-B | 0.15 | $ 6,169 | $ 2,734 | $ 8,903 |
| PW Admin Assistant | IBEW 14-E | 0.10 | $ 5,255 | $ 1,737 | $ 6,992 |
| Seasonal/960 Hrs | PT/Temp | - | $ - | $ - | $ - |
| Seasonal/960 Hrs | PT/Temp | - | $ - | $ - | $ - |
| | | **0.40** | $ 20,363 | $ 8,286 | $ 28,650 |

*Sal/Ben Allocated to General Fund



NOTES:

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| **001.18.518.xxx.xx** | | **FACILITIES DEPARTMENT** | | **$ 70,975** |
| | | **SALARIES AND WAGES** | | |
| | | | *Total FTE Cost* | *Facilities* |
| 18.518.100.11 | Salaries & Wages | 0.15 Parks / Maint II | 59,600 | 8,940 |
| | | 0.15 Parks / Maint I | 41,124 | 6,169 |
| | | 0.10 PW Admin Asst | 52,548 | 5,255 |
| | | - Seasonal / Temporary (2 @ 960hrs each) | - | - |
| | | - *Seasonals - 50% Parks/50% Facilities | - | - |
| | | 0.40 FTE | | |
| 18.518.100.12 | Overtime | Provides for overtime as necessary | 1,000 | 1,000 |
| 18.518.300.15 | On-Call Pay | Provides for On-Call pay, weekends only | 4,970 | 4,970 |
| | | **TOTAL SALARIES** | **159,242** | **26,333** |
| | | **PERSONNEL BENEFITS** | | |
| | | | *Total FTE Cost* | *Facilities* |
| 18.518.100.21 | Personnel Benefits | Includes: Social Security, Medicare and L&I Medical, Dental, Vision, Life, Pension | 63,622 | 8,638 |
| 18.518.100.22 | Uniforms | Provides for the issue & replacement of uniforms | 600 | 600 |
| 18.518.100.28 | Employee Medical Contribution | Employee's share of health insurance premium | (2,736) | (371) |
| | | **TOTAL PERSONNEL BENEFITS** | **61,485** | **8,867** |
| | | **SUPPLIES** | | |
| 18.518.100.31 | Operating Supplies | Provides general operating supplies for Facilities | | 10,100 |
| 18.518.100.32 | Fuel | Provides fuel for misc. departmental travel | | 600 |
| 18.518.100.35 | Small Tools & Equipment | Provides for small non-capitalized items | | 500 |
| | | **TOTAL SUPPLIES** | | **11,200** |
| | | **OTHER SERVICES & CHARGES** | | |
| 18.518.100.41 | Professional Services | Medical-DOT Physicals | $ 400 | 400 |
| | | Janitorial Services (eliminated 2011) | $ - | |
| | | | $ - | |
| | | | $ - | |
| | | | $ - | |
| | | | $ 400 | |
| 18.518.100.42 | Communication | Integra Telecom | $ 200 | 300 |
| | | Verizon Wireless | $ 100 | |
| | | | $ - | |
| | | | $ 300 | |
| 18.518.100.43 | Travel | Misc. travel and mileage | $ 300 | 300 |
| | | | $ - | |
| | | | $ - | |
| | | | $ 300 | |
| 18.518.100.44 | Advertising | Advertising as necessary | $ - | - |
| | | | $ - | |
| | | | $ - | |
| | | | $ - | |

| Account No. | Title | Description | | | 2013 DEPT REQUEST |
|---|---|---|---|---|---|
| 18.518.100.45 | Operating Rentals/Leases | Rental of misc. minor equipment | $ | 500 | 1,500 |
| | | Rental of manlift/facility repairs | $ | 1,000 | |
| | | | $ | - | |
| | | | $ | 1,500 | |
| 18.518.100.47 | Public Utility Services | PC Sewer | $ | 50 | 550 |
| | | City of Milton | $ | 500 | |
| | | | $ | - | |
| | | | $ | 550 | |
| 18.518.100.48 | Repair & Maintenance | Keys/Locks (Note: see small tools) | $ | - | 11,975 |
| | | HVAC Maintenance | $ | 6,600 | |
| | | Door Repair & Maint/Misc Locations | $ | 1,825 | |
| | | Window repair/Upgrades (See Cap Improv Fund) | $ | - | |
| | | Fire Extinguisher Svcs | $ | 500 | |
| | | Alarm System (not incl FD) | $ | 350 | |
| | | Pest Control | $ | 1,500 | |
| | | American Neon | $ | 500 | |
| | | Misc Signs | $ | 200 | |
| | | Restroom Repairs-Council/PD (See Cap Improv Fund) | $ | - | |
| | | City Hall, Hot Water Tank | $ | 500 | |
| | | Addt'l funds for misc. bldg improvements | $ | - | |
| | | | $ | 11,975 | |
| 18.518.100.49 | Miscellaneous | ***Membership/Dues:*** | | | |
| | | | $ | - | - |
| | | | $ | - | |
| | | | $ | - | |
| | | ***Training/Conferences:*** | | | |
| | | Other Training/Registrations | $ | 250 | 250 |
| | | | $ | - | |
| | | | $ | - | |
| | | | $ | 250 | |
| | | ***Other Miscellaneous:*** | | | |
| | | | $ | - | - |
| | | Outside Printing | $ | - | |
| | | | $ | - | |
| | | **TOTAL SERVICES & CHARGES** | | | **15,275** |
| | | **INTERGOVERNMENTAL CHARGES** | | | |
| 18.518.100.51 | Intergovernmental | | $ | - | - |
| | | | $ | - | |
| | | | $ | - | |
| | | | $ | - | |
| | | **EQUIPMENT / FIXED ASSETS** | | | |
| 18.518.100.6x | Capital / Fixed Assets | Fire Station Maint/Improvements | $ | - | - |
| | | | $ | - | |
| | | | $ | - | |
| | | | $ | - | |
| | | **INTERFUND TRANSFERS / OTHER** | | | |
| 18.597.501.00 | | Transfer Out - Vehicle Repair & Maint | $ | 7,500 | 9,300 |
| 18.518.200.95 | | Interfund Rental-to Electric | $ | 1,800 | |
| | | | $ | - | |
| | | | $ | 9,300 | |

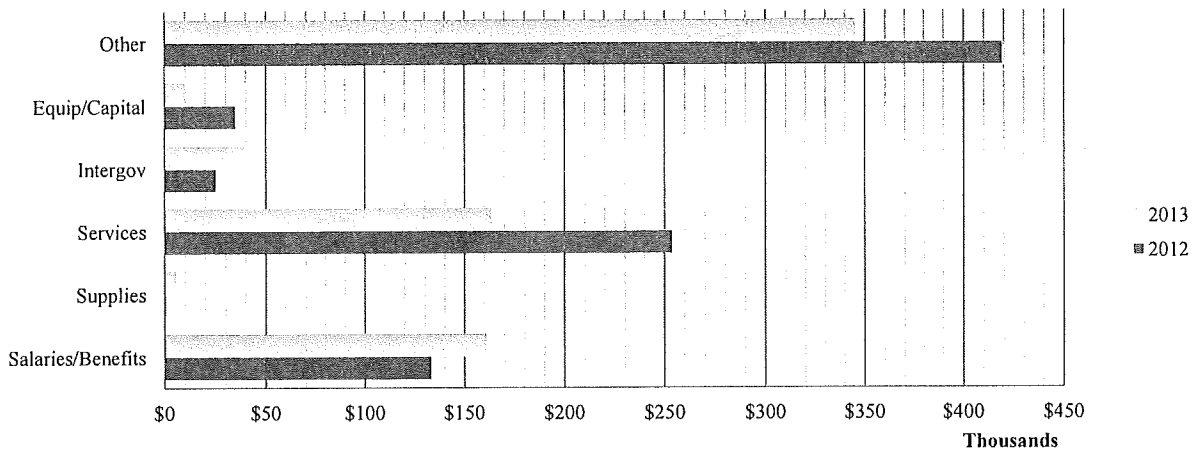
# 2013 BUDGET WORKSHEET SUMMARY
# 19 - NON-DEPARTMENTAL

| | GL Acct# | *Prior Years* 2010 Actual | 2011 Actual | 2012 FTE | 2012 Amended | 2012 Projected Actual | 2013 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | |
| Employee Wellness Prgm | 517-900-49 | $ 513 | $ 738 | 0.00 | $ 1,000 | $ 1,000 | 0.00 | $ 1,000 |
| Reserve for Salary Cash-Out | 519-900-11 | - | - | | 28,415 | - | | 36,000 |
| Unemployment Benefits | 519-900-24 | 11,993 | 43,519 | | 45,000 | 47,498 | | 55,000 |
| Office and Operating Supplies | 519-900-31 | 11,988 | 16,288 | | 750 | 2,385 | | 750 |
| Small Tools and Equipment | 519-900-35 | 14,071 | 1,925 | | - | - | | - |
| Small Assets/IT | 519-900-36 | - | - | | - | 4,000 | | 5,000 |
| Professional Services | 519-900-41 | 65,261 | 32,512 | | 55,420 | 22,000 | | 22,600 |
| Communications | 519-900-42 | 8,957 | 3,752 | | 3,925 | 5,215 | | 4,925 |
| Advertising | 519-900-44 | - | 100 | | - | - | | - |
| Equipment leases | 519-900-45 | 7,160 | 4,478 | | 3,980 | 4,758 | | 3,920 |
| Insurance | 519-900-46 | 99,604 | 92,435 | | 141,733 | 84,013 | | 85,172 |
| Utilities | 519-900-47 | 3,598 | 2,634 | | 3,600 | 3,200 | | 3,300 |
| Repairs and Maintenance | 519-900-48 | 10,148 | 14,040 | | 24,300 | 23,500 | | 22,300 |
| Misc/Other Exp | 519-900-49 | 16,819 | 50,466 | | 3,200 | 7,701 | | 3,200 |
| Intergovernmental services | 519-900-51 | 13,248 | 4,849 | | - | - | | - |
| Capital Outlay Central Service | 519-900-64 | 24,941 | 7,383 | | 61,050 | 12,000 | | 10,000 |
| Citywide Dues & Memberships | 519-901-49 | - | 2,516 | | 16,570 | 17,000 | | 17,010 |
| Election Costs/Voter Fees | 519-901-51 | 1,205 | 17,266 | | 8,700 | 11,000 | | 11,500 |
| Misc/Trng, Registrations | 519-902-49 | - | - | | - | - | | - |
| Liquor Board Tax Remit | 519-902-51 | - | - | | 1,500 | 1,300 | | 1,300 |
| LEOFF Long Term Care | 521-100-29 | 60,735 | 73,075 | | 60,000 | 70,000 | | 70,000 |
| Final FY10 Fire Dept Exp/Reimb | 522-200-35 | - | 51,984 | | - | - | | - |
| PC Emerg Mgmt Contract | 525-100-51 | - | - | | 5,219 | 5,219 | | - |
| Surface Water Assessment | 531-500-53 | 199 | 207 | | 400 | - | | - |
| Noxious Weed Assessment | 531-600-53 | 29 | 102 | | 300 | 15 | | - |
| Animal Control | 539-300-51 | 16,474 | 18,639 | | 22,000 | 25,000 | | 24,274 |
| Prof. Svcs. - ADA Compliance | 576-900-41 | 8,611 | 5,431 | | - | 675 | | - |
| Interfund Loan Repayment (Prin) | 581-200-79 | - | - | | - | - | | 24,700 |
| Interfund Loan Repayment (Int) | 581-200-89 | - | - | | - | - | | 400 |
| Transfer Out - Fire/EMS | 597-002-00 | - | 522,000 | | 254,400 | 254,400 | | 100,000 |
| Transfer Out - Street Fund | 597-101-00 | - | 173,900 | | 165,000 | 165,000 | | 220,000 |
| Transfer Out - Crim Justice Fund | 597-107-00 | - | 272,408 | | - | - | | - |
| REET/Noxious Weeds | 598-960-53 | 16 | 37 | | 75 | 48 | | 75 |
| REET/King Conserv Dist | 598-961-53 | 70 | 70 | | 120 | 120 | | 120 |
| REET/Surface Wtr Mgmt | 598-962-53 | 1,520 | 1,757 | | 2,500 | 3,012 | | 2,500 |
| **TOTAL EXPENDITURES** | | **$ 377,159** | **$ 1,414,511** | | **$ 909,157** | **$ 770,059** | | **$ 725,046** |

2013 Proposed Staffing:
N/A

| FTE | 2013 Salary* | 2013 Est. Benefits* | 2013 TTL Comp |
|---|---|---|---|
| - | $ - | $ - | $ - |
| - | $ - | $ - | $ - |
| - | $ - | $ - | $ - |

*Sal/Ben Allocated to General Fund



NOTES:

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| **001.19.519.xxx.xx** | | **Non-Departmental** | | **$ 724,046** |

## SALARIES AND WAGES

| | | | *Total Cost* | *General Fund* |
|---|---|---|---|---|
| 19.519.900.11 | Salaries & Wages | - N/A | | - |
| | | - Potential Salary Payout | 36,000 | 36,000 |
| | | - FTE | | |
| | | **TOTAL SALARIES** | | **36,000** |

## PERSONNEL BENEFITS

| | | | *Total Cost* | *General Fund* |
|---|---|---|---|---|
| 19.519.900.24 | Personnel Benefits | Citywide Unemployment Benefits/Liability | 55,000 | 55,000 |
| 19.521.100.29 | | LEOFF Long Term Care | 70,000 | 70,000 |
| | | **TOTAL PERSONNEL BENEFITS** | | **125,000** |

## SUPPLIES

| | | | |
|---|---|---|---|
| 19.519.900.31 | Office Supplies | Provides general operating supplies /Citywide | 750 |
| 19.519.900.35 | Small Tools & Equipment | Provides for small non-capitalized items / Citywide | - |
| 19.519.900.36 | Small Assets/IT | Provides for non-capitalized IT/Software / Citywide | 5,000 |
| | | **TOTAL SUPPLIES** | **5,750** |

## OTHER SERVICES & CHARGES

| | | | | |
|---|---|---|---|---|
| 19.519.900.41 | Professional Services | IT Services - City of Puyallup | $ 18,500 | 22,600 |
| | | Website Hosting/Sitecrafting | $ 600 | |
| | | Optional: Website Upgrade | $ 1,500 | |
| | | | $ - | |
| | | Code Publishing | $ 1,500 | |
| | | Municipal Research & Svcs | $ 500 | |
| | | | $ 22,600 | |
| 19.519.900.42 | Communication | Integra Telecom | $ 950 | 4,925 |
| | | CenturyLink (Qwest) | $ 2,475 | |
| | | Pitney Bowes/Postage | $ 1,500 | |
| | | | $ 4,925 | |
| 19.519.900.45 | Operating Rentals/Leases | Copier - Lease | $ 1,900 | 3,920 |
| | | Pitney Bowes/Postage Machine | $ 700 | |
| | | Offsite Storage/Archives | $ 1,320 | |
| | | | $ 3,920 | |
| 19.519.900.46 | Insurance | WCIA Liability Insurance | $ 84,000 | 85,172 |
| | | LEOFF-Long Term Care Insur/Unum | $ 1,172 | |
| | | | $ - | |
| | | | $ 85,172 | |
| 19.519.900.47 | Public Utility Services | PC Sewer | $ 500 | 3,300 |
| | | City of Milton | $ 2,000 | |
| | | PSE | $ 800 | |
| | | | $ 3,300 | |

| Account No. | Title | Description | | | 2013 DEPT REQUEST |
|---|---|---|---|---|---|
| 19.519.900.48 | Repair & Maintenance | FTR Annual Maintenance | $ | 700 | 22,300 |
| | | Unanticipated R&M, Phones, Sound, etc | $ | 2,100 | |
| | | Springbrook - Annual Maint | $ | 18,000 | |
| | | Copier - Maint & Usage | $ | 1,500 | |
| | | | $ | - | |
| | | | $ | 22,300 | |
| 19.519.901.49 | Miscellaneous | ***Membership/Dues (Citywide):*** | | | |
| | | Rainier Communication Commission (RCC) Dues | $ | 4,500 | 17,010 |
| | | *budget for 1/2 year only | | | |
| | | Puget Sound Regional Council (PSRC) | $ | 2,200 | |
| | | Pierce County Regional Council (PCRC) | $ | 200 | |
| | | Pierce County Cities & Towns (PCCT) | $ | 50 | |
| | | AWC L&I Retro Prgm Annual Fee | $ | 4,500 | |
| | *chking on ScaTBrd | ... Suburban Cities (SCA) | $ | - | |
| | | AWC Annual Dues | $ | 4,300 | |
| | | Costco Membership | $ | 110 | |
| | | Dept of Gen'l Admin-State Surplus | $ | 1,000 | |
| | | AUSA Membership | $ | 150 | |
| | | | $ | 17,010 | |
| | | ***Other Miscellaneous:*** | | | |
| | | PS Regional Clean Air Assess. | $ | 3,200 | 3,200 |
| | | | $ | - | |
| | | | $ | 3,200 | |
| | | **TOTAL SERVICES & CHARGES** | | | **162,427** |
| | | **INTERGOVERNMENTAL CHARGES** | | | |
| 19.539.300.51 | Intergovernmental | Animal Control | $ | 24,274 | 39,769 |
| 19.519.901.51 | | Voter Registration/Election Fees - PC | $ | 10,000 | |
| 19.519.901.51 | | Voter Registration/Election Fees - KC | $ | 1,500 | |
| 19.598.962.53 | | REET/Surface Water Mgmt | $ | 2,500 | |
| 19.598.960.53 | | REET/Noxious Weeds | $ | 75 | |
| 19.598.961.53 | | REET/King Conservation Dist | $ | 120 | |
| | | 2% Liquor Profits/ to County | $ | 1,300 | |
| | | | $ | 39,769 | |
| | | **EQUIPMENT / FIXED ASSETS** | | | |
| 19.519.900.6x | Capital / Fixed Assets | Reserve for Computer Replacement | $ | 10,000 | 10,000 |
| | | (Incl misc upgrades & License renewals) | | | |
| | | Reserve for Phone System Replacement | $ | - | |
| | | | $ | - | |
| | | | $ | 10,000 | |
| | | **INTERFUND TRANSFERS / OTHER** | | | |
| 19.597.501.00 | | Transfer Out - Vehicle Repair & Maint | $ | - | 345,100 |
| 19.597.002.00 | | Transfer Out - Fire/EMS Fund | $ | 100,000 | |
| 19.597.101.00 | | Transfer Out - Street Fund | $ | 220,000 | |
| 00.581.200.79 | | Interfund Loan Payment/Principal - Electric Utility | $ | 24,700 | |
| 00.581.200.89 | | Interfund Loan Payment/Interest - Electric Utility | $ | 400 | *estimated |
| | | | $ | 345,100 | |

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| **001.19.517.900.xx** | | **Non-Departmental / Employee Wellness** | | **$ 1,000** |
| | | **SUPPLIES** | | |
| 19.517.900.31 | Office Supplies | Quarterly Wellness Programs | | 1,000 |
| | | Monthly Employee Incentives | | - |
| | | Special Events - Incentives | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | 1,000 |
| 19.517.900.35 | Small Tools & Equipment | | | - |
| | | **TOTAL SUPPLIES** | | **1,000** |
| | | **OTHER SERVICES & CHARGES** | | |
| 19.517.900.41 | Professional Services | Quarterly Speakers/Presentations | $ - | - |
| | | | $ - | |
| | | | $ - | |
| 19.517.900.49 | Miscellaneous | ***Other Miscellaneous:*** | | |
| | | Training / Registration | $ - | - |
| | | | $ - | |
| | | | $ - | |
| | | ***Other Miscellaneous:*** | | |
| | | Quarterly Newsletters | $ - | - |
| | | | $ - | |
| | | | $ - | |
| | | **TOTAL SERVICES & CHARGES** | | - |

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## 2013 BUDGET WORKSHEET SUMMARY
## 21 - POLICE DEPARTMENT

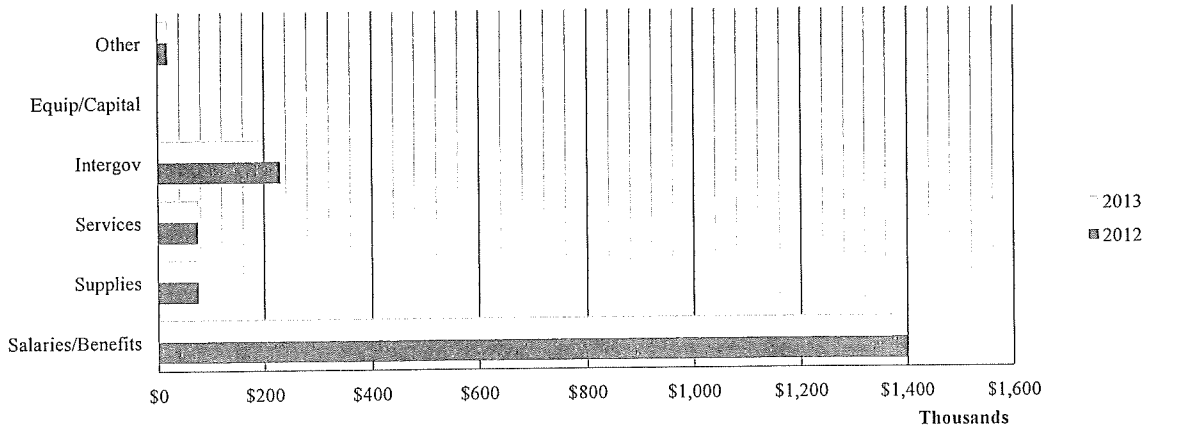
| | GL Acct# | Prior Years 2010 Actual | Prior Years 2011 Actual | 2012 FTE | 2012 Amended | 2012 Projected Actual | 2013 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | |
| Salaries and Wages | 521-100-11 | $ 876,677 | $ 873,180 | 1.00 | $ 949,999 | $ 950,000 | 1.00 | $ 894,998 |
| Overtime | 521-100-12 | 83,543 | 55,362 | | 40,000 | 52,487 | | 35,000 |
| Personnel Benefits | 521-100-21 | 333,138 | 379,999 | | 378,109 | 400,000 | | 434,642 |
| Uniforms | 521-100-22 | 15,152 | 12,808 | | 25,750 | 16,900 | | 19,250 |
| Employee Contribution Medical | 521-100-28 | - | - | | (13,163) | (13,920) | | (12,850) |
| *Subtotal - Salaries/Benefits* | | $ 1,308,511 | $ 1,321,349 | | $ 1,380,695 | $ 1,405,467 | | $ 1,371,040 |
| Operating Supplies | 521-100-31 | 3,890 | 15,964 | | 14,500 | 12,075 | | 12,000 |
| Fuel | 521-100-32 | 40,128 | 46,598 | | 45,000 | 50,000 | | 50,000 |
| Small Tools and Equipment | 521-100-35 | 3,655 | 4,597 | | 6,000 | 2,580 | | 3,500 |
| Small Assets/IT | 521-100-36 | - | - | | - | 4,200 | | 1,500 |
| Professional Services | 521-100-41 | 9,153 | 7,979 | | 7,825 | 2,139 | | 5,900 |
| Communication | 521-100-42 | 17,419 | 18,682 | | 18,100 | 17,050 | | 16,200 |
| Travel | 521-100-43 | 480 | 1,899 | | 3,000 | 2,460 | | 140 |
| Advertising | 521-100-44 | - | - | | - | - | | - |
| Equipment Leases | 521-100-45 | 2,434 | 2,423 | | 1,920 | 2,607 | | 3,050 |
| Utilities | 521-100-47 | 2,393 | 3,524 | | 3,350 | 2,982 | | 4,350 |
| Repairs and Maintenance | 521-100-48 | 25,732 | 42,534 | | 38,330 | 37,000 | | 37,300 |
| Misc/Other Exp | 521-100-49 | 3,919 | 7,749 | | - | 3,500 | | 3,500 |
| Machinery and Equipment | 521-100-64 | 1,444 | 2,297 | | - | - | | - |
| Misc/Dues & Memberships | 521-101-49 | - | - | | 2,830 | 3,389 | | 4,480 |
| Misc/Trng, Registrations | 521-102-49 | - | - | | 600 | 9,500 | | 1,550 |
| Small Assets/IT (Grant) | 521-200-36 | - | - | | - | 412 | | - |
| Capital Lease-Vehicle | 521-200-66 | 19,680 | 19,083 | | - | - | | - |
| Ammunition | 521-400-31 | 8,499 | 2,314 | | 11,000 | 8,000 | | 8,000 |
| Intergov. Jail Services | 523-600-51 | 80,724 | 105,962 | | 98,000 | 94,000 | | 81,000 |
| Training Supplies | 525-400-31 | 244 | - | | - | - | | - |
| Intergovt. Dispatch Services | 528-600-51 | 102,194 | 152,631 | | 132,000 | 132,000 | | 115,000 |
| LOCAL Financing-Principal | 591-100-78 | - | - | | 16,836 | 16,836 | | 17,514 |
| LOCAL Financing-Interest | 592-100-81 | - | - | | 3,067 | 3,067 | | 2,390 |
| Transfer Out - Vehicle R&M | 597-501-00 | - | 104 | | - | 100 | | - |
| **TOTAL EXPENDITURES** | | **$ 1,630,500** | **$ 1,755,690** | | **$ 1,783,053** | **$ 1,809,364** | | **$ 1,738,414** |

| | | |
|---|---|---|
| Discretionary | 11.6% | $ 201,370 |
| Non-Discretionary | 88.4% | $ 1,537,044 |
| | | $ 1,738,414 |

| 2013 Proposed Staffing: | | FTE | 2013 Salary* | 2013 Est. Benefits* | 2013 TTL Comp |
|---|---|---|---|---|---|
| Police Chief | Exempt | 1.00 | $ 96,960 | $ 31,935 | $ 128,895 |
| Lieutenant | Exempt | 1.00 | $ 91,520 | $ 39,007 | $ 130,528 |
| Sergeant | S-4 | 1.00 | $ 85,626 | $ 38,248 | $ 123,874 |
| Detective | P-5 | - | $ - | $ - | $ - |
| Officers | P-5 | 6.00 | $ 395,167 | $ 195,281 | $ 590,448 |
| Officers | P-4 | 1.00 | $ 61,092 | $ 35,085 | $ 96,177 |
| Officers | P-2 | 1.00 | $ 55,416 | $ 34,354 | $ 89,770 |
| Code Enforcement | P-3 | 1.00 | $ 58,200 | $ 3,050 | $ 61,250 |
| Police Clerk | IBEW 13-E | 1.00 | $ 51,016 | $ 17,112 | $ 68,129 |
| | | 12.50 | $ 894,998 | $ 394,072 | $ 1,289,070 |

* 1.0 FTE funded through CJ Fund

*Sal/Ben Allocated to General Fund



NOTES:

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| **001.21.521.xxx.xx** | | **POLICE DEPARTMENT** | | **$ 1,738,414** |
| | | **SALARIES AND WAGES** | | |
| 21.521.100.11 | Salaries & Wages | 1.00 Chief of Police | | 96,960 |
| | | 1.00 Lieutenant | | 91,520 |
| | | 1.00 Sergeant | | 85,626 |
| | | - Detective (funded through CJ Fund) | | - |
| | | 8.00 Officers | | 511,675 |
| | | 1.00 Police Clerk | | 51,016 |
| | | 1.00 Code Enforcement | | 58,200 |
| | | - Evidence Technician | | - |
| | | 13.00 FTE | | |
| 21.521.100.12 | Overtime | Provides for overtime as necessary | | 35,000 |
| | | **TOTAL SALARIES** | | **929,998** |
| | | **PERSONNEL BENEFITS** | | |
| 21.521.100.21 | Personnel Benefits | Provides for personnel benefits for the Police Dept; Includes: Social Security, Medicare and L&I Medical, Dental, Vision, Life, Pension, VEBA | | 434,642 |
| 21.521.100.22 | Uniforms | Provides for uniform issue/replacement | | 19,250 |
| 21.521.100.28 | Employee Medical Contribution | Employee's share of health insurance premium | | (12,850) |
| | | **TOTAL PERSONNEL BENEFITS** | | **441,043** |
| | | **SUPPLIES** | | |
| 21.521.100.31 | Operating Supplies | Provides general operating supplies for Police | | 12,000 |
| | | Ammunition | | 8,000 |
| 21.521.100.32 | Fuel | Provides fuel for misc. departmental travel | | 50,000 |
| 21.521.100.35 | Small Tools & | Provides for small non-capitalized items | | 3,500 |
| 21.521.100.36 | Equipment | Small Assets/IT | | 1,500 |
| | | **TOTAL SUPPLIES** | | **75,000** |
| | | **OTHER SERVICES & CHARGES** | | |
| 21.521.100.41 | Professional Services | Public Safety Testing | $ 500 | 5,900 |
| | | WESCOM Communications (radar) | $ 1,500 | |
| | | Polygraph Services | $ 500 | |
| | | 2 Watch Monitoring (probation) | $ - | |
| | | Towing Services | $ 3,200 | |
| | | Shredding Services | $ 200 | |
| | | | $ - | |
| | | | $ 5,900 | |

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| 21.521.100.42 | Communication | Integra Telecom | $ 3,200 | 16,200 |
| | | Verizon Wireless | $ 13,000 | |
| | | Cook Paging | $ - | |
| | | City of Fife | $ - | |
| | | | $ 16,200 | |
| 21.521.100.43 | Travel | Misc. travel and mileage | $ 140 | 140 |
| | | WASPC - Spring | $ - | |
| | | WASPC - Fall | $ - | |
| | | IACP | $ - | |
| | | | $ - | |
| | | | $ 140 | |
| 21.521.100.44 | Advertising | | $ - | - |
| | | | $ - | |
| | | | $ - | |
| 21.521.100.45 | Operating Rentals/Leases | Copier (CIT Technology) | $ 1,850 | 3,050 |
| | | Tablet computers (13) @ $5k per year | $ - | |
| | | Radio Equip/Lease | $ 1,200 | |
| | | | $ 3,050 | |
| 21.521.100.46 | Insurance | WCIA Insurance Allocation | $ - | - |
| | | (See CJ Fund) | $ - | |
| 21.521.100.47 | Public Utility Services | PC Sewer | $ 150 | 4,350 |
| | | City of Milton | $ 4,000 | |
| | | PSE | $ 200 | |
| | | | $ 4,350 | |
| 21.521.100.48 | Repair & Maintenance | Copier (Preferred Copier) | $ 450 | 37,300 |
| | | Vehicle R&M | $ 36,000 | |
| | | Puget Sound Instrument (Radio Equip) | $ 850 | |
| | | | $ - | |
| | | | $ 37,300 | |
| 21.521.100.49 | Miscellaneous | ***Membership/Dues:*** | | |
| | | Lexipol LLC | $ 2,450 | 4,480 |
| | | WASC (3) | $ 180 | |
| | | IACP | $ 100 | |
| | | FBI/LEEDA | $ 100 | |
| | | Cascade Shooting Range | $ 1,650 | |
| | | OTOA (SWAT pays) | $ - | |
| | | | $ 4,480 | |
| | | ***Training/Conferences-Registration:*** | | |
| | | WASPC - Spring | $ - | 1,550 |
| | | WASPC - Fall | $ - | |
| | | Misc local training | $ 300 | |
| | | Labor Relations (LRI) | $ - | |
| | | Academy Training Classes | $ 1,250 | |
| | | | $ 1,550 | |
| | | ***Other Miscellaneous:*** | | |
| | | Other Misc. Exp | $ 3,500 | 3,500 |
| | | | $ - | |
| | | | $ - | |
| | | | $ 3,500 | |
| | | **TOTAL SERVICES & CHARGES** | | **76,470** |

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| **INTERGOVERNMENTAL CHARGES** | | | | |
| 21.523.600.51 | Intergovernmental | **Jail Services:** | | 196,000 |
| | | City of Fife | $ 81,000 | |
| | | City of Puyallup | $ - | |
| | | City of Buckley | $ - | |
| | | Pierce County | $ - | |
| | | Other | $ - | |
| | | | $ - | |
| | | | $ 81,000 | |
| 21.528.600.51 | | **Dispatch Services:** | | |
| | | City of Puyallup | $ - | |
| | | City of Fife | $ 115,000 | |
| | | | $ 115,000 | |
| **EQUIPMENT / FIXED ASSETS** | | | | |
| 21.521.100.6x | Capital / Fixed Assets | | $ - | - |
| | | | $ - | |
| | | | $ - | |
| | | | $ - | |
| **INTERFUND TRANSFERS / OTHER** | | | | |
| 21.597.501.00 | | Transfer Out - Vehicle Repair & Maint | $ - | - |
| 21.521.200.95 | | Interfund Rental | $ - | |
| | | | $ - | |
| | | | $ - | |
| **DEBT SERVICE** | | | | |
| 21.521.100.6x | | LOCAL Financing Program/Principal | $ 17,514 | 19,903 |
| | | LOCAL Financing Program/Interest | $ 2,390 | |
| | | | $ - | |
| | | | $ 19,903 | |

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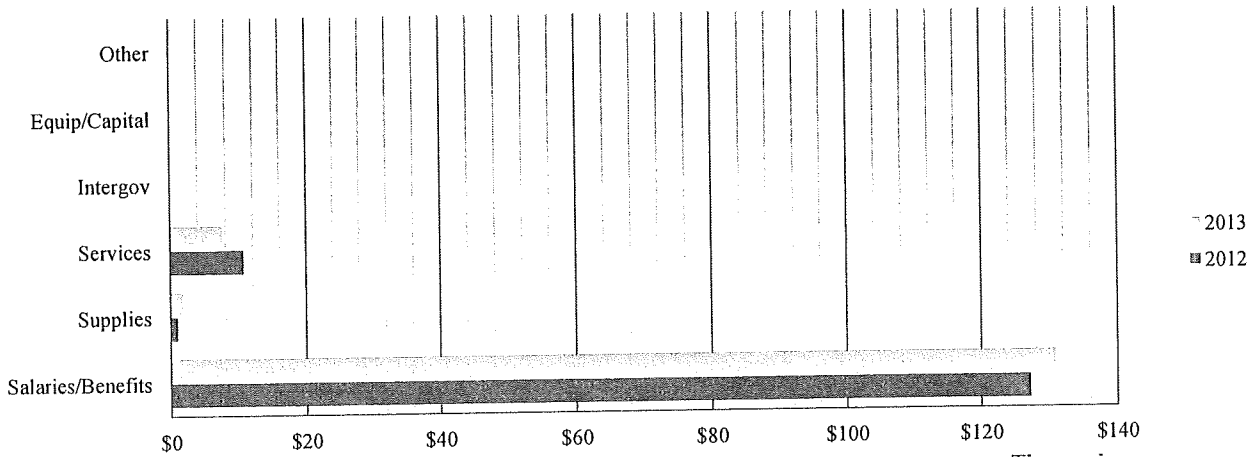
# 2013 BUDGET WORKSHEET SUMMARY
# 24 - BUILDING DEPARTMENT

| | GL Acct# | Prior Years 2010 Actual | Prior Years 2011 Actual | 2012 FTE | 2012 Amended | 2012 Projected Actual | 2013 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES:** | | | | | | | | |
| Salaries and Wages | 524-100-11 | $ 76,730 | $ 82,676 | 1.10 | $ 88,099 | $ 88,197 | 1.10 | $ 88,352 |
| Overtime | 524-100-12 | - | - | | - | - | | - |
| Personnel Benefits | 524-100-21 | 31,793 | 34,833 | | 39,941 | 40,692 | | 44,573 |
| Uniforms | 524-100-22 | - | - | | - | - | | 200 |
| Unemployment Benefits | 524-100-24 | 11,782 | - | | - | - | | - |
| Employee Contribution Medical | 524-100-28 | - | - | | (823) | (806) | | (2,364) |
| *Subtotal - Salaries/Benefits* | | $ 120,306 | $ 117,508 | | $ 127,217 | $ 128,083 | | $ 130,761 |
| Office and Operating Supplies | 524-100-31 | 3 | 832 | | 400 | 150 | | 1,100 |
| Fuel | 524-100-32 | 502 | 597 | | 400 | 341 | | 400 |
| Small Tools & Equipment | 524-100-35 | - | - | | 300 | - | | 300 |
| Professional Services | 524-100-41 | - | - | | 7,000 | - | | 3,500 |
| Communications | 524-100-42 | 327 | 485 | | 575 | 382 | | 450 |
| Travel | 524-100-43 | - | 601 | | 600 | 27 | | 600 |
| Advertising | 524-100-44 | - | - | | - | - | | - |
| Operating Rentals and Leases | 524-100-45 | 769 | 502 | | 490 | 506 | | 490 |
| Public Utility Services | 524-100-47 | 491 | 697 | | 850 | 753 | | 850 |
| Repairs and Maintenance | 524-100-48 | 327 | 436 | | 600 | 390 | | 500 |
| Misc/Other Exp | 524-100-49 | 575 | 1,490 | | - | - | | - |
| Machinery and Equipment | 524-100-64 | - | - | | - | - | | - |
| Misc/Dues & Memberships | 524-101-49 | - | - | | 95 | 95 | | 95 |
| Misc/Trng, Registrations | 524-102-49 | - | - | | 525 | 525 | | 1,025 |
| Transfer Out - Vehicle R&M | 597-501-00 | - | 2,407 | | - | 106 | | 400 |
| **TOTAL EXPENDITURES:** | | **$ 123,300** | **$ 125,555** | | **$ 139,052** | **$ 131,360** | | **$ 140,471** |

| | | |
|---|---|---|
| Discretionary | 6.4% | $ 9,060 |
| Non-Discretionary | 93.6% | $ 131,411 |
| | | $ 140,471 |

| 2013 Proposed Staffing: | | FTE | 2013 Salary* | 2013 Est. Benefits* | 2013 TTL Comp |
|---|---|---|---|---|---|
| Building Official | IBEW 23-E | 1.00 | $ 83,097 | $ 40,472 | $ 123,569 |
| PW Admin Assistant | IBEW 14-E | 0.10 | $ 5,255 | $ 1,737 | $ 6,992 |
| | | **1.10** | $ 88,352 | $ 42,209 | $ 130,561 |

*Sal/Ben Allocated to General Fund



NOTES:

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| **001.24.524.xxx.xx** | | **BUILDING DEPARTMENT** | | **$ 140,471** |
| | | **SALARIES AND WAGES** | | |
| | | | *Total FTE Cost* | *Building* |
| 24.524.100.11 | Salaries & Wages | 1.00 Building Official | 83,097 | 83,097 |
| | | 0.10 PW Admin Assistant | 52,548 | 5,255 |
| | | - | - | - |
| | | 1.10 FTE | | |
| 24.524.100.12 | Overtime | Provides for overtime as necessary | - | - |
| | | **TOTAL SALARIES** | **135,645** | **88,352** |
| | | **PERSONNEL BENEFITS** | | |
| | | | *Total FTE Cost* | *Building* |
| 24.524.100.21 | Personnel Benefits | Includes: Social Security, Medicare and L&I Medical, Dental, Vision, Life, Pension | 61,212 | 44,573 |
| 24.524.100.22 | Uniforms | Provides for the issue & replacement of uniforms | | 200 |
| 24.524.100.28 | Employee Medical Contribution | Employee's share of health insurance premium | (2,571) | (2,364) |
| | | **TOTAL PERSONNEL BENEFITS** | **58,641** | **42,409** |
| | | **SUPPLIES** | | |
| 24.524.100.31 | Operating Supplies | Provides general operating supplies for Building **incl Code Book updates, $700* | | 1,100 |
| 24.524.100.32 | Fuel | Provides fuel for misc. departmental travel | | 400 |
| 24.524.100.35 | Small Tools & Equipment | Provides for small non-capitalized items | | 300 |
| | | **TOTAL SUPPLIES** | | **1,800** |
| | | **OTHER SERVICES & CHARGES** | | |
| 24.524.100.41 | Professional Services | Contract Services-City of Fife<br>*coverage for VL/SL - Dana | $ 3,500<br>$ -<br>$ -<br>$ 3,500 | 3,500 |
| 24.524.100.42 | Communication | Integra Telecom<br>Verizon Wireless | $ 200<br>$ 250<br>$ -<br>$ 450 | 450 |
| 24.524.100.43 | Travel | Misc. travel and mileage | $ 600<br>$ -<br>$ -<br>$ -<br>$ 600 | 600 |
| 24.524.100.44 | Advertising | | $ -<br>$ -<br>$ -<br>$ - | - |

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| 24.524.100.45 | Operating Rentals/Leases | Copier Lease | $ 490<br>$ -<br>$ -<br>$ 490 | 490 |
| 24.524.100.47 | Public Utility Services | PC Sewer<br>City of Milton | $ 150<br>$ 700<br>$ -<br>$ 850 | 850 |
| 24.524.100.48 | Repair & Maintenance | Copier - Maint & Usage | $ 500<br>$ -<br>$ -<br>$ -<br>$ 500 | 500 |
| 24.524.100.49 | Miscellaneous | ***Membership/Dues:***<br>WABO - Membership | $ 95<br>$ -<br>$ -<br>$ 95 | 95 |
| | | ***Training/Conferences:***<br>WABO - Conference<br>Misc travel/Training | $ 525<br>$ 500<br>$ -<br>$ -<br>$ 1,025 | 1,025 |
| | | ***Other Miscellaneous:***<br>Outside Printing | $ -<br>$ -<br>$ -<br>$ - | - |
| | | **TOTAL SERVICES & CHARGES** | | **7,510** |
| | | **INTERGOVERNMENTAL CHARGES** | | |
| 24.524.100.51 | Intergovernmental | | $ -<br>$ -<br>$ -<br>$ - | - |
| | | **EQUIPMENT / FIXED ASSETS** | | |
| 24.524.100.6x | Capital / Fixed Assets | | $ -<br>$ -<br>$ -<br>$ - | - |
| | | **INTERFUND TRANSFERS / OTHER** | | |
| 24.597.501.00<br>24.524.200.95 | | Transfer Out - Vehicle Repair & Maint<br>Interfund Rental | $ 400<br>$ -<br>$ -<br>$ 400 | 400 |

# 2013 BUDGET WORKSHEET SUMMARY
# 32 - ENGINEERING DEPARTMENT

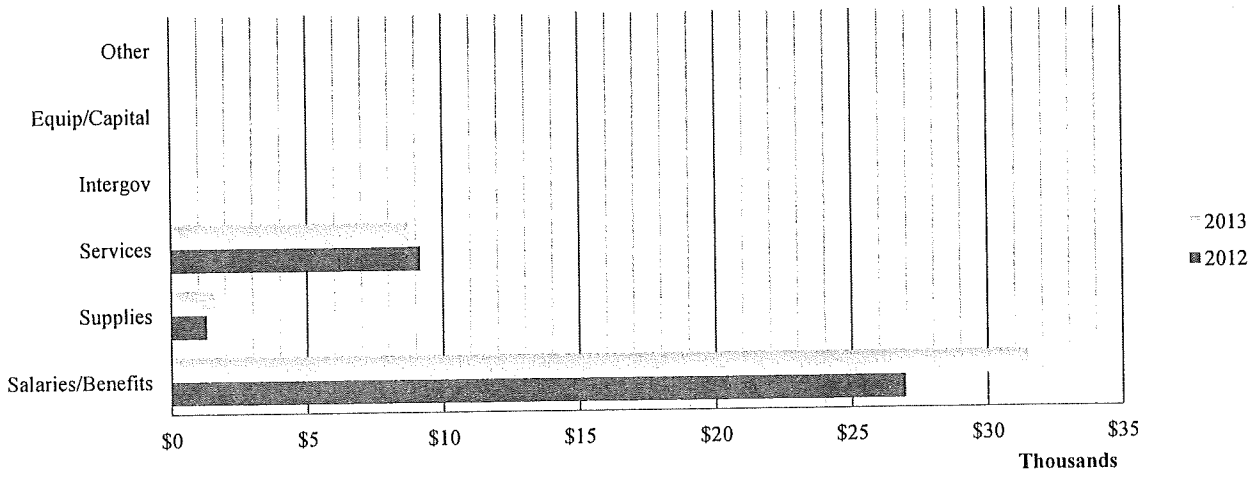
| | GL Acct# | Prior Years 2010 Actual | Prior Years 2011 Actual | 2012 FTE | 2012 Amended | 2012 Projected Actual | 2013 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES:** | | | | | | | | |
| Salaries and Wages | 532-100-11 | $ 14,305 | $ 14,733 | 0.30 | $ 19,953 | $ 19,893 | 0.40 | $ 23,092 |
| Overtime and Other Wages | 532-100-12 | - | 3 | | - | 105 | | 200 |
| Personnel Benefits | 532-100-21 | 4,508 | 4,702 | | 7,165 | 6,815 | | 8,501 |
| Employee Contribution Medical | 532-100-28 | - | - | | (142) | (132) | | (315) |
| *Subtotal - Salaries/Benefits* | | $ 18,813 | $ 19,438 | | $ 26,976 | $ 26,680 | | $ 31,478 |
| Office and Operating Supplies | 532-100-31 | 298 | 398 | | 1,000 | 1,033 | | 1,000 |
| Fuel | 532-100-32 | 61 | 108 | | 120 | 346 | | 400 |
| Small Tools and Equipment | 532-100-35 | - | - | | 200 | - | | 200 |
| Professional Services | 532-100-41 | 3,139 | 390 | | 4,000 | - | | 4,000 |
| Communication | 532-100-42 | 242 | 282 | | 300 | 300 | | 310 |
| Travel | 532-100-43 | 673 | 764 | | 2,340 | 1,360 | | 2,220 |
| Advertising | 532-100-44 | 21 | 238 | | 200 | - | | 200 |
| Operating Rentals and Leases | 532-100-45 | 601 | 50 | | 50 | 73 | | 50 |
| Repairs and Maintenance | 532-100-48 | 187 | 52 | | 90 | 56 | | 75 |
| Misc/Other Exp | 532-100-49 | 1,143 | 844 | | 200 | - | | 200 |
| Machinery and Equipment | 532-100-64 | - | - | | - | - | | - |
| Misc/Dues & Memberships | 532-101-49 | - | - | | 300 | 456 | | 300 |
| Misc/Trng, Registrations | 532-102-49 | - | - | | 1,700 | 1,308 | | 1,400 |
| **TOTAL EXPENDITURES** | | **$ 25,178** | **$ 22,562** | | **$ 37,476** | **$ 31,611** | | **$ 41,833** |

| | | |
|---|---|---|
| Discretionary | 25.2% | $ 10,555 |
| Non-Discretionary | 74.8% | $ 31,278 |
| | | $ 41,833 |

| 2013 Proposed Staffing: | | FTE | 2013 Salary* | 2013 Est. Benefits* | 2013 TTL Comp |
|---|---|---|---|---|---|
| PW Director | Exempt | 0.10 | $ 9,696 | $ 3,340 | $ 13,036 |
| PW Admin Assistant | IBEW 14-E | 0.20 | $ 10,510 | $ 3,474 | $ 13,984 |
| PW Admin Assistant | IBEW 14-E | 0.05 | $ 2,706 | $ 1,267 | $ 3,973 |
| 1 Month Staffing Overlap** | IBEW 14-A | 0.05 | $ 180 | $ 105 | $ 285 |
| | | **0.40** | $ 23,092 | $ 8,186 | $ 31,278 |

**Retirement Replacement Training

*Sal/Ben Allocated to General Fund



NOTES:

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| **001.32.532.xxx.xx** | | **ENGINEERING DEPARTMENT** | | **$ 41,833** |
| | | **SALARIES AND WAGES** | *Total FTE Cost* | *Engineering* |
| 32.532.100.11 | Salaries & Wages | 0.10 PW Director | 96,960 | 9,696 |
| | | 0.20 PW Admin Assistant | 52,548 | 10,510 |
| | | 0.05 PW Admin Assistant/Operations | 54,124 | 2,706 |
| | | - J.Llunggren replacement training (1 mo.) | - | 180 |
| | | 0.35 FTE | | |
| 32.532.100.12 | Overtime | Provides for overtime as necessary | 200 | 200 |
| | | **TOTAL SALARIES** | **203,832** | **23,292** |
| | | **PERSONNEL BENEFITS** | *Total FTE Cost* | *Engineering* |
| 32.532.100.21 | Personnel Benefits | Includes: Social Security, Medicare and L&I Medical, Dental, Vision, Life, Pension | 79,562 | 8,501 |
| 32.532.100.28 | Employee Medical Contribution | Employee's share of health insurance premium | (2,651) | (315) |
| | | **TOTAL PERSONNEL BENEFITS** | **76,911** | **8,187** |
| | | **SUPPLIES** | | |
| 32.532.100.31 | Office Supplies | Provides general operating supplies for Engineering | | 1,000 |
| 32.532.100.32 | Fuel | Provides fuel for misc. departmental travel | | 400 |
| 32.532.100.35 | Small Tools & Equipment | Provides for small non-capitalized items | | 200 |
| | | **TOTAL SUPPLIES** | | **1,600** |
| | | **OTHER SERVICES & CHARGES** | | |
| 32.532.100.41 | Professional Services | On-Call Engineering | $ 4,000<br>$ -<br>$ -<br>$ -<br>$ 4,000 | 4,000 |
| 32.532.100.42 | Communication | Integra Telecom<br>Verizon Wireless | $ 200<br>$ 110<br>$ -<br>$ 310 | 310 |
| 32.532.100.43 | Travel | APWA/Spring<br>APWA/Fall<br>Labor Resource Institute (LRI)<br>ICS<br>Misc. travel and mileage/training | $ 635<br>$ 670<br>$ 575<br>$ 200<br>$ 140<br>$ -<br>$ 2,220 | 2,220 |
| 32.532.100.44 | Advertising | Advertising as needed | $ 200<br>$ -<br>$ -<br>$ 200 | 200 |

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| 32.532.100.45 | Operating Rentals/Leases | Copier Lease | $ 50<br>$ -<br>$ -<br>$ 50 | 50 |
| 32.532.100.48 | Repair & Maintenance | Copier - Maint. & Usage | $ 75<br>$ -<br>$ -<br>$ 75 | 75 |
| 32.532.100.49 | Miscellaneous | ***Membership/Dues:*** | | |
| | | APWA | $ 300<br>$ -<br>$ -<br>$ 300 | 300 |
| | | ***Training/Conferences:*** | | |
| | | APWA/Spring | $ 450 | 1,400 |
| | | APWA/Fall | $ 450 | |
| | | LRI | $ 250 | |
| | | ICS | $ 250 | |
| | | Misc Training | $ - | |
| | | | $ 1,400 | |
| | | ***Other Miscellaneous:*** | | |
| | | Recording Fees | $ 200<br>$ -<br>$ -<br>$ 200 | 200 |
| | | **TOTAL SERVICES & CHARGES** | | **8,755** |
| | | **INTERGOVERNMENTAL CHARGES** | | |
| 32.532.100.51 | Intergovernmental | | $ -<br>$ -<br>$ -<br>$ - | - |
| | | **EQUIPMENT / FIXED ASSETS** | | |
| 32.532.100.6x | Capital / Fixed Assets | | $ -<br>$ -<br>$ -<br>$ - | - |
| | | **INTERFUND TRANSFERS / OTHER** | | |
| 32.597.501.00 | | Transfer Out - Vehicle Repair & Maint | $ - | - |
| 32.532.200.95 | | Interfund Rental | $ -<br>$ -<br>$ - | |

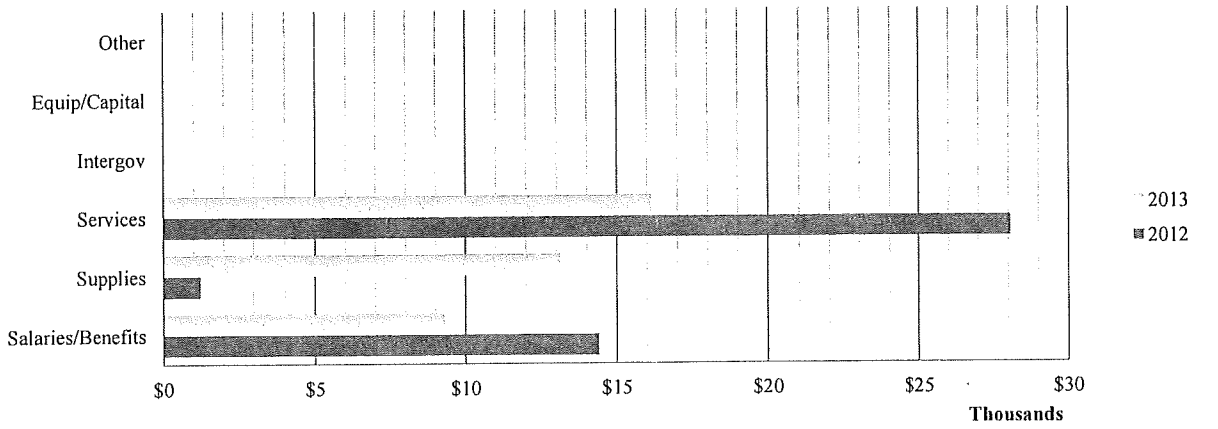
# 2013 BUDGET WORKSHEET SUMMARY
# 55 - ACTIVITY/SENIOR CENTER

| | GL Acct# | Prior Years 2010 Actual | Prior Years 2011 Actual | 2012 FTE | 2012 Amended | 2012 Projected Actual | 2013 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | |
| **Senior Center:** | | | | | | | | |
| Salaries & Wages-SC | 555-100-11 | $ 32,618 | $ 22,221 | - | $ - | $ - | 0.06 | $ 2,597 |
| Personnel Benefits-SC | 555-100-21 | 20,095 | 13,346 | | - | - | | 1,250 |
| Employee Contribution Medical | 555-100-28 | - | - | | - | - | | (126) |
| *Subtotal - Salaries/Benefits* | | $ 52,713 | $ 35,567 | | $ - | $ - | | $ 3,721 |
| Operating Supplies-SC | 555-100-31 | 2,300 | 1,037 | | 125 | - | | - |
| Professional Services-SC | 555-100-41 | 640 | 19,103 | | 350 | - | | - |
| Communication-SC | 555-100-42 | 193 | 183 | | 200 | 217 | | 200 |
| Insurance-SC | 555-100-46 | - | - | | 1,500 | - | | 1,500 |
| Public Utilities-SC | 555-100-47 | 7,017 | 10,354 | | 9,113 | 11,210 | | 11,178 |
| Repair & Maint-SC | 555-100-48 | - | - | | 1,000 | - | | 1,000 |
| Misc/Other Exp-SC | 555-100-49 | 509 | 235 | | 281 | - | | - |
| **Activity Center:** | | | | | | | | |
| Salaries & Wages-AC | 555-101-11 | - | - | 0.23 | 11,342 | 11,388 | 0.07 | 3,895 |
| Overtime - AC | 555-101-12 | - | - | | - | 185 | | - |
| Personnel Benefits-AC | 555-101-21 | - | - | | 3,128 | 4,304 | | 1,812 |
| Uniforms-AC | 555-101-22 | - | - | | - | 136 | | - |
| Employee Contribution Medical | 555-101-28 | - | - | | (69) | (93) | | (126) |
| *Subtotal - Salaries/Benefits* | | $ - | $ - | | $ 14,401 | $ 15,921 | | $ 5,581 |
| Operating Supplies-AC | 555-101-31 | - | - | | 125 | - | | - |
| Insurance-AC | 555-101-46 | - | - | | 500 | - | | 500 |
| Public Utilities-AC | 555-101-47 | - | - | | 2,038 | 1,776 | | 1,766 |
| Misc/Other Exp-AC | 555-101-49 | - | - | | 94 | - | | - |
| *Community Events:* | | | | | | - | | |
| Parade & Picnic | 573-901-31 | 996 | 3,209 | | 12,900 | 2,200 | | 12,000 |
| Parade & Picnic | 573-901-41 | 1,902 | 8,960 | | - | 10,000 | | - |
| Parade & Picnic | 573-901-42 | 67 | - | | - | - | | - |
| Parade & Picnic | 573-901-45 | 5,435 | 4,197 | | - | 500 | | - |
| Parade & Picnic | 573-901-49 | - | 2,275 | | - | 200 | | - |
| Fall Bazaar | 573-903-31 | - | - | | 500 | 500 | | 500 |
| Tree Lighting | 573-904-31 | - | - | | 600 | 600 | | 600 |
| **TOTAL EXPENDITURES** | | **$ 71,774** | **$ 85,120** | | **$ 43,727** | **$ 43,124** | | **$ 38,546** |

| | | |
|---|---|---|
| Discretionary | 37.1% | $ 14,300 |
| Non-Discretionary | 62.9% | $ 24,246 |
| | | $ 38,546 |

| 2013 Proposed Staffing: | | FTE | 2013 Salary* | 2013 Est. Benefits* | 2013 TTL Comp |
|---|---|---|---|---|---|
| Senior Ctr Coordinator | IBEW 13-E | - | $ - | $ - | $ - |
| Facilities/Maintenance II | IBEW 16-E | 0.06 | $ 3,695 | $ 1,601 | $ 5,297 |
| Facilities/Maintenance I | IBEW 12-B | 0.07 | $ 2,796 | $ 1,258 | $ 4,054 |
| PW Admin Assist | IBEW 14-E | - | $ - | $ - | $ - |
| | | **0.13** | $ 6,492 | $ 2,859 | $ 9,351 |

*Sal/Ben Allocated to Act/Sr Center



NOTES:

| Account No. | Title | Description | | | 2013 DEPT REQUEST |
|---|---|---|---|---|---|
| **001.55.555.xxx.xx** | | **ACTIVITY / SENIOR CENTER** | | | **$ 38,546** |

| | | | *Total Cost* | *Sr Ctr* | *Act Ctr* |
|---|---|---|---|---|---|
| | | **SALARIES AND WAGES** | | | |
| 55.555.100.11 | Salaries & Wages | - Sr. Center Coordinator | - | - | - |
| | | 0.06 Facilities/Maint II | 59,600 | 1,478 | 2,217 |
| | | 0.07 Facilities/Maint I | 41,124 | 1,119 | 1,678 |
| | | 0.10 PW Admin Assistant | - | - | - |
| | | 0.23 FTE | | | |
| 55.555.100.13 | Temporary Salaries | - | - | - | - |
| 55.555.100.12 | Overtime | Provides for overtime as necessary | - | - | - |
| | | **TOTAL SALARIES** | **100,724** | **2,597** | **3,895** |
| | | **PERSONNEL BENEFITS** | *Total Cost* | *Sr Ctr* | *Act Ctr* |
| 55.555.100.21 | Personnel Benefits | Includes: Social Security, Medicare and L&I Medical, Dental, Vision, Life, Pension | 63,622 | 1,250 | 1,812 |
| 55.555.100.28 | Employee Medical Contribution | Employee's share of health insurance premium | (2,736) | (126) | (126) |
| | | **TOTAL PERSONNEL BENEFITS** | **60,885** | **1,124** | **1,686** |
| | | **SUPPLIES** | | *Sr Ctr* | *Act Ctr* |
| 55.555.100.31 | Supplies | Provides general operating supplies for Activity/Sr Center | | - | - |
| 55.555.100.32 | Fuel | Provides fuel for misc. departmental travel | | - | - |
| 55.555.100.35 | Small Tools & Equipment | Provides for small non-capitalized items | | - | - |
| | | **TOTAL SUPPLIES** | - | - | - |
| | | **OTHER SERVICES & CHARGES** | | *Sr Ctr* | *Act Ctr* |
| 55.555.100.41 | Professional Services | Services supporting Sr Center | $ - | $ - | $ - |
| | | | $ - | | |
| | | | $ - | | |
| | | | $ - | | |
| 55.555.100.42 | Communication | Integra Telecom | $ 200 | $ 200 | $ - |
| | | Verizon Wireless | $ 25 | | |
| | | | $ - | | |
| | | | $ 225 | | |
| 55.555.100.46 | Insurance | Insurance allocation | $ 2,000 | $ 1,500 | $ 500 |
| | | | $ - | | |
| | | | $ 2,000 | | |
| 55.555.100.47 | Public Utility Services | PC Sewer | $ 264 | $ 198 | $ 66 |
| | | City of Milton | $ 6,800 | $ 5,100 | $ 1,700 |
| | | PSE - Gas | $ 5,880 | $ 5,880 | $ - |
| | | | $ 12,944 | | |

| Account No. | Title | Description | | | 2013 DEPT REQUEST |
|---|---|---|---|---|---|
| 55.555.100.48 | Repair & Maintenance | Activity Ctr Stove/Oven Maint | $ 1,000 | $ 1,000 | $ - |
| | | *carryover from 2012 | $ - | | |
| | | | $ - | | |
| | | | $ 1,000 | | |
| 55.555.100.49 | Miscellaneous | ***Membership/Dues:*** | | | |
| | | | $ - | | - |
| | | | $ - | | |
| | | | $ - | | |
| | | ***Training/Conferences:*** | | | |
| | | | $ - | | - |
| | | | $ - | | |
| | | | $ - | | |
| | | ***Other Miscellaneous:*** | | | |
| | | Unanticipated expenditures | $ - | $ - | $ - |
| | | | $ - | | |
| | | | $ - | | |
| | | | $ - | | |
| | | **TOTAL SERVICES & CHARGES** | $ 16,169 | **$ 13,878** | **2,266** |
| | | **INTERGOVERNMENTAL CHARGES** | | *Sr Ctr* | *Act Ctr* |
| 55.555.100.51 | Intergovernmental | | $ - | | - |
| | | | $ - | | |
| | | | $ - | | |
| **COMMUNITY EVENTS:** | | | | | |
| 55.573.901.xx | | Milton Days / Parade & Picnic | $ 12,000 | | 13,100 |
| 55.573.903.xx | | Fall Bazaar | $ 500 | | |
| 55.573.904.xx | | Tree Lighting | $ 600 | | |
| | | | $ 13,100 | | |

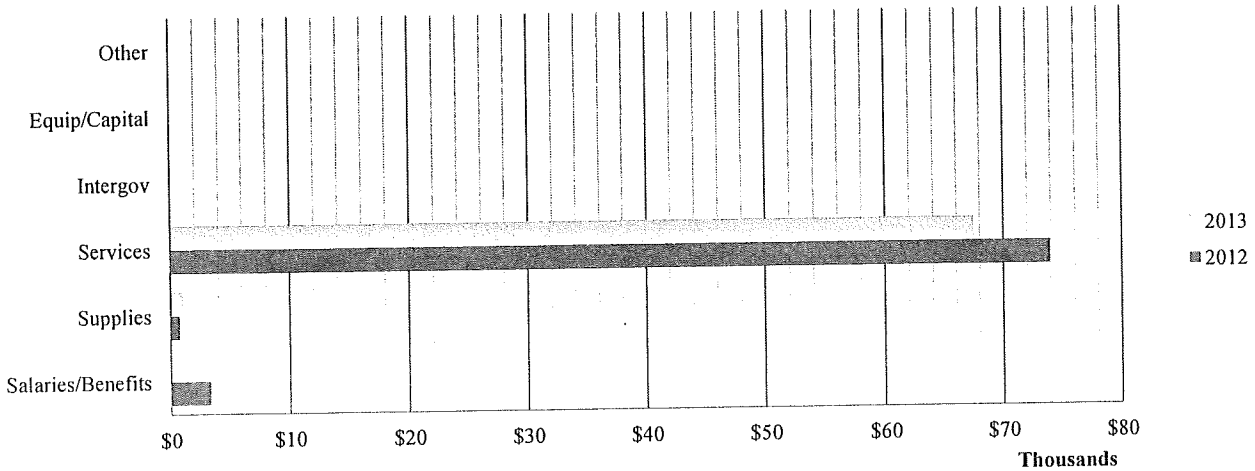
# 2013 BUDGET WORKSHEET SUMMARY
# 58 - PLANNING DEPARTMENT

| | GL Acct# | *Prior Years* 2010 Actual | 2011 Actual | 2012 FTE | 2012 Amended | 2012 Projected Actual | 2013 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | |
| Salaries | 558-100-11 | $ - | $ - | 0.05 | $ 2,501 | $ 2,501 | - | $ - |
| Overtime | 558-100-12 | - | - | | - | - | | - |
| Personnel Benefits | 558-100-21 | - | - | | 882 | 810 | | - |
| Employee Medical Contribution | 558-100-28 | - | - | | (13) | (12) | | - |
| *Subtotal - Salaries/Benefits* | | $ - | $ - | | $ 3,370 | $ 3,299 | | $ - |
| Land Use Application Supplies | 558-100-31 | 101 | 535 | | 800 | 52 | | 800 |
| Fuel | 558-100-32 | - | - | | - | - | | 200 |
| Small Tools & Equipment | 558-100-35 | 69 | 6 | | - | - | | - |
| Professional Services | 558-100-41 | 67,501 | 78,764 | | 71,830 | 74,000 | | 65,618 |
| Communication | 558-100-42 | 13 | - | | - | 32 | | - |
| Travel | 558-100-43 | - | - | | 100 | - | | 100 |
| Operating Rentals and Leases | 558-100-45 | 978 | 502 | | 500 | 1,119 | | 500 |
| Public Utilities Services | 558-100-47 | 491 | 697 | | 800 | 753 | | 800 |
| Repairs & Maintenance | 558-100-48 | 452 | 436 | | 660 | 390 | | 500 |
| Miscellaneous | 558-100-49 | 28 | 63 | | - | 28 | | - |
| Planning-Reimbursable Salaries | 558-800-11 | - | - | | - | - | | - |
| Planning-Reimb Overtime | 558-800-12 | - | - | | - | - | | - |
| Planning-reimb Benefits | 558-800-21 | - | - | | - | - | | - |
| Planning reimb supplies | 558-800-31 | - | - | | - | - | | - |
| Planning-Reimb Prof Svs | 558-800-41 | 6,070 | - | | - | - | | - |
| Planning-Reimb Communication | 558-800-42 | - | - | | - | - | | - |
| Planning-Reimb travel | 558-800-43 | - | - | | - | - | | - |
| Planning-Reimb advertising | 558-800-44 | 220 | - | | - | - | | - |
| Planning-Reimb Rentals & lease | 558-800-45 | 357 | 1,072 | | - | - | | - |
| Planning-Reimb Expenses | 558-800-49 | - | - | | - | - | | - |
| **TOTAL EXPENDITURES** | | **$ 76,280** | **$ 82,076** | | **$ 78,060** | **$ 79,674** | | **$ 68,518** |

| | | |
|---|---|---|
| Discretionary | 3.1% | $ 2,100 |
| Non-Discretionary | 96.9% | $ 66,418 |
| | | $ 68,518 |

| 2013 Proposed Staffing: | | FTE | 2013 Salary* | 2013 Est. Benefits* | 2013 TTL Comp |
|---|---|---|---|---|---|
| PW Admin Assistant | IBEW 14-E | - | $ - | $ - | $ - |
| | | - | $ - | $ - | $ - |
| | | - | $ - | $ - | $ - |

*Sal/Ben Allocated to General Fund



NOTES:

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| **001.58.558.xxx.xx** | | **PLANNING DEPARTMENT** | | **$ 68,518** |
| | | **SALARIES AND WAGES** | *Total FTE Cost* | *Planning* |
| 58.558.100.11 | Salaries & Wages | **0.00** n/a | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - FTE | | |
| 58.558.100.12 | Overtime | Provides for overtime as necessary | - | - |
| | | **TOTAL SALARIES** | - | - |
| | | **PERSONNEL BENEFITS** | *Total FTE Cost* | *Planning* |
| 58.558.100.21 | Personnel Benefits | Includes: Social Security, Medicare and L&I Medical, Dental, Vision, Life, Pension | - | - |
| 58.558.100.28 | Employee Medical Contribution | Employee's share of health insurance premium | - | - |
| | | **TOTAL PERSONNEL BENEFITS** | - | - |
| | | **SUPPLIES** | | |
| 58.558.100.31 | Office Supplies | Provides general operating supplies for Planning | | 800 |
| 58.558.100.32 | Fuel | Provides fuel for misc. departmental travel | | 200 |
| 58.558.100.35 | Small Tools & Equipment | Provides for small non-capitalized items | | - |
| | | **TOTAL SUPPLIES** | | **1,000** |
| | | **OTHER SERVICES & CHARGES** | | |
| 58.558.100.41 | Professional Services | Contract with City of Fife | $ 60,618 | 65,618 |
| | | Gray & Osborne/Consultants | $ 5,000 | |
| | | | $ - | |
| | | Misc Planning Studies | $ - | |
| | | * Comp Plan, Visioning | $ - | |
| | | | $ 65,618 | |
| 58.558.100.42 | Communication | Integra Telecom | $ - | - |
| | | Verizon Wireless | $ - | |
| | | | $ - | |
| | | | $ - | |
| 58.558.100.43 | Travel | Misc. travel and mileage | $ 100 | 100 |
| | | | $ - | |
| | | | $ - | |
| | | | $ 100 | |
| 58.558.100.44 | Advertising | Advertising as needed | $ - | - |
| | | | $ - | |
| | | | $ - | |

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| 58.558.100.45 | Operating Rentals/Leases | Copier - Lease | $ 500<br>$ -<br>$ -<br>$ 500 | 500 |
| 58.558.100.47 | Public Utility Services | PC Sewer<br>City of Milton | $ 100<br>$ 700<br>$ -<br>$ 800 | 800 |
| 58.558.100.48 | Repair & Maintenance | Copier - Maint. & Usage | $ 500<br>$ -<br>$ -<br>$ -<br>$ 500 | 500 |
| 58.558.100.49 | Miscellaneous | ***Membership/Dues:*** | $ -<br>$ -<br>$ -<br>$ - | - |
| | | ***Training/Conferences:*** | $ -<br>$ -<br>$ - | - |
| | | ***Other Miscellaneous:*** | $ -<br>$ -<br>$ -<br>$ - | - |
| | | **TOTAL SERVICES & CHARGES** | | **67,518** |
| | | **INTERGOVERNMENTAL CHARGES** | | |
| 58.558.100.51 | Intergovernmental | | $ -<br>$ -<br>$ -<br>$ - | - |
| | | **EQUIPMENT / FIXED ASSETS** | | |
| 58.558.100.6x | Capital / Fixed Assets | | $ -<br>$ -<br>$ -<br>$ - | - |
| | | **INTERFUND TRANSFERS / OTHER** | | |
| 58.597.501.00<br>58.558.200.95 | | Transfer Out - Vehicle Repair & Maint<br>Interfund Rental | $ -<br>$ -<br>$ -<br>$ - | - |

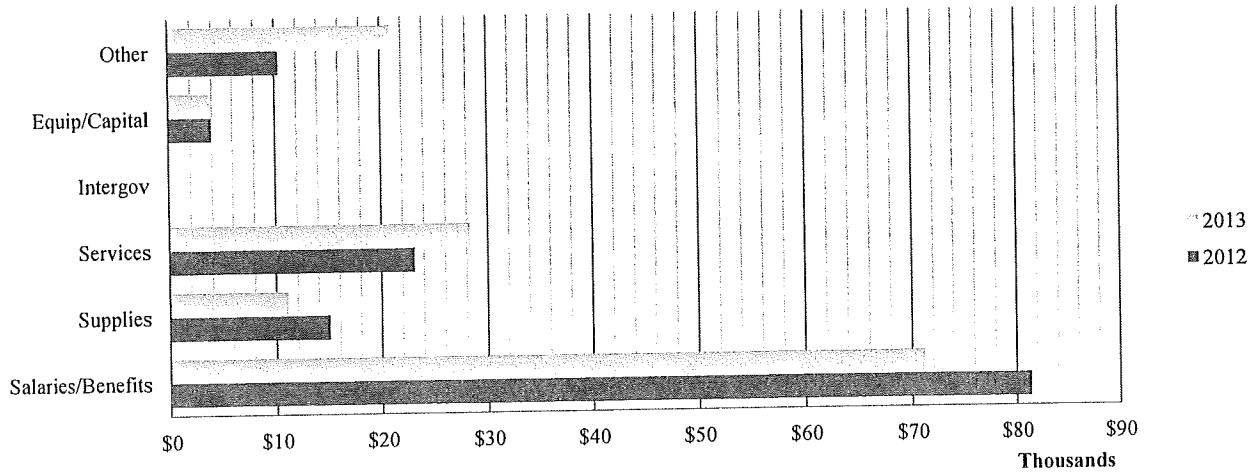
# 2013 BUDGET WORKSHEET SUMMARY
# 76 - PARKS DEPARTMENT

| | GL Acct# | Prior Years 2010 Actual | Prior Years 2011 Actual | 2012 FTE | 2012 Amended | 2012 Projected Actual | 2012 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES:** | | | | | | | | |
| Salaries and Wages | 576-100-11 | $ 54,567 | $ 56,424 | 0.97 | $ 58,397 | $ 51,669 | 0.97 | $ 48,907 |
| Overtime and Other Wages | 576-100-12 | 389 | 832 | | - | 1,414 | | - |
| Personnel Benefits | 576-100-21 | 18,347 | 20,203 | | 22,261 | 20,743 | | 22,098 |
| Uniforms and Clothing | 576-100-22 | 951 | 1,249 | | 1,100 | 1,029 | | 1,100 |
| Employee Contribution Medical | 576-100-28 | - | - | | (321) | (295) | | (949) |
| *Subtotal - Salaries/Benefits* | | $ 74,253 | $ 78,709 | | $ 81,437 | $ 74,559 | | $ 71,156 |
| Office and Operating Supplies | 576-100-31 | 1,829 | 2,716 | | 12,300 | 3,024 | | 8,300 |
| Fuel | 576-100-32 | 2,131 | 2,266 | | 2,300 | 3,391 | | 2,300 |
| Small Tools and Equipment | 576-100-35 | 419 | 1,925 | | 500 | 1,409 | | 500 |
| Professional Services | 576-100-41 | (19) | 238 | | 620 | 243 | | 620 |
| Communication | 576-100-42 | 503 | 549 | | 600 | 387 | | 500 |
| Travel | 576-100-43 | - | 248 | | 150 | - | | 150 |
| Advertising | 576-100-44 | - | 302 | | 100 | 556 | | 300 |
| Operating Rentals and Leases | 576-100-45 | 1,029 | - | | 500 | 214 | | 2,000 |
| Public Utility Service | 576-100-47 | 11,837 | 20,489 | | 16,300 | 14,496 | | 16,300 |
| Repairs and Maintenance | 576-100-48 | 5,736 | 1,346 | | 4,500 | 7,494 | | 8,000 |
| Misc/Other Exp | 576-100-49 | 27 | 642 | | 200 | - | | 200 |
| Machinery and Equipment | 576-100-64 | - | - | | 4,000 | 4,000 | | 3,800 |
| Interfund Rental | 576-100-95 | 5,400 | 5,400 | | 5,400 | 4,629 | | 5,400 |
| Misc/Dues & Memberships | 576-101-49 | - | - | | - | 108 | | - |
| Misc/Trng, Registrations | 576-102-49 | - | - | | 200 | 41 | | 200 |
| Transfer Out - Vehicle R&M | 597-501-00 | - | 19,981 | | 5,000 | 11,015 | | 15,500 |
| **TOTAL EXPENDITURES:** | | **$ 103,145** | **$ 134,810** | | **$ 134,107** | **$ 125,569** | | **$ 135,226** |

| | | |
|---|---|---|
| Discretionary | 32.1% | $ 43,470 |
| Non-Discretionary | 67.9% | $ 91,756 |
| | | $ 135,226 |

| 2013 Proposed Staffing: | | FTE | 2013 Salary* | 2013 Est. Benefits* | 2013 TTL Comp |
|---|---|---|---|---|---|
| Maintenance II | IBEW 16-E | 0.49 | $ 29,085 | $ 11,838 | $ 40,923 |
| Maintenance I | IBEW 12-B | 0.48 | $ 19,822 | $ 8,406 | $ 28,228 |
| Seasonal/960 Hrs | PT/Temp | - | $ - | $ - | $ - |
| Seasonal/960 Hrs | PT/Temp | - | $ - | $ - | $ - |
| | | **0.97** | $ 48,907 | $ 20,244 | $ 69,151 |

*Sal/Ben Allocated to General Fund



NOTES:

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| **001.76.576.xxx.xx** | | **PARKS DEPARTMENT** | | **$ 135,226** |
| | | **SALARIES AND WAGES** | | |
| | | | *Total FTE Cost* | *Parks* |
| 76.576.100.11 | Salaries & Wages | 0.49 Parks / Maint II | 59,600 | 29,085 |
| | | 0.48 Parks / Maint I | 41,124 | 19,822 |
| | | - Seasonal / Temporary (2 @ 960hrs each) | - | - |
| | | - *Seasonals - 50% Parks/50% Facilities | - | - |
| | | 0.97 FTE | | |
| 76.576.100.12 | Overtime | Provides for overtime as necessary | - | - |
| | | **TOTAL SALARIES** | **100,724** | **48,907** |
| | | **PERSONNEL BENEFITS** | | |
| | | | *Total FTE Cost* | *Parks* |
| 76.576.100.21 | Personnel Benefits | Includes: Social Security, Medicare and L&I<br>Medical, Dental, Vision, Life, Pension | 45,516 | 22,098 |
| 76.576.100.22 | Uniforms | Provides for the issue & replacement of uniforms | 1,100 | 1,100 |
| 76.576.100.28 | Employee Medical Contribution | Employee's share of health insurance premium | (1,954) | (949) |
| | | **TOTAL PERSONNEL BENEFITS** | **44,662** | **22,249** |
| | | **SUPPLIES** | | |
| 76.576.100.31 | Operating Supplies | Provides general operating supplies for Parks | | 8,300 |
| | | (fertilizer,paint, hardware,other misc) | 3,100 | |
| | | Picnic Tables (5 @ $300) | 1,500 | |
| | | Park Benches (2 @ $750) | 1,500 | |
| | | Interurban Trail repair materials | 1,200 | |
| | | Engineered Chips/Playgrounds | - | |
| | | Other Misc. (trees, shrubs, groundcover, etc) | 1,000 | |
| 76.576.100.32 | Fuel | Provides fuel for misc. departmental travel | | 2,300 |
| 76.576.100.35 | Small Tools & Equipment | Provides for small non-capitalized items | | 500 |
| | | **TOTAL SUPPLIES** | | **11,100** |
| | | **OTHER SERVICES & CHARGES** | | |
| 76.576.100.41 | Professional Services | Medical-DOT Physicals | $ 120 | 620 |
| | | Backflow testing | $ 500 | |
| | | | $ - | |
| | | | $ - | |
| | | | $ 620 | |

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| 76.576.100.42 | Communication | Integra Telecom | $ 200 | 500 |
| | | Verizon Wireless | $ 300 | |
| | | | $ - | |
| | | | $ 500 | |
| 76.576.100.43 | Travel | Misc. travel and mileage | $ 150 | 150 |
| | | | $ - | |
| | | | $ - | |
| | | | $ 150 | |
| 76.576.100.44 | Advertising | Advertising as needed | $ 300 | 300 |
| | | | $ - | |
| | | | $ 300 | |
| 76.576.100.45 | Operating Rentals/Leases | Equipment rental as needed/tools, etc | $ 500 | 2,000 |
| | | Honeybucket @ Interurban Trail (x1) | $ 1,500 | |
| | | | $ 2,000 | |
| 76.576.100.47 | Public Utility Services | PC Sewer | $ 300 | 16,300 |
| | | City of Milton | $ 15,000 | |
| | | Disposal | $ 1,000 | |
| | | | $ 16,300 | |
| 76.576.100.48 | Repair & Maintenance | R&M of non-capitalized Parks areas | $ - | 8,000 |
| | | *fencing, irrigation, etc | $ 1,500 | |
| | | ** Interurban Trail repairs | $ 4,500 | |
| | | ***T-Ball field maintenance | $ 2,000 | |
| | | | $ 8,000 | |
| 76.576.100.49 | Miscellaneous | ***Membership/Dues:*** | | |
| | | | $ - | - |
| | | | $ - | |
| | | | $ - | |
| | | ***Training/Conferences:*** | | |
| | | Misc. training/registration | $ 200 | 200 |
| | | | $ - | |
| | | | $ 200 | |
| | | ***Other Miscellaneous:*** | | |
| | | Misc. unanticipated expenditures | $ 200 | 200 |
| | | | $ - | |
| | | | $ 200 | |
| | | **TOTAL SERVICES & CHARGES** | | **28,270** |
| | | **EQUIPMENT / FIXED ASSETS** | | |
| 76.576.100.6x | Capital / Fixed Assets | Kemper Park - Playground Equip | $ - | 3,800 |
| | | Tennis Court Improv/Street Hockey | $ 1,500 | |
| | | Bball Court/Hoops | $ 2,300 | |
| | | | $ 3,800 | |
| | | **INTERFUND TRANSFERS / OTHER** | | |
| 76.597.501.00 | | Transfer Out - Vehicle Repair & Maint | $ 15,500 | 20,900 |
| 76.576.200.95 | | Interfund Rental-to Electric | $ 5,400 | |
| | | | $ - | |
| | | | $ 20,900 | |

# 2013

# Budget by Fund

- Fire / EMS Fund
- Street Fund
- Strategic Reserve Fund
- Drug Seizure Fund
- Criminal Justice Fund
- Reserve Officer's Fund
- Municipal Capital Improvement Fund-REET1
- Municipal Capital Improvement Fund-REET2
- Traffic Impact Fee Fund
- Capital Improvement Fund
- Electric Utility Fund
- Water Utility Fund
- Stormwater Utility Fund
- Stormwater/Capital Fund
- Vehicle Repair & Maintenance Fund

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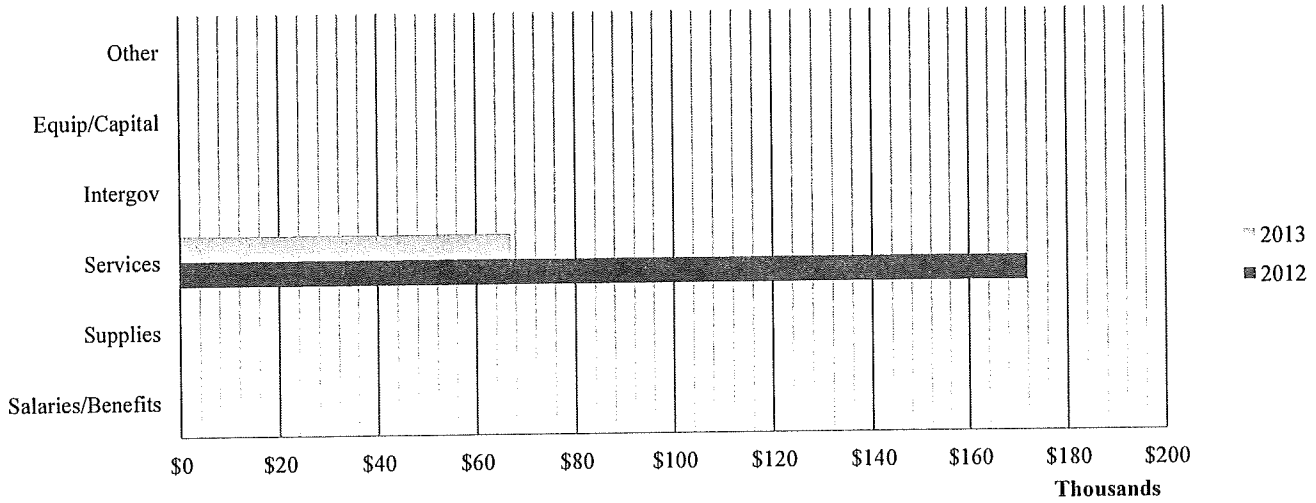
## 2013 BUDGET WORKSHEET SUMMARY

## FIRE / EMS FUND - #002

| | GL ACCT# | *Prior Years* 2010 Actual | 2011 Actual | 2012 Amended | 2012 Projected Actual | 2013 Requested Budget |
|---|---|---|---|---|---|---|
| **BEGINNING FUND BALANCE** | | $ - | $ - | $ 159,470 | $ 159,470 | $ 75,996 |
| **REVENUE:** | | | | | | |
| PierceCo Prop Tax/EMS | 311-101-00 | $ - | $ 119,564 | $ 148,064 | $ 147,000 | $ 253,579 |
| KingCo PropTax/EMS | 311-101-01 | - | 79,073 | 22,059 | 22,000 | 38,694 |
| PierceCo Prop Tax/Lid Lift | 311-102-00 | - | 722,563 | 668,656 | 665,000 | 613,662 |
| KingCo Prop Tax/Lid Lift | 311-102-01 | - | 105,558 | 99,618 | 98,000 | 93,641 |
| Transfer In - GF | 397-001-00 | - | 522,000 | 254,400 | 254,400 | 100,000 |
| **TOTAL REVENUE** | | $ - | $ 1,548,757 | $ 1,192,797 | $ 1,186,400 | $ 1,099,576 |

| | GL ACCT# | 2010 Actual | 2011 Actual | 2012 FTE | 2012 Amended | 2012 Projected Actual | 2013 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES:** | | | | | | | | |
| Fire Control Services | 522-100-41 | $ - | $ 1,389,287 | 0.00 | $ 1,269,874 | $ 1,269,874 | 0.00 | $1,169,095 |
| Rescue/Emergency Aid Svcs | 526-600-41 | - | - | | - | - | | - |
| Transfer Out - Gen'l Fund | 597-001-00 | - | - | | - | - | | - |
| **TOTAL EXPENDITURES** | | $ - | $ 1,389,287 | | $ 1,269,874 | $ 1,269,874 | | $ 1,169,095 |
| **ENDING FUND BALANCE** | | $ - | $ 159,470 | | $ 82,393 | $ 75,996 | | $ 6,477 |
| Reserved | | $ - | $ - | | $ - | $ - | | $ - |
| Unreserved | | $ - | $ 159,470 | | $ 82,393 | $ 75,996 | | $ 6,477 |



NOTES:

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| **002.xx.xxx.xxx.xx** | | **FIRE / EMS FUND** | | **$ 1,169,095** |
| | | **OTHER SERVICES & CHARGES** | | |
| 00.522.100.41 | Professional Services | Contract w/ E.Pierce Fire<br>$2.00/$1,000 AV<br>Prelim. PC - $507,158,720<br>Est. KC - $77,388,848 | $ 1,169,095<br>$ -<br>$ 1,169,095 | 1,169,095 |
| | | **TOTAL SERVICES & CHARGES** | | **1,169,095** |

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# 2013 BUDGET WORKSHEET SUMMARY
# STREET FUND - #101

| | GL ACCT# | Prior Years 2010 Actual | Prior Years 2011 Actual | 2012 Amended Budget | 2012 Projected Actual | 2013 Requested Budget |
|---|---|---|---|---|---|---|
| **BEGINNING FUND BALANCE** | | $ 130,595 | $ 104,989 | $ 79,010 | $ 79,010 | $ 64,705 |
| **REVENUE:** | | | | | | |
| FEMA Disaster Assistance | 336-870-00 | $ - | $ - | $ - | $ 2,292 | $ - |
| Fuel Tax - City Street | 336-870-00 | 141,547 | 144,719 | 140,000 | 137,162 | 138,000 |
| Maps & Publications | 341-500-00 | 90 | 100 | - | 514 | 300 |
| Investment Interest | 361-100-00 | 524 | 25 | 100 | - | - |
| Transfer In - GF | 397-001-00 | - | 173,900 | 165,000 | 165,000 | 220,000 |
| Transfer In - Cumulative Rsrv | 397-103-00 | 100,000 | - | - | - | - |
| Transfer In - REET | 397-130-00 | 39,000 | 96,269 | 97,094 | 96,875 | 96,046 |
| Insurance Recovery | 398-000-00 | (39,000) | 2,462 | - | - | - |
| **TOTAL REVENUE** | | $ 242,161 | $ 417,475 | $ 402,194 | $ 401,843 | $ 454,346 |

| | GL ACCT# | Prior Years 2010 Actual | Prior Years 2011 Actual | 2012 FTE | 2012 Amended Budget | 2012 Projected Actual | 2013 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES:** | | | | | | | | |
| Salaries and Wages | 542-900-11 | $ 107,300 | $ 94,942 | 2.35 | $ 142,381 | $ 120,788 | 2.15 | $ 130,835 |
| Overtime | 542-900-12 | 3,557 | 3,532 | | 4,000 | 6,768 | | 4,000 |
| On Call Pay | 542-900-15 | 3,853 | 3,142 | | 4,000 | 4,080 | | 4,000 |
| Personnel Benefits | 542-900-21 | 47,937 | 42,394 | | 70,076 | 61,942 | | 66,857 |
| Uniforms | 542-900-22 | 1,725 | 1,880 | | 1,800 | 2,500 | | 1,800 |
| Employee Contribution Medical | 542-900-28 | - | - | | (1,375) | (1,239) | | (3,393) |
| *Subtotal - Salaries/Benefits* | | $ 164,372 | $ 145,889 | | $ 220,882 | $ 194,839 | | $ 204,099 |
| Office and Operating Supplies | 542-900-31 | 10,308 | 14,379 | | 20,700 | 9,533 | | 20,700 |
| Operating Supplies/Fuel | 542-900-32 | 4,888 | 4,763 | | 5,000 | 7,956 | | 5,000 |
| Small Tools and Equipment | 542-900-35 | 1,231 | 1,373 | | 6,350 | 1,004 | | 6,350 |
| Professional Services | 542-900-41 | 2,107 | 1,125 | | 18,950 | 29 | | 18,950 |
| Communication | 542-900-42 | 574 | 718 | | 600 | 600 | | 700 |
| Travel | 542-900-43 | 85 | 276 | | 1,420 | 500 | | 1,420 |
| Advertising | 542-900-44 | 42 | 460 | | 100 | 600 | | - |
| Rentals and Leases | 542-900-45 | 256 | 51 | | 1,550 | 500 | | 1,550 |
| Insurance | 542-900-46 | 6,896 | 6,923 | | 8,000 | 6,251 | | 8,400 |
| Utilities | 542-900-47 | 22,945 | 25,966 | | 28,000 | 38,254 | | 28,000 |
| Repairs and Maintenance | 542-900-48 | 13,212 | 42,466 | | 53,075 | 13,418 | | 50,575 |
| Misc/Other Exp | 542-900-49 | 826 | 854 | | - | 536 | | - |
| Interfund Rent | 542-900-95 | 6,183 | 6,184 | | 6,183 | 6,183 | | 6,180 |
| Misc/Dues & Memb | 542-901-49 | - | - | | 400 | 400 | | 400 |
| Misc/Trng, Registrations | 542-902-49 | - | - | | 1,470 | 1,470 | | 1,470 |
| Misc/Outside Printing | 542-903-49 | - | - | | - | - | | - |
| Debt Service Principal | 591-420-78 | 20,489 | 55,770 | | 84,292 | 88,121 | | 84,292 |
| Debt Service Interest | 592-420-83 | 5,327 | 13,548 | | 12,802 | 8,754 | | 11,754 |
| Capital Lease | 594-100-66 | 7,321 | 8,334 | | 7,931 | 8,334 | | - |
| Transfer Out - Vehicle R&M | 597-501-00 | - | 24,932 | | 30,000 | 25,000 | | 38,000 |
| Subtotal | | $ 267,063 | $ 354,013 | | $ 507,705 | $ 412,282 | | $ 487,840 |

# 2013 BUDGET WORKSHEET SUMMARY
# STREET FUND - #101

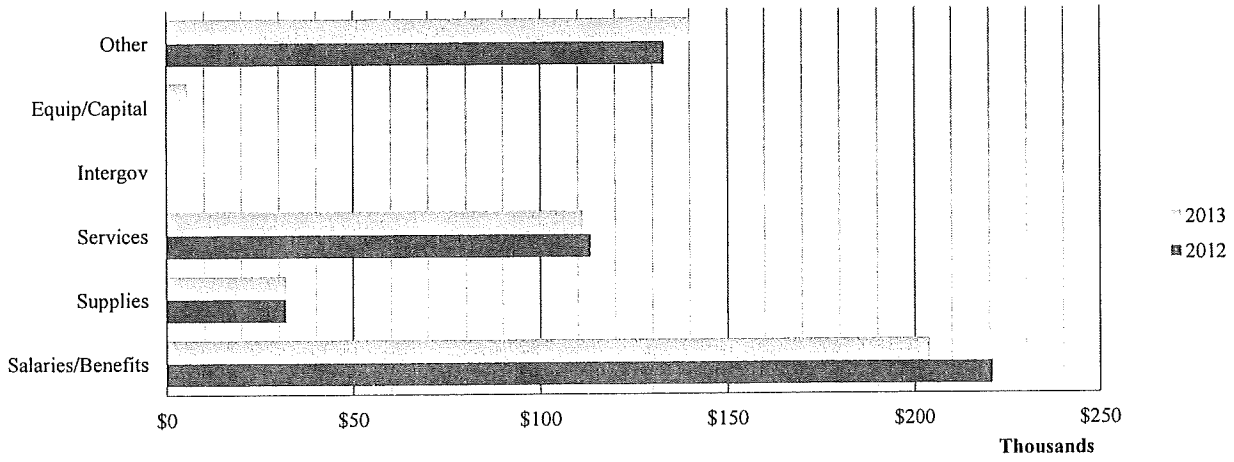
| | GL ACCT# | *Prior Years* 2010 Actual | 2011 Actual | 2012 Amended Budget | 2012 Projected Actual | 2013 Requested Budget |
|---|---|---|---|---|---|---|
| **Capital Improvements:** | | | | | | |
| Imp Other Than Building | 542-900-63 | - | - | - | - | - |
| Street Sign Retrofit Prgm | 542-900-63 | - | - | - | - | 5,000 |
| Machinery & Equipment | 542-900-64 | 704 | - | - | - | 525 |
| Capital Outlay | 542-900-65 | - | - | - | - | - |
| 7th Ave Slope Stabilization | 71-594-500-61 | - | 5,561 | - | - | - |
| Taylor Street Reconstruction | 74-594-500-65 | - | 83,880 | 3,900 | 3,865 | - |
| Subtotal | | $ 704 | $ 89,441 | $ 3,900 | $ 3,865 | $ 5,525 |
| **TOTAL EXPENDITURES** | | **$ 267,767** | **$ 443,454** | **$ 511,605** | **$ 416,148** | **$ 493,365** |
| ENDING FUND BALANCE | | $ 104,989 | $ 79,010 | $ (30,401) | $ 64,705 | $ 25,686 |
| Reserved | | $ - | $ - | $ - | $ - | $ - |
| Unreserved | | $ 104,989 | $ 79,010 | $ (30,401) | $ 64,705 | $ 25,686 |

| | | |
|---|---|---|
| Discretionary | 52.0% | $ 256,486 |
| Non-Discretionary | 48.0% | $ 236,879 |
| | | $ 493,365 |

| 2013 Proposed Staffing: | | FTE | 2013 Salary* | 2013 Est. Benefits* | 2013 TTL Comp |
|---|---|---|---|---|---|
| PW Director | Exempt | 0.10 | $ 9,696 | $ 3,340 | $ 13,036 |
| PW Admin Assistant | IBEW 12-B | 0.20 | 10,510 | 3,474 | $ 13,984 |
| Street Supervisor | IBEW 23-E | 0.30 | 25,174 | 12,183 | $ 37,357 |
| Maintenance 3 | IBEW 19-E | 0.25 | 17,255 | 9,521 | $ 26,776 |
| Maintenance 2 (2) | IBEW 16-B | 1.00 | 52,811 | 27,771 | $ 80,582 |
| Maintenance 1 | IBEW 13-E | 0.25 | 12,504 | 5,951 | $ 18,455 |
| PW Admin Assistant | IBEW 14-E | 0.05 | 2,706 | 1,267 | $ 3,973 |
| 1 Month Staffing Overlap** | IBEW 14-A | - | 180 | 105 | $ 285 |
| Seasonal Worker (1) | Wtr/St/Strm | - | - | - | $ - |
| | | **2.15** | $ 130,836 | $ 63,612 | $ 194,448 |

**Retirement Replacement Training

*Sal/Ben Allocated to Street Fund



| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| **101.xx.xxx.xxx.xx** | | **STREET FUND** | | **$ 493,365** |
| | | **SALARIES AND WAGES** | | |
| 00.542.900.11 | Salaries & Wages | 0.10 PW Director | | 9,696 |
| | | 0.20 PW Admin Assistant | | 10,510 |
| | | 0.05 PW Admin Assistant/Operations | | 2,706 |
| | | 0.30 Supervisor | | 25,174 |
| | | 0.25 Water/Maint III | | 17,255 |
| | | 1.00 Water/Maint II (2) | | 52,811 |
| | | 0.25 Water/Maint I (1) | | 12,504 |
| | | - J.Llunggren replacement training (1 mo.) | - | 180 |
| | | - Seasonal Worker (Streets/Water/Storm) | | - |
| | | 2.15 FTE | | |
| 00.542.900.12 | Overtime | Provides for overtime as necessary | | 4,000 |
| 00.542.900.15 | On-Call Pay | Provides for On-Call pay as necessary | | 4,000 |
| | | **TOTAL SALARIES** | | **138,835** |
| | | **PERSONNEL BENEFITS** | | |
| 00.542.900.21 | Personnel Benefits | Includes: Social Security, Medicare and L&I<br>Medical, Dental, Vision, Life, Pension | | 66,857 |
| 00.542.900.22 | Uniforms | Provides for the issue & replacement of uniforms | | 1,800 |
| 00.542.900.28 | Employee Medical Contribution | Employee's share of health insurance premium | | (3,393) |
| | | **TOTAL PERSONNEL BENEFITS** | | **65,264** |
| | | **SUPPLIES** | | |
| 00.542.900.31 | Supplies | Provides general operating supplies | | 20,700 |
| 00.542.900.32 | Fuel | Provides fuel for misc. departmental travel | | 5,000 |
| 00.542.900.35 | Small Tools & Equipment | Provides for small non-capitalized items<br>* Small operating tools & Equipment | | 6,350 |
| | | **TOTAL SUPPLIES** | | **32,050** |
| | | **OTHER SERVICES & CHARGES** | | |
| 00.542.900.41 | Professional Services | Gray & Osborne | $ 8,500 | 18,950 |
| | | Signal Maintenance/P.County | $ 10,000 | |
| | | Medical-DOT Physicals | $ 450 | |
| | | | $ 18,950 | |
| 00.542.900.42 | Communication | Integra | $ - | 700 |
| | | Verizon | $ 700 | |
| | | | $ 700 | |

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| 00.542.900.43 | Travel | Misc. travel and mileage | $ 150 | 1,420 |
| | | Travel-Training/Conferences | $ 1,270 | |
| | | | $ 1,420 | |
| 00.542.900.44 | Advertising | Advertising as needed | $ - | - |
| | | | $ - | |
| | | | $ - | |
| 00.542.900.45 | Operating Rentals/Leases | Copier Lease | $ 50 | 1,550 |
| | | Excavator/Hylebos Court Repair | $ 1,500 | |
| | | | $ 1,550 | |
| 00.542.900.46 | Insurance | WCIA Insurance allocation | $ 8,400 | 8,400 |
| | | | $ - | |
| | | | $ 8,400 | |
| 00.542.900.47 | Public Utility Svcs | City of Milton Utilities | $ 26,500 | 28,000 |
| | | Disposal fees | $ 1,500 | |
| | | | $ - | |
| | | | $ 28,000 | |
| 00.542.900.48 | Repair & Maintenance | Copier - Maint/Usage | $ 75 | 50,575 |
| | | Street Sweeping | $ 5,000 | |
| | | Vactor Svcs | $ 3,500 | |
| | | Street Striping | $ 15,000 | |
| | | Small Asphalt Repairs | $ 10,000 | |
| | | | $ - | |
| | | Hylebos Court Repair | $ 15,000 | |
| | | Miscellaneous | $ 2,000 | |
| | | | $ 50,575 | |
| 00.542.900.49 | Miscellaneous | ***Membership/Dues:*** | | |
| | | APWA & IMSA | $ 400 | 400 |
| | | | $ - | |
| | | | $ 400 | |
| | | ***Training/Conferences:*** | | |
| | | MUTCD | $ 500 | 1,470 |
| | | IMSA | $ 720 | |
| | | ICS | $ 250 | |
| | | | $ 1,470 | |
| | | ***Other Miscellaneous:*** | | |
| | | Outside Printing | $ - | - |
| | | | $ - | |
| | | | $ - | |
| | | **TOTAL SERVICES & CHARGES** | | **111,465** |
| **INTERGOVERNMENTAL CHARGES** | | | | |
| 00.542.900.51 | Intergovernmental | | | - |
| | | | $ - | |
| | | | $ - | |
| | | | $ - | |

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| **EQUIPMENT / FIXED ASSETS** | | | | |
| 00.521.100.64 | Capital / Fixed Assets | Misc. small assets, equipment | $ - | 5,525 |
| | | Street Sign retrofit Program | $ 5,000 | |
| | | Copier - Split cost w/Utilities | $ 525 | |
| | | | $ 5,525 | |
| 00.591.420.78 | Debt Service | PWTF Loan Principal | $ 84,292 | 96,046 |
| 00.592.420.83 | | PWTF Loan Interest | $ 11,754 | |
| 00.594.100.66 | | Capital Lease | $ - | |
| | | | $ - | |
| | | | $ - | |
| | | | $ 96,046 | |
| **INTERFUND TRANSFERS / OTHER** | | | | |
| 00.597.001.00 | | Transfer Out - Vehicle Repair & Maint | $ 38,000 | 44,180 |
| 00.542.900.95 | | Interfund Rental-General Fund | $ 830 | |
| 00.542.900.95 | | Interfund Rental-Electric Fund | $ 5,350 | |
| | | | $ - | |
| | | | $ 44,180 | |

NOTES:

# 2013 BUDGET WORKSHEET SUMMARY
# STRATEGIC RESERVE FUND - #103

| | GL ACCT# | *Prior Years* 2010 Actual | 2011 Actual | 2012 Amended Budget | 2012 Projected Actual | 2013 Requested Budget |
|---|---|---|---|---|---|---|
| **BEGINNING FUND BALANCE** | | $ 906,614 | $ 809,308 | $ 818,619 | $ 818,619 | $ 802,819 |
| **REVENUES:** | | | | | | |
| Investment Interest | 361-100-00 | $ 2,694 | $ 9,311 | $ 4,000 | $ 9,200 | $ 5,000 |
| Interfund Transfers | 397-001-00 | - | - | - | - | - |
| **TOTAL REVENUE** | | $ 2,694 | $ 9,311 | $ 4,000 | $ 9,200 | $ 5,000 |

| | GL ACCT# | 2010 Actual | 2011 Actual | 2012 FTE | 2012 Amended | 2012 Projected Actual | 2013 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES:** | | | | | | | | |
| Interfund Transfer - Gen'l Fund | 597-001-00 | $ - | $ - | 0.00 | $ 25,000 | $ 25,000 | 0.00 | $ - |
| Interfund Transfer - Street Fund | 597-101-00 | 100,000 | - | | - | - | | - |
| **TOTAL EXPENDITURES** | | $ 100,000 | $ - | | $ 25,000 | $ 25,000 | | $ - |
| **ENDING FUND BALANCE** | | $ 809,308 | $ 818,619 | | $ 797,619 | $ 802,819 | | $ 807,819 |
| Reserved | | $ - | $ - | | $ - | $ - | | $ - |
| Unreserved | | $ 809,308 | $ 818,619 | | $ 797,619 | $ 802,819 | | $ 807,819 |

| 2013 Proposed Staffing: | FTE | 2013 Salary* | 2013 Est. Benefits* | 2013 TTL Comp |
|---|---|---|---|---|
| N/A - | - | $ - | $ - | $ - |
| | - | $ - | $ - | $ - |
| | - | $ - | $ - | $ - |

*Sal/Ben Allocated to Strategic Reserve Fund

NOTES:

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| **103.00.xxx.xxx.xx** | | **STRATEGIC RESERVE FUND** | | **$ -** |
| | | **SALARIES AND WAGES** | | |
| 00.xxx.xxx.10 | Salaries & Wages | - n/a | | - |
| | | - | | - |
| | | - FTE | | |
| | | **TOTAL SALARIES** | | - |
| | | **PERSONNEL BENEFITS** | | |
| 00.xxx.xxx.20 | Personnel Benefits | Provides for personnel benefits<br>Includes: Social Security, Medicare and L&I<br>Medical, Dental, Vision, Life, Pension | | - |
| | | **TOTAL PERSONNEL BENEFITS** | | - |
| | | **OTHER SERVICES & CHARGES** | | |
| 00.xxx.xxx.41 | Professional Services | | | - |
| | | **TOTAL SUPPLIES** | | - |
| | | **INTERFUND TRANSFERS / OTHER** | | |
| 00.597.001.00 | | Transfer Out - General Fund | $ - | - |
| | | | $ - | |
| | | | $ - | |

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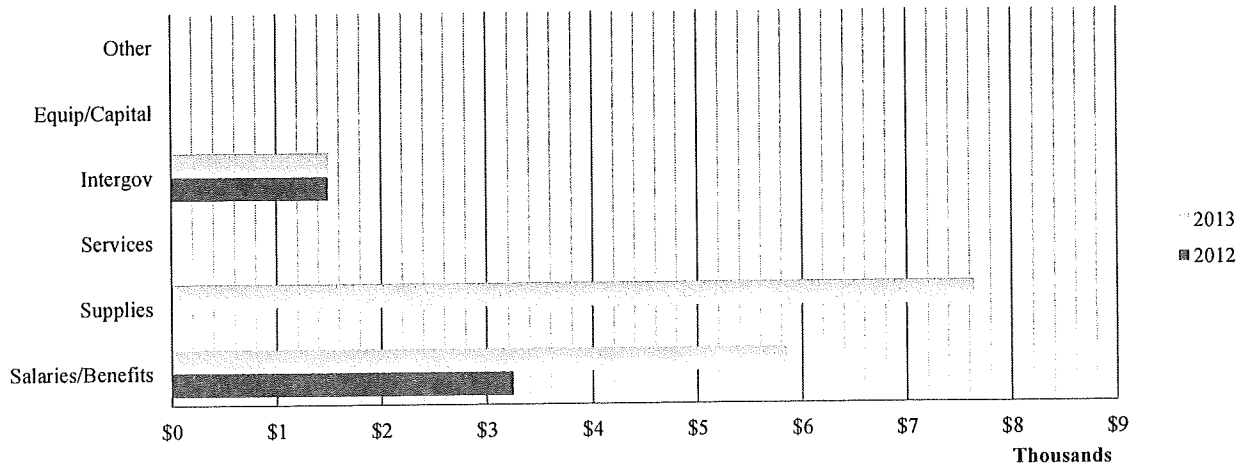
# 2013 BUDGET WORKSHEET SUMMARY
# DRUG SEIZURE FUND - #105

| | GL ACCT# | *Prior Years* 2010 Actual | 2011 Actual | 212 Amended Budget | 2012 Projected Actual | 2013 Requested Budget |
|---|---|---|---|---|---|---|
| **BEGINNING FUND BALANCE** | | $ 12,227 | $ 10,943 | $ 6,444 | $ 6,444 | $ 2,894 |
| **REVENUES:** | | | | | | |
| Investment Interest | 361-100-00 | $ - | $ - | $ - | $ - | $ - |
| Dare Donations | 367-110-00 | - | - | - | - | - |
| Confiscated and Forfeited Prop | 369-300-00 | 9,681 | 759 | 3,000 | 1,200 | 15,000 |
| Police Restitution | 369-400-00 | 380 | 564 | - | - | - |
| Dare Donations | 369-900-00 | - | - | - | - | - |
| **TOTAL REVENUE** | | $ 10,060 | $ 1,323 | $ 3,000 | $ 1,200 | $ 15,000 |

| | GL ACCT# | 2010 Actual | 2011 Actual | 2012 FTE | 2012 Amended | 2012 Projected Actual | 2013 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES:** | | | | | | | | |
| Overtime | 521-300-12 | $ 978 | $ - | 0.00 | $ 2,500 | $ 150 | 0.00 | $ 4,500 |
| Personnel Benefits | 521-300-21 | 604 | - | | 750 | 120 | | 1,350 |
| Uniforms | 521-300-22 | - | - | | - | - | | - |
| Office Supplies | 521-300-31 | 1,800 | - | | - | 1,310 | | 5,150 |
| Small Tools & Equipment | 521-300-35 | 2,391 | 1,362 | | - | - | | 2,500 |
| Small Assets/IT | 521-300-36 | - | - | | - | 2,200 | | - |
| Professional Services | 521-300-41 | 1,078 | - | | - | 150 | | - |
| Travel | 521-300-43 | 266 | - | | - | - | | - |
| Miscellaneous | 521-300-49 | 4,040 | 2,928 | | - | 100 | | - |
| State 10% Confiscated Prop | 521-300-53 | 187 | 1,514 | | 1,500 | 720 | | 1,500 |
| Machinery and Equipment | 521-300-64 | - | 18 | | - | - | | - |
| **TOTAL EXPENDITURES** | | $ 11,344 | $ 5,822 | | $ 4,750 | $ 4,750 | | $ 15,000 |
| **ENDING FUND BALANCE** | | $ 10,943 | $ 6,444 | | $ 4,694 | $ 2,894 | | $ 2,894 |
| Reserved | | $ - | $ - | | $ - | $ - | | $ - |
| Unreserved | | $ 10,943 | $ 6,444 | | $ 4,694 | $ 2,894 | | $ 2,894 |

| 2013 Proposed Staffing: | | FTE | 2013 Salary* | 2013 Est. Benefits* | 2013 TTL Comp |
|---|---|---|---|---|---|
| N/A | - | - | $ - | $ - | $ - |
| | | - | $ - | $ - | $ - |
| | | - | $ - | $ - | $ - |

*Sal/Ben Allocated to Drug Seizure Fund



NOTES:

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| **105.00.521.xxx.xx** | | **DRUG SEIZURE FUND** | | **$ 15,000** |
| | | **SALARIES AND WAGES** | | |
| 00.521.300.11 | Salaries & Wages | - n/a<br>-<br>- FTE | | -<br>- |
| 00.521.300.12 | Overtime | Provides for overtime as necessary | | 4,500 |
| | | **TOTAL SALARIES** | | **4,500** |
| | | **PERSONNEL BENEFITS** | | |
| 00.521.300.21 | Personnel Benefits | Provides for personnel benefits related to OT;<br>Includes: Social Security, Medicare and L&I<br>Medical, Dental, Vision, Life, Pension | | 1,350 |
| | | **TOTAL PERSONNEL BENEFITS** | | **1,350** |
| | | **SUPPLIES** | | |
| 00.521.300.31 | Supplies | Provides general operating supplies/PD support | | 5,150 |
| 00.521.300.35 | Small Tools & Equipment | Provides for small non-capitalized items | | 2,500 |
| | | **TOTAL SUPPLIES** | | **7,650** |
| | | **OTHER SERVICES & CHARGES** | | |
| 00.521.300.49 | Miscellaneous | ***Membership/Dues:*** | $ - <br>$ - <br>$ - | - |
| | | ***Training/Conferences:*** | $ - <br>$ - <br>$ - | - |
| | | ***Other Miscellaneous:***<br>Miscellaneous Supplies, etc | $ - <br>$ - <br>$ - | - |
| | | **TOTAL SERVICES & CHARGES** | | - |
| | | **INTERGOVERNMENTAL CHARGES** | | |
| 00.521.100.53 | Intergovernmental | Confiscated Prop to State - 10% | $ 1,500<br>$ -<br>$ -<br>$ 1,500 | 1,500 |

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| **EQUIPMENT / FIXED ASSETS** | | | | |
| 00.521.300.64 | Capital / Fixed Assets<br>Misc. Machinery/Equipment | | $ -<br>$ -<br>$ -<br>$ - | - |
| **INTERFUND TRANSFERS / OTHER** | | | | |
| 00.597.xxx.00 | | Transfer Out | $ -<br>$ -<br>$ - | - |

# 2013 BUDGET WORKSHEET SUMMARY
# CRIMINAL JUSTICE FUND - #107

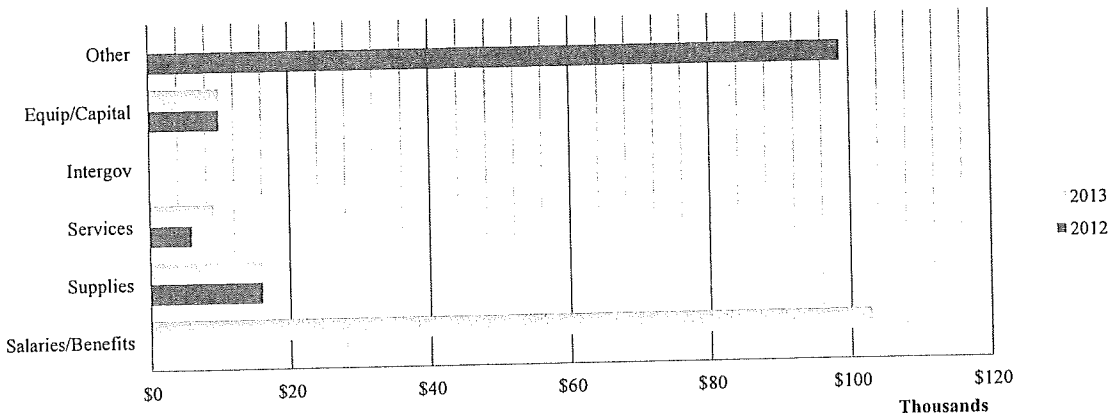
| | GL ACCT# | Prior Years 2010 Actual | Prior Years 2011 Actual | 2012 Amended Budget | 2012 Projected Actual | 2013 Requested Budget |
|---|---|---|---|---|---|---|
| **BEGINNING FUND BALANCE** | | $ - | $ - | $ 282,633 | $ 282,633 | $ 196,614 |
| **REVENUE:** | | | | | | |
| Local Sales Tax - CJ | 313-710-00 | $ - | $ 93,115 | $ 90,000 | $ 93,024 | $ 94,000 |
| Federal Grant - BP Vests | 331-700-00 | - | - | - | 684 | - |
| CJ-Cities/High Crime | 336-620-00 | - | 7,061 | 5,000 | 12,074 | 8,000 |
| CJ-Violent Crimes/Population | 336-621-00 | - | 1,523 | 1,200 | 2,022 | 1,500 |
| CJ-Special Programs | 336-626-00 | - | 5,748 | 4,500 | 7,612 | 6,000 |
| CJ-DUI/Cities | 336-651-00 | - | 1,451 | 1,200 | 1,705 | 1,400 |
| Investment Interest | 361-100-00 | - | 256 | 100 | 268 | 300 |
| Transfer In - GF | 397-001-00 | - | 272,408 | - | - | - |
| **TOTAL REVENUE** | | $ - | $ 381,562 | $ 102,000 | $ 117,389 | $ 111,200 |

| | GL ACCT# | 2010 Actual | 2011 Actual | 2012 FTE | 2012 Amended | 2012 Projected Actual | 2013 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES:** | | | | | | | | |
| Salaries and Wages | 521-100-11 | $ - | $ - | 0.00 | $ - | $ - | 1.00 | $ 66,689 |
| Overtime | 521-100-12 | - | - | | - | - | | - |
| Personnel Benefits | 521-100-21 | - | - | | - | - | | 37,391 |
| Uniforms & Safety Equip | 521-100-22 | - | 2,267 | | - | - | | - |
| Employee Contribution Medical | 518-300-28 | - | - | | - | - | | (1,141) |
| Subtotal - Salaries/Benefits | | $ - | $ 2,267 | | $ - | $ - | | $ 102,940 |
| Operating Supplies | 521-100-31 | - | - | | 10,000 | - | | 10,000 |
| Sml Tools and Minor Equipment | 521-100-35 | - | - | | 6,000 | - | | 6,000 |
| Professional Services | 521-100-41 | - | - | | 6,000 | - | | 6,000 |
| Insurance | 521-100-46 | - | - | | - | - | | 3,050 |
| Repairs and Maintenance | 521-100-48 | - | - | | - | - | | - |
| Building (Library Conversion) | 521-100-62 | - | - | | 100,000 | 99,400 | | - |
| Machinery and Equipment | 521-100-64 | - | 3,262 | | 10,000 | 5,200 | | 10,000 |
| Construction Projects | 521-100-65 | - | - | | - | - | | - |
| Miscellaneous | 521-300-49 | - | - | | - | - | | - |
| Travel | 521-330-43 | - | - | | - | - | | - |
| Transfer Out - Gen'l Fund | 597-001-00 | - | 93,400 | | 98,808 | 98,808 | | - |
| **TOTAL EXPENDITURES** | | $ - | $ 98,929 | | $ 230,808 | $ 203,408 | | $ 137,990 |
| **ENDING FUND BALANCE** | | $ - | $ 282,633 | | $ 153,825 | $ 196,614 | | $ 169,824 |
| Reserved (Grant funded Officer) | | $ - | $ - | | $ 33,120 | $ 33,120 | | $ 66,240 |
| Unreserved | | $ - | $ 282,633 | | $ 120,705 | $ 163,494 | | $ 103,584 |

| | | |
|---|---|---|
| Discretionary | 25.4% | $ 35,050 |
| Non-Discretionary | 74.6% | $ 102,940 |
| | | $ 137,990 |

| 2013 Proposed Staffing: | | FTE | 2013 Salary* | 2013 Est. Benefits* | 2013 TTL Comp |
|---|---|---|---|---|---|
| Police Officer | P-5 | 1.00 | $ 66,689 | $ 3,495 | $ 70,183 |
| | | - | $ - | $ - | $ - |
| | | **1.00** | $ 66,689 | $ 3,495 | $ 70,183 |

*Sal/Ben Allocated to Criminal Justice Fund



NOTES:

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| **107.xx.xxx.xxx.xx** | | **CRIMINAL JUSTICE FUND** | | **$ 137,990** |
| | | **SALARIES AND WAGES** | *Total Cost* | *CJ Fund* |
| 21.521.100.11 | Salaries & Wages | 1.00 Officer (A.Camden) | 66,689 | 66,689 |
| | | - | - | - |
| | | - | | |
| | | 1.00 FTE | | |
| 21.521.100.12 | Overtime | Provides for overtime as necessary | - | - |
| | | **TOTAL SALARIES** | **66,689** | **66,689** |
| | | **PERSONNEL BENEFITS** | *Total Cost* | *CJ Fund* |
| 21.521.100.21 | Personnel Benefits | Includes: Social Security, Medicare and L&I Medical, Dental, Vision, Life, Pension, VEBA | 37,391 | 37,391 |
| 21.521.100.28 | Employee Medical Contribution | Employee's share of health insurance premium | (1,141) | (1,141) |
| | | **TOTAL PERSONNEL BENEFITS** | **36,251** | **36,251** |
| | | **SUPPLIES** | | |
| 00.521.100.31 | Office Supplies | Provides general operating supplies for Police | | 10,000 |
| 00.521.100.35 | Small Tools & Equipment | Provides for small non-capitalized items | | 6,000 |
| | | **TOTAL SUPPLIES** | | **16,000** |
| | | **OTHER SERVICES & CHARGES** | | |
| 00.521.100.41 | Professional Services | Public Safety Testing<br>Polygraph Services | $ 5,000<br>$ 1,000<br>$ -<br>$ 6,000 | 6,000 |
| 00.521.100.43 | Travel | Misc. travel and mileage | $ -<br>$ -<br>$ - | - |
| 00.521.100.45 | Operating Rentals/Leases | | $ -<br>$ -<br>$ - | - |
| 00.521.100.45 | Insurance | WCIA Insurance Allocation | $ 3,050<br>$ -<br>$ 3,050 | 3,050 |
| 00.521.100.48 | Repair & Maintenance | | $ -<br>$ -<br>$ - | - |

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| 00.521.100.49 | Miscellaneous | ***Membership/Dues:*** | | |
| | | | $ - | - |
| | | | $ - | |
| | | | $ - | |
| | | ***Training/Conferences:*** | | |
| | | | $ - | - |
| | | | $ - | |
| | | | $ - | |
| | | ***Other Miscellaneous:*** | | |
| | | | $ - | - |
| | | | $ - | |
| | | | $ - | |
| | | **TOTAL SERVICES & CHARGES** | | **9,050** |
| | | **INTERGOVERNMENTAL CHARGES** | | |
| 00.521.100.51 | Intergovernmental | | | - |
| | | | $ - | |
| | | | $ - | |
| | | | $ - | |
| | | **EQUIPMENT / FIXED ASSETS** | | |
| 00.521.100.64 | Capital / Fixed Assets | Misc. small assets, equipment | $ 10,000 | 10,000 |
| | | | $ - | |
| | | | $ - | |
| | | | $ 10,000 | |
| | | **INTERFUND TRANSFERS / OTHER** | | |
| 00.597.001.00 | | Transfer Out - General Fund, 1 Officer Salary | $ - | - |
| 00.521.200.95 | | Interfund Rental | $ - | |
| | | | $ - | |
| | | | $ - | |

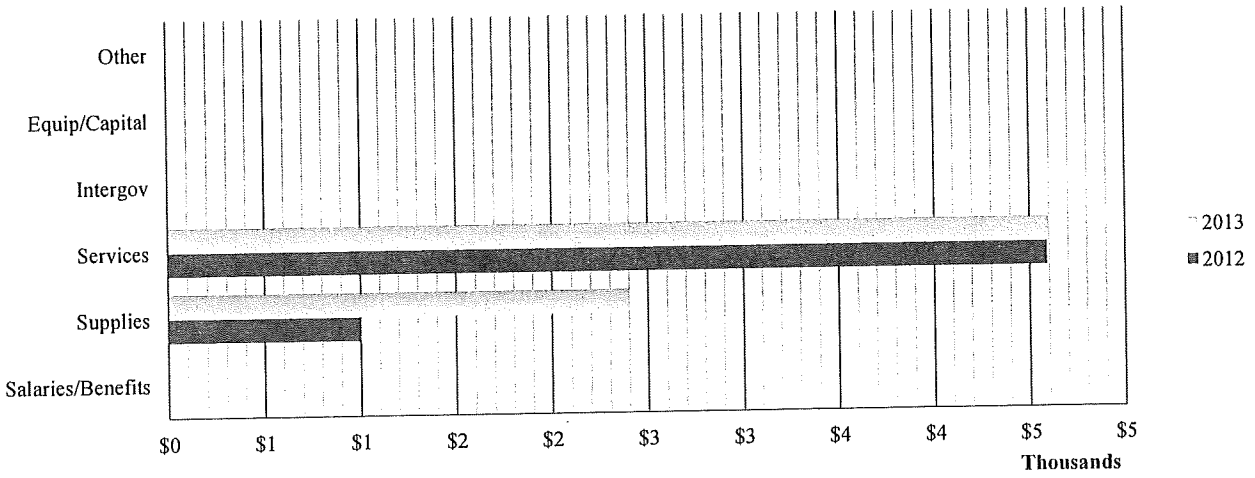
# 2013 BUDGET WORKSHEET SUMMARY
# RESERVE OFFICER'S FUND - #118

| | GL ACCT# | Prior Years 2010 Actual | Prior Years 2011 Actual | 2012 Amended Budget | 2012 Projected Actual | 2013 Requested Budget |
|---|---|---|---|---|---|---|
| **BEGINNING FUND BALANCE** | | $ 5,067 | $ 1,197 | $ 2,392 | $ 2,392 | $ 3,303 |
| **REVENUES:** | | | | | | |
| Police Reserve Donations | 367-011-00 | $ 6,232 | $ 3,688 | $ 5,000 | $ 6,500 | $ 7,000 |
| **TOTAL REVENUE** | | $ 6,232 | $ 3,688 | $ 5,000 | $ 6,500 | $ 7,000 |

| | GL ACCT# | 2010 Actual | 2011 Actual | 2012 FTE | 2012 Amended | 2012 Projected Actual | 2013 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES:** | | | | | | | | |
| Supplies | 521-230-31 | $ 466 | $ - | 0.00 | $ 500 | $ 1,000 | 0.00 | $ 1,400 |
| Small Tools & Equipment | 521-230-35 | 553 | 557 | | 500 | 3,000 | | 1,000 |
| Professional Service | 521-230-41 | 3,248 | 340 | | 2,000 | - | | 2,000 |
| Communications | 521-230-42 | 1,240 | 1,596 | | 1,590 | 1,590 | | 1,600 |
| Travel | 521-230-43 | 699 | - | | - | - | | - |
| Repair & Maintenance | 521-230-48 | - | - | | - | - | | - |
| Miscellaneous | 521-230-49 | 1,557 | - | | 1,000 | - | | 1,000 |
| Machinery and Equipment | 521-230-64 | 2,339 | - | | - | - | | - |
| **TOTAL EXPENDITURES** | | $ 10,102 | $ 2,493 | | $ 5,590 | $ 5,590 | | $ 7,000 |
| **ENDING FUND BALANCE** | | $ 1,197 | $ 2,392 | | $ 1,802 | $ 3,303 | | $ 3,303 |
| Reserved | | $ - | $ - | | $ - | $ - | | $ - |
| Unreserved | | $ 1,197 | $ 2,392 | | $ 1,802 | $ 3,303 | | $ 3,303 |

| 2013 Proposed Staffing: | FTE | 2013 Salary* | 2013 Est. Benefits* | 2013 TTL Comp |
|---|---|---|---|---|
| N/A - | - | $ - | $ - | $ - |
| | - | $ - | $ - | $ - |
| | - | $ - | $ - | $ - |

*Sal/Ben Allocated to Reserve Officer's Fund



NOTES:

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| **118.21.521.230.xx** | | **RESERVE OFFICER's FUND** | | **$ 7,000** |
| | | **SUPPLIES** | | |
| 21.521.230.31 | Office Supplies | Provides general operating supplies for Reserve Officers | | 1,400 |
| 21.521.230.35 | Small Tools & Equipment | Provides for small non-capitalized items | | 1,000 |
| | | **TOTAL SUPPLIES** | | **2,400** |
| | | **OTHER SERVICES & CHARGES** | | |
| 21.521.230.41 | Professional Services | Misc services as needed | $ 2,000<br>$ -<br>$ 2,000 | 2,000 |
| 21.521.230.42 | Communication | Verizon Wireless | $ 1,600<br>$ -<br>$ 1,600 | 1,600 |
| 21.521.230.43 | Travel | Misc. travel and mileage | $ -<br>$ -<br>$ - | - |
| 21.521.230.48 | Repair & Maintenance | | $ -<br>$ -<br>$ - | - |
| 21.521.230.49 | Miscellaneous | ***Membership/Dues:*** | $ -<br>$ -<br>$ - | - |
| | | ***Training/Conferences:*** | $ -<br>$ -<br>$ - | - |
| | | ***Other Miscellaneous:***<br>Misc. unanticipated expenditures | $ 1,000<br>$ -<br>$ 1,000 | 1,000 |
| | | **TOTAL SERVICES & CHARGES** | | **4,600** |
| | | **EQUIPMENT / FIXED ASSETS** | | |
| 21.521.230.64 | Capital / Fixed Assets | | $ -<br>$ -<br>$ -<br>$ - | - |

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# 2013 BUDGET WORKSHEET SUMMARY
# MUNICIPAL CAPITAL IMPROVEMENT (REET1) FUND - #130

| | GL ACCT# | *Prior Years* 2010 Actual | 2011 Actual | 2012 Amended Budget | 2012 Projected Actual | 2013 Requested Budget |
|---|---|---|---|---|---|---|
| **BEGINNING FUND BALANCE** | | $ - | $ 242,174 | $ 172,950 | $ 172,950 | $ 89,416 |
| **REVENUE:** | | | | | | |
| REET1 - Pierce County | 317-100-00 | $ 30,979 | $ 20,473 | $ 15,000 | $ 12,000 | $ 12,000 |
| REET1 - King County | 317-100-01 | 5,080 | 5,870 | 5,000 | 1,000 | 1,000 |
| WA State REET Proceeds | 317-340-00 | 130,261 | - | - | 279 | - |
| Investment Earnings | 361-100-00 | - | 702 | 800 | 62 | 50 |
| Transfer In - Other Funds | 397-310-00 | 114,854 | - | - | - | - |
| **TOTAL REVENUE** | | **$ 281,174** | **$ 27,045** | **$ 20,800** | **$ 13,340** | **$ 13,050** |

| | GL ACCT# | 2010 Actual | 2011 Actual | 2012 FTE | 2012 Amended Budget | 2012 Projected Actual | 2013 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES:** | | | | | | | | |
| Transfer-Out/General Fund (Parks) | 597-001-00 | $ - | $ - | 0.00 | $ 1,000 | $ - | 0.00 | $ 1,000 |
| Transfer-Out/Streets, Debt Svc | 597-101-00 | 39,000 | 96,269 | | 97,094 | 96,875 | | 96,046 |
| Transfer Out/Capital Improv | 597-310-00 | - | - | | 124,000 | - | | - |
| **TOTAL EXPENDITURES** | | **$ 39,000** | **$ 96,269** | | **$ 222,094** | **$ 96,875** | | **$ 97,046** |
| **ENDING FUND BALANCE** | | $ 242,174 | $ 172,950 | | $ (28,344) | $ 89,416 | | $ 5,419 |
| Reserved for Parks Improvement | | $ - | $ - | | $ - | $ - | | $ 1,000 |
| Unreserved | | $ 242,174 | $ 172,950 | | $ (28,344) | $ 89,416 | | $ 4,419 |

NOTES:

# 2013 BUDGET WORKSHEET SUMMARY
# MUNICIPAL CAPITAL IMPROVEMENT (REET2) FUND - #131

| | GL ACCT# | *Prior Years* 2010 Actual | 2011 Actual | 2012 Amended Budget | 2012 Projected Actual | 2013 Requested Budget |
|---|---|---|---|---|---|---|
| **BEGINNING FUND BALANCE** | | $ - | $ 36,059 | $ 62,471 | $ 62,471 | $ 75,471 |
| **REVENUE:** | | | | | | |
| REET2 - Pierce County | 317-100-00 | $ 30,979 | $ 20,473 | $ 15,000 | $ 12,000 | $ 12,000 |
| REET2 - King County | 317-100-01 | 5,080 | 5,870 | 5,000 | 1,000 | 1,000 |
| WA State REET Proceeds | 317-340-00 | - | - | - | - | - |
| Investment Earnings | 361-100-00 | - | 69 | 100 | - | - |
| Transfer In - Other Funds | 397-310-00 | - | - | - | - | - |
| **TOTAL REVENUE** | | **$ 36,059** | **$ 26,412** | **$ 20,100** | **$ 13,000** | **$ 13,000** |

| | GL ACCT# | 2010 Actual | 2011 Actual | 2012 FTE | 2012 Amended Budget | 2012 Projected Actual | 2013 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES:** | | | | | | | | |
| Transfer-Out/General Fund (Parks) | 597-001-00 | $ - | $ - | 0.00 | $ 1,000 | $ - | 0.00 | $ 1,000 |
| Transfer-Out/Streets, Debt Svc | 597-101-00 | - | - | | - | - | | - |
| Transfer Out/Capital Improv | 597-310-00 | - | - | | - | - | | - |
| **TOTAL EXPENDITURES** | | **$ -** | **$ -** | | **$ 1,000** | **$ -** | | **$ 1,000** |
| **ENDING FUND BALANCE** | | $ 36,059 | $ 62,471 | | $ 81,571 | $ 75,471 | | $ 87,471 |
| Reserved for Parks Improvement | | $ - | $ - | | $ - | $ - | | $ 1,000 |
| Unreserved | | $ 36,059 | $ 62,471 | | $ 81,571 | $ 75,471 | | $ 86,471 |

NOTES:

# 2013 BUDGET WORKSHEET SUMMARY
# TRAFFIC IMPACT FEE FUND - #140

| | GL ACCT# | Prior Years 2010 Actual | Prior Years 2011 Actual | 2012 Amended Budget | 2012 Projected Actual | 2013 Requested Budget |
|---|---|---|---|---|---|---|
| **BEGINNING FUND BALANCE:** | | $ - | $ 26,470 | $ 14,357 | $ 14,357 | $ 17,357 |
| **REVENUE:** | | | | | | |
| Transp. Impact Fees | 317-100-00 | $ 11,201 | $ 7,963 | $ 8,500 | $ 3,000 | $ 3,000 |
| Investment Earnings | 361-100-00 | - | 23 | 50 | - | - |
| Transfer In - Other Funds | 397-310-00 | 15,269 | - | - | - | - |
| **TOTAL REVENUE** | | $ 26,470 | $ 7,986 | $ 8,550 | $ 3,000 | $ 3,000 |

| | GL ACCT# | 2010 Actual | 2011 Actual | 2012 FTE | 2012 Amended Budget | 2012 Projected Actual | 2013 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES:** | | | | | | | | |
| Transfer-Out/General Fund | 597-001-00 | $ - | $ - | 0.00 | $ - | $ - | 0.00 | $ - |
| Transfer-Out/Streets | 597-101-00 | - | - | | - | - | | - |
| Transfer Out/Capital Improv | 597-310-00 | - | 20,099 | | - | - | | - |
| **TOTAL EXPENDITURES** | | $ - | $ 20,099 | | $ - | $ - | | $ - |
| **ENDING FUND BALANCE** | | $ 26,470 | $ 14,357 | | $ 22,907 | $ 17,357 | | $ 20,357 |
| Reserved | | $ - | $ - | | $ - | $ - | | $ - |
| Unreserved | | $ 26,470 | $ 14,357 | | $ 22,907 | $ 17,357 | | $ 20,357 |

NOTES:

# 2013 BUDGET WORKSHEET SUMMARY
# CAPITAL IMPROVEMENT FUND - #310

| | GL ACCT# | Prior Years 2010 Actual | Prior Years 2011 Actual | 2012 Amended | 2012 Actual thru Aug 31 | 2012 Projected Actual | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|
| **BEGINNING FUND BALANCE** | | $ 2,353,030 | $ 871,654 | $ 311,189 | $ 311,189 | $ 311,189 | $ 697,857 |
| **REVENUE:** | | | | | | | |
| Grant Proceeds - Federal | 333-835-00 | $ 383,049 | $ 3,267 | $ - | $ - | $ - | $ - |
| Grant Proceeds-State | 334-003-11 | 612,670 | - | 2,115,621 | 865,853 | 865,853 | 3,620,413 |
| PWTF Loan Proceeds | 361-100-00 | 746,550 | - | - | 49,770 | 49,770 | - |
| REET Funds | 317-xxx-00 | - | - | 126,000 | - | - | 124,000 |
| Traffic Impact Fees | 345-850-00 | - | 2,415 | - | - | - | - |
| Investment Earnings | 361-100-00 | 5,781 | 2,582 | - | - | - | - |
| Interfund Transfers | 397-406-00 | - | 20,099 | - | - | - | - |
| Subtotal Revenue | | $ 1,748,050 | $ 28,363 | $ 2,241,621 | $ 915,623 | $ 915,623 | $ 3,744,413 |
| **EXPENDITURES:** | | | | | | | |
| Jovita Blvd Improvements | Proj #04 | $ - | $ 907 | $ 500,000 | $ 342,085 | $ 342,085 | $ - |
| 20th Ave. Court | Proj #03 | - | - | 64,455 | - | - | 64,455 |
| Milton Way Improvements | Proj #23 | 3,041,137 | 177,610 | - | 131,395 | 131,395 | - |
| Milton Way Overlay | Proj #35 | 570 | - | - | - | - | - |
| 7th Avenue | Proj #62 | 18,961 | - | - | - | - | - |
| ADA Improvements I | Proj #67 | - | - | 62,000 | - | - | 62,000 |
| ADA Improvements II | Proj #68 | - | - | 62,000 | - | - | 62,000 |
| Porter Way Overlay | Proj #C077 | - | - | 402,300 | 29,208 | 29,208 | 373,092 |
| Milton Way Sidewalks (11th-15th) | Proj #TBD | 13,705 | 385,380 | - | - | 17,957 | - |
| Milton Way Sidewalks (17th-22nd) | Proj #TBD | - | - | 762,250 | - | - | 762,250 |
| Taylor St Sidewalks | Proj #TBD | - | - | 300,000 | - | - | |
| Taylor Street Overlay | Proj #TBD | - | - | 421,873 | - | - | 403,913 |
| Oak St Pedestrian Improvements | Proj #TBD | - | - | - | - | - | 1,485,000 |
| Triangle Park Field Improvements | Proj #TBD | - | - | 12,000 | - | - | - |
| Potential State Grant Projects | Proj #TBD | - | - | 25,000 | - | - | 809,000 |
| Subtotal Project Expenditures | | $ 3,074,373 | $ 563,898 | $ 2,611,878 | $ 502,688 | $ 520,645 | $ 4,021,710 |
| Other Expenditures: | | | | | | | |
| HVAC System/Principal | | $ 21,511 | 23,275 | 8,175 | 8,175 | 8,175 | - |
| HVAC System/Interest | | 3,420 | 1,656 | 135 | 135 | 135 | - |
| Transfer Out | | 130,123 | - | - | - | - | - |
| Subtotal Other Expenditures | | $ 155,054 | $ 24,930 | $ 8,310 | $ 8,310 | $ 8,310 | $ - |
| **ENDING FUND BALANCE** | | $ 871,654 | $ 311,189 | $ (67,378) | $ 715,814 | $ 697,857 | $ 420,560 |
| Reserved | | $ - | $ - | $ - | $ - | $ - | $ - |
| Unreserved | | $ 871,654 | $ 311,189 | $ (67,378) | $ 715,814 | $ 697,857 | $ 420,560 |

NOTES:

# 2013 BUDGET WORKSHEET SUMMARY
# CAPITAL IMPROVEMENT FUND - #310
## Capital Improvements - Detail by Project

### Jovita Blvd Improvements - Proj #04

| Fund Sources: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Grant Proceeds-Federal | - | - | - | - | - | - | - |
| Grant Proceeds-State (TIB via City of Edgewood) | - | - | 500,000 | 500,000 | 52,455 | 325,927 | - |
| PWTF Loan Proceeds | - | - | - | - | - | - | - |
| Interfund Transfers | - | - | - | - | - | - | - |
| | - | - | **500,000** | **500,000** | **52,455** | **325,927** | - |

| Fund Uses: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Engineering-Design | - | - | - | - | 49,049 | 49,049 | - |
| Engineering-Construction | - | - | - | - | - | - | - |
| ROW | - | - | 500,000 | 500,000 | 32,678 | 293,036 | - |
| Supplies | - | - | - | - | - | - | - |
| Prof Services | - | - | - | - | - | - | - |
| Traffic Control | - | - | - | - | - | - | - |
| | - | - | **500,000** | **500,000** | **81,727** | **342,085** | - |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Project Beginning Balance | - | - | - | - | - | - | - |
| Revenue | - | - | 500,000 | 500,000 | 52,455 | 325,927 | - |
| Expense | - | - | (500,000) | (500,000) | (81,727) | (342,085) | - |
| **Project Ending Balance*** | - | - | - | - | **(29,272)** | **(16,158)** | - |

*if this figure is "negative", partial funding comes from existing Fund Balance

### 20th Avenue Court - Proj #03

| REVENUES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Grant Proceeds-Federal | - | - | - | - | - | - | - |
| Grant Proceeds-State | - | - | - | - | - | - | - |
| PWTF Loan Proceeds | - | - | - | - | - | - | - |
| Interfund Transfers | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | - |

| EXPENDITURES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Engineering-Design | - | - | - | - | - | - | - |
| Engineering-Construction | - | - | 64,455 | 64,455 | - | - | 64,455 |
| ROW | - | - | - | - | - | - | - |
| Supplies | - | - | - | - | - | - | - |
| Prof Services | - | - | - | - | - | - | - |
| Traffic Control | - | - | - | - | - | - | - |
| | - | - | **64,455** | **64,455** | - | - | **64,455** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Project Beginning Balance | 118,513 | 118,513 | 118,513 | 118,513 | 118,513 | 118,513 | 118,513 |
| Revenue | - | - | - | - | - | - | - |
| Expense | - | - | (64,455) | (64,455) | - | - | (64,455) |
| **Project Ending Balance*** | **118,513** | **118,513** | **54,058** | **54,058** | **118,513** | **118,513** | **54,058** |

*if this figure is "negative", partial funding comes from existing Fund Balance

## 2013 BUDGET WORKSHEET SUMMARY
## CAPITAL IMPROVEMENT FUND - #310
## Capital Improvements - Detail by Project

**ADA Improvements I - Proj #67**

| REVENUES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Grant Proceeds-Federal | - | - | - | - | - | - | - |
| Grant Proceeds-State | - | - | - | - | - | - | - |
| PWTF Loan Proceeds | - | - | - | - | - | - | - |
| Interfund Transfers - REET1/REET2 | - | - | 62,000 | 62,000 | - | - | 62,000 |
| | - | - | **62,000** | **62,000** | - | - | **62,000** |

| EXPENDITURES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Engineering-Design | - | - | - | - | - | - | - |
| Engineering-Construction | - | - | 62,000 | 62,000 | - | - | 62,000 |
| ROW | - | - | - | - | - | - | - |
| Supplies | - | - | - | - | - | - | - |
| Prof Services | - | - | - | - | - | - | - |
| Traffic Control | - | - | - | - | - | - | - |
| | - | - | **62,000** | **62,000** | - | - | **62,000** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Project Beginning Balance | - | - | - | - | - | - | - |
| Revenue | - | - | 62,000 | 62,000 | - | - | 62,000 |
| Expense | - | - | (62,000) | (62,000) | - | - | (62,000) |
| **Project Ending Balance*** | - | - | - | - | - | - | - |

*if this figure is "negative", partial funding comes from existing Fund Balance

**ADA Improvements II - Proj #68**

| REVENUES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Grant Proceeds-Federal | - | - | - | - | - | - | - |
| Grant Proceeds-State | - | - | - | - | - | - | - |
| PWTF Loan Proceeds | - | - | - | - | - | - | - |
| Interfund Transfers - REET1/REET2 | - | - | 62,000 | 62,000 | - | - | 62,000 |
| | - | - | **62,000** | **62,000** | - | - | **62,000** |

| EXPENDITURES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Engineering-Design | - | - | - | - | - | - | - |
| Engineering-Construction | - | - | 62,000 | 62,000 | - | - | 62,000 |
| ROW | - | - | - | - | - | - | - |
| Supplies | - | - | - | - | - | - | - |
| Prof Services | - | - | - | - | - | - | - |
| Interfund Transfer - Capital Improvement | - | - | - | - | - | - | - |
| | **$** - | **$** - | **$ 62,000** | **$ 62,000** | **$** - | **$** - | **$ 62,000** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Project Beginning Balance | - | - | - | - | - | - | - |
| Revenue | - | - | 62,000 | 62,000 | - | - | 62,000 |
| Expense | - | - | (62,000) | (62,000) | - | - | (62,000) |
| **Project Ending Balance*** | - | - | - | - | - | - | - |

*if this figure is "negative", partial funding comes from existing Fund Balance

## 2013 BUDGET WORKSHEET SUMMARY
## CAPITAL IMPROVEMENT FUND - #310
## Capital Improvements - Detail by Project

**Porter Way Overlay - Proj #C077**

| REVENUES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Grant Proceeds-Federal | - | - | - | - | - | - | - |
| Grant Proceeds-State | - | - | 402,300 | 402,300 | 29,208 | 29,208 | 373,092 |
| PWTF Loan Proceeds | - | - | - | - | - | - | - |
| Interfund Transfers | - | - | - | - | - | - | - |
| | - | - | **402,300** | **402,300** | **29,208** | **29,208** | **373,092** |

| EXPENDITURES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Engineering-Design | - | - | 80,462 | 80,462 | 29,208 | 29,208 | 51,254 |
| Engineering-Construction | - | - | 321,838 | 321,838 | - | - | 321,838 |
| ROW | - | - | - | - | - | - | - |
| Supplies | - | - | - | - | - | - | - |
| Prof Services | - | - | - | - | - | - | - |
| Traffic Control | - | - | - | - | - | - | - |
| | - | - | **402,300** | **402,300** | **29,208** | **29,208** | **373,092** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Project Beginning Balance | - | - | - | - | - | - | 0 |
| Revenue | - | - | 402,300 | 402,300 | 29,208 | 29,208 | 373,092 |
| Expense | - | - | (402,300) | (402,300) | (29,208) | (29,208) | (373,092) |
| **Project Ending Balance*** | - | - | - | - | **0** | **0** | - |

*if this figure is "negative", partial funding comes from existing Fund Balance

**Milton Way Sidewalks (17th-22nd) - Proj #(TBD)**

| REVENUES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Grant Proceeds-Federal | - | - | - | - | - | - | - |
| Grant Proceeds-State | - | - | 609,800 | 609,800 | - | - | 609,800 |
| PWTF Loan Proceeds | - | - | - | - | - | - | - |
| Interfund Transfers | - | - | - | - | - | - | - |
| | - | - | **609,800** | **609,800** | - | - | **609,800** |

| EXPENDITURES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Engineering-Design | - | - | - | - | - | - | - |
| Engineering-Construction | - | - | 762,250 | 762,250 | - | - | 762,250 |
| ROW | - | - | - | - | - | - | - |
| Supplies | - | - | - | - | - | - | - |
| Prof Services | - | - | - | - | - | - | - |
| Traffic Control | - | - | - | - | - | - | - |
| | - | - | **762,250** | **762,250** | - | - | **762,250** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Project Beginning Balance | - | - | - | - | - | - | - |
| Revenue | - | - | 609,800 | 609,800 | - | - | 609,800 |
| Expense | - | - | (762,250) | (762,250) | - | - | (762,250) |
| **Project Ending Balance*** | - | - | **(152,450)** | **(152,450)** | - | - | **(152,450)** |

*if this figure is "negative", partial funding comes from existing Fund Balance

## 2013 BUDGET WORKSHEET SUMMARY
## CAPITAL IMPROVEMENT FUND - #310
## Capital Improvements - Detail by Project

**Taylor Street Overlay - Proj #(TBD)**

| REVENUES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Grant Proceeds-Federal | - | - | - | - | - | - | - |
| Grant Proceeds-State | - | - | 363,521 | 363,521 | - | - | 363,521 |
| PWTF Loan Proceeds | - | - | - | - | - | - | - |
| Interfund Transfers | - | - | - | - | - | - | - |
| | - | - | **363,521** | **363,521** | - | - | **363,521** |

| EXPENDITURES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Engineering-Design | - | - | 64,626 | 64,626 | - | - | 64,626 |
| Engineering-Construction | - | - | 339,287 | 339,287 | - | - | 339,287 |
| ROW | - | - | - | - | - | - | - |
| Supplies | - | - | - | - | - | - | - |
| Prof Services | - | - | - | - | - | - | - |
| Traffic Control | - | - | - | - | - | - | - |
| | - | - | **403,913** | **403,913** | - | - | **403,913** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Project Beginning Balance | - | - | - | - | - | - | - |
| Revenue | - | - | 363,521 | 363,521 | - | - | 363,521 |
| Expense | - | - | (403,913) | (403,913) | - | - | (403,913) |
| **Project Ending Balance*** | - | - | **(40,392)** | **(40,392)** | - | - | **(40,3** |

*if this figure is "negative", partial funding comes from existing Fund Balance

**Oak Street Pedestrian Improv - Proj #(TBD)**

| REVENUES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Grant Proceeds-Federal | - | - | - | - | - | - | - |
| Grant Proceeds-State | - | - | - | - | - | - | 1,465,000 |
| PWTF Loan Proceeds | - | - | - | - | - | - | - |
| Interfund Transfers | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | **1,465,000** |

| EXPENDITURES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Engineering-Design | - | - | - | - | - | - | 140,000 |
| Engineering-Construction | - | - | - | - | - | - | 1,345,000 |
| ROW | - | - | - | - | - | - | - |
| Supplies | - | - | - | - | - | - | - |
| Prof Services | - | - | - | - | - | - | - |
| Traffic Control | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | **1,485,000** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Project Beginning Balance | - | - | - | - | - | - | - |
| Revenue | - | - | - | - | - | - | 1,465,000 |
| Expense | - | - | - | - | - | - | (1,485,000) |
| **Project Ending Balance*** | - | - | - | - | - | - | **(20,000)** |

*if this figure is "negative", partial funding comes from existing Fund Balance

# 2013 BUDGET WORKSHEET SUMMARY
# CAPITAL IMPROVEMENT FUND - #310
## Capital Improvements - Detail by Project

**Potential State Grant Funded Projects - Proj #(TBD)**

| REVENUES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Grant Proceeds-Federal | - | - | - | - | - | - | - |
| Grant Proceeds-State | - | - | - | - | - | - | 809,000 |
| PWTF Loan Proceeds | - | - | - | - | - | - | - |
| Interfund Transfers | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | **809,000** |

| EXPENDITURES(Projects): | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Major Repairs, Activity Center | - | - | - | - | - | - | 200,000 |
| ADA Compliant Restroonm, Other ADA Improv | - | - | - | - | - | - | 224,000 |
| Sidewalk Lighting, Triangle Park | - | - | - | - | - | - | 135,000 |
| I-5 Interchange Study | - | - | - | - | - | - | 250,000 |
| | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | **809,000** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Project Beginning Balance | - | - | - | - | - | - | - |
| Revenue | - | - | - | - | - | - | 809,000 |
| Expense | - | - | - | - | - | - | (809,000) |
| **Project Ending Balance*** | - | - | - | - | - | - | - |

*if this figure is "negative", partial funding comes from existing Fund Balance

**Total Capital Improvements**

| REVENUES: | 2010 Actual | 2011 Actual | Adopted Budget | Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | Proposed Budget |
|---|---|---|---|---|---|---|---|
| Grant Proceeds-Federal | - | - | - | - | - | - | - |
| Grant Proceeds-State | - | - | 1,875,621 | 1,875,621 | 81,663 | 355,135 | 3,620,413 |
| PWTF Loan Proceeds | - | - | - | - | - | - | - |
| Interfund Transfers | - | - | 124,000 | 124,000 | - | - | 124,000 |
| | - | - | **1,999,621** | **1,999,621** | **81,663** | **355,135** | **3,744,413** |

| EXPENDITURES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Engineering-Design | - | - | 145,088 | 145,088 | 78,257 | 78,257 | 455,880 |
| Engineering-Construction | - | - | 1,611,830 | 1,611,830 | - | - | 3,180,830 |
| ROW | - | - | 500,000 | 500,000 | 32,678 | 293,036 | 135,000 |
| Supplies | - | - | - | - | - | - | 250,000 |
| Prof Services | - | - | - | - | - | - | - |
| Traffic Control | - | - | - | - | - | - | - |
| | - | - | **2,256,918** | **2,256,918** | **110,935** | **371,293** | **4,021,710** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Project Beginning Balance | 118,513 | 118,513 | 118,513 | 118,513 | 118,513 | 118,513 | 102,355 |
| Revenue | - | - | 1,999,621 | 1,999,621 | 81,663 | 355,135 | 3,744,413 |
| Expense | - | - | (2,256,918) | (2,256,918) | (110,935) | (371,293) | (4,021,710) |
| **Project Ending Balance*** | **118,513** | **118,513** | **(138,784)** | **(138,784)** | **89,241** | **102,355** | **(174,942)** |

*if this figure is "negative", partial funding comes from existing Fund Balance

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# 2013 BUDGET WORKSHEET SUMMARY
# ELECTRIC UTILITY FUND - #401

| | GL ACCT# | Prior Years 2010 Actual | Prior Years 2011 Actual | 2012 Amended Budget | 2012 Projected Actual | 2013 Requested Budget |
|---|---|---|---|---|---|---|
| **BEGINNING FUND BALANCE** | | $ 3,378,461 | $ 4,178,258 | $ 4,428,249 | $ 4,428,249 | $ 5,428,685 |
| **REVENUE:** | | | | | | |
| FEMA Disaster Assistance | 333-835-00 | $ - | $ - | $ - | $ 13,737 | $ - |
| Electric Sales | 343-321-00 | 4,109,175 | 4,116,094 | 4,500,000 | 5,067,833 | 4,362,697 |
| Penalties | 343-391-00 | 64,203 | 68,738 | 72,000 | 80,231 | 70,000 |
| Investment Interest | 361-100-00 | 52,401 | 16,594 | 55,000 | 24,640 | 20,000 |
| Rent | 362-100-00 | - | - | - | - | - |
| Utility Pole Rental | 362-101-00 | 55,328 | 13,779 | - | - | 13,000 |
| Interfund Rental | 366-200-00 | 25,040 | 25,040 | 25,040 | 22,387 | 25,040 |
| Connection Charges | 367-000-00 | 3,600 | 2,075 | 2,000 | 1,029 | 1,500 |
| Sale Of Surplus | 369-100-00 | - | - | - | - | - |
| Misc Revenue | 369-900-00 | 2,777 | 5,373 | 5,000 | 1,612 | 2,000 |
| Reimb - Personnel Services | 369-900-01 | 3,429 | 4,717 | - | 450 | - |
| Reimb - Equipment Use | 369-900-02 | - | 540 | - | - | - |
| Reimb - Equip. Rental | 369-900-03 | 1,545 | 160 | - | 260 | - |
| Reimb - Materials | 369-900-04 | 10,090 | - | - | - | - |
| Reimb - Services | 369-900-05 | 613 | 8,043 | - | - | - |
| Misc Revenue / Rebates | 369-901-00 | - | 115,198 | - | - | - |
| Insurance Recovery | 372-000-00 | - | - | - | 7,107 | - |
| Wa Atty Gen Energy Settlement | 386-000-00 | 1,373 | - | - | - | - |
| Interfund Loan Repayment | 389-001-00 | - | - | - | - | 25,100 |
| Subtotal Revenue | | $ 4,329,574 | $ 4,376,352 | $ 4,659,040 | $ 5,219,285 | $ 4,519,337 |
| **EXPENDITURES:** | | | | | | |
| ELECTRIC/ADMINISTRATION | 31-533-100 | $ 510,415 | $ 521,843 | $ 599,361 | $ 561,752 | $ 562,282 |
| ELECTRIC/OPERATIONS | 32-533-500 | 2,651,531 | 3,070,210 | 3,840,117 | 3,409,095 | 3,730,276 |
| ELECTRIC/SHARED COSTS | 30-533-110 | 340,770 | 351,561 | 175,123 | 192,002 | 203,239 |
| ELECTRIC/CAPITAL EXP. | | 27,061 | 182,747 | 52,000 | 56,000 | - |
| Subtotal Expenditures | | $ 3,529,777 | $ 4,126,361 | $ 4,666,601 | $ 4,218,850 | $ 4,495,797 |
| **ENDING FUND BALANCE** | | $ 4,178,258 | $ 4,428,249 | $ 4,420,688 | $ 5,428,685 | $ 5,452,225 |
| Reserved | | $ 875,679 | $ 985,903 | $ 1,153,650 | $ 1,040,712 | $ 1,123,949 |
| Reserve for Vehicle Replacement | | $ - | $ - | $ - | $ - | $ 150,000 |
| Unreserved | | $ 3,302,579 | $ 3,442,346 | $ 3,267,038 | $ 4,387,972 | $ 4,178,276 |

NOTES:

# 2013 BUDGET WORKSHEET SUMMARY

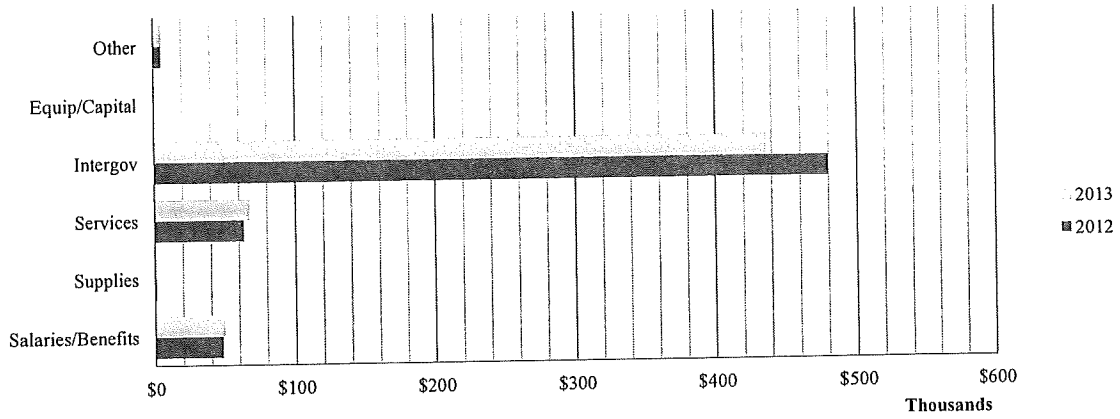
## 401 - Electric Utility Administration

| | GL Acct# | Prior Years 2010 Actual | Prior Years 2011 Actual | 2012 FTE | 2012 Amended Budget | 2012 Projected Actual | 2013 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| EXPENDITURES: | | | | | | | | |
| **ELECTRIC/ADMINISTRATION:** | | | | | | | | |
| Salaries and Wages | 533-100-11 | $ 42,047 | $ 43,242 | 0.45 | $ 36,734 | $ 36,673 | 0.45 | $ 36,970 |
| Overtime | 533-100-12 | - | - | | - | 75 | | - |
| Personnel Benefits | 533-100-21 | 12,660 | 12,887 | | 11,999 | 11,842 | | 13,203 |
| Employee Contributions Medical | 533-100-28 | - | - | | (267) | (257) | | (368) |
| *Subtotal - Salaries/Benefits* | | $ 54,707 | $ 56,129 | | $ 48,466 | $ 48,334 | | $ 49,806 |
| Office and Operating Supplies | 533-100-31 | 290 | 602 | | 1,000 | 238 | | 1,000 |
| Fuel | 533-100-32 | - | - | | 100 | - | | 100 |
| Small Tools and Minor Equip | 533-100-35 | - | - | | 200 | - | | 200 |
| Professional Services | 533-100-41 | 335 | 1,016 | | 7,000 | 10,575 | | 15,000 |
| Communication | 533-100-42 | 1,210 | 283 | | 425 | 962 | | 325 |
| Travel | 533-100-43 | 4 | 213 | | 2,700 | 138 | | 2,700 |
| Advertising | 533-100-44 | 125 | 238 | | 100 | - | | 100 |
| Operating Rentals and Leases | 533-100-45 | 264 | 352 | | 350 | 353 | | 350 |
| Insurance | 533-100-46 | 31,037 | 31,113 | | 30,000 | 28,488 | | 27,400 |
| Repairs and Maintenance | 533-100-48 | 299 | 296 | | 450 | 248 | | 300 |
| Misc/Other Exp | 533-100-49 | - | 15,782 | | 1,000 | 750 | | - |
| Utility Tax | 533-100-51 | 249,751 | 253,582 | | 300,000 | 272,584 | | 265,962 |
| Elect Excise Tax | 533-100-53 | 166,573 | 156,419 | | 180,000 | 180,515 | | 170,245 |
| Machinery and Equipment | 533-100-64 | - | - | | - | - | | 1,225 |
| Interfund Rent | 533-100-95 | 5,820 | 5,820 | | 5,820 | 5,820 | | 5,820 |
| Misc/Dues & Memberships | 533-101-49 | - | - | | 17,000 | 12,711 | | 17,000 |
| Misc/Trng, Registrations | 533-102-49 | - | - | | 4,750 | 36 | | 4,750 |
| Misc/Outside Printing | 533-103-49 | - | - | | - | - | | - |
| **TOTAL EXPENDITURES** | | $ 510,415 | $ 521,843 | | $ 599,361 | $ 561,752 | | $ 562,282 |

| | | |
|---|---|---|
| Discretionary | 7.7% | $ 43,050 |
| Non-Discretionary | 92.3% | $ 519,232 |
| | | $ 562,282 |

| 2013 Proposed Staffing: | | FTE | 2013 Salary* | 2013 Est. Benefits* | 2013 TTL Comp |
|---|---|---|---|---|---|
| PW Director | Exempt | 0.30 | $ 29,088 | $ 10,190 | $ 39,278 |
| PW Admin Assistant | IBEW 14-E | 0.15 | $ 7,882 | $ 2,646 | $ 10,528 |
| | | - | $ - | $ - | $ - |
| | | **0.45** | $ 36,970 | $ 12,835 | $ 49,806 |

*Sal/Ben Allocated to Electric Utility Fund



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| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| **401.31.533.100.xx** | | **ELECTRIC UTILITY - ADMINISTRATION** | | **$ 562,282** |
| | | **SALARIES AND WAGES** | | |
| 31.533.100.11 | Salaries & Wages | 0.30 PW Director<br>0.15 PW Admin. Assistant<br>-<br>0.45 FTE | | 29,088<br>7,882<br>- |
| 31.533.100.12 | Overtime | Provides for overtime as necessary | | - |
| | | **TOTAL SALARIES** | | **36,970** |
| | | **PERSONNEL BENEFITS** | | |
| 31.533.100.21 | Personnel Benefits | Includes: Social Security, Medicare and L&I<br>Medical, Dental, Vision, Life, Pension | | 13,203 |
| 31.533.100.28 | Employee Medical Contribution | Employee's share of health insurance premium | | (368) |
| | | **TOTAL PERSONNEL BENEFITS** | | **12,835** |
| | | **SUPPLIES** | | |
| 31.533.100.31 | Supplies | Provides general operating supplies for Administration | | 1,000 |
| 31.533.100.32 | Fuel | Provides fuel for misc. departmental travel | | 100 |
| 31.533.100.35 | Small Tools & Equipment | Provides for small non-capitalized items | | 200 |
| | | **TOTAL SUPPLIES** | | **1,300** |
| | | **OTHER SERVICES & CHARGES** | | |
| 31.533.100.41 | Professional Services | Misc services<br>Conservation consultant | $ 5,000<br>$ 10,000<br>$ -<br>$ -<br>$ -<br>$ 15,000 | 15,000 |
| 31.533.100.42 | Communication | Verizon Wireless | $ 325<br>$ -<br>$ 325 | 325 |
| 31.533.100.43 | Travel | Misc. travel and mileage<br>Training & Conferences (see detail) | $ 100<br>$ 2,600<br>$ -<br>$ 2,700 | 2,700 |
| 31.533.100.44 | Advertising | Advertising as needed | $ 100<br>$ -<br>$ -<br>$ 100 | 100 |

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| 31.533.100.45 | Operating Rentals/Leases | Copier Lease / Allocation | $ 350 | 350 |
| | | | $ - | |
| | | | $ - | |
| | | | $ 350 | |
| 31.533.100.46 | Insurance | WCIA Insurance Allocation | $ 27,400 | 27,400 |
| | | | $ - | |
| | | | $ 27,400 | |
| 31.533.100.48 | Repair & Maintenance | Copier / Maint & Usage | $ 300 | 300 |
| | | | $ - | |
| | | | $ - | |
| | | | $ 300 | |
| 31.533.100.49 | Miscellaneous | ***Membership/Dues:*** | | |
| | | PCCPA | $ 6,000 | 17,000 |
| | | NWPPA | $ 6,000 | |
| | | WPAG | $ 5,000 | |
| | | | $ - | |
| | | | $ 17,000 | |
| | | ***Training/Conferences:*** | | |
| | | NWPPA-OSHA | $ 3,000 | 4,750 |
| | | NWPPA-Accident Invst | $ 750 | |
| | | NWPPA-Enviro | $ 1,000 | |
| | | | $ - | |
| | | | $ 4,750 | |
| | | ***Other Miscellaneous:*** | | |
| | | Outside Printing | $ - | - |
| | | | $ - | |
| | | | $ - | |
| | | | $ - | |
| | | **TOTAL SERVICES & CHARGES** | | **67,925** |
| | | **INTERGOVERNMENTAL CHARGES** | | |
| 31.533.100.51 | Intergovernmental | Utility Tax- 6% | $ 265,962 | 436,207 |
| 31.533.100.53 | | Excise Tax, Billings - 3.8734% | $ 168,985 | |
| | | Excise Tax, Penalties - 1.8% | $ 1,260 | |
| | | | $ 436,207 | |
| | | **EQUIPMENT / FIXED ASSETS** | | |
| 31.533.100.64 | Capital / Fixed Assets | Copier - Split w/other utilities | $ 1,225 | 1,225 |
| | | *See Water/Storm/Streets | $ - | |
| | | | $ - | |
| | | | $ 1,225 | |
| | | **INTERFUND TRANSFERS / OTHER** | | |
| 31.597.501.00 | | Transfer Out - Vehicle Repair & Maint | $ - | 5,820 |
| 31.533.100.95 | | Interfund Rental- to General Fund | $ 5,820 | |
| | | | $ - | |
| | | | $ 5,820 | |

# 2013 BUDGET WORKSHEET SUMMARY
# ELECTRIC UTILITY FUND - #401

*Operations*

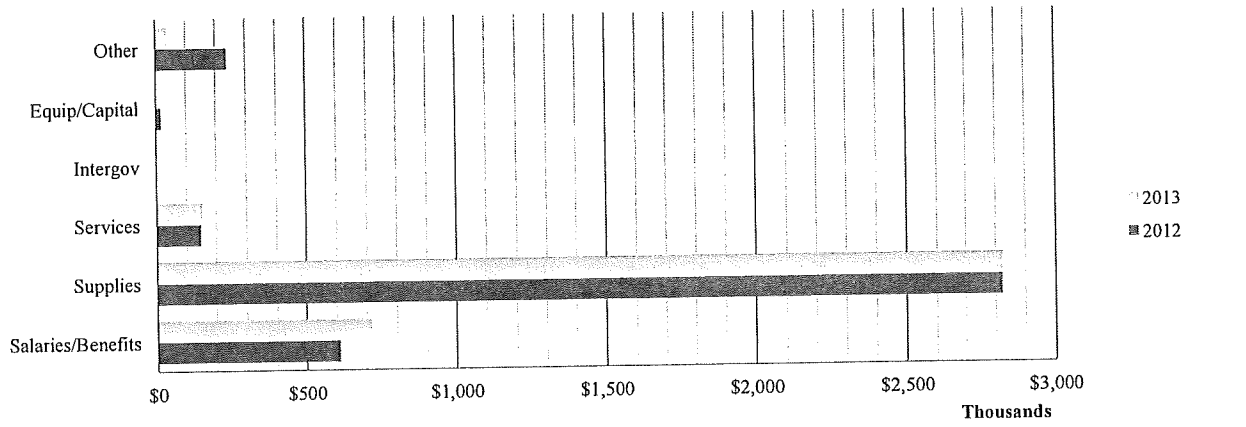
| | GL ACCT# | 2010 Actual | 2011 Actual | 2012 FTE | 2012 Amended Budget | 2012 Projected Actual | 2013 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| EXPENDITURES: | | | | | | | | |
| **ELECTRIC/OPERATIONS:** | | | | | | | | |
| Salaries and Wages | 533-500-11 | $ 411,502 | $ 418,496 | 5.10 | $ 397,934 | $ 411,490 | 6.10 | $ 452,422 |
| Overtime | 533-500-12 | 28,313 | 21,726 | | 25,000 | 31,898 | | 35,000 |
| On Call Pay | 533-500-15 | 25,467 | 25,951 | | 25,000 | 26,869 | | 30,000 |
| Personnel Benefits | 533-500-21 | 160,662 | 146,581 | | 159,252 | 165,634 | | 200,858 |
| Uniforms | 533-500-22 | 5,507 | 6,001 | | 6,500 | 5,903 | | 6,500 |
| Employee Medical Contribution | 533-500-28 | - | - | | (2,755) | (2,939) | | (9,704) |
| *Subtotal - Salaries/Benefits* | | $ 631,451 | $ 618,755 | | $ 610,931 | $ 638,854 | | $ 715,076 |
| Office and Operating Supplies | 533-500-31 | 4,627 | 48,357 | | 120,000 | 25,729 | | 120,000 |
| Fuel | 533-500-32 | 13,154 | 10,155 | | 12,000 | 10,622 | | 12,000 |
| Items Purchased for Resale | 533-500-33 | 1,910,318 | 2,123,696 | | 2,687,000 | 2,428,260 | | 2,687,000 |
| Small Tools and Equipment | 533-500-35 | 4,668 | 2,366 | | 5,000 | 528 | | 5,000 |
| Small Assets/IT | 533-500-36 | - | - | | - | - | | 500 |
| Professional Services | 533-500-41 | 31,500 | 7,287 | | 27,100 | 155 | | 32,100 |
| Communication | 533-500-42 | 4,599 | 5,038 | | 4,800 | 4,551 | | 4,700 |
| Travel | 533-500-43 | 1,042 | 245 | | 1,800 | 1,928 | | 1,800 |
| Advertising | 533-500-44 | 22 | 21 | | 100 | 119 | | 100 |
| Operating Rentals and Leases | 533-500-45 | - | - | | 8,000 | - | | 8,000 |
| Public Utility Services | 533-500-47 | 11,785 | 18,559 | | 26,250 | 16,186 | | 26,250 |
| Repairs and Maintenance | 533-500-48 | 20,846 | 62,841 | | 79,000 | 23,360 | | 79,000 |
| Misc/Other Exp | 533-500-49 | 11,401 | 3,697 | | - | 1,436 | | - |
| Building Improvements | 533-500-62 | - | 7,287 | | - | - | | - |
| Other Improvements | 533-500-63 | - | 11,241 | | - | - | | - |
| Machinery and Equipment | 533-500-64 | 15 | 3,126 | | 10,175 | 15,509 | | - |
| Interfund Rentals | 533-500-95 | - | - | | - | - | | - |
| Misc/Dues & Memberships | 533-501-49 | - | - | | - | 454 | | - |
| Misc/Trng, Registrations | 533-502-49 | - | - | | 1,250 | 833 | | 1,250 |
| Misc/Outside Printing | 533-503-49 | - | - | | - | 15,219 | | - |
| BPA Conserv Credit/Prof Svcs | 533-700-41 | - | 17,723 | | - | - | | - |
| BPA Conserv Credit | 533-700-49 | - | 88,614 | | - | - | | - |
| Transfer Out -Interfund Loan | 581-100-00 | - | - | | 200,000 | 200,000 | | - |
| Capital Lease | 582-500-66 | 6,101 | 7,040 | | 6,711 | 7,040 | | - |
| LOCAL Financing-Principal | 582-500-7x | - | - | | - | - | | 6,700 |
| LOCAL Financing-Interest | 582-500-8x | - | - | | - | - | | 300 |
| Transfer Out - Vehicle R&M | 597-501-00 | - | 34,161 | | 40,000 | 18,312 | | 30,500 |
| **TOTAL EXPENDITURES** | | **$ 2,651,531** | **$ 3,070,210** | | **$ 3,840,117** | **$ 3,409,095** | | **$ 3,730,276** |

| | | |
|---|---|---|
| Discretionary | 10.0% | $ 373,450 |
| Non-Discretionary | 90.0% | $ 3,356,826 |
| | | $ 3,730,276 |

| 2013 Proposed Staffing: | | FTE | 2013 Salary* | 2013 Est. Benefits* | 2013 TTL Comp |
|---|---|---|---|---|---|
| Electric Supervisor | IBEW 26-E | 1.00 | $ 93,751 | $ 35,048 | $ 128,799 |
| Lineman | IBEW 23-E | 3.00 | $ 247,663 | $ 106,863 | $ 354,526 |
| Equipment Operator | IBEW 17-E | 1.00 | $ 53,073 | $ 24,512 | $ 77,585 |
| Meter Reader | IBEW 13-E | 0.50 | $ 25,508 | $ 9,953 | $ 35,461 |
| PW Admin Assistant | IBEW 14-E | 0.30 | $ 16,237 | $ 7,603 | $ 23,840 |
| 1 Month Staffing Overlap** | IBEW 14-A | - | $ 1,081 | $ 627 | $ - |
| Parks/Facilities Maint II | IBEW 16-E | 0.15 | $ 8,940 | $ 3,815 | $ 12,755 |
| Parks/Facilities Maint I | IBEW 12-B | 0.15 | $ 6,169 | $ 2,734 | $ 8,903 |
| | | - | $ - | $ - | $ - |
| | | **6.10** | $ 452,422 | $ 191,155 | $ 641,869 |

**Retirement Replacement Training

*Sal/Ben Allocated to Electric Utility Fund



NOTES:

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| **401.32.533.500.xx** | | **ELECTRIC UTILITY - OPERATIONS** | | **$ 3,730,276** |
| | | **SALARIES AND WAGES** | | |
| 32.533.500.11 | Salaries & Wages | 1.00 Electric Supervisor | | 93,751 |
| | | 3.00 Lineman | | 247,663 |
| | | - Apprentice Lineman | | - |
| | | 1.00 Equipment Operator | | 53,073 |
| | | 0.50 Meter Reader | | 25,508 |
| | | 0.30 PW Admin. Assistant | | 16,237 |
| | | - J.Llunggren replacement training (1 mo.) | | 1,081 |
| | | 0.15 Parks/Maint II | | 8,940 |
| | | 0.15 Parks/Maint I | | 6,169 |
| | | 6.10 FTE | | |
| 32.533.500.12 | Overtime | Provides for overtime as necessary | | 35,000 |
| 32.533.500.15 | On-Call Pay | | | 30,000 |
| | | **TOTAL SALARIES** | | **517,422** |
| | | **PERSONNEL BENEFITS** | | |
| 32.533.500.21 | Personnel Benefits | Includes: Social Security, Medicare and L&I<br>Medical, Dental, Vision, Life, Pension | | 200,858 |
| 32.533.500.22 | Uniforms | Provides for the issue & replacement of uniforms | | 6,500 |
| 32.533.500.28 | Employee Medical Contribution | Employee's share of health insurance premium | | (9,704) |
| | | **TOTAL PERSONNEL BENEFITS** | | **197,654** |
| | | **SUPPLIES** | | |
| 32.533.500.31 | Supplies | Provides general operating supplies for Operations | | 120,000 |
| 32.533.500.32 | Fuel | Provides fuel for misc. departmental travel | | 12,000 |
| 32.533.500.33 | Power/Resale | Power purch from BPA | | 2,250,000 |
| | | BPA Transmission Charges | | 437,000 |
| 32.533.500.35 | Small Tools & Equip | Provides for small non-capitalized items | | 5,000 |
| 32.533.500.36 | Small Assets/IT | Laptop/Meter Reader | | 500 |
| | | **TOTAL SUPPLIES** | | **2,824,500** |

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| | | **OTHER SERVICES & CHARGES** | | |
| 32.533.500.41 | Professional Services | Medical-CDL Physicals | $ 600 | 32,100 |
| | | Utility Locates | $ 500 | |
| | | Grey & Osborne | $ 5,000 | |
| | | Misc Services | $ 1,000 | |
| | | AMR Provider Services | $ 5,000 | |
| | | SATEC SCADA Prgm (carryover) | $ 20,000 | |
| | | | $ 32,100 | |
| 32.533.500.42 | Communication | Integra Telecom | $ 2,950 | 4,700 |
| | | Verizon Wireless | $ 1,750 | |
| | | | $ - | |
| | | | $ 4,700 | |
| 32.533.500.43 | Travel | Misc. travel and mileage | $ 100 | 1,800 |
| | | Training & Conferences (see detail) | $ 1,700 | |
| | | | $ - | |
| | | | $ 1,800 | |
| 32.533.500.44 | Advertising | Advertising as needed | $ 100 | 100 |
| | | | $ - | |
| | | | $ - | |
| | | | $ 100 | |
| 32.533.500.45 | Operating Rentals/Leases | Equipment rental | $ 8,000 | 8,000 |
| | | | $ - | |
| | | | $ - | |
| | | | $ 8,000 | |
| 32.533.500.47 | Public Utility Svcs | City Utilities | $ 25,000 | 26,250 |
| | | PC Sewer | $ 250 | |
| | | Disposal Fees | $ 1,000 | |
| | | | $ 26,250 | |
| 32.533.500.48 | Repair & Maintenance | Annual Tree Trimming | $ 50,000 | 79,000 |
| | | Vactor Services | $ 3,500 | |
| | | Sweeper Services | $ 5,000 | |
| | | Disposal Fees/Hazardous Waste | $ 2,500 | |
| | | Altec | $ 3,000 | |
| | | Misc R&M | $ 15,000 | |
| | | | $ - | |
| | | | $ 79,000 | |
| 32.533.501.49 | Miscellaneous | ***Membership/Dues:*** | | - |
| | | | $ - | |
| | | | $ - | |
| | | | $ - | |
| 32.533.502.49 | | ***Training/Conferences:*** | | 1,250 |
| | | ICS | $ 250 | |
| | | NWPPA | $ 1,000 | |
| | | | $ - | |
| | | | $ 1,250 | |

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| 32.533.500.49 | | *Other Miscellaneous:* | $ - | - |
| | | | $ - | |
| | | | $ - | |
| | | | $ - | |
| | | **TOTAL SERVICES & CHARGES** | | **153,200** |
| **INTERGOVERNMENTAL CHARGES** | | | | |
| 32.533.500.51 | Intergovernmental | | $ - | - |
| | | | $ - | |
| | | | $ - | |
| | | | $ - | |
| **EQUIPMENT / FIXED ASSETS** | | | | |
| 32.533.500.64 | Capital / Fixed Assets | Machinery/Equipment | $ - | - |
| | | Capital Lease | $ - | |
| | | | $ - | |
| | | | $ - | |
| **INTERFUND TRANSFERS / OTHER** | | | | |
| 32.597.501.00 | | Transfer Out - Vehicle Repair & Maint | $ 30,500 | 30,500 |
| 32.533.500.95 | | Interfund Rental- to General Fund | $ - | |
| | | | $ - | |
| | | | $ 30,500 | |
| **DEBT SERVICE** | | | | |
| 32.582.500.7x | | State LOCAL Financing Prgm/Principal | $ 6,700 | 7,000 |
| 32.582.500.8x | | State LOCAL Financing Prgm/Interest | $ 300 | |
| | | *Allocation of Backhoe Cost/Estimated | $ - | |
| | | **split w/3 Utilities | $ 7,000 | |

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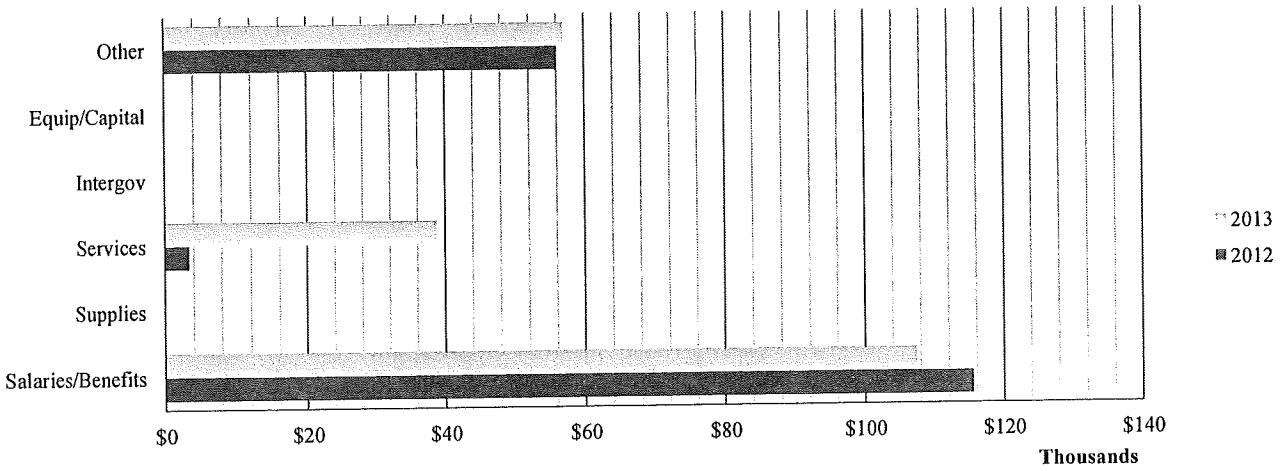
## 2013 BUDGET WORKSHEET SUMMARY
## ELECTRIC UTILITY FUND - #401

*Shared Costs*

| | GL ACCT# | 2010 Actual | 2011 Actual | 2012 FTE | 2012 Amended Budget | 2012 Projected Actual | 2013 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| EXPENDITURES: | | | | | | | | |
| **ELECTRIC/SHARED COSTS:** | | | | | | | | |
| Salaries and Wages | 533-110-11 | $ - | $ 78,625 | 1.14 | $ 83,741 | $ 83,574 | 1.14 | $ 77,541 |
| Overtime | 533-110-12 | - | 203 | | - | - | | - |
| Personnel Benefits | 533-110-21 | - | 27,413 | | 32,575 | 32,704 | | 31,284 |
| Employee Contribution Medical | 533-110-28 | - | - | | (713) | (1,200) | | (1,386) |
| *Subtotal - Salaries/Benefits* | | $ - | $ 106,241 | | $ 115,603 | $ 115,079 | | $ 107,439 |
| Office and Operating Supplies | 533-110-31 | - | 2,488 | | - | 2,112 | | - |
| Small Assets/IT | 533-110-36 | - | - | | - | 1,611 | | - |
| Professional Services | 533-110-41 | - | 3,174 | | - | 366 | | - |
| Communications | 533-110-42 | - | 1,200 | | 1,500 | 809 | | 1,000 |
| Travel | 533-110-43 | - | 12 | | - | 262 | | - |
| Equipment Leases | 533-110-45 | - | 1,289 | | 1,200 | 1,589 | | 1,800 |
| Repairs and Maintenance | 533-110-48 | - | 10,916 | | 720 | 1,872 | | 2,000 |
| Misc/Other Exp | 533-110-49 | 24,234 | 25,923 | | - | 12,203 | | 16,500 |
| Misc - Outside Printing | 533-110-49 | | 16,758 | | - | - | | 17,500 |
| Transfer Out - General Fund | 597-001-00 | 316,536 | 183,560 | | 56,100 | 56,100 | | 57,000 |
| **TOTAL EXPENDITURES** | | **$ 340,770** | **$ 351,561** | | **$ 175,123** | **$ 192,002** | | **$ 203,239** |

| 2013 Proposed Staffing: | | Allocated FTE | 2013 Salary* | 2013 Est. Benefits* | 2013 TTL Comp |
|---|---|---|---|---|---|
| Council | - | - | $ 4,704 | $ 408 | $ 5,112 |
| Executive | - | 0.28 | $ 19,320 | $ 6,190 | $ 25,510 |
| Finance | - | 0.86 | $ 53,517 | $ 23,300 | $ 76,816 |
| | | - | $ - | $ - | $ - |
| | | **1.14** | $ 77,541 | $ 29,898 | $ 107,439 |

*Sal/Ben Allocated to Electric Utility Fund



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| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| **401.30.533.110.xx** | | **ELECTRIC UTILITY - SHARED COSTS** | | **$ 203,239** |
| | | **SALARIES AND WAGES** | | |
| 30.533.110.11 | Salaries & Wages | - Shared Costs - Finance Dept (incl PT/Temp) | | 53,517 |
| | | - Shared Costs - Executive Dept | | 19,320 |
| | | - Shared Costs - Council | | 4,704 |
| | | - | | - |
| | | - FTE | | |
| | | **TOTAL SALARIES** | | **77,541** |
| | | **PERSONNEL BENEFITS** | | |
| 30.533.110.21 | Personnel Benefits | Shared Costs - Finance Dept (incl PT/Temp) | | 24,543 |
| | | Shared Costs - Executive Dept | | 6,333 |
| | | Shared Costs - Council | | 408 |
| 30.533.110.29 | Employee Medical Contribution | Employee's share of health insurance premium | | (1,243) |
| | | | | (143) |
| | | **TOTAL PERSONNEL BENEFITS** | | **29,898** |
| | | **OTHER SERVICES & CHARGES** | | |
| 30.533.110.41 | Professional Services | | $ - <br> $ - <br> $ - | - |
| 30.533.110.42 | Communication | Pitney Bowes/Postage | $ 1,000 <br> $ - <br> $ - <br> $ 1,000 | 1,000 |
| 30.533.110.45 | Operating Rentals/Leases | Copier Allocation | $ 1,800 <br> $ - <br> $ - <br> $ 1,800 | 1,800 |
| 30.533.110.48 | Repair & Maintenance | Copier-Maintenance/Usage | $ 2,000 <br> $ - <br> $ - <br> $ 2,000 | 2,000 |
| 30.533.110.49 | Miscellaneous | *Other Miscellaneous:* | | |
| | | CC Processing Fees | $ 12,500 | |
| | | Outside Printing/Statements | $ 17,500 | |
| | | Bank Analysis Fees | $ 4,000 | |
| | | | $ 34,000 | 34,000 |
| | | **TOTAL SERVICES & CHARGES** | | **38,800** |
| | | **INTERFUND TRANSFERS / OTHER** | | |
| 18.597.501.00 | | Transfer Out - General Fund / Shared Costs | $ 57,000 <br> $ - <br> $ - <br> $ 57,000 | 57,000 |

NOTES:

# 2013 BUDGET WORKSHEET SUMMARY
# 'ATER UTILITY FUND - #403

| | GL ACCT# | Prior Years 2010 Actual | Prior Years 2011 Actual | 2012 Amended Budget | 2012 Projected Actual | 2013 Requested Budget |
|---|---|---|---|---|---|---|
| **BEGINNING FUND BALANCE** | | $ 632,792 | $ 3,979,996 | $ 3,481,710 | $ 3,481,710 | $ 2,634,528 |
| **REVENUE:** | | | | | | |
| FEMA Disaster Assistance | 333-835-00 | $ - | $ - | $ - | $ 6,748 | $ - |
| Water Sales | 343-421-00 | 2,067,342 | 2,057,474 | 2,090,000 | 1,948,428 | 1,968,848 |
| Sale Of Scrap | 343-720-00 | 621 | 1,201 | - | 79 | - |
| Penalties | 343-910-00 | 29,177 | 21,935 | 22,000 | 23,463 | 23,000 |
| Investment Income | 361-100-00 | 4,783 | 33,355 | 13,000 | 11,906 | 13,000 |
| Rent - Clearwire Antenna | 362-100-00 | 62,719 | 36,743 | 48,000 | 48,000 | 38,000 |
| Connection Charges | 367-000-00 | 12,493 | 5,839 | 4,000 | 2,002 | 3,000 |
| Well Constr Reserve Fees | 367-200-00 | 13,100 | 21,753 | 15,000 | 2,520 | 5,000 |
| Tank Storage Reserve Fees | 367-300-00 | 15,027 | 8,434 | 7,000 | 2,890 | 10,000 |
| Water Miscellaneous | 369-100-00 | 5,087 | 9,178 | - | 3,613 | - |
| Sale Of Surplus | 369-200-00 | - | 915 | 3,000 | - | - |
| Miscellaneous Water Revenue | 369-900-00 | 594 | 350 | 5,000 | - | 4,500 |
| Reimb - Personnel Svcs | 369-900-01 | 1,121 | 230 | - | - | - |
| Reimb - Equipment Use | 369-900-02 | 150 | 120 | - | - | - |
| Reimb - Equip. Rental | 369-900-03 | 90 | - | - | - | - |
| Reimb - Materials | 369-900-04 | 941 | - | - | - | - |
| Reimb - Admin OH | 369-900-06 | - | 52 | - | - | - |
| evenue Bond Proceeds | 382-200-00 | 2,582,557 | - | - | - | - |
| ale of Assets | 395-100-00 | - | - | - | - | - |
| Insurance Recovery | 395-200-00 | 9,875 | - | - | - | - |
| Subtotal Revenue | | $ 4,805,677 | $ 2,197,578 | $ 2,207,000 | $ 2,049,651 | $ 2,065,348 |
| **EXPENDITURES:** | | | | | | |
| WATER/ADMINISTRATION | 33-534-100 | $ 432,256 | $ 570,457 | $ 580,106 | $ 525,475 | $ 645,728 |
| WATER/OPERATIONS | 34-534-500 | 517,707 | 576,947 | 759,020 | 656,919 | 751,258 |
| WATER/WTR QUALITY | 34-534-550 | 228,067 | 187,612 | 212,481 | 199,100 | 201,210 |
| WATER/SHARED COSTS | 30-534-110 | 273,690 | 205,473 | 216,355 | 238,677 | 219,955 |
| WATER/CAPITAL EXP. | | 6,752 | 1,155,376 | 1,245,000 | 1,276,660 | 461,000 |
| Subtotal Expenditures | | $ 1,458,473 | $ 2,695,865 | $ 3,012,962 | $ 2,896,832 | $ 2,279,151 |
| **ENDING FUND BALANCE** | | $ 3,979,996 | $ 3,481,710 | $ 2,675,748 | $ 2,634,528 | $ 2,420,726 |
| Reserved | | $ 362,930 | $ 385,122 | $ 441,991 | $ 405,043 | $ 454,538 |
| Unreserved | | $ 3,617,066 | $ 3,096,588 | $ 2,233,757 | $ 2,229,486 | $ 1,966,188 |

NOTES:

# 2013 BUDGET WORKSHEET SUMMARY
# WATER UTILITY FUND - #403

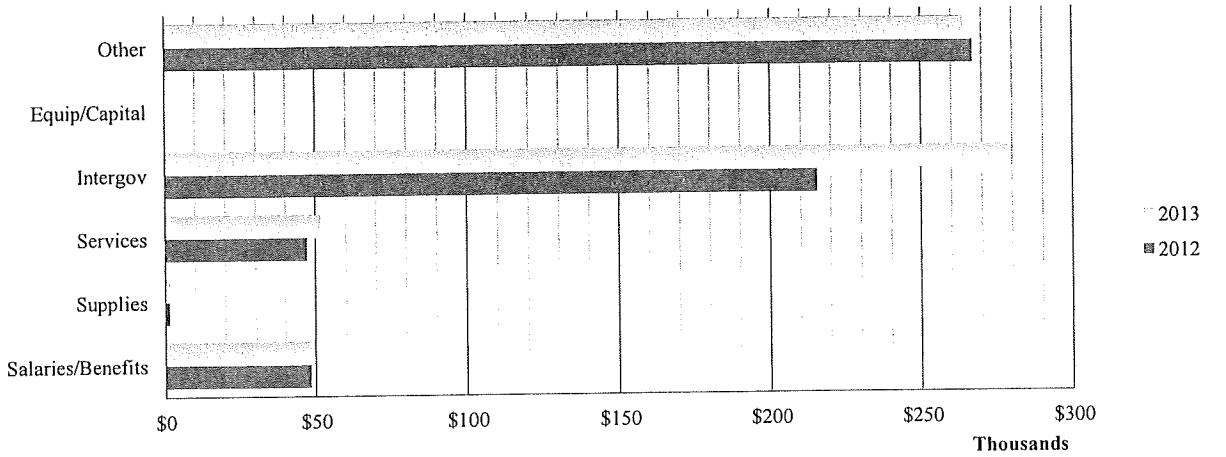
*Administration*

| | GL ACCT# | Prior Years 2010 Actual | Prior Years 2011 Actual | 2012 FTE | 2012 Amended Budget | 2012 Projected Actual | 2013 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| EXPENDITURES: | | | | | | | | |
| **WATER/ADMINISTRATION:** | | | | | | | | |
| Salaries and Wages | 534-100-11 | $ 61,535 | $ 47,974 | 0.50 | $ 36,734 | $ 36,685 | 0.45 | $ 36,970 |
| Overtime | 534-100-12 | - | 24 | | - | - | | - |
| Personnel Benefits | 534-100-21 | 18,357 | 14,339 | | 11,999 | 11,834 | | 12,948 |
| Employee Contribution Medical | 534-100-28 | - | - | | (267) | (257) | | (353) |
| *Subtotal - Salaries/Benefits* | | $ 79,892 | $ 62,337 | | $ 48,466 | $ 48,262 | | $ 49,565 |
| Office and Operating Supplies | 534-100-31 | 477 | 411 | | 1,000 | 213 | | 1,000 |
| Fuel | 534-100-32 | - | - | | 200 | - | | 200 |
| Small Tools and Minor Equip | 534-100-35 | 639 | - | | 300 | - | | 300 |
| Professional Services | 534-100-41 | 13,781 | 1,371 | | 7,000 | 11,250 | | 12,000 |
| Communication | 534-100-42 | 1,027 | 340 | | 350 | 1,070 | | 350 |
| Travel | 534-100-43 | 4 | 31 | | 800 | - | | 800 |
| Advertising | 534-100-44 | 167 | 439 | | 100 | 629 | | 100 |
| Operating Rentals and Leases | 534-100-45 | 347 | 527 | | 515 | 439 | | 515 |
| Insurance | 534-100-46 | 40,520 | 36,389 | | 37,000 | 33,947 | | 36,500 |
| Repairs and Maintenance | 534-100-48 | 362 | 462 | | 1,020 | 511 | | 1,020 |
| Misc/Other Exp | 534-100-49 | - | 1,294 | | - | - | | - |
| Utility Tax | 534-100-51 | 123,682 | 125,743 | | 117,600 | 117,992 | | 179,266 |
| Water Excise Tax | 534-100-53 | 95,823 | 80,391 | | 98,000 | 42,129 | | 99,427 |
| Machinery and Equipment | 534-100-64 | - | - | | - | - | | - |
| Interfund Rentals | 534-100-95 | 5,700 | 5,700 | | - | - | | |
| Misc/Dues & Memberships | 534-101-49 | - | - | | - | 1,779 | | - |
| Misc/Trng, Registrations | 534-102-49 | - | - | | 500 | - | | 500 |
| Misc/Outside Printing | 534-103-49 | - | - | | - | - | | - |
| Subtotal | | $ 362,420 | $ 315,436 | | $ 312,851 | $ 258,219 | | $ 381,544 |
| **DEBT SERVICE:** | | | | | | | | |
| Revenue Bond-Principal | 582-340-72 | $ - | $ 110,000 | | $ 100,000 | $ 100,000 | | $ 100,000 |
| PWTF Loan Principal | 582-340-78 | 62,354 | 62,354 | | 62,354 | 62,354 | | 62,354 |
| PWTF Loan Interest | 582-340-83 | 7,482 | 5,612 | | 3,741 | 3,741 | | 1,871 |
| Revenue Bond-Interest | 582-341-83 | - | 77,055 | | 101,160 | 101,160 | | 99,960 |
| Subtotal | | $ 69,836 | $ 255,021 | | $ 267,255 | $ 267,255 | | $ 264,184 |
| **TOTAL ADMINISTRATION** | | **$ 432,256** | **$ 570,457** | | **$ 580,106** | **$ 525,474** | | **$ 645,728** |

| | | |
|---|---|---|
| Discretionary | 2.6% | $ 16,785 |
| Non-Discretionary | 97.4% | $ 628,943 |
| | | $ 645,728 |

| 2013 Proposed Staffing: | | FTE | 2013 Salary* | 2013 Est. Benefits* | 2013 TTL Comp |
|---|---|---|---|---|---|
| PW Director | Exempt | 0.30 | $ 29,088 | $ 9,997 | $ 39,085 |
| PW Admin Assistant | IBEW 14-E | 0.15 | $ 7,882 | $ 2,598 | $ 10,481 |
| | | - | $ - | $ - | $ - |
| | | **0.45** | $ 36,970 | $ 12,835 | $ 49,565 |

*Sal/Ben Allocated to Water Utility Fund



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| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| **403.33.534.100.xx** | | **WATER UTILITY - ADMINISTRATION** | | **$ 645,728** |
| | | **SALARIES AND WAGES** | | |
| 33.534.100.11 | Salaries & Wages | 0.30 PW Director | | 29,088 |
| | | 0.15 PW Admin Assistant | | 7,882 |
| | | 0.45 FTE | | |
| 33.534.100.12 | Overtime | Provides for overtime as necessary | | - |
| | | **TOTAL SALARIES** | | **36,970** |
| | | **PERSONNEL BENEFITS** | | |
| 33.534.100.21 | Personnel Benefits | Includes: Social Security, Medicare and L&I Medical, Dental, Vision, Life, Pension | | 12,948 |
| 33.534.100.28 | Employee Medical Contribution | Employee's share of health insurance premium | | (353) |
| | | **TOTAL PERSONNEL BENEFITS** | | **12,595** |
| | | **SUPPLIES** | | |
| 33.534.100.31 | Supplies | Provides general operating supplies for Administration | | 1,000 |
| 33.534.100.32 | Fuel | Provides fuel for misc. departmental travel | | 200 |
| 33.534.100.35 | Small Tools & Equipment | Provides for small non-capitalized items | | 300 |
| | | **TOTAL SUPPLIES** | | **1,500** |
| | | **OTHER SERVICES & CHARGES** | | |
| 33.534.100.41 | Professional Services | Grey & Osborne | $ 3,000 | 12,000 |
| | | Misc Services | $ 1,000 | |
| | | Water Standards Update | $ 1,000 | |
| | | GIS Update | $ 2,000 | |
| | | USGS Watershed Study (Year 3 of 5) | $ 5,000 | |
| | | | $ 12,000 | |
| 33.534.100.42 | Communication | Verizon | $ 350 | 350 |
| | | | $ - | |
| | | | $ - | |
| | | | $ 350 | |
| 33.534.100.43 | Travel | Misc. travel and mileage | $ 100 | 800 |
| | | AWWA Conference | $ 700 | |
| | | | $ - | |
| | | | $ 800 | |
| 33.534.100.44 | Advertising | Advertising as needed | $ 100 | 100 |
| | | | $ - | |
| | | | $ - | |
| | | | $ 100 | |
| 33.534.100.45 | Operating Rentals/Leases | Copier Lease / Allocation | $ 515 | 515 |
| | | | $ - | |
| | | | $ - | |
| | | | $ 515 | |

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| 33.534.100.46 | Insurance | WCIA Insurance Allocation | $ 36,500<br>$ -<br>$ 36,500 | 36,500 |
| 33.534.100.48 | Repair & Maintenance | Copier / Maint & Usage<br>Unanticipated Repairs | $ 720<br>$ 300<br>$ -<br>$ -<br>$ 1,020 | 1,020 |
| 33.534.100.49 | Miscellaneous | ***Membership/Dues:*** | $ -<br>$ -<br>$ -<br>$ -<br>$ - | - |
| | | ***Training/Conferences:***<br>AWWA Conference | $ 500<br>$ -<br>$ -<br>$ 500 | 500 |
| | | ***Other Miscellaneous:***<br>Outside Printing | $ -<br>$ -<br>$ -<br>$ - | - |
| | | **TOTAL SERVICES & CHARGES** | | **51,785** |
| | | **INTERGOVERNMENTAL CHARGES** | | |
| 33.534.100.51<br>33.534.100.53 | Intergovernmental | Utility Tax - 9%<br>Excise Tax, Billings - 5.029%<br>Excise Tax, Penalties - 1.8% | $ 179,266<br>$ 99,013<br>$ 414<br>$ 278,694 | 278,694 |
| | | **EQUIPMENT / FIXED ASSETS** | | |
| 33.534.100.64 | Capital / Fixed Assets | Machinery & Equipment | $ -<br>$ -<br>$ -<br>$ - | - |
| | | **INTERFUND TRANSFERS / OTHER** | | |
| 33.597.501.00<br>33.518.200.95 | | Transfer Out - Vehicle Repair & Maint<br>Interfund Rental-General Fund<br>Interfund Rental-Electric Fund | $ -<br>$ -<br>$ -<br>$ - | - |
| | | **DEBT SERVICE** | | |
| 34.582.340.72<br>34.582.341.83<br>34.582.340.78 | | Revenue Bond - Principal<br>Revenue Bond - Interest<br>PWTF Loan - Principal<br>PWTF Loan - Interest | $ 100,000<br>$ 99,960<br>$ 62,354<br>$ 1,871<br>$ 264,184 | 264,184 |

# 2013 BUDGET WORKSHEET SUMMARY
# WATER UTILITY FUND - #403

*Operations*

| | GL ACCT# | Prior Years 2010 Actual | Prior Years 2011 Actual | 2012 FTE | 2012 Amended Budget | 2012 Projected Actual | 2013 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| EXPENDITURES: | | | | | | | | |
| **WATER/OPERATIONS:** | | | | | | | | |
| Salaries and Wages | 534-500-11 | $ 255,110 | $ 267,714 | 5.35 | $ 313,185 | $ 294,097 | 5.45 | $ 311,233 |
| Overtime | 534-500-12 | 8,810 | 10,235 | | 10,000 | 18,272 | | 15,000 |
| On Call Pay | 534-500-15 | 11,108 | 12,614 | | 12,000 | 13,140 | | 13,000 |
| Personnel Benefits | 534-500-21 | 119,689 | 123,425 | | 158,699 | 158,008 | | 177,611 |
| Uniforms | 534-500-22 | 3,970 | 4,758 | | 4,500 | 5,500 | | 5,500 |
| Employee Contributions Medical | 534-500-28 | - | - | | (3,194) | (3,117) | | (9,687) |
| *Subtotal - Salaries/Benefits* | | $ 398,686 | $ 418,746 | | $ 495,190 | $ 485,900 | | $ 512,658 |
| Office and Operating Supplies | 534-500-31 | 54,935 | 59,318 | | 77,000 | 70,000 | | 77,000 |
| Fuel | 534-500-32 | 7,826 | 6,889 | | 7,500 | 4,000 | | 6,000 |
| Small Tools and Equipment | 534-500-35 | 2,475 | 2,992 | | 12,300 | 12,000 | | 13,020 |
| Small Assets/IT | 534-500-36 | - | - | | - | - | | 500 |
| Professional Services | 534-500-41 | 8,291 | 2,312 | | 44,550 | 12,000 | | 29,550 |
| Communication | 534-500-42 | 2,795 | 3,191 | | 3,070 | 2,818 | | 3,070 |
| Travel | 534-500-43 | 275 | 678 | | 2,065 | 25 | | 2,065 |
| Advertising | 534-500-44 | 22 | 21 | | 100 | 136 | | 100 |
| Public Utility Services | 534-500-47 | 7,398 | 4,494 | | 2,500 | 301 | | 2,500 |
| Repairs and Maintenance | 534-500-48 | 9,816 | 13,146 | | 30,200 | 20,000 | | 30,200 |
| Misc/Other Exp | 534-500-49 | 13,105 | 12,378 | | - | 1,885 | | - |
| Other Improvements | 534-500-63 | - | 11,241 | | - | - | | - |
| Machinery and Equipment | 534-500-64 | 3,164 | - | | 10,175 | 10,340 | | 1,225 |
| Interfund Rent | 534-500-95 | 8,920 | 8,920 | | 14,620 | 14,620 | | 14,620 |
| Misc/Dues & Memberships | 534-501-49 | - | - | | 8,000 | 7,212 | | 8,000 |
| Misc/Trng, Registrations | 534-502-49 | - | - | | 2,750 | 245 | | 2,750 |
| Misc/Outside Printing | 534-503-49 | - | - | | 1,000 | 2,394 | | 1,000 |
| LOCAL Financing-Principal | 582-500-7x | - | - | | - | - | | 6,700 |
| LOCAL Financing-Interest | 582-500-8x | - | - | | - | - | | 300 |
| Transfer Out - Vehicle R&M | 597-501-00 | - | 32,620 | | 48,000 | 25,044 | | 40,000 |
| **Subtotal** | | **$ 517,707** | **$ 576,947** | | **$ 759,020** | **$ 668,919** | | **$ 751,258** |
| **ATER/QUALITY:** | | | | | | | | |
| Office and Operating Supplies | 534-550-31 | $ 79,296 | $ 65,506 | | $ 85,000 | $ 70,000 | $ - | $ 70,000 |
| Fuel | 534-550-32 | 387 | 2,416 | | 3,000 | 4,432 | | 4,500 |
| Water Quality Treatment | 534-550-35 | 3,447 | 969 | | 2,000 | 461 | | 3,500 |
| Professional Services | 534-550-41 | 11,387 | 12,498 | | 18,150 | 18,000 | | 23,150 |
| Communication | 534-550-42 | 1,869 | 1,711 | | 4,660 | 1,695 | | 4,660 |
| Travel | 534-550-43 | - | - | | 100 | 82 | | 100 |
| Public Utility Service | 534-550-47 | 87,568 | 78,858 | | 75,700 | 74,220 | | 75,700 |
| Repairs and Maintenance | 534-550-48 | 13,703 | 20,682 | | 19,600 | 19,000 | | 19,600 |
| Misc/Other Exp | 534-550-49 | 1,324 | 494 | | - | 597 | | - |
| Other Capital Improvements | 534-550-63 | - | - | | - | 5,000 | | - |
| Machinery & Equipment | 534-550-64 | 25,425 | - | | - | - | | - |
| Misc./Trng & Registrations | 534-552-49 | - | - | | - | 1,123 | | - |
| Capital Lease | 582-340-66 | 3,660 | 4,478 | | 4,271 | 4,490 | | - |
| **Subtotal** | | **$ 228,067** | **$ 187,612** | | **$ 212,481** | **$ 199,100** | | **$ 201,210** |
| TOTAL OPERATIONS | | **$ 745,775** | **$ 764,559** | | **$ 971,501** | **$ 868,019** | | **$ 952,468** |

| | | |
|---|---|---|
| Discretionary | 39.2% | $ 373,490 |
| Non-Discretionary | 60.8% | $ 578,978 |
| | | $ 952,468 |

| 2013 Proposed Staffing: | | FTE | 2013 Salary* | 2013 Est. Benefits* | 2013 TTL Comp |
|---|---|---|---|---|---|
| Supervisor | IBEW 23-E | 0.50 | $ 41,956 | $ 20,262 | $ 62,218 |
| Water Quality Maintenance | IBEW 17-E | 1.00 | $ 62,008 | $ 36,806 | $ 98,814 |
| Water Maintenance III | IBEW 19-E | 0.55 | $ 37,960 | $ 20,898 | $ 58,858 |
| Water Maintenance II (2) | IBEW 16-C | 0.80 | $ 42,249 | $ 22,163 | $ 64,411 |
| Water Maintenance I (2) | IBEW 13-B | 1.40 | $ 63,353 | $ 40,390 | $ 103,743 |
| Meter Reader | IBEW 13-E | 0.50 | $ 25,508 | $ 9,928 | $ 35,436 |
| Parks/Facilities-Maintenance II | IBEW 16-E | 0.15 | $ 8,940 | $ 3,808 | $ 12,748 |
| Parks/Facilities-Maintenance I | IBEW 12-B | 0.15 | $ 6,169 | $ 2,727 | $ 8,895 |
| PW Admin Assistant | IBEW 14-E | 0.40 | $ 21,650 | $ 10,107 | $ 31,757 |
| Month Staffing Overlap** | IBEW 14-A | - | $ 1,441 | $ 836 | $ 2,277 |
| Seasonal - Water/Streets | - | - | $ - | $ - | $ - |
| | | 5.45 | $ 311,233 | $ 167,924 | $ 479,158 |

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| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| **403.34.534.5xx.xx** | | **WATER UTILITY - OPERATIONS** | | **$ 952,468** |
| | | **SALARIES AND WAGES** | | |
| 34.534.500.11 | Salaries & Wages | 0.50 Supervisor | | 41,956 |
| | | 1.00 Water Quality Maintenance | | 62,008 |
| | | 0.55 Water/Maint III | | 37,960 |
| | | 0.80 Water/Maint II (2) | | 42,249 |
| | | 1.40 Water/Maint I (2) | | 63,353 |
| | | 0.50 Meter Reader | | 25,508 |
| | | 0.15 Parks/Maint II | | 8,940 |
| | | 0.15 Parks/Maint I | | 6,169 |
| | | 0.40 PW Admin Assistant | | 21,650 |
| | | - J.Llunggren replacement training (1 mo.) | | 1,441 |
| | | - Seasonal Worker (Streets/Water/Storm) | | - |
| | | - | | - |
| | | 5.45 FTE | | |
| 34.534.500.12 | Overtime | Provides for overtime as necessary | | 15,000 |
| 34.534.500.15 | On-Call Pay | Provides for On-Call pay as necessary | | 13,000 |
| | | **TOTAL SALARIES** | | **339,233** |
| | | **PERSONNEL BENEFITS** | | |
| 34.534.500.21 | Personnel Benefits | Includes: Social Security, Medicare and L&I<br>Medical, Dental, Vision, Life, Pension | | 177,611 |
| 34.534.500.22 | Uniforms | Provides for the issue & replacement of uniforms | | 5,500 |
| 34.534.500.28 | Employee Medical Contribution | Employee's share of health insurance premium | | (9,687) |
| | | **TOTAL PERSONNEL BENEFITS** | | **173,424** |
| | | **SUPPLIES** | | |
| 34.534.500.31 | Supplies | Supplies - Operations | | 77,000 |
| 34.534.550.31 | | Supplies - Water Quality | | 70,000 |
| 34.534.500.32 | Fuel | Fuel - Operations | | 6,000 |
| 34.534.550.32 | | Fuel - Water Quality | | 4,500 |
| 34.534.500.35 | Small Tools & Equip | Tools/Equip - Operations | | - |
| | | Misc small tools | | 3,500 |
| | | Metal Detector | | 260 |
| | | Trash Pump | | 3,000 |
| | | Work Stations | | 1,500 |
| | | Generator | | 500 |
| | | Sump Pump | | 500 |
| | | Service Bed/Truck #32 | | 2,160 |
| | | A.E.D. | | 900 |
| | | Cut-Off Saw | | 700 |
| 34.534.550.35 | | Tools/Equip - Water Quality | | |
| | | Work Stations | | 1,500 |
| | | Misc. Hand Tools | | 2,000 |
| | | | | - |
| 34.534.500.36 | Small Assets/IT | Laptop / Meter Reader (split w/ Electric Utility) | | 500 |
| | | **TOTAL SUPPLIES** | | **174,520** |

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| | | **OTHER SERVICES & CHARGES** | | |
| 34.534.500.41 | Professional Services | Operations: | | |
| | | Springbrook/Monthly Billing | $ 4,500 | 29,550 |
| | | O&M Manual | $ 15,000 | |
| | | Medical/ CDL Physicals | $ 550 | |
| | | Grey & Osborne | $ 8,000 | |
| | | Utility Locates | $ 500 | |
| | | Testing | $ 1,000 | |
| 34.534.550.41 | | Water Quality: | | |
| | | Sampling Services | $ 5,000 | 23,150 |
| | | Medical/ CDL Physicals | $ 150 | |
| | | Grey & Osborne | $ 5,000 | |
| | | Backflow Device Testing | $ 1,000 | |
| | | AMR Provider Services | $ 5,000 | |
| | | SCADA Upgrades | $ 7,000 | |
| | | | $ 52,700 | |
| 34.534.500.42 | Communications | Operations: | | |
| | | Verizon | $ 1,570 | 3,070 |
| | | Integra | $ 1,500 | |
| | | | $ - | |
| 34.534.550.42 | | Water Quality: | | |
| | | SCADA Wireless/Integra | $ 2,000 | 4,660 |
| | | Integra | $ 1,660 | |
| | | Postage | $ 1,000 | |
| | | | $ - | |
| | | | $ 7,730 | |
| 34.534.500.43 | Travel | Operations: | | |
| | | Travel-Training/Conferences | $ 1,965 | 2,065 |
| | | Misc local travel | $ 100 | |
| | | | $ - | |
| 34.534.550.43 | | Water Quality: | | |
| | | Misc local travel | $ 100 | 100 |
| | | | $ - | |
| | | | $ - | |
| | | | $ 2,165 | |
| 34.534.500.44 | Advertising | Operations: | | |
| | | Advertising as needed | $ 100 | 100 |
| | | | $ - | |
| | | | $ - | |
| 34.534.550.44 | | Water Quality: | | |
| | | n/a | $ - | - |
| | | | $ - | |
| | | | $ - | |
| | | | $ 100 | |
| 34.534.500.47 | Public Utility Svcs | Operations: | | |
| | | Disposal Fees | $ 2,500 | 2,500 |
| | | | $ - | |
| 34.534.550.47 | | Water Quality: | | |
| | | City of Milton Utilities | $ 65,000 | 75,700 |
| | | PC Sewer | $ 200 | |
| | | PSE | $ 2,500 | |
| | | Ready to Serve Fees: | | |
| | | Mt View/Edgewood | $ 4,000 | |
| | | Lakehaven | $ 4,000 | |
| | | | $ 78,200 | |
| 34.534.500.48 | Repair & Maint. | Operations: | | |
| | | Copier-Maint & Usage | $ - | 30,200 |
| | | Small asphalt repair | $ 10,000 | |
| | | Vactor Services | $ 3,500 | |
| | | Sweeper Services | $ 5,000 | |
| | | Disposal Fees | $ 2,500 | |
| | | Service Tap Repairs | $ 8,000 | |
| | | Misc. R&M | $ 1,200 | |

| Account No. | Title | Description | | | 2013 DEPT REQUEST |
|---|---|---|---|---|---|
| 34.534.550.48 | | Water Quality: | | | 19,600 |
| | | Misc Pump Repairs | $ | 5,000 | |
| | | PRV Maintenance | $ | 3,000 | |
| | | Well #3 | $ | 3,100 | |
| | | Re-Roof Treatment Plant | $ | 2,500 | |
| | | Other R&M | $ | 6,000 | |
| | | | $ | 49,800 | |
| | Miscellaneous | ***Membership/Dues:*** | | | |
| 34.534.501.49 | | Operations- | | | 8,000 |
| | | RWA | $ | 850 | |
| | | Evergreen Rural | $ | 600 | |
| | | PC Co-Op | $ | 800 | |
| | | AWWA | $ | 250 | |
| | | DOH Permit | $ | 5,500 | |
| 34.534.551.49 | | Water Quality- | | | - |
| | | | $ | - | |
| | | | $ | - | |
| | | | $ | 8,000 | |
| | | ***Training/Conferences:*** | | | |
| 34.534.502.49 | | Operations- | | | 2,750 |
| | | Training/Conferences (see attached detail) | $ | 2,750 | |
| | | | $ | - | |
| 34.534.552.49 | | Water Quality- | | | - |
| | | | $ | - | |
| | | | $ | - | |
| | | | $ | 2,750 | |
| | | ***Other Miscellaneous:*** | | | |
| 34.534.500.49 | | Operations- | | | 1,000 |
| | | Outside Printing/CCR Report | $ | 1,000 | |
| | 34.534.503.49 | | $ | - | |
| 34.534.550.49 | | Water Quality- | | | - |
| | | | $ | - | |
| | | | $ | - | |
| | | | $ | 1,000 | |
| | | **TOTAL SERVICES & CHARGES** | | | **202,445** |
| | | **EQUIPMENT / FIXED ASSETS** | | | |
| 34.534.500.6x | Capital / Fixed Assets | Capital/Building | $ | - | 1,225 |
| | | Capital/Other Improv | $ | - | |
| | | Machinery & Equipment/Oper | $ | - | |
| | | Machinery & Equipment/Water Qual | $ | - | |
| | | Copier / Split w/Other Utilities | $ | 1,225 | |
| 34.582.340.66 | | Capital Lease | $ | - | |
| | | | $ | 1,225 | |
| | | **INTERFUND TRANSFERS / OTHER** | | | |
| 34.597.501.00 | | Transfer Out - Vehicle Repair & Maint | $ | 40,000 | 54,620 |
| 34.534.500.95 | | Interfund Rental-General Fund | $ | 5,700 | |
| | | Interfund Rental-Electric Fund | $ | 8,920 | |
| | | | $ | 54,620 | |
| | | **DEBT SERVICE** | | | |
| 34.582.500.7x | | State LOCAL Financing Prgm/Principal | $ | 6,700 | 7,000 |
| 34.582.500.8x | | State LOCAL Financing Prgm/Interest | $ | 300 | |
| | | *Allocation of Backhoe Cost/Estimated | $ | - | |
| | | **split w/3 Utilities | $ | 7,000 | |

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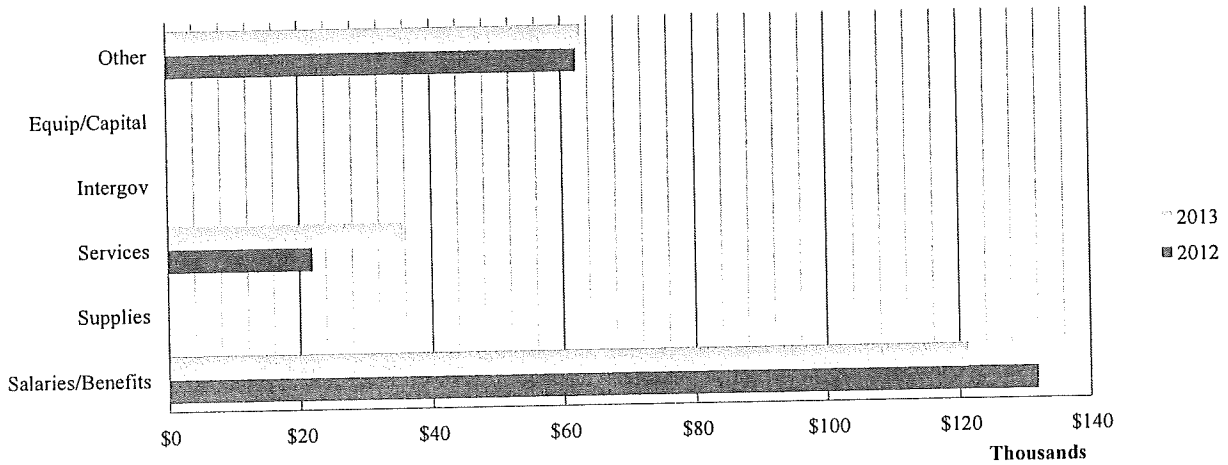
# 2013 BUDGET WORKSHEET SUMMARY
# WATER UTILITY FUND - #403

*Shared Costs*

| | GL ACCT# | Prior Years 2010 Actual | Prior Years 2011 Actual | 2012 FTE | 2012 Amended Budget | 2012 Projected Actual | 2013 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| EXPENDITURES: | | | | | | | | |
| **WATER/SHARED COSTS:** | | | | | | | | |
| Salaries and Wages | 534-110-11 | $ - | $ 66,912 | 1.29 | $ 96,124 | $ 97,163 | 1.29 | $ 88,302 |
| Overtime | 534-110-12 | - | 178 | | - | 81 | | - |
| Personnel Benefits | 534-110-21 | - | 23,158 | | 36,723 | 36,908 | | 34,448 |
| Employee Contribution Medical | 534-110-28 | - | - | | (802) | (789) | | (1,455) |
| *Subtotal - Salaries/Benefits* | | $ - | $ 90,247 | | $ 132,045 | $ 133,362 | | $ 121,295 |
| Office and Operating Supplies | 534-110-31 | - | 2,444 | | - | 2,031 | | - |
| Wtr Admin/Supplies Fuel | 534-110-32 | 672 | 728 | | - | 6,583 | | - |
| Small Tools and Equipment | 534-110-35 | - | 20 | | - | - | | - |
| Small Assets/IT | 534-110-36 | - | - | | - | 1,943 | | - |
| Professional Services | 534-110-41 | - | 3,117 | | - | 344 | | - |
| Communication | 534-110-42 | - | 1,200 | | 1,500 | 856 | | 1,500 |
| Travel | 534-110-43 | - | 11 | | - | 340 | | - |
| Equipment Leases | 534-110-45 | - | 1,173 | | 1,500 | 1,442 | | 1,500 |
| Repairs and Maintenance | 534-110-48 | - | 10,009 | | 660 | 1,962 | | 660 |
| Misc/Other Exp | 534-110-49 | 24,246 | 36,762 | | 18,300 | 27,464 | | 32,000 |
| Transfer OUT - Shared Costs | 597-001-00 | 248,772 | 59,762 | | 62,350 | 62,350 | | 63,000 |
| | | **$ 273,690** | **$ 205,473** | | **$ 216,355** | **$ 238,677** | | **$ 219,955** |

| 2013 Proposed Staffing: | FTE | 2013 Salary* | 2013 Est. Benefits* | 2013 TTL Comp |
|---|---|---|---|---|
| Council | - | $ 5,376 | $ 467 | $ 5,843 |
| Executive | 0.32 | $ 22,080 | $ 6,947 | $ 29,027 |
| Finance | 0.97 | $ 60,846 | $ 25,580 | $ 86,425 |
| | - | $ - | $ - | $ - |
| | **1.29** | $ 88,302 | $ 32,993 | $ 121,295 |

*Sal/Ben Allocated to Water Utility Fund



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| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| **403.30.534.110.xx** | | **WATER UTILITY - SHARED COSTS** | | **$ 219,955** |
| | | **SALARIES AND WAGES** | | |
| 30.534.110.11 | Salaries & Wages | - Shared Costs - Finance Dept | | 60,846 |
| | | - Shared Costs - Executive Dept | | 22,080 |
| | | - Shared Costs - Council | | 5,376 |
| | | - | | - |
| | | - FTE | | |
| | | **TOTAL SALARIES** | | **88,302** |
| | | **PERSONNEL BENEFITS** | | |
| 30.534.110.21 | Personnel Benefits | Shared Costs - Finance Dept | | 26,878 |
| | | Shared Costs - Executive Dept | | 7,103 |
| | | Shared Costs - Council | | 467 |
| 30.534.110.29 | Employee Medical Contribution | Employee's share of health insurance premium | | (1,298) |
| | | | | (157) |
| | | **TOTAL PERSONNEL BENEFITS** | | **32,993** |
| | | **OTHER SERVICES & CHARGES** | | |
| 30.534.110.42 | Communication | Pitney Bowes/Postage | $ 1,500<br>$ -<br>$ -<br>$ 1,500 | 1,500 |
| 30.534.110.45 | Operating Rentals/Leases | Copier Allocation | $ 1,500<br>$ -<br>$ 1,500 | 1,500 |
| 30.534.110.48 | Repair & Maintenance | Copier-Maintenance/Usage | $ 660<br>$ -<br>$ 660 | 660 |
| 30.534.110.49 | Miscellaneous | ***Other Miscellaneous:*** | | |
| | | CC Processing Fees | $ 5,500 | 32,000 |
| | | Outside Printing/Statements | $ 18,600 | |
| | | Bank Analysis Fees | $ 7,900 | |
| | | | $ 32,000 | |
| | | **TOTAL SERVICES & CHARGES** | | **35,660** |
| | | **INTERFUND TRANSFERS / OTHER** | | |
| 00.597.001.00 | | Transfer Out - General Fund/Shared Costs | $ 63,000<br>$ -<br>$ -<br>$ 63,000 | 63,000 |

NOTES:

**2013 BUDGET WORKSHEET SUMMARY**
**WATER UTILITY FUND - #403**

*Capital Projects*

**Capital Improvements - Detail by Project**

## AMR Metering Project (#72)

| Fund Sources: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Grant Proceeds-Federal | - | - | - | - | - | - | - |
| Grant Proceeds-State | - | - | - | - | - | - | - |
| Bond Proceeds | - | - | - | - | - | - | - |
| PWTF Loan Proceeds | - | - | - | - | - | - | - |
| Interfund Transfers | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | - |

| Fund Uses: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Engineering-Design | - | - | - | - | - | - | - |
| Engineering-Construction | - | 361,944 | - | - | 6,433 | 6,433 | - |
| ROW | - | - | - | - | - | - | - |
| Supplies | - | - | - | - | - | - | - |
| Prof Services | - | - | - | - | - | - | - |
| | - | **361,944** | - | - | **6,433** | **6,433** | - |
| Project Beginning Balance | - | - | (361,944) | (361,944) | (361,944) | (361,944) | - |
| Revenue | - | - | - | - | - | - | - |
| Expense | - | (361,944) | - | - | (6,433) | (6,433) | - |
| **Project Ending Balance*** | - | **(361,944)** | **(361,944)** | **(361,944)** | **(368,377)** | **(368,377)** | - |

*if this figure is "negative", partial funding comes from existing fund balance

## Birch Street Crossing (#73)

| REVENUES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Grant Proceeds-Federal | - | - | - | - | - | - | - |
| Grant Proceeds-State | - | - | - | - | - | - | - |
| Bond Proceeds | - | 43,872 | 520,000 | 520,000 | 33,118 | 542,000 | - |
| PWTF Loan Proceeds | - | - | - | - | - | - | - |
| Interfund Transfers | - | - | - | - | - | - | - |
| | - | **43,872** | **520,000** | **520,000** | **33,118** | **542,000** | - |

| EXPENDITURES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Engineering-Design | - | 43,872 | - | - | 32,838 | 5,000 | - |
| Engineering-Construction | - | - | 520,000 | 520,000 | 280 | 537,000 | - |
| ROW | - | - | - | - | - | - | - |
| Supplies | - | - | - | - | - | - | - |
| Prof Services | - | - | - | - | - | - | - |
| | - | **43,872** | **520,000** | **520,000** | **33,118** | **542,000** | - |
| Project Beginning Balance | - | - | (0) | (0) | (0) | (0) | (0) |
| Revenue | - | 43,872 | 520,000 | 520,000 | 33,118 | 542,000 | - |
| Expense | - | (43,872) | (520,000) | (520,000) | (33,118) | (542,000) | - |
| **Project Ending Balance*** | - | **(0)** | **(0)** | **(0)** | **0** | **(0)** | (0) |

*if this figure is "negative", partial funding comes from existing fund balance

**2013 BUDGET WORKSHEET SUMMARY**
**WATER UTILITY FUND - #403**

## *Capital Projects*

**Capital Improvements - Detail by Project**

### 434 Pressure Zone (#75)

| REVENUES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Grant Proceeds-Federal | - | - | - | - | - | - | - |
| Grant Proceeds-State | - | - | - | - | - | - | - |
| Bond Proceeds | - | 10,422 | 80,000 | 80,000 | 36,007 | 36,026 | 10,000 |
| PWTF Loan Proceeds | - | - | - | - | - | - | - |
| Interfund Transfers | - | - | - | - | - | - | - |
| | **-** | **10,422** | **80,000** | **80,000** | **36,007** | **36,026** | **10,000** |

| EXPENDITURES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Engineering-Design | - | 10,422 | - | - | 1,181 | 1,200 | - |
| Engineering-Construction | - | - | 80,000 | 80,000 | 34,826 | 34,826 | 10,000 |
| ROW | - | - | - | - | - | - | - |
| Supplies | - | - | - | - | - | - | - |
| Prof Services | - | - | - | - | - | - | - |
| | **-** | **10,422** | **80,000** | **80,000** | **36,007** | **36,026** | **10,000** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Project Beginning Balance | - | - | - | 0 | 0 | 0 | 0 |
| Revenue | - | 10,422 | 80,000 | 80,000 | 36,007 | 36,026 | 10,000 |
| Expense | - | (10,422) | (80,000) | (80,000) | (36,007) | (36,026) | (10,000) |
| **Project Ending Balance*** | **-** | **0** | **-** | **0** | **0** | **0** | **0** |

*if this figure is "negative", partial funding comes from existing fund balance

### 15th Ave Booster Station (#66)

| REVENUES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Grant Proceeds-Federal | - | - | - | - | - | - | - |
| Grant Proceeds-State | - | - | - | - | - | - | - |
| Bond Proceeds | 2,344 | 87,243 | 500,000 | 500,000 | 63,943 | 315,000 | - |
| PWTF Loan Proceeds | - | - | - | - | - | - | - |
| Interfund Transfers | - | - | - | - | - | - | - |
| | **2,344** | **87,243** | **500,000** | **500,000** | **63,943** | **315,000** | **-** |

| EXPENDITURES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Engineering-Design | - | 75,312 | - | - | 19,057 | - | - |
| Engineering-Construction | 2,344 | 11,931 | 500,000 | 500,000 | 44,885 | 315,000 | - |
| ROW | - | - | - | - | - | - | - |
| Supplies | - | - | - | - | - | - | - |
| Prof Services | - | - | - | - | - | - | - |
| | **$ 2,344** | **$ 87,243** | **$ 500,000** | **$ 500,000** | **$ 63,942** | **$ 315,000** | **$ -** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Project Beginning Balance | - | 0 | (0) | (0) | (0) | (0) | (0) |
| Revenue | 2,344 | 87,243 | 500,000 | 500,000 | 63,943 | 315,000 | - |
| Expense | (2,344) | (87,243) | (500,000) | (500,000) | (63,942) | (315,000) | - |
| **Project Ending Balance*** | **0** | **(0)** | **(0)** | **(0)** | **0** | **(0)** | **(0)** |

*if this figure is "negative", partial funding comes from existing fund balance

**2013 BUDGET WORKSHEET SUMMARY**
**WATER UTILITY FUND - #403**

## *Capital Projects*

**Capital Improvements - Detail by Project**

**Jovita Water Line (#04)**

| REVENUES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Grant Proceeds-Federal | - | - | - | - | - | - | - |
| Grant Proceeds-State | - | - | - | - | - | - | - |
| Bond Proceeds | - | - | - | - | - | - | - |
| PWTF Loan Proceeds | - | - | - | - | - | - | - |
| Interfund Transfers | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | - |

| EXPENDITURES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Engineering-Design | - | - | - | - | - | - | - |
| Engineering-Construction | - | - | - | 70,000 | 4,062 | 4,062 | 36,000 |
| ROW | - | - | - | - | - | - | - |
| Supplies | - | - | - | - | - | - | - |
| Prof Services | - | - | - | - | - | - | - |
| | - | - | - | **70,000** | **4,062** | **4,062** | **36,000** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Project Beginning Balance | - | - | - | - | - | - | (4,062) |
| Revenue | - | - | - | - | - | - | - |
| Expense | - | - | - | (70,000) | (4,062) | (4,062) | (36,000) |
| **Project Ending Balance*** | - | - | - | **(70,000)** | **(4,062)** | **(4,062)** | **(40,062)** |

*if this figure is "negative", partial funding comes from existing fund balance

**SR 161 (#05)**

| REVENUES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Grant Proceeds-Federal | - | - | - | - | - | - | - |
| Grant Proceeds-State | - | - | - | - | - | - | - |
| Bond Proceeds | - | - | - | - | - | - | - |
| PWTF Loan Proceeds | - | - | - | - | - | - | - |
| Interfund Transfers | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | - |

| EXPENDITURES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Engineering-Design | 1,939 | 469 | - | - | - | - | - |
| Engineering-Construction | - | 891 | 75,000 | 75,000 | - | - | 75,000 |
| ROW | - | - | - | - | - | - | - |
| Supplies | - | - | - | - | - | - | - |
| Prof Services | - | - | - | - | - | - | - |
| | **1,939** | **1,360** | **75,000** | **75,000** | - | - | **75,000** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Project Beginning Balance | - | (1,939) | (3,298) | (3,298) | (3,298) | (3,298) | (3,298) |
| Revenue | - | - | - | - | - | - | - |
| Expense | (1,939) | (1,360) | (75,000) | (75,000) | - | - | (75,000) |
| **Project Ending Balance*** | **(1,939)** | **(3,298)** | **(78,298)** | **(78,298)** | **(3,298)** | **(3,298)** | **(78,298)** |

*if this figure is "negative", partial funding comes from existing fund balance

**2013 BUDGET WORKSHEET SUMMARY**
**WATER UTILITY FUND - #403**

*Capital Projects*

**Capital Improvements - Detail by Project**

**Corridor Well Treatment (#59)**

| REVENUES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Grant Proceeds-Federal | - | - | - | - | - | - | - |
| Grant Proceeds-State | - | - | - | - | - | - | - |
| Bond Proceeds | 2,470 | 641,251 | - | - | 55,520 | - | - |
| PWTF Loan Proceeds | - | - | - | - | - | - | - |
| Interfund Transfers | - | - | - | - | - | - | - |
| | **2,470** | **641,251** | - | - | **55,520** | - | - |

| EXPENDITURES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Engineering-Design | - | - | - | - | - | - | - |
| Engineering-Construction | 2,470 | 636,519 | - | - | 55,520 | - | - |
| ROW | - | 4,732 | - | - | - | - | - |
| Supplies | - | - | - | - | - | - | - |
| Prof Services | - | - | - | - | - | - | - |
| | **2,470** | **641,251** | - | - | **55,520** | - | - |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Project Beginning Balance | - | - | - | - | - | - | - |
| Revenue | 2,470 | 641,251 | - | - | 55,520 | - | - |
| Expense | 2,470 | 641,251 | - | - | 55,520 | - | - |
| **Project Ending Balance*** | **0** | **(0)** | - | - | **0** | - | - |

*if this figure is "negative", partial funding comes from existing fund balance

**15th Ave Reservoir Painting (#57)**

| REVENUES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Grant Proceeds-Federal | - | - | - | - | - | - | - |
| Grant Proceeds-State | - | - | - | - | - | - | - |
| Bond Proceeds | - | 9,283 | - | - | 133,139 | 133,139 | - |
| PWTF Loan Proceeds | - | - | - | - | - | - | - |
| Interfund Transfers | - | - | - | - | - | - | - |
| | - | **9,283** | - | - | **133,139** | **133,139** | - |

| EXPENDITURES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Engineering-Design | - | - | - | - | - | - | - |
| Engineering-Construction | - | - | - | - | 114,675 | 114,675 | - |
| ROW | - | 9,283 | - | - | 18,465 | 18,465 | - |
| Supplies | - | - | - | - | - | - | - |
| Prof Services | - | - | - | - | - | - | - |
| | - | **9,283** | - | - | **133,139** | **133,139** | - |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Project Beginning Balance | - | - | - | - | - | - | - |
| Revenue | - | 9,283 | - | - | 133,139 | 133,139 | - |
| Expense | - | 9,283 | - | - | 133,139 | 133,139 | - |
| **Project Ending Balance*** | - | **(0)** | - | - | **(0)** | **(0)** | - |

*if this figure is "negative", partial funding comes from existing fund balance

**2013 BUDGET WORKSHEET SUMMARY**
**WATER UTILITY FUND - #403**

## *Capital Projects*

**Capital Improvements - Detail by Project**

**Porter Way Water Line (#C077)**

| REVENUES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Grant Proceeds-Federal | - | - | - | - | - | - | - |
| Grant Proceeds-State | - | - | - | - | - | - | - |
| Bond Proceeds | - | - | - | - | 21,942 | 240,000 | 200,000 |
| PWTF Loan Proceeds | - | - | - | - | - | - | - |
| Interfund Transfers | - | - | - | - | - | - | - |
| | - | - | - | - | **21,942** | **240,000** | **200,000** |

| EXPENDITURES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Engineering-Design | - | - | - | - | 21,942 | - | - |
| Engineering-Construction | - | - | - | - | - | 240,000 | 200,000 |
| ROW | - | - | - | - | - | - | - |
| Supplies | - | - | - | - | - | - | - |
| Prof Services | - | - | - | - | - | - | - |
| | - | - | - | - | **21,942** | **240,000** | **200,000** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Project Beginning Balance | - | - | - | - | - | - | - |
| Revenue | - | - | - | - | 21,942 | 240,000 | 200,000 |
| Expense | - | - | - | - | 21,942 | 240,000 | 200,000 |
| **Project Ending Balance*** | - | - | - | - | **(0)** | - | - |

*if this figure is "negative", partial funding comes from existing fund balance

**Well Site - (#TBD)**

| REVENUES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Grant Proceeds-Federal | - | - | - | - | - | - | - |
| Grant Proceeds-State | - | - | - | - | - | - | - |
| Bond Proceeds | - | - | - | - | - | - | - |
| PWTF Loan Proceeds | - | - | - | - | - | - | - |
| Interfund Transfers | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | - |

| EXPENDITURES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Engineering-Design | - | - | - | - | - | - | - |
| Engineering-Construction | - | - | - | - | - | - | 140,000 |
| ROW | - | - | - | - | - | - | - |
| Supplies | - | - | - | - | - | - | - |
| Prof Services | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | **140,000** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Project Beginning Balance | - | - | - | - | - | - | - |
| Revenue | - | - | - | - | - | - | - |
| Expense | - | - | - | - | - | - | 140,000 |
| **Project Ending Balance*** | - | - | - | - | - | - | **(140,000)** |

*if this figure is "negative", partial funding comes from existing fund balance

**2013 BUDGET WORKSHEET SUMMARY**
**WATER UTILITY FUND - #403**

*Capital Projects*

**Capital Improvements - Detail by Project**

**Total Capital Improvements**

| REVENUES: | 2010 Actual | 2011 Actual | Adopted Budget | Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | Proposed Budget |
|---|---|---|---|---|---|---|---|
| Grant Proceeds-Federal | - | - | - | - | - | - | - |
| Grant Proceeds-State | - | - | - | - | - | - | - |
| Bond Proceeds | 4,814 | 792,071 | 1,100,000 | 1,100,000 | 343,669 | 1,266,165 | 210,000 |
| PWTF Loan Proceeds | - | - | - | - | - | - | - |
| Interfund Transfers | - | - | - | - | - | - | - |
| | **4,814** | **792,071** | **1,100,000** | **1,100,000** | **343,669** | **1,266,165** | **210,000** |

| EXPENDITURES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru Aug 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Engineering-Design | 1,939 | 130,075 | - | - | 75,019 | 6,200 | - |
| Engineering-Construction | 4,814 | 1,011,286 | 1,175,000 | 1,245,000 | 260,680 | 1,251,996 | 461,000 |
| ROW | - | 14,015 | - | - | 18,465 | 18,465 | - |
| Supplies | - | - | - | - | - | - | - |
| Prof Services | - | - | - | - | - | - | - |
| | **6,752** | **1,155,376** | **1,175,000** | **1,245,000** | **354,163** | **1,276,660** | **461,000** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Project Beginning Balance | - | (1,938) | (365,243) | (365,243) | (365,243) | (365,243) | (375,738) |
| Revenue | 4,814 | 792,071 | 1,100,000 | 1,100,000 | 343,669 | 1,266,165 | 210,000 |
| Expense | (6,752) | (1,155,376) | (1,175,000) | (1,245,000) | (354,163) | (1,276,660) | (461,000) |
| **Project Ending Balance*** | **(1,938)** | **(365,243)** | **(440,243)** | **(510,243)** | **(375,737)** | **(375,738)** | **(626,738)** |

*if this figure is "negative", partial funding comes from existing fund balance

**2013 BUDGET WORKSHEET SUMMARY**
**STORM DRAINAGE FUND - #406**

| | GL ACCT# | *Prior Years* 2010 Actual | 2011 Actual | 2012 Amended Budget | 2012 Projected Actual | 2013 Requested Budget |
|---|---|---|---|---|---|---|
| **BEGINNING FUND BALANCE** | | $ 890,988 | $ 1,007,713 | $ 744,095 | $ 744,095 | $ 916,308 |
| **REVENUE:** | | | | | | |
| FEMA Disaster Assistance | 333-835-00 | $ - | $ - | $ - | $ 1,555 | $ - |
| Dept. of Ecology Grant | 334-003-11 | - | 47,479 | - | - | 246,700 |
| Grant Proceeds-State | 334-003-20 | - | - | 80,000 | - | 137,000 |
| Storm Drainage Sales | 343-830-00 | 719,480 | 696,636 | 710,000 | 732,013 | 735,333 |
| Investment Interest | 361-100-00 | 4,615 | 848 | 1,000 | 3,981 | 2,800 |
| Misc Stormwater Revenue | 369-900-00 | - | - | - | - | - |
| Insurance Recovery | 395-200-00 | 1,097 | - | - | - | - |
| Subtotal Revenue | | $ 725,192 | $ 744,962 | $ 791,000 | $ 737,548 | $ 1,121,833 |
| **EXPENDITURES:** | | | | | | |
| STORM/ADMINISTRATION | 37-538-310 | $ 167,581 | $ 213,360 | $ 219,660 | $ 202,918 | $ 479,187 |
| STORM/OPERATIONS | 38-538-350 | 182,071 | 225,043 | 251,960 | 120,674 | 435,652 |
| STORM/SHARED COSTS | 30-538-110 | 119,437 | 133,979 | 103,972 | 99,361 | 102,627 |
| TRSFER OUT-STORM/CAPITAL | | 139,379 | 436,197 | 137,740 | 142,383 | 142,655 |
| Subtotal Expenditures | | $ 608,468 | $ 1,008,579 | $ 713,332 | $ 565,335 | $ 1,160,121 |
| **ENDING FUND BALANCE** | | $ 1,007,713 | $ 744,095 | $ 821,763 | $ 916,308 | $ 878,020 |
| Reserved | | $ 117,272 | $ 143,096 | $ 143,898 | $ 105,738 | $ 254,367 |
| Unreserved | | $ 890,441 | $ 601,000 | $ 677,865 | $ 810,570 | $ 623,653 |

NOTES:

# 2013 BUDGET WORKSHEET SUMMARY
# STORM DRAINAGE/OPERATIONS FUND - #406

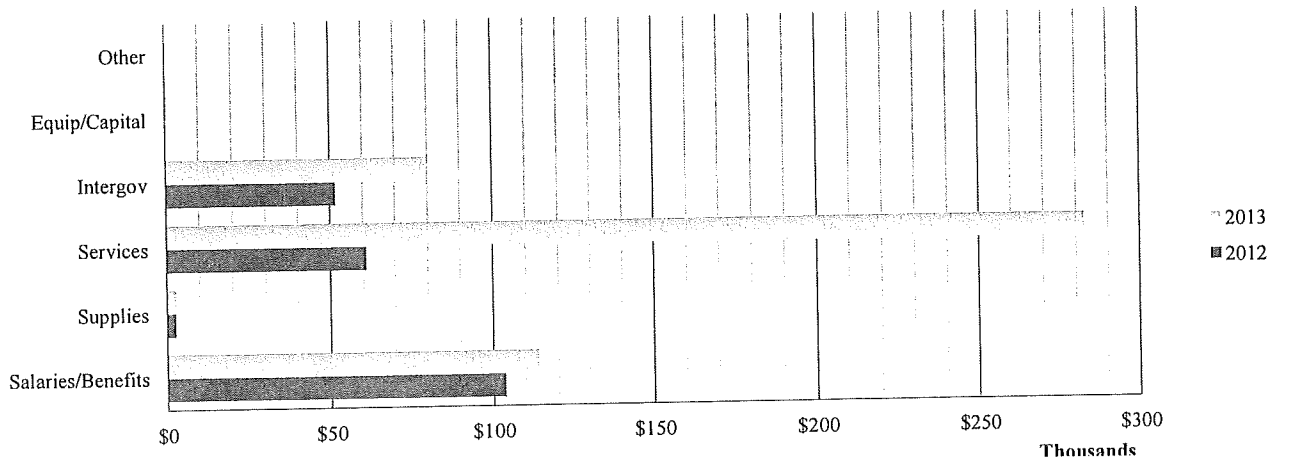
*Administration*

| STORM/ADMINISTRATION: | GL ACCT# | Prior Years 2010 Actual | Prior Years 2011 Actual | 2012 FTE | 2012 Amended Budget | 2012 Projected Actual | 2013 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES:** | | | | | | | | |
| Salaries and Wages | 538-310-11 | $ 56,022 | $ 84,052 | 1.35 | $ 78,902 | $ 61,953 | 1.30 | $ 76,559 |
| Overtime | 538-310-12 | - | 259 | | - | 75 | | - |
| Personnel Benefits | 538-310-21 | 16,609 | 27,259 | | 26,101 | 25,656 | | 38,398 |
| Employee Contributions Medical | 538-310-28 | - | - | | (1,213) | (1,053) | | (1,215) |
| *Subtotal - Salaries/Benefits* | | $ 72,630 | $ 111,570 | | $ 103,790 | $ 86,631 | | $ 113,741 |
| Office and Operating Supplies | 538-310-31 | 2,573 | 5,257 | | 1,250 | 495 | | 1,250 |
| Fuel | 538-310-32 | 942 | 1,641 | | 1,600 | 1,268 | | 1,600 |
| Small Tools and Equip | 538-310-35 | 10,326 | 1,529 | | - | - | | - |
| Professional Services | 538-310-41 | 7,577 | 13,294 | | 35,000 | 34,144 | | 261,700 |
| Communication | 538-310-42 | 855 | 584 | | 780 | 525 | | 800 |
| Travel | 538-310-43 | 175 | - | | 340 | 14 | | 340 |
| Advertising | 538-310-44 | 83 | 875 | | 200 | 274 | | 200 |
| Equipment Lease | 538-310-45 | 502 | 1,328 | | 515 | 529 | | 500 |
| Insurance | 538-310-46 | 11,347 | 14,533 | | 15,000 | 13,252 | | 9,800 |
| Repairs and Maintenance | 538-310-48 | 1,175 | 2,072 | | 520 | 413 | | 450 |
| Misc/Other Exp | 538-310-49 | 3,998 | 5,051 | | 2,000 | 4,060 | | 2,000 |
| Utility Taxes | 538-310-51 | 43,073 | 42,123 | | 37,600 | 44,040 | | 66,180 |
| Excise Tax | 538-310-53 | 12,325 | 13,505 | | 14,200 | 13,781 | | 13,236 |
| Machinery and Equipment | 538-310-64 | - | - | | - | - | | 525 |
| Misc/Dues & Memberships | 538-311-49 | - | - | | 1,365 | 1,426 | | 1,365 |
| Misc/Trng, Registrations | 538-312-49 | - | - | | 500 | 500 | | 500 |
| Misc/Outside Printing | 538-313-49 | - | - | | 5,000 | 1,566 | | 5,000 |
| TOTAL EXPENDITURES | | $ 167,581 | $ 213,360 | | $ 219,660 | $ 202,918 | | $ 479,187 |

| | | |
|---|---|---|
| Discretionary | 57.6% | $ 276,230 |
| Non-Discretionary | 42.4% | $ 202,957 |
| | | $ 479,187 |

| 2013 Proposed Staffing: | | FTE | 2013 Salary* | 2013 Est. Benefits* | 2013 TTL Comp |
|---|---|---|---|---|---|
| PW Director | Exempt | 0.20 | $ 19,392 | $ 6,665 | $ 26,057 |
| Stormwater Compliance | Exempt | 1.00 | $ 51,912 | $ 28,786 | $ 80,698 |
| PW Admin Assistant | IBEW 14-E | 0.10 | $ 5,255 | $ 1,732 | $ 6,987 |
| | | - | $ - | $ - | $ - |
| | | **1.30** | $ 76,559 | $ 37,183 | $ 113,741 |

*Sal/Ben Allocated to Storm Drainage Fund



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| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| **406.37.538.310.xx** | | **STORM WATER - ADMINISTRATION** | | **$ 479,187** |
| | | **SALARIES AND WAGES** | | |
| 37.538.310.11 | Salaries & Wages | 0.20 PW Director | | 19,392 |
| | | 1.00 Storm Water Compliance | | 51,912 |
| | | 0.15 PW Admin Assistant | | 5,255 |
| | | 1.35 FTE | | |
| 37.538.310.12 | Overtime | Provides for overtime as necessary | | - |
| | | **TOTAL SALARIES** | | **76,559** |
| | | **PERSONNEL BENEFITS** | | |
| 37.538.310.21 | Personnel Benefits | Includes: Social Security, Medicare and L&I Medical, Dental, Vision, Life, Pension | | 38,398 |
| 37.538.310.28 | Employee Medical Contribution | Employee's share of health insurance premium | | (1,215) |
| | | **TOTAL PERSONNEL BENEFITS** | | **37,183** |
| | | **SUPPLIES** | | |
| 37.538.310.31 | Supplies | Provides general operating supplies for Administration | | 1,250 |
| 37.538.310.32 | Fuel | Provides fuel for misc. departmental travel | | 1,600 |
| 37.538.310.35 | Small Tools & Equipment | Provides for small non-capitalized items | | - |
| | | **TOTAL SUPPLIES** | | **2,850** |
| | | **OTHER SERVICES & CHARGES** | | |
| 37.538.310.41 | Professional Services | Grey & Osborne | $ 5,000 | 261,700 |
| | | NPDES Elements | $ 8,000 | |
| | | Misc. Services | $ 2,000 | |
| | | Regional Permitting Project (Grant Funded) | $ 246,700 | |
| | | | $ - | |
| | | | $ 261,700 | |
| 37.538.310.42 | Communication | Verizon | $ 500 | 800 |
| | | Postage/Newsletter | $ 300 | |
| | | | $ - | |
| | | | $ 800 | |
| 37.538.310.43 | Travel | Misc. travel and mileage | $ 200 | 340 |
| | | Training & Conferences | $ 140 | |
| | | | $ - | |
| | | | $ 340 | |
| 37.538.310.44 | Advertising | Advertising as needed | $ 200 | 200 |
| | | | $ - | |
| | | | $ - | |
| | | | $ 200 | |

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| 37.538.310.45 | Operating Rentals/Leases | Copier Lease / Allocation | $ 500<br>$ -<br>$ -<br>$ 500 | 500 |
| 37.538.310.46 | Insurance | WCIA Insurance Allocation | $ 9,800<br>$ -<br>$ -<br>$ 9,800 | 9,800 |
| 37.538.310.48 | Repair & Maintenance | Copier - Maint & Usage | $ 450<br>$ -<br>$ -<br>$ 450 | 450 |
| 37.538.310.49 | Miscellaneous | ***Membership/Dues:*** | | |
| | | Pierce County - GIS Subscription | $ 1,365<br>$ -<br>$ -<br>$ -<br>$ 1,365 | 1,365 |
| | | ***Training/Conferences:*** | | |
| | | Registration Fees | $ 500<br>$ -<br>$ -<br>$ 500 | 500 |
| | | ***Other Miscellaneous:*** | | |
| | | Outside Printing/Newsletter | $ 5,000 | 7,000 |
| | | NPDES Permit Fee | $ 2,000<br>$ -<br>$ -<br>$ 7,000 | |
| | | **TOTAL SERVICES & CHARGES** | | **282,655** |
| | | **INTERGOVERNMENTAL CHARGES** | | |
| 37.538.310.51<br>37.538.310.53 | Intergovernmental | Utility Tax - 9%<br>Excise Tax - 1.8% | $ 66,180<br>$ 13,236<br>$ -<br>$ 79,416 | 79,416 |
| | | **EQUIPMENT / FIXED ASSETS** | | |
| 37.538.310.64 | Capital / Fixed Assets | Copier (Split w/other utilities)<br>**Grant** Funded Equipment (see Operations) | $ 525<br>$ -<br>$ -<br>$ 525 | 525 |
| | | **INTERFUND TRANSFERS / OTHER** | | |
| 37.597.501.00 | | Transfer Out - Vehicle Repair & Maint | $ -<br>$ -<br>$ -<br>$ - | - |

# 2013 BUDGET WORKSHEET SUMMARY
# STORM DRAINAGE/OPERATIONS FUND - #406

*Operations*

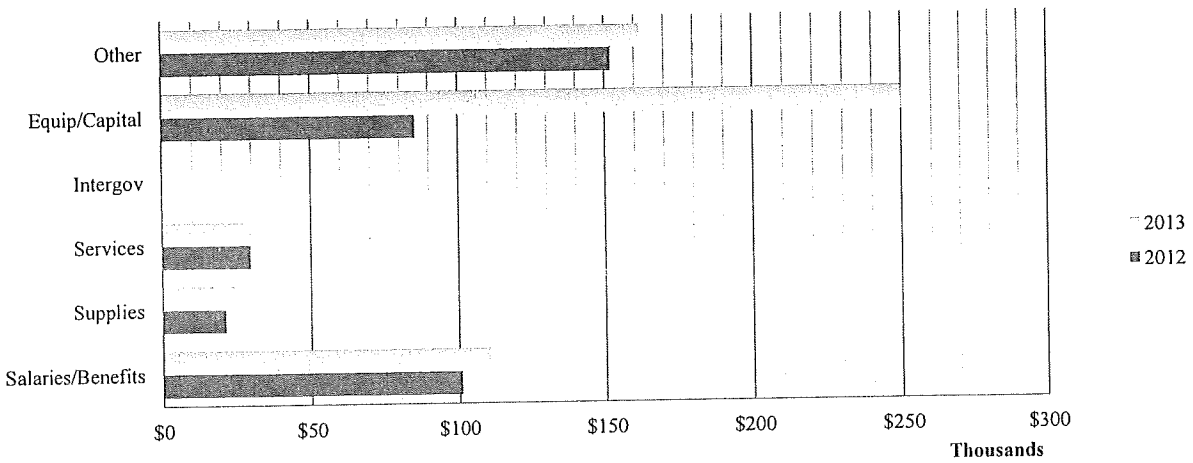
| STORM/OPERATIONS: | GL ACCT# | Prior Years 2010 Actual | Prior Years 2011 Actual | 2012 FTE | 2012 Amended Budget | 2012 Projected Actual | 2013 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| EXPENDITURES: | | | | | | | | |
| Salaries and Wages | 538-350-11 | $ 102,609 | $ 107,466 | 2.00 | $ 65,179 | $ 59,311 | 1.15 | $ 67,977 |
| Overtime | 538-350-12 | 3,291 | 3,825 | | 2,000 | 3,698 | | 2,000 |
| On Call Pay | 538-350-15 | 3,748 | 3,882 | | 2,000 | 2,601 | | 2,000 |
| Personnel Benefits | 538-350-21 | 46,694 | 48,892 | | 31,743 | 31,097 | | 39,628 |
| Uniforms | 538-350-22 | 1,731 | 2,121 | | 1,100 | 917 | | 1,100 |
| Employee Contribution Medical | 538-350-28 | - | - | | (1,011) | (965) | | (2,220) |
| *Subtotal - Salaries/Benefits* | | $ 158,073 | $ 166,187 | | $ 101,011 | $ 96,659 | | $ 110,484 |
| Office and Operating Supplies | 538-350-31 | 3,964 | 15,052 | | 16,400 | 2,946 | | 16,400 |
| Fuel | 538-350-32 | 790 | 1,478 | | 1,000 | 671 | | 1,000 |
| Small Tools and Equipment | 538-350-35 | 668 | 1,719 | | 3,800 | 164 | | 8,820 |
| Professional Services | 538-350-41 | 1,267 | 109 | | 6,200 | - | | 6,200 |
| Communication | 538-350-42 | 2,035 | 2,096 | | 2,035 | 1,800 | | 1,975 |
| Travel | 538-350-43 | 22 | 39 | | 860 | - | | 860 |
| Advertising | 538-350-44 | 22 | 21 | | 100 | 119 | | 100 |
| Operating Rentals and Leases | 538-350-45 | - | - | | 500 | - | | 500 |
| Public Utility Services | 538-350-47 | 3,481 | 4,275 | | 3,650 | 2,870 | | 3,650 |
| Repairs and Maintenance | 538-350-48 | 598 | 17,055 | | 15,200 | - | | 15,200 |
| Misc/Other Exp | 538-350-49 | 152 | 333 | | - | 152 | | - |
| Improv Other Than Building | 538-350-63 | (878) | - | | - | - | | - |
| Machinery and Equipment | 538-350-64 | 1,053 | - | | 80,000 | - | | 250,000 |
| Interfund Rentals | 538-350-95 | 5,944 | 5,944 | | 5,943 | 4,457 | | 5,943 |
| Misc/Dues & Memberships | 538-351-49 | - | - | | - | 76 | | - |
| Misc/Trng, Registrations | 538-352-49 | - | - | | 1,270 | - | | 1,270 |
| Misc/Outside Printing | 538-353-49 | - | - | | - | - | | - |
| Capital Lease | 582-790-66 | 4,881 | 5,771 | | 5,491 | 5,759 | | - |
| LOCAL Financing-Principal | 582-500-7x | - | - | | - | - | | 5,000 |
| LOCAL Financing-Interest | 582-500-8x | - | - | | - | - | | 250 |
| TRF to Drg Capital Fd | 597-407-00 | 139,379 | 436,197 | | 137,740 | 142,383 | | 142,655 |
| Transfer Out - Vehicle R&M | 597-501-00 | - | 4,966 | | 8,500 | 5,000 | | 8,000 |
| TOTAL EXPENDITURES | | $ 321,450 | $ 661,240 | | $ 389,700 | $ 263,057 | | $ 578,307 |

| | | |
|---|---|---|
| Discretionary | 81.8% | $ 472,923 |
| Non-Discretionary | 18.2% | $ 105,384 |
| | | $ 578,307 |

| 2013 Proposed Staffing: | | FTE | 2013 Salary* | 2013 Est. Benefits* | 2013 TTL Comp |
|---|---|---|---|---|---|
| Storm Supervisor | IBEW 26-E | 0.20 | $ 16,782 | $ 8,105 | $ 24,887 |
| Water Maintenance III | IBEW 19-E | 0.20 | $ 13,804 | $ 7,599 | $ 21,403 |
| Water Maintenance II (2) | IBEW 16-C | 0.20 | $ 10,562 | $ 5,541 | $ 16,103 |
| Water Maintenance I (2) | IBEW 13-B | 0.35 | $ 15,283 | $ 10,691 | $ 25,974 |
| PW Admin Assistant | IBEW 14-E | 0.20 | $ 10,825 | $ 5,054 | $ 15,878 |
| 1 Month Staffing Overlap** | IBEW 14-A | - | $ 721 | $ 418 | $ - |
| | | **1.15** | $ 67,977 | $ 37,408 | $ 104,245 |

**Retirement Replacement Training

*Sal/Ben Allocated to Storm Drainage Fund



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| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| 406.38.538.350.xx | | STORM WATER - OPERATIONS | | $ 578,307 |
| | | **SALARIES AND WAGES** | | |
| 38.538.350.11 | Salaries & Wages | 0.20 Supervisor | | 16,782 |
| | | - Water Quality Maintenance | | - |
| | | 0.20 Water/Maint III | | 13,804 |
| | | 0.20 Water/Maint II (2) | | 10,562 |
| | | 0.35 Water/Maint I (2) | | 15,283 |
| | | 0.20 PW Admin Assistant | | 10,825 |
| | | - J.Llunggren replacement training (1 mo.) | | 721 |
| | | - Seasonal Worker (Streets/Water/Storm) | | - |
| | | - | | - |
| | | 1.15 FTE | | |
| 38.538.350.12 | Overtime | Provides for overtime as necessary | | 2,000 |
| 38.538.350.15 | On-Call Pay | Provides for On-Call pay as necessary | | 2,000 |
| | | **TOTAL SALARIES** | | 71,977 |
| | | **PERSONNEL BENEFITS** | | |
| 38.538.350.21 | Personnel Benefits | Includes: Social Security, Medicare and L&I Medical, Dental, Vision, Life, Pension | | 39,628 |
| 38.538.350.22 | Uniforms | | | 1,100 |
| 38.538.350.28 | Employee Medical Contribution | Employee's share of health insurance premium | | (2,220) |
| | | **TOTAL PERSONNEL BENEFITS** | | 38,508 |
| | | **SUPPLIES** | | |
| 38.538.350.31 | Supplies | Operating Supplies as needed | | 16,400 |
| | | *Pipe, fittings, gravel, rock, sand, etc | | - |
| 38.538.350.32 | Fuel | | | 1,000 |
| | | | | - |
| 38.538.350.35 | Small Tools & Equip | Misc small tools | | 1,500 |
| | | Metal Detector | | 260 |
| | | Trash Pump | | 1,500 |
| | | Work Stations | | 1,500 |
| | | Generator | | 500 |
| | | Sump Pump | | 500 |
| | | Service Bed/Truck #32 | | 2,160 |
| | | A.E.D. | | 900 |
| | | | | - |
| | | **TOTAL SUPPLIES** | | 26,220 |
| | | **OTHER SERVICES & CHARGES** | | |
| 38.538.350.41 | Professional Services | Grey & Osborne | $ 5,000 | 6,200 |
| | | Medical CDL Physicals | $ 200 | |
| | | Testing Svcs | $ 1,000 | |
| | | | $ 6,200 | |
| 38.538.350.42 | Communications | Integra | $ 1,475 | 1,975 |
| | | Verizon | $ 500 | |
| | | | $ - | |
| | | | $ 1,975 | |
| 38.538.350.43 | Travel | Training & Conferences | $ 660 | 860 |
| | | Misc local travel | $ 200 | |
| | | | $ - | |
| | | | $ 860 | |

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| 38.538.350.44 | Advertising | Advertising as needed | $ 100 | 100 |
| | | | $ - | |
| | | | $ - | |
| | | | $ 100 | |
| 38.538.350.45 | Rentals/Leases | Copier Lease | $ - | 500 |
| | | Misc Equip Rental | $ 500 | |
| | | | $ - | |
| | | | $ 500 | |
| 38.538.350.47 | Public Utility Svcs | City Utilites | $ 2,000 | 3,650 |
| | | PC Sewer | $ 150 | |
| | | Lloyds - Disposal Fees | $ 1,500 | |
| | | | $ 3,650 | |
| 38.538.350.48 | Repair & Maint. | Springbrook/Monthly Billing | $ 2,200 | 15,200 |
| | | Vactor Service | $ 3,500 | |
| | | Sweeper Services | $ 5,000 | |
| | | Disposal Fees | $ 2,500 | |
| | | Misc. R&M | $ 2,000 | |
| | | | $ 15,200 | |
| | Miscellaneous | ***Membership/Dues:*** | | |
| 38.538.351.49 | | | $ - | - |
| | | | $ - | |
| | | | $ - | |
| | | | $ - | |
| | | ***Training/Conferences:*** | | |
| 38.538.352.49 | | Registration Fees (see detail) | $ 1,270 | 1,270 |
| | | | $ - | |
| | | | $ - | |
| | | | $ 1,270 | |
| | | ***Other Miscellaneous:*** | | |
| 38.538.353.49 | | | $ - | - |
| | | | $ - | |
| | | | $ - | |
| | | | $ - | |
| | | **TOTAL SERVICES & CHARGES** | | **29,755** |
| | | **EQUIPMENT / FIXED ASSETS** | | |
| 38.538.350.6x | Capital / Fixed Assets | Capital/Building | $ - | 250,000 |
| | | Capital/Other Improv | $ - | |
| | | Machinery & Equipment | $ 113,000 | |
| | | Machinery & Equipment / Grant Funded | $ 137,000 | |
| | | | $ 250,000 | |
| | | **INTERFUND TRANSFERS / OTHER** | | |
| 38.597.501.00 | | Transfer Out - Vehicle Repair & Maint | $ 8,000 | 156,598 |
| 00.597.407.00 | | Transfer Out - Storm Water/Capital | $ 142,655 | |
| 38.538.350.95 | | Interfund Rental - to General Fund | $ 2,375 | |
| 38.538.350.95 | | Interfund Rental - to Electric Fund | $ 3,568 | |
| | | | $ - | |
| | | | $ 156,598 | |
| | | **DEBT SERVICE** | | |
| 38.582.500.7x | | State LOCAL Financing Prgm/Principal | $ 5,000 | 5,250 |
| 38.582.500.8x | | State LOCAL Financing Prgm/Interest | $ 250 | |
| | | *Allocation of Backhoe Cost/Estimated | $ - | |
| | | | $ 5,250 | |

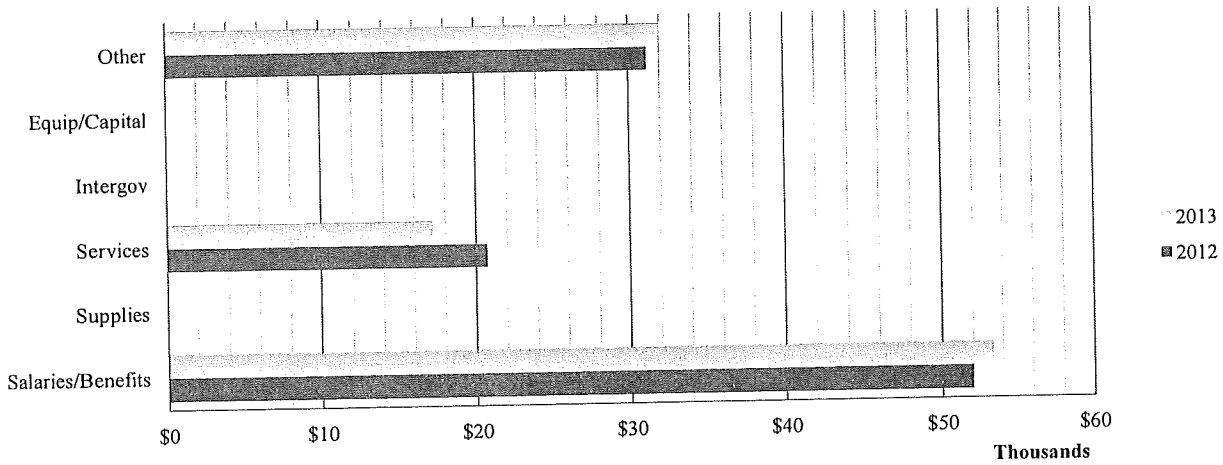
# 2013 BUDGET WORKSHEET SUMMARY
# STORM DRAINAGE/OPERATIONS FUND - #406

*Shared Costs*

| STORM/SHARED COSTS: | GL ACCT# | Prior Years 2010 Actual | Prior Years 2011 Actual | 2012 FTE | 2012 Amended Budget | 2012 Projected Actual | 2013 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES:** | | | | | | | | |
| Salaries and Wages | 538-110-11 | $ - | $ 46,116 | 0.63 | $ 36,019 | $ 36,324 | 0.63 | $ 36,683 |
| Overtime | 538-110-12 | - | 119 | | - | 52 | | - |
| Personnel Benefits | 538-110-21 | - | 16,102 | | 15,639 | 15,892 | | 17,674 |
| Employee Contribution Medical | 538-110-28 | - | - | | 354 | - | | (950) |
| *Subtotal - Salaries/Benefits* | | $ - | $ 62,336 | | $ 52,012 | $ 52,268 | | $ 53,407 |
| Office and Operating Supplies | 538-110-31 | 32 | 1,696 | | - | 702 | | - |
| Small Tools and Equipment | 538-110-35 | - | 14 | | - | - | | - |
| Small Assets/IT | 538-110-36 | - | - | | - | 738 | | - |
| Professional Services | 538-110-41 | - | 1,986 | | - | 122 | | - |
| Communication | 538-110-42 | 2 | 1,200 | | 1,500 | 299 | | 1,500 |
| Travel | 538-110-43 | - | 8 | | - | 165 | | - |
| Equipment Leases | 538-110-45 | - | 665 | | 500 | 993 | | 600 |
| Repairs and Maintenance | 538-110-48 | - | 5,648 | | 460 | 1,042 | | 570 |
| Miscellaneous | 538-110-49 | 4,719 | 22,005 | | 18,300 | 11,832 | | 14,550 |
| Transfer Out - Shared Costs | 597-001-00 | 114,684 | 38,420 | | 31,200 | 31,200 | | 32,000 |
| | | **$ 119,437** | **$ 133,979** | | **$ 103,972** | **$ 99,361** | | **$ 102,627** |

| 2013 Proposed Staffing: | FTE | 2013 Salary* | 2013 Est. Benefits* | 2013 TTL Comp |
|---|---|---|---|---|
| Council - | - | $ - | $ - | $ - |
| Executive - | - | $ - | $ - | $ - |
| Finance - | 0.63 | $ 36,683 | $ 16,724 | $ 53,407 |
| | - | $ - | $ - | $ - |
| | **0.63** | $ 36,683 | $ 16,724 | $ 53,407 |

*Sal/Ben Allocated to Storm Drainage Fund



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| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| **406.30.538.110.xx** | | **STORM WATER - SHARED COSTS** | | **$ 102,627** |
| | | **SALARIES AND WAGES** | | |
| 30.538.110.11 | Salaries & Wages | - Shared Costs - Finance Dept (incl PT/Temp) | | 36,683 |
| | | - Shared Costs - Executive Dept | | - |
| | | - Shared Costs - Council | | - |
| | | - | | - |
| | | - FTE | | |
| | | **TOTAL SALARIES** | | **36,683** |
| | | **PERSONNEL BENEFITS** | | |
| 30.538.110.21 | Personnel Benefits | Shared Costs - Finance Dept (incl PT/Temp) | | 17,674 |
| | | Shared Costs - Executive Dept | | - |
| | | Shared Costs - Council | | - |
| 30.538.110.29 | Employee Medical Contribution | Employee's share of health insurance premium | | (950) |
| | | **TOTAL PERSONNEL BENEFITS** | | **16,724** |
| | | **OTHER SERVICES & CHARGES** | | |
| 30.538.110.42 | Communication | Pitney Bowes/Postage | $ 1,500<br>$ -<br>$ 1,500 | 1,500 |
| 30.538.110.45 | Operating Rentals/Leases | Copier Allocation | $ 600<br>$ -<br>$ 600 | 600 |
| 30.538.110.48 | Repair & Maintenance | Copier-Maintenance/Usage | $ 570<br>$ -<br>$ 570 | 570 |
| 30.538.110.49 | Miscellaneous | ***Other Miscellaneous:*** | | |
| | | CC Processing Fees | $ 2,050 | 14,550 |
| | | Outside Printing/Statements | $ 9,000 | |
| | | Bank Analysis Fees | $ 3,500 | |
| | | | $ 14,550 | |
| | | **TOTAL SERVICES & CHARGES** | | **17,220** |
| | | **INTERFUND TRANSFERS / OTHER** | | |
| 30.597.001.00 | | Transfer Out - General Fund/Shared Costs | $ 32,000<br>$ -<br>$ -<br>$ 32,000 | 32,000 |

NOTES:

# 2013 BUDGET WORKSHEET SUMMARY
# STORM / CAPITAL FUND - #407

| | GL ACCT# | *Prior Years* 2010 Actual | 2011 Actual | 2012 Amended Budget | 2012 Projected Actual | 2013 Requested Budget |
|---|---|---|---|---|---|---|
| **BEGINNING FUND BALANCE** | | $ 179,760 | $ 319,995 | $ 697,733 | $ 697,733 | $ 661,568 |
| **REVENUE:** | | | | | | |
| Dept. of Ecology Grant | 333-835-00 | $ - | $ - | $ 112,000 | $ - | $ 62,000 |
| Grant Proceeds-State | 334-003-11 | - | - | - | - | - |
| Investment Interest | 361-100-00 | 856 | 575 | 1,000 | 1,500 | 2,000 |
| Interfund Transfer-Operations | 397-406-00 | 139,379 | 436,197 | 137,740 | 142,335 | 142,655 |
| Subtotal Revenue | | **$ 140,235** | **$ 436,772** | **$ 250,740** | **$ 143,835** | **$ 206,655** |
| **EXPENDITURES:** | | | | | | |
| Kent Street Detention Pond | 92-595-400 | $ - | $ 20,329 | $ 180,000 | $ 180,000 | $ - |
| 11th Ave Pipe Installation | xx-595-400 | - | - | 45,000 | - | 45,000 |
| Emerald Street Culvert | xx-595-400 | - | - | 35,000 | - | 166,000 |
| City Ctr Stormwater Reroute | 69-595-400 | - | 38,705 | - | - | - |
| 5th Ave Stormwater Trtmnt Facility | xx-595-400 | - | - | 150,000 | - | 38,000 |
| Juniper Street Storm Drain | xx-595-400 | - | - | - | - | - |
| Subtotal Expenditures | | **$ -** | **$ 59,034** | **$ 410,000** | **$ 180,000** | **$ 249,000** |
| **ENDING FUND BALANCE** | | $ 319,995 | $ 697,733 | $ 538,473 | $ 661,568 | $ 619,222 |
| Reserved | | $ - | $ - | $ - | $ - | $ - |
| Unreserved | | $ 319,995 | $ 697,733 | $ 538,473 | $ 661,568 | $ 619,222 |

NOTES:

**2013 BUDGET WORKSHEET SUMMARY**
**STORM / CAPITAL FUND - #407**

*Capital Projects*

**Capital Improvements - Detail by Project**

## Kent Street Detention Pond

| Fund Sources: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru July 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Grant Proceeds-Federal | - | - | - | - | - | - | - |
| Grant Proceeds-State | - | - | - | - | - | - | - |
| PWTF Loan Proceeds | - | - | - | - | - | - | - |
| Interfund Transfers | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | - |

| Fund Uses: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru July 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Engineering-Design | - | - | - | - | - | - | - |
| Engineering-Construction | - | - | 180,000 | 180,000 | - | 172,900 | - |
| ROW | - | - | - | - | - | - | - |
| Supplies | - | - | - | - | - | - | - |
| Prof Services | - | 20,329 | - | - | 7,071 | 7,100 | - |
| Traffic Control | - | - | - | - | - | - | - |
| | - | **20,329** | **180,000** | **180,000** | **7,071** | **180,000** | - |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Project Beginning Balance | - | - | (20,329) | (20,329) | (20,329) | (20,329) | - |
| Revenue | - | - | - | - | - | - | - |
| Expense | - | (20,329) | (180,000) | (180,000) | (7,071) | (180,000) | - |
| **Project Ending Balance*** | - | **(20,329)** | **(200,329)** | **(200,329)** | **(27,400)** | **(200,329)** | - |

*If this figure is "negative", partial funding comes from existing fund balance

## 11th Ave. Pipe Installation

| REVENUES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru July 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Grant Proceeds-Federal | - | - | - | - | - | - | - |
| Grant Proceeds-State | - | - | - | - | - | - | - |
| PWTF Loan Proceeds | - | - | - | - | - | - | - |
| Interfund Transfers | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | - |

| EXPENDITURES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru July 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Engineering-Design | - | - | 45,000 | 45,000 | - | - | 45,000 |
| Engineering-Construction | - | - | - | - | - | - | - |
| ROW | - | - | - | - | - | - | - |
| Supplies | - | - | - | - | - | - | - |
| Prof Services | - | - | - | - | - | - | - |
| Traffic Control | - | - | - | - | - | - | - |
| | - | - | **45,000** | **45,000** | - | - | **45,000** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Project Beginning Balance | - | - | - | - | - | - | - |
| Revenue | - | - | - | - | - | - | - |
| Expense | - | - | (45,000) | (45,000) | - | - | (45,000) |
| **Project Ending Balance*** | - | - | **(45,000)** | **(45,000)** | - | - | **(45,000)** |

*If this figure is "negative", partial funding comes from existing fund balance

**2013 BUDGET WORKSHEET SUMMARY**
**STORM / CAPITAL FUND - #407**

***Capital Projects***

**Capital Improvements - Detail by Project**

## Emerald St. Culvert Replacement

| REVENUES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru July 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Grant Proceeds-Federal | - | - | - | - | - | - | - |
| Grant Proceeds-State | - | - | - | - | - | - | - |
| PWTF Loan Proceeds | - | - | - | - | - | - | - |
| Interfund Transfers | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | - |

| EXPENDITURES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru July 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Engineering-Design | - | - | - | - | - | - | 35,000 |
| Engineering-Construction | - | - | 35,000 | 35,000 | - | - | 131,000 |
| ROW | - | - | - | - | - | - | - |
| Supplies | - | - | - | - | - | - | - |
| Prof Services | - | - | - | - | - | - | - |
| Traffic Control | - | - | - | - | - | - | - |
| | - | - | **35,000** | **35,000** | - | - | **166,000** |
| | | | | | | | |
| Project Beginning Balance | - | - | - | - | - | - | - |
| Revenue | - | - | - | - | - | - | - |
| Expense | - | - | (35,000) | (35,000) | - | - | (166,000) |
| **Project Ending Balance*** | - | - | **(35,000)** | **(35,000)** | - | - | **(166,000)** |

*If this figure is "negative", partial funding comes from existing fund balance

## 5th Ave Stormwater Treatment Facility

| REVENUES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru July 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Grant Proceeds-Federal | - | - | - | - | - | - | - |
| Grant Proceeds-State | - | - | - | 112,000 | - | 50,000 | 62,000 |
| PWTF Loan Proceeds | - | - | - | - | - | - | - |
| Interfund Transfers | - | - | - | - | - | - | - |
| | - | - | | **112,000** | - | **50,000** | **62,000** |

| EXPENDITURES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru July 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Engineering-Design | - | - | - | 36,000 | - | - | - |
| Engineering-Construction | - | - | - | 57,500 | - | - | - |
| ROW | - | - | - | 56,500 | - | - | - |
| Supplies | - | - | - | - | - | - | - |
| Prof Services | - | - | - | - | - | - | - |
| Interfund Transfer - Capital Improvement | - | - | - | - | - | - | 38,000 |
| | **$** - | **$** - | **$** - | **$ 150,000** | **$** - | **$** - | **$ 38,000** |
| | | | | | | | |
| Project Beginning Balance | - | - | - | - | - | - | 50,000 |
| Revenue | - | - | - | 112,000 | - | 50,000 | 62,000 |
| Expense | - | - | - | (150,000) | - | - | (38,000) |
| **Project Ending Balance*** | - | - | - | **(38,000)** | - | **50,000** | **74,000** |

*If this figure is "negative", partial funding comes from existing fund balance

**2013 BUDGET WORKSHEET SUMMARY**
**STORM / CAPITAL FUND - #407**

***Capital Projects***

**Capital Improvements - Detail by Project**

**Juniper St. Storm Drain**

| REVENUES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru July 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Grant Proceeds-Federal | - | - | - | - | - | - | - |
| Grant Proceeds-State | - | - | - | - | - | - | - |
| PWTF Loan Proceeds | - | - | - | - | - | - | - |
| Interfund Transfers | - | - | - | - | - | - | - |
| | - | - | | - | - | - | - |

| EXPENDITURES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru July 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Engineering-Design | - | - | - | - | - | - | - |
| Engineering-Construction | - | - | - | - | - | - | - |
| ROW | - | - | - | - | - | - | - |
| Supplies | - | - | - | - | - | - | - |
| Prof Services | - | - | - | - | - | - | - |
| Interfund Transfer - Capital Improvement | - | - | - | - | - | - | - |
| | $ - | $ - | $ - | $ - | $ - | $ - | $ - |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Project Beginning Balance | - | - | - | - | - | - | - |
| Revenue | - | - | - | - | - | - | - |
| Expense | - | - | - | - | - | - | - |
| **Project Ending Balance*** | - | - | - | - | - | - | - |

*If this figure is "negative", partial funding comes from existing fund balance

**Total Capital Improvements**

| REVENUES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru July 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Grant Proceeds-Federal | - | - | - | - | - | - | - |
| Grant Proceeds-State | - | - | - | 112,000 | - | 50,000 | 62,000 |
| PWTF Loan Proceeds | - | - | - | - | - | - | - |
| Interfund Transfers | - | - | - | - | - | - | - |
| | - | - | - | **112,000** | - | **50,000** | **62,000** |

| EXPENDITURES: | 2010 Actual | 2011 Actual | 2012 Adopted Budget | 2012 Amended Budget | 2012 Actual thru July 31 | 2012 Projected | 2013 Proposed Budget |
|---|---|---|---|---|---|---|---|
| Engineering-Design | - | - | 45,000 | 81,000 | - | - | 80,000 |
| Engineering-Construction | - | - | 215,000 | 272,500 | - | 172,900 | 131,000 |
| ROW | - | - | - | 56,500 | - | - | - |
| Supplies | - | - | - | - | - | - | - |
| Prof Services | - | 20,329 | - | - | 7,071 | 7,100 | - |
| Traffic Control | - | - | - | - | - | - | 38,000 |
| | - | **20,329** | **260,000** | **410,000** | **7,071** | **180,000** | **249,000** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Project Beginning Balance | - | - | (20,329) | (20,329) | (20,329) | (20,329) | (150,329) |
| Revenue | - | - | - | 112,000 | - | 50,000 | 62,000 |
| Expense | - | (20,329) | (260,000) | (410,000) | (7,071) | (180,000) | (249,000) |
| **Project Ending Balance*** | - | **(20,329)** | **(280,329)** | **(318,329)** | **(27,400)** | **(150,329)** | **(337,329)** |

*If this figure is "negative", partial funding comes from existing fund balance

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# 2013 BUDGET WORKSHEET SUMMARY
# VEHICLE REPAIR & MAINTENANCE FUND - #501

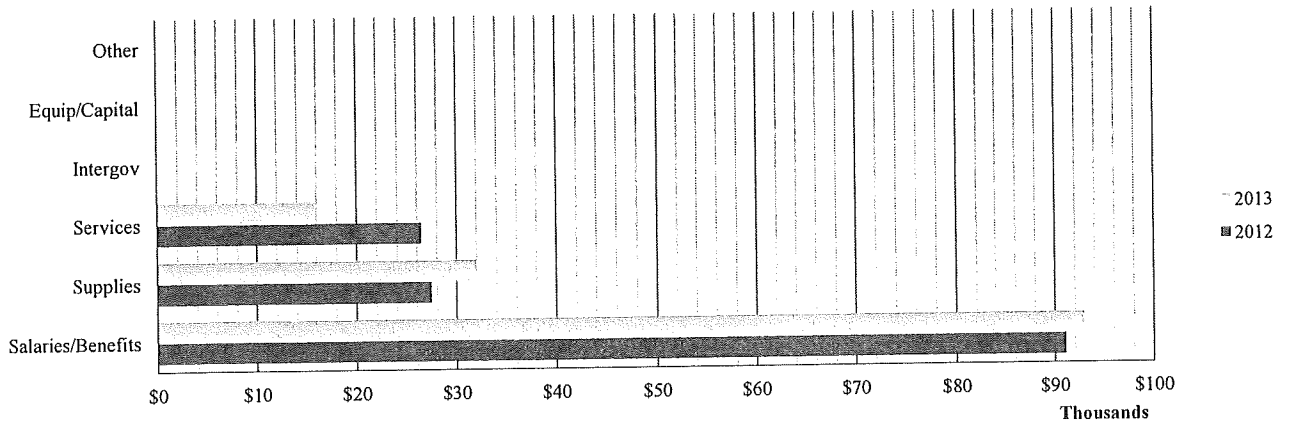
| | GL ACCT# | 2010 Actual | 2011 Actual | 2012 Amended Budget | 2012 Projected Actual | 2012 Projected Adjustment | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|
| **BEGINNING FUND BALANCE** | | $ - | | | | | |
| **REVENUES:** | | | | | | | |
| Transfer In - GF | 397-001-00 | $ - | $ 26,795 | $ 10,000 | $ 14,225 | $ 7,700 | $ 25,000 |
| Transfer In - Streets | 397-101-00 | - | 18,986 | 30,000 | 25,000 | 13,454 | 38,000 |
| Transfer In - Electric | 397-401-00 | - | 34,161 | 40,000 | 20,000 | 9,957 | 30,500 |
| Transfer In - Water | 397-403-00 | - | 24,453 | 48,000 | 25,000 | 13,617 | 40,000 |
| Transfer In - Storm | 397-406-00 | - | 4,966 | 8,500 | 5,000 | 2,511 | 8,000 |
| **TOTAL REVENUE** | | **$ -** | **$ 109,361** | **$ 136,500** | **$ 89,225** | **$ 47,239** | **$ 141,500** |

| | GL ACCT# | 2010 Actual | 2011 Actual | 2012 FTE | 2012 Amended | 2012 Projected Actual | 2013 FTE | 2013 Requested Budget |
|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES:** | | | | | | | | |
| Salaries & Wages | 548-100-11 | $ - | $ 58,108 | 1.00 | $ 58,443 | $ 58,407 | 1.00 | $ 58,443 |
| Overtime | 548-100-12 | - | 295 | | 100 | 1,000 | | 100 |
| Personnel Benefits | 548-100-21 | - | 29,165 | | 32,213 | 31,454 | | 35,366 |
| Uniforms | 548-100-22 | - | 1,155 | | 1,000 | 1,261 | | 1,000 |
| Employee Contribution Medical | 548-100-28 | - | - | | (649) | (633) | | (1,965) |
| *Subtotal - Salaries/Benefits* | | $ - | $ 88,723 | | $ 91,107 | $ 91,489 | | $ 92,944 |
| Operating Supplies | 548-100-31 | - | 25,564 | | 24,000 | 30,000 | | 28,000 |
| Fuel | 548-100-32 | - | 85 | | 1,000 | 2,000 | | 2,000 |
| Small Tools & Equipment | 548-100-35 | - | 4,191 | | 2,500 | 2,500 | | 2,000 |
| Professional Services | 548-100-41 | - | 35 | | - | - | | - |
| Communications | 548-100-42 | - | 302 | | 300 | 175 | | 200 |
| Travel | 548-100-43 | - | 474 | | 200 | - | | 100 |
| Operating Rentals & Leases | 548-100-45 | - | - | | 1,000 | 250 | | 250 |
| Insurance | 548-100-46 | - | - | | - | - | | 185 |
| Repairs & Maintenance | 548-100-48 | - | 16,989 | | 25,000 | 10,000 | | 15,000 |
| Miscellaneous | 548-100-49 | - | 878 | | - | 50 | | 50 |
| | | $ - | $ 137,240 | | $ 145,107 | $ 136,464 | | $ 140,729 |
| **ENDING FUND BALANCE** | | $ - | $ (27,879) | | $ (8,607) | $ (47,239) | | $ 771 |

| | | |
|---|---|---|
| Discretionary | 34.6% | $ 48,700 |
| Non-Discretionary | 65.4% | $ 92,029 |
| | | $ 140,729 |

2013 Proposed Staffing:

| | | FTE | 2013 Salary | 2013 Est. Benefits | 2013 TTL Comp |
|---|---|---|---|---|---|
| Mechanic | IBEW 16-E | 1.00 | $ 58,443 | $ 33,401 | $ 91,844 |
| | | - | $ - | $ - | $ - |
| | | **1.00** | $ 58,443 | $ 33,401 | $ 91,844 |



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9/30/2012

NOTES:

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| **501.xx.xxx.xxx.xx** | | **VEHICLE REPAIR & MAINTENANCE FUND** | | **$ 140,729** |
| | | **SALARIES AND WAGES** | | |
| | | | *Total Cost* | *Vehicle Fund* |
| 00.548.100.11 | Salaries & Wages | 1.00 Mechanic | 58,443 | 58,443 |
| | | - | | |
| | | 1.00 FTE | | |
| 00.548.100.12 | Overtime | Provides for overtime as necessary | 100 | 100 |
| | | **TOTAL SALARIES** | **58,543** | **58,543** |
| | | **PERSONNEL BENEFITS** | | |
| | | | *Total Cost* | *Vehicle Fund* |
| 00.548.100.21 | Personnel Benefits | Includes: Social Security, Medicare and L&I Medical, Dental, Vision, Life, Pension | 35,366 | 35,366 |
| 00.548.100.22 | Uniforms | | 1,000 | 1,000 |
| 00.548.100.29 | Employee Medical Contribution | Employee's share of health insurance premium | (1,965) | (1,965) |
| | | **TOTAL PERSONNEL BENEFITS** | **34,401** | **34,401** |
| | | **SUPPLIES** | | |
| 00.548.100.31 | Supplies | Provides general operating supplies for Vehicle R&M | | 28,000 |
| 00.548.100.32 | Fuel/Diesel | Provides for fuel/diesel for Vehicle R&M | | 2,000 |
| 00.548.100.35 | Small Tools & Equipment | Provides for small non-capitalized items | | 2,000 |
| | | **TOTAL SUPPLIES** | | **32,000** |
| | | **OTHER SERVICES & CHARGES** | | |
| 00.548.100.41 | Professional Services | TBD | $ - | - |
| | | | $ - | |
| | | | $ - | |
| | | | $ - | |
| 00.548.100.42 | Communications | Verizon | $ 200 | 200 |
| | | | $ - | |
| | | | $ 200 | |
| 00.548.100.43 | Travel | Misc. travel and mileage | $ 100 | 100 |
| | | | $ - | |
| | | | $ 100 | |
| 00.548.100.45 | Operating Rentals/Leases | Misc tool & equipment rental | $ 250 | 250 |
| | | | $ - | |
| | | | $ 250 | |

| Account No. | Title | Description | | 2013 DEPT REQUEST |
|---|---|---|---|---|
| 00.548.100.46 | Insurance | WCIA Insurance allocation | $ 185<br>$ -<br>$ 185 | 185 |
| 00.548.100.48 | Repair & Maintenance | Citywide vehicle Repair/Maintenance | $ 15,000<br>$ -<br>$ 15,000 | 15,000 |
| 00.548.100.49 | Miscellaneous | ***Membership/Dues:*** | $ -<br>$ -<br>$ - | - |
| | | ***Training/Conferences:*** | $ -<br>$ -<br>$ - | - |
| | | ***Other Miscellaneous:*** | $ 50<br>$ -<br>$ 50 | 50 |
| | | **TOTAL SERVICES & CHARGES** | | **15,785** |
| | | **EQUIPMENT / FIXED ASSETS** | | |
| 00.548.100.64 | Capital / Fixed Assets | Misc. small assets, equipment | $ -<br>$ -<br>$ -<br>$ - | - |
| | | **INTERFUND TRANSFERS / OTHER** | | |
| 00.597.001.00<br>00.548.200.95 | | Transfer Out - General Fund<br>Interfund Rental - to Electric Utility | $ -<br>$ -<br>$ -<br>$ - | - |

# Appendix

NOTES:

**Monthly Wage Scale**

**2013**

| Full Time Employees | 2013 Proposed FTE | Grade | STEP A | STEP B | STEP C | STEP D | STEP E |
|---|---|---|---|---|---|---|---|
| Maintenance I - Parks/Facilities | 1.00 | 12 | $ 3,242 | $ 3,427 | $ 3,603 | $ 3,782 | $ 3,970 |
| Court Clerk | - | 13 | $ 3,427 | $ 3,603 | $ 3,782 | $ 3,970 | $ 4,168 |
| Deputy City Clerk | - | | | | | | |
| Finance Technician I | 2.00 | | | | | | |
| Maintenance Worker I | 2.00 | | | | | | |
| Meter Reader | 1.00 | | | | | | |
| Police Clerk | 1.00 | | | | | | |
| PW Field Administrative Assistant | 1.00 | 14 | $ 3,603 | $ 3,782 | $ 3,970 | $ 4,168 | $ 4,379 |
| PW Administrative Assistant | 1.00 | | | | | | |
| Mechanic | 1.00 | 16 | $ 3,970 | $ 4,168 | $ 4,379 | $ 4,595 | $ 4,822 |
| Maintenance II - Parks/Facilities | 1.00 | | | | | | |
| Maintenance Worker II | 2.00 | | | | | | |
| Finance Technician II | - | | | | | | |
| Utility Maintenance III/Water Treatment | 1.00 | 17 | $ 4,168 | $ 4,379 | $ 4,595 | $ 4,822 | $ 5,066 |
| Electric Equipment Operator | 1.00 | | | | | | |
| Senior Accountant | 1.00 | 18 | $ 4,379 | $ 4,595 | $ 4,822 | $ 5,066 | $ 5,319 |
| Maintenance III - Lead | 1.00 | 19 | $ 4,595 | $ 4,822 | $ 5,066 | $ 5,319 | $ 5,584 |
| Court Administrator | - | | | | | | |
| Journey Elec Lineman | 3.00 | 23 | $ 5,584 | $ 5,865 | $ 6,156 | $ 6,466 | $ 6,789 |
| Utility Supervisor | 1.00 | | | | | | |
| Apprentice Lineman (varying % of LM) | - | | | | | | |
| Building Official | 1.00 | | | | | | |
| Electrical Foreman | 1.00 | 26 | $ 6,466 | $ 6,789 | $ 7,131 | $ 7,484 | $ 7,585 |
| **Uniformed Personnel** | | | **Academy** | **STEP A** | **STEP B** | **STEP C** | **STEP D** |
| Police Officer | 8.00 | | $ 4,399 | $ 4,618 | $ 4,850 | $ 5,091 | $ 5,347 |
| Code Enforcement Officer | 1.00 | | $ 4,399 | $ 4,618 | $ 4,850 | $ 5,091 | $ 5,347 |
| Police Sergeant | 1.00 | | | $ 5,885 | $ 6,179 | $ 6,488 | $ 6,813 |
| | | | | | | | |
| **Exempt Positions - Directors** | | | **2013 Salary** | | | | |
| City Administrator | 1.00 | | $ 120,000 | | | | |
| Finance Director/City Clerk | 1.00 | | $ 85,000 | | | | |
| Public Works Director | 1.00 | | $ 96,000 | | | | |
| Fire Chief | - | | $ - | | | | |
| Police Chief | 1.00 | | $ 96,000 | | | | |
| Community Development Director | - | | $ - | | | | |
| **Other Exempt Personnel** | | | | | | | |
| Police Lieutenant | 1.00 | | $ 88,000 | | | | |
| Senior Planner | - | | $ - | | | | |
| Senior Financial Analyst | - | | $ - | | | | |
| Storm Water Compliance Officer | 1.00 | | $ 57,600 | | | | |
| **Part-Time Employees** | | | | | | | |
| Senior Programs Coordinator | 0 | 13 | | | | | |
| Clerical Pool | 1,500 hrs | | | | | | |
| Evidence Custodian | 0 | | | | | | |
| Community Service Officer | 0 | | | | | | |
| Seasonal Public Works Crew | 0 | | | | | | |
| **Elected Officials (Non FTE)** | | | | | | | |
| Mayor | 1 | | | | | | |
| Council | 7 | | | | | | |

| FTE Summary | 2013 |
|---|---|
| Total Regular FTE's | 40.00 |
| Total Part-Time FTE's | - |